



UNION CIVIL PROTECTION MECHANISM

Network partnerships

Call for proposals

UCPM-2020-KN-AG

Version 1.0
14 April 2020



HISTORY OF CHANGES			
Version	Publication Date	Change	Page
1.0	14.04.2020	Initial version	



UNION CIVL PROTECTION KNOWLEDGE NETWORK

PARTNERSHIPS

UCPM-2020-KN-AG

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1. INTRODUCTION

This is an EU call for proposals in the field of Civil Protection under the Union Civil Protection Knowledge Network. This call is launched in accordance with the 2020 Annual Work Programme¹.

This call aims to finance projects that support and enhance knowledge-building, partnership-building and networking under the Union Civil Protection Knowledge Network.

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

- The call for proposals document outlines the:
 - overall topic, objectives, priorities and 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.

2. BACKGROUND

The risk landscape for Europe and its neighbours has been subject to significant changes over the recent years. Europe and its neighbours face a wide range of disaster risks, many of which become progressively more prevalent and urgent to tackle. These risks turn more and more often to disasters such as wildfires, floods, earthquakes, storms, heat waves, large-scale medical emergencies and technological accidents that affect increasingly higher numbers of people, infrastructure, properties, cultural heritage and the environment. Climate change further exacerbates the risks and increases the

¹ 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.

exposure to and the vulnerability of people and assets to damage. At the time of drafting this Call, the pandemic caused by the COVID19 virus is showing our vulnerabilities drastically.

The majority of disaster risks are cross-border that threaten entire regions and can affect multiple countries simultaneously. In a world that becomes increasingly interconnected risks also tend to become cross-sectoral touching upon various thematic disciplines at once.

This calls for better and more prompt disaster risk management through stronger prevention, preparedness and response activities that can only be achieved through enhanced cooperation and improved coordination among a wide range of stakeholders across countries.

The primary objective of EU legislation on the Union Civil Protection Mechanism (UCPM) consists in supporting the efforts of Member States² to protect people, the environment and public and private infrastructure as well as cultural heritage against disaster risks and natural and manmade hazards. The objective and scope of the UCPM also covers protection against consequences of acts of terrorism, technological, chemical, biological, radiological, and nuclear (CBRN) incidents, marine pollution and health emergencies occurring inside and/or outside the EU.

The recently amended³ UCPM basic act introduced an innovative component, rescEU. Based on the need for improved, faster and continuous EU support during – often – simultaneous, complex and large-scale emergencies that may overwhelm national response capacities, rescEU entails a new European reserve of capacities (the “rescEU reserve”), designed as a safety net. rescEU initially includes a fleet of firefighting planes and helicopters as well as Medevac, EMT-3 and medical stockpiling capabilities. However, rescEU’s scope goes beyond forest fires envisaging response to other threats such as large-scale medical emergencies and CBRN incidents in the future.

In such a complex and ever-changing risk and hazard landscape more effective prevention and preparedness, more vigorous response and early recovery require better data collection, increased flow of information, improved sharing of knowledge, expertise and skills and consolidated scientific evidence that can only be achieved through cooperation. For this purpose, the revised UCPM legislation foresees the establishment of a Union Civil Protection Knowledge Network (hereafter “Knowledge Network”).

² 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.

³ Decision (EU) 2019/420 of the European Parliament and of the Council of 13 March 2019 amending Decision No 1313/2013/EU on a Union Civil Protection Mechanism, OJEU N° L 771 of 20.03.2019 <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:L:2019:077I:FULL&from=EN>

Article 13 of amended Decision No 1313/2013/EU⁴ defines the Knowledge Network as a network of relevant actors and institutions, including civil protection and disaster risk management actors, centres of excellence, universities and researchers, and it outlines its main aims and activities.

The Knowledge Network builds on existing programmes and activities in the field of training, exercises, lessons learnt and knowledge dissemination, while adding new elements to enhance the collective civil protection and disaster risk management efforts in all phases of the disaster cycle under the UCPM.

Like the UCPM in general, the role of the Knowledge Network is to support and complement Member and Participating States' national, regional and local level actions as well as foster international cooperation and coordination at international level in prevention, preparedness and response through increased, better and more timely shared knowledge and improved expertise and good practices.

The Knowledge Network **vision** is to strengthen the effectiveness and the efficiency of the collective civil protection and disaster management efforts in all phases of the disaster cycle of the UCPM.

The UCPM Knowledge Network **mission** is to bring together civil protection and disaster management actors and institutions to improve the overall knowledge situation within the UCPM and foster the EU's ability and capacity to deal with disasters.

The Knowledge Network's main **objectives** are:

- To bridge across knowledge holders relevant to the UCPM;
- To enhance coordination, cooperation, compatibility and complementarity between capacities and improve the competence of experts;
- To collect and share knowledge, experience, expertise, skills, competence, lessons learnt, and best practices in close cooperation with civil protection authorities and disaster management authorities and knowledge centres;
- To stimulate research and innovation and encourage the introduction and use of relevant new technologies;

⁴ Article 13 of Decision (EU) 2019/420 of the European Parliament and of the Council of 13 March 2019 amending Decision No 1313/2013/EU on a Union Civil Protection Mechanism, 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>

- To strengthen the links between civil protection and disaster risk management actors and develop a shared understanding and a common culture of prevention, preparedness and response.

In addition to its role and contribution to strengthening the EU's readiness and capability across the risk management cycle through cooperation, production and use of knowledge, exchange of experience and expertise and training, the Knowledge Network will also contribute to the implementation of the EU's international commitments towards disaster risk reduction, in particular those in the **Sendai Framework** for Disaster Risk Reduction 2015-2030⁵.

3. GENERAL OBJECTIVE OF THE CALL FOR PROPOSALS

The Annual Work Programme 2020 of the UCPM⁶ provides the framework for the co-financing of Network Partnership Projects (Action 2.3.B) aiming to:

- Promote networks of relevant civil protection and disaster management actors;
- Promote exchange of information, training, research and innovation;
- Develop best practices, technical expertise in the fields of civil protection and disaster management;
- Build and capture new knowledge and practices from relevant civil protection and disaster management actors in the sectors covered by the UCPM;
- Facilitate the exchange of knowledge and best practices in the field of civil protection and disaster management, including climate change adaptation;
- Improve interoperability and capabilities of intervention teams, and test and validate concepts through experimentation.

Network Partnerships, as foreseen in the Annual Work Programme 2020, aim to contribute to the consolidation of the Knowledge Network and expand its range of activities.

To contribute towards the objectives of the Knowledge Network, the EU will support and promote initiatives that strengthen partnerships and streamline cooperation among relevant stakeholders through the co-financing of projects⁷. Accordingly, the purpose of this Call for Proposals is to identify and finance projects that are designed to contribute to the setup, consolidation and further development of partnerships in civil protection and disaster risk

⁵ Sendai Framework for Disaster Risk Reduction 2015-2030, United Nations Office for Disaster Risk Reduction
<https://www.undrr.org/publication/sendai-framework-disaster-risk-reduction-2015-2030>

⁶ Ibid.

⁷ Part 2.3.B of the Commission Implementing Decision of 19.11.2019 on the financing of Decision No 1313/2013/EU of the European Parliament and of the Council on a Union Civil Protection Mechanism and the adoption of the work programme for 2020.

management, which can work towards the objectives of the Knowledge Network while at the same time benefitting from the opportunities for learning and networking.

Projects can contribute to **one or both of the specific objectives** and produce **several outcomes**.

Needs assessments that will justify the project objective, results and activities should be an integral part of project proposals. Needs assessments should clearly demonstrate the identified needs and gaps in knowledge, good practices, expertise and scientific evidence, which will guide the project's actions.

This Call for Proposals is open to local, national, regional and international civil protection and disaster risk management public and private⁸ stakeholders from the UCPM's Member and Participating States. Certain third countries may benefit from UCPM funding⁹, including under this Call for Proposals. A complete list of such countries is provided in chapter 8 (Eligibility Criteria).

The Call for Proposals aims to strengthen the role of the Union Civil Protection Knowledge Network as an inclusive platform of shared knowledge and expertise, good practices and networking in order to establish common understanding and shared culture of prevention, preparedness and response in civil protection and disaster risk management in the EU and the wider Neighbourhood.

The ability to demonstrate readiness and capacity to form new or to expand already existing partnerships for the purpose of producing, sharing and disseminating knowledge, good practices, expertise and innovative approaches across the risk management cycle is considered as a priority for applying under this Call for Proposals.

In an effort to expand both the thematic and geographical scope of the Call for Proposals relevant actors and institutions including civil protection and disaster risk management stakeholders, as identified above, **are encouraged to apply. They can form regional and cross-thematic consortia and explore possibilities of cooperation with the other consortia** that will be selected under the same Call.

The purpose of such a collaborative approach is to create **linkages** and **synergies** among the selected projects that strengthen networking and contribute to the establishment of formal and informal partnerships among relevant stakeholders. Established on a multinational basis, these networks

⁸ Ibid.

⁹ Ibid.

and partnerships can facilitate the identification and dissemination of existing knowledge, promote the development and exchange of good practices and encourage research and innovation with a replicative and amplifying effect across many civil protection and disaster risk management actors.

The constantly evolving nature of risks and hazards and the varying levels of impact they have on different segments of the population, infrastructure and the environment, call for pro-active consideration of relevant **horizontal issues** in the proposals under this Call. This includes gender, age, people with disabilities, ethnic minorities, environmental sustainability, green economic practices, resilience in infrastructure, and the protection of cultural heritage, among others.

4. PRIORITIES (SPECIFIC OBJECTIVES)

For an illustration of a logical framework including general and specific objectives, outcomes and outputs, please refer to the project proposal template. General objectives, specific objectives (Call priorities) and outcomes are pre-defined above. Each proposal must define work packages, sets of actions and deliverables that contribute to the Call's specific objectives, general objectives and outcomes and should be logical, results-based and impact-driven.

Ideally, proposed projects should be complementary to and take stock of, or build upon prior achievements in the field at local, national, regional or international level.

The Call for Proposals will aim to ensure complementarity with other EU initiatives including UCPM Prevention and Preparedness projects, research projects funded under Horizon 2020 and its predecessors, projects focusing on training, exercises and exchange of experts, EU cross-border projects funded under the Interreg programmes, Smart Specialisation Strategies at regional level and Cross-Border Cooperation under the ENP10, etc.

4.1. Specific Objective 1

- *To support civil protection and disaster risk management actors that **promote and facilitate** the development, dissemination and exchange of **knowledge, good practices and expertise***

In order to achieve Objective 1, the Call for Proposals will co-finance actions with key focus on identifying, developing, strengthening and sharing knowledge, good practices and expertise developed by and intended for civil protection and disaster risk management actors in the areas of prevention, preparedness and response. The developed and shared knowledge, good practices and expertise will serve both the direct and indirect beneficiaries but they will also contribute to strengthening the UCPM's decision-making, prevention, preparedness and response activities.

In addition, **scenario-based approaches**, whereby civil protection and disaster risk management actors will promote, apply and test knowledge, expertise and methodologies through specific disaster risk scenarios, are encouraged under this objective. Scenario-based approaches should apply to disaster risks that are common to the geographical region targeted by the project and should be able to involve civil protection and disaster risk management actors from different thematic areas. Scenario-based approaches should also encourage **innovative approaches and evidence-based practices** that could improve prevention, preparedness and response and foster partnerships.

The project activities should ideally produce/contribute to producing at least two of the following outcomes:

1.1 New technologies and innovative approaches in prevention, preparedness and response are developed, tested and disseminated.

1.2 Good practices, recommendations, and lessons in prevention, preparedness and response are collected, reviewed, shared and applied during exercises and real-time emergencies.

1.3 Research, comparative studies and feasibility assessments of common good practices in prevention, preparedness and response are produced and shared.

1.4 Expertise in civil protection and risk disaster management is further developed and shared.

1.5 Linkages between civil protection and disaster risk management in the context of humanitarian operations are strengthened.

4.2. Specific Objective 2

- *To support new and consolidate existing partnerships in civil protection and disaster risk management that enhance cooperation and synergies in prevention, preparedness and response.*

In order to achieve Objective 2, the Call for Proposals will co-finance actions with key focus on cooperation in prevention, preparedness and response through networking and partnership-building activities developed by and intended for civil protection and disaster risk management actors in the areas of prevention, preparedness and response.

In addition, **scenario-based approaches**, whereby civil protection and disaster risk management actors come together and team up to exchange

good practices, knowledge and expertise under specific disaster risk scenarios, are encouraged under this objective.

Scenario-based approaches should apply to disaster risks that are common to the geographical region targeted by the project and should be able to involve civil protection and disaster risk management actors from different thematic areas in order to encourage the establishment of **agile, sustainable and scalable partnerships**. Scenario-based approaches should also encourage innovative approaches and evidence-based practices that could improve prevention, preparedness and response through fostered partnerships.

The project activities should ideally produce/contribute to producing at least two of the following outcomes:

2.1 Existing structures of relevant civil protection and disaster risk management actors are strengthened and expanded.

2.2 New partnerships are established.

2.3 New synergies are explored between civil protection and humanitarian aid based on a "cross-fertilisation" approach.

2.4 Networking opportunities with Information Communication Technology entities for the development of digital tools (apps, digital platforms, VR tools) are further explored.

5. TIMETABLE AND DURATION

Timing (planned)	
Publication:	08/04/2020
Opening for submission:	14/04/2020
Deadline for submission:	16/06/2020 – 17:00 CET
Evaluation:	June-July 2020
Information on evaluation result:	September-October 2020
Grant agreement signature:	October-November 2020
Starting date:	1 January 2021 (Mandatory)

Duration

The initial duration of the GA cannot be longer than 18 months.

6. AVAILABLE BUDGET

The total budget for the co-financing of Network Partnership projects is:

- A. Internal budget: EUR 1 500 000** for projects targeting Member States and Participating States in the UCPM.
- B. External budget: EUR 500 000** for projects targeting the IPA beneficiary countries not participating in the UCPM (Albania, Bosnia and Herzegovina, Kosovo¹⁰) and European Policy Neighbourhood countries (Eastern neighbourhood: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine and Southern Neighbourhood: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine¹¹ and Tunisia).

Applicants should choose the budget for which they will applying and indicate it clearly in their application.

The EU co-funding rate amounts to **up to 85%** of total eligible costs, with a maximum EU contribution of **EUR 300 000** for grants awarded under the internal budget and **EUR 200 000** for grants awarded under the external budget for each selected proposal.

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 the project's eligible costs are funded from sources other than the EU budget.

The European Commission reserves the right not to grant the entire budget available.

7. ADMISSIBILITY REQUIREMENTS

Applications must be submitted before the call deadline (see timetable chapter 5).

Applications must be submitted electronically via the Funding & Tenders Portal Electronic Submission System (accessible via the Call Topic page in the Search Funding & Tenders section). Paper-based submissions are not accepted.

Applications must be readable, accessible and printable.

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

¹¹ 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.

Applications must contain all the requested information and all required annexes and supporting documents:

- Part A including administrative information about the participant organisations (future coordinator and beneficiaries) and the summarised budget for the proposal (Filled in directly online).
- Part B (description of the action) covering the technical content of the proposal (Mandatory word template available in the Electronic Submission Service).

Mandatory annexes for this call:

- o Detailed budget tables (Mandatory excel template available in the Electronic Submission Service).
- o Letter of support from the competent national civil protection authority or from the competent national maritime authority of each country that will benefit from the action (Specific word form available in the Electronic Submission Service to be signed by the competent national authority.) This does not apply to participants which themselves are the national authority.
- o CVs of core project team.
- o Activity reports of the previous year from all participants (not mandatory for public authorities and international organisations).

8. ELIGIBILITY CRITERIA

8.1. 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.¹²
- be established in one of the eligible countries, i.e.:
 - o Member State/Participating State in the Mechanism (including overseas countries and territories (OCTs)¹³)

¹² For the definition, see Article 156 EU Financial Regulation [2018/1046](#).

¹³ 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.

- Eligible non-EU countries:
 - IPA beneficiaries not participating in the mechanism: Albania, Bosnia and Herzegovina, Kosovo¹⁴;
 - European Neighbourhood Policy countries:
 - East: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine;
 - South: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine¹⁵ 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) CANNOT 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](#)¹⁶*).

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.

8.2. Consortium Composition

Applications must be submitted by a consortium complying with the following conditions:

- Proposals financed through the **internal budget** line:
 - Must involve at least three applicants from at least three different Member and/or 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.

¹⁴ 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.

¹⁵ 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.

¹⁶ 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 19.7.2013, 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](#).

- One applicant shall be a civil protection public entity, disaster management public entity, or an entity entrusted with such tasks by public authorities. The consortium must aim for a diversified membership, which must include at least two of the following entities: national and local authorities, research institutes; centres of excellence; observatories; international organisations; civil society organisations; higher education institutions; private entities and professional organisations.
- Proposals financed through the **external budget** line:
 - Must involve three applicants from at least three different Participating States and eligible non-EU countries.
 - 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 shall be a civil protection public entity, disaster management public entity, or an entity entrusted with such tasks by public authorities. The consortium must aim for a diversified membership, which must include at least two of the following entities: national and local authorities, research institutes; centres of excellence; observatories; international organisations; civil society organisations; higher education institutions; private entities and professional organisations.

Consortium members must obtain the support from their respective National Civil Protection Authority¹⁷ for their participation in the project 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 entities¹⁸ 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.

¹⁷ https://ec.europa.eu/echo/files/civil_protection/vademecum/menu/2.html

¹⁸ See Article 187 EU Financial Regulation [2018/1046](#).

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, 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 Ireland from the European Union and the European Atomic Energy Community.

9. EXCLUSION CRITERIA

Applicants that are subject to an EU administrative sanction (i.e. exclusion or financial penalty decision)¹⁹ or in one of the following situations²⁰ 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 misconduct²¹ (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,

¹⁹ See Article 136(1) EU Financial Regulation [2018/1046](#).

²⁰ See Articles 136(1) and 141(1) EU Financial Regulation [2018/1046](#).

²¹ 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.

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 they²²:

- 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).

10. SELECTION CRITERIA

Financial capacity

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

The financial capacity check will be done by the Commission on the basis of the documents you will be requested to upload in the [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).

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

²² See Article 141(1) EU Financial Regulation [2018/1046](#).

- 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 (section 12)
- pre-financing paid in instalments
- (one or more) pre-financing guarantees (see 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.

11. 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	15	20
Quality and effectiveness (project management and methodology)	20	30
Sustainability and impact	15	20
Representation and geographical coverage	20	30
Overall (pass) scores	70	100

Maximum points: 100 points.

Overall threshold: 70 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 13.

11.1. Relevance

The criteria below will assess the clarity, consistency, objectives and outcomes of the project as described in sections 4.1 and 4.2 above. All these elements must be aligned and address the specifications and priorities as defined in the Annual Work Programme 2020. Therefore, the proposals will be evaluated against the following sub-criteria:

- To what extent are the aim, objectives and expected results of the proposed project in line with the objectives and expected results stated for Civil Protection Knowledge Network in the Annual Work Programme 2020 (**Action 2.3.B**)?
- Does the project contribute to at least one of the two specific objectives and to multiple outcomes under each objective? (please provide description)
- To what extent do the activities of the proposed project take into consideration achievements, lessons learnt, good practices, experience and recommendations from similar previous initiatives?

- To what extent are the project objective(s) defined according to SMART criteria (specific, measurable, achievable, realistic and time-bound)?

11.2. Quality and effectiveness (project management and methodology)

The criteria below will assess whether sound and consistent project management and methodology are in place. These elements will be assessed according to the information provided in the application form, in particular the sections on needs assessment, objectives and methodology, work packages, timetable and consortium composition. Therefore, the proposals will be evaluated against the following sub-criteria:

- To what extent are the project objectives, results framework and performance indicators chosen to monitor it, clear and consistent?
- 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 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 project management (including coordination, monitoring, timetable, risk management, quality control, evaluation etc.) is clearly described in the project proposal?
- To what extent is the proposed budget justified and reasonable to ensure proper implementation of the project, in terms of cost-effectiveness?

11.3. Sustainability and impact

The criteria below will assess whether the project proposal can produce sustainable, impactful and replicable results that can be maintained after the end of the project. Therefore, the proposals will be evaluated against the following sub-criteria:

- How likely is it for the project results to be maintained (continuation of the positive change brought about by the project) after EU funding ends?

- How does the proposed project ensure long-term impact of the project results and achievements?
- What potential does the project have to expand and further encourage international partnerships after its end?
- To what extent are the project results considered replicable/scalable and contributing to ownership by entities not involved in the project?

11.4. Representation and geographical coverage

The criteria below will assess whether the project proposal is engaging, inclusive and representative. Therefore, the proposals will be evaluated against the following sub-criteria:

- To what extent is it contemplated to use or test methods, knowledge, practices, lessons, recommendations, and/or products and services by Member States, Participating States and other involved stakeholders in the UCPM?
- To what extent does the formed project consortium satisfy criteria in terms of geographical representation, operations and area(s) of work?
- To what extent does the project provide for the involvement of local, regional, national, EU and other international actors and teams?
- To what extent does/can the project involve humanitarian stakeholders?

12. 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**.

13. 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 section 5).

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.

14. 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: 18 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 6. 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 going beyond 30% of the total eligible costs must be justified in the application.
- VAT is NOT eligible.
- Costs for the kick-off meeting (introductory meeting) will be eligible as travel costs (1 person per Consortium Partner, return ticket to Brussels, accommodation for one night – maximum 4 persons).

Reporting & payment arrangements

The reporting and payment arrangements will be fixed in the grant agreement (art. 14, 15 and 16).

For further details on reporting requirements, see Article 14 and 15 of the 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 (Funding & tender 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 (Funding & tender 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 for this call:

- Progress report at mid-term (i.e.: month 9 for an 18-month 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 Funding & tender 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.

15. HOW TO SUBMIT AN APPLICATION?

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

Submission is a **2-step** process:

- a) Register your organisation
- b) Submit the proposal — in 3 parts, as follows:
 - **Part A** includes administrative information about the applicant organisations (future coordinator and beneficiaries) and the summarised budget for the proposal. It is filled in **directly online**;
 - **Part B** (description of the action) covers the technical content of the proposal. It is presented using the mandatory word template (to be downloaded from the Electronic Submission Service and **uploaded as a PDF file**).
 - Annexes (see chapter 7). They are uploaded as PDF files.

Please refer to the *Guide for applicants* for detailed explanations on the submission process.

The proposal must be submitted before the call deadline (specified in chapter 5 of the call document). After this deadline, proposals will be automatically disregarded by the system and considered not to have been submitted.

The proposal must keep to the page limits (specified in the proposal form); excess pages will be disregarded.

Documents must be uploaded to the right category in the Electronic Submission Service otherwise the proposal might be considered incomplete and so inadmissible.

Details on processes and procedures are described in the Funding & Tender Portal Online Manual. The Online Manual also contains FAQs and detailed instructions for the Electronic Exchange System.

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.