Programme: EU PRO

Open Call for Proposals

for Formulation of Detailed Regulation Plans

Guidelines  
for grant applicants

Reference: CFP 01-2018

Deadline for submission of full application: 11 June 2018

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1. EU PRO
   1. Background

The European Union Support to Municipal Development – EU PRO Programme[[1]](#footnote-2) will contribute to a more balanced socio-economic development of Serbia, by enhancing competitiveness and social cohesion of 99 municipalities, in two regions: Šumadija and Western Serbia and South and Eastern Serbia.[[2]](#footnote-3) The European Union (EU) allocated 25 million Euros for the Programme that will be implemented by the United Nations Office for Project Services (UNOPS) during 36 months.

There are three results that the Programme will achieve:

* Result 1: Improved technological structure of SMEs and their ability to export
* Result 2: Improved conditions for business operations through more efficient administrative service provision, better land management and specific infrastructure investments
* Result 3: Better social cohesion and attractive living environment through improvement of small scale public infrastructure and social relations.

The direct beneficiaries of the EU PRO are local administration structures, local SMEs, civil society organisations (CSOs) and business support organisations (BSOs). The final beneficiaries are the inhabitants of 99 municipalities.

The EU PRO Programme is based on the National Priorities for International Assistance in the Republic of Serbia 2014-2017, with projections until 2020 (NAD)[[3]](#footnote-4), significant for Serbia’s EU accession process and socio-economic development. Its activities will be undertaken in partnership with the Government of Serbia, while respecting the national strategies, laws and relevant development documents, in order to ensure national ownership and help develop national capacities.

Specifically, the Programme will create a more conducive business environment for Small and Medium-sized Enterprises (SMEs) and entrepreneurs, fund infrastructure interventions that will have positive impact on local economy and quality of life and it will assist implementation of a more efficient local government service in land management and issuing of permits.

Some of the key obstacles for investments in Serbia in LSGs, as identified by the EUROCHAMBERS report,[[4]](#footnote-5) are related to infrastructure: access to land, transport, electricity and telecommunications. Still, there are a number of partially developed business sites in the Programme target area that could become attractive for investors after development of communal infrastructure.[[5]](#footnote-6) For example, in central Serbia there are 127 brownfield locations were identified, out of which 56 could be quickly revitalised.[[6]](#footnote-7) This would be a prerequisite to interest investors, which could lead to better production capacities and new jobs.

Municipalities progressed in the area of preparing planning and technical documentation, in particular those relevant for development of technical designs for small local social infrastructure projects. However, the LSGs continue to seriously lack documentation for interventions that would facilitate their economic development, and this will be an area where the Programme will extend support for development of planning documentation for areas that have potential to generate economic activity.

The support would be provided in cooperation with the Ministry of Construction, Transport, and Infrastructure and other line institutions.

* 1. Objectives of the Call for Proposals and priority issues

**The overall objective** of this Call for Proposals is to contribute to creation of favourable economic conditions and attracting investments in the Regions of Šumadija and Western Serbia and Southern and Eastern Serbia.

The **specific objective** of this Call for Proposals is to enhance conditions for economic development through development of detailed regulation plans in areas that have potential to generate economic activity

The overall indicative amount made available under this Call for Proposals is **750,000.00 EUR**

The Programme reserves the right not to award all available funds.

* 1. **Indicative allocation of funds**

Maximum amount that can be awarded per Application is **15,000** **EUR.**

Any grant requested under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

* Minimum percentage: 51 % of the total eligible costs of the action.
* Maximum percentage: 90% of the total eligible costs of the action (see also Section 2.1.5).

The balance (i.e. the difference between the total cost of the action and the amount requested from the Programme) **must be financed** from sources other than the European Union.

1. RULES FOR THIS CALL FOR PROPOSALS
   1. Eligibility criteria

There are three sets of eligibility criteria, relating to:

1. the actors:

* the **applicant**, i.e. the entity submitting the application form (2.1.1),

1. the actions:

* actions for which a grant may be awarded (2.1.2);

1. the costs:

* types of cost that may be taken into account in setting the amount of the grant (2.1.3).
  + 1. Eligibility of applicants

**Applicant**

(1) In order to be eligible for a grant, the applicant **must:**

* be a local self-government unit (city or municipality\_). City municipalities cannot be the applicants but can be co-applicants.
* be directly responsible for the preparation and management of the action. If awarded the Grant Contract, the applicant will become the Beneficiary and the main interlocutor of the Contracting Authority.
  + 1. Eligible actions: actions for which an application may be made

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action may **not** **exceed 18 months** from the signing of the Grant Agreement. This includes initiation of activities, tendering, contracting for services, implementation of services and handover, where applicable.

Sectors or themes

For actions to be eligible they must contribute to the EU PRO objectives as outlined in section 1.2 and must be in line with the socio-economic development priorities of the area, as defined in the relevant national/regional/sub-regional/local strategies and plans.

Location

This Call for Proposals is geographically restricted to municipalities located within the Programme area of responsibility, as outlined in section 1.1 and must benefit Programme municipalities, city municipalities or cities.

Types of action

Potential actions that can be supported in EU PRO municipalities must be related to development of detailed regulation plans that should provide conditions for development of areas that have potential to stimulate activities with strong economic impact. Thus, the action needs to include clear description of potentials for creation of economic benefits and elaboration of feasibility of the Plan.

*Priority areas*

This Call for Proposals will be used to support the detailed regulation plans that:

* contribute to improvement of technical infrastructure and working conditions for existing businesses
* contribute to establishment of conditions for attraction of investments and development of new businesses
* create conditions for rehabilitation of brownfield sites
* contribute to revitalisation of deprived areas and activation of its economic potentials (including land-reuse and mix-use), urban renewal and regeneration, rational use of land and combating urban sprawl

contribute to establishment for infrastructure development of high quality public spaces and

preservation and valorisation of natural and cultural heritage.

This Call for Proposal will provide an opportunity for those applicants’ entities dealing with spatial and urban planning, based on their expressed readiness to participate in a capacity development process, on Human Rights Based Approach to Development and New Urban Agenda (Habitat III) to broaden their existing expertise on these topics. This Programme will initiate this process separately of this Call.

*Preconditions*

* Initiative and/or Municipal Council decision on formulation of the Detailed Regulation Plan
* Publicly available Spatial/General/General Regulation Plan of municipality

*Eligible actions*

* Development of detailed regulation plans related to priority areas is eligible action.
* Modification of existing detailed regulation plans is eligible action.

The following types of action are ineligible:

* formulation of spatial plans of municipality
* formulation of general urban plans
* formulation of general regulation plans
* formulation of urban designs
* actions where impacts will directly benefit single enterprises

*Types of activities*

Only actions that include all mandatory activities, presented below, will be considered eligible:

|  |  |
| --- | --- |
| 1. Decision on Plan formulation⃰, with the Decision on mandatory formulation of Strategic Environmental Impact Assessment (SEIA). | Mandatory activity |
| 1. Obtaining and completion of cadastre and topographic maps | Mandatory activity |
| 1. Pre-draft Plan (for early public inquiry) | Mandatory activity |
| 1. Media advertising (Internet advertising - web page dedicated to announcement and presentation of the Pre-draft Plan and the Draft Plan and/or newspapers, etc.)[[7]](#footnote-8) | Mandatory activity |
| 1. Early public inquiry | Mandatory activity |
| 1. Draft Plan | Mandatory activity |
| 1. Public inquiry | Mandatory activity |
| 1. Plan proposal | Mandatory activity |
| 1. Decision on Plan adoption | Mandatory activity |

\*If Municipal Assembly decision exists, this activity should be excluded. In case that the existing decision does not contain the obligation for the Strategic Environmental Impact Assessment, the decision should be modified.

**Additional requirements**

1. The municipality should organise meeting with investors and relevant stakeholders during formal early public inquiry procedure and prepare minutes of the meeting as an integral part of the report of conducted early public enquiry to be submitted to the municipal planning commission[[8]](#footnote-9)
2. The detailed regulation plan must contain, as a part of planning documentation basis, a proposal for construction land development programme within the area covered by plan with sources of finance for priority works for installations, buildings, and transport, energy, communal and other infrastructure and the property ownership status of the land.[[9]](#footnote-10) and
3. The ownership status of the parcels and buildings within the plan area coverage as a part of planning documentation basis – to be prepared for early public inquiry.

2. Each applicant must also demonstrate that they will follow the principles of good governance in implementation. As a minimum, the project proposal must address at least one of the principles of good governance (accountability, transparency, efficiency, non-discrimination and participation) and propose adequate measures.

Visibility

The Applicants must take all necessary steps to promote the European Union (EU) financial contribution to the Action.

These activities include but are not limited to clear visual identification of the action at site, partaking in various media activities and events including activities designed to raise the awareness of specific or general audiences of the overall EU support to Serbia. These include but are not limited to on-camera and other media interviews, participation in high level events and relevant on-line and in person surveys on Programme related topics.

In these applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at <https://ec.europa.eu/europeaid/node/17974>

**Number of applications and grants per applicant**

An applicant may submit **one application** under this call for proposals.

An application may contain **one detailed regulation plan.**

* + 1. Eligibility of costs: costs that can be included

Only ‘eligible costs’ can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for ‘eligible costs’.

The eligible costs must be based on: actual costs incurred by the Beneficiary(ies)

Presented in the form of:

* **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
* **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
* **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante.

Eligible direct costs

To be eligible under the Call for Proposals, costs must refer only to activities related to the formulation of detailed regulation plans specified in the section 2.1.2.Ineligible costs

The following costs are not eligible:

* debts and debt service charges (interest);
* provisions for losses or potential future liabilities;
* costs declared by the Beneficiary(ies) and financed by another project;
* purchases of land;
* currency exchange losses;
* credit to third parties.
  1. How to apply and the procedures to follow
     1. Where and how to send Applications

The Application Form together with its relating Checklist and Declaration by the applicant (to be found in **Section III and IV** of the grant application form) must be submitted in the following manner:

* The Application Form must be submitted via E-mail in PDF format (signed, stamped and scanned) and in original editable format, while using Word and Excel. Signed, stamped and scanned versions must contain exactly the same application documents as the electronic versions in original editable format. In case of discrepancies, signed, stamped and scanned version will prevail.
* The applicant must submit application forms in English language. The total email size of the application should not exceed 20 MB, as that is the maximum allowed email message size by the UNOPS server. If the application is larger than 20 MB, documents should be sent in series of e-mails, with each e-mail not exceeding 20 MB size thresholds. Each part of the application should be numbered in the e-mail subject field (e-mail subject/number).
* Applications must be submitted to the E-mail address below:

[rsoc.applications@unops.org](mailto:rsoc.applications@unops.org) Automatic notification of the delivery would follow upon successful submission of email application

* When sending the application, the E-mail subject field must contain the reference number of the Call and the title of the Call for Proposals (CFP 01-2018 – Detailed Regulation Plans) including the name of the applicant (City/Municipality).
* Requests for clarification should be submitted to the E-mail address below:

[rsoc.cfp.clarifications@unops.org](mailto:rsoc.cfp.clarifications@unops.org)

* The deadline for the submission of applications is 11.06.2018.

Any application submitted after the deadline will be rejected.

* Applications must be received before midnight-local time on the closing date of the Call for Proposal. Applicants are kindly advised to submit the application timely, as late deliveries due to slow internet connection or other network/hardware/software related problems may lead to disqualification of the application. Only bids received by UNOPS mail server before the deadline would be accepted.
* Applicants must verify that their Application is complete using the Checklist. Incomplete applications may be rejected.
* Applications sent by any other means (e.g. by fax or by post or by hand delivery) or delivered to other E-mails different from the stated in CFP will be rejected. Hand-written applications will not be accepted.
* UNOPS reserves the right to request the original versions of submitted documents from applicants where/when original documentation is required by the Evaluation Team.

* 1. Evaluation and selection of application

**STEP 1: OPENING AND ADMINISTRATIVE CHECKS AND EVALUATION OF THE FULL APPLICATION**

Firstly, the following will be assessed:

* Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
* The full application form satisfies all the criteria specified in points 1-8 of the Checklist (Section III of Part A of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The quality of the applications, including the proposed budget and capacity of the applicants will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

**The selection criteria** help to evaluate the applicant(s)'s operational capacity and the applicant's financial capacity and to ensure that they:

* have the management capacity, professional competencies and qualifications required to successfully complete the proposed action.

**The award criteria** help to evaluate the quality of the applications in relation to the objectives and priorities and to award grants to projects which maximise the overall effectiveness of the Call for Proposals. They help to select applications which the Programme can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

*Scoring:*

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good, except in subsections where the score is specifically defined.

**Evaluation Grid**

|  |  |
| --- | --- |
| **Section** | **Maximum Score** |
| 1. **Operational capacity** | **20** |
| * 1. Does the applicants have institutionalised Local Economic Development (LED) Office/other department that is primarily responsible for LED * LED Office/other department not institutionalised (0 points) * LED Office/other department institutionalised and has at least one full time employee (2 points) * LED Office/other department institutionalised and has at least two full time employee (3 points) * LED Office/other department institutionalised and has three of more full time employees (5 points) | 5 |
| * 1. Do the applicants have sufficient technical expertise (especially knowledge of the issues to be addressed)? – number of technical specialists planned for the project * The Grant Management Team is composed of grant manager with experience in implementation of donors’ funded project, engineer, and employee with experience in public procurement, all of which work in local self-government (10 points) * The Grant Management Team is composed of grant manager with experience in implementation of donors’ funded project, engineer, and employee with experience in public procurement, of which at least grant manager and one more team member work in local self-government (6 points) * The Grant Management Team is composed of grant manager with experience in implementation of donors’ funded project, engineer, and employee with experience in public procurement, of which at least grant manager works in local self-government (3 points) * The Grant Management Team is composed of grant manager with experience in implementation of donors’ funded project, engineer, and employee with experience in public procurement, of which grant manager is out-sourced (0 points) | 10 |
| 1.3 Applicants experience in **donor funded** project   * at least two projects implemented with donor or government funds in the past five years (5 points) * at least one project implemented with donor or government funds in the past five years (2 points) * no projects implemented with donor or government funds in the past five years (0) | 5 |
| **2. Relevance of the action** | **30** |
| 2.1 What is the level of the Project’s contribution to development strategies?   * project indirectly contributes to local strategy objectives (4 points) * project directly relates to implementation of measure/activity from the strategy (6 points)   Additional Points   * the applicant can prove that the financial resources are fully/partially planed for the project (2 points) * synergy with other relevant projects in the LSGs and or clear contribution to implementation of other development policies (e.g. Capital Investment Plans, regional development plans, national strategies) (2points) | 10 |
| 2.2 How clearly defined are beneficiaries?  Have their needs been clearly defined and does the proposal address them appropriately?  Does the proposal include verifiable estimate of the number of direct beneficiaries? | 5 |
| 2.3 Can applicant demonstrate the interest of the potential investors to start/continue business in the location or sustainability of the action and potentials for creation of economic effects?   * The letter of intent or the Initiative for plan formulation from the potential investors for locations within plan area coverage exists - 10 points * The informal interest expressed for the area from potential investors exists, the Prefeasibility or Feasibility study, Master plan or Urban design or similar supporting documents that proves sustainability of the action and potentials for creation of economic effects – 5 points * No interest of potential investors or supporting documents that proves sustainability of the action and potentials for creation of economic effects – 0 points | 10 |
| 2.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of local peoples, or innovation and best practices? | 5 |
| **3. Effectiveness and feasibility of the action** | **20** |
| 3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? | 5 |
| 3.2 Is the action plan clear and feasible? | 5 |
| 3.3 Are the activities appropriately reflected in the budget? | 5 |
| 3.4 Is the ratio between the estimated costs and the expected results satisfactory? | 5 |
| **4. Sustainability and impact of the action** | **30** |
| 4.1 Is the action likely to have a positive impact on its target groups? Does the action have positive impact on beneficiaries from more than one local self-government? | 5x2\* |
| 4.2 Is the action likely to have a positive impact on socio-economic development beyond the level of immediate users | 5x2\* |
| 4.3 Are the expected results of the proposed action sustainable?  - Financially *(how will the activities be financed after the funding ends?) (4 points)*  - Institutionally *(will structures allowing the activities to continue be in place at the end of the action? Will there be local ‘ownership’ of the results of the action?) (4 points)*  - Environmentally (if applicable) *(will the action have a negative/positive environmental impact?) (2 points)* | 10 |
| **Maximum total score** | **100** |

Notes

\*these scores are multiplied by 2 because of their importance

If the total score is less than 65 points, the application will be rejected.

**Provisional selection** After the evaluation, a table will be drawn up listing the applications ranked according to their score and within the limits of the funds available. In addition, a reserve list will be drawn up following the same criteria to be used if more funds should become available during the validity period of the reserve list.

1. **STEP 2: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS**

The eligibility verification, based on the supporting documents requested by the Programme (see Section 2.4) will only be performed for the applications that have been selected according to their score and within the available funds..

* The Declaration by the applicant (Section V of the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
* The eligibility of applicants and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

The Contracting Authority reserves the right to conduct other forms of verification including site visits

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available funds.

* 1. Submission of supporting documents for provisionally selected applications

It will be requested to supply the following documents in order to allow the Programme to verify the eligibility of the applicant, (if any) of the co-applicant(s)

* Proof of funds available for project financial contribution (budget line for project activities, contingencies or similar)
* Proof that the project is part of relevant national/regional/sub-regional/local strategies and plans as well as the part of capital investment plans if such exist
* Statement that applicant will transfer the co-funding on the allocated budget sub-account not later than 30 days after signing of the Grant agreement
* Initiative and/or Municipal Council decision on formulation of the detailed regulation plan or City/Municipal Assembly decision on Plan formulation
* Evidences that supports statements regarding potentials for sustainability of the action and potentials for creation of economic effects - The Prefeasibility or Feasibility study; Master plan or Urban design; List of investors who expressed interest (if any).
* Excerpt from related higher level planning document (General regulation plan, etc.),
* Available detailed regulation plan that are still valid (electronic version - text and land use graphic) in case of plan modification.

**NOTE: ALL supporting documents must be submitted together with the Application.**

* 1. Notification of the Programme’s decision
     1. Content of the decision

The applicants will be informed in writing of the Programme’s decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint to Contracting Authority.

* + 1. Indicative timetable

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME\*** |
| **Information meeting (if any)** | 08.05 - 17.05.2018 | 11.00 – 14.30 |
| **Deadline for requesting any clarifications from the Programme[[10]](#footnote-11)** | 26.05.2018 | 12.00 |
| **Last date on which clarifications are issued by the Programme** | 28.05.2018 | 12.00 |
| **Deadline for submission of Applications** | 11.06.2018 | 24.00 |
| **Information to applicants on opening, administrative checks (Step 1)** | 25.06.2018\* | - |
| **Information on the evaluation of the Full Application Form (Step 2)** | 15.07.2018\* | - |
| **Notification of award (after the eligibility check) (Step 3)** | 31.07.2018\* | - |
| **Contract signature** | 31.08.2018\* | - |

\***Provisional date.**

All times are in the time zone of Serbia.

This indicative timetable may be updated by the Programme during the procedure. In such cases, the updated timetable will be published on the EUPRO web site: <http://www.europeanprogres.org/konkursi/en/>

* 1. Conditions for implementation after the Programme’s decision to award a grant

Following the decision to award a grant, the Beneficiary(ies) will be offered a contract. By signing the application form (Annex A of these Guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

The Programme would predominantly use grant methodology for implementation of the approved infrastructure projects. In cases where complexity and/or duration of the approved project is such that implementation through the grant methodology could endanger completion of the project, the Programme may change the methodology and engage the companies that would perform construction works in accordance with UNOPS procurement rules and regulations as this approach will provide higher efficiency.

**Financial implementation**

A separate sub-account of the municipal budget will be opened for the implementation of the projects in cooperation with EU PRO.

Applicants cofounding must be paid within the period of 30 days after signing of the Grant Agreement.

1. LIST OF annexes

**Documents to be completed**

Annex A: Grant Application Form (Word format)

Annex B: Logical Framework (Excel format)

Annex C: Budget (Excel format)

**DOCUMENTS FOR INFORMATION**

Annex D: General conditions for Grant Support Agreements

Annex E: The list of LSGs in the Programme Area

1. The Programmes is based on Serbia Local Development Action Document within the Instrument for Pre-accession Assistance(IPA) 2016 <http://europa.rs/eu-assistance-to-serbia/ipa/ipa-2016/?lang=en> [↑](#footnote-ref-2)
2. Forty-five municipalities are from the third and the fourth category of development, 44 are from the first and the second. The two regions, Šumadija and Western Serbia and South and Eastern Serbia, are less developed comparing to Belgrade and Vojvodina. [↑](#footnote-ref-3)
3. Available at: <http://www.evropa.gov.rs/Documents/Home/DACU/12/74/NAD%202014-2017%20with%20projections%20until%202020%20(english).pdf> [↑](#footnote-ref-4)
4. The Obsacles to Investing in Western Balkans - the View of the Private Sector, available at: <http://goo.gl/oqSyqd> [↑](#footnote-ref-5)
5. http://goo.gl/kfNm3i [↑](#footnote-ref-6)
6. Catalogue of Brownfield locations in Central Serbia, http://www.redasp.rs/download.html [↑](#footnote-ref-7)
7. Detailed explanation of this sub activity is given in Section 1, paragraph 1.6 of Annex A - Application form [↑](#footnote-ref-8)
8. The detailed instructions will be provided to grantees [↑](#footnote-ref-9)
9. In accordance with Law on planning and construction (Article 28, section 1, paragraph10, and Article 30, section 1, paragraph 3) [↑](#footnote-ref-10)
10. Requests for clarifications send to: [rsoc.cfp.clarifications@unops.org](mailto:rsoc.cfp.clarifications@unops.org)

    [↑](#footnote-ref-11)