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HELLENIC REPUBLIC

**MINISTRY OF EDUCATION,
LIFELONG LEARNING AND RELIGIOUS
AFFAIRS**

**JOINT ADMINISTRATIVE SECTION
OF EUROPEAN RESOURCES**

**SPECIAL MANAGEMENT SERVICE
FOR OPERATIONAL PROGRAMME**

“EDUCATION AND LIFELONG LEARNING”

UNIT D’ “ORGANISATION – SUPPORT”

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**Athens, February 21st 2011
Ref. No: 2237**

To whom it may concern

Subject: Decision concerning the establishment and maintenance of a List of Natural and Legal Persons, potential service providers to MA/OP/EDULLL, according to Articles 6 and 7 of Ministerial Decision No 51540/EYSSAAP¹ 3628/12.11.2010 (Official Gazette B' 1856/26.11.2010)

Having regard to:

1. The following provisions:
 - a. Article 90 of the “Code of Legislation concerning the government and governmental agencies” ratified by Presidential Decree No 63/2005, Article 1 (Official Gazette A’ 98) on the “Codification of the legislation on government and governmental agencies”,
 - b. Law No 3614/2007 on “Management, control and implementation of development interventions for the programming period 2007-2013” as in force and in particular article 19 thereof,
 - c. Presidential decree No 4/2002 (Official Gazette 3A) “Implementation of technical assistance - support operations and management of corresponding resources”,
 - d. Ministerial Decision No 51540/EYSSAAP 3628/12.11.2010 (Official Gazette B’ 1856/26.11.2010) on “Defining the elements of the ‘Technical Support for Implementation’ Programmes as well as the procedure for submission and approval of these programmes” and in particular articles 5, 6 and 7 of Part B' thereof,
 - e. Ministerial Decision on management system Ref. No 14053/EYS² 1749/Official Gazette B'540/27.3.2008 as in force and in particular article 38 thereof,
2. Joint Ministerial Decision No KA/3345/14.12.2000 on establishment of a Special Service within the Ministry of National Education and Religious Affairs for restructuring purposes according to Law 3614/2007, Articles 3 and 5 (Official Gazette 636/v. B’/10.4.2008) by which the Managing Authority of the Operational Programme “Education and Lifelong Learning” was

¹ Special Service For Strategic Planning and Evaluation of Development Programmes (EYSSAΠ)

² Special Coordination Service for the Implementation of the Operational Programmes (EYΣ)

established, as modified by Joint Ministerial Decisions No 6472/01.04.2008 and 147/10.01.2011,

3. Ministerial Decision No 108009/ΣΤ5/1.10.2007 (Official Gazette 1950/v.B/3.10.2007) for "assignment of the right to sign by order of the Minister".
4. Joint Decision No Φ 908/142689/H/17.11.2009 of the Prime Minister and the Minister of Education, Lifelong Learning and Religious Affairs concerning the appointment of the Special Secretary of the Joint Administrative Section for CSF Programme Management,
5. The operational needs of MA/OP/EDULLL.

W e d e c i d e

1. the constitution of a List of potential service providers to MA/OP/EDULLL according to Ministerial Decision 51540/EYSSAAP 3628/12.11.2010, Articles 6 and 7(Official Gazette B' 1856/26.11.2010) (*1d of this Decision*) including Natural Persons and Legal Entities complying with the conditions of Article 9 of this Decision.
2. The list shall be divided into sub-lists based on a distinction of service categories, which are to be called "registers". Potential service providers engaged in the provision of relevant services may be listed in these registers. Any natural or legal person may register on several or all the sub-lists provided they meet the conditions laid out in Article 9 of this Decision.
3. The registers (sub-lists being part of the broader List to be established by this Decision) shall be the following:
 - a) REGISTER OF EXPERTS/CONSULTANTS, with the following basic fields of expertise and studies production:
 1. Intervention planning and documentation in the field of Education,
 2. Intervention planning and documentation in the field of linking education with the labour market,
 3. Intervention planning and documentation in the field of Lifelong Learning,
 4. Intervention planning and documentation in the field of Research.
 - b) REGISTER OF TECHNICAL SUPPORT CONSULTANTS, with the following basic fields of technical support services provision:
 1. Planning and organisation of co-funded programmes/actions in the field of Education and Lifelong Learning,
 2. Supporting MA/OP/EDULLL in the management and monitoring of the Projects,
 3. Supporting MA/OP/EDULLL in the conclusion (closure) of the Actions,
 4. Technical support in the field of computer systems and computer integrated data processing in the framework of the O.P. EDULLL 'Technical Assistance for implementation' operations monitoring and management as well as the functioning of the Managing Authority in general,
 5. Supporting MA/OP/EDULLL in evaluation/ progress monitoring procedures about the programme actions state of implementation, as well as elements included in proposals submitted by bodies responsible of projects to be integrated,
 6. Providing legal support to MA/OP/EDULLL for the legality assurance procedures required for the implementation of OP/EDULLL, the preventive control or the drawing up of declarations and public contracts documents,
 7. Supporting MA/OP/EDULLL in the publicity operations related to the co-funded projects of the Programme,
 8. Providing organisational, management and legal support to the OP/EDULLL Beneficiaries.

c) REGISTER OF PUBLIC OPINION POLLING AGENCIES

d) REGISTER OF TRANSLATORS

4. The Register of Experts, established by Decision of the Special Secretary No 7291/18-5-2010, which included natural persons, shall be merged with the Register of Experts/Consultants established by this Decision (as a sub-list of the List of potential service providers established in article 1). The Natural Persons listed in the Register in question shall be considered ipso facto registered members of the newly constituted Register of Experts/Consultants and shall be invited from now on to produce studies and expertise for MA/OP/EDULLL subject to the specific conditions to be laid out in the relevant Call for Registration that will be published by virtue of article 7 and according to article 8 of this Decision.
5. The Open Register of Consultants (Natural Persons) providing support to MA/OP/EDULLL established by the Call for Expressions of Interest No 19414/29-12-2009 and, subsequently, Updates No 3202/19-3-1010 and 12649/10-9-2010 shall be merged with the Register of Technical Support Consultants (sub-list of the List of potential service providers established in article 1) established by this Decision. The Natural Persons listed in the Open Register of Natural Persons shall be considered ipso facto registered members of the newly established Register of Technical Support Consultants and shall be invited from now on to provide their services to MA/OP/EDULLL subject to the specific conditions to be laid out in the relevant Call for Registration that shall be published by virtue of article 7 and according to article 8 of this Decision.
6. The Register of Translators constituted by Call for Expressions of Interest No 25751/7-12-2010 shall be merged with the Register of Translators established by this Decision (as a sub-list of the List of potential service providers established in article 1). The Natural Persons listed in the former Register of Translators shall be considered ipso facto registered members of the newly established Register of Translators and shall be invited from now on to provide their services to MA/OP/EDULLL subject to the specific conditions to be laid out in the relevant Call for Registration that shall be published by virtue of article 7 and according to article 8 of this Decision.
7. The MA/OP/EDULLL shall issue a Call for Registration in relation to the 3 Registers (sub-lists) defined in article 3. The Call shall specify the registration conditions for each Register as well as the basic conditions concerning the provision of services falling under the category of the Register (e.g. awarding decision or signing of a contract, remuneration calculation method, etc.)
8. The MA/OP/EDULLL may award to the Natural and Legal Persons listed in each Register (sub-list) services provision projects falling under the scope of the Register in which they are listed (i.e. studies, public opinion polls, consultancy services, translations) following a Call for expressions of interest subject to the conditions specified in Article 5 of the Ministerial Decision No 51540/EYSSAAP 3628 / 12.11.2010 (Official Gazette B' 1856/26.11.2010) (*1d of this Decision*). The Call for expressions of interest shall specify the physical object as well as the specific conditions for the provision of services to MA/OP/EDULLL, such as duration and remuneration at a flat rate or on a per unit basis. The conditions for the provision of services shall be in compliance with the provisions of the abovementioned Call for Registration provided for in Article 7 above (particularly as to whether the conclusion of a contract is required or in relation to the remuneration calculation method).
9. The right to register with any of the Registers of the List for the potential awarding of projects is granted to any natural person or legal entity in Greece or abroad:
 - (a) provided that, in the case of natural persons, the person himself/herself or, in the case of legal entities, natural persons acting as administrators or legal representatives meet the minimum personal status requirements in order to obtain a public contract, in particular:
 - the candidate has not been convicted by final judgment for involvement in a criminal

organisation, corruption, fraud or money laundering;

- The candidate has not been convicted by a judgment which has the force of res judicata of an offence concerning the professional conduct or of grave professional misconduct, that the awarding authority may prove by any means;
- The candidate is not bankrupt or being wound up, having his affairs administered by a court, has not entered into an arrangement with creditors or suspended business activities or any analogous situation under the law of the country of establishment (in the case of foreign candidates);
- The candidate is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up, administration by a court or of an arrangement with creditors or of any other similar proceedings;
- the candidate has fulfilled obligations related to the payment of social security contributions and taxes in accordance with the legal provisions of the country of establishment as well as the Greek law.

(b) provided the person has the necessary technical and professional capabilities and in particular:

- in the case of natural persons, provided that the candidate has professional or/and scientific specialization and proven professional or scientific activity to date in one of the fields falling under the Register scope

- in the case of legal entities, provided that the candidate has proven professional or scientific activity to date in one of the fields falling under the Register scope and disposes of staff with relevant specialisation or/and experience

(c) in the case of legal entities, provided that the candidate has the necessary economic or/and financial standing

10. The Registers of every List shall remain open and registrations shall be possible until 30.12.2013.

11. (a) In order to register one has to:

(aa) Fill in the relevant Registration Application Form providing the details mentioned in ANNEX I to this Decision, including a description of technical and professional capabilities and reference to economic standing data;

(bb) Submit a certified copy - or Official Gazette issue, where applicable - of the decision of the competent collective body, ministerial decision or decision of another public body, in the case of public legal entities, concerning the administration and legal representation of the legal entity;

(cc) Sign a Declaration of Honour under Article 8 of Law 1599/1986, on one hand (i) the confirming the personal details of the natural person or the natural persons liable for the legal entity according to what is prescribed above, so as to ensure that there are no reasons for exclusion and on the other hand (ii) ensuring that the information provided in the Registration Application Form are truthful and exact, in particular as far as the technical and professional capability and economic standing are concerned.

(b) The Declaration of Honour shall be signed by the natural person himself/herself or the liable natural person of the legal entity with authentication of their signature.

(c) In the case of candidates from other EU member-states, they should provide the equivalent of the aforementioned Declaration of honour according to the law of the member-state of origin, accompanied by a certified translation in Greek.

(d) A model Declaration can be found in ANNEX II to this Decision

12. (a) The registration in any of the List's Registers is carried out:

- by filling in and submitting online the relevant electronic Registration Application form (where the minimum details mentioned in ANNEX I to this Decision shall be required) available on the MA/OP/EDULLL website www.edulll.gr. The Registration Application Form is available online in Greek as well as in English. The Applications submitted in English shall be translated into Greek by the Service (calling upon translators listed in the Register of Translators).

and also

- By submitting to the Registry of the Service (in person, by post or courier service addressed to MA/OP/EDULLL – Unit D' - 2-4 Pittakou Street, corner of Periandrou Street, Plaka 10558, Athens) the Declarations of Honour mentioned in article 7 and the information proving the legal representation of the legal entity.

(b) The candidates are obliged to provide supporting documents proving the professional or scientific specialization and experience of the candidates or their economic standing only in the case of awarding of a project according to what is prescribed in article 15.

(c) Applications for registration shall be considered submitted as of the date of reception of the Declarations of Honour and information proving the legal representation of the legal entity sent by post or via courier service.

13. The applications for inclusion in any Register of the List shall be periodically assessed by the MA/OP/EDULLL standing committee for the management of the List. The committee shall assess the Registration Applications that shall include detailed information (based on the information required according to ANNEX I) as well as the relevant supporting documents. The Committee shall be composed of the current Head of the Managing Authority and the Heads of Units D' and C'. The Committee shall report to the Special Secretary for European Resources, who shall decide whether the person concerned shall be included or not in any Register of the List.
14. The decisions concerning the inclusion of natural persons or legal entities in the List Registers shall be communicated to the Persons the inclusion of whom is approved.
15. The MA/OP/EDULLL may ask any registered natural person or legal entity chosen for the awarding of a project in accordance with the procedure set out in Article 8 of this Decision, and before issuing the awarding decision, to submit to the Service all the supporting documents proving that the Person/Entity meets the personal status requirements and has the technical and professional capabilities and economic standing required according to what is prescribed in Article 9 above.

**The Special Secretary
for European Resources**

Ifigenia Orfanou

Internal distribution:

Units A1, A2, A3, A4, B1, B2, B3, B4, C, D MA/OP/EDULLL

ANNEX I

INFORMATION REQUIRED FOR THE REGISTRATION APPLICATION FORM

NAME AND SURNAME (for Natural Persons) / NAME (for Legal Entities)

ADDRESS

TELEPHONE NUMBER

MOBILE PHONE NUMBER (for Natural Persons)

E-MAIL ADDRESS

WEBSITE

STUDIES (for Natural Persons)

- Degree – Subject – Higher Education Institution
- Post-graduate studies – Specialization Subject – Higher Education Institution
- Doctoral thesis – Subject – Higher Education Institution

CURRENT EMPLOYMENT (for Natural Persons)

FIELD OF ACTIVITY (for Legal Entities)

PROJECTS RELEVANT TO THE REGISTER'S SCOPE (for Legal Persons)

- Studies/expertise – subject – Awarding Body
- Consultancy services – Subject – Awarding Body

PROFESSIONAL EXPERIENCE IN RELATION TO THE REGISTER'S SCOPE (for Natural Persons)

- Working positions – Subject - Employer
- Liberal profession (freelancer) - Subject

SCIENTIFIC EXPERIENCE IN RELATION TO THE REGISTER'S SCOPE (for Natural Persons)

- Studies – Subject – publication details - Awarding Body (if relevant)
- Scientific articles – Subject - publication details
- Scientific field work – Subject – Details of scientific project in the framework of which the field work has been carried out

REFERENCES (for Natural Persons)

State Natural Persons specialized in their field providing references for the applicant.

INFORMATION CONCERNING LEGAL ENTITY STAFF SPECIALIZATION

- Name and surname of staff members with specialization relevant to the Register's scope, specific specialization subject of every person, field of studies, years of experience – (optional) indicative list of important projects in which the staff member has participated.

QUALITY ASSURANCE STANDARDS (for Legal Entities)

On an optional basis, if applicable

ECONOMIC/FINANCIAL STANDING INFORMATION

- Sources of income (provision of services to the private sector, participation in international and co-funded programmes, public funding)
- Last year's turnover
- Tax clearance certificate and social insurance certificate

ANNEX II

Model Declaration of Honour under Law 1599/1986 about the personal status & the validity and exactitude of the information declared in the Registration Application Form

**in the case of legal entities to be completed by the natural persons acting as administrators and the legal representatives*



DECLARATION OF HONOUR (article 8, Law .1599/1986)

The accuracy of the information provided in this declaration may be confirmed against the records of other authorities (article 8 par. 4 of Law 1599/1986 (article 8 par. 4 Law 1599/1986))

To ⁽¹⁾ :	MA/OP/EDULLL						
First Name:				Surname:			
Father's Name and Surname:							
Mother's Name and Surname:							
Date of birth ⁽²⁾ :							
Place of birth:							
ID/Passport Number:				Tel.:			
Place of Residence:		Street:			No:		Postal Code:
Fax:				E-mail address:			

On my own responsibility and being fully aware of the sanctions⁽³⁾ provided for in Article 22 (6) of Law 1599/1986, I hereby declare that:

1. I have not been convicted by final judgment for involvement in a criminal organisation, corruption, fraud or money laundering;
2. I have not been convicted by a judgment which has the force of res judicata of an offence concerning my professional conduct or of grave professional misconduct;
3. I have not been declared bankrupt, wound up, suspended my business activities, had my affairs administered by the courts, entered into an arrangement with creditors or any analogous situation;
4. I am not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by a court or of an arrangement with creditors or of any other similar proceedings;
5. I have fulfilled my obligations related to the payment of social security contributions and taxes;
6. *IN CASE OF NATURAL PERSONS The information I have provided in the Application Form in order to be included in the Register ... (name of Register), which I submitted online via the www.edulll.gr website is absolutely truthful and exact.
*IN THE CASE OF LEGAL ENTITIES: *The information provided on behalf of ... (name of legal entity) in the Application Form in order to be included in the Register ... (name of Register),

which was submitted online via the www.edulll.gr website is absolutely truthful and exact.

Date:20.....

The declarant

(Signature)

- (1) To be completed by the citizen concerned or the Public Authority or Agency to which the application is addressed to.
- (2) To be completed in words.
- (3) "A person who deliberately declares false facts or denies or conceals true facts by means of a written declaration under article 8, shall be liable to imprisonment of at least three months. If this person intended to ensure an unlawful benefit for himself/herself or for another person to the detriment of a third party or if said person intended to harm a third party, he/she shall be punished by imprisonment of up to ten years"
- (4) Should there not be enough space, the declaration may be continued on the back of this page and must be signed by the declarant.