



## INTERNAL SECURITY FUND POLICE (2014-2020)

### 2015 CALL FOR PROPOSALS – HOME/2015/ISFP/AG/LETX

## **LAW ENFORCEMENT TRAINING**

### **1. INTRODUCTION**

Article 67(3) of the Treaty on the Functioning of the European Union (TFEU) declares as the European Union's objective ensuring a high level of security within an area of freedom, security and justice.

To achieve this objective, enhanced actions at European Union level should be taken to protect people and goods from increasingly transnational threats and to support the work carried out by Member States' competent authorities. Terrorism, organised crime, itinerant crime, drug trafficking, corruption, cybercrime, trafficking in human beings and arms, inter alia, continue to challenge the internal security of the Union.

The Internal Security Strategy for the European Union (Internal Security Strategy), adopted by the Council in February 2010, constituted a shared agenda for tackling these common security challenges and identified the following relevant strategic objectives for 2010-2014: to disrupt international crime networks, to prevent terrorism and address radicalisation and recruitment, to raise levels of security for citizens and businesses in cyberspace and to increase Europe's resilience in the face of crises and disasters.

To promote the implementation of the Internal Security Strategy and to ensure that it becomes an operational reality, the Internal Security Fund (ISF Police) was set up.

In April 2015 the European Commission adopted the European Agenda on Security (EAS) for the coming five years, which builds on the actions undertaken under the previous Internal Security Strategy, thus ensuring consistent and continued action. The EAS represents an effective and coordinated response at European level to new and complex threats and sets out how the European Union can bring added value to support the Member States in ensuring security. It has identified the following three priorities: tackling terrorism and preventing radicalisation, disrupting organised crime and fighting cybercrime.

On the basis of the EAS, the Council adopted in June 2015 the renewed European Union Internal Security Strategy 2015-2020 confirming tackling and preventing terrorism, radicalisation to terrorism and recruitment as well as financing related to terrorism, preventing and fighting serious and organised crime and preventing and fighting cybercrime as the main priorities for European Union's actions.

Legal basis of ISF Police are the following regulations:

- Regulation (EU) No 513/2014 of the European Parliament and of the Council of 16 April 2014 establishing the Instrument for financial support for police cooperation, preventing and combating crime, and crisis management (OJ L 150 of 20 May 2014);
- Regulation (EU) No 514/2014 of the European Parliament and of the Council of 16 April 2014 laying down general provisions on the Asylum, Migration and Integration Fund and on the instrument for financial support for police cooperation, preventing and combating crime, and crisis management (OJ L 150 of 20 May 2014).

The ISF Police Regulation sets out two specific objectives, respectively:

- (i) crime prevention, combating cross-border, serious and organised crime including terrorism, and reinforcing coordination and cooperation between law enforcement authorities and other national authorities of Member States, including with Europol or other relevant Union bodies, and with relevant third countries and international organisations;
- (ii) enhancing the capacity of Member States and the Union for managing effectively security-related risks and crises, and preparing for and protecting people and critical infrastructure against terrorist attacks and other security-related incidents.

In conformity with Regulation (EU) No 514/2014 Article 6.2, in order to implement the ISF Police, the Commission has adopted, on **8 June 2015**, the 2015 Annual Work Programme for Union Actions, which includes this Call for Proposals.

## Overview of policy context

As set forth in the European Agenda on Security, "training is essential to allow authorities on the ground to exploit the [EU cooperation] tools in an operational situation".<sup>1</sup> The European Police College (CEPOL) has the primary responsibility of preparing police officers to cooperate effectively and to develop a common law enforcement culture. These prerequisites lacking, also the fight against transnational crime would be weakened. The strategic and operational goals in the fight against organised and serious cross-border crime and terrorism need in fact to be underpinned by coherent, recognised and high quality training in specialised and centrally prioritised areas for EU law enforcement officers involved in transnational cooperation.

In this aim, the Commission presented in July 2014 a proposal for a Regulation reforming the legal basis of CEPOL.<sup>2</sup> The regulation is currently under negotiation with the co-legislators. The general objective of improving EU security is pursued, among other things, by implementing the Law Enforcement Training Scheme (LETS).<sup>3</sup> This new training approach for EU law enforcement officers is structured around four strands, which range from general to specific knowledge.<sup>4</sup>

## 2. PRIORITIES OF THIS CALL FOR PROPOSALS

The present Call for Proposals aims at funding projects on high quality law enforcement training to prevent and combat cross-border crime efficiently.

Project applications submitted under the present Call for Proposals must address only one of the following priorities:

1. Prevention of radicalisation: Equipping front line practitioners with the skills to detect radicalisation in various settings and providing them with the tools to react in an appropriate manner (LETS strand 1 and 3)
2. Cross-border law enforcement information exchange, in particular for staff of cross-border coordination units (SPOCs), in line with the European Information Exchange Model (EIXM) and taking into account the SPOC Guidelines for international law enforcement information exchange<sup>5</sup> (LETS strand 2 and 3)
3. New Schengen evaluation mechanism in the field of police cooperation addressing the needs of Member States' experts participating in such evaluations (LETS strand 3)
4. Fighting cybercrime through improved capability of online investigators and examiners (LETS strand 1 and 3)
5. Law enforcement capacity-building in third countries by law enforcement of EU Member States (LETS strand 4).

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<sup>1</sup> COM (2015) 185 final.

<sup>2</sup> COM (2014) 465 final.

<sup>3</sup> COM (2013) 172 final.

<sup>4</sup> 1. Basic knowledge of EU dimension of law enforcement, 2. Effective bilateral and regional cooperation, 3. EU thematic policing specialism and 4. Civilian missions and capacity-building in third countries.

<sup>5</sup> Council document 10492/14.

Proposals covering more than one priority will not be considered for funding under this Call for Proposals.

Proposals should be devised in full cooperation and strict complementarity with CEPOL, using existing CEPOL material where appropriate, and in line with the Law Enforcement Training Scheme, as well as in complementarity with police training and capacity building provided under the European Union Police Services Training Programme (EUPST) and by the European Security and Defence College (ESDC). Respect of this condition will be evaluated under the "conformity" award criterion (see section 9).

All trainings contained in proposals under this call should, as a matter of principle, be open to participants from all Member States.

Projects must focus on one or more of the following topics (if more than one, they must all be under the same priority):

#### 1. Prevention of radicalisation

- Training for front line practitioners to detect and respond to radicalised individuals, as well as those vulnerable to radicalisation.
- Fostering a multi-agency approach, bringing together practitioners from various sectors. Such approaches should be implemented at local level.
- Specific sectorial trainings on exit strategies for prison & probation staff, engaging with radicalised youth for youth/child workers and teachers as well as families, as well as empowering community leaders or other credible voices and messengers on producing counter narratives.

#### 2. Cross-border law enforcement information exchange

- Comprehensive training on the different EU police communication channels and EU information exchange mechanisms and instruments.
- Establishment, together with Cepol, of a repository of good practices regarding training on EU law enforcement information exchange, taking into account related existing curricula and results of related initiatives (such as the Infopolex Coordination Initiative).
- Exchange of best practices regarding the functioning of SPOCs, and/ or establishing a format for regular contacts of heads of SPOC/ SPOC staff, focussing on training needs and activities.
- Identification of common workflow requirements for SPOCs in EU Member States and development of related guidelines as a basis for SPOC staff training.

#### 3. New Schengen evaluation mechanism

- Building on the existing CEPOL training and preferably covering the entire lifespan of the current multiannual programme for Schengen evaluations (2014-2019),<sup>6</sup> organising 2-3 trainings per year, involving 10-20 experts participating in Schengen evaluations in the field of police cooperation<sup>7</sup>

Training shall in particular cover the scope of the evaluation, the processes established and the methods applied before, during and after the on-site visits carried out. Trainings should involve CEPOL and other relevant actors, such as Commission, Europol, and FRA.

- Compile, in close cooperation with CEPOL, a repository of good practices to be disseminated via CEPOL channels

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<sup>6</sup> Commission Implementing Decision C(2014) 3683 of 18.6.2014, establishing the multi-annual evaluation programme 2014-2019 in accordance with Article 5 of Council Regulation (EU) No 1053/2013 of 7 October 2013 establishing an evaluation and monitoring mechanism to verify the application of the Schengen acquis.

<sup>7</sup> Trainings covering other areas of Schengen evaluations (such as external borders) cannot be funded under ISF-Police.

#### 4. Fighting cybercrime

- Training targeted at investigators and examiners with a view to increasing successful prosecution of cybercriminals and effective prevention, both by advancing the skills of law enforcement dedicated to fighting cybercrimes and by furthering the expertise of other law enforcement agents in an effort to mainstream basic cybercrime awareness and knowledge;
- Training for specialists meeting the training requirements identified in the training competency framework established by CEPOL, Eurojust, Europol and ECTEG: Advanced cybercrime awareness; Advanced knowledge of legal and jurisdiction issues; Processing of digital evidence while maintaining the chain of evidence; Advanced open source investigation; Social networks investigation; Advanced network forensics; Report drafting skills; Undercover investigations; Scripting/programming; Interviewing skills; Evidence presentation.
- Trainings for other law enforcement personnel to enhance the understanding and basic investigative skills of law enforcement officials, including senior staff, with regard to the technological aspects of crime (in particular addressing the pan-European dimension), with a view to mainstreaming computer-related crime into core curricula on investigations;
- Addressing gaps in or updating existing training modules developed by CEPOL and the European Cybercrime Education and Training Group (ECTEG).

#### 5. Law enforcement capacity-building in third countries by law enforcement of EU Member States

- Providing training to law enforcement officials from EU Member States with the necessary knowledge and skills on how to support and promote law enforcement capacity-building in third countries, in particular to complement or build upon existing or upcoming training initiatives by European agencies, in the context of their possible future deployment in such countries in the framework of:

- CSDP missions;
- EU-funded or bilateral technical assistance projects (incl. twinning projects);
- short-term assignments for training, technical assistance or evaluation,

Relevant training activities and methodologies should cover in particular:

- the familiarisation with relevant EU and international policies, standards and good practices;
- the awareness-raising on the different historical, political, socio-economic and legal contexts of third countries that are of direct relevance for law enforcement capacity-building;
- the learning/improvement of the necessary intercultural, interpersonal and linguistic skills for a successful deployment in third countries.

Any actions under this Call for Proposals shall respect and shall be implemented in line with the rights and principles enshrined in the Charter of Fundamental Rights of the European Union. Applications should pay appropriate attention to the effects of the project on individual rights and freedoms, as well as to possible remedies. In addition, any action under this Call for Proposals should comply with all relevant ethical principles and all applicable international, EU and national law on ethical issues while carrying out the project.

### 3. TIMETABLE

	Stages	Date and time or indicative period
a)	Publication of the call	17 September 2015

b)	Deadline for submitting applications	26/11/2015 – 12:00 CET
c)	Evaluation period	December 2015 – May 2016
d)	Information to applicants	May – June 2016
e)	Signature of Grant Agreement	August – September 2016
f)	Starting date of the action	Last quarter 2016 – early 2017

#### 4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at **EUR 3.000.000**.

The Commission envisages to fund at least one project for each of the five priorities. The Commission reserves the right not to distribute all the funds available.

#### 5. ADMISSIBILITY REQUIREMENTS

Applications must be sent no later than the deadline for submitting applications referred to in section 3.

Applications must be submitted in writing using the Application Form provided (including all parts of the Application Package) and the PRIAMOS electronic submission system (see section 12).

Applications must be drafted in one of the EU official languages. English is preferred in order to speed up the evaluation procedure.

Projects cannot be scheduled to last more than **30 months** for applications addressing priority 1, 2, 3, 5 and **18 months** for applications addressing priority 4 (Fighting cybercrime).<sup>8</sup> Applications for projects scheduled to run for a longer period will be rejected.

Failure to comply with these requirements will lead to the rejection of the application.

#### 6. ELIGIBILITY CRITERIA

##### 6.1. Eligible applicants and applications

In order to be eligible for a grant, the Applicant and the Co-applicants must be:

- a) legal persons; applications from natural persons are not eligible;
- b) a public body, a non-profit-making private entity, or an international organisation.<sup>9</sup> The lead Applicant (i.e. the future Coordinator) cannot be an international organisation;
- c) established in a Member State of the European Union participating in the ISF Police instrument.<sup>10</sup> International organisations may be established outside of the EU Member States participating in the ISF Police instrument.

<sup>8</sup> The project duration may be extended during its implementation for duly justified reasons subject to the Commission's approval via an amendment to the Grant Agreement.

<sup>9</sup> The term "international organisations" is used in this Call for Proposals as defined in the Rules of Application of the EU Financial Regulation (Article 43):

- (a) international public-sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations;
- (b) the International Committee of the Red Cross;
- (c) the International Federation of National Red Cross and Red Crescent Societies;
- (d) other non-profit organisations assimilated to international organisations by a Commission decision.

<sup>10</sup> All EU Member States, with the exception of United Kingdom and Denmark, are participating in the ISF Police instrument. Legal entities established in the United Kingdom (unless the United Kingdom decides to opt in and to participate in the ISF Police) or Denmark cannot participate in this call.

In order to be eligible for a grant, applications must be:

- a) transnational, i.e. involving at least two entities established in two different EU Member States participating in the ISF Police instrument;<sup>11</sup>
- b) seeking EU co-funding of equal to or more than EUR 150.000 and equal to or less than EUR 750.000.

Union agencies can neither submit applications nor be Co-applicants.

Affiliated entities, i.e. legal entities having a legal or capital link with Applicants, shall take part in the action as individual Co-applicants in order to declare eligible costs.

**Supporting documents:** In order to assess the Applicants' eligibility, a Declaration of Honour, which must be printed out, signed by the authorised signatory and included (as a scanned document) in the Application Package, must be provided by the Applicant (Annex 1) and each Co-applicant (Annex 2). Other supporting documents may be requested at a later stage.

## 6.2. Eligible activities

The following types of activities are eligible under this Call for Proposals: projects promoting identification and dissemination of best practices, training, exchange programmes as well as enhancing awareness of approaches and policies at Union level.

## 7. EXCLUSION CRITERIA

Applicants will be excluded from participating in the Call for Proposals procedure and from the grant award if they are in any of the situations referred to in articles 131(4) of the EU Financial Regulation,<sup>12</sup> i.e. one of the following situations:

### 7.1. Exclusion from participation in the Call for Proposals

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of Belgium or those of the country where the action is to be implemented;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any

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<sup>11</sup> In case the co-applicant is an international organisation established in an EU Member State (participating in the ISF Police instrument), the other co-applicant(s) needs to be established in a different EU Member State (participating in the ISF Police instrument) than the international organisation. In case the co-applicant is an international organisation established outside the EU, at least two other co-applicants established in two different EU Member States (participating in the ISF Police instrument) are required.

<sup>12</sup> Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ 2012 L298, p. 1).

other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;

- (f) they are currently subject to an administrative penalty for: being guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in a procurement or grant award procedure or for failing to supply this information; or having been declared to be in serious breach of its obligations under grant agreements or contracts financed by the Union's budget.

## 7.2. Exclusion from award

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest in connection with the action;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 7.1.

Administrative and financial penalties may be imposed on Applicants and Co-applicants who are guilty of misrepresentation.

**Supporting documents:** In order to evaluate Applicants against exclusion criteria, a Declaration of Honour must be provided by the Applicant (Annex 1) and each Co-applicant (Annex 2) certifying that they are not in one of the situations described above. Annex 1 and Annex 2 must be printed out, signed by the relevant authorised signatory and included (as a scanned document) in the Application Package.

## 8. SELECTION CRITERIA

### 8.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding.

Financial capacity will be assessed on the basis of the following values and ratios:

1. The ratio between the grant requested and the operating income, and the ratio between the grant requested and the total assets should not be excessive, both for the Applicant and Co-applicants.
2. The Applicant and Co-applicants will be assessed against the following ratios:<sup>13</sup>
  - general liquidity: current assets/current liabilities
  - financial independency: own funds/(total liabilities + own funds)
  - indebtedness: own funds/(own funds + long-term liabilities)
  - profitability: gross operating profit<sup>14</sup>/operating income
  - self-financing capacity: net result + amortisation + depreciation.

In case of low financial capacity, the Commission may decide the following:

- request further documents;
- request budget modifications / reallocations of costs;
- introduce interim payments based on interim reports;
- modify pre-financing percentage.

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<sup>13</sup> In the following ratios, '/' stands for 'divided by'.

<sup>14</sup> Gross operating profit is calculated by adding back amortisation and depreciation to the operating profit.

In case of insufficient financial capacity, the Commission may decide the following:

- request a change of Co-applicant;
- reject the application.

**Supporting documents:** The Applicants' financial capacity will be assessed on the basis of a Declaration of Honour to be provided by the Applicant (Annex 1) and each Co-applicant (Annex 2) which must be printed out, signed by the authorised signatory and included (as a scanned document) in the Application Package, as well as the following supporting documents to be submitted with the application:

- completed Financial Capacity Form (MS Excel file - Annex 4);
- the profit and loss account and the balance sheet for the last financial year for which the accounts were closed (Annex 5).

For newly created entities, the business plan including the starting financial statement may replace the above documents.

The financial capacity assessment is not applicable to public bodies and international organisations. Therefore they do not need to submit any supporting documents for financial capacity.

## 8.2. Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. This capacity shall be assessed based on the experience of the Applicants and each Co-applicant or, as an alternative, on the relevant experience of their directly involved employees.

**Supporting documents:** The Applicants' operational capacity will be assessed on the basis of a Declaration of Honour to be provided by the Applicant (Annex 1) and each Co-applicant (Annex 2), which must be printed out, signed by the authorised signatory and included (as a scanned document) in the Application Package, as well as the following supporting documents to be submitted with the application:

- a lists of previous EU funded projects and activities implemented by the Applicant and Co-applicants in the last 4 years (to be indicated in the Application Form, section 2.2)
- or, where the Applicant or Co-applicant have not carried out any EU funded projects, a list of projects (similar in size and resources managed to the one described in the application) carried out by the Applicant and Co-applicants (Annex 6)
- or, where the Applicant or Co-applicant have not carried out any relevant project, the curriculum vitae and/or description of the profile of the people primarily responsible for managing and implementing the project activities (Annex 6).

The operational capacity assessment is not applicable to public bodies and international organisations. Therefore they do not need to submit any supporting documents for operational capacity.

## 9. AWARD CRITERIA

Eligible applications and their proposed action will be assessed on the basis of the following award criteria:

- Relevance: applications will be assessed on the extent to which they match the priorities as identified in this Call for Proposals (section 2 above) and in the relevant EU strategic documents and/or action plans (section 1 above), and on whether the expected impact will be significant on the selected priority(ies) (30 points)

Applications receiving less than 21 points for the "relevance" criterion will not be evaluated further.

- Quality: applications will be assessed with regards to the appropriateness of their design and planned implementation, taking into account the envisaged activities, methodology, organisation of work and strategy for project management, evaluation and dissemination (20 points)
- Cost-effectiveness: applications will be assessed with regards to whether the costs of the proposed action are adequate to the activities and proportionate to the expected results (30 points)
- European added value: the project activities, outcomes and impact should have a broad EU relevance; applications will be assessed on whether a suitable number of countries is involved in the project activities and on whether the expected impact will concern a significant number of countries (20 points).

Applications that pass the threshold of minimum 65 points will be considered for funding within the limits of the available budget. The European Commission will then prepare an award decision listing the projects proposed for award, projects on reserve list and rejected projects.

## **10. LEGAL COMMITMENTS**

A Commission award decision does not represent a legal or financial commitment. The award of each grant is subject to the conclusion of a Grant Agreement in writing.

In the event a grant is awarded by the Commission, a Grant Agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the Coordinator, as well as instructions on how to formalise the obligations of the parties. Please note, that if international organisations are involved in the application, no other specific clauses applicable to international organisations than the ones already included in the Grant Agreement template will be added.

Please note that the award of a grant does not establish any entitlement for subsequent years.

## **11. FINANCIAL PROVISIONS**

### 11.1. General Principles

#### a) Non-cumulative award

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action (Application Form, section 2.1 and 2.2).

#### b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed. A grant may be awarded for an action which has already begun only where the Applicant can demonstrate the need to start the action before the Grant Agreement is signed. In any case, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

#### c) Co-financing

Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the Beneficiary's own resources,
- income generated by the action,
- financial contributions from third parties.

d) Balanced budget

The Budget Estimate of the action is to be attached to the Application Form. It must have revenue and expenditure in balance and must be drawn up in euro.

Beneficiaries with general accounts in a currency other than the euro shall convert costs incurred in another currency into euro at the average of the daily exchange rates published in the C series of Official Journal of the European Union, determined over the corresponding reporting period.<sup>15</sup> Where no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, conversion shall be made at the average of the monthly accounting rates established by the Commission and published on its website ([http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)), determined over the corresponding reporting period.

Beneficiaries with general accounts in euro shall convert costs incurred in another currency into euro according to their usual accounting practices.

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the Beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit. Detailed information on subcontracting is provided in the Guide for Applicants.

e) Financial support to third parties

The applications may not envisage provision of financial support to third parties.

f) Non-profit rule

EU grants may not have the purpose or effect of producing a profit within the framework of the action. Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the Beneficiary, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the Beneficiary to carry out the action.

## 11.2. Maximum amount requested

The EU grant is limited to a maximum co-funding rate of 90% of the total eligible costs of the action.

Consequently, part of the total eligible expenses entered in the Budget Estimate must be financed from sources other than the EU grant (see section 11.1.c).

The Commission reserves the right to reduce the estimated costs in the Budget Estimate, if they are deemed as ineligible.

## 11.3. Payment arrangements

A pre-financing payment corresponding to maximum 80% 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.

The Commission will establish the amount of the final payment to be made to the Coordinator on the basis of the calculation of the final grant amount. If the total of earlier

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<sup>15</sup> For further guidance on exchange rate please consult the Guide for Applicants.

payments is higher than the final grant amount, the Beneficiaries will be required to reimburse the amount paid in excess by the Commission through a recovery order.

## 12. PROCEDURE FOR THE SUBMISSION OF APPLICATIONS

Applications must be submitted electronically via the PRIAMOS system in accordance with the formal requirements set out under section 5 and by the deadline set out under section 3, after which the system will not accept any application.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Commission may contact the Applicant during the evaluation process. Failure to respond by the deadline set may lead to rejection of the application. Applicants must take the necessary steps to ensure that they can respond rapidly until the end of the selection process.

Applicants are requested to log in at the PRIAMOS system at [http://ec.europa.eu/dgs/home-affairs/financing/fundings/priamos-section/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/financing/fundings/priamos-section/index_en.htm) and follow the procedure for submitting an application.

Please note that although the PRIAMOS system is able to deal with many applications at the same time, it is advisable NOT to wait until the last moment to register in the system and submit an application.

Applications submitted via the PRIAMOS system shall not be sent by regular mail or by e-mail. Applications that are not submitted via PRIAMOS shall not be considered for evaluation.

Applications must be submitted using the forms and templates provided. If the forms or templates are altered, the application may be rejected.

### Applications for several projects

The Applicant may submit more than one application under this Call for Proposals. Note that if an Applicant wants to submit more than one application under the same Call for Proposals, a different Application Form must be downloaded from Priamos for each application, so that each application has its unique application number.

The Applicant may be awarded more than one grant under this Call for Proposals.

An organisation may participate as an Applicant or Co-applicant in several applications.

### Several applications for the same project

Only one application will be accepted and evaluated for any given project.

If the Applicant submits more than one version of the Application Package or of documents contained therein under the same application number, only the latest version submitted will be taken into consideration for the evaluation.

In case there are several applications for the same project with different application numbers, the Applicant (contact person mentioned in the application) will be asked to clarify which application shall be evaluated.

### The Application Package to be uploaded in PRIAMOS

Please **read carefully the Guide for Applicants** for details and explanations concerning the compulsory documents to be uploaded in PRIAMOS as a complete Application Package.

Each Application Package must include **ALL the following compulsory documents:**

<b>Application Package</b>
Application Form (Pdf)
Description of the Action (MS Word)
Budget Estimate (MS Excel)
Annexes 1-8

<b>ANNEXES</b>	<b>Description</b>	<b>To be provided by</b>
Annex 1	Declaration of Honour	Applicant
Annex 2	Partnership Declaration	Each Co-applicant
Annex 3*	Letter of support	Entity that wishes to support the project without being Applicant or Co-applicant, i.e. it cannot incur costs
Annex 4*	Financial Capacity Form (Excel)	Applicant and each Co-applicant. Not applicable for public bodies and international organisations
Annex 5*	Balance sheet and profit and loss account or business plan	Applicant and each Co-applicant. Not applicable for public bodies and international organisations
Annex 6*	List of projects or CVs	Applicant and each Co-applicant. Not applicable for public bodies and international organisations
Annex 7*	Audit report	Not applicable for this call
Annex 8	Checklist	Applicant on behalf of himself and all the Co-applicants

\* if applicable

All the templates of the Application Package are attached to the pdf Application Form<sup>16</sup> – see PRIAMOS Guide for Applicants.<sup>17</sup> The Application Form is ONLY available for download in PRIAMOS while all the templates of the Application Package (except the Application Form itself) can also be found on the Call for Proposals' webpage at: [http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/internal-security-fund-police/calls/2015/letx/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/internal-security-fund-police/calls/2015/letx/index_en.htm) together with the Guide for Applicants.

Applicants are advised to consult the Call for Proposals webpage regularly during the period leading up to the submission deadline in case announcements, updates or frequently asked questions are published.

Applicants will be informed in writing about the results of the selection process.

### Contacts

Questions may be sent by e-mail to: [HOME-ISF@ec.europa.eu](mailto:HOME-ISF@ec.europa.eu) indicating clearly the reference of the Call for Proposals. Question submitted later than 7 calendar days before the submission deadline, i.e. after 19/11/2015 will not be considered and thus not answered.

The Commission shall reply according to the code of good administrative behaviour within 15 working days from the receipt of the question. In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of Applicants or actions or on the outcome of the Call for Proposals before the official announcement of results.

<sup>16</sup> Please note that only Adobe Reader is supported for completing the pdf Application Form. Using any other program will make the application unreadable to the PRIAMOS system – see also the Priamos Guide for Applicants.

<sup>17</sup> [http://ec.europa.eu/dgs/home-affairs/financing/fundings/priamos-section/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/financing/fundings/priamos-section/index_en.htm)

## **13. PUBLICITY**

### 13.1. By the Beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. Please refer to the Grant Agreement for more details.

### 13.2. By the Commission

All information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded. The Commission will publish the following information:

- name and address of the beneficiary,
- subject of the grant,
- amount awarded.

Upon a reasoned and duly substantiated request by the Beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

## **14. DATA PROTECTION**

The reply to any Call for Proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the Call for Proposal and will be processed solely for that purpose by the department responsible for the EU programme concerned. Details concerning the processing of personal data are available on the [privacy statement](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf) at: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf)

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) ),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on: [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm) ).

## **15. MEANS OF REDRESS**

If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 228(1) of the Treaty on the Functioning of the European Union and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal L 113 of 4 May 1994.