



# Union Civil Protection Mechanism (UCPM)

## Call for proposals

### **Knowledge for Action in Prevention and Preparedness (KAPP)**

(UCPM-2023-KAPP-PV)

(UCPM-2023-KAPP-PP)

Version 1.0  
28 February 2023



<b>HISTORY OF CHANGES</b>			
<b>Version</b>	<b>Publication Date</b>	<b>Change</b>	<b>Page</b>
1.0	28.02.23	Initial version	



**EUROPEAN COMMISSION**  
**DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID OPERATIONS (ECHO)**

**ECHO.B – Disaster Preparedness and Prevention**  
**Prevention and Disaster Risk Management | Knowledge Network and Evidence-Based Policy**

**CALL FOR PROPOSALS**

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## 0. Introduction

This is a call for proposals for EU **action grants** in the field of prevention and preparedness projects on civil protection and full-scale exercises under the **Union Civil Protection Mechanism (UCPM)**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation (EU, EURATOM) 2018/1046 ([EU Financial Regulation](#))
- the basic act ([Decision No 1313/2013/EU of the European Parliament and of the Council of 17 December 2013 on a Union Civil Protection Mechanism](#)).

The call is launched in accordance with the 2021-2025 Multi-Annual Work Programme<sup>1</sup> and will be managed by the **European Commission, Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO)**.

The call covers the following **topics**:

- Prevention projects (**UCPM-2023-KAPP-PV**)
- Preparedness projects (**UCPM-2023-KAPP-PP**)
- Full-scale exercise projects (**UCPM-2023-KAPP-EX**).

Projects funded under the prevention (UCPM-2023-KAPP-PV) and preparedness (UCPM-2023-KAPP-PP) topics of this call will follow the same application, evaluation and administrative procedure, but will focus on different objectives, outcomes and outputs. Proposals pursuing funding under the Full-scale exercise projects (UCPM-2023-KAPP-EX) topic are subject to the conditions specified in the Full-scale exercise projects topic document.

Each project application under the call must commit to one or several priorities within the topics. Applicants wishing to apply for more than one topic must submit a separate proposal under each one.

We invite you to read the **call documentation** on the Funding & Tenders Portal Topic page carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA – Annotated Grant Agreement](#). The frequently asked questions section (FAQ) will also provide useful information and will be updated regularly.

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:
  - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
  - available budget and timetable (sections 3 and 4)
  - admissibility and eligibility conditions, criteria for financial and operational capacity and exclusion (sections 5, 6 and 7)
  - evaluation and award procedure (section 8)

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<sup>1</sup> [Commission Implementing Decision C\(2022\) 9290 final of 15.12.2022](#), on the financing of the Union Civil Protection Mechanism and adopting a multiannual work programme for 2021-2025 repealing and replacing Implementing Decision C(2022) 961 final.

- award criteria (section 9)
- legal and financial set-up of the Grant Agreements (section 10)
- how to submit an application (section 11)
- the Online Manual outlines the:
  - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
  - recommendations for the preparation of the application
- the AGA — Annotated Grant Agreement contains:
  - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

You are also encouraged to visit the DG ECHO website ([Prevention and Preparedness Programme webpage](#)) and the [Union Civil Protection Knowledge Network platform](#) to consult [projects funded previously](#).

## 1. Background

The Union Civil Protection Mechanism (UCPM) was first established by Council Decision No 2001/792/EC, Euratom of 23 October 2012<sup>2</sup>. The UCPM has become a comprehensive framework for European cooperation in disaster prevention, preparedness and response. Its legal base is Decision No 1313/2013/EU and was recently amended by the Regulation (EU) 2021/836 of the European Parliament and of the Council of 20 May 2021<sup>2</sup>.

Currently, 35 states - the 27 EU Member States and Albania, Bosnia and Herzegovina, Iceland, Montenegro, North Macedonia, Norway, Serbia, and Türkiye - are participating in the UCPM<sup>3</sup>.

The overall objective of the UCPM is to strengthen the cooperation among Member States in the field of civil protection to facilitate coordination to improve the effectiveness of system for preventing, preparing for, and responding to natural and human-induced disasters. Any country in the world overwhelmed by a disaster can call on the UCPM for support. By pooling the civil protection capabilities of the Member States, the UCPM can ensure better protection primarily of people, but also of the natural and cultural environment and of property, thereby contributing to resilient societies.

The co-financing of projects and exercises has been used by the UCPM as a key instrument for supporting Member States' disaster risk management (DRM) efforts<sup>4</sup>. Starting with the 2023 Knowledge for Action in Prevention and Preparedness (KAPP) call, three previously separate calls for proposals have been combined into a single call. The unified approach is intended to streamline project funding within the UCPM. Prevention, Preparedness, and Full-Scale Exercises make up the three complementary "topics" of the KAPP call, while the network and community dimension central to the former Knowledge Network Partnership call has been extended as a core element of all three call topics.

The KAPP call is one of the flagship activities of the Union Civil Protection Knowledge Network (UCPKN). The Network was initiated to strengthen the connection between all relevant initiatives and stakeholders in the UCPM<sup>5</sup>. It brings together organisations and experts from civil protection and DRM by creating a space in which innovation for more efficient and effective civil protection systems is fostered. The Knowledge Network also ensures that relevant knowledge becomes accessible to all stakeholders. With its online [platform](#), it also contributes to an increased degree of sustainability for projects by providing a central source of information on UCPM projects and a knowledge hub that exists independently of project cycles.

The UCPM legislation also calls for the establishment and development of Union disaster resilience goals in the area of civil protection. These goals are meant to guide actions that can be taken by the UCPM and by civil protection authorities in the Member States with a view to strengthen prevention, preparedness and response. A recommendation

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<sup>2</sup> [OJ L 185, 26.5.2021](#)  
[OJEU N° L 771 of 20.03.2019.](#)  
[OJEU N° L 347 of 20.12.2013, p. 924](#)  
[OJEU N° L 314 of 1.12.2007, pp. 9-19.](#)  
[OJEU N° L 297 of 15.11.2001, p. 7](#)

<sup>3</sup> In light of Article 28(1a) of Decision No 1313/2013/EU, where reference is made to Member States, it shall be understood as including Participating States as defined in Article 4(12) of Decision No 1313/2013/EU.

<sup>4</sup> Article 21 of the [UCPM Decision 1313/2013/EU](#).

<sup>5</sup> [Commission Implementing Decision \(EU\) 2021/1956 of 10 November 2021](#) on the establishment and organisation of the Union Civil Protection Knowledge Network.

setting out Union disaster resilience goals<sup>6</sup> in the area of civil protection was published in February 2023<sup>7</sup>. The Recommendation identifies a number of areas where further efforts are needed, including improving risk assessment, anticipation and DRM planning; increasing risk awareness and preparedness of the population; enhancing early warning; and ensuring a robust civil protection system.

The overall aim of this call for proposals is to identify and co-finance projects aimed at strengthening cooperation among Member States on disaster prevention and preparedness<sup>8</sup>, as well as providing a testing environment and a learning opportunity for all actors involved in civil protection assistance interventions, through full-scale field exercises. This call also aims to contribute to the implementation of the Union disaster resilience goals. Proposals should follow, to the extent possible, a multi-hazard approach, in line with the guiding principles of the Sendai Framework for disaster risk reduction 2015-2030. This general approach should also be reflected in cases of proposals with a focus on a single hazard.

## **2. Objectives – themes – priorities – expected impact**

For an illustration of general and specific objectives, outcomes, outputs and deliverables of this call for proposals (Topics 1 and 2) please refer to the logical framework, which is available in [a dedicated space of the UCPKN online platform](#).

Within each topic, priorities and possible outcomes are defined in this call for proposals. Each proposal must define work packages, outputs and deliverables that contribute to the call's outcomes, specific and general objectives. Furthermore, specific objectives, outcomes, work packages, outputs and deliverables described in the proposals should be linked in a logical and result-driven manner and should demonstrate how the proposed project will contribute to achieving the objectives/priorities set out under the respective topic it is aiming for.

General objectives of this call are:

1. To achieve a higher level of protection against disasters with cross-border impacts or that may affect several Member States by preventing or reducing their potential effects, by fostering a culture of prevention and preparedness, and by improving cooperation and coordination between the civil protection and other relevant stakeholders, their complementarity and interoperability.
2. To support the implementation of the Union disaster resilience goals through the development, validation of DRM tools, operational concepts and procedures, and knowledge exchange.
3. To contribute to building new and developing further existing competencies, skills, knowledge and expertise in civil protection and DRM at individual, organisational and institutional levels, including through dedicated learning and training opportunities.
4. To strengthen knowledge partnerships between civil protection and DRM actors and including where appropriate marine pollution authorities to support the uptake of scientific outcomes by operational stakeholders.
5. To contribute to raising further awareness of citizens, local municipalities, businesses and other relevant stakeholders on the risks they face and options for reducing their vulnerability.

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<sup>6</sup> In accordance with article 6(5) of the [UCPM Decision 1313/2013/EU](#)

<sup>7</sup> [UCP Knowledge Network: Knowledge Action for Prevention and Preparedness](#)

<sup>8</sup> Actions falling under Regulation (EC) No 1406/2002 establishing a European Maritime Safety Agency are not covered by this call.



## 2.1 TOPIC 1: UCPM-2023-KAPP-PV – PREVENTION

### Objectives

Prevention shall be understood as any action aimed at reducing risks or mitigating adverse consequences of a disaster for people, the environment and property, including cultural heritage. The general objective of the projects under the Prevention topic is to contribute to strengthening the cooperation among the UCPM countries and between the UCPM and third countries for the prevention of natural and human-induced disasters. While cross-border cooperation is relatively well-established in the area of emergency response, cross-border and multi-country cooperation during the prevention phase can be further enhanced.

Disasters know no borders. The risks posed by natural and human-induced hazards are cross-border due to their spatial dimension (e.g., earthquakes, fires, severe weather, floods and space weather), as well as the volatility and scale of their impacts (e.g., pandemics, impact of climate change on zoonotic diseases, nuclear/industrial accidents, marine pollution). The human, economic and environmental impacts triggered by these disasters, as well as their likelihood of occurrence exist irrespective of national borders.

Various EU legislative acts already call for a collaborative approach to disaster risk assessment and awareness raising: for example, for flood risks or cross-border threats in the health sector. The UCPM legislation also aims at stepping up the collaboration at cross-border level and between Member States prone to the same types of disasters.

The UCPM-2023-KAPP call also includes a wildfire prevention priority. Wildfire is one of the most recurrent hazards leading to the activation of the UCPM. In 2022, wildfires burned nearly 900000 ha, being the second worst year on record for the EU, after 2017, with a 250% increase over the average burnt area in the last 15 years. Therefore, wildfire prevention receives a particular attention under this call, with a view to allow integrated projects and the development of relevant tools and activities.

These above priorities are described in the section below, '*Themes and priorities*'.

### Themes and priorities (scope)

In order to contribute to achieving the above general objective, applicants are invited to select **one or several of the following topic priorities**.

#### *Priority 1: Risk assessments, anticipation and risk management planning*

Without an assessment that takes into account cross-border risks, cascading effects, and exposed or vulnerable areas, and vulnerable groups, including persons with disabilities, DRM strategies will only partially address the risks a country faces. This priority aims at enhancing the eligible entities' capability to identify and assess relevant disaster risks with potential transboundary/trans-European and cross-sectoral impacts and use that information to reinforce disaster prevention and preparedness activities.

This priority correlates with the Union disaster resilience goal No. 1: 'Anticipate - Improving risk assessment, anticipation and DRM planning'.

#### *Priority 2: Risk awareness*

Population plays an important role in disaster prevention and preparedness and citizens are usually the first responders to natural or human-induced disasters. National, regional and local authorities should cooperate, together with the private sector and civil society organisations, to increase disaster risk awareness and preparedness of the population. Evidence-based risk information and communication, as well as education activities, targeted to the public, including vulnerable groups and persons with

disabilities, and volunteers, become thus effective tools to raise awareness on disaster prevention, preparedness and response measures.

This priority correlates with the Union disaster resilience goal No. 2: 'Prepare - Increasing risk awareness and preparedness of the population'.

### Priority 3: Early warning

Early warning systems are key elements for disaster risk reduction and climate change adaptation. In the wake of the Covid-19 crisis and with the recent extreme weather events and cascading impacts across sectors, the importance of advanced multi-hazard and risk warnings has never been more widely acknowledged. Although in Europe there is considerable experience with early warning systems, especially for weather and climate-related hazards, recent disasters have shown that more effort and collaboration is necessary.

This priority correlates with the Union disaster resilience goal No. 3: 'Alert - Enhancing early warning'.

### Priority 4: Wildfire prevention

Wildfire prevention is an important element of wildfire management, as investing in prevention can help reducing the probability of fire ignition and managing the fire behaviour. This can contribute to protecting lives, livestock, the environment, and property. According to studies, the results of wildfire prevention investments benefit-cost assessments yield net benefits. Wildfire prevention encompasses a broad variety of actions - including on forest management, spatial planning, training and education activities, public awareness, early warning, shared risk governance, etc. It also requires action at all levels (national, regional, and local), while considering cross-country implications and a multi-sectorial governance, involving forest owners, communities, authorities, tourism actors, researchers, etc.

This priority correlates with the three Union disaster resilience goals identified for the priorities 1, 2 and 3, given its cross-cutting and holistic approach.

### Activities that can be funded (scope)

Under **Priority 1 (Risk assessments, anticipation, and risk management planning)**, this call for proposals will co-finance activities that aim to assess and quantify risks and/or prepare management plans for risks with a multi-country or cross-border impact. Proposals could either build on and/or expand existing risk assessments and risk management plans, or they could develop new risk assessment or plans. In addition, proposals aiming to enhance the availability of tools and guidelines on risk assessment and risk management planning are also encouraged to apply. Projects under this priority should follow a multi-hazard approach.

Under **Priority 2 (Risk awareness)**, this call for proposals co-finances activities that aim to raise and enhance risk awareness and preparedness of the population, including through increasing the overall level of risk awareness, prevention and preparedness measures amongst the population, improving public access to disaster risk information, and enhancing the culture of risk prevention and self-protection. Proposals aiming to increase the availability of tools and guidelines on raising citizens' awareness on disaster risks are also eligible.

Under **Priority 3 (Early Warning)**, this call for proposals will co-finance activities that aim to build and improve forecasting, detection and monitoring capabilities, as well as public warning and alert systems. Proposals should prove that they build on previous efforts or that there is an identified gap for the action.

Under **Priority 4 (Wildfire prevention)**, this call for proposals will co-finance activities that aim to develop or improve wildfire data collection and analysis, wildfire risks assessment, wildfire risk management planning, wildfire risk governance, and wildfire early warning systems (by building upon existing instruments such as European Forest Fire Information System (EFFIS) to the extent possible). Also, proposals aimed at raising public awareness, developing education and training material, and improving the understanding on the wildfire-related risks and prevention measures among key actors, are encouraged. Proposals should take into account aspects such as, inter alia, climate change impact on wildfire danger; fire weather forecast; fire propagation based on terrain, fuel and weather; and behavioural elements.

For the above priorities, the active involvement of end-users in the proposal conception and implementation is recommended. End-users may be DRM authorities at various levels, civil society organisations, private companies, and other stakeholders in the eligible countries.

### Expected impact

#### **For Priority 1: Risk assessments, anticipation, and risk management planning**

Project activities and outputs should lead to the achievement of **at least one of the following outcomes**:

- Improved understanding and knowledge of current and future disaster risks.
- Harmonised multi-country risk assessments for identified shared risks are developed and/or improved along with the recommendations on the follow-up steps.
- Improved sharing of risk data and risk analysis.
- Enhanced quantification and sharing of disaster loss and damage data, using internationally agreed indicators (e.g., the targets of the Sendai framework for Disaster Risk Reduction).
- Improved cross-border and multi-country cooperation and strengthened exchange of knowledge on risk assessment and risk management planning.
- Enhanced availability of tools and guidelines on risk assessment and risk management planning.

The project **outputs** shall be chosen from the following list:

- Improved or new risk assessment methodologies of relevance for UCPM, including to measure and/or enhance the understanding of the impact of current and future disasters.
- Improved or new DRM planning tools.
- Harmonised multi-country risk management plans or action plans for one or more risks (identified in a multi-cross risk assessment) are developed and/or further improved.
- 'Build-back better' tools and guidelines, including cost-benefit analysis tools, feasibility studies for green prevention solutions (including nature-based solutions), and considering climate adaptation, climate mitigation and disaster risk reduction.
- Agreements, working procedures, methodologies, etc., required to establish a functioning cross-border network of competent authorities at national and sub-national level for specific risks.

- Open-source IT platforms for data-sharing.
- Improved or new methodologies on disaster loss data collection across borders.

### **For Priority 2: Risk awareness**

Project activities and outputs should lead to the achievement of **at least one of the following outcomes**:

- Enhanced evidence-based knowledge and awareness of disaster risks and of self-protection and self-preparedness measures.
- Improved sharing of risk information and development of a culture of risk prevention.
- Strengthened participation of volunteers and civil society in DRM, including youth, vulnerable groups and persons with disabilities.
- Enhanced availability of tools and guidelines on increasing risk awareness.
- Strengthened community engagement in the process of disaster resilience building.

The project **outputs** shall be chosen from the following list:

- Improved or new multi-risk awareness raising methodologies for use by various DRM stakeholders.
- Compilation of good practices and knowledge in the field of risk communication and risk awareness.
- Awareness raising products, such as media campaigns, including social media, open-source platforms, augmented reality, or other.
- Awareness raising platforms and events (virtual and face-to-face).
- Training and educational modules, tools, guidelines, and methodologies aimed at raising risk awareness, for the general public or specific groups, including vulnerable groups and persons with disabilities.

### **For Priority 3: Early warning**

Project activities and outputs should lead to the achievement of **at least one of the following outcomes**:

- Improved multi-country early warning and information systems and linkage with the Emergency Response Coordination Centre (ERCC).
- Strengthened integration of early warning systems in decision making at various levels, including at individual and organisational levels.
- Increased understanding of early warning messages among the general public or specific groups, including vulnerable groups and persons with disabilities.
- Enhanced availability of tools and guidelines on improved risk communication.
- Improve the integration of the community needs and behavioural characteristics into the early warning systems.

The project **outputs** shall be chosen from the following list:

- Improved networks for detecting and monitoring of multi-country risks and hazard data.

- Mechanisms and procedures for information sharing with the ERCC and for a better integration of early warning systems in decision making at various levels.
- User manuals for early warning systems.
- Methodologies and applications of hazard mapping for early warning systems.
- International standards and protocols for warnings.
- Tools and guidelines on risk communication and public warning, considering specific needs of the population (for instance, multi-lingual communities, vulnerable groups, including persons with disabilities, etc.).
- Guidelines on the implementation of an “all of society” approach in early warning.

#### **For Priority 4: Wildfire prevention**

Project activities and outputs should lead to the achievement of **at least one of the following outcomes**:

- Increased wildfire risk knowledge and assessments, by taking into account specific wildfire risk components<sup>9</sup> and its underlying drivers for a given region/area.
- Improved data collection on past wildfire disaster events, and links between forest management and wildfire behaviour.
- Increased evidence-based public risk awareness, education and preparedness among the population for wildfires.
- Improved monitoring and early warning systems for wildfire are developed.
- Enhanced understanding of wildfire prevention measures across sectors and of their effectiveness for specific regions, types of ecosystems, wildland-urban interface, etc.

The project **outputs** shall be chosen from the following list:

- Overview of existing wildfire governance models and/or proposals for improved wildfire governance.
- Methodologies for wildfire risk assessment, planning, and/or prevention, including for the wildland-urban interface, peatbog fires, various types of ecosystems and socio-economic conditions.
- Fire danger assessments.
- Decision support tools for various categories of the population and authorities for wildfire risk reduction measures.
- Wildfire education and sensibilisation tools (e.g., information products, campaigns, etc.)
- Alert systems for and with local communities.
- Evacuation and shelter planning and communication.

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<sup>9</sup> JRC. (2022). [JRC Publications Repository - Pan-European wildfire risk assessment \(europa.eu\)](https://ec.europa.eu/jrc/publications-repository/publication-detail?tid=6516).

## 2.2 TOPIC 2: UCPM-2023-KAPP-PP – PREPAREDNESS

### Objectives

This topic aims to **increase the overall preparedness of the UCPM and its stakeholders through activities that address ongoing and emerging issues of systemic relevance**. Preparedness as defined in Decision 1313/2013/EU is understood as “a state of readiness and capability of human and material means, structures, communities and organisations enabling them to ensure an effective rapid response to a disaster, obtained as a result of action taken in advance”<sup>10</sup> and is a key area, in which the UCPM can support Member States’ DRM activities.

While proposals under this topic are free to focus on multi-hazard or hazard specific activities, the overall approach should aim to **broaden the spectrum of contributing organisations beyond traditional civil protection authorities**. The integration of scientific expertise in preparedness and the stimulation of relevant research can be facilitated through direct inclusion of scientific community stakeholders in the proposals. Linking preparedness activities to other relevant sectors of society such as technical and political decision makers are key to connecting preparedness to other DRM initiatives while simultaneously increasing the impact and sustainability of the specific preparedness activities.

Stakeholders should tailor proposals to address their identified needs and can either be broad in scope by focusing on gaps across sectors, borders and disciplines or specific to a region, organisation type or hazard. **Central to the proposal should however be the systemic relevance of the activities for the UCPM** and applicability of the results for stakeholders beyond those involved in the consortium.

Activities funded under this topic should **complement or link to European Union, national, regional or previous UCPM preparedness initiatives**, particularly with challenging dimensions such as new emerging disaster risks and the complexities associated with prolonged emergencies or concurrent disasters. Results should be presented in a manner favouring their future adaptation and reimplementation by other stakeholders. Developed products such as training materials or IT tools should focus on having a low threshold and open-source solutions.

**A portion of the funding under this topic is reserved for activities specifically addressing health crisis preparedness at EU level**. Funding made available under the European Union Recovery Instrument<sup>11</sup> (“Next Generation EU”) can be awarded to proposals focusing on preparedness measures that are clearly related to the difficulties faced during the Covid-19 crisis and must demonstrate how the proposed activities enhance preparedness for future crises of a similar health related nature.

<sup>10</sup> Art. 4 of the [UCPM Decision 1313/2013/EU](#).

<sup>11</sup> This action will be partially financed using funds of the EU Recovery Instrument (Next Generation EU). In accordance with Commission Implementing Decision C(2021) 4759, this funding may only be awarded to projects to be implemented within one or several of the 27 EU Member States provided that:

- These projects constitute preparedness measures that are clearly related to the difficulties faced during the Covid-19 crisis, **and**
- They aim to address the risk of further waves of Covid-19 and of major crises of a similar nature, **or**
- They are capacity-building projects at EU level to enhance preparedness for future crises of a similar nature.

Projects to be implemented in a UCPM Participating State that is not a Member State of the EU may only be funded when they increase the health crisis preparedness of the EU. “Increasing the health crisis preparedness of the EU” is to be understood as outlined above and shall result in projects that contribute to achieving the specific objectives of the action. Project proposals submitted under the Next Generation EU budget could, for example, focus on a specific natural or human-induced hazards (e.g., medical emergencies/pandemics), clusters of hazards (e.g., Chemical, Biological, Radiological and Nuclear [CBRN]), preparedness and response scenarios (e.g., emergency medical response).

### Themes and priorities (scope)

In order to contribute to achieving the above general objective, applicants are invited to select **one or several of the following topic priorities**.

#### Priority 1: Institutional preparedness

Institutional preparedness plays a crucial part in efficiently meeting the demands placed on civil protection and DRM authorities. Increasing complexities during disasters, changing parameters as a result of climate change and the ever-growing risk of concurrent disasters or prolonged emergencies, require institutions with a role in DRM to adapt and prepare themselves accordingly.

Proposals focussing on the institutional preparedness priority of the call will be able to place their focus on activities aimed at **advancing preparedness, both within and between organisations, sectors and borders, especially in the context of applying lessons learnt to existing structures and processes**. Activities can aim to encourage or even institutionalise cooperation between different stakeholders including the general public, improve communication, information management and facilitate the transfer of knowledge or integrate new approaches and innovative research in the interest of increasing preparedness at an institutional level.

#### Priority 2: Individual capacity strengthening

This priority aims to increase preparedness through activities that develop skills, expand relevant knowledge, and improve capacity and performance of individual experts or functional groups<sup>12</sup>. While the primary responsibility for this process lies within each organisation, this call intends to complement efforts within individual stakeholders, by funding initiatives that gather resources beyond those typically available to the individual organisation. Bringing together different stakeholders, **sharing knowledge, and developing formats to effectively make knowledge and skills available to relevant audiences throughout the UCPM community** is the central objective of Priority 2.

While any identified gaps on relevant topics can be addressed, areas of focus that have already been identified include floods, wildfires, earthquakes, Chemical Biological Radiological Nuclear (CBRN) and medical emergencies.

All activities included in proposals aimed at capacity strengthening should be structured in a manner that is complementary to UCPM and national training programmes and not duplicate ongoing efforts.

Both priorities – institutional preparedness and individual capacity strengthening – correlate with the Union disaster resilience goal No. 5: ‘Secure – Ensuring a robust civil protection system’, and all of its specific goals.

#### Activities that can be funded (scope)

Under **Priority 1 (Institutional preparedness)**, the call will look to fund activities

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<sup>12</sup> “Capacity” is defined as the ability of people, organisations and society as a whole to manage their affairs successfully. It is their internal attribute, often shaped by adapting and reacting to external factors and actors. “Capacity strengthening” is understood to be a subset of “capacity development” and is thus part of the process whereby people, organisations and society as a whole unleash, strengthen, create, adapt, and maintain capacity over time. While this process of change can impact capacities on three levels: individual (skills, knowledge and performance), organisational (work processes, tools and systems) and systemic (the environment within which people and organisations function), the “capacity strengthening” priority of the Preparedness topic aims to primarily support the individual level. See: *ToolKit for Capacity Development, Tools and Methods Series, Reference Document No 6*, European Commission, 2011. The Toolkit adopts the OECD definitions of capacity and capacity development (*The challenge of capacity development – Working towards good practice*, Organisation for Economic Cooperation and Development, 2006).

that strengthen the ability of institutions tasked with civil protection or DRM to effectively prepare for future disasters. The activities can focus on any or all of the following aspects: identifying institutional preparedness gaps, developing strategies to overcome identified gaps, as well as investigating the efficiency of new or existing tools, methodologies and approaches.

Under **Priority 2 (Individual capacity strengthening)**, the call is seeking to support civil protection and DRM actors by funding activities that improve the individual capacity to react during disasters. The focus of the activities should lie on expanding knowledge, skills and performance in order to strengthen capacity at an individual scale. Projects can focus on any or all of the following elements: gathering of knowledge and good practices from different DRM stakeholders, integrating input from science and research institutions into knowledge sharing activities relevant for DRM, elaboration of methodologies for skill and knowledge transfer as well as the development and implementation of specific activities. Activities may also focus on integrating lessons learnt from recent emergencies into capacity strengthening initiatives.

Projects under either priority can include but are not limited to any of the following activities:

- Research and studies (scoping, comparative, feasibility), qualitative analyses,
- Scenario-building,
- Awareness-raising and communication for preparedness activities,
- Guidance material, Standard Operating Procedure (SOP) templates,
- Trainings (modular, training of trainers, pilot trainings, vocational educational training in the area of civil protection and DRM),
- Exposure and exchange visits and other mobility activities, coaching and mentorship,
- Development, testing and support to uptake of new or adaptation of existing technologies and IT tools,
- Workshops, seminars and conferences,
- Small scale exercises to test methods/solutions, simulations.

### Expected impact

#### **For Priority 1: Institutional preparedness**

Project activities and outputs should lead to the achievement of **at least one of the following outcomes**:

- Development of solutions to integrate lessons learnt into existing structures and processes.
- Integration of a broader range of stakeholders such as science and research, political and technical decision makers or the general public into preparedness activities.
- Strengthened relationships between stakeholders already being part of the DRM community while broadening the communities' reach into other sectors.
- Facilitated transfer of research and innovation outcomes into civil protection and DRM planning and operations through agile learning and feedback mechanisms.
- Development and sharing of knowledge and capabilities at organisational and systemic levels against critical/common risks, new emerging risks, prolonged emergencies or concurrent disasters.



Examples of project **outputs** to be funded include, among others:

- Analyses, feasibility studies, background studies, ex-ante evaluations for scenario-based capacity-development and applied science activities.
- Scenario frameworks, manuals, guidelines and planning tools, action plans, evaluation reports and other analytical products on developed, tested and assessed disaster risk scenarios.
- Proposals on integrating scenario-based capacity-development and applied science activities into the existing UCPKN activities.
- Information Technology (IT) tools, processes, and methodologies for collecting, processing, creating and disseminating information.

### **For Priority 2: Individual capacity strengthening**

Project activities and outputs should lead to the achievement of **at least one of the following outcomes**:

- Lessons learnt at individual level are integrated into existing or new capacity strengthening activities.
- Development of knowledge sharing at individual level against critical/common risks (floods, wildfire, earthquakes, CBRN and medical emergencies), new emerging risks, prolonged emergencies or concurrent disasters.
- Integration of research and innovation outcomes into civil protection and DRM capacity strengthening activities.
- Identification and showcasing of relevant capacity-development activities at regional, national, and local levels that could be applied in other contexts.

Examples of project **outputs** to be funded include, among others:

- Development of training modules and corresponding training materials to build relevant skills for changing work environment in DRM.
- Guidance material for translating lessons learnt into existing learning initiatives.
- Scenario frameworks, manuals, guidelines and planning tools, action plans, evaluation reports and trainings on their use and adaptation.
- Information Technology (IT) tools, processes, and methodologies for collecting, processing, creating and disseminating information and knowledge.

### **2.3 TOPIC 3: UCPM-2023-KAPP-EX – FULL SCALE EXERCISES**

The objective of this topic is to improve civil protection preparedness and response to all kinds of disasters inside the Member States by providing a testing environment and a learning opportunity for all actors involved in civil protection assistance interventions through a full-scale filed exercise.

The full-scale exercise projects must include the following elements and activities:

- Activation of the UCPM
- EU Civil Protection Team
- Deployment of Modules and/or other response capacities
- CECIS or CECIS Marine Pollution

- National operational structures
- EU Host Nation Support Guidelines
- EU Observers programme
- Evaluation Programme
- Other activities (preparatory actions, exercises, after-action activities).

The objectives, outcomes and outputs, as well as eligibility and evaluation criteria specific to proposals pursuing funding under this topic are to be viewed in the separate document available on the Funding & Tenders Portal of the European Commission.

## **2.4 Common elements to the Prevention and Preparedness call topics**

While proposals pursuing funding under either the Prevention or Preparedness topic have their own priorities they can choose to focus on, the elements described below are relevant for any proposal submitted under either topic.

### *Relevant community of stakeholders, communication, and dissemination channels*

Proposals should attempt to connect to existing initiatives in the subject area of their respective focus, including within the framework of the UCPM. Efforts should already be made in the proposal design phase to avoid an isolated project implementation.

Proposals are invited to use the UCPKN tools and activities to strengthen their dissemination and engagement efforts. At the time of publication of this call, the UCPKN online platform provides all UCPM-funded projects with a dedicated working space with features enabling communication and dissemination, as well as collaborative interaction with other users of the platform (discussion fora). With time, additional features may be developed, including based on needs identified by project consortia during implementation stage.

Proposals submitted for this topic should foresee either the establishment of, or the link to, a community of practice in the UCPKN related to the central subject of the proposal. If no community of practice is being established or none is available to link to, the deliverables of the proposal should be in a format that will encourage the uptake of the products by stakeholders in the future. Sustainability and long-term availability of the project results should be an integral part of the proposal and should use the resources made available through the UCPM, such as the UCPKN online platform.

As part of their initial needs assessment, every proposal should include a mapping of relevant past and present initiatives in the eligible countries, especially if the initiatives received UCPM funding. In cases in which relevant initiatives exist, applicants should explain how they will pursue synergies with ongoing initiatives or incorporate existing results from past initiatives into their project implementation. In case it is not possible to build on existing results or promote synergies, this should be adequately justified.

Proposals should commit to developing and following an end-user and stakeholder engagement plan. This would include, inter alia, a strategy for end-users and stakeholders, during and after the project; a dissemination and exploitation plan; and an assessment of end-users' capacity to effectively incorporate project results (e.g., through specific questionnaires for end-users and stakeholders).

### *Access to project outcomes*

Data acquired or developed by the project must be made available to end users open source and free of charge.

### *Non-eligible activities*

The following activities are not considered as eligible for funding under the Prevention

and Preparedness topics:

- Online platforms: To avoid duplication with the UCPKN online platform, proposed projects should make use of the existing features and tools available on the platform for their project activities. If relevant, outputs and activities should be linked to the UCPKN platform and shall not replicate or foresee the development of similar online platforms. It is possible that several project outputs may be selected to become integrated into the UCPKN online platform.
- Full-scale exercises should apply through UCPM-2023-KAPP-EX - Full Scale Exercises topic and are therefore not eligible under the Prevention or Preparedness topics.
- Financial support to third parties is not allowed.

### 3. Available budget

The available call budget is **EUR 15 000 000**.

Indicative allocation of funds by priority distribution:

A) Prevention topic: **EUR 7 000 000** for projects targeting EU Member States and UCPM Participating States<sup>13</sup>, IPA<sup>14</sup> beneficiary countries not participating in the UCPM and European Neighbourhood Policy<sup>15</sup> countries

B) Preparedness topic: **EUR 5 000 000** (including EUR 2 000 000 reserved for Next Generation EU related projects as described under section 2.2) for projects targeting EU Member States and UCPM Participating States, IPA beneficiary countries not participating in the UCPM and European Neighbourhood Policy countries.

C) Full-scale field exercises topic: **EUR 3 000 000** for projects targeting EU Member States and UCPM participating States (proposals pursuing funding under this topic are to be viewed in the separate document available on the Funding & Tenders Portal of the European Commission).

The Commission reserves the right not to award all available funds or to redistribute them between the topics, depending on the proposals received and the results of the evaluation.

Funding from this call can constitute up to 85% of any budget proposal and is capped at EUR 1 000 000 per project regardless of the overall budget proposal.

### 4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	28 February 2023
<u>Deadline for submission:</u>	04 May 2023 – 17:00 CET (Brussels)
Evaluation:	May-July 2023

<sup>13</sup> Participating States in the UCPM are Albania, Bosnia and Herzegovina, Iceland, Montenegro, North Macedonia, Norway, Serbia and Türkiye.

<sup>14</sup> Kosovo (*this designation is without prejudice to positions on the status, and in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence*).


<sup>15</sup> Eastern Neighbourhood countries: Armenia, Azerbaijan, Belarus, Georgia, the Republic of Moldova and Ukraine; Southern Neighbourhood countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine (*this designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue*), Syria and Tunisia. The participation of Syria and Belarus is currently suspended. Please see the information provided on [EU restrictive measures](#).

Information on evaluation results:	July 2023
GA signature:	October-November 2023

## 5. Admissibility

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System ( NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system*)
- mandatory annexes and supporting documents (*to be uploaded as PDF files/included in Part B*):
  - Detailed budget table (*mandatory excel template available in the Submission System*)
  - CVs (standard) of core project team
  - Activity reports of last year (all participants) (not applicable to public bodies, Member State authorities, international organisations, private higher education institutions that have been established for more than 5 years)
  - List of previous projects (key projects for the last 4 years) (*dedicated section included in Part B*)
  - Letter of support from the competent national civil protection authority of **each country participating in the consortium that will benefit directly from the action's results** (except for participants which themselves are the national authority). Only letters submitted from the competent authority acting at **national** level will be accepted. Guidance on the information to be provided to the national authority when seeking endorsement is available [here](#) (*specific word template available in the Submission System*).
  - Declaration by the contributors from the partner organisations in the consortium confirming that they intend to include their organisation in the proposal being submitted by the coordinator. This declaration is only applicable to topics 1 and 2 (no template is available for this declaration, which is to be included as an annex in Part B).

Please note that the amounts entered into the summarised budget table (filled in directly online) must correspond to the amounts calculated in the detailed budget table. In case of discrepancies, the amounts in the online summarised budget table will prevail.


Proposals requesting more than EUR 1 000 000 as an EU contribution are not admissible.

When submitting a proposal, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc.). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable**.

Proposals are limited to **50 pages** (Part B). Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents (*ie. for legal entity validation, financial capacity check, bank account validation, etc*).

 For more information about the submission process (including IT aspects), consult the [Online Manual](#).

## 6. Eligibility

### Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
  - EU Member States (including overseas countries and territories (OCTs))
  - Participating States in the UCPM: Albania, Bosnia and Herzegovina, Iceland, Montenegro, North Macedonia, Norway, Serbia, and Türkiye.
  - Instrument for Pre-Accession (IPA) beneficiary countries not participating in the UCPM: Kosovo.
  - European Neighbourhood Policy countries: East (Armenia, Azerbaijan, Georgia, the Republic of Moldova and Ukraine) and South (Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine and Tunisia).

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc. (*see section 13*).


### *Specific cases*

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons<sup>16</sup>.

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'<sup>17</sup>.  Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations (*see list above*) may participate in the call and can sign grants if the negotiations are concluded before grant signature (with retroactive effect, if provided in the agreement).

EU restrictive measures — Special rules apply for certain entities (*e.g. entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*<sup>18</sup> and entities covered by Commission Guidelines No [2013/C 205/05](#)<sup>19</sup>). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### *Consortium composition*

Proposals must be submitted by a consortium consisting of **at least three beneficiaries** from a **minimum of three different eligible states**.

The project coordinator must be an entity from a UCPM Member/Participating State.

Affiliated entities are not counted towards the minimum consortium requirements.

Reminder: Only entities from EU Member States, UCPM Participating States, IPA States, European Neighbourhood States and International Organisations<sup>20</sup> are eligible.

<sup>16</sup> See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>17</sup> For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>18</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

<sup>19</sup> Commission guidelines No [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).

<sup>20</sup> International Organisations are invited to pay attention to the general conditions of the Model Grant Agreement (MGA), in particular Article 43.1 on applicable law. The clause that will appear in the grant agreement is generated automatically by the system based on the option selected by the beneficiary under the Beneficiary-Specific Legal Information Tab ('do not accept any applicable law', OR 'would accept an applicable law clause but not the standard clause').

International organisations may work in cooperation with entities from EU Member and UCPM Participating States but cannot act as lead consortium partner nor does their participation count for the “minimum number of entities” above-mentioned.

The proposal needs to show that a meaningful contribution to the project is made by all of the beneficiaries participating in the consortium, which ensure that the minimum eligibility criteria are met, and to demonstrate that activities and results will be developed jointly in partnership. All the proposals, regardless of the composition of the consortium, must demonstrate relevance and added value for the UCPM.

### Eligible activities

Eligible activities are the ones set out in section 2 above. In addition, projects must comply with EU policy interests and priorities (*such as environment<sup>21</sup>, social, security, industrial and trade policy, etc*).

### Geographic location (target countries)

Proposals must relate to activities taking place in the eligible countries (*see above*). The need to conduct activities in an eligible country other than a country of a consortium participant must be duly justified.

The areas/countries targeted by an action submitted must be clearly identified in the application form under section 1.3 *European added value & impact on non-EU countries* of Part B *Technical Description of the action (if applicable)*.

## **7. Financial and operational capacity and exclusion**

### Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all beneficiaries, except:

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

If needed, it may also be done for affiliated entities.

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

- further information
- an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)

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<sup>21</sup> Proposals shall include measures to reduce their greenhouse gas emissions and/or to contribute to climate change adaptation efforts (for instance, reducing the number of travels, paper-free conferences, etc.).

- prefinancing paid in instalments
  - (one or more) prefinancing guarantees (*see below, section 10*)
- or
- propose no prefinancing
  - request that you are replaced or, if needed, reject the entire proposal.

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Quality' award criterion on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity. Applicants will have to show their capacity via the following information:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- description of the consortium participants
- applicants' activity reports of last year
- list of previous projects (key projects for the last 4 years).

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations and international organisations are exempted from the operational capacity check.

### Exclusion

Applicants who are subject to an **EU exclusion decision** or are in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate<sup>22</sup>:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts).
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts).
- guilty of grave professional misconduct<sup>23</sup> (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

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<sup>22</sup> See Articles 136 and 141 of the [EU Financial Regulation 2018/1046](#)

<sup>23</sup> 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.



- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).
- guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that<sup>24</sup>:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information.
- they were previously involved in the preparation of the call, and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

## 8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).

An **evaluation committee** will assess all applications. Proposals will be checked for formal requirements (admissibility and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their total scores.

For proposals with the same score (within a budget envelope) a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:


- 1) The *ex aequo* proposals within the same action budget envelope will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Impact'. When these scores are equal, priority will be based on their scores for the criterion 'Quality'.
- 2) If this does not allow to determine the priority, a further prioritisation can be done by considering the overall project portfolio and the creation of positive synergies between projects, or other factors related to the objectives of the call. These factors will be documented in the panel report.

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<sup>24</sup> See Article 141 of the [EU Financial Regulation 2018/1046](#)

- 3) After that, the remainder of the available call budget will be used to fund projects across the different action budget envelopes in order to ensure a balanced spread of the geographical and thematic coverage and while respecting to the maximum possible extent the order of merit based on the evaluation of the award criteria.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

 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. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending are considered to have been accessed and that deadlines will be counted from opening/access (see also [Funding & Tenders Portal Terms and Conditions](#)). Please also be aware that for complaints submitted electronically, there may be character limitations.

## 9. Award criteria (topics 1 and 2)

The award criteria facilitate the evaluation of proposals in relation to the set objectives and priorities. They enable the selection of proposals which the Contracting Authority can be confident will comply with its objectives and priorities.

The **award criteria** for this call (topics 1 and 2) are as follows:

### **Relevance (min. 20. / max. 30 points):**

*Purpose, thematic focus and objectives (min. 6/12)*

- How relevant is the proposal to the general objectives of the call and objectives of the selected topic?
- How does the action contribute to the specific outcomes of the selected call topic, including through its thematic focus?

*Needs analysis (min. 4/8)*

- Does the proposal demonstrate a clear need for the intended action, e.g., through a reference to existing needs analysis that has been conducted previously or an intent to quantify a realistic and perceived need?
- Does the initial needs assessment include a mapping of relevant past and present initiatives and indicates how the current proposal positions its work in relation to them?

*EU added value (min. 3/5)*

- To what extent is the action relevant for the UCPM objectives and/or participating states and/or eligible third countries?

- Is there a clearly identifiable added value for the UCPM and its stakeholders beyond the parties involved in the proposal?
- Does the proposal include measures to contribute to EU-wide climate change mitigation and adaptation efforts?

*Consortium composition and links to stakeholders (min. 3/5)*

- Does the consortium composition encourage meaningful, targeted work between different stakeholders concerned with the thematic focus?
- Does the consortium composition include civil protection and/or DRM end-users? Have the end-users been involved in the formulation of the proposal?

**Quality (min. 25 /max. 40 points):**

*Clarity, consistency, and technical soundness (min. 7/14)*

- How coherent is the overall design of the action?
- To what extent does the proposal include a sufficient background analysis, credible baseline, targets, and sources of verification?
- To what extent are the activities and their result framework clearly described and consistent?
- To what extent are the expected project results clear, appropriate, and realistic?

*Project management, implementation (min. 7/14)*

- To what extent is the action plan for implementing the action clear and feasible, and the timeframe realistic, given the resources available?
- To what extent are the indicators chosen to monitor the activities clearly described and consistent with the expected results?
- To what extent does the project description identify and assess potential risks to the implementation of the proposed action? How appropriate are the mitigation measures?
- To what extent does the consortium have an adequate organisational structure and procedures to ensure decision-making, effective communication and coordination among consortium members and problem-solving for the proposed action?

*Cost effectiveness (min. 3/6)*

- How well are the activities reflected in the budget, and is the ratio between the estimated costs and the results satisfactory?
- Has the consortium proposed realistic measures to ensure sound financial management of the project and cost-effectiveness of its activities?
- How well is the subcontracting of activities justified, and is the amount proposed reasonable?

*Project team and composition (min. 3/6)*

- To what extent does the consortium have the necessary resources, including staff (project team) to ensure the implementation of the proposed action?

**Impact (min. 20. / max. 30 points):**

*Replicability, scalability, and impact (min. 8/16)*

- To what extent is the action likely to have a tangible impact on its target groups and are impacts realistic?
- To what extent are the results replicable in other geographical areas and/or sectors? Is replicability already envisaged?
- Do the formats and language version(s) of the outputs lend themselves to future exploitation?
- To what extent does the proposal envisage building upon outputs of the action to generate a deeper, broader impact on investments and/or policies (e.g., through private, national, EU and other multilateral programmes)?
- To what extent does the proposal substantially build on or up-scale the results of other projects funded the UCPM calls?

*Sustainability (min. 4/8)*

- To what extent does the project description include a strategy to make achieved results accessible and usable after the action has ended?
- Are links to other stakeholders and initiatives that could prolong the life of the outputs clearly outlined?
- Are the partnerships that the consortium is intending to pursue during the implementation likely to serve the objectives of the call and increase the reach of the outputs?

*Dissemination (min. 3/6)*

- To what extent is the dissemination strategy clear, targeted, and adequate to communicate on the project results and to reach the relevant target groups?

<b>Award criteria</b>	<b>Minimum pass score</b>	<b>Maximum score</b>
Relevance	20	30
Quality	25	40
Impact	20	30
<b>Overall (pass) scores</b>	<b>70</b>	<b>100</b>

Maximum points: 100 points.

Individual thresholds per sub-criterion: 50%+ (rounded up to nearest full score).

Individual thresholds per criterion: 20/30 and 25/40 points respectively.

Overall threshold: 70%, that is 70/100 points. The overall threshold is not the result of the addition of the minimum pass scores per award criteria.

Proposals should meet simultaneously three requirements: (1) to reach the minimum pass score per award sub-criteria, (2) to reach the minimum pass score per award criteria, AND (3) to reach at least 70 points in total for the three award criteria. Only proposals passing those three thresholds will be considered for funding – within the limits of the available call budget. Other proposals will be rejected.

## **10. Legal and financial set-up of the Grant Agreements**

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

### Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. Retroactive application can be granted exceptionally for duly justified reasons – but never earlier than the submission date of the proposal.

Project duration: the initial duration of the project cannot exceed 24 months (extensions will be possible only exceptionally, for duly justified reasons and through an amendment).

### Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

The following deliverables are mandatory for all projects:

- Progress reports: all projects at month 9, for projects of 20 months or over an additional report at month 17.
- Mapping of relevant initiatives within UCPM including an evaluation of potential synergies between ongoing initiatives or incorporation of existing results within first 6 months.
- Dissemination plan that includes an end user and stakeholder analysis as a deliverable within the first half of the project implementation period (exact month to be specified in proposal by consortium). Reflections on the implementation of engagement plan should either be made in a separate deliverable or a section within each progress report.

Please note that only the dissemination levels 'public' and 'sensitive' can be used under this call for proposals for deliverables, and projects are expected to make the majority of their deliverables public.

### Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc.*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

EU contribution: **Up to EUR 1 000 000** per project co-financed under all call topics. The grant awarded may be lower than the amount requested, with a minimum of EUR 400 000.

The grant will be a budget-based mixed actual cost grant (actual costs, with unit cost and flat-rate elements). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs). For unit costs and flat-rates, you can charge the amounts calculated as described in the Grant Agreement (*see art 6 and Annex 2 and 2a*).

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (85%).

Grants may NOT produce a profit (i.e., surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount (*see art 22.3*).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (*e.g., improper implementation, breach of obligations, etc*).

### Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

#### *Budget categories for this call:*

- A. Personnel costs
  - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
  - A.4 SME owners and natural person beneficiaries
- B. Subcontracting costs
- C. Purchase costs
  - C.1 Travel and subsistence
  - C.2 Equipment
  - C.3 Other goods, works and services
- E. Indirect costs

#### *Specific cost eligibility conditions for this call:*

- personnel costs:
  - SME owner/natural person unit cost: Yes
  - volunteers unit cost: No
- travel and subsistence unit cost: Yes
- equipment costs: depreciation
- other cost categories:
  - costs for translation of the reports and summaries of the deliverables: eligible
  - costs for financial support to third parties: not allowed
- indirect cost flat-rate: 7% of the eligible direct costs (categories A-C, except volunteers costs, if any)
- VAT: VAT is NOT eligible
- other:

- in-kind contributions for free are allowed, but cost-neutral, i.e., they cannot be declared as cost
- Kick off meeting: the costs incurred to attend the kick-off meeting (introductory meeting) organised by the granting authority are eligible as travel and subsistence costs (for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed
- project websites: communication costs for presenting the project on the participants' websites, social media accounts, and the Union Civil Protection Knowledge Network platform project's space are eligible; costs for *separate* project websites are not eligible
- other ineligible costs: No

### Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).


After grant signature, you will normally receive a **prefinancing** corresponding to **70% of the maximum grant amount** to start working on the project (exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force / financial guarantee (if required) – whichever is the latest.

There will be no additional **prefinancing payments** linked to a periodic report.

In addition, you will be expected to submit two progress reports not linked to payments.

**Payment of the balance:** At the end of the project, we will calculate your final grant amount. 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).

All payments will be made to the coordinator.

 Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement (*see art 22*).

Please also note that you are responsible for keeping records on all the work done and the costs declared.

Together with your **final report**, you will be expected to provide the following annexes:

- A minimum of five high quality photographs or visuals, which the Commission may publish to illustrate the project's results,
- A snapshot of the project's results uploaded by the consortium on the Union Civil Protection Knowledge Network platform,
- A Layman report (publishable summary) summarizing the work of the project for a general audience. Layman's reports clearly and concisely outline the achievements of the project and its long-term benefits, thereby being more likely to attract the interest of journalists and policymakers, along with those experts and stakeholders focusing on similar issues to those addressed by the project.

### Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation, and it will normally be equal or lower than the prefinancing 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 your 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.

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount (*by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc*). It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a 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.

### Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the grant agreement (*Data Sheet, point 4 and art 24*).

A Certificate on the Financial Statements must be provided for each beneficiary and affiliated entity when the requested EU contribution at interim or final payment is EUR 325 000 or more.

### Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their 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 their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

### Provisions concerning the project implementation

Security rules: *see Model Grant Agreement (art 13 and Annex 5)*

IPR rules: *see Model Grant Agreement (art 16 and Annex 5):*

- rights of use on results: Yes



Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5)*:

- additional communication and dissemination activities: Yes
- limited communication and visibility to protect persons involved: Yes
- visibility in field operations outside the EU: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5)*:

- zero tolerance: Yes
- transfer of assets at the end of the action: No
- EU restrictive measures: Yes

#### Other specificities

n/a

#### Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).



For more information, see [AGA – Annotated Grant Agreement](#).

### **11. How to submit an application**

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a 2-step process:

#### **a) create a user account and register your organisation**

To use the Submission System (the only way to apply), all participants need to [create an EULogin user account](#).

Once you have an EULogin account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

#### **b) submit the proposal**

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (technical description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file

- Annexes (*see section 5*). Upload them as PDF files.

The proposal must keep to the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

## 12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- [Online Manual](#)
- FAQs on the Topic page (for call-specific questions)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates.

### Contact

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

Non-IT related questions should be sent to the following email address:

[ECHO-CP-KAPP@ec.europa.eu](mailto:ECHO-CP-KAPP@ec.europa.eu).

Questions on submission must:

- be sent at the latest 7 days before the submission deadline (*see section 4*).
- indicate clearly the reference of the call and topic to which your question relates (*see cover page*).

## 13. Important



### IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc.*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is mandatory to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.
- **Balanced project budget** — Grant applications 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, etc.*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).

- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No double funding** — There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals 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 the project starting date/proposal submission).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the 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 (see [AGA — Annotated Model Grant Agreement, art 6.2.E](#)).
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call (and be awarded a funding for them).

Organisations may participate in several proposals.

BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).

- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 12*).
- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary 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 your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).