



**INVITATION TO SUBMIT A PROPOSAL**  
**GP/DSI/ReferNet\_FPA/001/15**  
**ReferNet Framework Partnership Agreements 2016-2019**  
**Request for Clarification (5) – Questions & Answers**

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**Question No 1**

Should we send our information on the ‘Scenario for a one-year action (from 1st January to 31st December)’ in Annex I or as an extra in Annex IV - Scenario ReferNet FPA 2016-19 final?

**Cedefop’s answer to question No 1**

In order to submit their proposed methodology based on the scenario presented in Annex IV, the applicants must fill in section 3.1 – Technical proposal of the Annex I – Application form (for each award criterion 3.1.1 to 3.1.5).

Please refer also to point 3.4 of the Call for proposals text.

**Question No 2**

We would like to take part in the call for proposals as above and we have a question after reading the guidelines concerning “subcontracting”. What exactly does it mean in this case? Does it mean all activities made by external institutions and experts we sign contracts with or something else?

**Cedefop’s answer to question No 2**

Please refer to the “Definitions” section of the Call for proposals text where the definition of subcontracting is clearly stated.

Activities that are assigned to entities external to the applicant (sub-contracted) and are related to and necessary for the implementation of the ReferNet annual work programmes/actions, must be reported and described in the application, along with an estimate of the share of the work by value they represent.