

Annex 12: Unit cost per learner per iteration of the Basic Training Programme for the European Border and Coast Guard Standing Corps Category 1

This annex aims to present the methodology for determining unit costs by the applicants participating in Frontex' Call for Proposals concerning actions of common interest to support the implementation of the three months contact learning phase of the Basic Training Programme for the European Border and Coast Guard Standing Corps Category 1 (hereinafter "the Call for Proposals").

1. Definition

The unit cost per learner per iteration (hereinafter "the unit cost") is hereby defined as all the costs for the logistical and administrative support for the practical implementation of the Basic Training Programme for the European Border and Coast Guard Standing Corps Category 1, in accordance with the detailed list of eligible costs defined in the call.

When establishing the unit cost as defined above, the applicant shall take into account the provisions below.

2. Methodology for determining unit cost

The methodology for determining unit costs by the grant beneficiary may be based on a beneficiary-by-beneficiary approach by:

- reference to certified or auditable historical data of the beneficiary, or
- reference to its usual cost accounting practices, or
- a combination of the two approaches, depending on the cost categories which constitute a given unit cost.

The average cost determined shall be rounded up to a full number in order to count as a unit cost

- **The methodology for determining unit costs by reference to certified or auditable historical data**

The unit costs are established following the collection of historical data from accounting statement of the grant beneficiary on actual costs incurred for the categories of eligible costs to be covered by unit costs.

The reference period from which the data are collected shall be at least one year so as to identify any potential exceptional circumstance which would have affected actual costs in a specific year as well as the tendencies in the cost amounts.

Frontex may, depending on its risk assessment, require that those data are certified by an approved auditor or, in the case of public bodies, by a competent and independent accounting officer, so as to ensure reliability of the reference data used. This certification of data may be made in the framework of statutory audits or contractual audits. Where the risk of error or irregularity in the accounting statements used is deemed low, the calculation method may be made on the basis of non-audited data (without any requirement of a certificate), provided they may be checked if need be.

- **The methodology for determining unit costs by reference to usual cost accounting practices**

The beneficiary's usual cost accounting practices (such as: collection of historical data, officially available statistical data or similar objective sources of data, data drawn from existing contracts of the beneficiary, rates

established in the national regulations) may be used to determine unit costs if they comply with the following boundary conditions:

- the cost accounting practices used constitute the beneficiary's usual cost accounting practices and are applied in a consistent manner, based on objective criteria independent from the source of funding;
- the costs declared can be directly reconciled with the amounts recorded in its general accounts.

3. No profit principle

Profit is defined as a surplus of the receipts over the eligible costs incurred. It shall not be interpreted as deviance from the actual costs covered by the unit cost, which is legal and regular. The no-profit principle means the prohibition of using commercial rates or unit costs including a profit margin i.e. unit costs are to be established on the basis of real costs incurred over a period of time, not inflated by any commercial component.

4. The process of establishing the unit cost

The unit cost per learner per iteration shall be indicated by the training institution in the application form submitted under the Call for Proposals. The unit cost established by the applicant shall be supported by justification of the amount in accordance with the methodology for determining unit costs established in this decision. Frontex may request additional clarification as to the justification provided, which may lead to correction of the unit cost proposed.

5. Validity and evolution of the unit costs

The unit cost determined by the beneficiary are valid for the purpose of grant agreements signed under the Call for Proposals. In exceptional cases, justified in particular by change of legislation or unprecedented increase/decrease of the prices, unit costs may be adjusted during the implementation phase of operational activities and following Frontex' approval.

6. Check and audits

The verification of the compliance of the unit cost determined by the beneficiary may be conducted ex-ante or ex-post, based on the risk analysis carried out by Frontex. This verification may be carried out by Frontex' staff or a contracted auditor. Audits or controls of costs declared or covered on the basis of unit costs may not lead to correction of the amounts of those unit costs where those have been approved by Frontex ex-ante. In all other cases when Frontex carries out the verification of the unit costs determined by beneficiaries, and they do not comply with the conditions laid down in this decision, the unit costs shall be corrected.