



## **UNION CIVIL PROTECTION MECHANISM**

# **PREVENTION AND PREPAREDNESS PROJECTS IN CIVIL PROTECTION AND MARINE POLLUTION**

**Call for proposals document**

**UCPM-2020-PP-AG**

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## History of changes

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1.1	25.02.2020	<ul style="list-style-type: none"><li>▪ Chapter 3.1: updated deadline for submitting applications (p. 15)</li><li>▪ Chapter 5.2: updated composition of consortia (p. 20)</li></ul>

**EUROPEAN COMMISSION**

Directorate-General for European Civil Protection and Humanitarian Aid Operations (ECHO)

ECHO B – Disaster Preparedness and Prevention

**Unit B.2 – Prevention and Disaster Risk Management**

## Union Civil Protection Mechanism

## Prevention and Preparedness Projects in Civil Protection and Marine Pollution

## UCPM-2020-PP-AG

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## 1. Background

Europe and its neighbours face a wide range of disaster risks, such as floods, forest fires, earthquakes and various technological, radiological and environmental accidents, resulting in loss of life, destruction of property, environment and cultural heritage. These challenges are further exacerbated by climate change which contributes to the increasing frequency and intensity of weather-related disasters across Europe.

No country alone can be fully prepared for all kinds of disasters. The Union Civil Protection Mechanism<sup>1</sup> (UCPM) was established to strengthen the cooperation and coordination between the European Union and the Member States in the field of civil protection.

The Mechanism supports the efforts of Member States<sup>2</sup> to protect primarily people, but also the environment and property, including cultural heritage, against all kinds of natural and man-made disasters, including the consequences of acts of terrorism, technological, radiological or environmental disasters, marine pollution and health emergencies, occurring inside and outside the Union. In the case of the consequences of acts of terrorism or radiological disasters, the Mechanism only focuses on preparedness and response actions.

In addition to response to disasters, prevention and preparedness are essential building blocks of the EU cooperation in the area of civil protection.

In particular, EU action aims to support, complement and facilitate coordination of Member States' action through this call for proposals in order to:

- a) achieve a high level of protection against disasters with cross-border impacts by preventing or reducing their potential effects, by fostering a culture of prevention and by improving cooperation between the civil protection, marine pollution and other relevant services/stakeholders;
- b) enhance cooperation and coordination in the area of preparedness and response between authorities and stakeholders in Member States, IPA beneficiaries<sup>3</sup> not participating in the Mechanism, and/or European Neighbourhood Policy countries that share a border, based on existing cross-border or macro-regional agreements or strategies, including regional sea conventions;
- c) promote the use of various Union funds (e.g. Interreg, Horizon 2020,

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<sup>1</sup> Decision No 1313/2013/EU of the European Parliament and of the Council of 17 December 2013 on a Union Civil Protection Mechanism, as amended by Decision (EU) 2019/420 of the European Parliament and of the Council of 13 March 2019 (hereafter referred as 'Decision No 1313/2013/EU')

<sup>2</sup> In light of Article 28(1a) of Decision No 1313/2013/EU, where reference is made to Member States, it shall be understood as including Participating States as defined in Article 4(12) of Decision No 1313/2013/EU.

<sup>33</sup> Albania, Bosnia and Herzegovina, Kosovo (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)

ERDF, ENI, IPA, Cohesion Funds, EAFRD, Life Programme) which may support sustainable disaster risk management and encourage Member States to exploit these funding opportunities including for cross-border regions.

To achieve these objectives, prevention and preparedness actions can benefit from EU financial assistance, including via the co-financing of projects.<sup>4</sup> The purpose of this Call for Proposals is to identify and finance projects aimed at strengthening cooperation among Member States on disaster prevention and preparedness<sup>5</sup>. Certain third countries may benefit from UCPM funding<sup>6</sup>, including under this Call for Proposals. A complete list of such countries is provided in chapter 5 below.

## **2. Prevention and Preparedness actions of this Call for Proposals**

The Annual Work Programme 2020 of the Union Civil Protection Mechanism<sup>7</sup> provides for the co-financing of prevention and preparedness projects for cross-border risks and for marine pollution at-sea and on shore (Action 2.1D) aiming to:

- (i) enhance cooperation and coordination in the area of prevention, preparedness and response between civil protection, marine pollution authorities and other disaster risk management stakeholders in Member States, IPA beneficiaries not participating in the Mechanism, and/or European Neighbourhood Policy countries;
- (ii) enhance exchange of good practices, expertise and planning among all the actors involved in disaster risk management;
- (iii) enhance understanding of key shared risk(s) in Member States, IPA beneficiaries not participating in the Mechanism, and/or European Neighbourhood Policy countries that share a border, through a regional framework for risk assessment;
- (iv) enhance regional operational cooperation in case of a maritime emergency, including through communication and procedures as well as exchange of knowledge and best practices from different cooperation models;
- (v) enhance capability of and training for at-sea and shoreline responders;
- (vi) enhance cooperation and coordination between at-sea and shoreline response authorities.

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<sup>4</sup> Article 21 of the Decision No 1313/2013/EU

<sup>5</sup> Actions falling under Regulation (EC) No 1406/2002 establishing a European Maritime Safety Agency are not covered by this call.

<sup>6</sup> Article 28, Decision 1313/2013/EU

<sup>7</sup> Commission Implementing Decision of 19.11.2019 on the adoption of the work programme for 2020

The term “prevention” refers to any action aimed at reducing risks or mitigating adverse consequences of disasters for people, the environment and property, including cultural heritage.<sup>8</sup>

Prevention activities will aim at developing tools and frameworks for risk assessments to improve understanding of shared risks with cross-border impacts, including from marine pollution. This includes, inter alia: data collection/analysis, support tools for decision-makers, feasibility studies, risk maps and other science-based communication tools.

The term “preparedness” means a state of readiness and capability of human and material means, structures, communities and organisations enabling them to ensure an effective rapid response to a disaster, obtained as a result of action taken in advance.<sup>9</sup>

Preparedness activities will target foundational works for developing/improving response capacities. This includes, inter alia: technical specifications and feasibility studies for improving multi-country response capacities; small-scale exercises and training courses aimed at testing innovative disaster preparedness approaches/methodologies.

Under this Call for Proposals, funding may be awarded to projects submitted under two separate topics: (i) **Prevention and preparedness for cross-border risks** and (ii) **Prevention and Preparedness for Marine Pollution at sea and on shore**, each with its respective objectives, priorities and available budgets.

The Call for Proposals intends to ensure synergies and complementarity with other EU initiatives including EU cross-border projects, funded under the Interreg programmes, Smart Specialization Strategies at regional level and Cross Border Cooperation under the ENP<sup>10</sup>.

Proposed projects should build on existing cross-border agreements and/or memoranda of understanding on the cooperation and mutual support among cross-border countries. Where those are lacking, the outcomes of this Call could support their establishment.

Last but not least, proposed projects should focus on the following principles:

1. *Fostering uptake of project outputs*: ensuring project outputs address needs of civil protection/marine pollution authorities and are in line with the priorities of civil protection authorities and any other users who are expected to benefit from the project.

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<sup>8</sup> Article 4 (4) of Decision 1313/2013/EU.

<sup>9</sup> Article 4(3) of Decision 1313/2013/EU.

<sup>10</sup> [https://ec.europa.eu/neighbourhood-enlargement/neighbourhood/cross-border-cooperation\\_en](https://ec.europa.eu/neighbourhood-enlargement/neighbourhood/cross-border-cooperation_en)

2. *Increasing EU added value*: the value added by a project to the Union Mechanism cannot simply be measured by the number of countries represented in the consortium. A project should support a long lasting partnership of entities that will continue to work together on prevention and preparedness after the project has ended.
3. *Scale-up potential*: project outputs should be a stepping-stone to achieving higher-level outcomes. When compared to the large budgets required for structural prevention and preparedness, the grants awarded through the UCPM Call for Proposals are relatively small in size. Therefore, using such projects to leverage additional technical and financial resources for disaster risk management is all the more important.
4. *Result-oriented approach*: a basic results framework is introduced in the Call for Proposals (see Annexes I and II) in order to move from output-oriented to outcome-oriented projects. Particular emphasis should be paid to the applicants' choice of indicators.

Admissibility requirements, eligibility criteria, exclusion criteria, selection, award criteria and other provisions described in chapters 4 to 10 of this call document apply both to prevention and preparedness proposals.

## **2.1. Topic 1: PREVENTION AND PREPAREDNESS FOR CROSS-BORDER RISKS**

Disasters know no borders. Most natural and man-made disasters therefore present cross-border risks due to their spatial dimension (earthquakes, fires, severe weather, floods and space weather), as well as the volatility and scale of their impacts (pandemics, livestock epidemics, nuclear/industrial accidents). The human, economic or environmental impacts - including the impact on cultural heritage - of these hazards, as well as their likelihood of occurrence exist irrespective of national borders. In fact, the EU can benefit from tackling cross-border risks beyond its borders, particularly in IPA beneficiaries and in the Southern and Eastern Neighbourhoods<sup>11</sup>.

The increasing complexity and emergence of new threats require more cross-sectoral, transdisciplinary and cross-country cooperation in all risk management phases.

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

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<sup>11</sup> 2017 Overview of Risks, SWD (2017) 176 final



While cross-border cooperation is relatively well-established in the area of emergency response, cross-border cooperation during the prevention and preparedness phases could be further enhanced. Notwithstanding, the response phase could also benefit from streamlined communication protocols and interoperable systems that overcome language barriers in emergency situations.

By focussing on countries that share a border, this Call for Proposals aims to foster a more sustained cooperation in cross-border regions.

## **GENERAL OBJECTIVE FOR TOPIC 1**

**The general objective for Topic 1 of the 2020 Call for Proposals (Prevention and Preparedness for Cross-Border Risks projects) focuses on: cross-border disaster risk management through prevention and preparedness in Europe, IPA beneficiaries and EU Neighbourhood countries.**

## **CALL PRIORITIES**

In order to contribute to achieving the above general objective, applicants are invited to focus on **one of the following call priorities (specific objectives)**.

### **Priority 1: Developing cross-border risk assessments**

Without a risk assessment which takes into account cross-border risks, risk management will only partially address the risks a country faces.

The 2017 Overview of Risks already recognised that cross-border dimensions of risks could benefit from a more systematic focus in future risk assessments. Analysis of national risk assessments submitted to the European Commission in 2018/2019 again revealed that while cross-sectoral interdependencies of risks are tackled to some extent, the cross-border/regional/international dimension is still missing. Good practices already exist: the joint cross-border Benelux risk assessment<sup>12</sup>, the Baltic Sea Region risk assessment<sup>13</sup> or the Nordic Forum for Risk Analysis and Strategic Foresight.

In order to contribute to achieving the above Priority 1, this Call for Proposals will co-finance activities that aim to analyse risks with cross-border impacts, either building-up on an existing cross-border risk assessment or developing one through the project. Beneficiaries will be civil protection authorities and

<sup>12</sup> <http://www.benelux.int/fr/publications/publications/inventaire-benelux-des-risques-transfrontaliers>

<sup>13</sup> <https://www.14point3.eu/media/fourteen-point-three-notebooks/>

stakeholders in Member States, IPA beneficiaries not participating in the Mechanism, and/or European Neighbourhood Policy countries **that share a border**.

In particular, project activities and outputs should lead to the achievement of **up to two (2) of the following outcomes**:

- 1.1 Cross-border risk assessments for identified cross-border risks are developed;
- 1.2 Joint data/information-sharing tools or platforms are established;
- 1.3 A network of competent authorities at national and sub-national level for specific risks is established;
- 1.4 Cross-border risk management plans or action plans for one or more risks, (identified in a cross-border risk assessment) are developed.

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

- Risk assessment report including, where appropriate, analytical products preparatory to a risk assessment, such as cross-border hazard assessments, cross-border risk scenarios, cross-border vulnerability analysis, risk mapping, etc.;
- Agreements, working procedures, methodologies, etc., required to establish a functioning cross-border network of competent authorities at national and sub-national level for specific risks;
- Open source IT platforms for data/information-sharing, including, where relevant, common methodologies on disaster loss data collection across borders;
- Specific cross-border action plans for the management of cross-border risks identified in joint risk assessments.

## **Priority 2: Enhancing cross-border emergency management**

The need for collaboration in the field of disaster management arises when capacities of affected regions and communities are exceeded and assistance from bordering communities is required. Especially in border areas, assistance can be required from communities in neighbouring countries in order to provide citizens with quickly deployable, reliable and efficient emergency services.

In an initial phase, cross-border cooperation may focus on identifying and addressing legal and institutional bottlenecks that hinder mutual assistance. To this end, coherent and coordinated regional cross-border policy is needed, and must respect the individuality and specific conditions of each border region within Europe and with its neighbours. Every region has its own

specificities (e.g. population density, economic sectors, risks, specialised response capacities available) and needs. Thus, the approach to cross-border collaboration will also vary from region to region.

Once the benefits of cross-border collaboration are demonstrated, knowing and understanding each other's civil protection and emergency management structures, work procedures and culture are essential for effective cross-border collaboration. In the medium-term, cross-border emergency management will be more successful if the cooperation is tested via regular and thorough operational exercises. Cross-border cooperation can be of particular value in preparing for risks with a potential high impact but a low likelihood of occurrence (Hi-Lo risks). These might be more efficient to prepare for jointly with neighbouring regions using one common planning instead of several separate plans.

Some regions have a long tradition of cross-border collaboration in disaster risk management and this has led to a structured exchange of knowledge and good practices over the years. This wealth of knowledge provides a solid base for cross-border collaboration that the UCPM can help disseminate and apply in other regions across Europe and its Neighbours.

In order to contribute to achieving Priority 2, this Call for Proposals will co-finance actions that aim to enhance cross-border disaster preparedness. Beneficiaries will be civil protection authorities and stakeholders in Member States, IPA beneficiaries not participating in the Mechanism, and/or European Neighbourhood Policy countries **that share a border**.

In particular, project activities and outputs should lead to the achievement of **up to two (2) of the following outcomes**:

- 2.1 The understanding of the institutional and legislative context of emergency management in neighbouring country/ies is enhanced;
- 2.2 Existing gaps to cross-border emergency response are identified;
- 2.3 Cross-border interoperability (e.g. of civil protection modules or other response capacities) is strengthened;
- 2.4 Cross-border response plans are developed/improved, including Host nation support;
- 2.5 Cross-border operational collaboration in disaster response is tested and strengthened.

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

- Analysis of legal/institutional aspects of cross-border cooperation and mutual assistance;
- Gap and needs analyses for cross-border preparedness;
- Host nation support guidelines with specific cross-border aspects;

- Risk management capability assessments for cross-border areas;
- Cross-border training programmes tailored to local/regional needs;
- Agreements and memoranda of understanding regarding cooperation and mutual assistance in emergency management;
- Technical specifications for development or enhancement of cross-border communication tools (e.g. radio communication) ;
- Design and realisation of joint cross-border small-scale exercises for previously identified risks.

For an illustration of a logical framework including General/specific objectives, outcomes, outputs and deliverables please refer to Annex I. General objectives, specific objectives (call priorities) and outcomes are pre-defined in this Call for Proposals. Each proposal must define work packages, outputs and deliverables that contribute to the Call's specific and general objectives. Furthermore, specific objectives, outcomes, work packages, outputs and deliverables described in the proposals should be linked through a logical, result-driven chain and should demonstrate how the proposed action will contribute to achieving either priority 1 or 2.

## **2.2. Topic 2: PREVENTION AND PREPAREDNESS FOR MARINE POLLUTION AT-SEA AND ON SHORE**

Marine pollution risk management is an integral part of the Union Civil Protection Mechanism. It covers at-sea and on-shore implications of deliberate and accidental spills of oil and other harmful substances.

Although shipping has become safer over the past decades, the current trend shows a considerable increase in ship size, increase in the overall maritime traffic and variety of possible pollutants transported as well as a reduced navigational space due to other maritime activities and demand for space, such as energy generation and marine protected areas. The reported number of small and "unknown" spills has also risen significantly. These and other developments require further risk reduction and preparedness measures, including the use of advanced and innovative technologies as well as the evaluation and reinforcement of existing capacities. Furthermore, prevention, preparedness and response to marine and coastal pollution is often a responsibility of multiple authorities and specialised organisations within a country, making the overall pollution risk management rather challenging. Therefore, better ways of cross-sectoral cooperation of different authorities and actors involved should be explored and developed.

Finally, cooperation in combating marine pollution is deeply rooted in the cross-border and regional approach. While it is already well-advanced in some of the regional European seas, other regions have not yet established a strong framework for joint activities. Moreover, inter-regional cooperation on

common priorities, sharing good practice, training and exercising could be strengthened.

## **GENERAL OBJECTIVE FOR TOPIC 2**

**The general objective for Topic 2 of the 2020 Call for Proposals (Prevention and Preparedness for marine pollution at-sea and on-shore) focuses on enhancing prevention of and protection from the effects of maritime disasters**

## **CALL PRIORITIES**

In order to contribute to achieving the above general objective, proposals are invited to focus on **one of the following call priorities (specific objectives)**.

### **Priority 1: Developing response capacity for marine pollution incidents**

In order to contribute to achieving Priority 1, this Call for Proposals will co-finance activities that aim to step-up capacity of responders, including development of advanced methodologies supporting training and exercises as well as improving monitoring, detection and response to marine pollution. Such tools and methodologies should take into account or build on the recent initiatives undertaken at European or regional level. In particular, project activities and outputs should lead to the development of **up to two (2) of the following outcomes**:

- 1.1. Advanced training and/or exercising capacities are developed;
- 1.2. System(s) for detection of and response to various pollutants are developed or improved;
- 1.3. Innovative response capacities are tested through exercises.

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

- Advanced training technologies or methodologies for a sound assessment and recovery of various pollutants at-sea and on shore;
- Exercise planning tool enabling a complete cycle of learning through exercises, lessons identified, training and lessons learnt for national and/or regional use;

- Interactive pollutant simulation tool enabling comparison of different response strategies at-sea and on-shore taking into account relevant parameters;
- Innovative systems and tools for detecting and recovering oil or other harmful substances;
- Trainings and small-scale exercises aimed at testing innovative disaster preparedness approaches, methodologies and tools.

## **Priority 2: Enhancing regional and cross-sectorial coordination**

In order to contribute to achieving Priority 2, this Call will co-finance actions that aim to strengthen joint prevention and preparedness actions across maritime regions and sectors involved.

In particular, project activities and outputs should lead to the development of **up to two (2) of the following outcomes:**

2.1. Coordination within or between European regional sea conventions is enhanced;

2.2 Communication and operational coordination between at-sea and shoreline preparedness and response is enhanced;

2.3. Europe-wide maritime risk assessment capability is strengthened.

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

- Development or upgrade of regional/inter-regional anti-pollution manual, guideline or procedures, closely linked with the European policies and crises management systems and tools;
- Joint at-sea/on-shore response and/or exercise plan, taking into account European and international good practice and experience;
- Joint at-sea/on-shore trainings and small scale exercises;
- Integration of at-sea/on-shore operational and communication systems;
- Europe-wide risk assessment tool, method or approach for European/regional/sub-regional/national risk assessments, e.g. able to assess efficiency of possible response actions to various spill scenarios as well as their environmental and socio economic impact;
- Data collection/analysis, feasibility studies and other science-based tools in support of regional and cross-sectorial coordination.

For an illustration of a logical framework including general/specific objectives, outcomes, outputs and deliverables please refer to Annex II. General objectives, specific objectives (Call Priorities) and outcomes are pre-defined in this Call for Proposals. Each proposal must define work packages, outputs and deliverables that contribute to the Call's outcomes, specific and general objectives. Furthermore, specific objectives, outcomes, work packages, outputs and deliverables described in the proposals should be linked through a logical, result-driven chain and should demonstrate how the proposed project will contribute to achieving either priority 1 or 2.

### **2.3. Synergies with EU and Member States initiatives**

Ideally, proposed projects should take stock of or build upon prior achievements carried out by the EU or the Member States in the chosen field. In the case the proposed project aims to continue/expand a previous initiative, it is important to spell out the specific value added by the proposed project in relation to the other initiative(s). If a proposed project builds upon research undertaken in the context of EU funded programmes, it is important to present how the project will operationalise the results of the research work and how the end-users will be associated in the implementation.

Projects focusing on neighbourhood countries and IPA beneficiaries should take into account national and regional programmes addressing similar topics.

Please consult the database of previously funded prevention and preparedness projects:

[http://ec.europa.eu/echo/funding-evaluations/financing-civil-protection-europe/selected-projects\\_en](http://ec.europa.eu/echo/funding-evaluations/financing-civil-protection-europe/selected-projects_en)

Projects funded under the European Union cross-border, transnational and interregional cooperation programmes among the member States, and between member States and neighbouring countries can be found under

<https://www.keep.eu/>

For more information about EU disaster risk management policies:

- [http://ec.europa.eu/echo/files/aid/countries/factsheets/thematic/disaster\\_risk\\_management\\_en.pdf](http://ec.europa.eu/echo/files/aid/countries/factsheets/thematic/disaster_risk_management_en.pdf)
- [http://ec.europa.eu/echo/files/aid/countries/factsheets/thematic/prevention-preparedness\\_en.pdf](http://ec.europa.eu/echo/files/aid/countries/factsheets/thematic/prevention-preparedness_en.pdf)

For more information about related EU financed projects in the neighbourhood countries and IPA beneficiaries:

- [Regional IPA Floods Programme, http://ipafloods.ipacivilprotection.eu/](http://ipafloods.ipacivilprotection.eu/),
- [Regional IPA DRAM Programme, http://www.ipadram.eu/](http://www.ipadram.eu/)
- [PPRD East, http://pprdeast2.eu/en/](http://pprdeast2.eu/en/)
- [PPRD South regional programmes](#)
- <http://www.cbrn-coe.eu/>

### 3. Timetable and budget

#### 3.1 Timetable

	Stage	Date and time or indicative period
1	Publication of the call	17/12/2019
2	Information day	13/01/2020 (tbc)
3	<b>Deadline for submitting applications</b>	<b>0519/03/2020 – 17:00 CET</b>
4	Evaluation period (tentative)	<del>0620</del> /03/2020 - 12/06/2020
5	Information to applicants (tentative)	19/06/2020 - 30/06/2020
6	GAP (tentative)	19/06/2020 – 31/10/2020
7	Starting date of the actions	As of 1 September 2020

#### 3.2 Budget

The overall indicative amount made available under this call for proposals is **EUR 6 000 000**.

#### Indicative allocation of funds by topic/geographical distribution:

**Topic 1:** Prevention and Preparedness for Cross Border Risks

**A) Internal budget: EUR 2 000 000** for projects targeting Member States<sup>14</sup>.

**B) External budget: EUR 1 000 000** for projects targeting IPA<sup>15</sup> beneficiaries not participating in the Mechanism, European Neighbourhood Policy<sup>16</sup> countries and Member States.

<sup>14</sup> All EU Member States, as well as Iceland, North Macedonia, Montenegro, Norway, Serbia and Turkey.

<sup>15</sup> Albania, Bosnia and Herzegovina, North Macedonia, Montenegro, Serbia, Turkey and Kosovo (this designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence). Serbia, Montenegro, Turkey and North Macedonia are participating in the UCPM.

<sup>16</sup> Eastern Neighbourhood countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine; Southern Neighbourhood countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine (this designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue), Syria and Tunisia. The participation of Syria is currently suspended.



**Topic 2:** Prevention and Preparedness for Marine Pollution at-sea and on shore

**A) Internal budget: EUR 2 000 000** for projects targeting Member States.

**B) External budget: EUR 1 000 000** for projects targeting IPA beneficiaries not participating in the Mechanism, European Neighbourhood Policy countries and Member States.

If the allocation indicated for a specific topic cannot be used due to insufficient quality or number of proposals received, the Commission reserves the right to reallocate the remaining funds to another topic or not to grant the entire budget available.

#### 4. Admissibility conditions

- Applications must be submitted before the call deadline (see timetable chapter 3).
- 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
- 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:
    - Detailed budget tables  
*(Mandatory excel template available in the Electronic Submission Service)*
    - Letter of support from the competent national civil protection authority (for Topic 1) or from the competent national maritime authority (for Topic 2) 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.

- CVs of core project team
- Activity reports of the previous year from all participants (not mandatory for public authorities and international organisations)
- For participants requesting more than EUR 750 000, an audit report produced by an approved external auditor, certifying the accounts for the last closed financial year.

## 5. Eligibility conditions

### 5.1 Participants

#### For proposals submitted under the **internal budget**:

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

- Be legal persons;
- Belong to one of the following categories: private entities, public entities, or international organisations;<sup>17</sup>
- Be directly responsible for the preparation and management of the action with the other applicants, i.e. not acting as an intermediary;
- Be established in one of the **eligible countries**, i.e.:
  - Member States<sup>18</sup>, including Overseas Countries and Territories (OCTs)<sup>19</sup>.

#### For proposals submitted under the **external budget**:

In order to be eligible for a grant, the participants 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 action with the other applicants, i.e. not acting as an intermediary;

<sup>17</sup> For the definition, see Article 156 of the [Regulation \(EU, Euratom\) 2018/1046 on the financial rules applicable to the general budget of the Union](#).

<sup>18</sup> EU Member States, Iceland, Norway, North Macedonia, Montenegro, Serbia and Turkey.

<sup>19</sup> Natural persons from an OCTA (Association of the Overseas Countries and Territories of the European Union) member, and where applicable, the relevant public and/or private bodies and institutions established in an OCTA member, are eligible to apply for programmes and arrangements applicable to the member state to which the OCT is linked (i.e. for Greenland, programmes and arrangements applicable to Denmark). Subsequently, entities established in an OCTA member (i.e. Greenland) are eligible to apply also to this Call for proposals under the Union Civil Protection Mechanism and can participate in the consortium provided that eligibility conditions of the consortium have already been fulfilled (i.e. Greenland can participate in addition to entities which already form an eligible consortium).

- Be established in one of the **eligible countries**, i.e.:
  - Instrument for Pre-Accession (IPA) beneficiaries not participating in the UCPM: Albania, Bosnia and Herzegovina, Kosovo<sup>20</sup>;
  - European Neighbourhood Policy countries: East (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) and South (Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine<sup>21</sup>, Syria<sup>22</sup> and Tunisia);
  - Member States, including Overseas Countries and Territories (OCTs).

To demonstrate compliance with these eligibility requirements, applicants will have to provide the relevant information and upload necessary documents showing their legal status and origin in the [Participant Register](#). The information needs to be provided before the submission deadline.

### **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 Nr. [2013/C 205/05](#) <sup>23</sup>).

### **5.2 Composition of consortia**

In order to be eligible for a grant, applications must be submitted by a consortium complying with the following conditions.

#### ***For proposals submitted under the internal budget:***

Actions financed under the internal budget are submitted and implemented by trans-national partnerships involving a minimum of two entities from two different Member States. International organisations may work in cooperation with entities from Member States but cannot act as lead consortium partner nor does their participation count for the “minimum number of entities” above-mentioned. This means that as a minimum the partnership should include one of the following combinations:

<sup>20</sup> 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.

<sup>21</sup> 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.

<sup>22</sup> The participation of Syria is currently suspended.

<sup>23</sup> 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](#).

- a) 2 or more entities from Member States (one as lead consortium partner),
- b) 2 or more entities from Member States (one as lead consortium partner) + 1 or more International Organisations

**Reminder:** Only entities from Member States and International Organisations<sup>24</sup> are eligible under the internal budget.

*For proposals submitted under the **external budget**:*

Actions financed under the external budget are submitted and implemented by trans-national partnerships involving a minimum of two entities from two different eligible countries, including **at least one entity from IPA beneficiaries not participating in the Mechanism and/or a European Neighbourhood Policy country** as primary beneficiary of the action. International organisations may work in cooperation with entities from Member States but cannot act as lead consortium partner.

In order to be the **lead consortium partner**, an entity from IPA beneficiaries not participating in the Mechanism and/or a European Neighbourhood Policy country must be a **national public authority**.

The partnership should include one of the following combinations:

- a) 1 or more entity from Member States (one as lead consortium partner) + 1 or more entity from IPA beneficiaries not participating in the Mechanism and/or a European Neighbourhood Policy country
- b) 2 or more entities from IPA beneficiaries not participating in the Mechanism and/or a European Neighbourhood Policy country, including 1 national public authority acting as lead consortium partner
- c) 1 or more entity from Member States (one as lead consortium partner) + 1 or more entity from IPA beneficiaries not participating in the Mechanism and/or a European Neighbourhood Policy country + 1 or more International organisation
- d) 2 or more entities from IPA beneficiaries not participating in the Mechanism and/or a European Neighbourhood Policy country, including 1 national public authority acting as lead consortium partner + 1 or more international organisation.

**Reminder:** Each Partnership must include at least one entity from IPA beneficiaries not participating in the Mechanism and/or a European Neighbourhood Policy country.

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<sup>24</sup> International Organisations are invited to pay attention to the general conditions of the Model Grant Agreement (MGA), in particular Article 57.1 on applicable law. The clause that will appear in the grant agreement is generated automatically by the system based on the option selected by the beneficiary under the Beneficiary-Specific Legal Information Tab ('do not accept any applicable law', OR 'would accept an applicable law clause but not the standard clause').

The lead consortium partner can either be an entity from a Member State or a national public authority from IPA beneficiaries not participating in the Mechanism or from European Neighbourhood Policy countries.

Proposals submitted under the external budget need to generate results that primarily benefit an Enlargement Country not participating in the Mechanism and/or a European Neighbourhood Policy country. The results must also be relevant for the UCPM.

*For proposals under Topic 1:*

Actions financed under Topic 1 are submitted and implemented by trans-national partnerships involving a minimum of two entities from two different [Member States eligible countries](#) **sharing a border**.

*For all proposals:*

Applications by single applicants are NOT allowed.

**It is strongly recommended that the composition of consortia be very focused and include a number of entities that is commensurate to the outcomes the project aims to achieve.**

*When filling in the application form in the Funding & Tenders Portal, a consortium including an International Organisation might receive a warning concerning the eligibility of the participant or of the consortium. Please disregard this warning, provided that the consortium meets the eligibility conditions described in chapter 5 of the Call Document.*

**For UK participants:** Please be aware that eligibility criteria must be complied with during the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British participants continue to be eligible, British participants will cease to receive EU funding or be required to leave the project based on the termination provisions.

Actions should be complementary to and should not overlap with actions financed through Union funds, e.g. the European Neighbourhood Instrument, the Instrument for Pre-Accession Assistance, Horizon 2020, Cohesion funds or other EU funding. Actions should not duplicate other actions financed under the UCPM Decision No 1313/2013/EU.

### 5.3 Activities

Eligible activities are the ones set out in chapter 2 above.

The border targeted by the action under Topic 1 must be clearly identified in the application under section 3.5 *European added value & impact on non-EU countries* of Part B *Description of the action*.

## 6. Award criteria

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

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

### Evaluation grid

<b>Award criteria</b>	<b>Maximum Score</b>
<b>Criterion 1 - Relevance</b>	<b>30</b>
<p><b>Purpose and objectives:</b></p> <ul style="list-style-type: none"> <li>• How relevant is the proposal to the general and specific objectives of the call for proposals?</li> <li>• How do the expected results of the action contribute to the specific outcomes selected from the call document (section 2)?</li> </ul>	
<p><b>Relevance:</b></p> <ul style="list-style-type: none"> <li>• To what extent does the project description demonstrate a need for the proposed action?</li> <li>• To what extent is the action relevant for the UCPM and/or Participating States and/or eligible third countries?</li> </ul>	
<p><b>Geographic focus:</b></p> <ul style="list-style-type: none"> <li>• To what extent are the end-users from targeted countries involved in the proposed action?</li> <li>• How well are the geographic focus and the European/trans-national dimension of the proposed action defined?</li> </ul>	
<b>Criterion 2 – Design of the action and implementation approach</b>	<b>20</b>
<p><b>Clarity, consistency, technical soundness:</b></p> <ul style="list-style-type: none"> <li>• How coherent is the design of the action?</li> <li>• To what extent are the expected project results clear,</li> </ul>	

<p>appropriate and realistic?</p> <ul style="list-style-type: none"> <li>• To what extent does the intervention logic explain the rationale to achieve the expected results?</li> <li>• To what extent are linkages between identified problems, needs, input, outputs, outcomes and objectives logically presented?</li> <li>• To what extent are the activities and their result framework clearly described and consistent?</li> <li>• To what extent is the sequencing of the activities consistent with the expected results?</li> <li>• To what extent does the proposal/Logical Framework include a sufficient background analysis, credible baseline, targets and sources of verification?</li> <li>• To what extent the indicators chosen to monitor the activities clearly described and consistent with the expected results?</li> </ul>	
<p><b>Management of the project:</b></p> <ul style="list-style-type: none"> <li>• To what extent is the action plan for implementing the action clear and feasible? To what extent does the consortium have the necessary resources, including human resources, to ensure the implementation of the proposed action?</li> <li>• To what extent has the consortium adequate organisational structure and procedures to ensure decision-making, coordination and monitoring of the action proposed in the application?</li> <li>• To what extent does the project description identify and assess potential risks to the implementation of the proposed action?</li> <li>• To what extent does the project description include a risk mitigation strategy? How appropriate are the mitigation measures?</li> <li>• To what extent is the proposed action feasible within the proposed timeframe?</li> <li>• To what extent is the timeframe realistic, given the resources available?</li> </ul>	
<b>Criterion 3 – Impact</b>	<b>20</b>
<p><b>Impact:</b></p> <ul style="list-style-type: none"> <li>• To what extent is the action likely to have a tangible impact on its target groups?</li> </ul>	

<p><b>Replicability of results:</b></p> <ul style="list-style-type: none"> <li>To what extent are the results replicable in other geographical areas and/or sectors?</li> <li>To what extent does the project description envisage such replicability?</li> </ul>	
<p><b>Development of mutual trust and cross-border cooperation:</b></p> <ul style="list-style-type: none"> <li>To what extent does the proposed action have potential to develop/strengthen mutual trust among the consortium partners? If yes, how?</li> <li>To what extent does the proposed action have potential to develop/strengthen cross-border cooperation?</li> </ul>	
<p><b>EU added value:</b></p> <ul style="list-style-type: none"> <li>To what extent do the expected results help eligible countries achieve the objective of the UCPM?</li> </ul>	
<b>Criterion 4 – Sustainability</b>	<b>20</b>
<p><b>Sustainability of outcomes:</b></p> <ul style="list-style-type: none"> <li>To what extent will the expected outcomes last beyond the implementation period of the action?</li> <li>To what extent does the project description include a strategy to make achieved results accessible and usable after the action has ended?</li> </ul>	
<p><b>Dissemination of results:</b></p> <ul style="list-style-type: none"> <li>To what extent is the dissemination strategy clear, targeted and adequate to reach the target groups ensuring a long-term impact?</li> <li>To what extent are the channels planned for dissemination adequate to ensure a long-term impact?</li> </ul>	
<p><b>Scalability of results:</b></p> <ul style="list-style-type: none"> <li>To what extent does the proposal envisage building upon outputs of the action to generate a deeper, broader impact on investments and/or policies?</li> </ul> <p><i>(including through EU and other multilateral programmes, such as the European Agricultural Fund for Rural Development, DG HOME Internal Security Fund, the European Regional Development Fund, the Cohesion Fund, LIFE+, the</i></p>	



<i>ICT Policy Support Programme, Horizon2020/Horizon Europe, the Instrument for Pre-Accession Assistance, the European Neighbourhood Instrument/NDICI, European Structural and Investment Funds, etc)?</i>	
<b>Criterion 5 – Cost effectiveness</b>	<b>10</b>
<ul style="list-style-type: none"> <li>• How well are the activities appropriately reflected in the budget?</li> <li>• How well is the subcontracting of activities justified?</li> <li>• How satisfactory is the ratio between the estimated costs and the results?</li> </ul>	
<b>Maximum total score</b>	<b>100</b>

Maximum score: 100 points.

Individual threshold: 50% per criterion

Overall threshold: 70 points.

After the evaluation, the applications will be ranked according to their total score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. Applications on the reserve list may be funded if more funds become available during the validity period of the reserve list.

Should two or more proposals obtain equal total scores, they will be ranked according their score for criterion 1 "Relevance", then if a tie remains, according to their score for criterion 4 "Sustainability".

## 7. Selection criteria

### 7.1 Financial capacity

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

The financial capacity check will be done by the Commission on the basis of the documents uploaded by the participants in the Participant 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 normally be done for all participants, 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 a consortium member's financial capacity is not satisfactory, the Commission may require:

- Further information;
- An enhanced financial responsibility regime, i.e. full joint and several responsibility for all participants (*see below, chapter 9*);
- Pre-financing paid in instalments;
- (one or more) pre-financing guarantees (*see below, chapter 9*);

Or

- Propose no pre-financing;
- Reject that consortium member's participation or, if needed, reject the entire application.

## **7.2 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 participants and their staff.

Participants will have to show this via the following information:

- General profiles (qualifications and experiences) of the staff responsible for managing and implementing the project provided in Part B Project Technical Description and annexed CVs;
- The description of the consortium participants provided in Part B Project Technical Description;
- The participants' activity reports of last year;
- A list of EU funded actions/projects over the last 4 years.

## **8. Exclusion Criteria**

Participants that are subject to an EU administrative sanction (i.e. exclusion or financial penalty decision) or in one of the following situations<sup>25</sup> 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 participant's debts);
- Declared in breach of social security or tax obligations by a final judgment or decision (including persons with unlimited liability for the participant's debts);
- Found guilty of grave professional misconduct<sup>26</sup> 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);
- 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);
- Found guilty by a final judgement or final administrative decision of creating an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business;
- Is an entity created with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business, as established by a final judgement or final administrative decision.

Participants will also be rejected if it becomes apparent 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;

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<sup>25</sup> See Articles 136 to 141 EU Financial Regulation No [2018/1046](#).

<sup>26</sup> Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

- 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. The coordinator must have the agreement of the other members and their mandate to act on their behalf and will have to confirm this in the application. Moreover, the coordinator 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. entities affiliated to the applicant) 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 chapter 9*).
- **Registration** — All participants 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 actions that have already been completed will be rejected. Applications for actions 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** — Participants must ensure a balanced action budget and sufficient other resources to implement the action successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties*). They 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 the Commission at the end of the action.
- **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 action grant remains outside the operating grant work programme and beneficiaries make sure that cost items are clearly separated in their accounting books and NOT declared twice.
- **Multiple applications** — Participants 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* action, only one application will be accepted and evaluated; the Participants will be asked to withdraw all but one of them (or they will be rejected).
- **Language** — Participants can submit proposals in any official EU language. However, for reasons of efficiency, it is recommended to use English. Participants that need the call document in another official EU language must submit a request within 10 calendar days after call publication (for the contact information, *see chapter 10*).

- Applications/applicants that do not comply with these criteria will be **rejected**.

## 9. Evaluation & award procedure

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

Applications will be checked 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 in chapter 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. The Commission still needs to make various legal checks before awarding the grant: 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 the participant's side.

## 10. 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 the 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 the grant agreement (art. 3), based on the date provided during the grant preparation.

The starting date should be after grant signature.

**Maximum initial project duration:** Actions should not be longer than **24 months** (extensions will be possible for duly justified reasons and with the agreement of the Commission).

### 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 the grant agreement (art. 5).

**Maximum EU contribution: EUR 1 000 000** per proposal co-financed from the internal budget and **EUR 500 000** co-financed from the external budget. The grant awarded may be lower than the amount requested.

The EU financial contribution will be a reimbursement of actual incurred costs. This means that it will reimburse **ONLY** certain types of costs (eligible costs) and **ONLY** those costs *actually* incurred to implement the action (NOT the *budgeted* costs).

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

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

The final grant amount 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<sup>27</sup> 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) organised by the Commission will be eligible as travel and subsistence costs (maximum 3 persons, return ticket to Brussels, accommodation for one night).

#### 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 articles 14 and 15 of the Grant Agreement.

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

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<sup>27</sup> Re-distribution of EU funds by the beneficiary to the population targeted by the action.

There will not be any further pre-financing payments or interim payments. In addition, depending on the duration of the project, beneficiaries will be expected to submit progress reports not linked to payments.

At the end of the action, Coordinators will be invited to submit a final report and the Commission will calculate the final grant amount. If the total of earlier payments is higher than the final grant amount, the Commission will ask the Coordinator to pay back the difference (recovery).

#### Pre-financing guarantee

If the Commission requires a pre-financing guarantee, it will be fixed in the grant agreement (art 16.2). The amount will be fixed by the Commission during grant preparation, and will be equal to or lower than the pre-financing amount.

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

If beneficiaries established in a non-EU country would like to provide a guarantee from a bank/financial institution in that country, they should contact the Commission (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. Beneficiaries 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). Most important is that the amount requested by the Commission is covered and the guarantee(s) are sent by the Coordinator before the pre-financing payment is made (formal notification in the Funding & Tenders Portal).

If agreed with the Commission, 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 action, 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 that the Commission 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 the grant agreement (art.



28), i.e. either:

- Limited joint and several liability with individual ceilings — all beneficiaries, each one up to *its* maximum grant amount;
- Unconditional joint and several liability — all beneficiaries, each one up to the maximum grant amount for the *action*;

Or

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

## 11. 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 4). 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 3 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.

## 12. National civil protection and maritime authorities

The list of national civil protection authorities designated under the UCPM is published here:

[https://ec.europa.eu/echo/what/disaster-management\\_en](https://ec.europa.eu/echo/what/disaster-management_en)

<http://euroeastcp.eu/en/partner-countries.html>

For the list of national civil protection authorities in the IPA beneficiaries, see:

[http://www.ipadram.eu/ \(Partners\)](http://www.ipadram.eu/ (Partners))

For the national civil protection authorities in the Eastern Neighbourhood, see:

<http://pprdeast2.eu/en/links/>

The list of the national maritime authorities is published here:

[https://ec.europa.eu/echo/sites/echo-site/files/national\\_maritime\\_authorities.pdf](https://ec.europa.eu/echo/sites/echo-site/files/national_maritime_authorities.pdf)

### **13. Contact**

For questions on the Funding & Tenders Portal Submission Service, please contact the [IT helpdesk](#) using the [contact form](#) available on the Funding & Tender Portal.

Non-IT related questions should be sent to the following email address: [ECHO-CP-P&P@ec.europa.eu](mailto:ECHO-CP-P&P@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.

Applicants are strongly advised to complete their 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 own risk. The call deadline will NOT be extended.

- Before submitting a proposal, all applicants must be **registered** in the [Participant Register](#) and obtain a Participant Identification Code (PIC) (one for each applicant).
- 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 [Funding & Tenders Portal Terms & Conditions](#).
- After the call deadline, the proposal is locked and can no longer be changed.
- Applicants may be contacted later on if there is a need to **clarify** certain aspects of their **proposal** or for the correction of clerical mistakes.
- Applicants may be asked to submit **additional documents** later on (*e.g. for the legal entity validation, LEAR appointment and financial capacity check*).
- The Commission will 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 the beneficiaries 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 (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. It will be processed solely for the purpose of evaluating the proposal (and subsequent management of the grant and, if needed, programme monitoring, evaluation and communication). Details are available in the [Funding & Tenders Portal Privacy Statement](#).

**Annex I – Topic 1: Prevention and preparedness for cross-border risks:  
Logical framework result chain (illustration)**

Call general objective	<u>Cross-border disaster risk management through prevention and preparedness in Europe and EU Neighbourhood countries</u>	
<b>Priorities (Call specific objectives)</b> <i>(proposals should choose one)</i>	<b>1. Developing cross-border risk assessments</b>	<b>2. Enhancing cross-border emergency management</b>
<b>Outcomes</b> <i>(proposals should choose up to two)</i>	1.1 Cross-border risk assessment for identified cross-border risks are developed; 1.2 Joint data/information-sharing tools or platforms are established 1.3 A network of competent authorities at national and sub-national level for specific risks is established 1.4 Cross-border risk management plans or action plans for one or more risks, (identified in a cross-border risk assessment) are developed	2.1 The understanding of the institutional and legislative context of emergency management in neighbouring country/ies is enhanced 2.2 Existing gaps to cross-border emergency response are identified 2.3 Cross-border interoperability (e.g. of civil protection modules or other response capacities) is strengthened 2.4 Cross-border response plans are developed/improved 2.5 Cross-border operational collaboration in disaster response is tested and strengthened
<b>Outputs</b> <i>(examples)</i>	<i>Examples of outputs:</i> <ul style="list-style-type: none"> <li>• Risk assessment report including, where appropriate, analytical products preparatory to a risk assessment, such as cross-border hazard assessments, cross-border risk scenarios, cross-border vulnerability analysis, risk mapping, etc.;</li> <li>• Agreements, working procedures, methodologies, etc. required to establish a functioning cross-border network of competent authorities at national and sub-national level for specific risks;</li> <li>• Open source IT platforms for data/information-sharing, including, where relevant, common methodologies on disaster loss data collection across borders;</li> <li>• Specific cross-border action plans for the management of cross-border risks identified in joint risk assessments.</li> </ul>	<i>Examples of outputs:</i> <ul style="list-style-type: none"> <li>• Analysis of legal/institutional aspects of cross-border cooperation and mutual assistance</li> <li>• Gap and needs analyses for cross-border preparedness</li> <li>• Host nation support guidelines specific to cross-border areas</li> <li>• Risk management capability assessments for cross-border areas</li> <li>• Cross-border training programmes tailored to local/regional needs</li> <li>• Agreements and memoranda of understanding regarding cooperation and mutual assistance in emergency management;</li> <li>• Technical specifications for development or enhancement of cross-border communication tools (e.g. radio communication)</li> <li>• Design and realisation of joint cross-border small-scale exercises for previously identified risks.</li> </ul>
<b>Deliverables</b> <i>(examples)</i>	<i>Examples of deliverables:</i> <ul style="list-style-type: none"> <li>1.1.1.1 List of identified risk with cross-border impact</li> <li>1.1.1.2 List of sources of data and methodology applied to identify risks (historical data, scenario building, foresight, projections, etc.)</li> <li>1.1.1.3 List of consulted stakeholders</li> <li>1.1.1.4 .....</li> </ul>	<i>Examples of deliverables:</i> <ul style="list-style-type: none"> <li>2.3.1.1 Literature review</li> <li>2.3.1.2 Review of existing guidelines or datasets</li> <li>2.3.1.3 Report of meetings with users</li> <li>2.3.1.4...</li> </ul>
<b>Work packages</b> <i>(project-specific)</i>	-	-

**Annex II – Topic 2: Prevention and preparedness for marine pollution at-sea and on shore:**  
**Logical framework result chain (illustration)**

Call general objective		Enhancing prevention of and protection from the effects of maritime disasters	
<b>Priorities (Call specific objectives)</b> <i>(proposals should choose one)</i>	1. Developing response capacity for marine pollution incidents	2. Enhancing regional and cross-sectorial coordination	
<b>Outcomes</b> <i>(proposals should choose up to two)</i>	1.1 Advanced training and/or exercising capacities are developed; 1.2 System(s) for detection of and response to various pollutants are developed or improved; 1.3 Innovative response capacities are tested through exercises.	2.1. Coordination within or between European regional sea conventions is enhanced; 2.2 Communication and operational coordination between at-sea and shoreline preparedness and response is enhanced; 2.3. Europe-wide maritime risk assessment capability is strengthened	
<b>Outputs</b> <i>(examples)</i>	<i>Examples of outputs:</i> <ul style="list-style-type: none"> <li>Advanced training technology or methodology for a sound assessment and recovery of various pollutants at-sea and on shore;</li> <li>Exercise planning tool enabling a complete cycle of learning through exercises, lessons identified, training and lessons learnt for national and/or regional use;</li> <li>Interactive pollutant simulation tool enabling comparison of different response strategies at-sea and on-shore taking into account relevant parameters;</li> <li>Innovative systems and tools for detecting and recovering oil or other harmful substances;</li> <li>Trainings and small-scale exercises aimed at testing innovative disaster preparedness approaches, methodologies and tools.</li> </ul>	<i>Examples of outputs for outcome 2.2:</i> <ul style="list-style-type: none"> <li>Development or upgrade of regional/inter-regional anti-pollution manual, guideline or procedures, closely linked with the European policies and crises management systems and tools;</li> <li>Joint at-sea/on-shore response and/or exercise plan taking into account European and international good practice and experience;</li> <li>Joint at-sea/on-shore trainings and small scale exercises;</li> <li>Integration of at-sea/on-shore operational and communication systems;</li> <li>Europe-wide risk assessment tool, method or approach for European/regional/sub-regional/national risk assessments, e.g. able to assess efficiency of possible response actions to various spill scenarios as well as their environmental and socio economic impact;</li> <li>Data collection/analysis, feasibility studies and other science-based tools in support of regional and cross-sectorial coordination.</li> </ul>	
<b>Deliverables</b> <i>(examples)</i>	...	...	
<b>Work packages</b> <i>(project-specific)</i>			