



Union Civil Protection Mechanism

Call for proposals document

Union Civil Protection Mechanism Exercises

Action Grants
UCPM-2018-EX-AG

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Union Civil Protection Mechanism

UNION CIVIL PROTECTION MECHANISM EXERCISES

UCPM-2018-EX-AG

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1. Background

Welcome to the call for proposals for projects to be funded in the framework of the Union Civil Protection Mechanism Exercises¹ outlined in Action 2.6 of the 2018 Work Programme (WP 2018).

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

- The Call for proposals document outlines the:

Objectives and expected results of the programme as outlined in the WP 2018;

Timetable, budget available and types of activities that can be financed;

Eligibility, exclusion, selection and award criteria;

Recommendations for the preparation of the proposal.

The Guide for applicants outlines the :

Procedures to register and submit proposals online;

Explanation on the Part A and B - the Technical Submission Template presenting the details of the action;

Evaluation process of the proposals;

Overview of the cost eligibility criteria.

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

Should you still have questions after consulting both the call for proposals document and the guidelines for applicants, you can send your questions in writing to the DG ECHO Emergency Preparedness and Security Unit (DG ECHO A.2) at ECHO-CIVIL-PROTECTION-CALLS@ec.europa.eu

**Asking for clarification has no impact
on the final award decision!**

¹ A Union Civil Protection Mechanism exercise project is hereafter referred to as an *exercise project*.

2. Introduction to the UCPM

The Union Civil Protection Mechanism, hereafter the Mechanism, was established by Decision No 1313/2013/EU of the European Parliament and of the Council of 17 December 2013 on a Union Civil Protection Mechanism (hereinafter the Decision)². In broad terms, the Mechanism was set up with the aim to provide support, upon request, in the event of major emergencies and to facilitate improved coordination of assistance intervention. The Mechanism does so by facilitating response to protect primarily people but also the environment and property, including cultural heritage, in the event of natural and man-made disasters, acts of terrorism and technological, radiological or environmental accidents, including accidental marine pollution, occurring inside or outside the European Union, taking into account the special needs of the isolated, outermost and other regions or islands of the European Union.

In order to strengthen and eventually ensure the level of response that is preferred within the Mechanism, various preparedness activities are conducted to complement the national preparedness endeavours of Participating States.

In Article 13(1) of the above Decision, the Commission is tasked to set up and manage an exercise programme.

The Commission Implementing Decision of 16.10.2014 laying down rules for the implementation of Decision No 1313/2013/EU of the European Parliament and of the Council on a Union Civil Protection Mechanism and repealing Decisions 2004/277/EC, Euratom and 2007/606/EC, Euratom (C(2014)7489 final)³ (hereinafter the "Implementing Decision") in Chapter 9, Article 32(3) defines the exercise programme, its strategic framework and priorities.

The term "exercises" refers to a range of activities, spanning from validating existing capabilities to exploring new ones, from focusing on a national response team's performance to focusing on the trans-governmental and cross-sectorial emergency response mechanisms. They are designed to enhance the readiness and capacities of national response in its ability to both receive as well as provide assistance.

These exercise projects provide opportunities in controlled environments to assess learn from and improve the response capability of Participating States of the Mechanism and the European Commission as well as to exchange knowledge and experience with third countries. The exercise programme targets the response capacities of Participating States, in particular with

² OJ L347, 20.12.2013, p. 924.

³ OJ L320, 6.11.2014, p.1–45.

regard to teams and other assets provided in assistance interventions under the Union Mechanism.

3. Objectives — Themes & priorities — Activities — Expected impact

The Civil Protection Work Programme 2018, in its Action 2.6, provides the framework for the implementation of the priorities set up in the legislation for the exercise programme:

The objective:

"To improve civil protection preparedness and response to all kinds of disasters, including marine pollution, and chemical, biological, radiological, nuclear (CBRN) disasters, as well as combined disasters and disasters simultaneously affecting a number of countries (inside or outside the participating states of the Mechanism) by providing a testing environment of established and/or new operational concepts and procedures of the Mechanism and a learning opportunity for all actors involved in civil protection assistance interventions under the Mechanism".

The expected results are:

- *Improving the response capacity of Member States, in particular with regard to teams and other assets provided in civil protection assistance interventions.*
- *Improving and verifying the procedures and establishing a common approach for the coordination of civil protection assistance interventions and reducing the time taken to deploy in major disasters.*
- *Enhancing cooperation between the civil protection and marine pollution services of the Member States, the Commission and other relevant actors.*
- *Identifying and sharing lessons learned.*
- *Testing the implementation of lessons learned*

Type of Activities

Design, plan, conduct and evaluate exercises with scenarios simulating the situation and conditions of all types of disasters for the activation of the Mechanism, including marine pollution and CBRN disasters, as well as combined disasters and disasters affecting simultaneously a number of countries (inside or outside the participating states of the Mechanism). The design and planning for the exercises should also take into account the results of evaluations of previous exercises as well as lessons learned from civil protection actions. Towards the end of the exercise project, recommendations and a plan to implement the recommendations should be developed based on the findings that have been outlined in the evaluation.

The exercises can be full scale exercises, command post exercises with limited deployment, and table top exercises. A combination of two or three of these exercise concepts is considered as strength.

The involvement of Member States is ensured through the ERCC, according to established procedures (e.g. use of CECIS, and activation of the Mechanism) and deployment of exercise participants as defined in Art. 32 of Commission Implementing Decision 2014/762/EU laying down rules for the implementation of Decision No 1313/2013/EU of the European Parliament and of the Council on a Union Civil Protection Mechanism⁴ i.e. intervention teams (including modules), teams of assessment and/or coordination experts (EUCPT), national key contact point staff, other intervention support resources and officials of the EU Institutions, including humanitarian aid experts (if required by the scenario).

The activation of the UCPM and the subject of the Host Nation Support should be integrated in every Mechanism exercise.

Priority issues to be addressed by the exercise projects shall be:

- *Deployment of assets and teams of the European Emergency Response Capacity (EERC);*
- *Testing ERCC procedures;*
- *Information exchange between affected country, Participating States and the ERCC;*
- *Crisis communication.*
- *The subject of the Host Nation Support should be integrated in every Mechanism exercise.*

The purpose of this call for proposals is therefore to fund exercises projects which meet the objectives set up in the Work programme.

⁴ OJ L320, 6.11.2014, p.1.

4. Timetable & available call budget

	Stages	Date and time or indicative period
a)	Publication of the call	27/02/2018
b)	Deadline for submitting applications	15/05/2018 – 17:00 CET
c)	Evaluation period	June-July 2018
d)	Information to applicants	September 2018
e)	Signature of Grant Agreement	September/November 2018
f)	Starting date of the actions	1 January 2019

5. Budget

The total **available budget** is **EUR 3.800.000**.

This budget is divided between

A) Internal budget item: EUR 2 300 000 for projects benefitting Participating States in the UCPM.

B) External budget item: EUR 1 500 000 for projects covering the IPA II beneficiaries not participating in the Mechanism and European Neighbourhood Policy countries.

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

The EU contribution per exercise project is limited to a maximum of **EUR 1 000 000**.

The **EU co-funding rate** in the framework of this Call amounts up to **85%** of the total eligible costs per exercise project.

The beneficiaries need to guarantee that the remaining 15% of the total eligible cost per exercise project come from sources other than the EU grant, whereby each beneficiary must guarantee that 15% of its eligible cost is funded from sources other than the Union. The applicants are thus encouraged to look for other possible local, national or international, private and public sources other than the Union.

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

6. Admissibility conditions

Applications must be submitted before the call deadline (see time-table section 3.1).

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

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.

7. Eligibility conditions

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

7.1. 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;
- Be directly responsible for the preparation and management of the project with the other applicants, i.e. not acting as an intermediary;
- Be established in one of the eligible countries, i.e.:

1) Participating states⁵ (including overseas countries and territories (OCTs)⁶)

2) established in eligible non-EU countries:

-IPA II beneficiaries not participating in the mechanism: Albania, Bosnia and Herzegovina, Kosovo⁷ ;

-European Neighbourhood Policy countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine;

-Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine and Tunisia.

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

⁶ 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.

⁷ 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.

Natural persons are **NOT eligible**.

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

Special rules may apply for entities from certain countries (e.g. countries covered by [Council sanctions](#), entities covered by Commission Guidelines Nr. [2013/C 205/05](#) ⁸).

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

Applications by single applicants are NOT allowed.

7.2. Consortium of minimum 3 entities from 3 different countries.

Exercises financed through **the internal budget line** as beneficiaries, entities from at least two different Participating States, other than the state organising the exercise project. International organisations can participate in the consortium in addition to the three entities from three different Participating States as an Associate Beneficiary.

Exercises financed through **the external budget line** must involve, as beneficiaries, entities from:

at least one European Neighbourhood Policy country or one IPA II beneficiary not participating in the Mechanism and at least one an entity from an additional country (European Neighbourhood Policy country, IPA II beneficiary not participating in the Mechanism or a Participating State) together with the Participating State which is the Coordinating Beneficiary.

International organisations can participate in the consortium in addition to the three entities from three different eligible countries as an Associate Beneficiary, provided that at least one of the three entities is from one European Neighbourhood Policy country or one IPA II beneficiary not participating in the Mechanism. The focus of these exercises will be to maximize the exchange of knowledge and experience on the EU Mechanism with the third countries.

⁸ Commission guidelines Nr. [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11). Note that these guidelines extend to third parties receiving financial support within the meaning of Article 137 of the EU Financial Regulation No [966/2012](#).

The **Associated Beneficiaries** must contribute technically to the exercise project and hence be responsible for the implementation of at least one (could be more than one) project activity.

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

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

7.3. Realistic scenario of the exercise

The scenario of the exercise conducted during the exercise project must be realistic and supports the achievement of the aim and objectives of the exercise, taking into account existing risk- and vulnerability analysis. It must also depict a disaster that overwhelms the response capacity of at least one country.

7.4. Activation of the Mechanism

The Mechanism must be activated, whereby all the procedures involved are tested, developed and/or used as learning and exploring opportunity. A EUCP Team must be deployed together with one ERCC Liaison Officer (ERCC LO) following the procedures normally applied during an activation of the Mechanism.

7.5. National Operational Structures

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

7.6. Exercise project duration

The maximum duration of an exercise project is 24 months and must as a minimum have a planning, conducting and evaluation phase. The planning

phase must start between 01/01/2019 and 01/07/2019 and the evaluation phase should start from the beginning of the exercise project.

7.7. Management and control Structures

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

The Exercise Project Management organigram provides a picture of the different groups/teams/syndicates that have a specific task during the course of the exercise project. For example, these groups are responsible for:

- Project Management Team/Steering Group
- Budget and finance
- Logistics, IT and administration teams supporting the project preparation.
- Scenario and injects
- Planning for Exercise control (EXCON)
- Evaluation and improvement planning/Way Forward
- Visitors, EU Observers and VIP
- Workshops/training/exhibitions
- Dissemination and Publicity

The "Exercise Conduct organigram" provides a picture of the different groups/teams/syndicates that have specific tasks during the conduct of the exercise. It also provides an understanding of the relation between the role players, exercising participants, controllers in the "field", controllers in the exercise control coordination cell and thematic or geographic exercise control cells.

7.8. EU Observers

The exercise project must invite to take part in the exercise as observer at least one observer from each participating state and one observer from each eligible third country (IPA II and ENP) for both internal and external budget items. The observers' travel and subsistence costs from the port of departure can be included in the exercise project budget.

7.9. Eligible Activities

- Exercises can be conducted following **different typologies** described here below. A combination of two or three of these exercise types implemented in a project is considered as strength. While there is no limit to the

maximum duration, in hours or days, of each exercise type that can be conducted during the exercise project, there is an expected minimum duration for each exercise type (including development of recommendations/improvement planning).

Discussion Based Exercise (DBX)

also known as Table Top Exercises (TTX) is designed to put real crisis response managers and practitioners in a situation to use existing plans and procedures to take decisions according to a proposed scenario. A DBX can also be used to develop plans and procedures where there are none. Due to its discussion based format, the exercise does not require any actual deployment but rather gathers the exercising participants in one single location under the guidance and control of exercise directing and facilitating staff.

For an exercise conduct to be considered as a Discussion Based Exercise (DBX) it is required to have a minimum duration of **two half days**, noon to noon.

Command Post Exercise (CPX)

A CPX is an exercise type in which the field response and deployment is simulated, involving the headquarters and/or coordination centres that would be involved in the emergency. These exercises often focus on the decision making processes, inter/intra-relations, cooperation and coordination of one or several organisation(s) together with the consequences thereof. All activities that would be performed during a real response would be performed except the field activities.

For an exercise conduct to be considered as a Command Post Exercise (CPX) it is required to have a minimum duration of **9 hours**.

Field Exercises (FX)

Similarly, as the term implies, Field Exercises (FX) are exercises conducted with focus on the field element of emergency response with the actual feet of the exercise participants on the ground. These types of exercises focus on a specific level or response that is often confined to a specific geographical area. Given the geographical location specified, FXs always have the operational and tactical response but may or may not have the strategic (local) response involved. Due to UCPM exercise projects need to focus on the response mechanism itself, only having a FX in an exercise project would not be sufficient enough.

For an exercise conduct to be considered as a Field Exercise (FX) it is required to have a minimum duration of **8 hours**.

Full Scale Exercise (FSX)

A FSX is designed to replicate one or several phases of an emergency with the commitment of all the public bodies and authorities and other response entities that would be committed in a real emergency of the portrayed scenario. All the functions (operation, coordination, logistics, communication, crisis communication, etc.) required in an emergency are replicated and performed. This type of exercise strives to provide a simulation that is as close as possible to a real emergency.

For an exercise conduct to be considered as a Full-Scale Exercise (FSX) it is required to have a minimum duration of **36 hours**. The exercise conduct timing for the FSX could be in the form of two full days including one night or three full days. The alert and request phase can be conducted well in advance, days or weeks before the actual presence of assets on the field or the start of the FSX and are excluded from the calculation of the minimum duration.

Each exercise project will require the implementation of a number of activities which are eligible under this call, such as:

- Kick-off meeting with the Commission at the beginning of the agreement
- Project Management Team meetings
- Planning Conferences and activities
- Steering Group meetings
- Exercise conduct (DBX, CPX, FX, FSX)
- Evaluation conferences and other evaluation related activities
- Way Forward or Improvement planning conferences
- Pre and/or Post-Exercise workshops
- Training, workshops, seminars
- Promotion and dissemination

The Host **Nation Support procedures** of the country receiving assistance, as outlined in the scenario, must be implemented. The term Host Nation Support (HNS) should only be used in reference to the procedures that are going to be tested and/or developed during the conduct of the exercise. HNS' travel and subsistence costs from the port of departure can be included in the exercise project budget.

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

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

Activities should be complementary to and should not overlap with activities financed through the European Neighbourhood Instrument and the Instrument for Pre-Accession Assistance.

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

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

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

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

Financial support to third parties is not allowed.

8. Award criteria

The award criterion is divided into four dimensions.

Each dimension has a minimum threshold that must be passed and a maximum number of points that can be awarded to a proposal. The total amount of points a proposal can get is 100 of which 65 points is the minimum threshold when combining all four dimensions.

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

- Understanding: maximum 25 points with a threshold of 15
- Methodology: maximum 30 points with a threshold of 20
- Cost effectiveness: maximum 15 points with a threshold of 8
- European dimension: maximum 30 points with a threshold of 15

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

Other applications will be rejected.

8.1. Understanding

"Understanding" refers to how well the applicants have understood the vital importance of a well-defined, coherent and developed exercise project aim and objectives that addresses the specifications of the exercise programme outlined in the Annual Work Programme 2018 under action 2.6. The applicant has also understood the relevance of the exercise conduct and scenario as a

tool to fulfil the aim and the involvement of appropriate exercise participants. Therefore, the proposals will be evaluated against the following sub-criteria:

(1) Aim, objectives and expected results: (12 points)

Is the project aim with subordinate objectives clearly stated?

Are the project objectives defined according to SMART criteria (specific, measurable, assignable, realistic and time-related)?

Are the aim, objectives and expected results of the proposed exercise(s) in line with the aim and objectives of the exercise projects as stated in section 2.6 of the Annual Work Programme 2018?

(2) Scenario basis and consistency: (7 points)

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

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

- Does the scenario address and provide an opportunity to test, improve or establish issues which are high on the civil protection response agenda at the European Union level and/or in eligible third countries?
- Does the scenario provide an opportunity of testing, improving and/or establishing in an integrated manner various available civil protection response resources (various categories of the target group) and tools (e.g. transport grant, satellite images, etc.)?
- Does the scenario emphasise cooperation/coordination at various levels? Does the project foresee use of the European Emergency Response Capacity (Voluntary Pool)?

(4) Exercising participants: (3 points)

Is the selection of exercising participants appropriate given the aim and objectives?

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

8.2. Methodology

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

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

Are the relevant bodies (Project Management Team/Steering Group/Planning Group and/or other structures) and procedures in place to secure monitoring, decision making, and control of the progress of the project?

Have all necessary work packages and activities been identified to guarantee a professional conduct of the exercise? This includes the development of documentation and training (if necessary) as well as respecting the procedures of the Mechanism.

(6) Exercise project time schedule: (5 points)

Is the proposed exercise project timeline realistic given the available resources?

Are the various meetings and conferences properly spaced and aligned with the exercise conduct given the deliverables from each one of them?

Have the reporting obligations to the Commission been included?

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

Have the members of the Project Management Team been identified, and their roles and responsibilities been specified?

Have all the necessary work packages and activities that would guarantee sound planning of the exercise project been identified?

Is there a dedicated Exercise Control foreseen for the exercise?

Has a risk analysis of the exercise project and of its different work packages been performed?

Has sufficient preparation been undertaken to mitigate potential difficulties and are any contingency plans identified?

(8) Exercises conduct: (5 points)

Will the types and specifics of the exercise conduct envisaged help reaching the aim and objectives of the project? (DBX, CPX and/or FSX)?

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

Have adequate activities been identified that would guarantee comprehensive evaluation of the exercise project and exercise conduct?

Does the proposal include a specific evaluation programme from the start of the exercise project in order to present findings and an evaluation report?

Does the proposal include an improvement planning or way forward programme in order to present recommendations and a plan of action for improvement?

Does the evaluation follow the SMART criteria defined for the exercise aim and objectives (see also above under "Understanding – Aim, objectives and expected results")? How well are the outcomes of the evaluation and improvement planning connected to the aim and objectives of the exercise project?

8.3. Cost Effectiveness

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

(10) Rationality: (5 points)

Is the proposed budget well-structured, rational and clear?

Have all the costs for the exercise project activities been clearly identified and quantified?

Does subcontracting mainly consist of administrative and logistical tasks?

(11) Justification and coherence: (5 points)

Is the budget justified?

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

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

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

8.4. European Dimension

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

(13) Involvement of cross-border intervention, EU services and actors: (10 points)

Is there a sufficient percentage of exercising participants during the exercise conduct from cross-border intervention assets?

Are exercising participants other than civil protection personnel foreseen (i.e. other Commission DGs and EU Services or structures that are involved in the overall European response to emergency situations)?

Is it foreseen to use or test EU methods and/or products and services relevant to civil protection operations or under development by Commission DGs and services foreseen (e.g. Copernicus, ARISTOTLE, etc.)?

(14) EUCP Teams: (5 points)

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

(15) Participation of Participating States or third countries (where applicable under the external budget line): (5 points)

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

level of engagement, i.e. the associate beneficiaries managing a specific work package.

(16) Dissemination of deliverables: (5 points)

Does the project proposal foresee the dissemination of the lessons identified, best practises and recommendations for the benefit of all Participating States of the Mechanism and, where applicable under the external budget line, eligible third countries?

Is the implementation of these deliverables addressed?

Does the proposal outline the method of ensuring the findings that have pan-European implications are fed into the Lessons Learnt programme managed by the Commission?

(17) BONUS POINTS: Cooperation with International Organisations:
(5 points)

Participation as exercise participants of international organisations, particularly agencies of the UN system, in cases of scenarios outside the EU, with which the Mechanism cooperates in emergencies.

9. Other conditions

9.1. Financial capacity

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

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

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

It will be done for all applicants, except:

public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations

if the requested grant amount is not more than EUR 60 000 (low-value grant).

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

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

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

or

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

9.2. Operational capacity

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

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

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

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

9.3. Exclusion

Applicants that are subject to an EU administrative sanction (i.e. exclusion or financial penalty decision)⁹ or in one of the following situations¹⁰ are excluded from receiving EU grants and will automatically be rejected:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures under national law (including persons with unlimited liability for the applicant's debts)
- declared in breach of social security or tax obligations by a final judgment or decision (including persons with unlimited liability for the applicant's debts)
- found guilty of grave professional misconduct¹¹ by a final judgment or decision (including persons having powers of representation, decision-making or control)
- convicted of fraud, corruption, involvement in a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including persons having powers of representation, decision-making or control)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement or grant decision (including persons having powers of representation, decision-making or control)

⁹ See Articles 131(4) and 106(1) EU Financial Regulation No [966/2012](#).

¹⁰ See Articles 131(4), 106(1) and 107 EU Financial Regulation No [966/2012](#).

¹¹ 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.

- found guilty of irregularities within the meaning of Article 1(2) of Regulation No 2988/95 (including persons having powers of representation, decision-making or control).

Applicants will also be rejected if it turns out during the grant award procedure that they:

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

 **IMPORTANT**

- **Coordinator & consortium** — The coordinator represents the consortium towards the EU. You must have agreement of the other members and their mandate to act on their behalf and will have to confirm this in your application. Moreover you will have to declare that the information in the proposal is correct and complete and that all participants comply with the conditions for receiving funding (especially, eligibility, financial and operational capacity, no exclusion, etc.) and have agreed to participate. Before signing the grant agreement, each participant will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.
- **Linked third parties** — Applicants may participate with linked third parties (i.e. affiliated entities¹) that receive funding. Linked third parties must comply with all the conditions set out in this call (just like applicants), but they do not sign the grant agreement and do not count towards the minimum eligibility criteria for consortium composition.
- **Subcontractors** — Subcontracting is allowed, but subject to strict limits (*see section 9*).
- **Registration** — All applicants must register in the [Beneficiary Register](#) — before the call deadline — and upload the necessary documents showing legal status and origin. Linked third parties can register later (during grant preparation).
- **Completed/ongoing projects** — Applications for projects that have already been completed will be rejected; applications for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before proposal submission).
- **Balanced project budget** — Applicants must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties*). You may be requested to lower the estimated costs in the detailed budget table, if they are ineligible or excessive.
- **No profit rule** — Grants may NOT give a profit (i.e. surplus of receipts + EU grant over costs). This will be checked by us at the end of the projects.

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

10. Evaluation and award procedure

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

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

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

Successful applications will be invited for grant preparation

IMPORTANT

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

11. Legal & financial set-up of the grants

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

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), based on the date provided in Part B–submission template.

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

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

Maximum grant amount, reimbursement of eligible costs & funding rate

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

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

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

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

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

The final grant amount 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
- 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.

At the end of the project, you will be invited to submit a report and we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

Pre-financing guarantee

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

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

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

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

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

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

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

Special provisions

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

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

Cost rejection, grant reduction, recovery, suspension & termination

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

Liability regime for recoveries

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

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

Or

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

12. How to submit an application?

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

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

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

- Detailed budget table
- Notification Form signed by the competent authority
- The Exercise Project Management organigram
- The Exercise Conduct organigram
- CVs of Project Management Team
- Activity report of last year

Contact

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

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

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

 **IMPORTANT**

Consult the Call Topic page regularly. We will use it to publish updates and additional information on the call.

Don't wait until the end.

Questions received later than 7 days before the call deadline cannot be answered.

We strongly advise you to complete your proposal sufficiently in advance of the deadline, to avoid any last minute technical problems. Any problems due to last minute submissions (*e.g. congestion, etc.*) will be at your risk. The call deadline will NOT be extended.

Before submitting a proposal, all applicants must be **registered** in the [Beneficiary Register](#) and obtain a participant identification code (PIC) (one for each applicant).

By submitting their proposal, all applicants **accept**:

to) the terms and conditions of this call (as described in this call document and the documents it refers

to use the electronic exchange system in accordance with the [Participant Portal Terms & Conditions](#).

After the call deadline, the proposal is locked and can no longer be changed.

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 intend to organise an **introductory meeting** for successful applicants to discuss project management, administrative and financial aspects and reporting obligations. Participation by the coordinator (persons in charge of project coordination and financial matters) will be mandatory.

The EU is committed to **transparency**. Each year, information about the grants awarded is published on the [Europa website](#). This includes:

the beneficiaries' names

the beneficiaries' addresses

the purpose for which the grant was awarded

the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise the rights and freedoms under the EU Charter of Fundamental Rights or harm 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 No 45/2001. 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 available in the [Participant Portal Privacy Statement](#).