



EUROPEAN COMMISSION
DIRECTORATE-GENERAL HOME AFFAIRS

Directorate B - Migration, Asylum

Pilot Project

Analysis of reception, protection and integration policies
for unaccompanied minors in the EU

HOME/2013/CFP/PPUAM

Call for proposals for action grants

DEADLINE for submission of proposals:

24 October 2013 12:00 CET (noon)

1. INTRODUCTION – BACKGROUND

In May 2010 the European Commission adopted the Action Plan on Unaccompanied Minors¹ (2010- 2014). On the basis of this Action Plan, in June 2010, the Council adopted Council conclusions on Unaccompanied Minors².

The Commission's Action Plan on Unaccompanied Minors (2010 – 2014) puts forward a common EU-wide approach based on the principle of the best interests of the child. The Action Plan identifies main strands for action such as prevention, reception and identification of durable solutions. These actions are to be implemented by a series of concrete measures which are outlined in the Action Plan. They are to be implemented by the European Commission as well as other EU institutions and agencies, EU Member States and stakeholders.

In September 2012 the European Commission adopted a mid-term report on the implementation of the Action Plan³, taking stock of progress achieved and identifying priorities for the future. In 2013, the situation of unaccompanied minors in the EU has been debated extensively at the European Parliament, which aims to adopt an own-initiative report on the subject.

The aim of the Pilot Project *Analysis of reception, protection and integration policies for unaccompanied minors in the EU* is to contribute to the implementation of the Action Plan and should be complementary to existing actions. It should take into account the Council conclusions on Unaccompanied Minors.

The Pilot Project is implemented directly by Directorate-General for Home Affairs of the European Commission (hereinafter referred to as DG Home Affairs) through grants awarded pursuant to this **open call for proposals**.



More information

For a glossary of terms and definitions used in this call for proposals and detailed instructions on how to prepare the Application Package all organisations interested to submit applications or participate in projects should consult the **2013 Guide for Applicants** published together with this call for proposals and constituting an integral part of the conditions of the call.

2. OBJECTIVES

The main objective of this Pilot Project is to identify good practices on prevention, reception, protection and integration policies for unaccompanied minors.

The Pilot project will cover the following specific objectives:

- (a) Identifying prevention actions and policies vis-à-vis the group to which the Unaccompanied Minors belong (e.g. asylum seekers, victims of trafficking, children who enter illegally into the Union) and/or the country or region of origin.

¹ COM(2010)213

² <http://register.consilium.europa.eu/pdf/en/10/st10/st10669.en10.pdf>

³ COM(2012) 554

- (b) Identifying good practices in measures to support protection programmes for Unaccompanied Minors in third countries.
- (c) Identifying best practices on child reception and protection, and in particular on issues such as procedures at first encounter, legal representation, appointment of a guardian, access to and adequacy of reception facilities, initial interviews, education and medical care.
- (d) Identifying good practices in specific measures and procedural guarantees for Unaccompanied Minors in the European Union.
- (e) Evaluating the various experiences of combating the phenomenon of unaccompanied minors going missing and identifying best practices.
- (f) Identifying best practices on restoring family unity and reintegration of Unaccompanied Minors in their countries of origin.

The outcomes of the projects shall be field work and exchange of information related to the specific objectives mentioned above, and possibly conferences.

The projects that are selected must enable the identification of good practices on prevention, reception, protection and integration policies for Unaccompanied Minors.

Each project shall help achieve one or more of the objectives within the priorities mentioned above, by developing and **applying an innovative approach**. Each project must present a good value/cost ratio.

3. INDICATIVE TIMETABLE

The conduction of the call for proposals will follow the below **indicative** timetable:

Stages	Date and time or indicative period
a) Publication of the call for proposals	August 2013
b) Deadline for submitting applications	24 October 2013 12:00 CET (noon)
c) Evaluation period	October –December 2013
d) Information to Coordinators	January 2013
e) Signature of Grant Agreement(s)	January – March 2014
f) Starting date of implementation of the actions	March 2014 at the earliest

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is **EUR 1.000.000⁴**. The **minimum grant will be EUR 200.000 and the maximum grant will be EUR**

4 Financing decision: **C(2013) 2447 final** Commission Decision of 03.05.2013 http://ec.europa.eu/dgs/home-affairs/financing/fundings/migration-asylum-borders/other-programmes/docs/awp_2013_ppvot_ppr_ppum_en.pdf

1.000.000. Financial contribution from the European Union cannot exceed **90 %** of the total eligible costs of the action. The applicable financial provisions are set out under section 10 of this call for proposals.

The available budget should allow 1 to 5 projects to be co-financed depending on the individual grant amounts.

The Commission reserves the right not to distribute all the funds available and to award a grant lower than the amount applied for.

The indicative duration of projects shall be 18 months.

5. ELIGIBILITY CRITERIA

Applications must meet all of the following criteria:

- (a) **Eligible countries** are the Member States of the EU except Denmark. Actions may include Associate Partners from Denmark as well as third countries, but the cost of their participation must be financed entirely by non-EU resources.
- (b) **Eligible organisations** (as Coordinator or Co-beneficiary Partner) are national, regional and local authorities, non-governmental organisations (NGOs), public or private bodies, university departments, research centres that are constituted with a legal personality and are duly registered in one of the eligible countries prior to the date of the official submission of the Application Package in the PRIAMOS system.

International organisations are not eligible.

In order to be eligible participating organisations (as Coordinator or Co-beneficiary Partner) should work on a **non-profit basis** and with proven experience and expertise in the fields covered by this call for proposals, taking into account their respective competences.

- (c) Actions must be implemented by a **Partnership of eligible organisations**. In order to be eligible the Partnership must be composed of at least four distinct eligible organisations from at least four eligible countries. **Two** out of these four organisations must be central governmental authorities of the eligible countries (such as Ministries or national agencies).
- (d) **Eligible activities** are the activities set out under section 2 of this call for proposals.

Financial support to third parties is **not an eligible activity** under this call for proposals.

- (e) **Implementation period**

Actions should be scheduled to start after the entering into force of the Grant Agreement. When preparing their application Applicants should take into account the indicative timetable for the implementation of this call for proposals set out under section 3 above.

During the process leading to the conclusion of the Grant Agreement the Commission may agree exceptionally to an earlier starting date only where the Coordinator can demonstrate the need to start the action before a Grant Agreement enters into force.

In such cases, expenditure eligible for EU co-financing may not have been incurred prior to the date of official submission of the Application Package in the PRIAMOS system.

Applications submitted for projects already terminated (even partially) on the date of the publication of this call for proposals will be rejected.

- (f) **The requested amount of EU grant** cannot be less than 200.000 EUR and more than 1.000.000 EUR. The EU co-financing requested cannot be higher than 90% of the total eligible costs of the action.

6. EXCLUSION CRITERIA

The check on exclusion criteria applies both to the Coordinator organisation and the proposed Co-beneficiary Partners.

6.1. Exclusion from participation:

The Coordinator and the proposed Co-beneficiary Partners will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the European Commission can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of Belgium or those of the country where the Grant Agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;

- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation⁵.

6.2. Exclusion from award:

The Coordinator and the proposed Co-beneficiary Partners will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 6.1.

Administrative and financial penalties may be imposed on Applicants, who are guilty of misrepresentation.

The Coordinator and the proposed Co-beneficiary Partners must sign a declaration on their honour certifying that they are not in one of the situations referred to above. The Coordinator is signing such declaration by submitting the Grant Application Form via the PRIAMOS system. The same declaration for the Co-beneficiary Partners is included in the Partner Declaration Form.

7. SELECTION CRITERIA

7.1. Financial capacity

The Coordinator and the Co-beneficiary Partners (participating organisations) must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding. In order to ensure this the Commission will assess individually the financial capacity of each of the participating organisations against their estimated share of the requested EU grant.

The verification of the financial capacity **shall not apply to national, regional and local authorities or university departments.**

The participating organisations' financial capacity will be assessed on the basis of the following supporting documents to be submitted as part of the Application Package:

In case of the Coordinator organisation

- primarily based on a declaration on honour⁶ and the information provided by the Coordinator via filling in the mandatory template (Annex 3a) with the relevant statutory accounting figures;

⁵ REGULATION (EU, EURATOM) No 966/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002, OJ L 298 , 26.10.2012, p.1

⁶ The Coordinator is signing such declaration by submitting the Grant Application Form via the PRIAMOS system.

- the official financial statements (Annex 3b) of the Coordinator organisation for the last **two** financial years for which the accounts were closed. The Coordinator must be mature enough to be financially viable, i.e. must be in existence for at least 2 years on the date of the official submission of the Application Package in PRIAMOS.
- in the case of a grant request exceeding EUR 750.000, the organisation must submit an audit report certifying the accounts for the last financial year available, produced by a certified external auditor.

In case of the Co-beneficiary Partners

If the value of the share of their grant is \leq EUR 60 000:

- a declaration on honour.

If the value of the share of their grant is \geq EUR 60 000:

- primarily based on a declaration on honour⁷ and the information provided by the Coordinator via filling in the mandatory template (Annex 3a) with the relevant statutory accounting figures;
- the official financial statements (Annex 3b) of the Co-beneficiary Partner organisation for the last **two** financial years for which the accounts were closed. The organisation must be mature enough to be financially viable, i.e. must be in existence for at least 2 years on the date of the official submission of the Application Package in PRIAMOS;
- in the case of a grant request exceeding EUR 750.000, the organisation must submit an audit report certifying the accounts for the last financial year available, produced by a certified external auditor.

On the basis of the documents submitted, if the Commission considers that financial capacity is not satisfactory, it may:

- request further information;
- propose a Grant Agreement without pre-financing;
- propose a Grant Agreement with a pre-financing paid in instalments;
- propose a Grant Agreement with a pre-financing covered by a bank guarantee;
- reject the application / reject the participation of the organisation concerned.

7.2. Operational capacity

The Coordinator and the Co-beneficiary Partners must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. Since the action must be implemented by a Partnership composed of several legal entities, two levels of operational capacity are distinguished: a) the Partnership's operational capacity; b) each organisation's operational capacity.

⁷ The declaration for the Co-beneficiary Partners is included in the Partner Declaration Form Annex 5a.

The purpose of the verification is therefore to assess whether the organisations (collectively and individually) have the professional competencies and qualifications required to complete the action.

The Partnership's operational capacity

- the Partnership, as a whole, must have demonstrated knowledge and experience in the field of the proposed action and must possess sufficient experience in EU/trans-national projects of a volume similar to that of the proposed action;
- it must be demonstrated that sufficient human resources are allocated to the activities and that the proposed project staff have the relevant qualifications and/or experience.

The operational capacity of each individual organisation

- the Coordinator must possess sufficient experience in managing EU/trans-national projects of a volume similar that of the proposed action;
- the Co-beneficiary Partners should demonstrate that they have project management experience proportionate to the tasks assigned to them in the proposal.

The assessment will be based on the submitted documents as part of the Application Package and in particular

- declaration on honour of the Coordinator submitted as part of the Grant Application Form;
- declaration on honour of each Co-beneficiary Partner included in the Partner Declaration Form - Annex 5a;
- information included in Annex 4 – Information on Partners;
- information included under the relevant section of Annex 1 - Project Description and Implementation;
- Curriculum vitae or description of the profile of the key project staff primarily responsible for managing and implementing the project;

8. AWARD CRITERIA

Eligible proposals that meet the selection criteria will be assessed and ranked on the basis of the award criteria listed below. Proposals must obtain at least **60% of the total available points** in order to qualify for funding. Funding will be awarded to proposals with the highest scores in order of merit, taking into account policy priorities and within the limits of the available budget for this call for proposals.

(a) Relevance of the proposed action (20 points)

- Does the Partnership demonstrate a clear understanding of the context and of the challenge that they are planning to address? How far does the proposal add value in relation to previous projects of similar nature?
- Are the proposed activities adequately designed to address the issue and to achieve the stated objectives?

(b) Quality of the proposed action (25 points)

- How well is the proposal prepared in terms of methodology, clarity of action, work-plan, timetable, monitoring and evaluation?
- Is the proposed action feasible?

(c) Outcomes and impact (25 points)

- Does the proposal demonstrate quality, relevance and effectiveness of expected results in terms of outcomes (rather than outputs)?

(d) Strategies for dissemination and publicity (10 points)

- Does an appropriate plan exist for the dissemination of results and knowledge transfer?

(e) Cost effectiveness (20 points)

- Is the requested co-financing reasonable?
- Does the project represent a cost effective way and a good value for money?

9. LEGAL COMMITMENTS

In the event of a grant awarded by the Commission, a Grant Agreement drawn up in euros and detailing the conditions and level of co-funding, will be sent to the Coordinator, as well as the procedure in view to formalise the obligations of the parties. Two copies of the original Grant Agreement must be signed first by the Coordinator on behalf of the Partnership and returned to the Commission within the set deadline, including the originals of the mandates duly signed by each Co-Beneficiary Partner. The Commission will sign the Grant Agreement last. Please note that the award of a grant does not establish an entitlement for subsequent years.

10. FINANCIAL PROVISIONS

- (a) Non-cumulative award: An action may only receive one grant from the EU budget. In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, Applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.
- (b) Non-retroactivity: No grant may be awarded retrospectively for actions already completed. A grant may be awarded for an action which has already begun only where the Coordinator can demonstrate the need to start the action before the Grant Agreement is signed. In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the Grant Application.
- (c) Co-financing: The funding under this call is provided based on the co-financing principle: the resources which are necessary to carry out the action may not be entirely provided by the EU budget. The EU co-

financing cannot constitute more than 90% of overall eligible project costs. Co-financing of the action may take the form of: a) the beneficiaries' own resources, b) income generated by the action, c) financial contributions from third parties. Applicants must fill out the relevant sections of the Grant Application Form and indicate the same information in the Budget Form.

Co-financing **may not take the form of in-kind contributions**, i.e. non-financial resources made available free of charge for the purposes of the project. The corresponding costs are not eligible.

- (d) Balanced budget: The estimated budget of the action is to be attached to the Grant Application Form. It must have revenue and expenditure in balance.
- (e) The budget must be drawn up in euros. Applicants which foresee that costs will not be incurred in euros, are invited to use the exchange rate published on the Infor-euro website available at

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm .

- (f) Non-profit: EU grants may not have the purpose or effect of producing a profit within the framework of the action. Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action.
- (g) Sub-contracting

Sub-contracting implies one or several beneficiaries hiring a contractor following a procurement procedure, in order to carry out specific tasks or activities which form part of the action as described in the Application Package. Tasks to be subcontracted have to be identified in the Application Package.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action as described in the Application Package must satisfy the following conditions:

- it may only cover the implementation of a limited part of the action; in this respect, the Coordinator cannot subcontract its coordination tasks;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the Application Package;
- where the implementation of the action requires the award of procurement contracts, the beneficiary organisation must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit. Moreover the beneficiary is expected to clearly document the tendering procedure and retain the documentation for the event of an audit. Entities acting in their capacity of contracting authorities in the meaning

of Directive 2004/18/EC⁸ or contracting entities in the meaning of Directive 2004/17/EC⁹ shall abide by the applicable national public procurement rules.

The above described conditions should be applicable to the purchase of services and/or goods, equipment etc. necessary for the implementation of the action.

- (h) Financial support to third parties: The applications may not envisage provision of financial support to third parties.
- (i) Eligible costs: In case a project is proposed for funding the Commission will, prior to the conclusion of any Grant Agreement, conduct a detailed examination of the budget presented and verify the eligibility of each budget item against the eligibility rules stipulated in the 2013 Guide for Applicants published together with this call for proposals. As a result of this budget review, the amount of grant contained in the Grant Agreement may be lower than the amount requested. Grants awarded shall be governed by a written agreement including the modalities for the reimbursement of a specified proportion of the eligible costs actually incurred.
- (j) For detailed information on the payment conditions please consult the 2013 Guide for Applicants.
- (k) VAT rules: Please note that new rules concerning eligibility of VAT are in force since 1 January 2013. The change concerns more particularly public entities. Please consult the 2013 Guide for Applicants for more detailed information.

11. ADMISSIBILITY REQUIREMENTS

The following formal requirements must be complied with in order to pass the proposal to the evaluation stage described above. Failure to comply with these requirements will lead to the rejection of the application.

- (a) Applications must be submitted **electronically via the PRIAMOS** system by uploading the complete Application Package **by the deadline set out under section 3b of this call for proposals**. Applications that are not submitted via PRIAMOS shall not be considered for evaluation. Applications submitted by regular mail, e-mail, fax or in person will not be accepted. Please note that the documents submitted via the PRIAMOS system do not need to be sent by regular mail nor by e-mail unless explicitly required by the Commission.

Applications can only be submitted after having registered in the PRIAMOS system. The registration process may take up to 15 days. It remains the Applicant's responsibility to register in PRIAMOS in due time.

⁸ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

⁹ Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

The 2013 Guide for Applicants also explains how the Application Package can be modified, once uploaded. However, no changes to the submitted Grant Application Form and its annexes can be made after the deadline for submission. The PRIAMOS system will not accept any applications or request for modifications after the deadline.

However, Applicants will be able to access their application any time after the submission deadline via the PRIAMOS system. It is recommended to verify the completeness of the application immediately after the receipt of the application registration number.

If you submit more than one version of the same Application Package under the same registration number, only the latest version is taken into consideration for the evaluation. Please avoid submitting updated versions of projects under different registration numbers.

Please note that although the PRIAMOS system is able to deal with many applications at the same time, it is advisable NOT to wait until the last moment to register in the system and submit your application. Please do not upload any jpg/tif/htm files; scanned documents should be in PDF format. Please note that PRIAMOS limits the size of the Application Packages that can be uploaded to **100 MB**.

For further information on how to use PRIAMOS including detailed technical requirements you are required to study the PRIAMOS Guide and FAQ available on the PRIAMOS website of DG Home Affairs:

http://ec.europa.eu/dgs/home-affairs/financing/fundings/priamos-section/index_en.htm

- (b) The Application Package should contain all necessary annexes and supporting documents described here below. Applications submitted on a form that has been altered will be disqualified. Applicants must fill in all the fields as indicated. When a field is considered non applicable, please indicate "not applicable" and provide justification.

You are invited to use the 2013 Checklist and read carefully the 2013 Guide for Applicants published together with this call for details and explanations concerning the compulsory documents and annexes.

The elements of the Application Package

– Grant Application Form

The specific Grant Application Form mandatory for this call is available in PRIAMOS. The Coordinator will be able to download it once the Contact person has registered in PRIAMOS. The reference in PRIAMOS for the Grant Application Form to be used under this call for proposals is: **HOME/2013/CFP/PPUAM**.

– Required annexes

The mandatory templates for Annexes 1, 2, 3a, 4 and 5 are made available in PRIAMOS as attachments to the Grant Application Form. No mandatory templates are set for the other Annexes. The Commission reserves the right not to take into account documents that were not requested. In particular, the Commission will not accept a project

description that is not presented on the set template or partly presented in a different document.

All annexes should be attached to the Grant Application Form in accordance with the instructions given in the 2013 Guide for Applicants. An application is considered complete only if all annexes have been provided.

– **Annex 1 Description of the Action**

You must use the mandatory template and complete it in accordance with the instructions given in the 2013 Guide for Applicants. Please upload the template in the original Word format and do not scan the document before attaching it to the Grant Application Form.

– **Annex 2 - Budget Form**

You must use the mandatory template and complete it in accordance with the instructions given in the 2013 Guide for Applicants. The budget figures contained in the Budget Form must match those indicated in the Grant Application Form. Please upload the template in the original Excel format and do not scan the document before attaching it to the Grant Application Form.

– **Annex 3 - Financial documents**

Annex 3a - Simplified Balance and Profit and Loss account sheets of the Coordinator and the Co-beneficiary Partners. You must use the mandatory template and complete it in accordance with the instructions given in the 2013 Guide for Applicants.

Annex 3b - Financial statements: the latest official financial statements (scanned version) of the Coordinator and the Co-beneficiary Partners for the past two closed financial years (balance sheet, profit and loss accounts - in coherence with the information provided in Annex 3a) including audited accounts when required under the national law. No self-made Word documents without authorised signature will be accepted.

In the case of a grant request exceeding EUR 750.000, the organisation must submit an audit report certifying the accounts for the last financial year available, produced by a certified external auditor.

The following organisations **do not have to submit** Annexes 3a and 3b:

- national, regional and local authorities or university departments;

or

- Co-beneficiary Partner organisations that do not fall in the previous category but have a provisional share of the grant requested below or equal to 60.000 EUR.

– **Annex 4 - Information on participating organisations Form**

The Form must be duly completed with the information of the Coordinator and each Co-beneficiary Partners. You must use the mandatory template and complete it in accordance with the instructions given in the 2013 Guide for Applicants. Please upload the template in the original Word format and do not scan the document before attaching it to the Grant Application Form.

Coordinators and Co-beneficiary Partner organisations should be prepared to submit further documents to support the information provided in the Annex 4, in particular concerning their legal status. Evidence of legal status should only be submitted if explicitly requested by the Commission.

Evidence of legal status – depending on the legal status of the organisation - should include:

- the articles of association + a copy of any official document (e.g. Official Journal, Register of companies, etc.) showing the organisation’s official name and address and the registration number given to it by the national authorities;
- a copy of the resolution, law, decree or decision establishing the organisation, or any other official document attesting the establishment of the organisation;
- the statute of the organisation – if applicable.

– **Annex 5 - Partner declaration**

Annex 5a) - Co-beneficiary Partner declaration - Co-beneficiary Partner organisations must use the mandatory template and complete it in accordance with the instructions given in the 2013 Guide for Applicants. The Application Package should contain one declaration for each Co-beneficiary Partner indicated at other sections of the Application Package. All sections of the mandatory template shall be completed and the form shall be signed and dated by the authorised signatory of the Co-beneficiary Partner organisation. The scanned electronic copy of each of the duly completed, dated and signed declarations must be attached to the Grant Application Form. The completed but unsigned Word version will not be accepted. You should also avoid scanning and attaching every page separately.

Annex 5b) - Associate Partner declaration – Associate Partner organisations must use the mandatory template and complete it in accordance with the instructions given in the 2013 Guide for Applicants. The Application Package should contain one declaration for each Associate Partner indicated at other sections of the Application Package. All sections of the template shall be completed and the form shall be signed and dated by the authorised signatory of the Associate Partner organisation. The scanned electronic copy of each of the duly completed, dated and signed declarations must be attached to the Grant Application Form. The completed but unsigned Word version will not be accepted. You should also avoid scanning and attaching every page separately.

– **Annex 6 - Curriculum vitae**

No mandatory template is provided but it is recommended to use the Euro pass format. The project team should be described and the key staff should be listed in the relevant section of Annex 1. The Curriculum vitae (CV) of these key staff members should be submitted as Annex 6. In case no person is recruited for a key job at the stage of application please provide the description of the profile or job description.

12. FURTHER INFORMATION

12.1. Contacts and assistance with your application

It is expected that interested organisations first refer to the information provided in the documents of this call for proposals for clarifications. You are equally invited to

regularly consult the website of DG Home Affairs where FAQs and answers might be published:

http://ec.europa.eu/dgs/home-affairs/financing/fundings/migration-asylum-borders/other-programmes/pilot-project-unaccompanied-minors/index_en.htm

However, if further assistance is needed, questions can be sent to the following addresses, quoting the reference of this call for proposals.

Content-related matters:

HOME-UAM-PP@ec.europa.eu

Questions on the use of PRIAMOS and technical assistance:

HOME-JUST-PRIAMOS-USM@ec.europa.eu

The Commission shall reply according to the code of good administrative behaviour within 15 working days from the receipt of the question. In the interest of equal treatment of Applicants, the Commission **cannot give a prior opinion** on the eligibility of an organisation or an action or on the outcome of the call for proposals before the official announcement of results.

12.2. Contacts with Applicants during the evaluation process

The Commission may contact Coordinators to request additional information at any time prior to taking its award decision. Failure to respond to such requests by the deadline set may lead to disqualification of the application. Such contact will be initiated via the contact e-mail address indicated by the Coordinator under section 1.4 of the Grant Application Form. The Commission may impose a short deadline to provide the information requested. Coordinators therefore, must take the necessary steps to ensure that they can be contacted rapidly until the end of the evaluation process. When the Commission contacts a Coordinator, this does not in any way constitute or reflect a pre-selection of the proposal on the part of the Commission.

12.3. Visibility and publicity

By the beneficiaries of the EU grant

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. In case the proposal is selected for funding the beneficiaries receive detailed instructions on the above obligation as part of the Grant Agreement. If this requirement is not fully complied with, the final amount of the grant may be reduced in accordance with the provisions of the Grant Agreement.

By the Commission

All information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the Coordinator and the Co-beneficiary Partners,

- address of the Coordinator and the Co-beneficiary Partners,
- contact e-mail address for the project (unless the Coordinator notifies the Commission otherwise this contact address will be the contact e-mail address indicated by the coordinator under section 1.4 of the Grant Application Form),
- subject of the grant including the title and the short description of the project,
- grant amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

12.4. Data protection

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by the data protection officer of DG Home Affairs. Details concerning the processing of personal data are available on the privacy statement at:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

12.5. Means of redress

If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 228(1) of the Treaty on the Functioning of the European Union and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal L 113 of 4 May 1994.