



UNION CIVIL PROTECTION MECHANISM

FULL-SCALE EXERCISES

Call for proposals document

[Call ID UCPM-2019-EX-AG]

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1. Background

Welcome to the call for proposals for Union Civil Protection Mechanism full-scale exercises¹ to be funded in the framework of the Union Civil Protection Mechanism Exercises outlined in the 2019 Work Programme (WP 2019).

This call supports full-scale exercise projects aiming to *design, plan, conduct and evaluate exercises with scenarios simulating the situation and conditions of all types of disasters calling for the activation of the Mechanism [...]*².

We invite you to read the call documentation carefully, i.e. this **call for proposals document** and the **guide for applicants**. These documents provide clarifications and answers to questions you may have when preparing your application:

- The Call for proposals document outlines the:
 - objectives and expected results of the programme as outlined in the WP 2019,
 - timetable, budget available and types of activities that can be financed,
 - eligibility, exclusion, selection and award criteria, and
 - recommendations for the preparation of the proposal.

- The Guide for applicants outlines the :
 - procedures to register and submit proposals online,
 - explanation on the Part A and B - the Technical Submission Template presenting the details of the action,
 - evaluation process of the proposals, and
 - overview of the cost eligibility criteria.

You are encouraged to visit the European Commission's website http://ec.europa.eu/echo/funding-evaluations/financing-civil-protection/civil-protection-exercises_en to consult the list of projects funded previously under this call.

¹ A Union Civil Protection Mechanism full-scale exercise is hereafter referred to as a *full-scale exercise*.

² COMMISSION IMPLEMENTING DECISION of 19.11.2018 adopting the Annual Work Programme 2019 in the framework of Decision No1313/2013/EU of the European Parliament and of the Council on a Union Civil Protection Mechanism.

Should you still have questions after consulting both the call for proposals document and the guidelines for applicants, you can send your questions in writing to ECHO-CIVIL-PROTECTION-CALLS@ec.europa.eu

Asking for clarification has no impact on the final award decision.

2. Introduction to the UCPM

The Union Civil Protection Mechanism ("Mechanism" or "UCPM") was first established by Council Decision No. 2001/792/EC Euratom and later reviewed by Council Decision 2007/779/EC Euratom of 8 November 2007. The Decision of the European Parliament and of the Council No 1313/2013/EU on a Union Civil Protection Mechanism in December 2013 entered into force on 1 January 2014, further developing the Mechanism into a comprehensive framework for European cooperation in disaster prevention, preparedness and response.

The EU Member States and Norway, Iceland, Montenegro, Serbia, the former Yugoslav Republic of Macedonia and Turkey are currently participating in the Mechanism (together "participating states").

The overall objective of the Mechanism is to strengthen cooperation among Member States and facilitate coordination in the field of civil protection in order to improve the effectiveness of the system for preventing, preparing for and responding to natural and man-made disasters. In accordance with the principle of subsidiarity, it can make support available on request if a disaster overwhelms the response capacity of an affected country. By pooling the civil protection capabilities of participating states, the Mechanism can ensure better protection primarily of people, but also of the natural and cultural environment and of property.

The Mechanism consists of a series of different elements and actions, which are intended to facilitate adequate prevention, preparedness and effective response at EU level. The most relevant ones for this call for proposals are outlined in the following paragraphs.

The Emergency Response Coordination Centre (ERCC) is the operational heart of the Mechanism. It is operated by DG ECHO and is operational 24 hours a day/7 days a week. The role of the ERCC is to facilitate and support the mobilisation and coordination of participating states' civil protection assistance during emergencies. It provides countries with access to a platform of civil protection means available amongst all the participating states. Any country inside or outside the European Union affected by a major disaster can make a request for assistance through the ERCC. Besides acting as a communication hub, it provides updated information on the current status of the on-going emergency and needs and also plays a coordination role at participating states' headquarters

level by matching the offers to the needs and helping the use of incoming assistance by dispatching field experts.

The European Emergency Response Capacity (EERC) is a voluntary pool of participating states' disaster response assets. It is managed by the ERCC and aims to make disaster response more pre-planned, predictable, effective and faster. The focus is the delivery of relief assistance in the first emergency phase. Deployed assets are managed on site by the participating states. EU experts from participating states and the Commission (the European Union Civil Protection Team - EUCPT) facilitate the coordination between the different civil protection modules and teams on the ground, and, where relevant, their integration into the overall UN coordination, in particular the cluster system. EUCPTs will be deployed by the ERCC. To ensure effective coordination on the ground, education, training and exercises are all interlinked and inextricable elements of preparing the civil protection modules, Technical Assistant Support Team (TAST) and EUCPTs to maximise assistance to the affected country.

Participating states have the possibility to register their modules, other response capacities and experts in this voluntary pool of disaster response capacities. Assets in the voluntary pool are certified in accordance with the procedure defined in the implementing decision 2014/762/EU³ to confirm conformity with the quality requirements established therein.

A training and exercises programme has been established with a view to enhance the coordination of civil protection assistance interventions by ensuring improved compatibility and interoperability between the intervention teams and other intervention support as well as by improving the competence of the experts involved. The exercise programme comprises full-scale field exercises, as well as more specific exercises for modules, other response capacities, experts and TAST.

As certain needs of a specific and technical nature cannot be addressed during training courses or exercises, the Mechanism provides for an exchange programme for civil protection experts. The programme aims at complementing national training schemes by allowing the secondment of national civil protection experts to administrations of the participating states on all aspects of disaster management.

In November 2017, the European Commission presented a proposal amending Decision No 1313/2013/EU (rescEU). Among its objectives, the proposal aims at strengthening disaster preparedness by opening the door

³ COMMISSION IMPLEMENTING DECISION of 16 October 2014 laying down rules for the implementation of Decision No 1313/2013/EU of the European Parliament and of the Council on a Union Civil Protection Mechanism and repealing Commission Decisions 2004/277/EC, Euratom and 2007/606/EC, Euratom

to the development of the Union Civil Protection Knowledge Network. The specific objectives of the Network will be to build a common disaster preparedness culture, to provide training for civil protection and emergency management personnel, to increase inter-operability and host nation support measures, and to foster interaction and synergies between civil protection and humanitarian actors. It will contribute to lessons learned, to sharing of knowledge, dissemination of results of scientific research and exchange of best practices across Europe.

Full background information about European civil protection activities is available at http://ec.europa.eu/echo/what/civil-protection_en.

3. Objective — Proposals — Expected impact

Objective:

The purpose of this call is to finance civil protection exercise projects aiming at planning, preparing, implementing and conducting different civil protection activities including a full-scale exercise in a multinational scenario as main event of the project.

The overall objective is to improve civil protection preparedness and response to all kinds of disasters⁴ inside or outside the participating states of the Mechanism by providing a testing environment of established and/or new operational concepts and procedures of the Mechanism in a multinational scenario and a learning opportunity for all actors involved in civil protection assistance interventions under the Mechanism.

Proposals

The beneficiaries shall design, plan, conduct and self-evaluate one full-scale exercise project, comprising preparatory actions, one tabletop exercise, one full-scale exercise and after-action activities.

The proposals shall include the following elements:

- Realistic and challenging scenarios
- Management and control structures for the project and for the conduct of the exercises
- Activation of the Mechanism
- EU Civil Protection Teams

⁴ Including marine pollution, medical and CBRN disasters, as well as multi-sectoral emergencies inside or outside the EU.

- Deployment of assets and teams of the European Emergency Response Capacity (EERC)
- Use of the Common Emergency Communication and Information System (CECIS)
- Information exchange between the affected country(ies), participating states and the ERCC
- Crisis communication
- The involvement of relevant national operational structures
- EU Host Nation Support guidelines
- EU observers
- Evaluation and lessons learned
- EU visibility

Expected impacts:

- Civil protection preparedness and response to all kinds of disasters under the framework of the Mechanism is improved.
- The response capacity of participating states, in particular with regard to teams and other assets provided in civil protection assistance interventions, is improved.
- The civil protection procedures are verified and improved.
- A common approach for the coordination of civil protection assistance interventions is established.
- The time taken to deploy assets in major disasters is reduced.
- Cooperation between civil protection organisations of the participating states, third countries, the Commission and other relevant actors is enhanced.
- Lessons learned are identified, shared and implemented.

4. Timetable

	Stages	Date and time or indicative period
a)	Publication of the call	27/02/2019
b)	Deadline for submitting applications	15/05/2019 – 17:00 CET

c)	Evaluation period	June - July 2019
d)	Information to applicants	July - September 2019
e)	Signature of Grant Agreements	September - November 2019
f)	Starting date of the actions	1 January 2020

5. Budget

The total available budget is EUR 4 000 000.

This budget is divided between

A) Internal budget item: EUR 3 000 000 for exercises benefitting participating states in the UCPM.

B) External budget item: EUR 1 000 000 for exercises covering:

- IPA II beneficiaries not participating in the mechanism: Albania, Bosnia and Herzegovina, Kosovo⁵.
- European Neighbourhood Policy countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine.
- Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine and Tunisia.

Applicants have to choose under which budget item to apply and indicate this clearly in their project proposal.

The EU co-funding rate amounts to 85 % of total eligible costs with a maximum EU contribution of EUR 1 000 000 per exercise project.

The EU grant contributes to the eligible costs of each beneficiary at a rate of 85% therefore each beneficiary must guarantee that the remaining 15% of its eligible costs are funded from sources other than the Union budget. The applicants are thus encouraged to look for other possible local, national or international, private and public sources other than the Union.

The EU reserves the right not to award all available funds or to redistribute them between the call priorities, depending on the applications received and the evaluation results.

For UK applicants: Please be aware that eligibility criteria must be complied with during the entire duration of the grant. If the United

⁵ This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence

Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding or be required to leave the project based on the termination provisions.

6. Admissibility conditions

Applications must be submitted before the call deadline (see timetable in section 4).

Applications must be submitted electronically via the Participant Portal Electronic Submission System and using the forms provided. Paper submissions are no longer possible.

Your application must be readable, accessible and printable and contain all the requested information and all required annexes and supporting documents.

7. Eligibility conditions

To be eligible for an award of a grant under this Call, the proposed full-scale exercise must comply with all of the following conditions as a minimum:

7.1. Participants

Applicants must be:

- legal persons;
- belong to one of the following categories: private entities, public entities, or international organisations;
- be directly responsible for the preparation and management of the project with the other applicants, i.e. not acting as an intermediary;
- be established in one of the eligible countries, i.e.:
 - 1) participating states⁶ (including overseas countries and territories (OCTs)⁷)
 - 2) eligible non-EU countries:
 - IPA II beneficiaries not participating in the mechanism: Albania, Bosnia and Herzegovina, Kosovo⁸;

⁶ EU MS, Iceland, Norway, the former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey.

⁷ OCTs are not considered participating states under the UCPM and therefore are not part of the UCPM. However, the relevant public and/or private bodies and institutions established in the OCTs are eligible to apply for funding under the UCPM subject to the rules and arrangements applicable to the Member State to which the OCTs is linked. They can participate in the consortium provided that eligibility conditions of the consortium have already been fulfilled.

⁸ This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

- European Neighbourhood Policy countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine;
- Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine and Tunisia.

Natural persons are **NOT eligible**.

EU bodies **can NOT** be part of the consortium.

Special rules may apply for entities from certain countries (e.g. countries covered by [Council sanctions](#), entities covered by Commission Guidelines Nr. [2013/C 205/05](#)⁹).

To prove eligibility, all applicants must register in the [Beneficiary Register](#) — before the call deadline — and upload the necessary documents showing legal status and origin.

Applications by single applicants are NOT allowed.

7.2. Consortium Composition (minimum requirements)

Proposals for exercises for UCPM participating states and financed through the internal budget line must involve at least three applicants, from at least three different participating states. One applicant will be a public entity acting as coordinator and will be responsible for managing the project, submitting reports and deliverables and acting as intermediary for all contacts with the Commission. International organisations may participate in the consortium only in addition to the minimum 3 eligible applicants cannot act as the coordinator.

Proposals for exercises between UCPM participating states and eligible non-EU countries and financed through the external budget line must involve three applicants from three different eligible countries and comply with the following:

- the coordinator must be a public entity registered in a participating state in the Mechanism
- one applicant should be an entity registered in one of the following countries:
 - IPA II beneficiaries not participating in the mechanism: Albania, Bosnia and Herzegovina, Kosovo¹⁰.
 - European Neighbourhood Policy countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine.

⁹ Commission guidelines Nr. [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11). Note that these guidelines extend to third parties receiving financial support within the meaning of Article 137 of the EU Financial Regulation No [966/2012](#).

¹⁰ This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence

- Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine and Tunisia.
- International organisations may participate in the consortium in addition to the minimum 3 eligible applicants. International organisations cannot act as the coordinator.

Applicants (grant beneficiaries) must contribute technically to the project and be responsible for the implementation of at least one project activity, for which they shall report the costs incurred in the project budget submitted.

Linked third parties to the applicants (affiliated entities) may take part in the exercise project, provided that they comply with the eligibility and exclusion criteria applicable to other applicants. Affiliated entities are legal entities having a legal or capital link with the beneficiaries, which is neither limited to the exercise project nor established for the sole purpose of the implementation of the exercise project. This may include, among others, members of the same association, federation, grouping, etc. Affiliated entities may also declare eligible costs. If applicable, applicants shall identify affiliated entities in the application form when submitting the proposal.

Exercise participants are experts and teams from eligible countries that participate in the exercise but not in its management.

7.3. Exercise project duration

The maximum duration of an exercise project is 24 months.

7.4. Realistic scenario of the exercise

Exercises must clearly demonstrate that they are complementary to the preparedness efforts already made in their countries. Therefore, they shall include in the need analysis the link with the risk assessment made in the country hosting the exercises.

Exercises should as far as is possible recreate challenging realistic conditions of the international environment of Mechanism interventions, including the interactions of teams and modules, TAST, EUCPT, UNDAC and also the broader emergency response community including humanitarian and other relevant international actors as appropriate. Exercises must support the achievement of the aim and objectives of the project, taking into account existing risk and vulnerability analysis. It must also depict a disaster that overwhelms the response capacity of at least one country.

All exercises shall enhance the operational cooperation and coordination between the different stakeholders and participants. The exchange of

information between participants on SOP, terms of reference, mandates, equipment, technology command structures and communication tools is also important.

The scenario proposed shall include the players that would naturally be involved in a real emergency:

- Multi-sectorial elements (horizontal strand): involvement of various government sectors, i.e. civil protection, police, health, consular authorities, humanitarian aid, etc.
- Multi-level scenario elements (vertical strand): involvement of local, regional, national, EU/international actors and teams.

7.5. Management and control Structures

Every full-scale exercise must be supported by management and control structures which will ensure the effective and efficient achievement of the objectives. Those structures will be explained in two organigrams that will be annexed to the Part B: the "Exercise Project Management Organigram" and the "Exercise Conduct Organigram".

- 1) **The project management organigram** provides a picture of the different groups that have a specific task during the course of the full-scale project. For example, these groups are responsible for:
 - Project Management Team/Steering Group
 - Budget and finance
 - Logistics, IT and administration teams supporting the project preparation
 - Scenario and injects
 - Planning for Exercise control (EXCON)
 - Evaluation and improvement planning/Way Forward
 - Visitors, EU Observers and VIP
 - Workshops/training/exhibitions
 - Dissemination and visibility
- 2) The **exercise conduct organigram** provides a picture of the different groups/teams/syndicates that have specific tasks during the conduct of the exercise. It also provides an understanding of the relation between the role players, exercising audience, controllers in the "field", controllers in the exercise control coordination cell and thematic or geographic exercise control cells.

Experts and teams involved in the management of exercises may not take part as exercise participants.

7.6. Activation of the Mechanism

The Mechanism must be activated, whereby all the procedures involved are tested, developed and/or used as learning and exploring opportunity.

7.7. EU Civil Protection Team (EUCP Team)

A EUCP Team must be deployed at least during the full-scale exercise. The minimum composition of the team will be team leader, two experts and an ERCC liaison officer (ERCC LO) following the procedures normally applied during an activation of the Mechanism.

The exercises in the project shall contain injects in the main injects list dedicated to the EUCP Team including meetings with relevant authorities, assessments in the field and coordination of the participating states capacities and modules.

7.8. CECIS

CECIS shall be used, as a minimum, during the request, offer and acceptance of assistance by the participating states. For external countries or special situations where CECIS is not available, an alternative way of communication shall be specified.

7.9. National Operational Structures

The National Operational Structure of each applicant's national civil protection and/or marine pollution competent authority, as necessary depending on the exercise scenario, must take part in the exercise as exercising audience (see Annex Part B - Involvement of the Competent National Authority form). As a minimum, the involvement must be in the form of participation by the 24/7 national contact point in the exercise.

The above mentioned is not applicable for international organisations.

7.10. EU Host Nation Support Guidelines

The EU Host Nation Support (HNS) guidelines shall be implemented in all exercises.

7.11. EU Observers programme

The coordinator shall invite to take part in the full-scale exercise one observer from each participating state and one observer from each eligible non-EU country indicated under section 7.1.

Once received the invitation, the competent authority in every country would designate an observer. The observers' travel and subsistence costs from the port of departure can be included in the budget.

The requirements to join the EU observers programme are the following:

- No more than one person per country
- The person designated shall be Mechanism trained (MBC, CMI or TEC as a minimum)
- The person designated shall agree to take part in the activities organized for the programme

Guidelines for the EU Observers Programme:

- Observers should be engaged in the exercise rather than acting only as merely observers. In this regard, observers can be split in several groups assigning to each group small roles (such as representing a third country, etc.) or interacting with exercise participants.
- The consortium will provide to the observers a form to fill to standardize the information and views of the observers.

The EU Observers programme shall include in its agenda a final workshop prior to the hot wash-up session. In this workshop, the observers' views on the exercise will be gathered and common conclusions will be made. These conclusions are to be presented during the hot wash-up session by a spokesperson designated by the group.

7.12. Eligible Activities

In order to have a common workflow for every exercise, it shall include a basic structure including three distinctive types of activities: preparatory actions, exercises and after-action activities. Inside every type, a minimum of activities shall be carried out. These minimum activities are considered as mandatory milestones of the project. Notwithstanding that the proposal may include more activities than these indicated below:

UCPM Full-scale exercise workflow Milestones



7.12.1. Preparatory actions (meetings, workshops, seminars, conferences, etc.)

This planning phase shall comprise a minimum of the following **milestones**:

- **Kick-off meeting:**
 - Objective of the meeting: To present the basics of the project to the European Commission.
 - Timing: Within 2 months after the signature of the grant agreement.
 - Place: DGECHO premises in Brussels
 - Content: To present and discuss point 1 of the exercise manual (See annex) along with other points considered relevant by the beneficiaries.
 - Minimum attendees:
 - On behalf of the consortium: one representative together with one financial/legal responsible from the coordinating beneficiary and one representative from each associate beneficiary.
 - On behalf of DG ECHO: Desk officer or representative.
- **1st planning meeting:**

- Objective of the meeting: to present the scenario, the sites for the exercise, the capacities involved and the project management structure. To present the details regarding the UCPM and the EUCP Team.
- Timing: At least 6 months in advance of the conduct of the exercises.
- Content: To present and discuss points 2, 3 of the exercise manual along with other points considered relevant by the beneficiaries. It shall contain extra time to visit sites for the exercise foreseen for the international teams.
- **2nd planning meeting:**
 - Objective of the meeting: to present the details regarding the exercise conduct, focusing on the main events list for the exercise.
 - Timing: At least 3 months in advance of the conduct of the exercises.
 - Content: To present and discuss points 4, 5, 6 and 7 of the exercise manual along with other points considered relevant by the beneficiaries.
- **3rd planning meeting**
 - Objective of the meeting: to present the main injects list for the exercise together with the final details for logistics, security and the different programs inside the exercise.
 - Timing: At least 1 month in advance of the conduct of the exercises.
 - Content: To present and discuss points 4, 5, 6 and 7 of the exercise manual along with other points considered relevant by the beneficiaries. To tie up loose ends for the project.

7.12.2. Exercises

The exercises considered in a project will be a combination of a discussion-based exercise and an operations-based exercise. More precisely, they will start with tabletop exercise followed by a full-scale exercise back to back in a progressive approach. To close the exercise phase a hot wash-up session shall be conducted. These exercises sequence shall cover one week maximum, creating the feeling of an escalating emergency and a great test for a national and international civil protection response. The minimum requirements for these exercises are the following:

- **Tabletop exercise (TTX):** A discussion-based exercise where you simulate an emergency and generate discussions around it. TTX are designed to put crisis response managers and practitioners in a situation to use existing plans and procedures and to take decisions according to a proposed scenario. Participants are presented with a

situation or problem that they are required to discuss and formulate the appropriate response or solution.

Due to its discussion-based format, the exercise does not require any actual deployment but rather gathers the exercising participants in one single location under the guidance and control of exercise directing and facilitating staff.

The purpose for this exercise is test the local, regional and national civil protection plans and procedures interacting with the international level of response, therefore the alert and request face will be conducted here. It is required to have a minimum duration of 8 hours and to include the relevant multinational stakeholders in the emergency.

- **Full-scale exercise (FSX):** Is the most complex and resource-intensive operations-based exercise. They involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness (Homeland Security Exercise and Evaluation Programme definition). Full-scale exercises include many international players operating under the host nation command system and the umbrella of the UCPM. In a full-scale exercise, events are projected through an exercise scenario with event updates that drive activity at every level of the civil protection system. The exercise incorporates political, strategic, operational and/or tactical aspects and include the local, regional, national, European or international response. Full-Scale exercises are conducted in a real-time, stressful environment that is intended to mirror a real major emergency. Many activities occur simultaneously. Therefore, the preparatory actions and planning needed to conduct a full-scale exercise are greater than for other types of exercises.

A FSX is a multi-level and multi-sector exercise designed to replicate several phases of an emergency with the commitment of all the public bodies and authorities and other response entities that would be committed in a real emergency of the portrayed scenario. All the functions (operation, coordination, logistics, communication, crisis communication, etc.) required in an emergency are replicated and performed. This type of exercise strives to provide a simulation that is as close as possible to a real emergency. For an exercise conduct to be considered as a FSX it is required to have a minimum duration of 36 hours. The exercise conduct timing for the FSX could be in the form of two full days including one night or three full days. The alert and request phase shall be conducted during the tabletop exercise, and are excluded from the calculation of the minimum duration.

7.12.3. After-action activities (meetings, workshops, seminars, conferences, etc.)

These actions will comprise a minimum of one milestone: way forward meeting, building on the evaluation phase starting from the beginning of the project.

- **Way forward meeting**

- Objectives of the meeting: to present the report of the evaluation programme. To discuss about lessons learned and way forward for the project. To finish the points 6 and 7 of the exercise manual.
- Timing: Maximum 2 months after the conduct of the exercises.
- Content: To present, discuss and finish points 6 and 7 of the exercise manual along with other points considered relevant by the beneficiaries.

7.13. Work packages and activities

All project activities must be grouped in a logical, consistent and structured way into separate work packages (WP). In addition, all work packages must present a clear, logical link to the project aim and objectives and to the other work packages.

Ideally, each work package should constitute a sub-part of the project, a step leading to the achievement of the project's overall aim.

The WP A to F mentioned below are mandatory and WP G is optional. Other work packages can be added if necessary:

- WP A – Project management (Horizontal)
- WP B – Planning (points 1, 2 and 3 of the exercise manual)
- WP C – Exercise conduct (Point 4)
- WP D – Dissemination and visibility (Point 5)
- WP E – Evaluation (Point 6)
- WP F – Way forward (Point 7)
- WP G – Workshops, training, seminars and fairs

Each work package has a number of activities (A1, A2, A3... B1, B2...) of which each should be described.

7.14. Other considerations

In the event of the Commission wishing to certify capacities for the Voluntary Pool (European Emergency Response Capacity) during a full-scale exercise, the beneficiary will be obliged to facilitate the certification process during the exercise. The costs of the certifiers sent will be borne by the Commission.

Projects should not duplicate other projects financed under the UCPM Decision No 1313/2013/EU.

Projects should be complementary and build activities implemented under the Sendai Framework for Disaster Risk Reduction 2015-2030 (among them actions co-financed by the European Agricultural Fund for Rural Development, DG HOME Internal Security Fund, the European Regional Development Fund, the Cohesion Fund, Life+, the ICT Policy Support Programme, the Seventh Research Framework Programme, the Instrument for Pre-Accession Assistance and the European Neighbourhood Instrument).

Projects should take into account the results of projects supported by other EU funding programmes.

The complementarities must be described in the project proposal (Part B of the Proposal Form).

Financial support to third parties is not allowed.

8. Reporting

Without prejudice to the deliverables that the managers consider necessary to optimize the project, the coordinator beneficiary is to provide the required reports and documents in accordance with conditions of the standard grant agreement (see point 12).

In addition, the fundamental components of the exercises shall be presented in the form of an exercise manual with the objective of giving structure and standardizing the information of the project.

A template of the structure of the exercise manual can be found in annex 1.

This exercise manual shall be updated with the progress made after every preparation activity and after-action meeting. Therefore, the deliverables after each milestone are the following:

- Minutes of the meeting
- Version updated of the exercise manual
- Any other deliverable considered in the grant agreement.

These deliverables are to be handed over no later than one month after every milestone and no later than two weeks before the first day of each exercise.

9. Award criteria

The award criteria are divided into four dimensions. Each dimension has a minimum threshold that must be passed and a maximum number of points that can be awarded to a proposal. The total amount of points a proposal can get is 100 of which 63 points is the minimum threshold when combining all four dimensions.

Admissible and eligible applications will be evaluated and ranked against of the following award criteria:

- Relevant elements of the exercise project: maximum 25 points with a threshold of 15
- Methodology: maximum 30 points with a threshold of 20
- Cost effectiveness: maximum 15 points with a threshold of 8
- European dimension: maximum 30 points with a threshold of 20

Applications that pass both individual and overall thresholds will be considered for funding – within the limits of the available call budget.

Other applications will be rejected.

9.1. Relevant elements of the exercise project

This paragraph refers to how well the applicants propose a well-defined, coherent and developed exercise project focusing on the aim, objectives, expected results and scenario. All these basic elements shall be aligned and addressing the specifications of the exercise programme outlined in the Annual Work Programme 2019. Therefore, the proposals will be evaluated against the following sub-criteria:

(1) Aim, objectives and expected results (10 points):

- Are the project aim and subordinate objectives clearly stated?
- Are the project objectives defined according to SMART criteria (specific, measurable, assignable, realistic and time-related)?
- Are the aim, objectives and expected results of the proposed exercise(s) in line with the objectives and expected results stated for UCPM exercises in the Annual Work Programme 2019?

(2) Scenario basis and consistency (5 points):

- Is the scenario appropriate given the exercise conduct aim and objectives?
- Are the proposed scenario and the exercise aim with subordinate objectives based on lessons-learned, risk assessments and/or other reliable and relevant data?
- Is this exercise picturing a close to reality situation?

(3) Scenario importance and complexity (5 points):

- Does the scenario address and provide an opportunity to test, improve or establish issues which are high on the civil protection response agenda at the European Union level and/or in eligible third countries?

- Does the scenario provide an opportunity of testing, improving and/or establishing in an integrated manner various available civil protection response resources (various categories of the target group) and tools (e.g. transport grant, satellite images, etc.)?
- Does the scenario provide the involvement of the natural actors involved in a real emergency?
- Does the scenario provide the involvement of local, regional, national, EU and other international actors and teams?

(4) Exercising participants (5 points):

- Is the selection of exercising participants appropriate given the aim and objectives?
- Does the proposed exercise project involve a wide range of emergency responders and does it represent a wider European presence in contrast to national exercises (civil protection, police, health and other intervention support or, if appropriate, humanitarian aid experts and relevant NGOs)?

9.2. Methodology

These criteria will assess whether sound project management and exercise methodology is put in place, i.e. scheduling and planning, decision-making, control as well as the obligations towards the Commission. It will assess whether the division of the exercise project in work packages and activities is appropriate for the planning, conduct, evaluation and improvement planning/Way Forward of the proposed exercise project in order to achieve its aim. This also refers to taking into account the standards and procedures of participating states, and third countries as well as international standards and conventions (UN), where appropriate. Therefore, the proposals will be evaluated against the following sub-criteria:

(5) Organisation, exercise conduct and quality control (5 points):

- Are the relevant bodies (Project Management Team/Steering Group/Planning Group and/or other structures) and procedures in place to secure monitoring, decision making, and control of the progress of the project?
- Have all necessary work packages and activities been identified to guarantee a professional conduct of the exercise? This includes the development of documentation and training (if necessary) as well as respecting the procedures of the Mechanism.

(6) Exercise project timeline (5 points):

- Is the proposed exercise project timeline realistic given the available resources?
- Are the various meetings and conferences properly spaced and aligned with the exercise conduct given the deliverables from each one of them?
- Have the reporting obligations to the Commission been included?

(7) Exercise planning and constraints (5 points):

- Have the members of the Project Management Team been identified, and their roles and responsibilities been specified?
- Have all the necessary work packages and activities that would guarantee sound planning of the exercise project been identified?
- Is there a dedicated Exercise Control foreseen for the exercise?
- Has a risk analysis of the exercise project and of its different work packages been performed?
- Has sufficient preparation been undertaken to mitigate potential difficulties and are any contingency plans identified?

(8) Tabletop exercise (5 points):

- Is the tabletop exercise envisaged to help reaching the aim and objectives of the project?
- Does this exercise include multinational elements (UCPM activation, cross border procedures, HNS guidelines, etc.)?

(9) Full-scale exercise (5 points):

- Is the full-scale exercise envisaged to help reaching the aim and objectives of the project?
- Will this exercise be built upon the results of the tabletop in a coherent progression?
- Does this exercise include multinational elements (UCPM activation, international teams, cross border procedures, HNS guidelines, etc.)?

(10) Evaluation and Improvement planning (5 points):

- Have adequate activities been identified that would guarantee comprehensive evaluation of the exercise project and exercise conduct?
- Does the proposal include a specific evaluation programme from the start of the exercise project in order to present findings and an evaluation report?
- Does the proposal include an improvement planning or way forward programme in order to present recommendations and a plan of action for improvement?
- How well are the components of the evaluation and improvement planning connected to the aim and objectives of the exercise project?

9.3. Cost Effectiveness

The dimension "Cost effectiveness" should ensure that the proposed budget is sufficient for a proper execution of the exercise project and is designed in such a way as to ensure the best value for money, taking also into account the aim, objectives and deliverables.

(11) Rationality (5 points):

- Is the proposed budget well-structured, rational and clear?
- Have all the costs for the exercise project activities been identified and quantified?
- Does subcontracting mainly consist of administrative and logistical tasks?

(12) Justification and coherence (5 points):

- Is the budget justified?
- Are the costs adequate for the work packages, activities and deliverables as well as regarding exercise aim and objectives?

(13) Good value for money (5 points):

- Is the proposed budget economically advantageous with respect to the expected quality of the end result (aim) and the European dimension?

9.4. European Dimension

European dimension refers to the broad participation of participating states of the Mechanism, importance, applicability and relevance of the scenario and the deliverables for the Member States and the EU as a

whole: integration of other products/services funded or developed by the EU. "European Dimension" includes the following criteria: (a) for disasters inside the EU: the involvement of a wide range of emergency responders (civil protection, police, health and other intervention support), is measured and (b) for scenarios related to disasters outside the EU: the involvement, as appropriate, of EU services and offices and of relevant humanitarian aid and international organisations. In both cases, the use of European Mechanism elements and tools (e.g. Host Nation Support Guidelines, registered modules and/or similar assets) is measured. Therefore, the proposals will be evaluated against the following sub-criteria:

(14) UCPM elements (5 points):

- Is the ERCC role properly stated in the exercises?
- Are the EU Host Nation Support guidelines to be implemented in the exercises?
- Will CECIS be considered for the request and acceptance of assistance? In case CECIS is not available or not appropriate is there an alternative considered?
- Is there a sufficient percentage of multinational teams participating during the exercise conduct?
- Does the project foresee use of the European Emergency Response Capacity (Voluntary Pool)?
- Are exercising participants other than civil protection personnel foreseen (i.e. other Commission DGs and EU Services or structures that are involved in the overall European response to emergency situations)?
- Is it foreseen to use or test EU methods and/or products and services relevant to civil protection operations or under development by Commission DGs and services foreseen (e.g. Copernicus, ARISTOTLE, etc.)?

(15) EUCP Teams (5 points):

- The structure of the EUCP Team, the number of members, their Terms of Reference (ToR) are clearly stated and must reflect what would be valid in a real response of the scenario that is simulated.

(16) Participation of participating states or third countries (where applicable under the external budget line) (5 points):

- This refers to participation during the conduct of the exercise or exercise project as a whole. This sub-criterion is assessed by the total number of countries which have committed in writing their decision to participate in the exercise project or conduct. Here, not only the participation of the associate beneficiaries is important but also their level of engagement, i.e. the associate beneficiaries managing a specific work package.

(17) Dissemination of deliverables (5 points):

- Does the project proposal foresee the dissemination of the lessons identified, best practises and recommendations for the benefit of all participating states of the Mechanism and, where applicable under the external budget line, eligible third countries?
- Is the implementation of these deliverables addressed?
- Does the proposal outline the method of ensuring the findings that have pan-European implications are fed into the Lessons Learnt programme managed by the Commission?

(18) Cooperation with other emergency management actors: (5 points):

- Participation as exercise participants of international organisations (i.e., agencies of the UN system, NGO, etc.) with which the Mechanism cooperates in emergencies.

(19) Bonus points: Certification of capacities foreseen (5 points):

- If the certification of at least one capacity in the voluntary pool is foreseen and clearly stated in the proposal and in the budget, then the proposal will receive 5 full bonus points.
- If the above does not happen, the points received in this sub-criteria will be 0.

10. Other conditions

10.1. Financial capacity

All project participants must have stable and sufficient resources to successfully implement the project and contribute their share. Organisations participating in several projects must have sufficient capacity to implement several projects.

The financial capacity check will be done by the Commission on the basis of the documents you will be requested to upload in the Beneficiary Register (profit and loss account and balance sheet for the last two closed financial years, or for newly created entities possibly the business plan; for applicants requesting more than EUR 750 000: audit report produced by an approved external auditor, certifying the accounts for the last closed financial year).

The analysis will take into account elements such as dependency on EU funding and deficit and revenue in previous years.

It will be done for all applicants, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- if the requested grant amount is not more than EUR 60 000 (low-value grant)

If needed, it may also be done for linked third parties.

If we consider that your financial capacity is not satisfactory, the Commission may require:

- further information
- an enhanced financial responsibility regime, i.e. full joint and several responsibility for all applicants (see below)
- pre-financing paid in instalments
- (one or more) pre-financing guarantees (see below)

or

- propose no pre-financing
- reject your participation or, if needed, the entire application.

10.2. Operational capacity

All participants must have the know-how and qualifications to successfully implement the project (including sufficient experience in EU/trans-national projects of comparable size).

This capacity will be assessed on the basis of the experience of the applicants and their staff.

Applicants will have to show this via the following information in the Proposal Form (Part B):

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project

- a description of the consortium participants
- the applicants' activity reports of last year
- a list of EU funded actions/projects for the last 4 years.

10.3. Exclusion Criteria

Applicants that are subject to an EU administrative sanction (i.e. exclusion or financial penalty decision) or in one of the following situations¹¹ are excluded from receiving EU grants and will automatically be rejected:

- Bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures under national law (including persons with unlimited liability for the applicant's debts)
- Declared in breach of social security or tax obligations by a final judgment or decision (including persons with unlimited liability for the applicant's debts)
- Found guilty of grave professional misconduct¹² by a final judgment or decision (including persons having powers of representation, decision-making or control)
- Convicted of fraud, corruption, involvement in a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including persons having powers of representation, decision-making or control)
- Shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement or grant decision (including persons having powers of representation, decision-making or control)
- Found guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including persons having powers of representation, decision-making or control)
- Found guilty by a final judgement or final administrative decision of creating 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

¹¹ See Articles 136 to 141 EU Financial Regulation No [2018/1046](#).

¹² Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

- Is an entity created 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, as established by a final judgement or final administrative decision

Applicants will also be rejected if it becomes apparent during the grant award procedure that they:

- Misrepresented information required as a condition for participating in the grant award procedure or failed to supply that information.
- Were previously involved in the preparation of grant award documents where this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

 **IMPORTANT**

- **Coordinator & consortium** — The coordinator represents the consortium towards the EU. You must have agreement of the other members and their mandate to act on their behalf and will have to confirm this in your application. Moreover you will have to declare that the information in the proposal is correct and complete and that all participants comply with the conditions for receiving funding (especially, eligibility, financial and operational capacity, no exclusion, etc.) and have agreed to participate. Before signing the grant agreement, each participant will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.
- **Linked third parties** — Applicants may participate with linked third parties (i.e. affiliated entities¹) that receive funding. Linked third parties must comply with all the conditions set out in this call (just like applicants), but they do not sign the grant agreement and do not count towards the minimum eligibility criteria for consortium composition.
- **Subcontractors** — Subcontracting is allowed, but subject to strict limits (See the *Guide for applicants*).
- **Registration** — All applicants must register in the [Beneficiary Register](#) — before the call deadline — and upload the necessary documents showing legal status and origin. Linked third parties can register later (during grant preparation).
- **Completed/ongoing projects** — Applications for projects that have already been completed will be rejected; applications for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before proposal submission).
- **Balanced project budget** — Applicants must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties*). You may be requested to lower the estimated costs in the detailed budget table, if they are ineligible or excessive.
- **No profit rule** — Grants may NOT give a profit (i.e. surplus of receipts + EU grant over costs). This will be checked by us at the end of the projects.

- **No double funding** — Any given action may receive only one grant from the EU budget. The project must therefore NOT receive any financial support under any other EU funding programme (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. *Regional Funds, Agricultural Funds, EIB loans, etc.*). Cost items may NOT be declared twice under different EU actions.
- **Combination with EU operating grants** — Combination with EU operating grants is possible if the SGA project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice.
- **Multiple applications** — Applicants may submit more than one application for *different* projects under the same call (and be awarded a grant for them).
Organisations may participate in several applications.
BUT: if there are several applications for the *same/very similar* project, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).
- **Language** — You can submit your proposal in any official EU language. However, for reasons of efficiency, we strongly advise you to use English. If you need the call document in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 10*).
- Applications/applicants that do not comply with these criteria will be **rejected**.

11. Evaluation and award procedure

This call is subject to the standard submission and evaluation procedure (one-stage submission + one-step evaluation).

Applications will be checked by us for formal requirements (admissibility and eligibility) and will be evaluated against the operational capacity and award criteria and then listed in a ranked list.

Unsuccessful applications will be informed about their evaluation result (*see time-table section 3*).

Successful applications will be invited for grant preparation

IMPORTANT

- **No commitment for funding** — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: legal entity validation, financial capacity, exclusion check etc.
- Grant preparation will involve a **dialogue** in order to fine-tune technical or financial aspects of the project and may require extra information from your side.

12. Legal & financial set-up of the grants

If the project is selected for funding, the applicants will be asked to sign a grant agreement.

This grant agreement will set the framework for the grant and its terms and conditions, in particular provisions on deliverables, reporting and payments.

Starting date & project duration

The project **starting date and duration** will be fixed in your grant agreement (art. 3), based on the date provided in Part B–submission template.

Usually the starting date will be after grant signature. Retroactive application can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Maximum project duration: **24 months** (extensions will be possible only exceptionally, for duly justified reasons and with our agreement).

Maximum grant amount, reimbursement of eligible costs & funding rate

All grant parameters (maximum grant amount, funding rate, total eligible costs etc.) will be fixed in your grant agreement (art. 5).

Maximum project budget **maximum requested EU contribution**: EUR 1 000 000 per proposal the grant awarded may be lower than the amount requested.

The grant will be a reimbursement of actual costs grant. This means that it will reimburse ONLY certain types of costs (eligible costs) and ONLY those costs you actually incurred for your project (NOT the budgeted costs).

The costs will be reimbursed at the funding rate fixed in the grant agreement **(85%)**.

EU grants may NOT make a profit. If there is a profit (i.e. surplus of receipts + EU grant over costs), we will deduct it from your final grant amount.

The final grant amount received will therefore depend on a variety of criteria (actual costs incurred and project income; eligibility; compliance with all the rules under the grant agreement, etc).

Cost eligibility rules

For the **cost eligibility rules**, see the model grant agreement (art. 6) and the Guide for applicants.

Special cost eligibility rules for this call:

- 7% fixed flat-rate for indirect costs
- financial support to third parties is not allowed

- subcontracting of action tasks is subject to special rules and must be approved (either as part of your proposal or in a periodic/final report)
- VAT — is not eligible
- costs for the kick-off meeting (introductory meeting) will be eligible as travel costs (1 persons, return ticket to Brussels, accommodation for one night, for each Consortia Partner)

Reporting & payment arrangements

The **reporting and payment** arrangements will be fixed in the grant agreement (art. 15 and 16).

For further details on reporting requirements, see Grant Agreement.

A pre-financing payment corresponding to maximum 70% 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.

There will be no interim payments. In addition, depending on the duration of the project, you will be expected to submit progress reports not linked to payments (Participant Portal Continuous Reporting Module — always open for submission of deliverables and reporting on milestones, critical risks, summary for publication etc.). Please refer to the "Guide for Applicants – section 8 (pg.14)"

At the end of the project, you will be invited to submit a report and we will calculate your final grant amount (Participant Portal Periodic Reporting Module). Please refer to the "Guide for Applicants – section 8 (pg.15)"

If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

Pre-financing guarantee

If we require a pre-financing guarantee, it will be fixed in your grant agreement (art 16.2). The amount will be fixed by us during grant preparation, and will be equal or lower than the pre-financing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State.

If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in that country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

The guarantee is NOT linked to individual consortium members. You are free to organise how the guarantee amount should be provided (by one or

several beneficiaries, for the overall amount or several guarantees for partial amounts). The only thing that is important is that the amount we request is covered and the guarantee(s) are sent by the coordinator before the pre-financing (by PP Communication with the PO or Formal Notification).

If agreed with us, the bank guarantee may be replaced by a joint and several guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the grant agreement.

Special provisions

IPR rules: see model grant agreement (art. 19)

Promotion & visibility of EU funding: see model grant agreement (art. 22)

Cost rejection, grant reduction, recovery, suspension & termination

The grant agreement (chapter 6) provides for the measures we may take in **case of breach** of contract (and other violations of law).

Liability regime for recoveries

The liability regime for recoveries will be set out in your grant agreement (art. 28), i.e. either:

- Limited joint and several liability with individual ceilings — each beneficiary up to its maximum grant amount
- Unconditional joint and several liability — each beneficiary up to the maximum grant amount for the action

Or

- Individual financial responsibility — each beneficiary only for its debt.

13. How to submit an application?

All applications must be submitted electronically via the Participant Portal Electronic Submission System (accessible via the Call Topic page in the [Funding Opportunities](#) section). Paper submissions are no longer possible.

The **submission process** is explained in the [Participant Portal Online Manual](#) (together with detailed instructions for the IT tool).

Mandatory **annexes & supporting documents** (directly available in the Submission System) for this call:

- Detailed budget table
- Notification Form signed by the competent authority
- The Exercise Project Management organigram
- The Exercise Conduct organigram

- CVs of Project Management Team
- Activity report of last year

Contact

For questions on the Participant Portal Submission System, please contact the [IT helpdesk](#).

Non-IT related questions shall be sent to the following email address:
ECHO-CIVIL-PROTECTION-CALLS@ec.europa.eu.

Please indicate clearly the reference of the call for proposals (see call document cover page).

 **IMPORTANT**

- **Consult** the Call Topic page regularly. We will use it to publish updates and additional information on the call.
- **Don't wait** until the end.
Questions received later than 7 days before the call deadline cannot be answered.
Applicants are strongly advised to complete their proposal sufficiently in advance of the deadline, to avoid any last minute technical problems. Any problems due to last minute submissions (*e.g. congestion, etc.*) will be at your own risk. The call deadline will NOT be extended.
- Before submitting a proposal, all applicants must be registered in the Participant Register and obtain a Participant Identification Code (PIC) (one for each applicant).
- By submitting their proposal, all applicants accept:
 - The terms and conditions of this call (as described in this call document and the documents it refers to)
 - To use the electronic exchange system in accordance with the [Participant Portal Terms & Conditions](#).
- After the call deadline, the proposal is locked and can no longer be changed.
- Applicants may be contacted later on if there is a need to clarify certain aspects of their proposal or for the correction of clerical mistakes.
- Applicants may be asked to submit additional documents later on (*e.g.* for the legal entity validation, LEAR appointment and financial capacity check).
- The Commission will organise an introductory meeting for successful applicants to discuss project management, administrative and financial aspects and reporting obligations. Participation by the Coordinator (persons in charge of project coordination and financial matters) will be mandatory.
- The EU is committed to transparency. Each year, information about the grants awarded is published on the [Europa website](#). This includes:
 - The beneficiaries' names
 - The beneficiaries' addresses
 - The purpose for which the grant was awarded
 - The maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise the rights and freedoms under the EU Charter of Fundamental Rights or harm the beneficiaries commercial interests.

Data privacy — The submission of an application under this call involves the collection, use and processing of personal data (such as name, address and CV). This data will be processed in accordance with Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. It will be processed solely for the purpose of evaluating the proposal (and subsequent management of the grant and, if needed, programme monitoring, evaluation and communication). Details are available in the [Funding & Tenders Portal Privacy Statement](#).

Annex 1: Template for the exercise manual

1. Executive summary of the project

1.1. Basic data

Name and acronym of the exercise

Period of the project

Estimated eligible costs

EU contribution

Reimbursement rate

1.2. Members of the consortium

1.3. Overview of the project

1.1.1. Scenario overview

1.1.2. General aim of the exercise

1.1.3. Objectives

1.1.4. Expected results

1.1.5. Timeline of the project:

1.1.6. Project management organisation

1.1.7. Programs foreseen

1.1.8. Evaluation and dissemination

1.3.9. Basic statistics

Exercising audience (number of people)	TTX			
	FSX			
Number of operational teams involved	TTX	EERC modules	Skeleton teams	
			Full teams	
			Others	
		Other teams	Skeleton teams	
			Full teams	
			Others	
	FSX	EERC modules	Skeleton teams	
			Full team	
			Others	
		Other teams	Skeleton teams	
			Full team	
			Others	
EXCON (number of people)				
Role-players (number of people)				
Observers (number of people)	EU			
	Third countries			
Evaluators (number of people)				

2. Scenario

2.1. Country profile and maps

2.2. Background information

2.3. Scenario design

2.4. Exercise locations

2.5. Exercise objects

2.6. Stakeholders involved

2.6.1. National

2.6.2. International

2.7. Capacities involved

2.7.1. Overview

2.7.2. Fact sheets and Standards of Procedures

3. UCPM

3.1. Request for assistance

3.3. EUCP Team

3.3.1. Composition

3.3.2. Terms of References

3.4. ERCC role in the exercise

4. Exercise

4.1. Exercise conduct organisation

3.1.1. Table-top exercise

3.1.2. Field exercise

4.2. Table-top exercise

3.2.1. Main events list

3.2.2. Main injects list

4.3. Field exercise

3.3.1. Main events list

3.3.2. Main injects list

4.4. Role-players profiles

4.5. Communications/ITC

4.6. Logistics

4.7. Safety and security

4.8. Host Nation Support

4.9. Observers Programme

4.10. VIP Programme

5. Dissemination and visibility

5.1. Visibility

5.2. Information and media campaigns

5.3. Website

5.4. Dissemination of results

6. Evaluation programme

6.1. Guidelines

6.2. Templates

6.3. Report

7. Way forward

7.1. Way ahead action plan

7.2. Lessons learnt

7.2.1. Hot wash workshop

7.2.2. Lessons learnt