

PROGRAMME FOR THE INTERNATIONALISATION OF SPANISH CULTURE (PICE)

REGULATORY FRAMEWORK

PICE-MOBILITY – PICE-VISITORS – PICE-RESIDENCIES

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1. Regulatory Framework and Rules Governing the Specific Calls for Proposals under the Mobility, Visitors and Residencies Programme

1.1. This document constitutes the operational framework for the implementation of the Programme for the Internationalisation of Spanish Culture (hereinafter, PICE) in its three modalities, Mobility, Visitors and Residencies, managed by the State-Owned Company Acción Cultural Española (hereinafter, AC/E).

1.2. The rules governing the calls for proposals under PICE-Mobility, PICE-Visitors and PICE-Residencies, whether general or specific in nature, shall comply with the criteria established in this regulatory framework and may not contain provisions that contradict its general clauses.

1.3. The rules for each call for proposals must contain, at a minimum: the objectives and lines of action pursued by the call; the allocated budget in accordance with the annual Programme budget approved in the Company's budget; the catalogue of financial contributions for each area; the award criteria; the composition of the Evaluation Committee; the application evaluation and selection process; the obligations of beneficiary entities; the procedures for allocating financial resources and making payments to each entity; and the corresponding evaluation system.

1.4. The rules of each call for proposals shall be published on the AC/E website. Their content shall be clear and precise, referring to this regulatory framework for all matters that are not specific in nature. Under no circumstances may their content contradict the general provisions.

2. General purpose of PICE

2.1. PICE is one of AC/E's strategic initiatives aimed at promoting Spanish culture through the inclusion of Spanish artists and creators, as well as residents in Spain, in the programming of cultural events beyond Spain's borders.

2.2. To this end, PICE is structured around three modalities:

- a. PICE-Mobility.** This modality seeks to establish agreements that enable foreign organisations to act as vehicles for Spanish culture through the programming of Spanish and Spain-based talent, thereby expanding the presence and visibility of Spanish cultural heritage abroad. Under no circumstances is this a programme for individual creators.

An emerging artist, creator, professional or artistic group is understood as one at an early or intermediate stage of their career and in need of international exposure. Likewise, professionals with an established trajectory in Spain who require international reinforcement to further advance their careers shall also be considered emerging.

- b. PICE-Visitantes.** This modality aims to establish agreements with Spanish organisations that invite international professionals to gain first-hand knowledge and experience of Spain's cultural and creative sector and to develop direct professional relationships leading to events in their respective countries based on such cultural offerings.

These visits will take place within the framework of events held in Spain that have national relevance and visibility, with the aim of fostering relationships with Spanish creators, artists and professionals from the cultural and creative sectors and encouraging future programming agreements or collaborations abroad.

Under no circumstances is PICE-Visitors a programme for international professionals themselves.

- c. **PICE-Residencias.** Residency Programmes consist of stays of varying duration, but lasting a minimum of 7 days in situ, designed for creators from different cultural disciplines for training, research or creative purposes through project-based proposals within their respective fields. These programmes promote mobility, provide residents with the space, time and resources necessary to develop their work through reflection, encourage interaction with other cultures and creators, and foster networking opportunities that are essential within today's cultural environment.

PICE-Residencies aims to encourage organisations and institutions of interest to incorporate Spanish artists, cultural professionals and creators, as well as residents in Spain, into their residency programmes in order to enhance their training, professional experience, visibility, mobility and international networks, while enabling them to acquire new technical knowledge, undertake research in a specific environment, or work on their own artistic projects and creations.

PICE-Residencies comprises three sub-modalities (of which only the first is currently operational. The latter two will be developed during a second phase of the Programme):

- i. Support for Spanish creators and residents in Spain participating in national residencies.
- ii. Support for Spanish creators and residents in Spain participating in international residencies. This modality is not yet available; therefore, proposals for international residencies must be submitted under the PICE-Mobility call.
- iii. Support for exchanges between national and international artists through international and national residencies respectively. Its objective is to facilitate agreements between Spanish organisations and institutions abroad for the exchange of residents, thereby strengthening international relationships between organisations and creators and fostering opportunities for joint creative projects. This modality is not yet available.

2.3. PICE-Mobility and PICE-Visitors support projects carried out in in-person, hybrid and virtual formats, whereas PICE-Residencies only supports programmes conducted entirely in person.

2.4. The three PICE modalities are complementary and, in order to fulfil their objectives, AC/E shall allocate an annual budget to the Programme.

3. Areas of Action and Sectoral Objectives of PICE

3.1. The objectives of PICE extend to the following fields of activity:

- Architecture and Design
- Visual arts
- Films
- Comic and Illustration
- Dance and Circus
- Literature
- Music and sound creation
- Podcast
- Theatre
- Videogames y animation

3.2. For each call for proposals, AC/E shall determine the priority lines of action within the different thematic areas of the Programme. Likewise, geographical and territorial priorities shall be established for its implementation.

3.3. Each thematic area covered by the Programme calls for proposals shall be budgeted according to its specific characteristics and, where applicable, its geographical or territorial impact. Unused budget allocations from one thematic area within a call may be reassigned to other programmes of a different thematic or territorial area within the same call if deemed appropriate by AC/E's Programming Department.

3.4. The annual budget assigned to each Programme modality is a maximum allocation. Under no circumstances may the combined budgets of the various annual calls exceed the expenditure ceiling assigned annually to each modality. Should exceptional circumstances require an increase in the budget, the President of AC/E must request such an increase from the Company's Board of Directors, following a prior opinion from the Management Committee.

4. Cobertura del Programa

4.1. For each of the thematic areas included in the different calls for applications, the items described below may be applied as consideration for services rendered. The specific terms and conditions of each call will detail the types of expenditure available for each area:

- **Purchase of materials required for the creation of work:** includes expenses arising from the purchase and stockpiling of materials necessary for the creation of the supported creator's work. Only expenses for non-reusable goods will be accepted.
This type of expenditure may only be requested in PICE-Mobility calls when the supported participant's involvement is in person, hybrid, or virtual.
- **Purchase or rental of equipment and technical materials:** includes expenses arising from the purchase and stockpiling of materials necessary for the creation of the supported creator's work. Only expenses for non-reusable goods will be accepted. This type of expenditure may only be requested in PICE-Mobility calls when the supported participant's involvement is in person, hybrid, or virtual.
- **Purchase or rental of equipment and technical materials:** purchase or rental of computers, cameras, microphones, or other materials enabling the digital dissemination of the supported event.
This type of expenditure may only be requested in PICE-Mobility and PICE-Visitors calls, and only when the supported participant's involvement is virtual. In the case of hybrid participation, it will also be accepted provided that these materials are used to facilitate their digital participation.
- **Accommodation:** includes expenses incurred for accommodation during the participant's stay at the venue where the event is held. The selected accommodation (hotels, apartments, aparthotels, or the organising institution itself in the case of residencies, etc.) must be able to issue commercial invoices.
In PICE-Mobility and PICE-Residencies involving international stays, the amount requested for accommodation may not exceed the daily amount established in Royal Decree 462/2002 of 24 May on allowances for official duties, published in the Official State Gazette (B.O.E.) of 30/05/2002, for Group 2 and for the country where the activity takes place. [See Royal Decree](#).
In PICE-Visitors and PICE-Residencies involving domestic stays, the amount requested for accommodation may not exceed the daily amount established for Group 2 in the Resolution of 2 December 2005 which, in compliance with the fourth final provision of Royal Decree 462/2002 of 24 May, revises the domestic allowance amounts set out in Annex II. [See Resolution](#).
Specifically, in PICE-Mobility and PICE-Visitors, if the beneficiary entity expects to incur accommodation expenses exceeding those established in the rules mentioned above, beneficiaries may justify them under one of the following four circumstances:

1. Because they are staying in accommodation already determined by the event organisers.

2. Because it is not possible to find accommodation with rates that comply with the accommodation allowance, either because suitable accommodation does not exist or because, even if it does exist, no rooms are available on the date of the event.
3. For security reasons related to the subject matter of the meeting, the participants, or the location where it is held.
4. For reasons of proximity to the event, workplace, or venue where the event is held.

Should the beneficiary wish to rely on any of these four circumstances, it must submit a formal application signed by the legal representative of the entity, stating the applicable circumstance and the reasons for doing so.

In addition, in the case of circumstance 1, the beneficiary must attach to the application a document substantiating the existence of an agreement with the selected accommodation provider.

The application must be sent to AC/E through the addresses indicated at the end of this document before the event begins, and it will require written acceptance by AC/E. AC/E reserves the right to reject applications that it does not consider to be adequately substantiated.

AC/E will not cover accommodation expenses incurred by the beneficiary entity if, due to COVID-19 or any other public health emergency, the Spanish participant, international visitor, or resident is required to quarantine upon arrival in the country where the event is held.

This type of expenditure may be eligible under any of the three PICE strands, provided that it is included in the relevant call, and may only be requested where the participant's involvement is in person. In PICE-Mobility and PICE-Visitors, it will also be accepted in the case of hybrid participation, provided that the participant travels to the event venue.

- **Financial compensation for time devoted to the event:** in PICE-Mobility, this item compensates Spanish participants for the time devoted to the event according to their skills and level of commitment. The amount requested as compensation for time devoted to the event may not exceed EUR 1,000 per participant or group. This type of expenditure may only be requested in PICE-Mobility calls and only when the supported participant's involvement is virtual.
- **Recruitment of technicians, collaborators, curators, coordinators, designers, proofreaders, and translators for the management and production of the digital event:** technical professionals whose work is essential to the organisation, production, and editing of the digital event. These expenses are intended to facilitate the broadcasting of the event and will only cover the one-off hiring, for the event, of external staff who are not part of the beneficiary entity's regular workforce. This type of expenditure may only be requested in PICE-Mobility and PICE-Visitors calls, and only when the supported participant's involvement is virtual. In the case of hybrid participation, it will also be accepted provided that these materials are used to facilitate their digital participation.
- **Internal programme-development costs proportionate to the participation of the supported resident:** hiring of teaching staff, administrative management, jury costs, rental or maintenance of workshops, workspaces, materials, and equipment. This type of expenditure may only be requested in PICE-Residencies calls. The applicant may request under this item up to 30% of the total amount requested per resident or artistic group, excluding the amount of these internal expenses from the total amount requested.
- **Reproduction, exhibition, and copyright fees:** includes payment of fees arising from the reproduction or exhibition of the supported participant's film and/or audiovisual work. This type of expenditure may be eligible under any of the three PICE strands, provided that it is included in the relevant call. In PICE-Mobility and PICE-Visitors, it may be requested where the participant's involvement is in person, hybrid, or virtual. In PICE-Residencies, it may only be selected in the case of the resident's in-person participation.

- **Hosting and distribution:** costs for hosting on podcasting platforms, bandwidth for the transmission of episodes, and distribution fees to various platforms (such as Spotify, Apple Podcasts, etc.). It may also include additional costs associated with optimising and managing content on these platforms. In PICE-Mobility and PICE-Visitors, it may be requested where the participant's involvement is in person, hybrid, or virtual. In PICE-Residencies, it may only be selected in the case of the resident's in-person participation.
- **Logistics and transport of materials:** includes expenses related to the logistics and transport of materials. This type of expenditure may be requested in PICE-Mobility and PICE-Visitors calls where the supported participant's involvement is in person, hybrid, or virtual.
- **Subsistence:** includes expenses incurred for meals and subsistence during the participant's stay at the venue where the event is held.
In PICE-Mobility and PICE-Residencies involving international stays, the amount requested for accommodation may not exceed the daily amount established in Royal Decree 462/2002 of 24 May on allowances for official duties, published in the Official State Gazette (B.O.E.) of 30/05/2002, for Group 2 and for the country where the activity takes place. [See Royal Decree.](#)
In PICE-Visitors and PICE-Residencies involving domestic stays, the amount requested for accommodation may not exceed the daily amount established for Group 2 in the Resolution of 2 December 2005 which, in compliance with the fourth final provision of Royal Decree 462/2002 of 24 May, revises the domestic allowance amounts set out in Annex II. [See Resolution.](#)
AC/E will not cover subsistence expenses if, due to COVID-19 or any other public health emergency, the participant is required to quarantine upon arrival in the country where the event is held. This type of expenditure may be eligible under any of the three PICE strands, provided that it is included in the relevant call, and may only be requested where the participant's involvement is in person. In PICE-Mobility and PICE-Visitors, it will also be accepted in the case of hybrid participation, provided that the participant travels to the event venue.
- **Set-up/Assembly:** includes expenses related to set-up and/or equipment rental. This type of expenditure may be requested in PICE-Mobility and PICE-Visitors calls where the supported participant's involvement is in person, hybrid, or virtual.
- **Set-up or public presentation of the project:** includes expenses related to set-up, transport of materials, or equipment rental in residencies whose programme includes the organisation of a final event. It also includes expenses related to the public dissemination of the project developed, even where it is not an exhibition, or of the final exhibition (organisation of a talk, whether virtual or not, brochures, digital outreach materials, etc.). These dissemination expenses may only relate to the exhibition or project that includes the work produced by the resident. This type of expenditure may only be requested in PICE-Residencies calls.
- **Production:** includes expenses incurred for production purposes (purchase of materials, equipment rental, contracting of external services, etc.) during the resident's stay at the location where the residency takes place. The maximum amount that the entity may request to cover production expenses is EUR 1,000 per resident or artistic group. This type of expenditure may only be requested in PICE-Residencies calls.
- **Publications, sound and visual recording, and streaming:** includes expenses related to the preparation of content, design, layout, editing, etc. of products arising from the supported activity, such as exhibition catalogues, artists' books, sound recordings, or audiovisual recordings. Expenses related to printing programmes, brochures, informational or advertising materials, as well as expenses for promoting the supported event, will not be accepted. This type of expenditure may be eligible under any of the three PICE strands, provided that it is included in the relevant call. In PICE-Mobility and PICE-Visitors, it may be requested where the participant's involvement is in person, hybrid, or virtual. In PICE-Residencies, it may only be selected in the case of the resident's in-person participation.

- **Travel insurance:** includes expenses arising from taking out an insurance policy to cover contingencies during the travel of supported creators, residents, or visitors. This type of expenditure may be eligible under any of the three PICE strands, provided that it is included in the relevant call, and may only be requested where the participant's involvement is in person. In PICE-Mobility and PICE-Visitors, it will also be accepted in the case of hybrid participation, provided that the participant travels to the event venue.
- **Medical insurance:** includes expenses arising from taking out an insurance policy to cover health-related contingencies during the stay of supported residents. This type of expenditure may only be requested in international PICE-Residencies calls held in countries that do not have a common European Health Insurance Card.
- **Subtitling and sign-language interpretation:** includes expenses arising from hiring subtitling and sign-language interpretation services necessary for the dissemination and promotion of Spanish culture at the supported event in the case of PICE-Visitors, and/or of the work of the selected participant or resident in the case of PICE-Mobility and PICE-Residencies.

This type of expenditure may be eligible under any of the three PICE strands, provided that it is included in the relevant call. In PICE-Mobility and PICE-Visitors, it may be requested where the participant's involvement is in person, hybrid, or virtual. In PICE-Residencies, it may only be selected in the case of the resident's in-person participation.

- **Translation of texts:** this item covers:
 - In PICE-Mobility, expenses arising from the translation of texts written by supported creators where such translation is necessary for promoting and disseminating their work abroad in connection with the approved event.
 - In PICE-Visitors, expenses arising from the translation of texts necessary for promoting and disseminating the work of Spanish creators at the supported event.
 - In PICE-Residencies, expenses arising from the translation of texts written by supported residents where such translation is necessary for the development of their residency.

Under no circumstances will the translation of complete works for publication be accepted. This type of expenditure may be eligible under any of the three PICE strands, provided that it is included in the relevant call. In PICE-Mobility and PICE-Visitors, it may be requested where the participant's involvement is in person, hybrid, or virtual. In PICE-Residencies, it may only be selected in the case of the resident's in-person participation.

- **Simultaneous and consecutive interpretation:** includes expenses arising from hiring a simultaneous or consecutive interpreting service that ensures proper communication and understanding among the supported participants. Expenses of this type will not be accepted in Spanish-speaking countries. This type of expenditure may be eligible under any of the three PICE strands, provided that it is included in the relevant call. In PICE-Mobility and PICE-Visitors, it may be requested where the participant's involvement is in person, hybrid, or virtual. In PICE-Residencies, it may only be selected in the case of the resident's in-person participation.
- **Internal transport:** includes the following expenses:
 - Expenses arising from the use of transport for travel within the town or towns where the supported event is held (taxi, metro, city bus, car, etc.), including expenses arising from transfers from and/or to the airport or arrival or departure station;
 - Expenses for travel between towns or cities (planes, trains, long-distance coaches, etc.) if the candidate's participation takes place in different locations;
 - Expenses arising from travel to or from the town or city where the event is held when the route covered by the main ticket, included within travel expenses, does not cover the full journey. These expenses will only be accepted if incurred after the participant has arrived in the country where the event is held; therefore, they will not apply in the national PICE-Residencies strand.

If the organiser uses private or rental vehicles for internal transport, AC/E will accept fuel and toll expenses supported by receipts whose dates correspond to the dates on which the supported event is held. Mileage expenses will not be accepted.

AC/E will not cover internal transport expenses if, due to COVID-19 or any other public health emergency, the participant is required to quarantine upon arrival in the country where the event is held.

This type of expenditure may be eligible under any of the three PICE strands, provided that it is included in the relevant call, and may only be requested where the participant's involvement is in person. In PICE-Mobility and PICE-Visitors, it will also be accepted in the case of hybrid participation, provided that the participant travels to the event venue.

- **Travel expenses:** expenses associated with the return journey of the Spanish participant, international visitor, or resident to the venue where the event is held.

In the case of exhibitions, travel expenses for the set-up and/or opening will be accepted only up to the maximum permitted number of return journeys.

The amount requested for travel may not exceed the following financial limits:

- PICE-Mobility and PICE-Visitors. These limits will depend on the destination of Spanish creators or the point of origin of international visitors:
 - Europe: up to EUR 500/person
 - America, Asia, and Oceania: up to EUR 1,500/person
 - Africa: up to EUR 1,000/person
- PICE-Residencies. These limits will depend on the destination of Spanish residents or the point of origin of international residents:
 - Spain: up to EUR 300/person
 - Europe: up to EUR 500/person
 - America, Asia, and Oceania: up to EUR 1,500/person
 - Africa: up to EUR 1,000/person

For the calculation of travel budgets involving the use of a car, the provisions of Order EHA/3770/2005 of 1 December, revising the compensation amount for the use of a private vehicle established in Royal Decree 462/2002 of 24 May on allowances for official duties, shall apply. This amount is set at EUR 0.19 per kilometre travelled by car. Toll expenses will be accepted.

Specifically, in PICE-Mobility, travel expenses will only be accepted for the total number of participants approved by AC/E. In other words, if a creator travels with their company, road manager, technical team, etc., this must be stated in the application approved by AC/E, registering the artist as a group and attaching the list of accompanying persons in the tab provided for this purpose. If the financial support is approved and the number of persons travelling differs from the number initially registered and approved, AC/E must be notified before the event starts so that it can assess the change and confirm whether the full support awarded will be maintained. Likewise, the beneficiary must update the nominal list of members of the group authorised to travel.

AC/E will not cover repatriation expenses in the event of illness or death of the supported participant.

This type of expenditure may be eligible under any of the three PICE strands, provided that it is included in the relevant call, and may only be requested where the participant's involvement is in person. In PICE-Mobility and PICE-Visitors, it will also be accepted in the case of hybrid participation, provided that the participant travels to the event venue.

Here below, you can find a table displaying the distribution of the cost items among the three modalities:

	PICE-MOBILITY	PICE-VISITORS	PICE-RESIDENCIES
Purchase of materials required for the creation of work	Yes	No	No
Purchase or rental of equipment and technical materials	Yes	Yes	No

	PICE-MOBILITY	PICE-VISITORS	PICE-RESIDENCIES
Accommodation	Yes	Yes	Yes
Financial compensation for dedication to the event	Yes	No	No
Recruitment of technicians, collaborators, curators, coordinators, designers, proof-readers and translators for the management and production of the digital event	Yes	Yes	No
Internal costs of the development of the programme proportional to the participation of the supported resident	No	No	Yes
Reproduction, exhibition, and copyright rights	Yes	Yes	Yes
Hosting and distribution	Yes	Yes	Yes
Logistics and transport of materials	Yes	Yes	No
Subsistence	Yes	Yes	Yes
Set up/Assembly	Yes	Yes	No
Set-up or public presentation of the project	No	No	Yes
Production	No	No	Yes
Publications, sound and visual record and streaming	Yes	Yes	Yes
Travel insurance	Yes	Yes	Yes
Medical insurance	No	No	Yes
Subtitling and interpretation in sign language	Yes	Yes	Yes
Translation of texts	Yes	Yes	Yes
Simultaneous or consecutive translation	Yes	Yes	Yes
Internal transport	Yes	Yes	Yes
Travel expenses	Yes	Yes	Yes

And here below, you can find a table displaying the distribution of the cost items among the participation modalities (in-person, blended or digital):

	PICE-MOBILITY			PICE-VISITORS			PICE-RESIDENCIES
	In-person	Blended	Digital	In-person	Blended	Digital	In-person
Purchase of materials required for the creation of work	Yes	Yes	Yes	No	No	No	No
Purchase or rental of equipment and technical materials	No	Yes	Yes	No	Yes	Yes	No
Accommodation	Yes	Yes	No	Yes	Yes	No	Yes

	PICE-MOBILITY			PICE-VISITORS			PICE-RESIDENCIES
	In-person	Blended	Digital	In-person	Blended	Digital	In-person
Financial consideration for dedication to the event	No	No	Yes	No	No	No	No
Recruitment of technicians, collaborators, curators, coordinators, designers, proof-readers and translators for the management and production of the digital event	No	Yes	Yes	No	Yes	Yes	No
Internal programme-development costs proportionate to the participation of the supported resident	No	No	No	No	No	No	Yes
Reproduction, exhibition, and copyright rights	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Hosting and distribution	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Logistics and transport of materials	Yes	Yes	Yes	Yes	Yes	Yes	No
Subsistence	Yes	Yes	No	Yes	Yes	No	Yes
Set-up/Assembly	Yes	Yes	Yes	Yes	Yes	Yes	No
Set-up or public presentation of the project	No	No	No	No	No	No	Yes
Production	No	No	No	No	No	No	Yes
Publications, sound and visual record and streaming	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Travel insurance	Yes	Yes	No	Yes	Yes	No	Yes
Medical insurance	No	No	No	No	No	No	Yes
Subtitling and interpretation in sign language	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Translation of texts	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Simultaneous or consecutive translation	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Internal transport	Yes	Yes	No	Yes	Yes	No	Yes
Travel expenses	Yes	Yes	No	Yes	Yes	No	Yes

5. Evaluation Committee

5.1. The evaluation committee for each area of activity shall consist of a minimum of two experts in the corresponding field, who shall advise on each application under the coordination of the functional programming manager for that area at AC/E. In the case of PICE-Residencies, the advisers shall be coordinated by the manager of AC/E's residencies programme.

5.2. The members of said committee shall be appointed by the President of AC/E, upon proposal by the Programming Directorate, from among professionals of recognised standing in each thematic area. No external adviser may simultaneously serve on more than one thematic area, nor may they be appointed as a member of said evaluation committee for more than two consecutive years. Once the two-year period as a member of the evaluation committee has been completed, the external adviser may not serve again until three years have elapsed.

5.3. The evaluation committee for each area shall prepare an opinion in which each of the submitted events/residencies and participants is assessed. The evaluation and selection shall be carried out in accordance with the criteria set out in the terms and conditions, qualitatively assessing and weighting the scores according to the weights specified in the relevant call for applications. The opinion shall be forwarded to the Programming Directorate, which shall submit a reasoned proposal to the President of AC/E for the issuance of the award resolution.

5.4. The remuneration of the members of the evaluation committee who participate in the PICE selection process shall be made in accordance with the Resolution of the President of the Company regulating participation in Juries and Advisory Committees in force at the time. The regulations applicable to said Resolution are Royal Decree 462/2002 of 24 May on allowances for official duties, specifically Annex IV.

6. Evaluation and Award Criteria

6.1. The PICE evaluation criteria are specified in the following variables:

- **PICE-Mobility:**
 - **The profile of the entity/institution and event making the application** It will be assessed the relevance, solvency and prestige of the applicant Organisation and the possibilities of international promotion that it offers to the Spanish creator.
 - **The profile of the artistic proposal: candidate or participant.** It will be evaluated the artistic profile, curriculum and professional background of the creator or group.
 - **The profile of the event or activity project.** It will be assessed the artistic quality of the proposal as a whole and the specific Spanish proposal, the commitment to innovation, creativity, uniqueness and/or recovery of tangible and intangible cultural Spanish heritage. The project should be about sustainability, climate action, reducing inequalities or gender equality.
 - **The formal coherence and economic efficiency of the proposal.** It will be evaluated the consistency, quality, rigour, organisation, and completeness of the information provided in the proposal sent to achieve the excellence of the Mobility Programme. Likewise, the economic efficiency of each artistic proposal will be taken into consideration, with attention being given to the suitability of the budget requested for its advancement.
- **PICE-Visitors:**
 - **The profile of the entity/institution and event making the application.** It will be evaluated the relevance, solvency, prestige, and international promotion of the applicant

organisation and/or event prioritising projects that facilitate the encounter between international programmers and national creators, preferably emerging or little consolidated in the international sphere. Likewise, priority will be given to entities and events offering diverse and quality programming, and those betting for professionals from diverse geographical scopes.

- **International visitor.** It will be assessed the profile, his/her capacity to programme in his/her country of origin and the prestige of the entity or institution he/she represents.
- **The formal coherence and economic efficiency of the proposal.** It will be evaluated the consistency, quality, rigour, organisation, and completeness of the information provided in the proposal sent to achieve the excellence of the Visitors Programme. Likewise, the economic efficiency of each proposal will be taken into consideration, with attention being given to the suitability of the budget requested for its advancement.
- **PICE-Residencies:**
 - **The profile of the entity/institution and event making the application** The solvency and prestige of the applicant organisation will be assessed, as well as its commitment to innovation and uniqueness.
 - **Scope of the programme with regard to technical performance, training aspects and creative and/or research practice.** The training programme, the specialization in a creative area with a limited offer of residencies, the profile of teachers, facilities for workshops or workplaces, the materials and equipment available to the residents, etc., will be examined.
 - **Practices that are committed to environmental and economic sustainability and promoting social inclusion and gender equality.** The respect for the criteria established in the 2030 agenda relating to gender equality, the reduction of social inequalities, sustainability and climate action will be assessed.
 - **Applicant or group profile, as well as a letter of motivation and proposal for the project to be developed during the residency.** The candidate's curriculum vitae will be assessed, as well as the project submitted for development during their stay and the information given in their motivation letter, especially the reasons that have led them to be interested in that particular residency and the objectives that they hope to achieve in their professional and creative development during their stay.
 - **The formal coherence and economic efficiency of the proposal.** It will be evaluated the consistency, quality, rigour, organisation, and completeness of the information provided in the proposal sent. Likewise, the economic efficiency of each Residency programme will be taken into consideration, with attention being given to the suitability of the budget requested for its advancement.

Each call for the Programme may expand on, and/or specify the scope and score for the different sections described and associated with the selection and assessment process for each of the thematic areas, or, where appropriate, geographical areas.

6.2. The financial surpluses resulting from the evaluation process may be redistributed among the selected applications based on the score obtained in each area, as long as it is authorised by the AC/E Presidency.

7. Evaluation of applications and selection of proposals

7.1. The PICE calls will be conducted through an open and continuous evaluation process, regardless of whether AC/E for technical or functional reasons decides to make specific calls for one or more

thematic areas in different periods of the year; or calls limited to a specific geographical or territorial area and for a specific line or lines of action.

7.2. At the close of each call, or at the partial close of the annual calls, the Evaluation Committee, after verifying the formal requirements, will conduct a first assessment of the applications submitted, scoring them individually. The evaluation will be made through a defined and assessable procedure in accordance with the requirements in the call, rejecting those that do not meet the formal requirements. Subsequently, the committee will meet in the days after the close to submit a proposal to the AC/E Programming Management who in turn will submit a justified proposal to the AC/E Presidency to issue an award decision.

7.3. Specific calls, both functional and geographical, will be subject to a differentiated evaluation based on the requirements established in each call.

7.4. The criteria that will be taken into consideration to evaluate the applications in each call will comply with the provisions in point 6 of these conditions.

7.5. Each call will define the scope of the required proposals and the deadlines for receipt of applications and submission of the associated documentation, as well as the form and features relevant to their submission.

7.6. Likewise, each call will define its resolution, awarding, reclamation, and amendment deadlines.

8. Obligations of the awardees.

8.1. The awardees undertake to accept the content of these conditions and comply with the obligations derived from them. Furthermore, they shall be responsible for the veracity of the data and documentation included in their application and those provided once the financial support has been awarded.

8.2. AC/E shall not be responsible for any medical expenses that may arise during the stay of the Spanish creator or resident or international visitor.

8.3. The applicant must know the scope and purpose of each modality of the Programme and undertakes not to submit the same application to more than one modality simultaneously. If this happens, the applications can be rejected at any phase of the call, even if an allowance has been already awarded.

8.4. After acceptance, AC/E could contact the participants via email to convey our interest for their presence in the awardee activity.

8.5. In the event of significant changes in the supported event, the awardees must notify AC/E of such changes prior to the start of the project using the following links:

- [PICE-Movilidad](#)
- [PICE-Visitantes](#)
- [PICE-Residencias nacionales](#)

Only the following types of changes will be accepted:

1. Cancellation of approved participants
 2. Replacement of approved participants
 3. Changes to event/residency dates
 4. Alterations in the title, venues and participating entities
 5. Changes in items of expenditure
 6. Only for PICE-Mobility and PICE-Visitors, alterations in the maximums allowed for the concept of Accommodation in accordance with the assumptions detailed in point 4.1. of this document.
- Cancelación de participantes aprobados

Changes in the applicant entity or the possibility of increasing the number of approved participants will not be accepted.

The changes contemplated in assumptions 2, 5 and 6 must be communicated prior to the start of the event. The changes contemplated in assumptions 1, 3 and 4, should preferably be communicated before the start of the event.

In the case of such changes occurring, these must be justified by the applicant. If the information provided is not sufficient to formalise the change, AC/E will request the information required in order to process the change.

Acceptance of such changes will require the approval of at least one of the members of the Evaluation Committee and/or the functional response of each area. Once the decision has been made, AC/E will confirm with the awardee as soon as possible in writing the decision to maintain or change the allowance awarded in light of the proposed change.

Under no circumstances will AC/E accept expenses generated by participants that have not been previously approved.

8.6. The applicant undertakes to obtain in writing from each of the artists, professionals or cultural creators participating in the event or residency supported by AC/E, as holders of their personal data, the informed consent that by assigning their data they authorise their use by AC/E for the purposes of managing the Programme, as well as to directly coordinate actions with them for disseminating the event (such as use of the corresponding image, graphic, textual resources, etc., in their various supports) and exchange of resources (interviews, workshops, professional meetings, etc.) and for the creation of future work networks and collaborations.

8.7. If requested, the awardee must offer a space during the course of the activity so that AC/E can present and publicise its internationalisation programme.

8.8. After the award, the winning entity will communicate directly and individually - with a copy to AC/E (see email addresses detailed in point 12 of this document) - to the artists, professionals or creators participating in the supported project the content of the following text: "Your participation in this project has been made possible thanks to the Programme for the Internationalisation of Spanish Culture (PICE) of Acción Cultural Española (AC/E), which seeks to promote Spanish culture through the inclusion of Spanish artists and creators residing in Spain in the programming of cultural events outside our borders".

8.9. Only for PICE-Residency, if during the residency work has been carried out on the production of any projects, this work must include the AC/E logo or the following statement in its credits or in the dissemination material linked to it: "The production of this work has been supported by Acción Cultural Española, AC/E".

8.10. For the appropriate communication and dissemination of the activity once the allowance has been awarded, the awardee must contact:

- The AC/E **Press** area to coordinate the information that is being prepared to be sent to the media (press releases, dossiers ...), as well as to notify it to possible press conferences. This information must include an explicit reference, agreed with the Press department, to the support that the activity is receiving from AC/E.
Contact: Mónica Hernández
Email: monica.hernandez@accioncultural.es
- AC/E's **Digital Diffusion, Web and Social Networks** area for highlighting AC/E's collaboration in all graphic materials, dissemination and digital documentation materials related to the

awarded event, using the logos provided. This contact will be made well in advance and at least fifteen calendar days before the start of the activity.

Likewise, the awardee may contact this area to request changes in the information disseminated through the AC/E website, social networks or newsletters.

Contact: Raquel Mesa

Email: raquel.mesa@accioncultural.es

8.11. Participants and interested parties have the LinkedIn group PICE COMMUNITY at their disposal. There AC/E will provide you with news from the sector, relevant information about this programme and its calls, and about amounts and allowances for creators from other entities. The participants will be able to open debates on matters of interest to them and the rest of the members. To join the group, participants need to follow the AC/E page on this social network: <https://www.linkedin.com/company/accion-cultural-espa-ola>

Next, from the personal LinkedIn account, the participant must use the search engine to find PICE COMMUNITY and request to be part of it. Moreover, the participants in the activities, programmes, events and festivals supported by AC/E will be invited to join the network of participants for which the corresponding registration and access will be provided.

9. Financial allocation, invoicing, and payment procedure

9.1. Each modality of the Programme will have a global budget allocated to this modality in the current budget of the corresponding year, for carrying out the set of events of this kind that are included in the different open calls. The different items of expenditure associated with each event and call as a whole may not exceed this budgetary limit on an annual basis.

9.2. Prior to the publication of the general and specific conditions, the Finance and Resources Management of AC/E will report on the budgetary amount to be assigned to each call, upon a proposal from the Programming Management. AC/E Presidency will authorise the budget assigned to each call, once the proposal from the Programming Management and the report from the AC/E Financial and Resources Management have been assessed.

9.3. The amount awarded is considered for the “provision of services”, therefore, an invoice will be requested with all the legal requirements to justify and pay the expense, which is not considered a subsidy or donation or grant. The awardee provides AC/E with services of managing the artist, creator, resident or visitor’s participation. The awardee acts as an “intermediary on its own behalf” that handles the approved expenses then manages and invoices them to AC/E upon prior justification. The allowances awarded are the financial contributions made by AC/E to boost and promote Spanish Culture as a global action forming part of the company’s social purpose of a general interest under its status of a state-owned company and with a legal-private relationship with the awardee.

9.4. The invoice and payment procedure to which awardees are obliged can be consulted in the document *Procedure for the justification, invoice, and payment* available at AC/E’s website through the following link: [invoicing procedure.](#)

10. Data Protection

10.1. The parties undertake to comply with current regulations in relation to the protection of personal data, especially with Regulation 2016/679, of the European Parliament and Council, of April 27, 2016, regarding the protection of individuals concerning the processing of personal data and the free circulation of these data (hereinafter, GDPR), committing to adopt all the security measures required by this regulation and by any other improving or complementing it. In particular, AC/E shall process the personal data of beneficiaries or their staff solely for the purpose of managing the contractual relationship. For this purpose, AC/E may process identifying data, contact data,

commercial information and data relating to transactions of goods and services, the legal basis for such processing being its necessity for the performance of the contract. Additionally, applying entities may provide AC/E with personal data of third-party beneficiaries. In such case, they must have a valid legal basis legitimising the communication of such personal data, in particular having obtained the corresponding informed consent or having another ground for legitimisation in accordance with the applicable legislation.

The applying entity shall be liable to AC/E for any breach of data protection obligations arising from the communication of such data and shall hold AC/E harmless against any claim, penalty or liability that may arise from unlawful processing.

Personal data shall be processed for the purpose of managing this Programme, coordinating actions linked to the dissemination of projects, facilitating the exchange of resources, promoting the generation of working and collaboration networks, and maintaining and updating content on AC/E's website and social media. Likewise, the data may be used to carry out satisfaction surveys, evaluation processes and analyses for statistical purposes aimed at improving the programmes.

Such data shall be retained for as long as the relationship arising from the Programme is maintained and, once it has ended, for the periods required by the applicable legislation.

10.2. AC/E may communicate the personal data of beneficiaries or their staff, including to a third country or international organisation, where necessary for the performance of the contract. Apart from the foregoing, AC/E shall only communicate personal data to third parties where necessary for compliance with a legal obligation, for the performance of a task carried out in the exercise of public authority, or for the satisfaction of its legitimate interests, provided that such interests do not override the interests or the rights and freedoms of the beneficiaries or their staff.

10.3. Beneficiaries or their staff may exercise their rights of access, rectification, erasure (including the right to be forgotten), objection, restriction of processing, data portability and the right not to be subject to automated decisions by means that provide evidence of the request. Likewise, they may seek the protection of the Spanish Data Protection Agency.

10.4. Likewise, beneficiaries undertake to treat confidentially and not to reproduce, publish or disseminate any commercial, financial or technical information that they may become aware of by reason of their relationship. Beneficiaries assume the obligation to maintain strict professional confidentiality with regard to all matters relating to AC/E. In no case may documents and information be used for purposes other than those provided for in these terms and conditions. Beneficiaries undertake to extend this obligation to their staff and, in particular, to those who are assigned to AC/E's premises and shall be responsible for its compliance.

10.5. AC/E undertakes not to disclose information provided by beneficiaries that they have designated as confidential; this applies, in particular, to technical or trade secrets and to confidential aspects of applications. In no case shall the principle of confidentiality be absolute, and the other principles of public procurement and other regulations applicable to AC/E must be respected.

11. Spanish Jurisdiction

11.1. These terms and conditions shall be governed by Spanish law, and any interpretation, dispute or controversy shall be subject to the jurisdiction of the Spanish courts.

12. Contact Addresses

12.1. Applying entities and institutions may request additional or supplementary information and clarify any questions using the following email addresses:

Thematic Areas:

- Architecture and Design / Visual Arts: artesvisuales@accioncultural.es
- Film / Video Games and Animation: cine@accioncultural.es
- Dance and Circus / Theatre: arteseszenicas@accioncultural.es
- Literature / Comics and Illustration / Podcast: literatura@accioncultural.es
- Music and Sound Creation: musica@accioncultural.es
- Residencies: residencias@accioncultural.es

Questions regarding the justification of financial support and the submission of supporting documentation:

- PICE-Mobility: pice movilidad.documentacion@accioncultural.es
- PICE-Visitors: picevisitantes.documentacion@accioncultural.es
- PICE-Residencies: convocatoriaspice@accioncultural.es;
residencias@accioncultural.es

Questions regarding the content of the call for applications and the online application system:
convocatoriaspice@accioncultural.es