

# Adelante Window 2024

## Frequently Asked Questions



### **1 - Is it necessary to register on any platform in order to participate in the ADELANTE Window?**

Item A.5. of the Guidelines for applicants indicates how and when to apply (exclusively through the ADELANTE Extranet). It also shows the stages of the Initiative management cycle, starting with the personal registration of the person responsible for the Initiative in the coordinating entity, as set out in Rule 1.5.a. of the Guidelines for applicants.

### **2 - Does the Partnership need to be formed before the concept note is submitted?**

The first step in the process of preparing the concept note on the ADELANTE Extranet will be the *identification of the entities that form part of the Partnership, their classification according to 'type' and 'nationality', and the definition of their 'roles' and 'functions'*, as set out in Rule 1 of the Guidelines for applicants. In addition, in accordance with paragraph 1.6 of this same Rule, *a formalisation document of the Triangular Cooperation Partnership must be submitted and signed by each entity that forms part of the Partnership\**.

In this context, it is understood that the Partnership member entities have decided on a consensual basis to submit a concept note for a Triangular Cooperation Initiative to the ADELANTE Window, and that this decision implies that they have identified a development challenge to which they aim to jointly contribute by offering their knowledge, expertise and, in some cases, their resources.

\*A template of this document can be found in the 'Reference documents' section of the ADELANTE Extranet.

### **3 - In addition to the Partnership formalisation document mentioned in the Guidelines for applicants, will it be necessary to provide any additional documentation from each of the entities or the Partnership?**

It is not necessary to provide any additional documentation from the Partnership member entities or from the Partnership as a whole. The only document required is the formalisation document of the Triangular Cooperation Partnership.

### **4 - Does the Partnership or Initiative need to be submitted in advance or endorsed by the EU Delegation of some of the countries to which the entities belong?**

Neither the Partnership nor the Initiative need to be endorsed by the European Union Delegation of some of the countries to which the entities belong. However, it is recommended to take into account the priorities of the European Union in the countries of the Partnership entities, in particular in the country of the Beneficiary entity(ies), so that the Initiative is aligned with these priorities. For this purpose, it may be useful to explore the Multi-annual Indicative Programming for each country, which can be consulted on the website of each European Union Delegation.

### **5 - Is it necessary for the Partnership member entities or the collaborating entities to be registered in the Potential Applicant Data On-Line Registration (PADOR)\*?**

The Partnership member entities or the collaborating entities don't need to be registered in the PADOR to submit an Initiative to the ADELANTE Window.

However, it is recalled that according to Rule 1.1. of the Guidelines for applicants, *only legal entities shall be considered. Under no circumstances is it possible for a natural person to be considered a member of a Partnership.*

\* The Potential Applicant Data On-Line Registration (PADOR) is an online database of the European Commission, where organisations register and regularly update their data.

### **6 - How many entities can form a Partnership, according to the Triangular Cooperation Roles?**

The detailed answer to this question can be found in Rule 1 of the Guidelines for applicants, specifically in Rule 1.4, 1.6, 1.9 and 1.10.

### **7 - How relevant and necessary is it to have a history of collaboration between the member entities of the Triangular Cooperation Partnership? Can it be a new institutional relationship? Will priority be given to Partnerships with a history of collaboration?**

It is not necessary for Triangular Cooperation Partnership member entities to have a history of collaboration jointly or between some entities bilaterally and, if there is no history, it will not be considered as an exclusion criterion. However, the concept note will ask to describe if this is a new relationship or if there is a history of collaboration, in which case it could be considered as an element of added value by the evaluation team when assessing the proposal as a whole.

### **8 - Can an entity submit more than one concept note to the same annual Window?**

The answer to this question can be found in rule 1.10 of the Guidelines for applicants, which states that 'there is no limit on applications per entity to either an annual Window or the entire ADELANTE Window', i.e. an entity may submit, together with its Triangular Cooperation Partnership, more than one concept note to the same annual Window.

### **9 - Can an entity be part of more than one Triangular Cooperation Partnership? If so, can an entity submit more than one concept note to the same annual Window as part of different Triangular Cooperation Partnerships?**

The Guidelines for applicants do not foresee any limit to the participation of an entity in more than one Triangular Cooperation Partnership. Similarly, there is no restriction on submitting more than one concept note as a member of different Triangular Cooperation Partnerships.

### **10 - Who must sign the Partnership formalisation document in each member entity?**

The Partnership formalisation document **must be signed by the person who has the legal capacity to commit his/her entity** to the Partnership and to the ADELANTE Window.

### **11 - Could you explain the role of the collaborating entities?**

Collaborating entities, as set out in Rule 1.8 of the Guidelines for applicants, are entities that have the capacity and willingness to make a very specific contribution in terms of knowledge and expertise to the achievement of the Initiative's objectives, with a strong added value, without this contribution implying membership in the Partnership.

As also stated in the aforementioned Rule 1.8, *collaborating entities will not be considered Partnership member entities in any case.*

### **12 - Can collaborating entities participate in the activities of the Initiative?**

Rule 6 of the Guidelines for applicants describes the types of activities and the focus of each activity. Collaborating entities can participate in the activities of the Initiative as described in the Guidelines for applicants.

### **13 - Is it necessary to submit supporting documents in cases where private companies want to be part of a Partnership?**

The details of each Partnership member entity, regardless of the type of entity, will be requested in the concept note form. The Assessment Team will verify that each entity meets the requirements set out in Rule 1 of the Guidelines for applicants. No documents or information other than those requested in the concept note form need to be included and will not be taken into account for the assessment.

### **14 - Although the ADELANTE Window is open to all types of entities, can different types of entities participate in the same Partnership and with different roles?**

Entities assuming the role of Beneficiary, First provider or Second provider may be any of the types of entities set out in Rule 1 of the Guidelines for applicants, with the exception of 'multilateral, international and regional organisations', which may not assume the role of Beneficiary.

### **15 - At the same time, can a Partnership be comprised of only one type of entity?**

The Partnership may be comprised of only one type of entity, with the only restriction applicable to 'multilateral, international and regional organisations' as described in Rule 1 of the Guidelines for applicants.

**16 - With regard to nationalities, in the case of Partnerships comprised of more than three entities, is it possible for some First provider entities to be from the same country as some of the Beneficiary entities?**

The answer to this question is based on the definition of Triangular Cooperation and, in particular, on the definition of First provider: an entity that *has experience in responding to the same development challenge in a context similar to that of the Beneficiary, and shares its knowledge and experience with the Partnership and, in certain cases, financial resources*. From the perspective of the ADELANTE Window, it is understood that the concept of a 'context similar to that of the Beneficiary' refers to a different country (Latin American or Caribbean). This also ensures the involvement of at least three countries in each of the Initiatives. As stated in the previous paragraphs, it is not expected, in any case, that the entities assuming the role of First provider will be from the same country or possess the same nationality as the entities assuming the role of Beneficiaries, even if they are from different cities or regions.

**17 - Could the role of the coordinating entity of the Partnership be explained, as well as the role of the 'person responsible for the Initiative in the coordinating entity' and the 'legal representative of the coordinating entity'?**

As established in Rule 1.5. in the Guidelines for applicants, *the coordinating entity assumes full responsibility (including coordination and justification) for the Initiative vis-à-vis the ADELANTE Window and DG INTPA throughout the entire management cycle and in each of its phases*.

The entity is also expected to take on, on behalf of the Partnership, all of the commitments included in the Guidelines for applicants. To this end, this Rule establishes that *the identification of the coordinating entity during the pre-formulation process must indicate the person 'responsible for the Initiative within the coordinating entity,' and the 'legal representative of the coordinating entity'. It is understood that in certain cases, this may be the same person*.

Because of the importance of this matter, it may be recalled that:

- **The person in charge of the Initiative within the coordinating entity** is responsible for its coordination, and serves as the direct liaison with the ADELANTE Team. This implies that the person responsible for the Initiative in the coordinating entity assumes, for all intents and purposes, the responsibility of coordinating all of the Partnership member entities and all of the participants in order to properly plan, implement and justify each of the activities, thus guaranteeing the quality of the activities and the respective Initiative. Specifically, this responsibility requires strict compliance with the procedures set out in this manual, ensuring proper time management and document management, as outlined in the **Manual of procedures 2024**.

- It is understood that all the key documents of the management cycle of the Triangular Cooperation Initiative (...) sent through the ADELANTE Extranet are approved by the **legal representative of the coordinating entity**. It is also understood that the legal representative certifies that all the information contained in these documents is true, and that all the member entities of the Partnership (...) meet the criteria and requirements set forth in these Guidelines. In this respect, the submission of documents through the ADELANTE Extranet is understood as a sworn statement or solemn declaration by the legal representative of the coordinating entity.

**18 - When it says that 'The necessary financial resources can also be provided by each of the partners', does it mean that each and every entity in the Partnership must make a financial contribution? Is it possible for there to be no financial contribution and that all the Partnership's contribution is in-kind?**

Details on co-financing or financial contributions by Partnership member entities are set out in the Guidelines for applicants, Rule 4. As indicated in paragraph 4.2 of this Rule, **this financial contribution may be provided in cash, in-kind or a combination of both, depending on the possibilities and capacities of the Partnership member entities.** In other words, it is not necessary for all Partnership entities to make a financial or in-kind contribution if they do not have the capacity to do so, but in any case, the co-financing as a whole must cover at least 25% of the total budget of the Initiative.

**19 - Can the co-financing contribution be materialised through sponsorship from third parties?**

As set out in Rule 4 of the Guidelines for applicants, the co-financing or financial contribution must come exclusively from the Partnership member entities. No expenses from collaborating entities or third parties will be considered contributions to the Initiative's co-financing.

**20 - If the Partnership contributes more than 25% co-financing to the total budget, can the Initiative be prioritised for approval?**

While the Partnership must provide at least 25% of the total budget of the Initiative as co-financing or financial contribution, as set out in Rule 4 of the Guidelines for applicants, no criterion prioritises Partnerships providing a higher percentage of co-financing.

**21 - What does 'open and permanent' mean when we refer to the ADELANTE Window?**

The 'open and permanent' approach of the ADELANTE Window means that at the time of the opening of each annual Window, no specific closing date is established for the receipt of concept notes. Each annual Window will close as the Initiatives are approved and the available budget allocation established for that year is exhausted, as set out in Point A.5.d. of the Guidelines for applicants.

**22 - When it is said that the ADELANTE Team will provide support during formulation, how is this done? What does this mean?**

The support of the ADELANTE team during the formulation process is provided through virtual meetings and the exchange of notes on the ADELANTE Extranet, to guide the Partnership on the assessment criteria to be taken into account by the Assessment team. In particular, the ADELANTE team will support the Partnership in the quality and rigour of the proposal,

including the effective incorporation of cross-cutting approaches, and in defining the Initiative's work plan and budget.

It is important to note that all contributions from the ADELANTE Team are made as suggestions, and that the Partnership is responsible for making improvements and ensuring the final quality of the proposal.

**23 - Drawing on the previous question, when it is said that the ADELANTE Team will provide support during implementation, how is this done? What does this mean?**

The support of the ADELANTE Team during implementation involves, on the one hand, the permanent accompaniment of the Partnership during all the knowledge generation processes, in order to support the most strategic reflections on the contribution of the Initiative to the development challenges identified and to the triangular processes, as well as the effective incorporation of cross-cutting approaches.

On the other hand, support is also provided through *logistical coordination and the direct contracting of logistical services, transportation and professional services associated with the activities*, in line with the *modus operandi* set out in Rule 11 of the Guidelines for applicants.

**24 - Does the ADELANTE Window 2024 consider any priority SDGs?**

According to Rule 2 of the Guidelines for applicants, *no SDG or group of SDGs is considered a priority for the ADELANTE Window as a whole.*

The same rule states that a primary SDG and a secondary SDG should be defined during the pre-formulation process (concept note). Consistent with the definition of Triangular Cooperation and the objectives of ADELANTE 2, it is understood that, in addition to the primary and secondary SDGs, all Initiatives shall contribute to SDGs 17 and 10.

**25 - The ADELANTE 2024 Window gives priority to Initiatives that are aligned with the European Global Gateway strategy in Latin America. What does it mean that priority will be given? How can this alignment be demonstrated?**

According to item A.5.c of the Guidelines for Applicants, it is important to distinguish the difference between 'exclusion criteria' and 'elements of added value'. According to the same item of the Guidelines: 'Alignment with EU priorities and coherence with other development efforts are not mutually exclusive criteria. They are considered elements that add value and enrich the Initiative'. Thus, alignment with the European Global Gateway strategy in Latin America will be considered as a value-added element of the Initiative, which in turn will bring added value to the ADELANTE Window.

[Global Gateway](#) is the European strategy to boost smart, clean and secure connections in the digital, energy and transport sectors and to strengthen health, education and research systems worldwide. This strategy is fully aligned with the 2030 Agenda and its Sustainable Development Goals.

Alignment with Global Gateway can be achieved by incorporating activities that support the four pillars of the strategy in Latin America and the Caribbean, mentioned in detail in Rule 2 of the Specific rules ADELANTE Window 2024.

**26 - Is there a minimum number of activities to be carried out in an Initiative, and is there a requirement for at least one activity of each type?**

Rule 6 of the *Guidelines for applicants* contains details on the types of activities and their definition. The same Rule states that 'there is no limitation on the number or type of activities', i.e. an Initiative may consist of a minimum of one activity, without any further conditions as to the type of activity or the number of activities. It is a requirement, however, that any number or combination of activities must be consistent with the achievement of the objective of the Initiative.

**27 - Once the Initiative has been approved, is any kind of contract expected to be signed between the coordinating entity and the European Union?**

When an Initiative is approved, an 'administrative order' is issued by DG INTPA in the form of a 'Note of approval of the final formulation'. This document contains the general information of the approved Initiative, including the implementation period, the approved budget and the Partnership member entities. In no case is the signing of a contract between the coordinating entity or the Partnership and the European Union expected.

**28 - How is the budget of the Initiative controlled?**

The budget of the Initiative is controlled through the ADELANTE Extranet, allowing all Partnership member entities to monitor budget execution. The modality of managing the financing of the ADELANTE Window as well as the co-financing or financial contribution of the Partnership is detailed in Rule 11 of the *Guidelines for applicants* and in the *Manual of procedures*.

**29 - Will the ADELANTE Window be able to transfer funds to the member entities of the Partnership for the implementation of activities?**

As established in Rule 11 of the *Guidelines for applicants*, *the funds allocated by the ADELANTE Window will be entirely managed by the ADELANTE Team, without any possibility of transferring all or part of these funds to any of the Partnership member entities.*

*In turn, the coordinating entity will be responsible for managing the co-financing or financial contributions, in coordination with the Partnership member entities and the ADELANTE Team, and in line with the objectives of the Initiative.*

**30 - How is the co-financing of the Partnership justified?**



Once the Initiative has been approved and as the activities are implemented, *the effective co-financing contribution must be justified according to the instructions in the **Manual of procedures 2024***. This justification shall be made on the ADELANTE Extranet using the sections and tools enabled for this purpose.

### **31 - Will the Partnership be able to propose or select the consultants who will carry out 'Consultancy' type activities? How is the contracting of the selected person managed?**

When formulating a 'Consultancy' type activity during the formulation phase of the Initiative, the Partnership will have to propose a professional profile with the appropriate competencies for the characteristics and objectives of the consultancy. This profile will serve as a reference for identifying, selecting and contracting consultants during the implementation phase.

The identification and selection exercise in the implementation phase will be carried out jointly by the Partnership and the ADELANTE Team. The ADELANTE Team will carry out the recruitment of the selected person in cases where the activity is financed with funds provided by the ADELANTE Window. If the activity is financed with financial contribution funds provided by the Partnership, the coordinating entity will be responsible for managing/following up the recruitment of the consultant. In the latter case, the contract can be signed between the consultant and any Partnership member entity.

### **32 - Is it necessary to submit any document justifying the participation of service providers?**

At the formulation phase, when developing the Initiative's budget together with the ADELANTE Team, there will be the opportunity to submit proposals or quotations from service providers that can respond to the requested services within the eligible expenses detailed in Rule 5 of the Guidelines for applicants. It is unnecessary to submit any documents concerning service providers before this phase.

### **33 - Could more details be provided on the use of the expense category 'human resources'?**

The expense category 'human resources' can only be included in the budget of an Initiative if it is covered by the **financial contribution or co-financing provided by the Partnership member entities**. No human resources costs will be covered from the ADELANTE Window financing.

This expense category is available exclusively for contributions to the salaries or wages **of professionals connected to Partnership member entities**. Further details on the conditions for including this expense category in the budget of an Initiative, as well as for its subsequent justification, can be found in the ***Manual of procedures 2024***.

### **34 - Can accommodation costs be included in the ADELANTE Window financing?**

Accommodation costs are included under the budget item 'per diems', under the expense category 'transportation', and can be covered by both the financing of the ADELANTE Window and/or the co-financing or financial contribution of the Partnership.

Details on the use of this budget item can be found in Rule 5 of the Guidelines for applicants and in the Manual of procedures 2024 the Manual for implementation and management 2024.