

CERTIFICATION CYCLE 2020-2021

GUIDELINES FOR THE SUBMISSION OF THE PRINTED AND DIGITAL EVALUATION FILES

Candidates to the "Cultural Route of the Council of Europe" certification and regular evaluation of certified Cultural Routes of the Council of Europe

The "Certification form" (Document 1) constitutes the application basis to be certified as a "Cultural Route of the Council of Europe" and for the regular evaluation of certified Cultural Routes of the Council of Europe. The file is prepared in accordance with the Council of Europe Committee of Ministers Resolution CM/Res(2013)67 Revising the rules for the award of the "Cultural Routes of the Council of Europe" certification and specifically with the CM/Res(2013)67 Resolution appendix.

Please complete the "Certification form" providing the information concerning the network, as well as the "Self-Assessment Grid", and the "Declaration of Honour" (Document 1).



Document 1: Certification form

When completing the various sections of Document 1, should you need to provide additional information, please include them in a separate document called "**Annexes to the Certification Form (Document 1)**". All annexes should be listed in a summary, indicating the section number and title as stated in the Application Form (e.g. "*Annex N°1: GENERAL INFORMATION*").

The submission of the **complete application (Document 1)** must be complemented by the following **additional required documentation**:

- a) Updated legal statutes of the network;
- b) Updated list of members of the network (in excel format, following the template provided on section 2.2 "Network Governance");
- c) Ordinary and extraordinary General Assembly meeting reports of the past three-years (if applicable);
- d) Financial information (Current operational budget, budget documents for the past three years; 3-year Budget forecast; Extra-budgetary funding received for the implementation of specific activities, i.e Grants from EC LEADER programme, INTERREG, etc.);
- e) 3-year Programme of Activities forecast.

PRINTED EVALUATION FILES:

For the preparation of the printed version of your application please consider following the above-mentioned order when submitting the additional documentation.

The **complete application** as well as a printed **hardcopy of all documentation** should be submitted **by post by 31st July 2020 at the latest** to the following postal address:

Enlarged Partial Agreement on Cultural Routes of the Council of Europe (EPA)

c/o European Institute of Cultural Routes
Attn : M. Stefano DOMINIONI
Abbaye de Neumünster, 28 rue Münster
L-2160 Luxembourg
LUXEMBOURG

DIGITAL EVALUATION FILES:

For the digital version of your application, please consider organizing your files as follows:

Subfolders:

- 📁 **1_APPLICATION FORM** [Certification Form (Document 1) and annexes - any information that could not be inserted in Document 1]
- 📁 **2_STATUTES** (Information required in section "a")
- 📁 **3_MEMBERS** (Information required in section "b")
- 📁 **4_GENERAL ASSEMBLIES** (Information required in section "c")
- 📁 **5_FINANCIAL INFORMATION** (Information required in section "d")
- 📁 **6_ACTIVITIES** (Information required in section "e")
- 📁 **7_ADDITIONAL INFORMATION** (Including further information not corresponding to the any of the previous sections)

Name	Date modified	Type
1_APPLICATION FORM	09.09.19 15:58	File folder
2_STATUTES	09.09.19 15:58	File folder
3_MEMBERS	09.09.19 15:59	File folder
4_GENERAL ASSEMBLIES	09.09.19 15:59	File folder
5_FINANCIAL INFORMATION	09.09.19 15:59	File folder
6_ACTIVITIES	09.09.19 15:59	File folder
7_ADDITIONAL INFORMATION	09.09.19 15:59	File folder

Example of organization of the subfolders

All folders have to be uploaded on the Council of Europe **"My Cloud"** platform through the link that you will receive by email.



My Cloud platform

Each folder can be compressed and uploaded (*option "Upload file"*). It is also possible to create the folders on MyCloud and then upload the documents corresponding to each folder (*option "New folder" and then "Upload File"*).

Access to the MyCloud platform is valid until 31st July at midnight. During this period it is possible to **create folders, upload documents and edit**.

After submission of the digital application, you will be contacted by the Secretariat by email to acknowledge receipt of your documents.

All documents submitted will be treated as confidential and become the property of the Enlarged Partial Agreement on Cultural Routes (EPA) and kept in its archives at its headquarters at the European Institute of Cultural Routes in Luxembourg.

If you encounter any difficulties in submitting your evaluation files, please contact: carolina.clark@culture-routes.lu