

**European Commission
Directorate General for HOME AFFAIRS**

Guide for applicants

Call for expression of interest

HOME/2014/AMIH/001

for the establishment of a list of individual external experts to assist the European Commission in the framework of the management of the DG HOME Financial Instruments 2014-2020

**Internal Security Fund - Police (ISF-P), Internal Security Fund - Borders and Visa (ISF-B)
Asylum, Migration and Integration Fund (AMIF)**

Protection of personal data

If the processing of your expression of interest involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your reply to this notice and any personal data requested are required for the purposes indicated in the call notice and will be processed solely for those purposes by the Directorate-General Home Affairs and Justice, Shared Resources Directorate, Unit SRD.01 Budget Control and Ex-post Audits, B-1049 Brussels, acting as data controller. Details concerning the processing of your personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

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

- The Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm or
- The Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE).

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1. Introduction

This guide is intended to assist **natural persons** in applying under the call for expression of interest (**HOME/2014/AMIH/001**) to be included in DG HOME's list of experts to assist the European Commission in the framework of the management of the DG HOME Financial Instruments 2014-2020.

This call is managed by DG HOME through **PRIAMOS**, a system which allows applicants to fill in an electronic Application Form and submit all relevant documents via the internet.

An applicant must first register in PRIAMOS providing some basic data about himself/ herself. Subsequently, he/she can access PRIAMOS by using a password provided by the system.

Before submitting an application, applicants must ensure that they have completed the compulsory annexes that are specified in the call notice and they have them available electronically on their computer. These annexes must be attached to the Application Form at the moment of its submission.

The documents submitted via PRIAMOS **do not need** to be sent to the Commission in any other form than via PRIAMOS. However, the applicants may wish to keep a copy of the Application Form and annexes for their own records.

In this document there is frequent reference made to the **PRIAMOS Frequently Asked Questions (FAQ)** document. This FAQ is regularly updated and is made available on the **PRIAMOS section of the website of DG HOME**: http://ec.europa.eu/dgs/home-affairs/financing/fundings/priamos-section/index_en.htm

We strongly recommend that applicants read also the PRIAMOS FAQ prior to starting to prepare their application.

2. Technical requirements for PRIAMOS

2.1. What do I need for working with PRIAMOS (Windows requirements)?

PRIAMOS can be accessed via the internet, so **an internet browser is required**. **Adobe Reader** is required for downloading and completing the Application Form.

Supported web browsers are:

- Mozilla Firefox 2 and higher
- Internet Explorer 6 or 7
- Internet Explorer 8 and higher (in compatibility mode)

NOTE: Only 32Bit browsers can be used. 64Bit Browsers are not supported. By default Windows 7 64Bits comes with both the 32Bit and 64Bit versions of Internet Explorer. Only the 32Bit version can be used with PRIAMOS.

Supported PDF programmes:

- Adobe Reader 8.1 or higher

NOTE: Only Adobe Reader is supported. No other PDF applications are supported (including Adobe Writer, Foxit etc.). **By using any other programme you will make your application unreadable to PRIAMOS and possibly illegible as an application!!!! Please refer to FAQ numbers 12 and 25.**

2.2. What do I need for working with PRIAMOS (Macintosh requirements)?

Mac computers are **not officially supported**. However, following user feedback most of the common MAC products except **Ipad and Iphone allowed for basic compatibility. Here also it is imperative to use Adobe Reader (see above).**

2.3. Technical Problems

If you encounter problems in using PRIAMOS, we suggest that you first check whether your computer, computer network or internet connection are running correctly; then verify whether your hardware and software meet the technical requirements mentioned above. You can also try, if possible, to use a different computer configuration and/or a different network.

Please consult the PRIAMOS FAQ which contains a summary of the most common issues and their solution.

If you cannot find the answer in the PRIAMOS FAQ and the problem persists, please contact PRIAMOS User Service Management Helpdesk (hereinafter referred to as PRIAMOS USM) at the following email address: HOME-PRIAMOS-USM@ec.europa.eu.

In order to allow **PRIAMOS USM** to assist you in the most efficient and timely manner in your query please indicate your reference numbers if they are already available (registration request number, username, application ID number).

Please provide a clear and specific description of the problem encountered and, if possible, include a screenshot of the problem. You will receive a reply as soon as possible.

Please note that the PRIAMOS USM is able to answer or solve enquiries related to **technical** difficulties only.

All other enquiries related to the call for expression of interest as such (e.g. which documents are relevant and how they should be completed etc.) should be sent directly to the mailbox of the call: HOME-AMI-EXTERNAL-EXPERTS@ec.europa.eu

3. How to register in PRIAMOS

The electronic submission of applications via PRIAMOS requires that you first register in the system as a **natural person**.

NATURAL PERSONS ONLY

Please note that PRIAMOS serves primarily as the grant management system of DG HOME and JUST for handling direct grants and its registration form is generic and can be used both by natural and legal persons. Under the HOME/2014/AMIH/001 call for expression of interest only natural persons are eligible to apply.

Therefore, please ensure that you read the detailed explanations provided below and you follow the instructions on how to register as a natural person before beginning the registration process.

Please note that if you register on behalf of a legal entity your submission will not be considered for evaluation.

In order to register as an applicant, you must first go to the Applicant registration request page of PRIAMOS. You can reach this page by clicking directly on: <https://ec.europa.eu/priamos/register>.

Applicant Registration Form

Identity of the Applicant's Organization

Legal Name (full) [native language] *
 Legal Name (short) [native language] *
 Short Name
 Organization Name (full) [English] *
 Organization Name (short) [English] *
 Registration Number (where Applicable)
 Legal Type *
 Legal Form *
 Profit Organisation
 VAT No. (where Applicable)

Ms/Ms - First Name - Last Name
 insert Family Name
 leave blank
 insert Family Name
 insert Family Name
 leave blank
 --Select-- Select Private
 --Select-- select External Expert
 Yes No leave on "No"
 leave blank

Authorised signatory legally representing the organisation

Title *
 First Name *
 Name *
 Position *

Ms gender
 First Name
 Family Name
 External Expert

What if I already have a password for PRIAMOS?

All natural persons who wish to apply under this call must register in PRIAMOS in order to receive an EX_xxxx user name. If you already worked in PRIAMOS using an AS_xxxx expert username or if you already have an EX_xxxx applicant username because your organisation (legal entity) submitted already an application for a grant to DG HOME or to DG JUST and you were the contact person for that grant application, please note that these usernames are not valid for the purposes of this call (you will not be able to download and re-submit the Application Form using these usernames). You will have to register in PRIAMOS as a natural person, in order to receive an EX_xxxx applicant user name. Your old EX_xxxx applicant user name connected to your organisation will continue functioning.

3.1. How to complete the Applicant Registration Form?

The title lines marked with an * are mandatory and should be filled out; otherwise you will receive an error message when you try to submit the Application Form.

Section "Identity of the applicant's organisation"

As only natural persons may apply, a duplication of data is required as described below and shown in the example:

You will need to complete the fields as follows:

Legal name*(full):	use format:	<u>Mr/Ms-first name-family name</u>
Legal name*(short):		<u>Family name</u>
Short name*:		<u>Family name</u>
Organisation name (full)*:		<u>Mr/Ms-first name-family name</u>
Organisation name (short)*:		<u>Family name</u>
Registration number:		Leave blank
Legal type*:		Select 'private' from the drop down list
Legal Form*:		Indicate 'external expert'

Profit organisation: yes/no
 VAT number

Indicate 'yes'
 Leave blank

The screenshot shows a registration form with three main sections:

- Address (of registered office – address for the Grant Agreement in case of an award):** Includes fields for Street, House No., Street 2, Building, Room Number, Floor, PO Box, Postal Code, Town/City, Country, Telephone, Fax, Email, and Website. A red arrow points to the 'gender' dropdown menu.
- Contact Person:** Includes fields for Title, First Name, Name, and Position. A red arrow points to the 'gender' dropdown menu.
- Contact address for the Commission (address for correspondence):** Includes fields for Street, House No., Street 2, Building, Room Number, Floor, PO Box, Postal Code, Town/City, Country, Direct telephone, Direct fax, Email, and Applicant Language. A red arrow points to the 'Mother tongue' dropdown menu. A callout box says 'Same as "Registered Office Address"'. A note says '(A notification will be sent here)'.

Section "Authorised signatory legally representing the organisation"

Title*: Use the drop down menu to select
 First name*: First name
 Name*: Last name
 Position*: Indicate '**External Expert**'

Section "Address (of registered office – address for the Grant Agreement in case of award)"

Insert your personal contact address and contact details. The field Website is a compulsory field! If you do not want to provide any details under Website, please indicate www.ec.europa.eu. If left blank you will not be able to send your registration request.

Section "Contact person"

Please complete this section with the same data as in the section "Authorised signatory legally representing the organisation".

Section "Contact address for the Commission (address for correspondence)"

The details entered should be identical to those entered in the section "Address (of registered office – address for the Grant Agreement in case of award)".

For the field Applicant language: please use the drop down to choose your **mother tongue**.

The e-mail address under **Contact address for the Commission** will be the one used for communication concerning the registration request.

3.2. How to submit the Applicant Registration Form?

- After clicking on the "Submit" button, a message will appear at the bottom of the form that includes the registration number of your Applicant Registration request. This is not your PRIAMOS user name, but a number useful only for the registration procedure, which should be kept for future use and reference.
- A copy of the completed registration form is automatically sent to the e-mail you have indicated for correspondence (the details entered under the section "Contact address for the Commission"). This e-mail is for information purposes only and it will not contain the username and password. Please save a copy for your own future use.
- PRIAMOS USM will send you your user-name and password in a separate e-mail to the e-mail address indicated for correspondence (the details entered under the section "Contact address for the Commission"). A **PRIAMOS FAQ document** for general calls will be also attached to this e-mail. Please read it. Your request is processed manually, so please allow reasonable time (at least 3 working days) until you receive the reply.
- In case of undue delay please verify first your SPAM filters. If you don't receive a response to your registration request within reasonable time, you may contact the PRIAMOS USM mailbox: HOME-PRIAMOS-USM@ec.europa.eu, indicating the registration number of your request.
- The first time you will log in to PRIAMOS, you will be invited to change the original password you received from PRIAMOS USM. Once you have made this change, and to ensure that you retrieve it easily if need be, please store your new password in a safe place.

4. How to submit the Application Form

4.1. How to download the Application Form?



You must log in to PRIAMOS using your username and password via the PRIAMOS webgate:

<https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm/uiframe/>

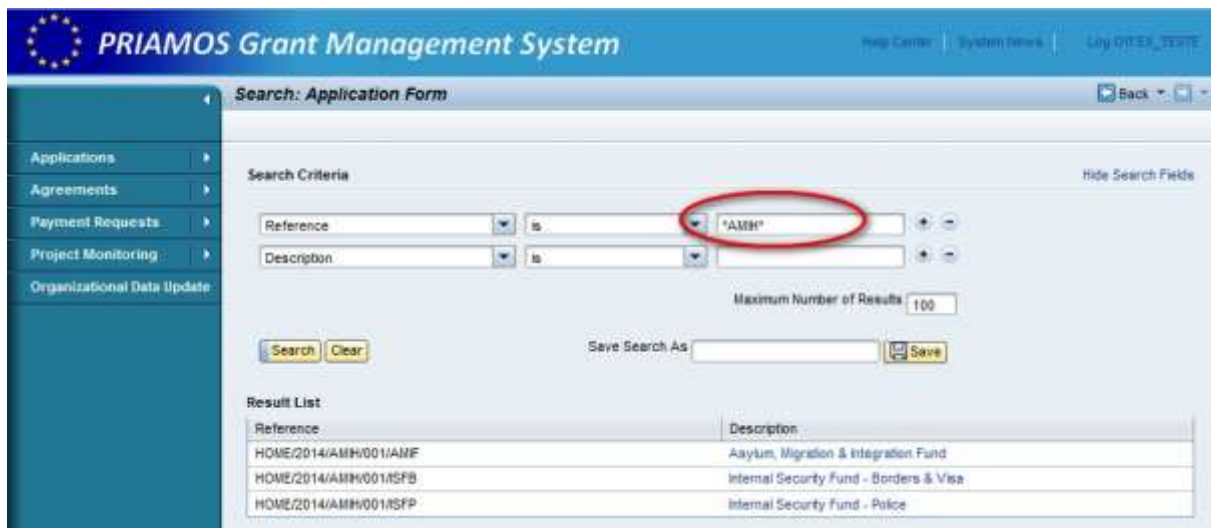
As stated in the call notice, the call for expressions of interest **HOME/2014/AMIH/001** covers **three Funds** managed by DG HOME.

For each Fund a specific application form has been created. If an applicant is interested to submit an expression of interest for more than one Fund he/she has to download and fill in all the respective Application Forms.

In order to find the Application Form for the relevant Fund, click on **Applications - Download Form** (Please also refer to question 9 in the FAQ).

Please select the Application Form applicable to the Fund for which you intend to submit your expression of interest and **save it on your computer ("download")**. **The following Application Form(s) are available:**

- Internal Security Fund - Police (ISF-P), **HOME/2014/AMIH/001/ISFP**
- Internal Security Fund - Borders and Visa (ISF-B) **HOME/2014/AMIH/001/ISFB**
- Asylum, Migration and Integration Fund (AMIF) **HOME/2014/AMIH/001/AMIF**



The screenshot shows the PRIAMOS Grant Management System interface. The search criteria section has 'Reference' set to 'is' and the search term '*AMIF*' entered in the search box, which is circled in red. The result list below shows three entries:

Reference	Description
HOME/2014/AMIF/001/AMIF	Asylum, Migration & Integration Fund
HOME/2014/AMIF/001/ISFB	Internal Security Fund - Borders & Visa
HOME/2014/AMIF/001/ISFP	Internal Security Fund - Police

4.2. How to complete the Application Form?

Each Application Form is an Adobe Acrobat (pdf) document.

Complete the data requested in the relevant Application Form and remember to click on the "Save" button regularly (on top of the pdf Application Form).

Note that only Adobe Reader can be used to complete the Application Form (not e.g. Adobe Acrobat, Foxit etc.) (Please refer to questions 12 and 25 in the FAQ).

The fields marked with an * are mandatory fields that must be completed. You should not leave these mandatory fields blank (in case the information requested is not applicable to you, please indicate "0"), because the application cannot be uploaded on the system.

Before you start filling in the Application Form, please verify:

- That your data entered when registering for PRIAMOS is up-to-date, as this data is downloaded automatically onto the Application Form and later used in the evaluation.

- That you have downloaded the correct Application Form relevant to the Fund for which you intend to submit your expression of interest. You can do that by verifying the Application Form reference numbers indicated under point 4.1 above.

HOME/2014/AMIH/001/AMIF /

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Application form for a call for expression of interest
HOME/2014/AMIH/001/AMIF
Asylum, Migration & Integration Fund

All fields marked with an asterisk (*) are mandatory fields. Your application form will not be accepted if these fields are not filled.

Tasks
Please indicate which of the task(s) you would be able to undertake:

Tasks	Indicate the Task*
1) Evaluating and facilitating the evaluation of proposals received in response to calls for proposals, procedures leading to award of direct grants or any other procedures set out in the Annual Work Programmes of the AMIF	

After you have uploaded in PRIAMOS your Application Form, the **Application ID** number will be generated automatically and appear on the Application Form. In all subsequent correspondence related to your application, please always use this reference number.

Tasks

Please use the drop down menu to indicate the tasks for which you wish to be considered. Each task requires particular skills that should be clear in the content of your CV.

Personal Data

The fields with grey background are filled in automatically based on the information entered by you when registering in PRIAMOS. Please always verify the data stored in your profile in PRIAMOS before downloading the Application Form.

For further information on the update of the PRIAMOS profile, please consult the PRIAMOS Guide at http://ec.europa.eu/justice/grants/priamos/index_en.htm and/or question 8 in the PRIAMOS FAQ.

Bank details

Please provide the details of the bank account that should be used for any contract. When filling in the IBAN number, you must ensure that you start with the 2-letter country code and that you do not use any spaces.

Personal Data*:

Title: First name: Last name:

Street name: House No.:

Postal code: City:

Country:

Direct telephone + countrycode (areacode) number:

Email:

!! The IBAN number must start with the 2-letter country code !!

IBAN number*:

Bank name*:

Account holder*:

Street name + house number*:

Postal code*: City*:

Country*:

Languages

There are 5 pre-set language fields and blank cells with a drop down menu for the remaining official languages of the EU.

You will also be able to add an extra language that you master if this is not in the existing list. Please ensure that the language is spelled correctly in English and the first letter is capitalised.

Languages*:

Please select the appropriate level (A1-A2-B1-B2-C1-C2) based on the Europass language levels (<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

Language	Understanding Listening	Understanding Reading	Speaking Interaction	Speaking Production	Writing
English	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
French	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
German	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Italian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Spanish	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* If your country is not listed, please type the name of the country in this field

Please use the drop down menu to indicate your level of knowledge in each language (see descriptions below). The codes for the European language levels are those used by Europass (Common European Framework of Reference for Languages).

For the description of each level please refer to the following link:

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> .

Common European Framework of Reference for Languages - Self-assessment grid

	A1 Basic User	A2 Basic User	B1 Independent user	B2 Independent user	C1 Proficient user	C2 Proficient user
Understanding	Listening I can understand familiar words and very basic phrases concerning myself, my family and immediate surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. my basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is reasonably slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand specialist programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.
	Reading I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and brochures and I can understand short simple personal letters.	I can understand texts that contain mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, literary or linguistically complex texts such as manuals, specialised articles and literary works.
Speaking	Spoken interaction I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and take me through what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular conversation with native speakers quite possible. I can take an active part in discussions in familiar contexts, accounting for and supporting my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and make my contribution fluently to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good fluency with abstract, expressive and colloquialisms. I can express myself fluently and convey fine shades of meaning precisely. I do not have a problem in catching and reacting smoothly to those of other people who hardly seem to stop.
	Spoken production I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, using vocabulary, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my interests, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-topics, discussing particular points and leading off with an appropriate conclusion.	I can present a clear, smoothly flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to follow and remember significant points.
Writing	Writing I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, paying on one topic or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient points. I can select a style appropriate to the reader in mind.	I can write clear, smoothly flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

Common European Framework of Reference for Languages (CEFR) © Council of Europe

Area of Expertise

Please use the drop down menu on all lines to indicate which area of expertise is most pertinent to you. The description needs to be succinct and clearly demonstrate expertise relevant to the area for which you are applying.

You may indicate more than one areas of expertise. However, you must ensure that this choice is coherent with your knowledge and experience, as indicated in other parts of the Application Form and in your CV.

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Areas of Expertise:

Areas of Expertise	Yes/No*	Particular/Specific Expertise (max. 300 characters)
ASYLUM: general aspects of the Common European Asylum System	No <input type="button" value="v"/>	<div style="border: 2px solid red; border-radius: 15px; padding: 10px; display: inline-block;"> <p>Please select "Yes" or "No" for each Area of Expertise</p> </div>
ASYLUM: resettlement and relocation	Yes <input type="button" value="v"/>	
ASYLUM: external dimension	Yes <input type="button" value="v"/>	
LEGAL MIGRATION and INTEGRATION: legal migration to the Member States including labour migration	No <input type="button" value="v"/>	
LEGAL MIGRATION and INTEGRATION: integration of third-	<input type="button" value="v"/>	

Education



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HOME/2014/AMIH/001/AMIF /


Education:

From mm/yyyy	To mm/yyyy	Title of Qualification (max. 60 characters)	Subject (max. 60 characters)	Name of Institution (max. 60 characters)	Country ²

In this section you will need to provide concise details of your education and training both academic and/or professional. You must provide a brief description of the subject matter as it pertains to the area of expertise for which you have applied.

Do not include any publications in this section as they are assumed to be included in your CV and as such do not need to be entered in this section.

Employment History



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Employment History:

From (mm/yyyy)	To (mm/yyyy)	Organisation (max. 60 characters)	Position (max. 120 characters)	Experience (max. 300 characters)

This section allows you to provide indicative data on your professional experience pertaining to the area of expertise for which you have applied. You should be precise in indicating the experience relevant to the tasks and area of expertise for which you are applying. The fields are limited in size so

it is essential to be concise. The details will be cross checked against your detailed CV that is attached to the application.

Declaration of honour on exclusion criteria and absence of conflict of interest

By submitting the Application Form you confirm the declaration of honour included in the last page of the Application Form.

In the top part of this section you will only need to choose your name from the drop down menu.

Your name and position are filled in automatically based on the information stored in your profile in PRIAMOS. Please always verify the data stored in your profile in PRIAMOS before downloading the Application Form. For further information on the update of the PRIAMOS profile, please consult the PRIAMOS Guide at:

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

At the base of the page you will again need to choose from the drop down menu your name and position. However, the date you need to input manually.

No handwritten signature is required on the Application Form. The application in PRIAMOS will be considered as official and signed.

4.3. How to prepare the necessary annexes?

In addition to the information included in the Application Form, you must submit the compulsory supporting documents indicated in the call notice:

- 1) An up-to-date (i.e. reflecting situation at the time of submitting the application) Curriculum Vitae (CV) in the Europass format. The Europass template is available at: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>);
- 2) A legible copy of a valid personal identity card or passport.

Once all documents are finalised, attach each of them to the Application Form using the attachments button which appears as a paper clip image on the left hand side of the Application Form. **Remember to name your annexes** using only a-z and 1-9 as characters. Do not use multiple dots, comma's hyphens etc. If you include scanned documents do not scan them in a large format. **The total upload limit is 100 MB for your entire application package!**

It is not necessary to zip documents, Adobe Reader compresses them before uploading them.

4.4. How to upload the Application Form?

- After all documents have been successfully attached, you should log in the system and upload the application under **Applications - Upload Forms**.
- Note that only the Application Form can be uploaded in PRIAMOS directly, the CV and the copy of the identity document can only be uploaded as attachment to the Application form. If you attempt to upload them separately you will receive an error message and your application submission will result unsuccessful.
- Upon successful submission of the Application Form, a confirmation of a successful upload will be displayed at the top of the window.

- In case a field of the Application Form marked with an * is not filled out, the upload of the application in the system will be rejected. You should go back and fill out the respective field in the Application Form and click Save. Only afterwards can you upload it in the system.
- After the successful upload of your Application Form in PRIAMOS, this will be processed by the system and your application will be created in PRIAMOS. A confirmation email will be sent to your contact address at the end of the process containing the official application number. **Please contact the PRIAMOS USM if you do not receive the confirmation email within 6 hours of successfully uploading the Application Form and after having checked your spam filters.**
- For your own future use and reference, the uploaded Application Form will be visible to you through your PRIAMOS profile, if you click **Applications - Overview Applications**.
- If you want to modify your application or an attachment, it is normally possible to do so **until the deadline of the call (30 September 2021)**. You need to make the necessary modifications to the same Application Form and/or the relevant document(s) **which has/have already been saved (downloaded) on your local drive**. After having brought the necessary modifications, attach again **ALL** requested documents to the Application Form and upload it again.
- Please note: When you use the same PDF Application Form to submit you create new versions (same application ID); if you download a new Application Form then you create a new and separate application (i.e. you get a different (new) application ID).
- In these times of fast internet connections your upload should not take more than 10 minutes. If you do not get a confirmation or error message within 10 minutes, verify your internet connection and submit again.

5. Overview of the process

All applications are reviewed by an evaluation committee against the criteria set out in the call. The evaluation committee meets periodically. Once the process is completed applicants are notified of the results by letter and email that they are added to the list.

In the event of services being required by DG HOME, experts on the list will be contacted individually via email using the data contained in PRIAMOS. A specific contract will be entered into between DG HOME and the experts according to the services that are required.

6. Contact details

For any technical issues please contact the following mail box:

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

For any general issues, requests for clarification and other matters relating to the call notice and conditions please only address the mailbox: HOME-AMI-EXTERNAL-EXPERTS@ec.europa.eu.

We are making all effort to respond to all queries with a minimum delay. However, responses can only be of a general nature and linked to clarifications on the content of the call notice.

7. Useful links

- Registration as a first time applicant: <https://ec.europa.eu/priamos/register>

- PRIAMOS portal: https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm_ui_frame/
- PRIAMOS Information: http://ec.europa.eu/dgs/home-affairs/financing/fundings/priamos-section/index_en.htm.
- PRIAMOS FAQ: You can always request technical assistance and the latest FAQ from the technical helpdesk at: HOME-PRIAMOS-USM@ec.europa.eu.