**ANNEX 1**

**APPLICATION FORM FOR FRAMEWORK PARTNERSHIP AGREEMENT**

Before filling in this form, please read carefully the relevant Call for Proposals and any other reference documents related to this grant programme available on our site: <https://frontex.europa.eu/about-frontex/grants/>

Frontex may ask an applicant to provide additional information or to clarify the supporting documents submitted in connection with the application, if such information or clarification does not substantially change the proposal.

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| **TITLE OF THE CALL FOR PROPOSALS** | CALL FOR PROPOSALS FOR A FRAMEWORK PARTNERSHIP AGREEMENT TO IMPLEMENT THE EUROPEAN JOINT MASTER’S IN STRATEGIC BORDER MANAGEMENT  |
| **REFERENCE NUMBER OF THE CALL FOR PROPOSALS**  | 2023/FPA/TRU/01 |
| **DEADLINE**  | **20 November 2023, midnight CET** |

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| **SUMMARY OF THE APPLICATION** |
| Name of the applying institution: |  |
| Planned duration of the Action (start – end date): |  |
| Estimated Budget (in EUR)[[1]](#footnote-2): |  |
| **SUMMARY OF THE ACTIONS (*minimum 100 and maximum 200 words*).**For successful applications, this section may be published, as presented below, in publications used for the promotion and publicity of the Frontex Training Unit Framework Partnership Agreements. You should therefore ensure that the summary gives a concrete overview of the actions in its content, structure and main characteristics (areas/s covered, institutions involved, structure and length, etc.). |
| *Your text here:* |

By submitting a proposal the applicant accepts that in case of an award, certain data such as name, address and grant amount will be published.

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| Date: |  |
| **Name and signature:**(person authorised to enter into legally binding commitments on behalf of the applicant) |  |

Please add rows if needed.

# I. INFORMATION ON THE APPLICANTS

The term “applicant” refers to the legal entity (Coordinator, Consortium Partners) applying for Framework Partnership Agreement.

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| **1 REFERENCES OF THE APPLICANTS** |

**1.1** **COORDINATOR**

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| **1.1.1 IDENTITY OF THE COORDINATOR** |
| Official full name:(please provide an English version if one exists) |  |
| Acronym (if applicable):  |  |
| Official legal form: |   |
| Legal personality[[2]](#footnote-3): | [ ]  YES [ ]  NO |
| Place of establishment or registration:(Address and country) |  |
| VAT number (if applicable): |  |
| **1.1.2 CONTACT DETAILS[[3]](#footnote-4)** |
| **OFFICIAL ADDRESS** |
| Street address: |  |
| Postcode: |  |
| City/Town: |  |
| Country: |  |
| Telephone:  |  |
| E-mail address: |  |
| Website:  |  |
| **ADDRESS FOR CORRESPONDENCE (if different than official address)**  |
| Street address: |  |
| Postcode: |  |
| City/Town: |  |
| Country: |  |
| **1.1.3 CONTACT PERSON (PERSON RESPONSIBLE FOR MANAGEMENT OF THE PROPOSAL)[[4]](#footnote-5)**  |
| First name:  |  |
| Family name: |  |
| Position/Function: |  |
| Telephone:  | + | Mobile: | + |
| E-mail address: |  |
| **1.1.4 LEGAL REPRESENTATIVE (PERSON AUTHORISED TO SIGN THE AGREEMENT)** |
| First name:  |  |
| Family name: |  |
| Position/Function/Mandate: |  |
| Telephone:  | + | Mobile: | + |
| E-mail address: |  |

**1.2 CONSORTIUM PARTNER No. 1**(Repeat this part as often as is required to include all Consortium partners)

|  |
| --- |
| **1.2.1 IDENTITY OF THE CONSORTIUM PARTNER** |
| Official full name:(please provide an English version if one exists) |  |
| Acronym (if applicable):  |  |
| Official legal form: |   |
| Legal personality[[5]](#footnote-6): | [ ]  YES [ ]  NO |
| Place of establishment or registration:(Address and country) |  |
| VAT number (if applicable): |  |
| **1.2.2 CONTACT DETAILS[[6]](#footnote-7)** |
| **OFFICIAL ADDRESS** |
| Street address: |  |
| Postcode: |  |
| City/Town: |  |
| Country: |  |
| Telephone:  |  |
| E-mail address: |  |
| Website:  |  |
| **ADDRESS FOR CORRESPONDENCE (if different than official address)**  |
| Street address: |  |
| Postcode: |  |
| City/Town: |  |
| Country: |  |
| **1.2.3 CONTACT PERSON[[7]](#footnote-8)**  |
| First name:  |  |
| Family name: |  |
| Position/Function: |  |
| Telephone:  | + | Mobile: | + |
| E-mail address: |  |

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| **2. PROFILES OF THE APPLICANTS** |

**2.1 COORDINATOR**

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| **PROFILE OF THE COORDINATOR — GENERAL AIMS AND ACTIVITIES** |
| Please indicate the legal status by **ticking all relevant options** (one or several if applicable)[ ]  Public body [ ]  Education and training establishment [ ]  Other (please specify)  |
| Short description of the Consortium, including affiliated entities and general aims related to the implementation of the European Joint Master’s in Strategic Border Management. Please include information with respect to the eligibility criteria indicated in the section 6 of the Call.  |
| *Your text here:* |

**2.2** **CONSORTIUM PARTNER No. 1**(Repeat this part as often as is required to include all Consortium partners)

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| **CONSORTIUM PARTNER — GENERAL AIMS AND ACTIVITIES** |
| Please indicate the legal status by **ticking all relevant options** (one or several if applicable)[ ]  Public body [ ]  Education and training establishment [ ]  Other (please specify)  |

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| **3. BANK DETAILS**  |

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| **BANK DETAILS OF THE COORDINATOR** |
| 3.1 For applicants who have **never submitted** the relevant Financial Identification Form to Frontex or another EU institution |
| The bank details are attached in the Financial Identification Form (Annex 5).  |
| 3.2 For applicants who have **submitted the relevant** Financial Identification **Form** to Frontex or another EU institution **in the past** and their account is registered – please indicate the details of the bank account: |
| Name of the Bank Account Holder:  |  |
| Name of the Bank: |  |
| Address of the Bank: |  |
| IBAN:  |  |
| Payment reference: |  |

# II. OPERATIONAL AND FINANCIAL CAPACITY

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| **1. OPERATIONAL CAPACITY** |

**1.1 COORDINATOR**

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| **OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE COORDINATOR** |
| The applicant/s confirms its operational capacity, as required in the Call for Proposals, by:* signing the Letter of Commitment (Annex 06),

The applicant should provide as an attachment to this Application a description of its relevant competences and previous experiences as well as those of the key staff who will be involved in the action (according to their profiles or CVs) as a proof of its capacity to implement the action effectively. |

**1.2 CONSORTIUM PARTNER No. 1**

(Repeat this part as often as is required to include all Consortium partners)

|  |
| --- |
| **OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION** |
| The applicant/s confirms its operational capacity, as required in the Call for Proposals, by:* signing the Letter of Commitment (Annex 06),
* expertise and experience of the Coordinator in coordinating similar projects and activities,
* expertise and experience of Consortium Partners connected to the implementation of projects and activities of joint degrees,
* facilities in areas relevant for the activities within the scope of the Proposal.

Please attach relevant documents as annexes.  |

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| **2. FINANCIAL CAPACITY**  |
| The applicant/s confirms its financial capacity, as required in the call for proposals, by signing the Declaration on honour by the applicant (Annex 07). |

# III. INFORMATION ON THE ACTION

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| **DESCRIPTION OF THE PROPOSED ACTIONS** |

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| 1. **RELEVANCE OF THE PROPOSAL**
 |
| * 1. Please describe how the general objectives of the Call and supported actions will be addressed by Consortium *(min. 200 words - max. 500 words).*
 |
| *Your text here:* |
| * 1. Please describe activities and methodology for achieving specific objectives and expected results of supported actions *(min. 200 words - max. 500 words)*.
 |
| *Your text here:* |
|  |
| 1. **COOPERATION ARRANGEMENTS**
 |
| * 1. **Consortium make-up**
 |
| 1. Please describe the Consortium composition, paying particular attention to Partners’ expertise and experience and rational behind the Consortium composition. Please outline (1) the general contribution of each Partner to the action, (2) their added value for the EJMSBM implementation, (3) the innovative character of Consortium *(min. 200 words - max. 500 words).*

*NOTE*: Please attach as a separate annex to this application: (i) a list of previous projects and activities performed and connected to the implementation of joint degrees (if relevant/applicable; no template), (ii) a list of previous, similar projects and activities coordinated by the Coordinator required for the coordination, monitoring and reporting of the action (no template), (iii) copies of Consortium Agreements of similar educational projects, in which the applicants were involved in (if relevant/applicable; no template). |
| *Your text here:* |
| 1. Please describe the distribution role and tasks to demonstrate the institutional commitment and active and shared contribution of all Consortium Partners with regard to: (1) educational engagement, (2) organizational engagement, (3) communication and management tools. If relevant, outline cooperation with non-educational actors (*min. 200 words - max. 500 words*).

*NOTE*: Please attach as a separate annex to this application a Strategic Action Plan (Annex 1 to this Application Form) to indicate which modules are to be delivered by which academic Partners across 3 iterations of the programme (Main Deliverer and the back-up). |
| *Your text here:* |
| * 1. **Cooperation with learners and external actors**
 |
| 1. Please describe your broad approach towards learners, particularly focus on the joint criteria, principles and requirements for learner selection and admission requirements, examination, performance assessment, programme’s alumni, etc. to ensure the best quality (*min. 200 words - max. 500 words*).
 |
| *Your text here:* |
| 1. Please describe a draft strategy/planning for an effective involvement of invited scholars, guest lecturers, external supervisors, etc. to ensure the best quality (*min. 200 words - max. 500 words*).
 |
| *Your text here:* |
|  |
| 1. **QUALITY OF PROPOSED ACTIONS**
 |
| * 1. **Action plan**
 |
| 1. Please justify and rationalise the activities of the action plan. Please focus, among others, on their feasibility, adequacy, timelines, principles *(min. 200 words - max. 500 words).*

*NOTE*: Please attach as a separate annex to this application a Strategic Action Plan (Annex 1 to this Application Form) |
| *Your text here:* |
| * 1. **Risk management**
 |
| 1. Please describe critical risks, uncertainties or difficulties related to the implementation of the action and the measures/strategy for addressing them. Indicate for each risk the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.

NOTE: Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help to predict issues that could delay or hinder action activities.  |
| *Your text here:*

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Description | High/medium/low | Proposed risk mitigating measures |
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| * 1. **Quality assurance**
 |
| 1. Please outline the commitment and active contribution of all Consortium Partners with regard to the shared governance and management structure and quality assurance arrangements (*min. 200 words - max. 500 words*).
 |
| *Your text here:* |
| 1. Please describe the internal and external evaluation methods of the EJMSBM, how will they be put into practice and used to monitor, enhance and improve the quality of the programme (*min. 200 words - max. 500 words*).

*NOTE*: please attach a draft Consortium agreement |
| *Your text here:* |
| 1. Please describe how the proposed programme rules, learners’ rights and obligations concerning the academic, administrative and financial aspects of the EJMSBM implementation adhere to the to the Standards for Quality Assurance of Joint Programmes in the European Higher Education Area (*min. 200 words - max. 500 words*).
 |
| *Your text here:* |
|  |
| 1. **COMPETENCE AND SUPPORT**

*NOTE*: The description of the profiles of key staff must be accompanied by their curriculum vitae and signed privacy statement (Annex 12). The attached CVs should only contain information that is relevant for the selection and award criteria and shall not exceed 3 pages. |
| * 1. **Competence of key staff**
 |
| 1. Please describe the relevant expertise of teaching staff, module convenors, module coordinators, dissertation supervisors in the fields listed below (*min. 200 words-max. 500 words*).
* Strategy, planning and evaluation in border guarding.
* Fundamental rights and ethics in European border security management.
* Leadership and organisational development in border management.
* EU borders policies and strategies (including EU resource policy, resource management).
* Innovations and technology in border security.
* Researching management practices in border security.
* Global context of European border security.
* Strategic risk and threat management for European border security.
* Cooperation in strategic border management (including cooperation in cross border investigation).
* Researching integrating practices in border management.
 |
| *Your text here:* |
| 1. Please describe the relevant expertise of action staff with experience in programme administration (*min. 200 words - max. 500 words*).
 |
| *Your text here:* |
| * 1. **Administrative and logistical support**
 |
| * 1. Please describe the details of support in terms of the relevant information provided to the learners and teachers prior to the Programme start date and the services offered to support administrative formalities in the course of the Programme *(min. 200 words - max. 500 words).*
 |
| *Your text here:* |
| * 1. Please provide a description of the intended mechanism for providing services to ensure and facilitate mobility (housing, daily sustenance, travel/transport, insurance, field trips, guidance for incoming and outgoing learners, classrooms, IT facilities, etc.) *(min. 200 words - max. 500 words).*

*NOTE*: For extended description – additional annex might be provided.  |
| *Your text here:* |
|  |
| 1. **BUDGET, COST EFFECTIVENESS AND FINANCIAL MANAGEMENT**
 |
| * 1. **Please provide a description on how financial resources will be allocated and managed within the Consortium, including the division of roles and tasks in financial managment** (*min. 200 words - max. 500 words*).
 |
| *Your text here:* |
| * 1. **Please justify how educational and administrative unit costs and learner participation costs have been calculated based on sound statistical data with a specific description and quantification of the effect resulting from the economy of scale** (*min. 200 words - max. 500 words*).

*NOTE*: The proposed unit costs should follow the methodology described in Annex 11. |
| *Your text here:* |

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| **3 2 STRATEGIC ACTION PLAN** |
| Applicants shall submit a Strategic Action Plan for period 2024 – 2028 (48 months) which shall define the broad strategic approach, explain how the specific objectives will be achieved, and include a preliminary schedule of the three iterations of the programme. It shall also include a preliminary estimated budget for 2024 – 2028 period (48 months). This plan shall be annexed to the Framework Partnership Agreement (Annex 1 to this Application Form). |

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| **3 3 ESTIMATED BUDGET** |
| Please fill in the Annex 03. Applications must include a detailed estimated budget, in balance, in which all costs and contributions are given in euros.  |

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| **LEGAL NOTICE**Applicants are informed that, under the Financial Regulation applicable to the general budget of the European Union no grants may be awarded retrospectively for actions already completed. In those exceptional cases accepted by Frontex where applicants demonstrate the need to start the action or work programme before the agreement is signed or the decision notified, expenditure eligible for financing may not have been incurred before the grant application was lodged. |

# IV. ADDITIONAL FUNDING

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| **APPLICATION, GRANT OR ANY OTHER EU FUNDING** – To be specified for each of the applications or obtained grants in the current or previous years (add columns if necessary) |
|  | Programme 1 | Programme 2 |
| Name of the applicant |  |  |
| Title of the action (or part of the action) |  |  |
| Union Programme concerned |  |  |
| Union Institution or Body/Agency to which the application was submitted or which took the award decision |  |  |
| Year of award or application and duration of the operation |  |  |
| Value of the application, grant or other funding |  |  |

|  |
| --- |
| **LEGAL NOTICE**The applicant must inform Frontex if any of the above-mentioned applications for funding made to other European Commission departments or Union Institutions or Bodies/Agencies is approved after the submission of this grant application. |

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| If processing your reply to the 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 (EU) 2018/1725 on the protection of individuals 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. Unless indicated otherwise, any personal data requested are required to evaluate your application in accordance with the call for proposals and will be processed solely for that purpose by Head of Training Unit. Details concerning the processing of personal data are available on the privacy statement annexed to the call for proposals.Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 136 of the Financial Regulation. For more information, see the Privacy Statement on <http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf> |

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| **Supporting Documents to be attached to the application:** |
| **Supporting documents proving compliance with the eligibility criteria as described in section 6.1 of the Call for Proposals** **for Framework Partnership Agreement** * Evidence that the applicants are public higher education institutions established in a European Union Member State,
* Evidence of the corresponding national legislation that gives the right to the HEIs to award Master’s Degrees,
* Authentic copy of the resolution, decision or other official document establishing the public-law entity,
* Evidence demonstrating that the applicants have fulfilled the external Quality Assurance (QA) requirements of their jurisdiction (e.g. accreditation) for the joint programme. This can result either:
	+ from having successfully implemented the European Approach for Quality Assurance of Joint Programmes (if national legislation allows), or
	+ be based on a specific accreditation of the joint programme, or
	+ of each national component on the basis of which the EJMSBM is composed.
* A draft Consortium agreement or an outline (no template).
 |
| **Supporting documents proving compliance with the financial capacity selection criteria as described in section 8.1 of the Call for Proposals** **for Framework Partnership Agreement** * Declaration on honour (Annex 07) submitted by the Coordinator who, with the authorisation of the other applicants in the Consortium, certifies that all the applicants associated with the proposal meet the eligibility criteria.
 |
| **Supporting documents proving compliance with the operational capacity selection criteria as described in section 8.2 of the Call for Proposals** **for Framework Partnership Agreement** * Letter of Commitment (Annex 06) signed by each Consortium member.
* A list of previous, similar projects and activities coordinated by the Coordinator.
* A list of previous, similar projects and activities performed and connected to the implementation of (joint) degrees implemented by Consortium Partners.
* Description of teaching facilities in areas relevant for the activities within the scope of the proposal.
 |
| Annex 03 - Estimated budget for period 2024 – 2028 (48 months). |
| Annex 04 - The Legal Entity Form signed by each Consortium member separately. |
| Annex 05 - The Financial Identification Form signed by the Consortium Coordinator. |
| Annex 12 - Privacy Statement signed by every person whose personal data is processed in this call is attached to this application. |

# CHECK-LIST FOR APPLICANTS

Before submitting the application, applicants are requested to verify that their application meets the criteria specified below.

|  |
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| The application is sent no later than the deadline for submitting applications specified in section 3 of the call for proposals. |[ ]
| A notification email confirming application’s submission is sent to ejmsbm@frontex.europa.eu |[ ]
| The application is submitted in English, on the correct form, and dated. |[ ]
| All sections of the application form have been completed in accordance with the requirements set in the Call for Proposals. |[ ]
| The application is signed by the person authorised to enter into legally binding commitments on behalf of the applicant. |[ ]
| The application is submitted in 2 copies (one original and one copy not stapled printed one-sided). |[ ]
| The applicant fulfils the eligibility criteria set out in section 6.1 |[ ]
| The budget annex has been duly filled in, in accordance with the requirements set out in the Call and is attached. |[ ]
| The Financial Identification Form (Annex 05) is filled in and attached to the application (concerns only those applicants who have not submitted the form to Frontex before or who wish to provide new bank account details for the purpose of the action).  |[ ]
| The Legal Entity Form (Annex 04) is filled in and attached to the application (concerns only those applicants who have not submitted the form to Frontex before). |[ ]
| The key staff/ experts’/ trainers CVs are attached as set out in the call. |[ ]
| The Letter of Commitment has been signed and attached.  |[ ]
| The Declaration on Honour has been signed and attached. |[ ]
| The application meets the submission arrangements set out in the call (point 14 of the Call). |[ ]

Annex 1:

**2024 – 2028 (48 MONTH) STRATEGIC ACTION PLAN**

**EUROPEAN JOINT MASTER’S IN STRATEGIC BORDER MANAGEMENT**

The broad strategic approach:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Goal | Activity | Preliminary timeline (start-end date) | Responsible Partner / back-up for module delivery/ (alternate delivery) | Estimated budget |
| **1. iteration** |
| Module 1 | 1. |  |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| Module 2 | 1. |  |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| Module 3 | 1. |  |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| Module 4 | 1. |  |  |  |  |
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| Module 5 | 1. |  |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| Module 6 | 1. |  |  |  |  |
| 2. |  |  |  |
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| Module 7 | 1. |  |  |  |  |
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| 3. |  |  |  |
| Module 8 | 1. |  |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| Module 9 | 1. |  |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| Module 10 | 1. |  |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| Dissertation |  |  |  |  |  |
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| *[Other]* |  |  |  |  |  |
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| **2. iteration** |
| Module 1 | 1. |  |  |  |  |
| 2. |  |  |  |
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| Module 2 | 1. |  |  |  |  |
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| Module 3 | 1. |  |  |  |  |
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| Module 4 | 1. |  |  |  |  |
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| Module 5 | 1. |  |  |  |  |
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| Module 6 | 1. |  |  |  |  |
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| Module 7 | 1. |  |  |  |  |
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| 3. |  |  |  |
| Module 8 | 1. |  |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| Module 9 | 1. |  |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| Module 10 | 1. |  |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| Dissertation |  |  |  |  |  |
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| *[Other]* |  |  |  |  |  |
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| **3. iteration** |
| Module 1 | 1. |  |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| Module 2 | 1. |  |  |  |  |
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| 3. |  |  |  |
| Module 3 | 1. |  |  |  |  |
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| 3. |  |  |  |
| Module 4 | 1. |  |  |  |  |
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| 3. |  |  |  |
| Module 5 | 1. |  |  |  |  |
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| Module 6 | 1. |  |  |  |  |
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| Module 8 | 1. |  |  |  |  |
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| Module 9 | 1. |  |  |  |  |
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| Module 10 | 1. |  |  |  |  |
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| 3. |  |  |  |
| Dissertation |  |  |  |  |  |
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| *[Other]* |  |  |  |  |  |
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*Add/delete/merge lines, if necessary*

1. *Disclaimer*: the total indicative budget earmarked for the co-financing of action under this Call for proposals is estimated at EUR 990 000 per one iteration of the Programme (max. EUR 2 970 000 for three [3] iterations) subject to availability of the appropriations provided for in the provisional twelfths. The amount should be the same as in the Annex 3 – Estimated budget. [↑](#footnote-ref-2)
2. Legal personality is understood as an applicant’s capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation. The legal details are presented in the attached Legal Entity Form (Annex 4). [↑](#footnote-ref-3)
3. Frontex must be notified of any change to the contact details in writing. Frontex will not be held responsible if it cannot contact an applicant. [↑](#footnote-ref-4)
4. Frontex must be notified in writing of change of the contact person. Frontex will not be held responsible if it cannot contact an applicant. [↑](#footnote-ref-5)
5. Legal personality is understood as an applicant’s capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation. The legal details are presented in the attached Legal Entity Form (Annex 4). [↑](#footnote-ref-6)
6. Frontex must be notified of any change to the contact details in writing. Frontex will not be held responsible if it cannot contact an applicant. [↑](#footnote-ref-7)
7. Frontex must be notified in writing of change of the contact person. Frontex will not be held responsible if it cannot contact an applicant. [↑](#footnote-ref-8)