

## Competition for ideas for the production of a web series in the framework of the global citizenship and human rights education project AMITIE CODE

### INSTRUCTIONS FOR THE COMPETITORS

<b>Reference</b>	AMITIE CODE – Capitalizing On Development project – Contract number DCI-NSAED/2014/338-471
<b>Project coordinator</b>	Municipality of Bologna
<b>Location</b>	Italy (Bologna, Reggio Emilia), Latvia (Riga), Spain (Seville/Andalusia), Portugal (Lisbon – metropolitan area of Lisbon)

#### 1 > INTRODUCTION to the project and to the objectives of this call

The AMITIE CODE (Capitalizing On DEvelopment) project is a European project aiming at global citizenship and human rights education through training activities targeting local authorities, secondary school teachers, young people and students in Italy, Latvia, Spain, Portugal, France and Germany, with the participation of migrant associations. The project also aims at creating communication and awareness tools on the same topics, targeting a broader audience.

The **main objectives** of the project are:

fostering citizens' support to guarantee fairer relationships between developed and developing Countries;

enhancing citizens' perception of being part of an interdependent world.

Raising awareness on the importance that the development of Africa has for Europe nowadays.

In detail, the **specific objectives** are:

1. raising the awareness of citizens and local authorities on the results of development cooperation.

2. promoting the coherence of local authorities' migration and development policies within the European Union;
3. getting young people involved in the promotion of human rights and enhancing sustainable lifestyles;
4. strengthening the competencies of teachers and civil servants on the use of the "Human Rights-based approach" in the performance of their duties.

The project is co-financed by the European Commission.

Detailed information on the website

<http://amitiecode.eu>

## 2 > CALENDAR

Description	Date
Deadline for application submission	01/09/16
Assessment period	From 1/09/2016 to 01/11/2016
Project short-listing	10/10/16
Announcement of the competition winner	01/11/16
Financing contract	15/11/16
Beginning of activities	15/11/16
Production planning and final script delivery	31/01/17
Delivery date ep. 1-6 (rough cut)	31/05/17
Completed work delivery date	31/08/17

## 3 > ELIGIBILITY CRITERIA

Applications must meet the following requirements:

1. Be sent by email to **protocollogenerale@pec.comune.bologna.it** before 23:59 CET on the 01/09/2016. The object of the e-mail must be: "AMITIE CODE web series" (using the form and all the obligatory attachments listed in point 6) ;
2. Be written in English.

The application must be sent with all the attachments mentioned in this competition notice (application\_form\_1, budget\_2, declaration\_3 and the documents in open format, all merged into a single PDF document).

Should these requirements not be fulfilled, the application will be rejected.

This competition is addressed to the following subjects, alone or in a partnership, provided that they have been legally constituted at least 12 months before the date of the submission of the applications and are registered in a European Union Member State:

European independent audiovisual production companies;  
non governmental organisations;  
associations;  
civil rights organisations and organisations combating discrimination;  
local organisations involved in decentralised regional cooperation and/or migrants integration;  
cultural organisations;  
independent foundations.

an European **company** is a registered company that operates mostly within a European Union Member State.

An **independent company** is a company that does NOT have a majority control from a television broadcaster, neither in terms of shareholding nor of commerce. It is considered “majority control” when more than 25% of the share capital of a production company is in the hands of a single television broadcaster (50% if more broadcasters are involved).

An **audiovisual production company** is a company whose main objective and focus is audiovisual production, as indicated in the official national registration documents.

A **legally constituted** company is a company that has been founded through a legal act in accordance with the relevant legislation.

The Municipality of Bologna reserves the right to exclude from the competition any applicant who belongs to the following categories:

1. Is bankrupt or is being wound up, when business is administered by a court, where it has entered into an arrangement with creditors, where it has suspended business activities, is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or is in any analogous situation arising from a similar procedure under national laws and regulations during the assignment procedure.
2. Has been legally convicted, by final judgement, for crimes related to professional conduct;

3. Has not fulfilled legal obligations related to the payments of social contributions or taxes according to the law of the Country in which it has been registered or in Italy.
4. Has been brought to court and convicted by final judgement for fraud, corruption, having participated in a criminal organisation or any other illegal activity.
5. Has been declared in serious breach of contractual requirements in other assignment procedures financed by the Municipality of Bologna or by other funding bodies.

The applicant must prove that they do not belong to any of the aforementioned categories, and is required to sign the declaration of ethical standards and of access rights attached to this document.

#### **4a > PROJECT PROPOSAL DESCRIPTION**

The project proposal consists of the production of a web series made up of 6 episodes, each one filmed in one of the 6 cities participating in the project: Bologna (IT), Tolouse (FR), Hamburg (DE), Riga (LT), Loures – metropolitan area of Lisbon (PT), Seville/Andalusia (ES).

The web series should have its unity in terms of narrative style: each episode shall therefore become a tile of a cinematic mosaic that could be developed in the style typical of fiction or documentary cinema.

In the assessment of projects great value will be put in the originality of the approach the film uses in making the project themes stand out and in the co-participation of migrant communities present in the aforementioned cities as well.

The web series will have to deal, in a creative way, with the topics handled by the AMITIE CODE project, featuring both an involvement of the various partner cities and migrants. AMITIE CODE partners will support, if necessary, in contacting and involving migrant communities and other key-targets in the 6 mentioned local contexts.

The web series shall deal with the following themes:

1. the inequality of the relationships between developed and developing countries;
2. the global interdependency that causes every action (including individual consumer choices) to have an impact on developing and emerging Countries;

3. the importance of Africa's development for nowadays Europe;
4. the results of the development cooperation and, in particular, of decentralised cooperation;
5. the migrations and the routes within Africa, Latin America and Asia, and from Africa, Latin America and Asia to Europe, with special attention towards the migration flows that directly involve the partner cities.
6. The human rights standard and the impact of responsible consumption and lifestyles.

The web series shall be filmed in the national languages of the six participating countries and subtitled in English and in the languages of the Partner State. It will target a general audience, mostly European. The translation of the subtitles into languages other than English (Italian, Latvian, Spanish, German, French and Portuguese) will be provided by the Municipality of Bologna, in cooperation with the AMITIE CODE project partners.

The Contractor will deal with the local partner when it comes to the details of the episode filmed in that specific area. The project partners will also offer, support in the organisation of the filming, promoting, when necessary, the collaboration between the Contractor, the local migrant associations and other stakeholders.

At the end of the project the web series will be made available on the Youtube (and/or Vimeo) channel belonging to the project and on the project partners' channels as well.

Viewings will be organized in the cinemas of the cities taking part in the project.

The web series will also be screened in the context of national and international events that are connected to the project theme and in any other way that the project partners should deem appropriate.

Should the work feature recognizable people, the Contractor shall collect by these people signed permissions to use their image. Such permissions will not be necessary for filming in public places in which no specific person is identifiable or in case of public figures in the performance of their duties.

## 4b > TECHNICAL CHARACTERISTICS

### **Main characteristics:**

#### Duration:

6 episodes, each one with a running time between 3 minutes (minimum) and 10 minutes (maximum). All episodes should have approximately the same running time.

Shooting support:

Full HD

Subtitling:

Each episode shall be subtitled in English and in partners languages: Italian, Latvian, Spanish, German, French and Portuguese. The translation of subtitles into languages other than English will be provided by the Municipality of Bologna, in cooperation with the AMITIE CODE project partners.

Location:

Bologna (Italy), Riga (Latvia), Seville (Spain), Loures - metropolitan area of Lisbon (Portugal), Toulouse (France), Hamburg (Germany).

Trailer: 30"

materials to deliver at the end of the production

Hard Drive containing:

Prores or equivalent file, of each episode FULL HD

Prores or equivalent file, of each episode, web quality

Prores or equivalent file, of each episode, for DVD creation

Prores or equivalent file, of each episode, for Blu-Ray creation

Prores or equivalent file, of a 30" trailer, full HD and web quality.

n. 30 DVD containing all the episodes of the web series, with menu.

n. 30 Blu Ray containing all the episodes of the web series, with menu.

## **5 > AVAILABLE BUDGET**

The budget available for the production of the web series consists of 65.000 euros (tax charges included, if due).

## 6 > PROCEDURE AND DEADLINE FOR THE SUBMISSION OF THE APPLICATIONS.

Applications must be sent via email by 23:59 CET on the 01/09/2016, to [protocollogenerale@pec.comune.bologna.it](mailto:protocollogenerale@pec.comune.bologna.it). Email subject must be: "AMITIE CODE web series".

. Upon submission, a receipt notification will be sent.

In order not to be rejected, the application should be submitted only by filling out the form and the necessary documents available for download in the following websites:

Iperbole Cultura website

<http://www.comune.bologna.it/cultura/avvisi-e-bandi>

Iperbole website, "Other Notices and Public Announcements"

<http://www.comune.bologna.it/concorsigare/bandi/135:8024/>

AMITIE CODE website

<http://www.amitiecode.eu>

The following documents are compulsory and must be attached to the application using the appropriate form where stated:

- form (application\_form\_1);
- a short synopsis (one page maximum);
- a film treatment that introduces the narrative development of the series, including its division in six episodes. This should describe the development of each episode (six pages maximum).
- director's notes that clearly explain the author's motivations in dealing with the project's themes and the desired visual style for the web series (one page maximum);
- link to previous works, subtitled in english and produced by the proponent and/or directed by the director participating in the project. These works can be short films, both fiction and non-fiction, web series, social and participatory videos (minimum one, maximum three);
- CV of the applicant
- CV of the director
- budget in the appropriate form (budget\_2)
- declaration as in the third attachment (declaration\_3)

All documents must be merged into a single PDF file attached to the application email.

Every document shall be in English.

Should more information and details be required during the preparation of the documents, applicants can write for additional information regarding the procedures and the contents of this notice to the following email:

webserieamitie@comune.bologna.it

or browse the FAQ which will be published and updated regularly on the website:

<http://amitiecode.eu/documents-and-links>

## 7 > EVALUATION CRITERIA

A Commission composed of experts in audiovisual production, cultural activities, developmentcooperation and human rights will be responsible for the evaluation of the applications, assessing the adequacy of the budget plan and the artistic-creative plan.

Their judgement will be irrevocable and all decisions made will be final.

In order to evaluate the received applications and to form a ranking list to determine the winning project, the Commission will take into account the following criteria:

Adherence to the project goal	max 30
Budget feasibility and adequacy	max 30
Originality of the project's idea	max 25
Artistic experience of the productive-creative team	max 7,5
Experience of the productive-creative team on the project theme	max 7,5

During the assessment period a selection of the most interesting projects (maximum 5 projects) will be made at the unfettered discretion of the Commission. Further questions may be asked to the applicants who submitted the short-listed projects.

Once the assessment period has been completed, all the applicants will receive an email indicating the results of the competition.

The winner of the competition will be contacted by the Municipality of Bologna for the proceedings related to the contracting procedure.

Should the winner not be available any-more for the realization of the project, the evaluation Commission will, at its unfettered discretion, hand the assignment to another applicant.

Should there be no satisfactory proposal among the submitted ones, that is if the quality of the projects submitted has not met the requirements established by the Municipality of Bologna and by the members of the Commission, or if no submission is economically viable, the procedure will be annulled.

## **8 > GRANTING AND FINANCING PROCEDURES**

The winner of the competition will sign a contractual agreement with the Municipality of Bologna. The payments will be authorised after the verification and acceptance of the delivered materials. An original invoice or original promissory note will be required.

The Municipality of Bologna will pay in 3 (three) tranches, according to the following plan:

The 40% upon the delivery of the production planning and of the final script, that is before the 31/01/2017;

The 40% within 30 days from the delivery of the first rough cut proposal, that is before the 31/05/2017;

The 20% within 30 days from the delivery and acceptance of the finished work, that is within the 31/08/2017.

## **9 > WORK USE CONDITIONS and OWNERSHIP RIGHTS**

The intellectual property and the ownership rights related to the work will be vested in the AMITIE CODE project partners.

The partners grant the European Commission the right to use freely and as it sees fit and, in particular, to store, modify, translate, display, reproduce by any means, publish or communicate by any medium the work object of this competition.

The web series will be not be for profit nor will it have a commercial exploitation.

For no reason shall the web series be object of a commercial negotiation between the Contractor and third parties.

The contractor will support dissemination of the web-series, after a previous agreement with the Municipality of Bologna.

## **10 > CANCELLATION OF THE SERVICE**

In case of cancellation of the service, the applicants will be alerted in writing by the Municipality of Bologna. The cancellation may happen if:

1. The economical and technical parameters have been fundamentally altered.

2. Force majeure or other circumstances make the normal execution of the project or of the activity expected by this contract impossible.
3. Irregularities have occurred during the assignment procedure.

In no circumstance will the Municipality of Bologna be responsible for harm derived from the cancellation of the competition. The sending of this invitation to take part in the project does not compel the Municipality of Bologna to the signing of the contract or to the realization of the expected work.

## **11 > VISIBILITY RULES**

The awarded subject must acknowledge the EU support, by featuring the EU flag at the beginning and / or end, as well as respecting the visibility rules set by the Municipality of Bologna, according to the EU Communications and Visibility Manual:

[https://ec.europa.eu/europeaid/sites/devco/files/communication\\_and\\_visibility\\_manual\\_en.pdf](https://ec.europa.eu/europeaid/sites/devco/files/communication_and_visibility_manual_en.pdf)