



UNION CIVIL PROTECTION MECHANISM FULL-SCALE EXERCISES

Call for proposals

UCPM-2020-EX-AG

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EUROPEAN COMMISSION

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

Disaster Preparedness and Prevention
Knowledge Network and Evidence-Based Policy

UNION CIVIL PROTECTION MECHANISM FULL-SCALE EXERCISES

UCPM-2020-EX-AG

TABLE OF CONTENTS

1.	INTRODUCTION	4
2.	BACKGROUND	5
3.	OBJECTIVE — THEMES & PRIORITIES — PROPOSALS THAT CAN BE FUNDED.....	6
3.1.	Objective.. ..	6
3.2.	Themes & priorities	7
3.3.	Proposals that can be funded (Minimum requirements)	7
4.	TIMETABLE , AVAILABLE BUDGET AND DURATION	9
5.	ADMISSIBILITY REQUIREMENTS	10
6.	ELIGIBILITY CRITERIA	11
6.1.	General eligibility criteria.....	11
7.	EXCLUSION CRITERIA.....	13
8.	SELECTION CRITERIA	13
9.	AWARD CRITERIA.....	15
9.1.	Relevance and impact	15
9.2.	Quality.....	16
9.3.	Cost effectiveness	17
9.4.	European dimension.....	17
10.	OTHER CONDITIONS	18
11.	EVALUATION AND AWARD PROCEDURE.....	19
12.	LEGAL & FINANCIAL SET-UP OF THE GRANTS	20
13.	HOW TO SUBMIT AN APPLICATION?.....	22

1. INTRODUCTION

This is an EU call for proposals in the field of Civil Protection under the Union Civil Protection Mechanism full-scale exercises¹. This call is launched in accordance with the 2020 Annual Work Programme².

This call supports exercise projects aiming to design, plan, prepare, implement, conduct and self-evaluate different civil protection activities including a full-scale exercise in a multi-national scenario as main event of the project. The scenario can simulate the situation and conditions of all types of disasters calling for the activation of the Mechanism.

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

- The call for proposals document outlines the:
 - objectives, themes and priorities, proposals that can be funded,
 - timetable and available budget,
 - eligibility, exclusion, selection and award criteria,
 - evaluation procedure.
- The guide for applicants outlines the:
 - procedures to register and submit proposals online via the [EU Funding & Tenders Portal](#) ('Portal'),
 - recommendations for the preparation of the proposal,
 - explanation on the application form (Proposal Template (Part A and B)), which describes the project,
 - overview of the cost eligibility criteria.
- The technical guide for UCPM full-scale exercise outlines the:
 - Recommendations for the different activities that form a UCPM full-scale exercise.

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

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

² COMMISSION IMPLEMENTING DECISION of 19.11.2019 adopting the Annual Work Programme 2020 in the framework of Decision No 1313/2013/EU of the European Parliament and of the Council on a Union Civil Protection Mechanism.

2. BACKGROUND

The Union Civil Protection Mechanism ("Mechanism") was first established by Council Decision No. 2001/792/EC Euratom³ and later reviewed by Council Decision 2007/779/EC, Euratom of 8 November 2007⁴. The Decision of the European Parliament and of the Council No 1313/2013/EU⁵ on a Union Civil Protection Mechanism in December 2013 entered into force on 1 January 2014. It further developed the Mechanism into a comprehensive framework for European cooperation in disaster prevention, preparedness and response.

Decision No 1313/2013/EU was amended by Decision 2019/420 of the European Parliament and of the Council on 13 March 2019⁶ (rescEU). Among its objectives, the enhanced Mechanism aims at strengthening disaster preparedness by opening the door to the development of the Union Civil Protection Knowledge Network. The specific objectives of the Network will be to build a common disaster preparedness culture, to provide training for civil protection and emergency management personnel, to increase inter-operability and host nation support measures, and to foster interaction and synergies between civil protection and humanitarian actors. It will contribute to lessons learned, to sharing of knowledge, dissemination of results of scientific research and exchange of best practices across Europe.

Currently, 33⁷ states - the 27 EU Member States⁸ and Norway, Iceland, Montenegro, Serbia, North Macedonia and Turkey are participating.

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

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

The Emergency Response Coordination Centre (ERCC) is the operational heart of the Mechanism. It is operated by DG ECHO and is operational 24 hours a day/7 days a week. The role of the ERCC is to facilitate and support the mobilisation and coordination of Member States' civil protection assistance during emergencies. Any country inside or outside the European Union affected by a major disaster can make a request for assistance through the ERCC. Besides acting as a communication hub, the ERCC provides updated information on on-going emergencies and also plays a coordination role at Member States' headquarters level by matching offers of assistance to the needs of the disaster-affected population and dispatching field experts.

The Mechanism helps deliver relief assistance in the first emergency phase. Deployed assets are managed on site by the Member States. EU experts from

³ OJEU N° L 297 of 15.11.2001 p. 7.

⁴ OJEU N° L 314 of 1.12.2007, pp. 9–19

<http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32007D0779%2801%29>

⁵ OJEU N° L 347, 20.12.2013, p. 924

<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L..2013.347.01.0924.01.ENG>

⁶ OJEU N° L 771 of 20.03.2019

<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:L:2019:0771:FULL&from=EN>

⁷ While not a Member State anymore, the United Kingdom remains eligible for funding during the transition period.

⁸ 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.

Member States and the Commission (the European Union Civil Protection Team - EUCPT) facilitate the coordination between the different civil protection modules and teams on the ground, and, where relevant, their integration into the overall UN coordination, in particular the cluster system. EUCPTs will be deployed by the ERCC. To ensure effective coordination on the ground, education, training and exercises are all interlinked and inextricable elements of preparing the civil protection modules, Technical Assistant Support Team (TAST) and EUCPTs to maximise assistance to the affected country.

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

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

The European Civil Protection Pool (ECPP) (generally referred to as “the Pool”) is a collection of emergency response teams and assets. Countries that participate in the Mechanism make these resources available for collective European emergency response operations. In return, they can benefit from EU financial support. The Pool includes resources such as urban search and rescue teams, forest fire fighting capacities, emergency medical teams, water purification equipment, high-capacity pumping units, etc. Resources in the Pool are available for immediate deployment worldwide, following a request for assistance through the ERCC. Further, in the last review in 2019 a new European reserve of additional capacities (the ‘[rescEU](#) reserve’) was established. It already includes firefighting planes and helicopters, as well as emergency medical capacities. Currently the EU is completing its approach to medical emergencies through stockpiling of countermeasures, or to chemical, biological, radiological and nuclear emergencies. Through the strengthened Mechanism, the EU is setting the basis to be better prepared and respond smoother to all types of emergencies.

The resources are of a certified quality (in accordance with Implementing Decision 2014/762/EU), which is tested in EU-funded exercises. They are generally self-sufficient for several days and interoperable in terms of procedures and technical infrastructure. In addition, key staff is trained through the training programme of the Mechanism.

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

3. OBJECTIVE — THEMES & PRIORITIES — PROPOSALS THAT CAN BE FUNDED.

3.1. Objective

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

3.2. Themes & priorities

All kind of disasters inside or outside the EU can be depicted in the scenario for the exercises including forest fires, floods, earthquakes, tsunamis, hurricanes, marine pollution, medical, CBRN and multi-sectorial emergencies. This scenario must call for the activation of the Mechanism.

3.3. Proposals that can be funded (Minimum requirements)

The beneficiaries will design, plan, prepare, implement, conduct and self-evaluate one full-scale exercise project in Member States or eligible third countries (see section 6).

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

Basic elements of the full-scale exercise project.

- **Activation of the Mechanism:** The Union Civil Protection Mechanism must be activated, whereby all the procedures involved are tested, developed and/or used as learning and exploring opportunity.
- **EU Civil Protection Team:** A EUCP Team must be deployed at least during the full-scale exercise and its dimension and composition should be adapted to the features of the exercise. The EUCP Team shall be composed as for real deployment and taking into account the function profiles i.e. a team leader, deputy, ERCC liaison officer (ERCC LO) and team members that shall work closely with the TAST.
 - If the full-scale exercise is taking place in one of the Member States, the minimum composition of the EUCP Team will be four members following the procedures normally applied during an activation of the Mechanism. The experts considered could be technical experts.
 - If the full-scale exercise is taking place in one of the eligible non-EU countries, the minimum composition of the team will be six members along with a 2-people Technical Assistant Support Team (TAST), following the procedures normally applied during an activation of the Mechanism. The experts considered could be technical experts.

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

- **CECIS or CECIS Marine Pollution:** The Common Emergency Communication and Information System (CECIS⁹) shall be used, as a minimum, during the request, offer and acceptance of assistance by the Member States. For external countries or special situations where CECIS is not available, an alternative way of communication shall be specified. During marine pollution related exercise, CECIS Marine Pollution shall be used.
- **National operational structures:** The national operational structure of each applicant's national civil protection or marine pollution competent authority, as necessary depending on the exercise scenario, must take part in the exercise as exercising audience (see Annex I - Involvement of the Competent National Authority form). As a minimum, the involvement must be in the form

¹⁰ OJ L 347 20.12.2013, p. 924.

of participation by the 24/7 national contact point in the exercise. The involvement of the decision making bodies (e.g. for declaring national emergency / disaster and activating the Mechanism) as exercise audience is highly encouraged.

The above mentioned is not applicable for international organisations.

- **EU Host Nation Support Guidelines:** During the exercises, the EU Host Nation support guidelines shall be implemented and tested. The established cell or liaison officers responsible for HNS in case of emergency shall be involved as exercise audience. Other line ministries and administrations involved in national emergency management and host nation support shall also be involved.
- **EU Observers programme:** 10 observers trained in the UCPM (minimum MBC, CMI, TEC or equivalent) will be part of the EU Observers Programme during the full-scale exercise. The coordinator shall invite to take part in the exercise observers from each participating state and from each eligible non-EU country indicated under section 6.1. The minimum duration of the programme shall be two days.

Once received the invitation, the competent authority in every country will designate the observers providing a letter of motivation and a CV of the candidate. Based on these documents, the coordinator will make a selection of 10 observers. The person designated shall agree to take part in the activities organized for the programme.

The observers' travel and subsistence costs from the port of departure must be included in the budget.

Guidelines for the EU Observers Programme:

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

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

- **Evaluation Programme:** The evaluation programme will evaluate the whole project, from the starting date to the end, namely the preparatory actions, the exercises and the after-action activities.

For the preparatory and after-actions activities, at least one person will be appointed with the task of evaluating. For the evaluation of the exercises, a team of evaluators will be created aiming at covering the different locations, sites or levels of the exercise.

An evaluation report will be delivered at the end of the project.

Activities

This full-scale exercise project must comprise the following activities (unless specified as optional):

- Preparatory actions:
 - Kick-off meeting
 - 1st planning conference
 - 2nd planning conference
 - 3rd planning conference (optional)
 - Workshops, trainings, seminars, etc. (optional).
- Exercises: A mandatory **full-scale exercise** along with a minimum of a previous exercise in a progressive approach. This previous exercise can be either a tabletop or a command post.
 - Tabletop exercise with a minimum duration of 8 hours.
 - Command post exercise with a minimum duration of 8 hours.
 - Full-scale exercise with a minimum duration of 36 hours.
- After-action activities:
 - Way forward meeting.
 - Workshops, trainings, seminars, etc. (optional).

The characteristics and guidelines for each activity are explained in the technical guide for UCPM full-scale exercises.

Projects must clearly demonstrate that they are complementary to the preparedness efforts already made in their countries.

Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposal (Part B of the Proposal Template).

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

When relevant, activities should be complementary to activities financed through the European Neighbourhood Instrument and the Instrument for Pre-Accession instrument.

❗ For more information see *Technical guide for UCPM full-scale exercises*.
https://ec.europa.eu/research/participants/data/ref/other_eu_prog/ucpm/guide/pse/ucpm-guide-practical-exercise_en.pdf.

4. TIMETABLE , AVAILABLE BUDGET AND DURATION

Timing (planned)	
Publication:	25/02/2020
Opening for submission:	27/02/2020
Deadline for submission:	14/05/2020 – 17:00 CET
Evaluation:	June-July 2020

Information on evaluation result:	July-September 2020
Grant agreement signature:	September-November 2020
Starting date:	1 January 2021(Mandatory)

Budget

The available call budget is **EUR 3 500 000**.

This budget is divided between

- A) Internal budget item: EUR 2 000 000 for exercises benefitting Member States in the UCPM.
- B) External budget item: EUR 1 500 000 for exercises primarily benefitting eligible non-EU countries (see section 6) as well as Member States in the UCPM:

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

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

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

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

Duration

Projects may not be longer than 24 months.

5. ADMISSIBILITY REQUIREMENTS

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

Applications must be submitted electronically via the Portal Electronic Submission System (accessible via the Call Topic page in the [Search Funding & Tenders](#) section). Paper submissions are no longer possible.

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

Your application must be readable, accessible and printable and contain all the requested information and all required annexes and supporting documents (*see section 13*).

6. ELIGIBILITY CRITERIA

6.1. General eligibility criteria

Participants

In order to be eligible for a grant, the applicants must be:

- legal persons
- belong to one of the following categories: private entities, public entities, or international organisations.¹⁰
- be established in one of the eligible countries, i.e.:
 - Member State/Participating State in the Mechanism (including overseas countries and territories (OCTs)¹¹)
 - Eligible non-EU countries:
 - IPA beneficiaries not participating in the mechanism: Albania, Bosnia and Herzegovina, Kosovo¹²;
 - European Neighbourhood Policy countries:
 - East: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine;
 - South: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine¹³ and Tunisia.
- be directly responsible for the preparation and management of the project with the other applicants, i.e. not acting as an intermediary.

Natural persons are NOT eligible.

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

Special rules may apply for entities from certain countries (*e.g. countries covered by [Council sanctions](#), entities covered by Commission Guidelines No [2013/C 205/05](#)¹⁴*).

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

Applications by single applicants are NOT allowed.

Applications must be submitted by a consortium complying with the following

¹⁰ For the definition, see Article 156 EU Financial Regulation [2018/1046](#).

¹¹ OCTs are not considered participating states under the UCPM and therefore are not part of the UCPM. However, the relevant public and/or private bodies and institutions established in the OCTs are eligible to apply for funding under the UCPM subject to the rules and arrangements applicable to the Member State to which the OCTs is linked. They can participate in the consortium provided that eligibility conditions of the consortium have already been fulfilled.

¹² This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

¹³ 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.

¹⁴ 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). Note that these guidelines extend to third parties receiving financial support within the meaning of Article 204 EU Financial Regulation [2018/1046](#).

conditions:

- Proposals financed through the **internal budget** line:
 - Must involve at least three applicants from at least three different participating states.
 - One applicant will be acting as coordinator and will be responsible for managing the action, submitting reports and deliverables and acting as intermediary for all contacts with the Commission.
 - One applicant will be a civil protection public entity.
 - International organisations may participate in the consortium only in addition to the minimum three eligible applicants and cannot act as the coordinator.
- Proposals financed through the **external budget** line:
 - Must involve three applicants from at least three different participating states or eligible non-EU countries.
 - A minimum of one applicant shall be a civil protection public entity established in one of the eligible non-EU countries (see definition above).
 - A minimum of one applicant should be a civil protection public entity established in a Member State.
 - International organisations may participate in the consortium only in addition to the minimum three eligible applicants and cannot act as the coordinator.

For non-public entities and sub-national civil protection entities, their correspondent National Civil Protection Authority will commit to the consortium through a Support Letter (see Annex I - Involvement of the Competent National Authority form). The Support Letter will be included as supporting document and part of the proposal.

This is not applicable to international organisations.

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

Linked third parties (i.e. affiliated entities¹⁵ that participate in the project with funding, but do not become beneficiaries) are allowed. Affiliated entities may also declare eligible costs. If applicable, applicants shall identify affiliated entities in the application form when submitting the proposal.

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

For UK-based applicants: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.

* Agreement on the withdrawal of the United Kingdom of Great Britain and Northern

¹⁵ See Article 187 EU Financial Regulation [2018/1046](#).

7. EXCLUSION CRITERIA

Applicants that are subject to an EU administrative sanction (i.e. exclusion or financial penalty decision)¹⁶ or in one of the following situations¹⁷ are excluded from receiving EU grants and can therefore not participate:

- 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 misconduct¹⁸ (including if done by persons having powers of representation, decision-making or control, beneficial owners or natural persons who are essential for the award/implementation of the grant)
- 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 natural 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 or grant decision (including if done by persons having powers of representation, decision-making or control, beneficial owners or natural 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 natural 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 natural persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out during the grant award procedure that they¹⁹:

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

8. SELECTION CRITERIA

Financial capacity

¹⁶ See Article 136(1) EU Financial Regulation [2018/1046](#).

¹⁷ See Articles 136(1) and 141(1) EU Financial Regulation [2018/1046](#).

¹⁸ 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.

¹⁹ See Article 141(1) EU Financial Regulation [2018/1046](#).

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

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

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

It will normally be done for all applicants, except:

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


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

If the Commission considers that your financial capacity is not satisfactory, it may require:

- further information
- an enhanced financial responsibility regime, i.e. full joint and several responsibility for all applicants (*see below, section 12*)
- pre-financing paid in instalments
- (one or more) pre-financing guarantees (*see below, section 12*)

or

- propose no pre-financing
- request that you are replaced or, if needed, reject the entire application.

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

Operational capacity

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

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

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

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- a description of the consortium participants
- the applicants' activity reports of last year

- a list of EU funded actions/projects for the last 4 years.

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

9. AWARD CRITERIA

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

Award criteria	Minimum pass score	Maximum score
Relevance and impact	20	30
Quality	20	30
Cost effectiveness	5	10
European dimension	20	30
Overall (pass) scores	65	100

Maximum points: 100 points.

Overall threshold: 65 points.

Applications that pass the individual threshold AND the overall threshold will be considered for funding – within the limits of the available call budget.

Other applications will be rejected.

The evaluation procedure is explained further in section 10.

9.1. Relevance and impact

These criteria will assess the clarity and consistency of the project, objectives and planning. All these elements shall be aligned and addressing the specifications, priorities and objective of the call (see section 2) and the expected results outlined in the Annual Work Programme 2020 (**Action 2.3**). Therefore, the proposals will be evaluated against the following sub-criteria:

- Aim, objectives and expected results (10 points):
 - To what extent are the aim, objectives and expected results of the proposed exercise(s) in line with the objectives and expected results stated for UCPM exercises in the Annual Work Programme 2020?
 - To what extent are the project objectives defined according to SMART criteria (specific, measurable, assignable, realistic and time-related)?
- Scenario consistency and complexity (10 points):
 - To what extent is the proposed scenario consistent with national risk assessment and/or other reliable and relevant data?

- To what extent is this exercise picturing a realistic situation?
- To what extent does the scenario address and provide an opportunity to test, improve or establish issues which are high on the civil protection response agenda at the European Union level or in eligible third countries?

➤ Exercising participants (10 points):

- To what extent does the proposed exercise project involve a wide range of emergency responders and does it represent a wider European presence in contrast to national exercises (civil protection, police, health and other intervention support or, if appropriate, humanitarian aid experts and relevant NGOs)?
- To what extent does the scenario provide for the involvement of local, regional, national, EU and other international actors and teams?
- In the case of the external budget line, to what extent does the exercise primarily benefits the neighbour countries?

9.2. Quality

These criteria will assess whether sound project management and exercise methodology is put in place, i.e. methodology, management, timetable, consortium composition, risk management and evaluation.

➤ Organisation and planning (10 points):

- To what extent is the proposed timeline realistic given the available resources?
- To what extent are the relevant bodies (Project Management Team/Steering Group/Planning Group and/or other structures) and procedures in place well structured to secure monitoring, decision making, and control of the progress of the project?
- To what extent have the members of the Project Management Team been identified, and their roles and responsibilities been specified?
- To what extent have all the necessary work packages and activities that would guarantee sound planning of the exercise project been identified?
- To what extent has a risk analysis of the exercise project and mitigation measures been considered?
- To what extent is there a quality control procedure considered?

➤ Exercises (10 points):

- To what extent are the various meetings and conferences properly spaced and aligned with the exercises conduct given the deliverables from each one of them?
 - To what extent is there a dedicated Exercise Control foreseen for the exercises?
 - To what extent are the exercises envisaged to help reaching the aim and objectives of the project?
- Evaluation and Improvement planning (10 points):
- To what extent does the proposal include a specific evaluation programme from the start of the exercise project in order to present findings and an evaluation report?
 - To what extent does the proposal include an improvement planning or way forward programme in order to present recommendations and a plan of action for improvement?
 - To what extent is the proposed team for the evaluation well-structured and appropriate to the dimension of the exercises?

9.3. Cost effectiveness

These criteria will verify that the proposed budget is sufficient for a proper execution of the exercise project and is designed in such a way as to ensure cost-effectiveness in relation to the aim, objectives and deliverables envisaged.

- Rationality (10 points):
- How well are the costs adequate for the work packages, activities and deliverables as well as regarding exercise aim and objectives?
 - How well is the subcontracting of activities (mainly consist of administrative and logistical tasks) justified?

9.4. European dimension

European dimension refers to the importance, applicability and relevance of the exercise for the EU Member States and the EU as a whole.

The use of Union Civil Protection Mechanism elements and tools (e.g. Host Nation Support Guidelines, registered modules and/or similar assets) is measured. Therefore, the proposals will be evaluated against the following sub-criteria:

- UCPM elements (10 points):
- To what extent is the ERCC role properly stated in the exercises?
 - To what extent are the EU Host Nation Support guidelines to be implemented in the exercises?

- To what extent is considered the use of CECIS for the request and acceptance of assistance? In case CECIS is not available or not appropriate is there an alternative considered?
 - How many international teams are foreseen to participate during the exercises conduct?
 - To what extent does the project foresee use of the European Civil Protection Pool?
 - To what extent is taken into consideration the participation of international organisations (i.e., agencies of the UN system, NGO, etc.) with which the Mechanism cooperates in emergencies?
 - To what extent is contemplated to use or test EU methods and/or products and services relevant to civil protection operations or under development by Commission DGs and services foreseen (e.g. Copernicus, ARISTOTLE, etc.)?
- EUCP Teams (5 points):
- To what extent are the structure of the EUCP Team, their Terms of Reference (ToR) clearly stated and they are reflecting what would be valid in a real emergency response scenario?
- Certification of capacities foreseen (5 points):
- If the certification of capacities in the European Civil Protection Pool is foreseen and clearly stated in the proposal and in the budget.

10. OTHER CONDITIONS



IMPORTANT

- **Coordinator & consortium** — The coordinator represents the consortium towards the EU. You must have agreement of the other members and their mandate to act on their behalf and will have to confirm this in your application. Moreover you will have to declare that the information in the proposal is correct and complete and that all participants comply with the conditions for receiving funding (especially, eligibility, financial and operational capacity, no exclusion, etc.) and have agreed to participate. Before signing the grant agreement, each participant will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.
- **Linked third parties** — Applicants may participate with linked third parties (i.e. affiliated entities) that receive funding. Linked third parties must comply with all the conditions set out in this call (just like applicants), but they do not sign the grant agreement and do not count towards the minimum eligibility criteria for consortium composition.

- **Subcontractors** — Subcontracting is allowed, but subject to strict limits (See the *Guide for applicants*).
- **Registration** — All applicants must register in the [Participant Register](#) — before the call deadline — and upload the necessary documents showing legal status and origin. Linked third parties can register later (during grant preparation).
- **Completed/ongoing projects** — Applications for projects that have already been completed will be rejected; applications for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before proposal submission).
- **Balanced project budget** — Applicants must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of receipts + EU grant over costs). This will be checked by us at the end of the projects.
- **No double funding** — Any given action may receive only one grant from the EU budget. The project must therefore NOT receive any financial support under any other EU funding programme (including EU funding managed by authorities in EU Member States or other funding bodies, *e.g. Regional Funds, Agricultural Funds, EIB loans, etc.*). Cost items may NOT be declared twice under different EU actions.
- **Combination with EU operating grants** — Combination with EU operating grants is possible if the 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 the Guide for applicants for the detailed cost eligibility conditions for indirect costs.*
- **Multiple applications** — Applicants may submit more than one application for *different* projects under the same call (and be awarded a grant for them).
Organisations may participate in several applications.
- BUT: if there are several applications for the *same/very similar* project, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).
- **Language** — You can submit your proposal in any official EU language. However, for reasons of efficiency, we strongly advise you to use English. If you need the call document in another official EU language, please submit a request within 10 days after call publication (for the contact information, *see section 10*).
- Applications/applicants that do not comply with these criteria will be **rejected**.

11. EVALUATION AND AWARD PROCEDURE

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

Applications will be checked by us for formal requirements and will be evaluated by an evaluation committee against the operational capacity and award criteria and then listed in a ranked list according to their quality score.

Unsuccessful applications will be informed about their evaluation result (*see timetable section 4*).

Successful applications will be invited for grant preparation.

 **IMPORTANT**

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

12. LEGAL & FINANCIAL SET-UP OF THE GRANTS

If your project is selected for funding, you will be asked to sign a grant agreement (available on The Portal at [Reference Documents page](#)).

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

Starting date & project duration

The project starting date and duration will be fixed in your grant agreement (art. 3). Normally the starting date will be after grant signature. Retroactive application can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project maximum duration: 24 months (extensions will be possible only exceptionally, for duly justified reasons and with the Commission's agreement, which must be reflected in an amendment to the Grant Agreement).

Maximum grant amount, reimbursement of eligible costs & funding rate

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

Project budget: see section 4 above. The grant awarded may be lower than the amount requested.

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

The costs will be reimbursed at the funding rate fixed in the grant agreement (see section 4 above).

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

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

Cost eligibility rules

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

Special cost eligibility rules for this call:

- 7% fixed flat-rate for indirect costs.
- Project activities must take place in one of the eligible countries.
- Financial support to third parties is not allowed.
- Subcontracting of action tasks is subject to special rules and must be approved (either as part of your proposal or in a periodic/final report).
- VAT is NOT eligible.
- Costs for the kick-off meeting (introductory meeting) will be eligible as travel costs (1 persons, return ticket to Brussels, accommodation for one night, for each Consortia Partner).

Reporting & payment arrangements

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

For further details on reporting requirements, see Grant Agreement.

A pre-financing payment corresponding to maximum 70% of the EU grant amount will be transferred to the Coordinator after the signature of the Grant Agreement by both parties and in accordance with its terms.

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

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

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

Deliverables

Standard deliverables will be listed in the grant agreement (art. 14).

Standard deliverables for this call:

- Progress report at mid-term (i.e.: month 12 for a 24-months-duration project).

Pre-financing guarantee

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

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

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

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

The guarantee is NOT linked to individual consortium members. You are free to organise how the guarantee amount should be provided (by one or several beneficiaries, for the overall amount or several guarantees for partial amounts). The only thing that is important is that the amount we request is covered and the guarantee(s) are sent by the coordinator before the pre-financing (by Participants Portal Communication tool to the Project Officer or Formal Notification).

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

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

Special provisions

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

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

Cost rejection, grant reduction, recovery, suspension & termination

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

Liability regime for recoveries

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

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

or

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

13. HOW TO SUBMIT AN APPLICATION?

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

The application will have 3 parts:

- **Part A** (to be filled in directly online) — contains administrative information about the applicant organisations (future coordinator and beneficiaries) and the summarised budget for the proposal
- **Part B** (to be filled out as word template and uploaded as PDF file) — contains the description of the action which covers the technical content of the proposal
- Annexes & supporting documents (to be uploaded as PDF files).

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

- Detailed budget table.
- CVs of the Project Management Team.
- Involvement of the Competent National Authority form.
- Activity report of last year.

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

Contact

For 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-TRAINING-EXERCISES@ec.europa.eu.

Please indicate clearly the reference of the call for proposals and the topic to which your question relates (*see Call document cover page*).

IMPORTANT

- By submitting their proposal, all applicants **accept**:
 - the terms and conditions of this call (as described in this Call document and the documents it refers to)
 - to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- After the call deadline, the proposal is locked and can no longer be changed.
- You may be contacted later on if there is a need to **clarify** certain aspects of your **proposal** or for the correction of clerical mistakes.
- You may be asked to submit **additional documents** later on (*e.g. for the legal entity validation, LEAR appointment and financial capacity check*).
- We are committed to **transparency**. Each year, information about EU grants awarded is published on the [Europa website](#). This includes:
 - the beneficiaries' names
 - the beneficiaries' addresses
 - the purpose for which the grant was awarded
 - the maximum amount awarded.

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

- **Data privacy** — The submission of an application under this call involves the collection, use and processing of personal data (such as name, address and CV). This data will be processed in accordance with Regulation [2018/1725](#). It will be processed solely for the purpose of evaluating your proposal (and subsequent management of your grant and, if needed, programme monitoring, evaluation and communication). Details are explained in the [Portal Privacy Statement](#).
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call update. Please note that cancellations are without entitlement to compensation.