



**SPECIFIC PROGRAMME "ISEC" (2007-2013)
PREVENTION OF AND FIGHT AGAINST CRIME
CALL FOR PROPOSALS
JUST/2013/ISEC/DRUGS/AG
Action grants**

Targeted call on cross border law enforcement cooperation in the field of drug trafficking.

1. INTRODUCTION

On 12 February 2007, the Council adopted Decision No2007/125/JHA¹ establishing the Specific Programme "Prevention of and Fight against Crime" (hereafter referred to as **ISEC programme**) for the period 2007-2013 as part of the General Programme 'Security and Safeguarding Liberties', in order to contribute to a high level of security by preventing and combating crime, organised or otherwise, including illicit drug trafficking.

This call for proposals for action grants is based on the [Annual Work Programme for 2013](#) (the 2013 AWP). It aims to **select transnational and national projects** that fall under the objectives of the ISEC Programme and address the priorities of this call. The total indicative budget available is **EUR 5.000.000**.

All proposals should aim to generate an **added value at EU level**.

All organisations interested to submit applications are strongly encouraged to study the detailed terms and conditions set out in this call for proposals and in the Guide for Applicants published together with this call and constituting an integral part of the conditions of the call.

2. CALL PRIORITIES

2.1 Target groups

The participants and/or target groups shall be law enforcement agencies, other public and/or private bodies, actors and institutions, including local, regional and national authorities, social partners, universities, statistical offices, non-governmental organisations, public-private partnerships and relevant international bodies.

2.2 Priority areas

Projects shall focus on the following priorities:

- **Priority code EPSD:** supporting the implementation of the **European Pact against Synthetic Drugs**, with a specific focus on new psychoactive substances (NPS), including on: building the knowledge base on the supply chain for NPS (including internet supply

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2007:058:0007:0012:EN:PDF>

chain); developing forensic analysis of NPS and facilitating structural cooperation among the competent authorities involved, to support the identification and risk assessment of substances; sharing best practice of handling of NPS-related cases by police at local level.

- **Priority code TRN: joint training programmes** for law enforcement authorities to enhance the EU's capacity to target drug trafficking, including on the EU's external borders;
- **Priority code PLAT: creation of and support to regional law enforcement cooperation platforms** facilitating the exchange of operational information and information on technical assistance for capacity building, to prevent and curb drug-related crime;
- **Priority code DISM: dismantling of storage and production facilities** for illicit synthetic drugs and for cocaine secondary extraction;
- **Priority code EPDT: supporting the implementation of the European Pact on international drug trafficking.**

Applicants must indicate in the Grant Application Form (drop-down menu) which one of the above priorities their proposal addresses. Projects submitted outside these priorities will also be evaluated but their assessment will take into account that they are not in conformity with the priorities of this call.

Proposals shall complement the efforts of the EU in the area of cross border law enforcement cooperation in the field of drug trafficking; duplications of already existing initiatives will not be funded.

3. ADMINISTRATIVE AND FINANCIAL PROVISIONS

3.1. How many proposals can be submitted?

An organisation may submit several applications but with each application they shall propose a different distinct project. Only one application will be accepted for any given project. In case there are several applications for the same project the Applicant will be asked to clarify which application shall be evaluated.

An organisation can participate in multiple projects as a Partner, project Coordinators can also participate as partners in a project submitted by a different project Coordinator.² However, organisations interested to participate in multiple projects shall have sufficient operational and financial capacity to implement the activities assigned to them in case more than one proposal gets selected.

A project may receive only one grant from the EU budget.

3.2 Start date and duration

Projects should be scheduled to start after the Grant Agreement is signed. Applicants should take into account the time needed for the evaluation of the proposals and the time

² For further information on who can be a Coordinator, Co-beneficiary partner or associate Partner please consult the Guide for Applicants.

required for preparing the Grant Agreement (indicatively, not less than 5 months after the deadline of the call). The actual start date of the project will be the date agreed with the Commission during the preparation of the Grant Agreement.

Start of the project before signature of the Grant Agreement will be accepted only under exceptional circumstances, where the applicant can demonstrate the need to start the action before the Grant Agreement is signed. **A project that has already started before the date the grant application was submitted is not eligible for funding.**

Projects should have an initial duration not exceeding 24 months.

3.3 Financial provisions

The funding under this call is provided based on the co-financing principle: **the grant cannot constitute more than 90% of overall eligible project costs.** The organisations implementing the action should ensure that the outstanding balance is covered from sources other than the EU budget. The project budget must have revenue and expenditure in balance.

The co-financing not covered by the Union grant may come from own resources of the organisations implementing the action or from another donor organisation or from income generated by the project. Applicants must fill out the relevant sections of the Grant Application Form and indicate the same information in the Budget Form.

Contributions "in-kind" are neither an eligible cost nor are they accepted as income of the project. They cannot be included in the project budget. They can however be indicated in the application for information. More details on contributions in kind can be found in the Guide for Applicants.

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.

The EU grant applied for shall be reasonable and proportionate to the proposed activities. There is no maximum limit, but **a minimum limit:** the grant applied for cannot be less than **EUR 100.000.**

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 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** by the applicant.

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. The agreement is a standard agreement; its terms and conditions may not be altered and are not subject to negotiation.

For detailed information on the payment conditions please consult the Guide for Applicants.

Please note that new rules concerning **eligibility of VAT** are in force since 1 January 2013. The change concerns more particularly public entities. Applicants should refer to the Guide for Applicants for more detailed information.

4. SELECTION PROCEDURE

Proposals will be evaluated by an evaluation committee made up of Commission staff. The Committee may be assisted by external experts. The submitted proposals will be evaluated exclusively on the basis of the criteria outlined below.

4.1 Exclusion Criteria

Organisations may not participate in this call for proposals if they are in any of the situations referred to in Article 106(1) of the Financial Regulation³. They may not be awarded a grant if they are in one of the situations referred to in Articles 107(1) of the Financial Regulation. A full list of the exclusion criteria is included at the end of the Grant Application Form and of the Partner/Associate Partner Declaration Form. By submission of an application via PRIAMOS, the Applicants declare that they are not in one of the situations of exclusion. Co-beneficiary partners make this declaration by signing the Partner Declaration Form.

4.2 Eligibility Criteria

To be eligible, applications must fulfil all of the following criteria. If a grant application is declared ineligible, it will not be considered for further evaluation and a rejection letter to that effect will be sent to the applicant.

4.2.1 Eligibility of the applicant

To be eligible for an action grant, organisations must fulfil all of the following requirements:

a Proposals for action grants must be submitted by bodies and organisations established in the EU Member States with legal personality. **Applications from natural persons are not eligible.** Bodies and organisations which are profit oriented may submit projects only in conjunction with non-profit oriented or state organisations.

International organisations and bodies set up by the European Union falling under Article 208 of the Financial Regulations (hereinafter referred to as EU bodies and institutions) are not eligible for funding and cannot submit applications. They can be associated to an application, but their costs will not be co-financed.

b The applicant must be legally established in an eligible country.

³ Regulation (EU, Euratom) n° 966/2012 of 25/10/2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002, OJ L 298/2012, p.1.

Eligible EU Member States: all Member States of the EU
Other eligible countries: at the date of publication of this call no other countries are eligible

4.2.2 Eligibility of the application

- a The grant application must have been submitted no later than the deadline set out under section 6.1 of this call for proposals.
- b The grant application must be submitted using the online application tool of Directorate-General Justice (PRIAMOS) on the standard Grant Application Form, include all the mandatory information and be accompanied by all compulsory documents and annexes requested under section 6.3 of this call for proposals.
- c Projects must match one or more of the priorities of this call.
- d Projects cannot be already completed and should be scheduled to start not before the signature of the grant agreement. An earlier start of the project may be accepted only where the applicant can demonstrate the need to start the action before the grant agreement is signed. A project that has already started before the date the grant application was submitted is not eligible for funding.
- e Applications can be either transnational or national in accordance with the following provisions:
 - Transnational projects must involve organisations from at least two different EU Members States.
 - National projects within Member States must:
 - prepare transnational projects and/or Union actions (starter measures), or
 - complement transnational projects and/or Union actions (complementary measures), or
 - contribute to developing innovative methods and/or technologies with a potential for transferability to actions at Union level, or develop such methods or technologies with a view to transferring them to other Member States and/or other countries which may either be an acceding or a candidate country.
- f The EU grant applied for cannot be lower than EUR 100.000.
- g The application must contain a balanced budget presenting the sources of co-financing other than the EU grant, taking into account that the EU co-financing cannot exceed 90% of the total eligible costs.
- h Subcontracting cannot exceed 30% of the total eligible costs of the project.
- i Projects should have an initial duration not exceeding 24 months.

4.3 Selection criteria

Applications will be evaluated on the basis of the following selection criteria:

- a The Applicant's **operational and professional capacity** to complete the proposed action:

The Applicant must have appropriate competencies and experience to implement the proposed action and to maintain its activities during its period of implementation. The key staff involved in the project (Applicant and Partners) must have the necessary education, skills, experience and capacity to carry out the tasks that are assigned to them during the project. For this purpose the applicant must provide a description of its activities (Annual technical/narrative report of the applicant organisation) and the CVs of key staff with the Grant Application Form.

The application will be eliminated if it does not demonstrate sufficient operational and professional capacity.

b The Applicant's **financial capability** to implement the proposed action:

The Applicant must have stable and sufficient sources of funding to maintain its activity throughout the period during which the action is being carried out and to participate in its funding; it should be able to cover the funding which is not covered by the Commission's grant. For this purpose, the applicant must present its annual financial statements (profit and loss account and if available Balance sheet) for the last year available, and if applicable, an external audit report.

If the Commission considers that financial capacity is not satisfactory, it may request further guarantee, impose mitigation measures or reject the application.

4.4 Award criteria

The award criteria aim to ensure the selection of actions with a high inherent quality, which contribute as much as possible to the Programme's objectives and to the priorities of this call in a cost-effective manner. Synergies and complementarities with other Union instruments and programmes shall be sought and overlaps and duplications with existing activities avoided.

Proposals will be assessed and ranked on the basis of the following award criteria:

(a) **Conformity.** Projects will be assessed on the extent to which they match priority areas identified in this call, supplemented by relevant EU strategic documents and/or action plans. Projects should demonstrate that their objectives reflect a clearly identified need for action according to the EU's policy priorities in the field of Prevention of and Fight against Crime; (30 points)

(b) **Quality** of the proposed action regarding its conception, organisation, presentation, methodology, expertise, expected results and strategy for their dissemination. In particular, the ability of the project to attain the desired objective(s) will be assessed; (30 points)

(c) **Value for money.** Amount requested for financial support and its appropriateness as to expected results will be assessed in terms of: consistency between the work programme and the budget; adequacy of budgetary resources (personnel, equipment, travel, etc.) for carrying out the action; demonstration of overall cost effectiveness and value for money. Larger projects, in terms of scope of the planned activities, number of participants, economies of scale and cost effectiveness will be favoured; (10 points)

(d) **Impact** of the expected results on the general objectives of the Programme and on measures taken in the different domains as specified in Articles 7 (4) (d) of the basic act; (10 points)

(e) **European added value.** European added-value includes geographical coverage of a project but, most of all, analysis and experimentation that lead to recommendations for common models, protocols, guidelines, structures, mechanisms, policies and processes. In practice, it implies that - in addition to running the project in a number of Member States and building multinational partnerships - applicants must look beyond the framework of the project to find the broader European relevance of the issues, the actions and the output of the project. Every project should end, if possible, with a clear indication of how the project can be further developed at EU level, and with a statement of its potential for European debate and action; (20 points)

As a result of the evaluation carried out against the above award criteria the proposals will be ranked according to the points attained. The list of awarded projects will be established based on the amount of budget available. **Proposals not attaining an overall 70 points will not be considered for the award of a grant even in case the available budget is not consumed fully.**

Once the evaluation procedure is completed, including the opinion of the Programme Committee and the adoption of the Commission's award decision, the Commission will inform each Applicant of the final decision taken. The Commission will then prepare the Grant Agreements for the selected applications (including dialogue with the Applicant concerning any necessary technical and financial adjustments).

Experience shows that usually the number of the proposals scoring above the minimum threshold of 70 points exceeds the number of the projects that can be funded from the available budget. Therefore, the Commission reserves the right to set up **a reserve list in addition to the award list**. Proposals placed on the reserve list may receive funding should additional funding become available after the adoption of the award decision. This typically happens if an awarded project is cancelled or withdrawn by the Applicant. In this case the Commission will contact the Coordinator of the project ranked highest on the reserve list.

5. KICK-OFF MEETING

The Commission intends to organise a one-day "kick-off" meeting in Brussels for successful applicants dedicated to networking, project management, administrative aspects and reporting obligations. The cost for participating in this meeting can be considered as eligible costs if the costs were included in the proposed project budget. Hence, the budget of the proposal should include travel costs to and from Brussels and 1 overnight stay (if necessary) for up to 2 representatives of the coordinating organisation (including at least the project coordinator, but ideally also the financial coordinator, if not the same person).

6. HOW TO SUBMIT AN APPLICATION

6.1 Procedure to submit an application

This call is managed via **PRIAMOS**, an on-line system for the submission of applications.

In order to access the system Applicants **first need to register** (this involves Applicants providing some basic data about their organisations). It should be done as soon as a decision is taken to submit an application for a call managed through PRIAMOS. Subsequently, they shall receive a password to be used to access the system. Please note that if you are already registered there is no need to re-register but you should ensure that your registration details are up-to-date.

Applications must be submitted, in their entirety, through PRIAMOS. No applications (partial or entire) submitted on paper, fax or e-mail will be considered.

If the applicant submits more than one version of the application package, only the latest version submitted is taken into consideration for the evaluation.

Information and guidance on how to register and submit your application via PRIAMOS can be found in the Guide for Applicants and on the following website:

http://ec.europa.eu/justice/grants/priamos/index_en.htm

The **deadline for submitting proposals** via the PRIAMOS system is
19 March 2014, 12:00 (noon) Central European Time

The 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. However, applicants will be able to access their application any time after the above deadline.

Please note that, although the PRIAMOS system is able to deal with a lot of applications at the same time, it is advisable **not to wait until the last moment to register on the system and submit your application.**

The Commission may contact the Applicant should a **need for clarification or information** arise during the evaluation of the project. Such contact will be initiated per e-mail via the contact person indicated under section 1.4 of the Grant Application Form. The Applicant may be imposed a short deadline to provide the information requested. Therefore, **please make sure that the e-mail address in your Grant Application Form is correct and checked regularly.**

6.2. Grant Application Form

The specific **Grant Application Form** mandatory for this call is available in PRIAMOS. The Applicant will be able to download it once it has registered in PRIAMOS.

The reference in PRIAMOS for the Grant Application Form to be used under this call for proposals is: **JUST/2013/ISEC/DRUGS/AG**

6.3 List of required annexes

The mandatory templates for *Annex 1- Project Description and Implementation Form*, *Annex 2 – Budget* and *Annex 3 – Partner/Associate Partner Declaration* will be available in PRIAMOS as an attachment to the *Grant Application Form*. No mandatory templates are set for the rest of the 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 Guide for Applicants. An application is considered complete only if all annexes have been provided.

_ANNEXES	
Annex 1. Project Description and Implementation Form	You <u>must use the mandatory template</u> and complete it in accordance with the instructions given in the Guide for Applicants. Please upload the template in the original Word format and <u>do not scan</u> the document before attaching it to the Grant Application Form.
Annex 2. Budget Form	You <u>must use the mandatory template</u> and complete it in accordance with the instructions given in the Guide for Applicants. The budget figures contained in the <i>Budget Form</i> must match those indicated in the <i>Grant Application Form</i> . Please upload the template in the original Excel format, <u>do not scan</u> the document before attaching it to the Grant Application Form.
Annex 3. Partner/Associate Partner declaration	Partner organisations <u>must use the mandatory template</u> and complete it in accordance with the instructions given in the Guide for Applicants. The Application package should contain one declaration for each 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 partner organisation. <u>The scanned</u> electronic copy of each of the duly completed, dated and signed declaration(s) must be attached to the Grant Application Form. The filled but unsigned Word version will not be accepted. Please note that you should avoid scanning every page separately.
Annex 4. Curriculum vitae	<u>No mandatory template</u> is provided, but it is recommended to use the Euro pass format ⁴ . 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 this key staff should be submitted as Annex 4. 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.

⁴ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

<p>Annex 5.</p> <p>Evidence of Legal status</p>	<p>The following documents are mandatory: Certificate of legal registration of applicant organisation Articles of Association or Statutes (if applicable) Fiscal registration showing the VAT number of the organisation</p> <p><u>No</u> mandatory template is provided.</p> <p>Only official documents (and not self-declarations) are accepted. There is no need to submit translation of these documents.</p> <p>The documents submitted as evidence of legal status will allow verification of the Applicant's legal status and that it is properly constituted under the national law of one of the eligible countries as described under the eligibility criteria.</p>
<p>Annex 6.</p> <p>Official annual financial statements (Profit and loss account and if available Balance sheet) for the last financial year for which the accounts were closed</p> <p>+</p> <p>External audit report (if grant request is above EUR 750.000)</p>	<p><u>The profit and loss account is a mandatory document that must be provided.</u></p> <p>If available the balance sheet should also be attached</p> <p><u>No</u> mandatory template is provided.</p> <p>Balance sheets and profit and loss accounts will allow verification of the applicant's financial capacity. They must be provided for the financial year 2013. If at the date of application the accounts for 2013 are not yet available, the documents covering the financial year 2012 shall be submitted.</p> <p>In case the entity was established recently and thus has no closed financial year, please provide any document available that could help establish the financial capacity, and at least a business plan.</p> <p>If the grant requested is exceeding EUR 750.000, an audit report certifying the accounts of the organisation for the financial year starting in 2013 and produced by an approved external auditor is mandatory. If at the date of application the accounts for the financial year starting in 2013 are not yet available a report covering the financial year starting in 2012 shall be submitted. This audit report has to be submitted even in case the applicant is not obliged to prepare such report under the applicable national legislation.</p>
<p>Annex 7.</p> <p>Annual activity report for 2012</p>	<p><u>No</u> mandatory template is provided.</p> <p>The Annual activity report shall describe the activities the Applicant carried out during 2013. The report should be detailed enough to allow the verification of the organisation's aims and activities and its operational and professional capacity. If the final annual activity</p>

	<p>report for 2013 has not been approved yet by the responsible organ/management entity of the organisation, the Applicant shall submit the draft version of the report certified by the legal representative of the organisation.</p> <p>If no such document exists at all, the document should be drafted for the purpose of the application and certified by the legal representative of the organisation.</p>
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Annexes 5, 6 and 7 are not requested at the stage of application if the Applicant is a public body (i.e. a body governed by public law, e.g. public authorities at local, regional or national level) or a university.

If the documents requested as Annex 5, 6 or 7 are available on the Applicant's website, a link to the document can be provided, instead of providing the document itself. The link(s) should be indicated on a separate sheet to be annexed to the Grant Application Form called "Annex [5/6/7]", as appropriate. It is the applicant's responsibility to ensure that the links are correct and working. Please note that a general link to the Applicant's website is not sufficient.

Additional information may be requested from successful applicants before the signature of the Grant Agreement (in particular legal entity form, financial identification form).

7. CONTACTS AND FURTHER INFORMATION

The ISEC Programme websites:

http://ec.europa.eu/justice/grants/programmes/isec/index_en.htm

Information regarding electronic submission in PRIAMOS:

http://ec.europa.eu/justice/grants/priamos/index_en.htm

Questions regarding registration and application via PRIAMOS may be sent by e-mail to the **PRIAMOS helpdesk**: HOME-JUST-PRIAMOS-USM@ec.europa.eu

Questions regarding the other conditions of the call for proposals may be sent by e-mail to the **ISEC functional mailbox** indicating clearly the reference of the call for proposals JUST/2013/ISEC/DRUGS/AG – action grants:
JUST-DRUGS-PROGRAMME@ec.europa.eu

Questions will be answered as soon as possible, but please note that **questions received 7 calendar days prior to the deadline will not be responded to.**

In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an Applicant, a Partner or an action or on the outcome of the call before the official publication of the results.

8. APPROXIMATE TIMETABLE

The schedule of the call for proposals is envisaged as follows:

Publication of the call for proposals on the Commission website:	13 December 2013
Deadline for submission of proposals:	19 March 2014 12:00 (noon) CET
Evaluation:	Q2-Q3 2014
Opinion of the Programme Committees:	Q3 2014
Commission Award Decision and information of Applicants:	Q3 2014

The preparation of Grant Agreements will start as soon as the award decision is adopted. Grant Agreements are expected to be signed during Q3-Q4 of 2014.

9. 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 data protection officer of Directorate-General Justice. 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)