**Annex I: Project Proposal Form and Feasibility Study Template**

# **Proposal for an ELI Project** on

|  |  |
| --- | --- |
| Subject Matter and Target Outcome (abstract, max 300 words) | |
|  | |
| Type of Project | **Procedure under the ELI Project Guidelines** |
| Draft legislative proposal  Model law/rules  Principles  Practical guidance, type:  Position paper | Regular Procedure  Accelerated Procedure |
| Joint Project:  *(In case of a joint project, please include information on the partner and explain whether any deviations from the Project Guidelines would be needed.)* |
| **Timeframe** | |
| Starting: | Submission of final results: |
| **Funding** | |
| *Initial Funding Plan:*  to be borne by the ELI directly:       EUR  *Covered by approved budget: yes  not yet*  to be co-funded by the ELI and the European Commission (within the ELI Framework Partnership Agreement):       EUR  *Covered by approved budget: yes  not yet*  to be funded from other third-party sources with the support of the ELI:       EUR  Identity of sources:  *Already secured: yes  not yet*  to be funded from other sources without the support of the ELI:       EUR  Identity of sources:  *Already secured: yes  not yet* | *Alternative Funding Plan:*  to be borne by the ELI directly:       EUR  *Covered by approved budget: yes  not yet*  to be co-funded by the ELI and the European Commission (within the ELI Framework Partnership Agreement):       EUR  *Covered by approved budget: yes  not yet*  to be funded from other third-party sources with the support of the ELI:       EUR  Identity of sources:  *Already secured: yes  not yet*  to be funded from other sources without the support of the ELI:       EUR  Identity of sources:  *Already secured: yes  not yet* |

## Subject Matter and Legal Background (max 500 words)

*(In completing this section, please provide a more detailed description of the subject matter and the legal background, including reasons for why the subject matter is considered topical and central for the development of society and law in Europe as well as list key legal instruments relevant to the project.)*

## Target Outcome(s), Audience and Methodology (max 500 words)

*(In completing this section, please provide further information on the target outcome(s) and target audience of the envisaged project. Also provide detailed information on the methodology to be used to accomplish the target outcome (ie type of research, research techniques, steps to be taken.)*

## On-Going Developments and Research (max 300 words)

*(In completing this section, please map the existence of any pertinent developments that may affect the relevance of the proposed project and existing parallel activities to the proposed project as well as your relationship with them.)*

## Stakeholders

*(Please list all the various organisations you consider as stakeholders in this field. Among other things, the list will be helpful at dissemination stage. You may consider adding key stakeholders as Observers (to be invited if the project is approved.)*

## Impact and Wider Social and Economic Benefit to be Derived from the Project (max 300 words)

*(In completing this section, please explain the envisaged impact of the project and explain how the project will make a material difference for the benefit of citizens, companies or professionals in Europe.)*

## Interdisciplinarity (max 300 words) (Optional)

*(In completing this section, please elaborate, where applicable, on how greater inclusiveness through the insight of other disciplines, may help the Team identify and address more facets of the subject matter of the proposed project. You may consider adding experts from other fields as members of the Advisory Committee.)*

## Gender Equality and Non-Discrimination (max 300 words)

*(In completing this section, please explain how the proposed project will address gender equality and non-discrimination mainstreaming in the project setup as well as explain any implications the proposed project would have on gender equality and non-discrimination.)*

## Proposed Project Team

*(Hyperlinks to CVs should be added to the respective names or, where not available, brief CVs should be submitted in an annex. The proposed Team must meet the criteria of excellence, be diverse (including in terms of vocation, legal traditions and gender), and sufficiently well connected with relevant developments and related initiatives in the field. As required under Article 4(1), please indicate which Reporter will act as the ‘person with the file (PWF)’ and which will primarily be tasked with dissemination/impact. It is not advisable for one individual to assume both roles.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Designation** | **Nationality and Place of Residence** | **Vocation and Current Place of Employment** | **Consented to Participate (Yes/No)** |
| **a) Reporters** | | | | |
|  | PWF |  |  |  |
|  | Dissemination/Impact |  |  |  |
| **b) Further Members of the Project Team (Optional)** | | | | |
|  | |  |  |  |
|  | |  |  |  |

## Project Assistants (Optional)

*(Where applicable, the names of Project Assistants and their brief CVs should also be hyperlinked/submitted.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Nationality and Place of Residence** | **Vocation and Current Place of Employment** | **Consented to Participate (Yes/No)** |
|  |  |  |  |
|  |  |  |  |

## Advisory Committee

*(Brief CVs should also be hyperlinked/submitted of up to five Advisory Committee members. The Executive Committee may add further names. The proposed Advisory Committee must be diverse including in terms of vocation, legal traditions and gender. In addition, two or three individuals will be drawn from the Council, on approval of the proposal, to take the role of Assessors, a subcategory of Advisory Committee members.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Nationality and Place of Residence** | **Vocation and Current Place of Employment** | **Consented to Participate (Yes/No)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Observers (Optional)

*(Where applicable, the names of all Observers that the Team or Executive Committee wish to add to the project should be listed and hyperlinks to their websites added.* *Observers are representatives of key stakeholders which, unlike Advisory Committee members, do not speak on their own personal and professional convictions without regard to their interests. In completing this section, please consider the list of ELI’s* [*Institutional Members*](https://europeanlawinstitute.eu/membership/institutional-members/) *and the need to include representatives of EU Institutions, international organisations, non-governmental organisations active in the field and a balanced range of industry representatives, where applicable. Observers are only to be approached after the adoption of a project.)*

|  |  |
| --- | --- |
| **Name** | **ELI Member (Yes/No)** |
|  |  |
|  |  |
|  |  |

## National Reporters (Optional)

*(Where applicable, ie where the proposed project would benefit from an initial comparative study, the names of National Reporters should be inserted below and their brief CVs should also be hyperlinked/submitted.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Nationality and Place of Residence** | **Vocation and Current Place of Employment** | **Consented to Participate (Yes/No)** |
|  |  |  |  |
|  |  |  |  |

## Timeline

*(In completing the timetable, please recall that Council meetings take place in around February, July, September and December of any given year. Project drafts must be submitted a month in advance of every February Council meeting and for the meeting at which the penultimate and final drafts are to be discussed. Reporters may also be asked to submit them on other occasions)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Measure** | **Scheduled Start** | **Scheduled Finish** |
|  |  |  |  |  |
|  |  | Discussion of Penultimate Council Draft with the Scientific Director, entire Project Team, AC, Observers and MCC |  |  |
|  |  | Discussion of Penultimate Council Draft by Council |  |  |
|  |  | Approval of Final Council Draft by Council |  |  |
|  |  | Approval by Membership [Please allow a month for membership approval. Not relevant for projects under the accelerated procedure] |  |  |
|  |  | Publication on ELI website [Please allow two weeks for it] |  |  |

## Dissemination Strategy

*(Please outline envisaged liaisons with competent authorities. Further, indicate any key events or other channels, apart from the ELI Annual Conference, the Reporters intend to disseminate the Team’s work at, both during the lifespan of the project and on completion. Dissemination is also crucial well after approval of the final output. Consideration should be given to potential publications, eg in law journals.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Channels** | **Team Members** | **Date** | |
| Kick-Off Webinar |  | [Shortly after adoption] | |
| Pre-Approval Consultation |  | [E-consultation or consultation through events outside ELI channels prior to approval] | |
|  |  |  |
| Final ELI Webinar/Conference |  | [A month after publication] | |
| Post-Approval Dissemination |  | [After the final output has been approved] | |

## Image

*(An illustration should be identified which will be used to promote the project from adoption to approval and beyond. Please feel free to select an* illustration *from* [*here*](https://www.shutterstock.com/explore/austria-stock-assets-0222?ds_ag=FF%3DBrand-Shutterstock_Exact_AU%3DProspecting&ds_agid=58700002001444375&ds_cid=71700000017550025&ds_eid=700000001508222&gad=1&gclid=CjwKCAjwge2iBhBBEiwAfXDBRzoRawzsz1Ba2_EfRivHagCewtuG7R7x_xnRQDDvJwtLmea6sdn2DBoCbwUQAvD_BwE&gclsrc=aw.ds&kw=shutterstock&utm_campaign=CO%3DAT_LG%3DDE_BU%3DIMG_AD%3DBRAND_TS%3Dlggeneric_RG%3DEUAF_AB%3DACQ_CH%3DSEM_OG%3DCONV_PB%3DGoogle&utm_medium=cpc&utm_source=GOOGLE)*. Alternatively, the ELI Secretariat would be happy to send you a shortlist from which to choose.)*

## Budget for ELI (Co-)Funding

*(Please complete the section below only if (co)-funding is sought from the ELI. In doing so, please consider the ELI* [*Reimbursement*](https://europeanlawinstitute.eu/fileadmin/user_upload/p_eli/Documents/CD_2019/Reimbursement_Form-13_11_2019.pdf) *Guidelines and liaise with the ELI Secretariat. Unless informed otherwise, the maximum amounts below apply. The figures inserted below for accommodation and catering are for one day events.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Breakdown** | **Price per person** | **No of persons** | **No of Events** | **Total** |
| Project Team meetings | Travel | EUR 300 |  |  |  |
| Accommodation | EUR 130 |  |  |  |
| Catering | EUR 50 |  |  |  |
| Other: |  |  |  |  |
| **Total** |  | **[insert total]** | **[insert total]** | **[insert total]** |
| Other: |  |  |  |  |  |
| Total |  |  | **[insert total]** | **[insert total]** | **[insert total]** |

*(Where expenditure is sought from other sources, please detail what it is in respect of. Any external grant applications in respect of the current project should be submitted to the ELI Secretariat.)*

# Feasibility Study

**of the European Law Institute**

[Title]

**Prepared by [insert]**

Version as of [date]

## Table of Contents

*(Consider including a table of contents.)*

## Illustrations

*Please add one or more illustrations to exemplify the proposal at hand.*

## Outline of the Operative Part, Representative Samples

*(Please add a meaningful outline of the entire operative part (such as a list of potential chapters), which will include representative samples of what might comprise the operative part (some representative draft articles/model laws/model rules/principles/checklist items/positions to be covered, etc, accompanied by short comments and notes, if applicable). Understandably, their content will usually change later in the light of further research. Further illustrations should also be added to key provisions to exemplify their application.)*

## List of Sources

*(Consider including a preliminary list of sources.)*