

**PROGRAMME FOR POLICE AND JUDICIAL CO-OPERATION IN
CRIMINAL MATTERS (PROGRAMME AGIS)
2006 AGIS work programme and call for proposals
(Action grants)**

1. OBJECTIVES OF THE AGIS PROGRAMME (2003-07)

The aim of the AGIS framework programme¹, adopted on 22 July 2002, is to promote police and judicial co-operation in criminal matters and to support the contributions of practitioners to develop European policy in this area. Covering the period 2003-2007, the programme extends the work of the programmes that formerly operated under Title VI (TEU²), which expired in December 2002, and incorporates the activities previously funded under budget heading B5-831 (drugs).

The **general objectives** of the programme are³:

- to develop, implement and evaluate European policies in the field of police and judicial co-operation in criminal matters;
- to promote and strengthen networking, mutual co-operation on general subjects of common interest to the Member States, the exchange and dissemination of information, experience and best practice, local and regional co-operation, and the improvement and adaptation of training and technical and scientific research;
- to encourage Member States to step up co-operation with the applicant countries, other third countries and appropriate regional and international organisations.

The AGIS programme supports projects and activities associated with the following **specific objectives**:

- promoting cross-border co-operation and exchange of best practices;
- improving the professional skills of practitioners;
- developing co-operation between law enforcement/ judicial authorities and non-governmental organisations/private sector;
- promoting the exchange of information;
- studies and research, particularly into strategies and techniques for fighting particular types of crime and threats to security, and evaluation of the policies pursued.

The **thematic priorities** are the following:

- judicial cooperation in criminal matters;
- cooperation between law enforcement authorities;
- preventing and combating terrorism;
- preventing and combating organised crime;

¹Council Decision 2002/630 JHA (OJ L 203, 1.8.2002, p.5).

²Grotius II Criminal, Oisin II, Stop II, Hippocrates, Falcone.

³Article 2 of the Council Decision.

- crime prevention;
- protection of victims' rights.

2. PROGRAMME ACTIVITIES AND TARGET GROUPS

The AGIS programme provides financial support for projects in the field of police, customs and judicial co-operation in criminal matters, intended to improve the professional skills of practitioners, co-operation between the various authorities, respect for the law and prevention of cross-border crime⁴.

2.1. Programme activities

The following types of project are referred to in Article 4 of the Decision:

- training;
- setting up and launching exchange and placement schemes;
- studies and research (including applied research supporting political developments)⁵;
- dissemination of the results obtained under the programme;
- encouraging co-operation between law enforcement authorities, judicial authorities or other public or private organisations in the Member States involved in preventing and fighting crime, for instance by giving assistance for the establishment of networks;
- conferences and seminars.

2.2. Target groups

The AGIS programme targets the following groups:

- legal practitioners: judges, public prosecutors, barristers, solicitors, public officers, law officials, court officials, bailiffs, experts, court interpreters and other professionals associated with the administration of justice;
- officials and officers of law-enforcement authorities and of public bodies in Member States responsible under national law for preventing, detecting and combating criminal offences;
- officials in other government departments and representatives of associations, professional organisations, research and business engaged in fighting and preventing crime, organised or otherwise;
- representatives of victim assistance services, including public departments responsible for immigration and social services.

The programme is not open to students, but young professionals in training may be involved.

⁴Attention is drawn also to Community-funded & Technology-focused research activities where relevant work is covered. Such activities are funded under the 6th Framework programme for RTD and under the Preparatory Action for security research (<http://fp6.cordis.lu/fp6/home.cfm>, <http://fp6.cordis.lu/fp6/home.cfm>).

⁵In the case of studies and research, the applicants must enclose a detailed description and a programme of the study or research with more specific information than in the Application form.

2.3. Eligible organisations

Grants can be awarded to:

- national, regional or local public or private bodies or institutions, private operators, associations, professional organisations or organisations representing business, non-profit-making organisations or training or research institutes, with legal status and established in one of the EU's Member States, as well as to Eurojust and Europol.

Participants from applicant countries and possibly also from other non-EU countries may be involved if the project justifies it; however, they are not permitted to submit projects.

Applications from natural persons are not eligible.

2.4. Expected results

- The projects within the six main thematic priorities are expected to contribute to the achievement of the general as well as the specific objectives of the programme. The projects are intended to contribute:
- to the development of instruments (at EU level), strategies and activities for cooperation (at both EU and MS levels) and/or;
- to the development, implementation and evaluation of European Union instruments and policies.

In addition, the projects are intended to produce following results:

- development of methods, techniques and instruments for operational and training use;
- enhance the quality of studies in relevant areas and cooperation among research bodies;
- exchange and dissemination of information, experience and best practices between Member States and applicant countries and, where appropriate, certain other third countries;
- development and improvement of the relationship between public authorities and private sector;
- improvement of mutual knowledge of the Member States legal systems;
- capacity to share good practices;
- creation of informal contact networks between law enforcement authorities;
- development of a culture of trust and cooperation.

3. AREAS OF ACTIVITY AND SPECIFIC TOPICS

3.1. Co-operation projects (maximum funding 70% of the total eligible costs)

The maximum total amount proposed for co-operation projects in 2006 is EUR 13 421 000.

3.1.1. Judicial cooperation in criminal matters

Scope

The projects are intended to develop, implement and evaluate European Union instruments and policies. They may relate to substantive criminal law, procedural law, the amendments required in national legislation, the organisation and operation of services, the role and activities of the European co-operative structures (Europol, Eurojust, the European Judicial Network).

Projects covering the objective of improving mutual knowledge of the Member States legal systems may cover any of the aspects of judicial co-operation in criminal matters (procedural systems, the administration and operation of the justice system, penal sanction systems, the admissibility of evidence, etc.).

Topics

- creation of a European database on studies in comparative law in criminal matters;
- evidence gathering in the Member States;
- criminal legal aid;
- In absentia (or "default") judgments;
- defence rights in general;
- provision regarding interpreters and translators to foreign defendants in criminal proceedings;
- ship source pollution (EC/EU regulation and international norms related to the criminalisation of accidental spillages and the imposition of custodial sentence);
- practical implementation of the European arrest warrant;
- miscarriages of justice (as one of the parameters of the Mutual Recognition Programme);
- criminal liability of minors (procedural aspects, kinds of sanctions and analysis of the need and feasibility of an EU legislation in this area);
- prison conditions (analysis of the implementation of the recommendations of the CoE and the UN based on the ECHR and ICCPR, statistical studies on specific trends such as the age, nationality, sex, detention rate/ prison population rate etc.).

3.1.2. Cooperation between law enforcement authorities

Scope

Projects in this category are intended to strengthen co-operation between the different law enforcement services (national and local police, customs, etc.) to promote the exchange of experience, to develop practical and operational projects and to improve practitioners' knowledge of the strategies and legislation in operation in the different European states.

Projects may also target the exchange of experience and practices between Member States and candidate countries and, where appropriate, certain other third countries. As a general rule, a project should include the various law enforcement authorities of the State where the applicant organisation is based and, as far as possible and depending on the topics dealt with, of other participating countries.

Topics

- improvement of operational modalities for cross border co-operation;
- development of a common training programme on mutual assistance and cooperation in the framework of criminal customs investigations;
- tools to secure and to improve the exchange of information and the sharing of technologies between law enforcement authorities, including interconnection of databases;
- identification of persons;
- activities, including exchanges and twinnings, aimed at achieving better understanding of legal systems and organisations, supporting and further developing the co-operation in police and criminal matters, notably to participate in joint investigation teams;
- exchange of information on and debriefing of common operations conducted in or outside the framework of Joint Investigation Teams;
- development of a data protection policy and operational aspects of protection of personal data used for law enforcement purposes;
- development of a European risk analysis capability based on passenger information for law enforcement purposes;
- improvement of forensic intelligence;
- setting up joint customs operations and/or multidisciplinary joint teams for combating the smuggling of prohibited goods;
- developing best practice of the use of special forms of cooperation for customs administrations as provided for by Naples II Convention;
- development of profiling techniques to identify natural or legal persons trafficking in prohibited goods, with a view to improve checks at external borders, ports and international airports;
- establishment of common minimum training standards in special investigative techniques;
- measures against international organised drug production and trafficking and to combat serious criminal activity in the field of drug precursor diversion and smuggling, in particular law enforcement projects;
- measures in the context of the implementation of the Community drug precursor legislation, in particular measures to strengthen (i) co-operation between MS in relation to controls of imports of synthetic drug precursors, (ii) external border controls by customs or other competent authorities and (iii) intra-Community controls.

3.1.3. Preventing and combating terrorism

Scope

Projects in this category are intended to improve the preparedness and response to the acts of terrorism through a better knowledge of criminal circles and the techniques they employ; through the improvement of the skills and operational methods leading to the arrest and punishment of the criminals; and through co-operation between public authorities and the private sector.

Topics

- intelligence gathering and co-operation of law enforcement and judicial authorities as part of preparedness and response to terrorist attacks;
- role of the law enforcement and judicial authorities in preventing, monitoring and addressing violent radicalisation;
- terrorist threat assessment;
- traceability of explosives, chemical or biological agents, radiological and nuclear materials;
- actions aimed at raising public awareness in order to enhance the support of the law enforcement authorities' actions in relation to terrorist attacks;
- links between drug production and trafficking and financing of terrorism;
- a study in the standardisation of transcriptions/transliteration from languages of non-Roman script into Roman script;
- assessment of Member State/EU compliance with United Nations Security Council Resolution 1373 regarding the identification of terrorist suspects and related asset freezing;
- identifying scope for and means to prevent the risk of misuse of charitable organisations and other non-profit bodies for purposes of financing terrorism or organised crime;
- raising awareness in the non-profit and private sector to the misuse of non-profit organisations for purposes of financing terrorism or organised crime;
- developing an EU certification label to non-profit organisations complying with enhanced transparency and accountability measures;
- encouraging public-private partnerships in the area of preventing and combating terrorism.

3.1.4. Preventing and combating organised crime

Scope

Projects in this category are intended to improve the response to certain types of crime through better knowledge of criminal circles and the techniques they employ; to improve the skills and operational methods leading to the arrest and punishment of the criminals; and to develop multidisciplinary co-operations and co-operation between public authorities and the private sector. These activities must involve practitioners and public authorities.

Topics

- analysis of the economic impact of organised crime and of the risk factors and vulnerability to penetration by organised crime in sectors of the legitimate economy;

- prevention of penetration of regional economies by crime through improving awareness and through developing means of prevention;
- evaluation and dissemination of best practice as applied by economic and social development programmes (Structural funds, World Bank, etc.);
- developing strategies, methods and good practices to prevent and fight organised crime, and for the use of special forms of cross-border cooperation;
- development of methodologies and exchange of best practices concerning public private partnerships, on a sectoral or general basis;
- comparative study on the liability of legal persons and ways to prosecute them, identifying the obstacles and potential benefits to the introduction throughout the EU of liability for corporations on basis of (i) administrative liability and (ii) criminal liability;
- fight against the illegal trafficking of fire arms, by means of:
 - studies of the threat for the European Union;
 - co-operation and exchange of information between the competent authorities of the Member States, candidate countries and/or third countries;
 - training and handbooks for law-enforcement and customs services;
 - development of IT tools and common methodology in tracing firearms;
- fight against ICT related crime:
 - enhancing the operational capacity of the law enforcement agencies;
 - emergency assistance and collection of electronic evidence;
 - successful pilot projects, manual for reporting ICT-attacks and criminal activities;
 - private-public partnership for exchange of experiences and of information on ICT-related crime, in particular child pornography on the internet;
 - the requirements for the establishment of European guidelines for the Protection of the Information Infrastructure;
- fight against money laundering:⁶
 - identification of obstacles;
 - assessment of co-operation between financial intelligence units or law-enforcement agencies;

⁶ Attention is drawn also to programme Hercule that covers the protection of the EU financial interests. If appropriate, coordination should be ensured.
http://europa.eu.int/comm/anti_fraud/programmes/index_fr.html

- developing methodologies and identifying best practices for financial investigations, reporting of suspicious transactions and feedback to reporting bodies;
- development of measures to target money laundering and to seize accumulated assets including in relation to drug crime, in particular law enforcement projects;
- the exchange and use of retained telecommunication traffic data;
- identifying best practices and methodologies in intelligence-led law enforcement technique;
- identifying best practice in police, administrative and judicial methods and procedures in the effective identification, tracing, freezing and confiscation of assets derived from criminal activity, including the feasibility of national asset recovery bodies and the optimum remit and powers of these;
- modalities and benefits of close co-operation of FIUs / law enforcement services with administrative supervisors in the financial and non-financial sectors;
- identification of serious obstacles for financial investigators such as the obstruction of justice by the wilful destruction of documentary evidence and identification of potential solutions to address obstacles;
- identification of obstacles to successful prosecution of racketeering and extortion in the Member States and identification of constituent elements and penalties to address such obstacles;
- fight against corruption:
 - research into evaluation mechanisms;
 - research into links with organised crime;
 - assessment of the benefits of measures to prevent corruption in public procurement, including those involving the private sector;
- encouraging public-private partnerships in the area of preventing and combating organised crime;
- raising awareness, information and training for practitioners in:
 - infringements of intellectual property rights, counterfeiting of products, software piracy, protection of the film and music industry;
 - counterfeiting of products which poses a risk for the security of consumers (pharmaceutical products, industrial products, food, wine and spirits);⁷
- improving co-operation between customs, police, other specialised law enforcement agencies, judicial authorities, cultural authorities and/or other players, such as the

⁷ Attention is drawn also to programme Pericles where the protection of Euro against counterfeiting is covered. If appropriate, coordination should be ensured.

private sector, in the fight against the illegal trade in cultural goods and stolen works of art;

- improving co-operation between law enforcement services and other administrations, drawing on experiences in Member States in fighting criminal activities affecting non-cash payments;
- fighting and preventing the misuse of personal data (identity theft), financial and fiscal fraud;
- researching into links between organised crime and financial and fiscal fraud;
- developing investigation techniques and procedures and types of evidence in the field of criminal activities that threaten non-cash payments, financial and fiscal sector;
- encouraging public-private partnerships for the exchange and processing of information to fight frauds in financial and fiscal area and on non-cash means of payments;
- analysis to establish methodologies and formulas for assessing the risks and opportunities which proposed legislation and policy initiatives may represent for organised crime, (incl. a methodology for establishing a cost-benefit analysis of proposals);
- screening analysis on important areas of existing EU legislation so as to identify those that are more vulnerable to crime;
- development of a methodology for crime proofing (in particular of electronic services and new products);
- elaboration of comprehensive approaches to the production of statistics on crime and criminal justice at EU level, including studies on statistical definitions, counting rules, reporting procedures etc. of crime types and criminal justice measures done by Eurostat;
- studies of the possibility to predict crime trends at EU level and development of new methods to collect and analyse indicators of true levels and trends of crime;
- activities in the context of the international operations of the UN INCB (International Narcotics Control Board), in particular Project Prism;
- implementing measures in the context of developing and executing a long term solution at EU level for the use of synthetic drug forensic profiling results for law enforcement strategic and operational purposes;
- research into and measures against drug-related crime and drug precursor diversion committed with the aid of information technology.

3.1.5. Crime prevention

Scope

Projects in this category are intended to develop methods for identifying and exchanging best practice of prevention strategies and their impact, to improve the professional skills of the

practitioners in the services concerned and to improve the response to certain types of crime by improving understanding of criminal circles and the techniques they use.

Topics

- methods and procedures to implement best practice in crime prevention;
- new prevention strategies, public-private partnerships, new economic strategies or innovative management techniques for crime prevention in response to social change and the changing nature of crime at local/regional/European level;
- costs and benefits of crime prevention projects, effects of crime prevention on the long-term development of regional and local economies; costs of drug-related crime by type of crime (e.g. acquisitive crime); economic value of early prevention programmes for children to prevent future offending or antisocial behaviour;
- statistics and quantitative measurement of crime levels and trends of urban, drug-related and juvenile crime; comparability of statistics;
- cultural differences in the Member States on causalities and responsibilities with regard to crime prevention and antisocial behaviour and differences in approach;
- reducing feelings of insecurity or fear of crime;
- impact of urban planning and renovation policies;
- education programmes, harm-reduction programmes in order to reduce the probability of urban, drug-related crime and juvenile delinquency;
- distribution of drugs at street level; drug use among arrestees brought into police stations, arrestee drug abuse monitoring; alternatives to prison for drug using juvenile offenders;
- workplace violence and strategies to prevent it and to increase the personal safety of employees;
- criminal victimisation as well as delinquent behaviour of second and third generation immigrants at European level;
- gender dimension in juvenile delinquency, drug-related and urban crime;
- comparative analysis on the legal systems on juvenile delinquency in the Member States.

3.1.6. Protection of victims' interests

Scope

Projects in this category are intended to improve the professional skills of practitioners in the services concerned and to strengthen co-operation between public authorities and between them and the private sector.

Topics

- public information on access to justice and monitoring proceedings;
- raising legal practitioners' awareness of victims' rights;

- information and training for law enforcement services on understanding the victim's situation and the use of appropriate techniques for conducting inquiries and collecting evidence;
- structures for assisting the victims of crime;
- mediation in criminal matters.

3.2. Specific projects and complementary measures (projects qualifying for funding more than 70% of the total eligible costs⁸)

While specific projects are of particular interest in terms of the programme's priorities or cooperation with the applicant countries, complementary measures are intended to disseminate the results obtained under the programme. Thus, they differ from ordinary projects in content and because they can be co-financed more than 70% of the total eligible costs.

The maximum total amount proposed for specific projects in 2006 is EUR 1 626 000 and for complementary measures EUR 813 000. The indirect costs may not be charged separately, but as a flat rate amounting to a maximum of **7%** of the total eligible direct costs.

Scope

The specific projects and complementary measures identified by the Commission for 2006 relate to the topics indicated below with reference to the description made in Section 3 of this call for proposals.

Unless stated otherwise, the type of projects that may be carried out may cover all types of projects as described in Section 2.1.

3.2.1. Specific projects

The general rules of partnership set out in point 4.1. apply: **at least** three partners (the applicant plus two others) based in three different Member States (or in two Member States and one candidate country) are necessary for these projects. However, specific projects must meet the additional requirement of involving (though not necessarily as applicant or partner) thirteen Member States.

Financing should be limited to subsistence and travel expenses, expenses connected with the preparation and running of the projects and of the conclusions to be drawn from them. The applicant must justify in its application why co-financing in excess of 70% of the total eligible costs should be awarded for a project.

The activities and areas that qualify for funding under the heading of specific projects are the following:

- exchanges and operational exercises in the field of police co-operation;
- joint custom surveillance operations;
- co-operation projects between police and judicial authorities established in Euroregions;
- development of techniques for criminal profiling;
- development of techniques for prevention of and fighting against terrorism;
- development of practical co-operation of scientific police services;

⁸ Please note that, under Article 113 of the Financial Regulation, a grant may not finance the entire cost of a project.

- studies on vulnerability to organised crime of different economic sectors;
- study on how to strengthen further the effectiveness of the law enforcement in the fight against money laundering;
- comparative study on responsibilities of Member States and candidate countries in cases of miscarriage of justice, acquittal or where the case is dropped. This study shall cover all Member States and candidate countries.

3.2.2. *Complementary measures*

The following activities are regarded as priorities for 2006:

- (a) optimising the results achieved under previous AGIS projects or under previous Title VI programmes;
- (b) aid for translating documents presenting good practices, based on an evaluation of such practices or statistics measuring their impact;
- (c) adapting manuals on co-operation procedures and practices, used by the national authorities of another Member State to the needs of a Member State, subject to prior assessment of their quality;
- (d) study of the networks, databases, information sites and structures operating in the field of the prevention of human trafficking, in order to identify targets, areas of complementarity or duplication, and practical results;
- (e) study of the feasibility of common definitions and counting and registration rules for different crime types, in order to identify possibilities for comparable statistics on crime, criminal justice and victimisation.

4. EVALUATION CRITERIA FOR PROPOSALS

4.1. Eligibility criteria

To be eligible, a grant application must meet the following criteria:

- it must relate to one of the specific objectives of the AGIS programme;
- it must involve **at least** three partners (the applicant plus two others) based in three different Member States (or in two Member States and one candidate country); it must be submitted using the grant application form made available by the Commission in electronic format; no other form will be accepted; all sections of the form must be completed;
- it must meet the formal requirements and be accompanied by **all** the documents listed in Section 6;
- it must submit a budget in Euro, balanced in income and expenditure. The amount of Community funding requested may not exceed 70% of the total eligible costs of the project; it must include a minimum contribution of 30% of the total eligible costs of

the project (from the applicant, partners, other sponsors and revenue), except in the case of specific projects and complementary measures;

- it must meet the following conditions:
- the project must not last more than two years;
- the project cannot already be completed and it must begin between 1 May 2006 and 31 December 2006.

4.2. Exclusion criteria

Candidates shall be excluded from participating in this call for proposals if:

- 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;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- they have not fulfilled 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 the country of the contracting authority or those of the country where the contract is to be performed;
- they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;
- they are subject to a conflict of interest;
- they are guilty of misrepresentation in supplying the information required or fail to supply this information.

Candidates must sign the declaration on the last page of the application form. Candidates who have been found guilty of making false declarations or have been found to have seriously failed to meet their contractual obligations in an earlier Community procurement or grant award procedure may be subject to administrative or financial penalties or exclusion from Community contracts and grants in accordance with Art. 133 IR.⁹

⁹ Art. 133, Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (Official Journal L 357, 31/12/2002).

4.3. Selection criteria

The following elements will be examined:

- the applicant's operational and professional capability to implement the proposed project, including evidence of its know-how and that of its partners to complete the project and to access the information or participants as planned;
- the applicant's financial capability based on the submitted documents (such as the balance sheets showing the annual incomes and expenditures, cash flow, debts, and the amount of cash available).

Only proposals which meet the above selection criteria will be examined in detail.

4.4. Award criteria

Proposals that are in conformity with the programme's objectives will be assessed by the evaluation committee and they will be ranked on the basis of the following criteria:

- whether the project has a European dimension and is open to participation by candidate countries (15%);
- compatibility with work undertaken or planned under the EU's policy priorities in the field of judicial co-operation on general and criminal-law matters (10%);
- complementarity with other past, present or future activities (5%);
- ability of the organiser and partners to implement the project (15%);
- the inherent quality of the project in terms of its conception, organisation, presentation and expected results (35%);
- the amount of the subsidy requested under the programme and whether it is proportionate with the expected results (10%);
- the impact of the expected results on the programme's objectives (10%).

5. INDICATIVE DISTRIBUTION OF THE 2006 BUDGET

The financial reference amount for the AGIS programme in the period 2003-2007 is EUR 77 million. The amount available for grants to be awarded under this call for proposals will be the amount entered for AGIS by the budgetary authority (the Council of the European Union and the European Parliament) in the EU general budget for 2006. Subject to adoption of the Commission's proposal to enter an amount of EUR 16 260 000, EUR 400 000 will be for operating grants and EUR 15 860 000 for action grants, distributed as follows:

<u>Type of project</u>	<u>Maximum indicative amount</u>
Projects qualifying for funding of up to 70% of the total eligible costs	13 421 000
Specific projects	1 626 000
Complementary	813 000

measures	
TOTAL	15 860 000

6. PRACTICAL INFORMATION ABOUT SUBMITTING AN APPLICATION

Applications must be submitted with the application form and model forward budget for AGIS 2006 which are available on the Europa web-site.

http://europa.eu.int/comm/justice_home/funding/agis/funding_agis_en.htm

The applicant must fill in the fields indicated and send back the document on a **diskette or CD-ROM** and in **three paper copies (one signed original plus two copies)**.

Applications submitted on an application form that has been altered or used before, as well as forms completed by hand, will be disqualified.

6.1. Documents to be submitted

The following documents must be submitted in triplicate:

- the application form for AGIS 2006, **duly completed, dated and signed by the person authorised** to enter into legally binding commitments on behalf of the applicant; the applicant may wish to transmit a translation of his application in another language;
- a timetable for implementation of the project;
- a forward budget, **dated and signed, presented on the standard budget form** for AGIS 2006, including a detailed breakdown of expected expenditure and revenue (the relevant budget form can be found on the Commission's website);
- declarations by all partners, standard forms for which can be found on the JLS-AGIS site.

A single copy of the following documents is required for **all applicants**:

- the financial identification form, dated and signed by the applicant, and signed and stamped by the bank concerned;
- the legal entities form, dated and signed by the applicant;
- the applicant organisation's annual activity programme for 2006 including the list of the planned activities and their timing, location and costs;¹⁰
- a report or description of the activities carried out by the organisation in 2003 and 2004;¹¹
- an organisation chart and a description of the tasks of the staff, including the CVs of staff members responsible for carrying out the activities specified in the project proposal;
- evidence that the applicant can enter into financial commitments on behalf of the university (applicable only to universities or university departments);

In addition to the above mentioned documents, private institutions or bodies should provide:

¹⁰ Ministries, law enforcement and judicial authorities do not need to provide these documents.

¹¹ Ministries, law enforcement and judicial authorities do not need to provide these documents.

- the latest financial statements (balance sheet, profit and loss account), including audited accounts when required under the national law;
- an external audit report if the amount of grant awarded exceeds 300 000 euros; this audit report shall certify the account of the last financial year available and give an assessment of the financial viability of the applicant (stable and sufficient sources of funding to maintain his activity);
- the forward budget for 2006 showing a detailed breakdown of the body's expected expenditure and revenue;
- evidence of legal status, including articles of association;
- a copy of any official document (e.g. Official Gazette, Register of companies, etc.) showing the contractor's name and address and the registration number given to it by the national authorities;
- a copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to above;

In addition to the above mentioned documents, public bodies and authorities should provide:

- a copy of the resolution, law, decree or decision establishing the entity in question;
 - or, failing that, any other official document attesting the establishment of the entity.
- Applicants are free to provide any other documentation which they consider appropriate in support of their application.

6.2. Deadline for submitting applications

Applications must be submitted in a sealed envelope by registered mail, by courier service, or by hand-delivery to the address indicated below:

By post or by courier service, to:

European Commission

Directorate-General Justice, Freedom, Security

Unit D4 Financial support (AGIS programme) and prevention of general crime:

AGIS 2006 - Call for proposals

Office LX-46 2/106

B-1049 Brussels

By hand delivery, to

European Commission

Directorate-General Justice, Freedom, Security

AGIS 2006 - Call for proposals

Office LX-46 2/106

Mail Department

Rue de Genève 1

B-1140 Brussels-Evere

Applications must be either:

- by registered mail or by courier service, posted or dispatched **not later than 27 January 2006** (as evidenced by the postmark or by the date of the deposit slip),
- received by hand-delivery (in person or by an agent) **not later than 27 January 2006 at 15.00** (Brussels time), in which case a receipt must be obtained as proof of submission, signed and dated by the official who took delivery.

Any application received after the deadline or at the wrong address will be automatically rejected.

6.3. Acknowledgement of receipt

Following the opening of proposals, the Commission will send an acknowledgement of receipt to all applicants, indicating whether or not the application was received prior to the deadline and informing them of the reference number of their application.

7. FURTHER INFORMATION

Applicants are invited to consult the “Guide for the AGIS programme” at the following address:

http://europa.eu.int/comm/justice_home/funding/agis/funding_agis_en.htm

Questions may be sent by e-mail or by fax to the address or number listed below, indicating clearly the reference of the Call for Proposals:

e-mail address: JLS-AGIS@cec.eu.int

Fax: + 32 2 299 82 15

The Commission shall reply according to the code of good administrative behaviour within 15 working days from the receipt of the question.

In addition, the European Commission has the task of promoting equality between women and men and must aim in all its activities to eliminate gender inequalities (Articles 2 and 3 of the EC Treaty). In this context, women are particularly encouraged either to submit proposals or to be involved in their submission. As regards studies or research projects, the Commission would also like to draw your attention to the importance of a systematic breakdown by sex of all statistics used and of an analysis of the potentially different impact of policies on men and women, even if they appear at first sight to be gender neutral.

7.1. Examination of applications

The Commission may contact applicants 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. Applicants must take the necessary steps to ensure that they can be contacted rapidly up to the end of the selection process. Where the Commission contacts an applicant, this does not in any way constitute or reflect a pre-selection of the proposal on the part of the Commission.

The evaluation committee expects to complete its work by the end of April 2006. It will then consult the committee of representatives of the Member States set up by the Decision establishing the programme,

Applicants shall be informed of the outcome of their application within fifteen calendar days after the award decision has been taken, indicatively no later than 31 May 2006.

For beneficiaries of a grant under this programme, a pre-financing payment of 60% may be made after the signature of the grant agreement by both parties and in accordance with its terms. The Commission may require the beneficiary to lodge a guarantee in advance to limit the financial risks connected with the payment of pre-financing. The exact calculation of the final amount of the subvention will be done when the project has ended on the basis of supporting documents provided by beneficiary.

7.2. Ex-post Publicity

All grants awarded in the course of a financial year must be published on the Internet site of the Community institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published by any other appropriate medium, including the Official Journal of the European Union. The following will be published with the agreement of the beneficiary:

- (a) the name and address of the beneficiaries;
- (b) the subject of the grant;
- (c) the amount awarded and the rate of funding of the costs of the project
- (d) or approved work programme.

The European Commission may waive the above obligations if publication of the information could threaten the safety of the beneficiaries or harm their business interests. Beneficiaries of grants must clearly display acknowledgement of the support received from the EU.
