



TBT PROGRAMME
OVERCOMING TECHNICAL BARRIERS TO TRADE



ACP-EU TBT PROGRAMME

REG/FED/022-667

***GUIDELINES FOR APPLYING
TO THE PROGRAMME FOR ASSISTANCE***



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OVERCOMING TECHNICAL BARRIERS TO TRADE



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Guidelines for applicants

1. Purpose of the Programme

The general aim of the programme is the integration of ACP countries in global value chains by improving their overall competitiveness in local, regional and export markets by enhancing the export capacity of their economic operators.

The programme's specific objective is to strengthen the capacity of ACP countries and regions to influence and comply with technical barriers to trade (TBT) on external markets and to define and enforce legitimate and adequately harmonised TBT on internal markets

2. Who can submit a project proposal under this Programme?

All ACP States, Regional Integration Organizations, Government Ministries and departments responsible for trade matters, civil society organizations, private sector, research centres, quality and regulatory infrastructure institutions and universities and other stake holders that could play an active role in achieving the objectives of this programme are eligible for support.

Project proposals may be submitted by state institutions (Government offices, ministries, state agencies, and other state institutions) involved in achieving the objectives of this programme.

The applicant(s) is (are) requested to identify in their project documentation other stakeholders involved in the specific policy area in question (e.g. other ministries, state agencies, parliamentary committees, associations) and propose possible common activities and/or measures to improve understanding in achieving the objectives of the programme.

In case a project is jointly planned by more than one institution, one of the proposing institutions should be indicated as a lead institution for the project.

3. What type of projects and activities can be financed through this Programme?

The programme will finance projects or activities that will fulfill at least one of the following:

- Improve the understanding of good regulatory frameworks and the use of international standards in technical regulations
- Facilitate compliance with TBT for exports
- Promote intra and inter regional development, harmonization, equivalence and mutual recognition of TR, standards and CAP;
- Enhance decision-making by capital-based officials on TBT, CAP issues and related trade policy issues
- Enhance the regulatory, technical, scientific and management skills of staff working in QI institutions
- Build a reservoir of trade policy analysts/experts in the ACP countries.

The applicant should propose a set of activities best suited to achieve the expected concrete outputs. Projects are based on the provision of technical assistance.

Applications can include the following:

- Institutional capacity building;
- Workshops and seminars;
- Training and educational programmes;
- Technical and analytical papers on TBT/CAP issues;
- WTO-related technical assistance;
- Legal review of multilateral TBT agreements;
- Review of national quality infrastructure legislation

The applicant may also propose any additional capacity-building activities relevant for their specific project.

Please note that the programme does not cover the cost of equipments.

Example of projects

- *Training sessions, seminars and workshops;*
- *Capacity and institution building in the context of consolidating quality infrastructure institutions;*
- *Requests for experts for short term periods to address particular TBT/CAP issues;*
- *Preparation of technical papers and proposals on TBT/CAP;*
- *Requests for legal support to harmonise domestic law with the WTO law or other international standards*
- *Legal support in WTO Disputes*

4. The application procedure

Complete the application documents you have downloaded from the Programme website (Request Form and Partnership Annex if needed) and send them back to the PMU by email, fax or mail to the following address:

PMU
Programme in the field of technical barriers to trade
Avenue de Tervuren 32 – Box 31
1040 Bruxelles
E-mail:
Tel : +32 (0) 2 739 00 00
Fax: +32 (0) 2 739 00 09

As soon as the Request is received in the PMU, you will receive an acknowledgement message mentioning the registration number for your application and an indication of the delay to receive an answer.

This will start a procedure that can last several weeks, from the moment the request is registered in the PMU till the moment the project is ready to start. You should be aware that your request will need to go through several stages:

- **Processing of the Request:** in the following 1-2 weeks from the acknowledgement you will be informed whether your application is rejected, or needs further information/elaboration by you or has green light to proceed further. The PMU will be guided by objective and transparent criteria in its evaluation of the requests received according to the objectives and priorities of the Programme. Internal evaluation will take place regularly and will take account of geographical and institutional equity.

- **Formulation into a Project Proposal with Terms of Reference to be submitted for validation:** after green light to your request, the PMU will work on the preparation of these documents, that will be submitted for comments to the EU Delegation, other relevant stakeholders and to the Applicant. This phase can take 3-4 weeks depending on the delay for receiving comments.
- **Validation of the formulated Project:** The PMU, will forward the project documentation, which it considers to be compliant with the selection criteria, to the Validation Committee for approval. Validation Committee Meetings take place once a month and include representatives from the ACP Secretariat, the EC and the PMU. You will be notified immediately whether your Project has been approved or it needs
- **Procurement of the expertise services necessary to the implementation of the Project:** once your project is validated, in compliance with the EU procurement rules, the PMU will take care of all the actions necessary to select the best expertise for assisting you in your project. This phase can take several weeks (approximately 12) for the delay necessary to prepare tender dossier, have it approved, the legal delay to be left to the tenderers to submit their offers, and the time necessary for evaluating, selecting and awarding the contract to the best tenderer.
- **Contracting and Notification:** once the contract has been awarded, the selected service provider will sign a contract and will be assigned to implement your project. You will be notified of the awarding and the forthcoming beginning of the Project.

In the page below please find attached a graphic representation of the approval cycle your project will have to go through.

For any additional query please do not hesitate to contact the PMU for clarification at the above-mentioned e-mail.

