



Internal Security Fund - Police

Call for proposals document

Additional support for the exchange of passenger name record (PNR) data
between Member States

ISFP-2018-AG-PIU

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EUROPEAN COMMISSION

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INTERNAL SECURITY FUND POLICE (2014-2020)

2018 RESTRICTED CALL FOR PROPOSALS

ISFP-2018-AG-PIU

ADDITIONAL SUPPORT FOR THE EXCHANGE OF PASSENGER NAME RECORD (PNR) DATA BETWEEN MEMBER STATES

1. INTRODUCTION

This Call for Proposals aims to support the exchange of passenger name record (PNR) data in the European Union (EU) by funding training and awareness raising actions on PNR for staff of the Passenger Information Units in the EU Member States and, as an addition to those, for law enforcement personnel in the Western Balkan countries. The Call is in line with the EU objectives concerning internal security and with the EU policies and legal framework in the field of PNR.

2. LEGAL AND POLICY BACKGROUND

2.1. The Internal Security Strategy

Article 67 of the Treaty on the Functioning of the European Union¹ declares that the EU shall endeavour to ensure a high level of security within an area of freedom, security and justice.

To achieve this objective, enhanced actions at EU level should be taken to protect people and goods from transnational threats and to support the work carried out by Member States' competent authorities. Terrorism and other serious crime -such as organised crime, drug trafficking, corruption, cybercrime, trafficking in human beings and illicit traffic in weapons- continue to challenge the internal security of the Union.

The Internal Security Strategy for the EU (Internal Security Strategy),² adopted by the Council in February 2010, established a shared agenda for tackling these common security challenges and identified the following relevant strategic objectives for 2010-2014: to disrupt international crime networks, prevent terrorism and address radicalisation and recruitment; to raise levels of security for citizens and businesses in cyberspace; and to increase Europe's resilience in the face of crises and disasters.

In April 2015, the European Commission adopted the European Agenda on Security (EAS)³ for the coming five years. The EAS builds on the actions undertaken under the previous

¹ OJ C 326, 26.10.2012.

² Doc. 7120/10 CO EUR-PREP 8 JAI 182.

³ COM(2015) 185 final.

Internal Security Strategy, thus ensuring consistent and continued action. It represents an effective and coordinated response at European level to new and complex threats and sets out how the EU can support the Member States in ensuring security. The EAS has identified the following three priorities: tackling terrorism and preventing radicalisation, disrupting organised crime and fighting cybercrime.

On the basis of the EAS, the Council adopted in June 2015 the renewed EU Internal Security Strategy 2015-2020.⁴ This confirms the main priorities for EU action in the field of internal security, namely: tackling and preventing terrorism, radicalisation to terrorism and recruitment as well as financing related to terrorism; preventing and fighting serious and organised crime; and, lastly, preventing and fighting cybercrime.

2.2. The Internal Security Fund

The Internal Security Fund (ISF Police) was set up for the period 2014-2020 to promote the implementation of the Internal Security Strategy and ensure that this became an operational reality. The legal basis of ISF Police is laid down in the following regulations:

- Regulation (EU) No 513/2014 of the European Parliament and of the Council of 16 April 2014 establishing the Instrument for financial support for police cooperation, preventing and combating crime, and crisis management;⁵
- Regulation (EU) No 514/2014 of the European Parliament and of the Council of 16 April 2014 laying down general provisions on the Asylum, Migration and Integration Fund and on the instrument for financial support for police cooperation, preventing and combating crime, and crisis management.⁶

The ISF Police Regulation sets out two specific objectives, respectively:

- i. Crime prevention, combating cross-border, serious and organised crime including terrorism, and reinforcing coordination and cooperation between law enforcement authorities and other national authorities of Member States, including with Europol or other relevant Union bodies, and with relevant third countries and international organisations;
- ii. Enhancing the capacity of Member States and the Union for managing effectively security-related risks and crises, and preparing for, and protecting people and critical infrastructure against, terrorist attacks and other security-related incidents.

In conformity with Regulation (EU) No 514/2014 Article 6(2), in order to implement the ISF Police, the Commission adopted, on 4 October 2018, the 2018 Annual Work Programme for Union actions,⁷ which includes this Call for Proposals.

2.3. The Passenger Name Records Directive

On 27 April 2016, the European Parliament and the Council adopted Directive (EU) 2016/681 on the use of PNR data for the prevention, detection, investigation and prosecution of terrorist offences and serious crime.⁸ The deadline for Member States to transpose the Directive into national laws expired on 25 May 2018.

The Directive provides for the establishment by each Member State of a Passenger Information Unit (PIU) responsible for the collection, storage and processing of the PNR data transferred by air carriers. Articles 9 and 10 of the Directive require Member States to exchange all relevant PNR data, and provide access to such data to Europol, where this is

⁴ Doc. 9798/15.

⁵ OJ L 150 of 20 May 2014.

⁶ OJ L 150 of 20 May 2014.

⁷ C(2017) 6343 final.

⁸ OJ L 119, 4.5.2016.

deemed necessary for the prevention, detection, investigation or prosecution of terrorist offences or serious crime. Such exchange of information may take place through any of the existing channels for cooperation between Member States and, in the case of Europol, through the Secure Information Exchange Network Application (SIENA).

2.4. The EU Strategy for the Western Balkans

The EU Strategy for the Western Balkans, adopted on 6 February 2018, calls for enhanced strategic and operational cooperation between the EU and the Western Balkans on security with a view to address the existing security and terrorism threats that affect the Union and the Western Balkan region.⁹ The accompanying Action Plan identifies reinforcing engagement on security as a priority action, including by stepping up joint work on counter-terrorism and significantly enhancing operational cooperation in the fight against international organised crime in particular on firearms and drugs trafficking, migrant smuggling and trafficking in human beings.¹⁰

3. PRIORITIES UNDER THIS CALL FOR PROPOSALS

The present Call for Proposals aims at funding projects in the area of law enforcement information exchange.

Project applications submitted under the present Call for Proposals must address the priority of improving law enforcement information exchange by strengthening the ability of the personnel of Member States' PIUs to:

- Effectively process, analyse and use PNR data (as a necessary step for sharing PNR data);
- Exchange all relevant and necessary PNR data with the PIUs of other Member States and with Europol, by using the technical solutions available for this purpose.

The present Call for Proposals aims to supplement the financial support afforded by the EU through previous funding programmes concerning the exchange of PNR data. These concern the related Actions listed in the National Programmes under ISF Police Shared Management, and the "Pilot programme for data exchange of the Passenger Information Units"¹¹ and "PIU.net: Advancement and Enhancement of Information Exchange",¹² both implemented under ISF Police Union Actions.

Eligible activities will include training actions in the EU Member States (including coordination, content development and training delivery activities) aimed at enhancing the capability of PIU staff to use PNR data, assess the relevance and necessity of exchanging PNR data, as well as the ability to use specific IT solutions, including SIENA. Activities concerning training and/or awareness raising on PNR in the Western Balkan countries – namely Albania, Bosnia Herzegovina, Montenegro, Serbia, the former Yugoslav Republic of Macedonia and Kosovo under UN Security Council Resolution 1244/99- also fall within the scope of the present Call for Proposals, in so far as they supplement activities aimed at the Member States. Eligible activities are described in further detail in section 7 of this Call.

Any action funded under this Call for Proposals shall be implemented in line with the rights and principles enshrined in the Charter of Fundamental Rights of the EU, and shall notably aim to ensure effective and adequate safeguards for the right to privacy and the protection of personal data. Applications should pay appropriate attention to the effects of the proposed project on individual rights and freedoms, including the right to an effective remedy. In addition, any action under this Call for Proposals should be carried out in compliance with ethical principles and applicable international, EU and national law.

⁹ COM(2018) 65 final

¹⁰ ANNEX to COM(2018) 65 final.

¹¹ Call for proposals HOME/2014/ISFP/AG/LAWX.

¹² Call for proposals ISFP-2016-AG-PNR.

The activities to be carried out shall strive to involve as many Member States as possible, in order to ensure a coherent approach at EU level towards the exchange of PNR data between PIUs and between PIUs and Europol.

Cooperation with Europol and CEPOL in the implementation of projects is highly encouraged, within these Agencies' specific areas of responsibility, taking into account the eligibility conditions established in section 7.1.

Cooperation with relevant international organisations is encouraged as regards training/ awareness-raising actions concerning the Western Balkan countries.

4. TIMETABLE

	Stages	Date and time or indicative period
a)	Publication of the call	6 December 2018
b)	Deadline for submitting applications	25 April 2019 – 17:00 CET)
c)	Evaluation period	April – June 2019
d)	Information to applicants	July 2019
e)	Signature of Grant Agreement	September 2019
f)	Starting date of the action	September 2019

5. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at EUR 1 500 000.

The Commission reserves the right not to distribute all the funds available.

6. ADMISSIBILITY REQUIREMENTS

Applications must be sent no later than the deadline for submitting applications referred to in section 4.

Applications must be submitted using the Electronic Submission System of the Participant Portal originally developed for the Horizon 2020 Research programmes.

Applications must be submitted using the standard Submission Form Part A and Part B. They must include all the mandatory information and be accompanied (if applicable) by the Audit Report¹³ Annexes.

Applications must be drafted in one of the EU official languages. English is preferred in order to speed up the evaluation procedure.

Projects should not be scheduled to last more than 24 months.¹⁴ Applications for projects lasting longer than 24 months will be rejected.

¹³ If the share of a grant requested by an organisation (applicant or co-applicant) exceeds EUR 750 000, this organisation must provide an audit report produced by an approved external auditor certifying its accounts for the last closed financial year.

¹⁴ The project duration may be extended during its implementation for duly justified reasons subject to the Commission's approval via an amendment to the Grant Agreement.

Failure to comply with these requirements will lead to the rejection of the application.

7. ELIGIBILITY CRITERIA

7.1. Eligible applicants and applications

In order to be eligible for a grant, the Applicant and the Co-applicants must be a Member State participating in the ISF Police Regulation. Public bodies established in third countries may participate, but only as co-applicants.

Furthermore, Applications:

- a) must be transnational involving at least 2 entities established in 2 different Member States participating in the ISF Police instrument or at least one Member State participating in the ISF Police instrument and one third country;
- b) seeking EU co-funding of less than EUR 250.000 for the Action will be rejected.

Union agencies can be neither Applicants nor Co-applicants.

To prove these eligibility requirements, Applicants and Co-applicants will have to provide the relevant information and upload the necessary documents showing their legal status in the Beneficiary Register. The information needs to be provided before the submission deadline.

7.2. Eligible activities

The following types of activities are eligible under this Call for Proposals:

- a) Projects providing for training actions on PNR in the EU Member States, including on the following topics:
 - i. Planning, coordination and implementation of activities aimed at the creation of a national PNR capability, including legislative, operational and technical preparedness;
 - ii. The creation, adaptation, testing and validation of models and criteria used in the context of the automated processing of PNR data and in the exchange of PNR data among PIUs;
 - iii. The comparison of PNR data against databases relevant for the purposes of preventing, detecting, investigating and prosecuting terrorist offences and serious crime;
 - iv. The analysis of PNR data for the purpose of updating or creating new criteria to be used in the assessments;
 - v. The individual review by non-automated means of positive matches resulting from the automated processing of PNR data to verify whether the competent authorities needs to take action under national law;
 - vi. The exchange of PNR data in individual cases at national, European or international level

Such actions may comprise:

- i. The identification of training needs for PIU staff across the EU Member States;

- ii. The establishment and operation of a EU-level mechanism to coordinate the development and delivery of training on PNR;
 - iii. The development of training modules;
 - iv. The delivery of training and awareness through courses, study visits, workshops, conferences and other events aiming to facilitate the sharing of experiences and best practices between the Member States.
- b) Projects providing for awareness-raising actions on EU objectives policies and legal framework on PNR among stakeholders and the general public, including corporate communication on the EU political priorities;
 - c) The projects under a) and b) supplemented with similar activities concerning training and/or awareness raising on PNR targeted to the Western Balkans, comprising both current EU candidate countries (Albania, Montenegro, Serbia and the former Yugoslav Republic of Macedonia) and potential candidate countries (Bosnia-Herzegovina and Kosovo under UN Security Council Resolution 1244/99) in the region.

8. EXCLUSION CRITERIA

Applicants will be excluded from participating in the Call for Proposals procedure and from the grant award if they are in any of the situations referred to in articles 136(1) of the EU Financial Regulation,¹⁵ i.e. one of the following situations:

8.1. Exclusion from participation in the Call for Proposals

- a) the person or entity is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under Union or national law;
- b) it has been established by a final judgment or a final administrative decision that the person or entity is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- c) it has been established by a final judgment or a final administrative decision that the person or entity is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person or entity belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
 - i. fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the implementation of the legal commitment;
 - ii. entering into agreement with other persons or entities with the aim of distorting competition;
 - iii. violating intellectual property rights;
 - iv. attempting to influence the decision-making of the authorising officer responsible during the award procedure;

¹⁵ Regulation (EU, EURATOM) 2018/1046 of the European Parliament and of the Council of 30 July 2018 on the financial rules applicable to the general budget of the Union (OJ 2018 L193, p. 1).

- v. attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- d) it has been established by a final judgment that the person or entity is guilty of any of the following:
- i. fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council (44) and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995 (45);
 - ii. corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or active corruption within the meaning of Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997 (46), or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA (47), or corruption as defined in other applicable laws;
 - iii. conduct related to a criminal organisation as referred to in Article 2 of Council Framework Decision 2008/841/JHA (48);
 - iv. money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council (49);
 - v. terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA (50), respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - vi. child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council (51);
- e) the person or entity has shown significant deficiencies in complying with main obligations in the implementation of a legal commitment financed by the budget which has:
- i. led to the early termination of a legal commitment;
 - ii. led to the application of liquidated damages or other contractual penalties; or
 - iii. been discovered by an authorising officer, OLAF or the Court of Auditors following checks, audits or investigations;
- f) it has been established by a final judgment or final administrative decision that the person or entity has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95 (52);
- g) it has been established by a final judgment or final administrative decision that the person or entity has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business;
- h) it has been established by a final judgment or final administrative decision that an entity has been created with the intent referred to in point (g).

8.2. Exclusion from award

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) Are subject to a conflict of interest in connection with the action;
- (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 8.1.

Administrative and financial penalties may be imposed on Applicants and Co-applicants who are guilty of misrepresentation.

9. SELECTION CRITERIA

9.1. Financial capacity

Applicants and Co-applicants 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. Organisations participating in several projects shall have sufficient financial capacity to implement multiple projects.

Financial capacity check will be performed by the Research Executive Agency (REA). It will be assessed in line with the requirements of the Financial Regulation (EC) No 2018/1046.

The documents that will be requested when assessing the financial capacity include (1) the profit and loss accounts and (2) the balance sheets. For newly created entities the business plan may replace the above documents.

The financial documents must be uploaded in the Beneficiary Register when uploading the application package.

In case of low financial capacity, the Commission may decide the following:

- request further documents;
- request budget modifications / reallocations of costs;
- introduce interim payments based on interim reports;
- modify pre-financing percentage.

In case of insufficient financial capacity, the Commission may decide the following:

- request a change of Co-applicant;
- reject the application.

Financial Capacity assessment **will not be carried out** if:

- the Applicant or Co-applicant is a public body or an international organisation;
- the EU contribution requested by the Applicant or Co-applicant is \leq EUR 60 000.

If the share of a grant requested by an organisation (Applicant or Co-applicant) exceeds EUR 750 000, this organisation must also provide an audit report produced by an approved external auditor certifying its accounts for the last closed financial year. **This provision shall not apply to public bodies or to international organisations.**

9.2. Operational capacity

Applicants and Co-applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. This capacity shall be assessed based on the experience of the Applicants and each Co-applicant or, as an alternative, on the relevant experience of their directly involved employees.

As evidence, the following information must be provided in the Submission Form Part B of the proposal:

- general profiles (qualifications and experiences) of the staff primary responsible for managing and implementing the proposed action to be described under point 5.1.3,
- a description of the partnership in the context of the proposed action to be provided under point 5.1.1.

The operational capacity assessment is not applicable to public bodies and international organisations.

10. AWARD CRITERIA

Eligible applications and their proposed action will be assessed on the basis of the following award criteria:

Award Criteria	Maximum Points	Threshold
1. Relevance	30	21
2. Quality of the project	20	-
3. Cost effectiveness	20	-
4. European added value	20	-
5. Expected results, dissemination, sustainability and long-term impact	10	-
TOTAL	100	65

Evaluation Step 1:

- Relevance: applications will be assessed on the extent to which they match the priorities as identified in this Call for Proposals (section 2 above) and in the relevant EU strategic documents and/or action plans (section 1 above), and on whether the expected impact will be significant on the selected priority(ies) (30 points).

Applications receiving less than 21 points for the "relevance" criterion will not be evaluated further, i.e. will not go to Evaluation Step 2.

Evaluation Step 2:

- Quality: applications will be assessed with regards to the appropriateness of their design and planned implementation, taking into account the envisaged activities, methodology, organisation of work and strategy for project management, evaluation and dissemination (20 points);
- Cost-effectiveness: applications will be assessed with regards to whether the costs of the proposed action are adequate to the activities and proportionate to the expected results (20 points);
- European added value: the project activities, outcomes and impact should have a broad EU relevance; applications will be assessed on whether a suitable number of countries is involved in the project activities and on whether the expected impact will concern a significant number of countries (20 points);
- Expected results, dissemination, sustainability and long-term impact : the expected results are appropriate for the achievement of the objectives in the action; the dissemination strategy is clear, targeted and appropriate; the stream of benefits is likely to continue after the period of external support has ended; the project's

results ensure a long-term impact on the target groups and/or general public (10 points).

Applications that pass the threshold of minimum 65 points will be considered for funding within the limits of the available budget.

11. LEGAL COMMITMENTS

The award of each grant is subject to the conclusion of a Grant Agreement in writing.

The coordinators of projects proposed for funding will be invited to engage in a grant agreement preparation process, which will be carried out via an online IT system (SYGMA). If successful, it will conclude with the signature of a Grant Agreement, drawn up in euro and detailing the conditions and level of funding.

The Grant Agreement must be signed electronically first by the coordinator on behalf of the consortium and then by the European Commission. All co-beneficiaries must accede to the Grant Agreement by signing electronically the accession form to the grant.

Please note, that if international organisations are involved in the application, no other specific clauses applicable to international organisations than the ones already included in the Model Grant Agreement will be added.

Please note that the award of a grant does not establish any entitlement for subsequent years.

12. FINANCIAL PROVISIONS

12.1. General Principles

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 (Submission Form Part B, section 6).

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 Applicant can demonstrate the need to start the action before the Grant Agreement is signed. In any case, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Co-financing

Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the EU grant.

Co-financing of the action may take the form of:

- The Beneficiary's own resources,
- Income generated by the action,
- Financial contributions from third parties.

d) Balanced budget

The Budget Estimate of the action is to be included in the Application Form. It must have revenue and expenditure in balance and must be drawn up in euro.

Beneficiaries with general accounts in a currency other than the euro shall convert costs incurred in another currency into euro at the average of the daily exchange rates published in the C series of Official Journal of the European Union, determined over the corresponding reporting period.¹⁶ Where no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, conversion shall be made at the average of the monthly accounting rates established by the Commission and published on its [website](#), determined over the corresponding reporting period.

Beneficiaries with general accounts in euro shall convert costs incurred in another currency into euro according to their usual accounting practices.

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the Beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retaining the documentation for the event of an audit. Detailed information on subcontracting is provided in the Guide for Applicants.

e) Financial support to third parties

The applications may not envisage provision of financial support to third parties.

f) Non-profit rule

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) Full cost of purchase of equipment

If necessary to implement the action, the beneficiaries may incur the full cost of some equipment items, infrastructure or other assets (new or second-hand; as recorded in the beneficiary's accounts).

12.2. Maximum amount requested

The EU grant is limited to a maximum co-funding rate of 90% of the total eligible costs of the action.

Consequently, part of the total eligible expenses must be financed from sources other than the EU grant (see section 12.1.c).

12.3. Payment arrangements

A pre-financing payment corresponding to maximum 80% of the EU grant amount will be transferred to the Coordinator after the signature of the Grant Agreement by both parties and in accordance with its terms.

The Commission will establish the amount of the final payment to be made to the Coordinator on the basis of the calculation of the final grant amount. If the total of earlier payments is higher than the final grant amount, the Beneficiaries will be required to reimburse the amount paid in excess by the Commission through a recovery order.

¹⁶ For further guidance on exchange rate please consult the Guide for Applicants.

13. PROCEDURE FOR THE SUBMISSION OF APPLICATIONS

13.1. How to apply

Proposals must be submitted by the deadline indicated in section 4 via the Electronic Submission System. The list of available calls can be found at the [calls for proposals page](#).

Before submitting a proposal both the Applicant and Co-applicants must be registered via the [Beneficiary Register](#) and obtain the 9-digit Participant Identification Code (PIC) (one for each applicant).

In submitting a proposal, the Applicant accepts the procedures and conditions as described in this Call for Proposals and in the documents to which it refers.

No modification of the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Commission may contact the Applicant for this purpose during the evaluation process.¹⁷

Applicants will be informed in writing about the results of the evaluation process.

13.2. Related documents

The following documents are available via the Electronic Submission System:

- Application form (Submission Form Part A and Part B);
- Required annex –Audit Report¹⁸ if applicable;
- Model Grant Agreement;
- Guide for applicants.

13.3. Applications for several projects

The Applicant may submit more than one application under this call for proposals.

The Applicant may be awarded more than one grant under this call for proposals.

An organisation may participate as Applicant or Co-applicant in several applications.

13.4. Several applications for the same project

Only one application will be accepted and evaluated 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 action may receive only one grant from the EU budget.

13.5. Contacts

For questions on the online submission tools, please contact the [IT helpdesk](#) set-up for this purpose via the Participant Portal website.

¹⁷ Article 151 of the Financial Regulation

¹⁸ If the share of a grant requested by an organisation (applicant or co-applicant) exceeds EUR 750 000, this organisation must also provide an audit report produced by an approved external auditor certifying its accounts for the last closed financial year.

Non-IT related questions shall be sent to the following email address: HOME-ISF@ec.europa.eu. In order to ensure an efficient handling of any enquiry please indicate clearly the reference of this Call for Proposals.

Questions will be answered as soon as possible. Questions received later than 7 calendar days before the deadline for submitting applications will not be answered. In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of applicants or actions or on the outcome of the Call for Proposals before the official announcement of results.

Applicants are advised to consult the Call's website regularly. The Commission will publish at this website any additional information relevant to the Call, such as responses to frequently asked questions (if appropriate) and the results of the selection procedure.

14. PUBLICITY

14.1. By the Beneficiaries

Beneficiaries must clearly acknowledge the EU's contribution in all publications or in conjunction with activities for which the grant is used. Please refer to the Grant Agreement for more details.

14.2. 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 EU 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 and address of the beneficiary;
- Subject of the 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.

15. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CVs of individuals participating in the co-financed action). Such data will be processed pursuant to Regulation (EC) No 45/2001 of the European Parliament and of the Council 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.¹⁹ Unless indicated otherwise, the questions and any personal data requested in order to evaluate the application in accordance with the specifications of the Call for Proposal will be processed solely for that purpose by the Commission or third parties acting on behalf and under the responsibility of the Commission. Data subjects may be informed regarding further details of the processing operations, their rights and how they may be enforced by referring to the privacy statement published in the [Legal Notice page](#) of the Participant Portal.

Applicants are invited to check the relevant privacy statement at regular intervals so as to be duly informed on possible updates that may occur by the deadline for submission of their proposals or afterwards. Beneficiaries assume the legal obligation to inform their staff

¹⁹ Official Journal L 008, 12/01/2001.

on the relevant processing operations that are to be performed by the Research Executive Agency; in order to do so, they have to provide them with the privacy statements published by the Agency in the Participant Portal before transmitting their data to the Agency. Personal data may be registered in the Early Detection and Exclusion System (EDES) of the European Commission provided for in Articles 135 and 142 of the EU Financial Regulation according to the applicable provisions.

16. 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.