

CALL FOR PROPOSALS

2020/CFP/TRU/01

**concerning actions of common interest to
support the implementation of the Basic
Training Programme for the European
Standing Corps Category 1**

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GLOSSARY OF TERMS

Term	Definition
Applicant	Participating entity that submits a grant application. An applicant that applies on behalf of other organisations involved in a consortium is defined as a Coordinator.
Beneficiary (of a grant)	An applicant whose application was successful during the evaluation process and who signs a grant agreement for financing a project. All the consortium members indicated in the grant agreement are beneficiaries and are responsible for the implementation of the project. The costs incurred by any consortium members are eligible.
Call for proposals	An invitation published by Frontex to present, by a given deadline, a proposal for action that corresponds to the objectives pursued and fulfils the required conditions. A call for proposals is published on the website of Frontex.
Contact person	The person responsible for the management of an action vis-à-vis Frontex and the contact for any communication from Frontex to the beneficiaries.
Common Core Curricula (CCC)	<p>The common core curricula (CCC) comprise a set of common learning standards for the border and the coast guards at the operational level in European Union Member States and Schengen Associated Countries, establishing a base for interoperability and cooperation in all border guarding activities.</p> <p>These are:</p> <ul style="list-style-type: none"> - Common Core Curriculum for Border and Coast Guard Basic Training in the EU (CCC Basic) - Common Core Curriculum for Border and Coast Guard Mid-Level Management Training in the EU (CCC ML) <p><i>The CCC will be made available to the applicants based on their request to: grants.TRU@frontex.europa.eu</i></p>
European Integrated Border Management (IBM)	European Integrated Border Management aims to establish well-functioning external borders allowing smooth flow of people and goods while maintain high level of security in the Union. It is based on the four-tier access control model, and builds on 11 strategic components and three horizontal components contributing to reduced vulnerability of the external borders, safe, secure and well-functioning the external borders and sustained capabilities.

Hosting institution	Applicant institution receiving participants and organising activities according to the activity programme. The institution is in charge of receiving learners/staff from European Union Member States and Schengen Associated Countries, and offering them the agreed programme of activities.
Member States	For the purpose of this call for proposals, the term “Member States” includes the Member States of the European Union and the Schengen Associated Countries.
Action	A coherent set of activities, organised to achieve defined objectives and results.
Training activities	Any organised undertaking that improves learners’ job competences.
Training delivery	Facilitating the learning process, utilising a broad range of methods, either in face-to-face or online sessions, ensuring that the learning outcomes are achieved.
Training materials	Resources used for learning purposes, including materials for face-to-face sessions, manuals in hard or electronic form as well as computer applications and programmes, eLearning modules, independent and experiential learning designed to achieve the learning outcomes.
Training staff	For the purpose of this call for proposals, ‘training staff’ means: teachers, trainers, and other personnel of border and/or coast guard training institutions engaged in the teaching/ training process.
Unit cost	Cost per learner per iteration (6 months each) - all the logistical and administrative support for the practical implementation of the Basic Training Programme for the Standing Corps Category 1, in accordance with the detailed list of eligible costs defined in this decision.

1. INTRODUCTION

The European Border and Coast Guard Agency seeks to implement the obligations stipulated in article 55(3) and article 62(2 and 3) of the Regulation (EU) 2019/1896 of the European Parliament and of the Council of 13 November 2019 on the European Border and Coast Guard as regards the training of its statutory staff who are going to be deployed as members of the teams (Standing Corps Category 1).

As part of achieving this goal, a Basic Training Programme for the Standing Corps Category 1 was designed by the Agency in cooperation with Member States and Schengen Associated Countries. The Programme is aligned with the Common Core Curriculum Basic and promotes the highest standards and best practices in border and coast guard activities, including return related ones and incorporates the long standing experience of the Member States and Schengen Associated Countries in border management.

At present, and as subject of this call for proposals, the Agency is looking for specialised institutions for training and education in Member States and Schengen Associated Countries that can provide the logistical and administrative support for the practical implementation of the Basic Training Programme for the Standing Corps Category 1.

The Basic Training Programme for the Standing Corps Category 1 will be implemented in three iterations all to start during 2020. It is foreseen that in total 700 learners, divided over the three iterations, will follow the Programme.

The full management and responsibility for the training and education of the Standing Corps Category 1 lies with the European Border and Coast Guard Agency.

2. OBJECTIVES - THEMES - EXPECTED RESULTS

2.1 General objectives

According to the strategic objective indicated in section 3.3.2 of the Single Programming Document 2020 - 2022 to “provide trained and equipped Standing Corps to enable response to current and emerging challenges”, this call for proposals aims to establish support actions of common interest to be prepared and implemented within the framework of Key Activity 3.2.1. “Recruit, train and equip Standing Corps Category 1”. In particular, the call shall support the actions of the Member States and Schengen Associated Countries aimed to enable the implementation of the Basic Training Programme for the statutory staff of the European Standing Corps to be deployed as members of the teams in operational areas in accordance with Article 55.

Organisations interested in submitting applications should first read the detailed terms and conditions set out in this call for proposals and the Annexes published together with this call and constituting an integral part of the terms and conditions of the call.

2.2 Supported actions

The following actions are supported by this call:

NOTE: Proposals submitted shall address both actions.

- ❖ **ACTION 1:** Hosting the implementation of the Basic Training for the Standing Corps Category 1 for a minimum of 140 trainees (minimum amount required for one iteration) by making available training infrastructure, specific training equipment and administrative support;
- ❖ **ACTION 2:** Providing full board accommodation and meals for learners.

The actions shall:

- Contribute to providing the appropriate learning and administrative environment for the delivery of the Basic Training Programme for the Standing Corps Category 1, according to European standards;

- Enhance cooperation between Member States, Schengen Associated Countries and the Agency in the field of training;
- Facilitate the sharing of training infrastructure and resources in the most effective way;
- Enhance quality in education and training of border and coast guards;
- Ensure the efficient use of public resources;
- Support the modernisation of training delivery for border and coast guards through cooperation and dissemination of best practices.

2.2.1 ACTION 1: Hosting the implementation of the Basic Training for the Standing Corps Category 1 for a minimum of 140 learners (minimum amount required for one iteration) by making available training infrastructure, specific training equipment and administrative support

❖ Specific objective

The specific objective of this action is to support the implementation of the Basic Training Programme for the Standing Corps Category 1 by making available the training infrastructure and specific training equipment for a minimum of 140 learners (minimum amount required for one iteration), as well as the necessary administrative support.

The activities implemented in this regard shall:

- Be in line with the specific requirements identified in the Reference Standards annexed to this Call (see Annex 1 and Annex 12) and respond to the training needs identified by the European Border and Coast Guard Agency;
- Consider the use of modern state of the art solutions for training delivery to address the target groups;
- Ensure the efficient use of public resources;
- Foster cooperation among proposing Member State, Schengen Associated Countries and the Agency.

❖ Expected results

Proposals should result in the following:

- **Availability of training infrastructure and specific training equipment to realize the implementation of the Basic Training Programme for the Standing Corps Category 1 for a minimum of 140 learners (minimum amount required for one iteration).** The training infrastructure and specific training equipment made available shall be fully aligned with the Reference Standards annexed to this Call (see Annex 1 and Annex 12);
- **Availability of administrative support for the implementation of the Basic Training Programme for the Standing Corps Category 1 corresponding to the offered hosting capacity.** Staff made available to provide the proposed administrative support shall possess all the qualifications required to perform the tasks identified in Annex 2 of this call according to the identified roles;
- Coordination sessions organized between the Beneficiary and the Agency, upon indicated need.

2.2.2 ACTION 2: Providing full board accommodation and meals for learners

❖ Specific objective

The specific objective of this action is to support the provision of full board accommodation and logistical support for learners of the **Basic Training Programme for the Standing Corps Category 1**. Proposals shall be fully aligned with the Reference Standards annexed to this Call (see Annex 1 and Annex 12).

The proposal shall:

- Provide balanced, nutritious, healthy and diverse full board meals for learners within the premises on a daily basis as well as on the occasion of specific events/meetings;
- Provide quality full accommodation for learners on a daily basis;
- Provide necessary logistical and administrative support for learners on a daily basis, for the entire duration of the programme;
- Ensure the efficient use of public resources.

❖ Expected results

Proposals should result in the following:

- Availability of quality full board accommodation for learners involved in the implementation of the Basic Training Programme for the Standing Corps Category 1;
- Availability of well planned, coordinated, professional and efficient logistical and administrative support for learners involved in the implementation of the Basic Training Programme for the Standing Corps Category 1. Staff made available to provide the proposed logistical and administrative support shall possess all the qualifications required to perform the tasks identified in Annex 2 of this call according to the identified roles.

3. TIMETABLE

	Stages	Date and time or indicative period
a)	Publication of the call	January 2020
b)	Deadline for submitting applications	28 February 2020 (18:00.00 Warsaw time)
c)	Evaluation period	February- March 2020
d)	Information to applicants	March 2020
e)	Adoption of the Selection Decision	March 2020
f)	Signing grant agreement	April 2020
g)	Starting date of the action	As of May 2020

4. BUDGET AVAILABLE

The total indicative amount to be allocated on the basis of this call for proposals for actions of common interest to complement the efforts of the European Border and Coast Guard Agency to implement Basic Training for the Standing Corps Category 1 is € 14 million.

Taking into account the 700 learners to be trained this results in an expected unit cost per learner per iteration of € 20 thousand. The annex 14 attached to this call aims to present the methodology to calculate the unit cost per learner per iteration.

5. ADMISSIBILITY REQUIREMENTS

Applications must comply with the following requirements:

- Applications must be sent by post or delivered by courier no later than the deadline for submitting applications referred to in section 3;
- Applications must be submitted in writing, using the application form (Annex 3). Hand-written applications will not be accepted;
- Applications must be drafted in English;
- Applications sent by fax or e-mail will not be accepted.

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

See section 14 for further guidance related to submission practicalities.

6. ELIGIBILITY CRITERIA

6.1 Eligible applicants and applications

In order to be eligible for the grant the applicant must:

- have legal personality under the applicable national law;
- be a training institution established in a Member State or a Schengen Associated Country, entitled to deliver and organise law enforcement training;

For the purpose of this call for proposals, only a declaration on honour is required to prove the applicant's eligibility. The declaration on honour forms part of the application. The applicants are requested to provide a Letter of Commitment from the national authority responsible for border management.

6.2 Eligible activities for Action 1: Hosting the implementation of the Basic Training for the Standing Corps Category 1 for a minimum of 140 learners (minimum amount required for one iteration) by making available training infrastructure, specific training equipment and administrative support

Applications that do not comply with the specific conditions in sections 6.1, 6.2 (this section) and 6.4 will not be considered eligible.

Eligible activities should refer to the provision of training infrastructure and administrative support for a minimum of 140 learners (minimum amount required for one iteration) to support the implementation of the Basic Training Programme for Standing Corps Category 1.

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the criteria laid down in paragraph 11.7 of this call.

- Provision of training infrastructure and related specific training equipment as identified in the Reference Standards for the Basic Training Programme for Standing Corps Category 1 (see Annex 1 and Annex 12);
- Administrative support for the delivery of the basic Training Programme for Standing Corps Category 1 (see Annex 1 and Annex 12) corresponding to the offered hosting capacity. Staff made available shall possess all the qualifications required to perform the tasks identified in Annex 2 of this call according to the identified roles.

In addition, the following types of implementing activities are eligible under this call:

- Meetings for coordination, planning and reporting purposes organized upon the request of the Agency;
- Training consumable materials and educational technology services;
- Publication and dissemination of results;
- Others related to the aim of specific action.

6.3 Eligible activities for Action 2: Providing full board accommodation for learners

Applications that do not comply with the specific conditions in sections 6.1, 6.3 (this section) and 6.4 will not be considered eligible.

Eligible activities should refer to the provision of full board accommodation and meals and logistical support for learners of the Basic Training Programme for the Standing Corps Category 1.

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the criteria laid down in Article 186 of the Financial Regulation.

- Provision of full board accommodation as identified in the Reference Standards for the Basic Training Programme for the Standing Corps Category 1 (see Annex 1 and Annex 12);
- Logistical and administrative support for the delivery and implementation of the Basic Training Programme for the Standing Corps Category 1 (see Annex 1 and Annex 12) corresponding to the offered hosting capacity. Staff made available shall possess all the qualifications required to perform the tasks identified in Annex 2 of this call according to the identified roles.

In addition others activities related to the aim of specific action are eligible under this call.

6.4 Implementation period

- The actions may not start before May 2020, and in any case not before the grant agreement enters into force;
- The actions have to be completed in the 6 months following its start.

7. EXCLUSION CRITERIA

7.1 Exclusion

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into an agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of Frontex during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
 - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union or Schengen Associated Countries, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;

- (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with the main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
- (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
 - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2 Remedial measures

If an applicant declares one of the situations of exclusion listed above (see section 7.4), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply to situations referred to in point (d) of section 7.1.

7.3 Rejection from the call for proposals

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with section 7.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in an award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

Administrative sanctions (exclusion) may be imposed on applicants if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

7.4 Supporting documents

The Applicant must provide a declaration on honour in its name, certifying that he is not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form attached to the application form accompanying the call for proposals. The form is available as annex to the call for proposals.

8. SELECTION CRITERIA

The applicant has to fulfil all selection criteria below.

For the purposes of this call for proposals, a declaration on honour is required to prove the applicants' financial and operational capacity. Only proposals addressing both actions will be considered for financing.

8.1 Financial capacity

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

Frontex reserves the right to ask for more documents proving the financial capacity of the training institutions.

8.2 Operational capacity

The applicant must have adequate resources in terms of skilled personnel, authorisations, materials, equipment, etc., of the required quality in the requisite quantities to carry out the actions.

9. AWARD CRITERIA

Eligible applications will be assessed based on the following award criteria:

Relevance of the proposal for the timely start of the Basic Training Programme for the Standing Corps Category 1	Maximum points
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The preparatory activities are planned in order to meet the timeline established above in section 3.	10
Total maximum points	10

Quality of the proposed actions	Maximum points
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The action plan is clear, the activities are well defined and the deadlines are realistic. The planned activities lead to the achievement of the intended objectives and results. The organisation of work, the allocation of resources and the time schedule is clearly identified. The proposed action is feasible and adequate for achieving the proposed results.	15
The proposal has a clear strategy for risk management. The proposal includes objective indicators to assess the success of the activities.	5
Total maximum points	20

Cost-efficiency of the proposal

The proposed unit cost for learners is well justified and based on sound statistical data, it includes a specific description and quantification of the effect resulting from the economy of scale and follows the methodology indicated in the Annex 14 (the indicative amount of unit cost per learner per iteration is € 20 thousand as referred in section 4).	20
Total maximum points	20

Quality of the technical infrastructure, specific equipment and administrative support	Maximum points
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The extent to which the proposed training infrastructure and specific training equipment meets the requirements and the quality standards identified by the Agency in the Reference Standards for the implementation of the Basic Training Programme for Standing Corps Category 1 (Annex 1 and Annex 12).	25
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Preferably the availability of computers (tablet, laptop) for each learner to conduct the online learning during the entire duration of the training programme as set up in the Reference Standards for the implementation of the Basic Training Programme for Standing Corps Category 1 (Annex 1).	5
Experts proposed to provide administrative support for the implementation of the Basic Training Programme for Standing Corps Category 1 demonstrate good knowledge, skills and competences relevant to perform the tasks identified in the Reference Standards for the implementation of the programme (Annex 1).	10
Total maximum points	40

The CVs of the key staff should be attached to the application.

The attached CVs should only contain information that is relevant for the criteria above and shall not exceed 3 pages. The CVs shall be drawn up by using the Europass format, see: <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

Quality of the full boarding and accommodation

The extent to which the proposed accommodation meets the quality standards of the Reference Standards for the implementation of the programme (Annex 1 and Annex 12).	5
The extent to which the proposed full board meals meet the quality standards of the Reference Standards for the implementation of the programme (Annex 1 and Annex 12).	5
Total maximum points	10

During the evaluation phase, the applications can obtain a maximum of 100 points. In order to be eligible for financing an application has to obtain a minimum of 60 points in total and the minimum required for each award criteria as indicated below:

Award criteria	Max number of points	Minimum required
Relevance of the proposal for the timely start of the Basic Training Programme for Standing Corps Category 1	10	5
Quality of the proposed actions	20	10

Cost-efficiency of the proposal	20	10
Quality of the technical infrastructure, specific equipment and administrative support	40	25
Quality of the full boarding and accommodation	10	5

As a result of the evaluation carried out against the above award criteria the proposals will be ranked according to the percentage attained. Up to a maximum of 4 proposals will be awarded based on the amount of budget available. Frontex reserves the right to visit the premises of the institutions which obtained the minimum percentage required before taking the formal award decision.

Once the evaluation procedure is completed, the Agency will adopt a formal award decision indicating the selected and the rejected proposals and publish it on its website. Please note that the award decision does not represent a legal or financial commitment on the part of the Agency. The award of each grant is subject to the conclusion of a Grant Agreement in writing. Applicants whose applications are rejected will receive a letter from the Agency stating the reasons for the rejection.

After the award decision has been adopted, the Agency will prepare the Grant Agreements for the selected applications (including dialogue with the applicant concerning any necessary technical and financial adjustments).

10. LEGAL COMMITMENTS

When Frontex awards a grant, a grant agreement drawn up in euro and detailing the conditions and level of funding will be sent to the grant beneficiary.

Both the grant beneficiary and Frontex must sign two copies of the original agreement. The implementation of the action may begin only after both parties have signed the agreement and it has entered into force.

11. FINANCIAL PROVISIONS

Based on the eligible unit costs as described under and following the methodology of the Annex 14, the applicant should propose a unit cost per learner in their proposal.

11.1 Financing and maximum amount requested

Under this call, the Agency funds **100% of the eligible unit costs per learner per iteration according to the number of learners actually trained.**

11.2 Non-cumulative award

An action may only receive one grant from the European Union budget.

Under no circumstances shall the same costs be financed twice by the Union budget or any other funds. To ensure this, applicants must indicate the sources and amounts of Union funding applied for or received for the same action or part of the action or for its functioning during the same financial year, as well as any other funding applied for or received for the same action.

11.3 Non-retroactivity

No grant may be awarded retrospectively for actions already completed or for actions carried out before the grant agreement was signed.

11.4 Balanced budget

The estimated budget for the action, including the sources of funding, must be attached to the application form. It must have revenue and expenditure in balance. The budget must be detailed and must clearly indicate the eligible costs of the action.

The budget must be drawn up in euros. Applicants who foresee that costs will not be incurred in euros are invited to use the exchange rate published on the Infor-euro website available at http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm.

11.5 Subcontracting

As a rule, an action and in particular its core activities are to be implemented directly by the applicant and its staff.

Where the implementation of the action requires sub-contracting (e.g. the purchase of some services and/or goods, equipment, etc.), the following criteria must be satisfied:

- the grant beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate) and which avoids conflicts of interests; the beneficiary must retain the documentation in case of an audit;
- sub-contracting may only cover the implementation of a limited part of the action;
- it must be justified with regard to the nature of the action and what is necessary for its implementation; and
- it must be clearly stated in the application.

11.6 Eligible costs

Eligible costs are costs actually incurred by the grant beneficiary which meet all the following criteria:

- they are incurred during the duration of the actions;

- the period of eligibility of costs will start as specified in the grant agreement. Under no circumstances can the eligibility period start before the grant agreement has been signed and has entered into force;
- they are indicated in the estimated budget for the actions;
- they are necessary for the implementation of the actions which is the subject of the grant;
- they are identifiable and verifiable, in particular they are recorded in the accounting records of the grant beneficiary and determined according to the applicable accounting standards of the Member State or the Schengen Associated Country where the grant beneficiary is established and according to the grant beneficiary's usual cost accounting practices;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The grant beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the actions with the corresponding accounting statements and supporting documents.

11.7 Specific eligible costs related to the actions

Eligible direct costs for the actions are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the actions and which can therefore be booked to it directly, such as:

- costs of the administrative and logistical staff;
- costs related to the training infrastructure needed for the implementation of the Basic Training Programme for the Standing Corps Category 1;
- costs related to the specific training equipment needed for the implementation of the Basic Training Programme for the Standing Corps Category 1;
- costs of consumables and supplies, provided that they are identifiable and assigned to the implementation of the Basic Training Programme for the Standing Corps Category 1;
- costs arising directly from the provision of the full board accommodation and meals and logistical support (e.g.: accommodation costs, catering costs, medical support, cleaning and laundry costs- to the extent that they are relevant to the use of training equipment, organisational support, organization of field visits).
- costs arising directly from requirements linked to the implementation of the Basic Training Programme for the Standing Corps Category 1 (e.g.: dissemination of information, translations, reproduction, publication, training materials).
- costs of travel (field visits, etc.) provided that these costs are in line with the grant beneficiary's usual practices on travel;
- costs related to the organisation of meetings (e.g. catering, equipment rental).

A flat-rate amount of 5% of the total eligible direct costs of the action is eligible under indirect costs, representing the grant beneficiary's general administrative costs which can be regarded as chargeable to the action. Indirect costs may not include costs entered under another budget heading.

Please note that in the case of organisations receiving an operating grant, indirect costs are not eligible and should not be indicated in the estimated budget of the action.

11.8 Ineligible costs

The following costs constitute ineligible costs and therefore cannot be included in the estimated budget of the action:

- contribution in kind;
- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- exchange losses;
- costs of bank transfers;
- costs declared by a grant beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- depreciation costs;
- deductible VAT;
- excessive or reckless expenditure.

11.9 Calculation of the final grant amount

The grant shall take form of a reimbursement on the basis of the unit cost declared by the beneficiaries. The final amount of the grant is established after the action has been completed, upon approval of the request for payment containing the following documents:

- The final report providing a summary about the project implementation;
- The final financial statement of the number of learners actually trained.

Frontex reserves the right to verify the actual implementation of the activities and/or production of the deliverables planned in the application.

Requests for payment and the documents accompanying them are to be scanned and sent in pdf format (attached to an email) and addressed to invoices@frontex.europa.eu with CC to HoU.TRU@frontex.europa.eu. If an activity planned in the application attached to the funding agreement is not executed or clearly inadequately executed, the final grant will be reduced accordingly. In case of unforeseen circumstances, the financing might be reduced according to the length of the training provided.

11.10 Payment arrangements

A pre-financing payment corresponding to 80% of the grant amount will be transferred to the grant beneficiary within 30 days of the reception of a request for pre-financing addressed to invoices@frontex.europa.eu with CC to HoU.TRU@frontex.europa.eu

Frontex will establish the amount of the final payment to be made to the grant beneficiary on the basis of the calculation of the final grant amount (see section 11.9 above). If the total of earlier payments is higher than the final grant amount, the grant beneficiary will be required to reimburse the amount paid in excess by Frontex through a recovery order.

12. PUBLICITY

12.1 By the grant beneficiaries

Grant beneficiaries must clearly acknowledge Frontex' role and contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, grant beneficiaries are required to give prominence to Frontex' name and emblem on all their publications, posters, programmes and other products realised under the financed actions.

To do this they must use:

- the text "This activity has received funding from Frontex";
- the Frontex emblem;
- the disclaimer "Frontex is not responsible for the views displayed in the publications and/or in the activities for which the grant is used" where these are produced/implemented solely by the Beneficiary.

If this requirement is not fully complied with, the grant amount may be reduced in accordance with the provisions of the grant agreement.

Moreover, the premises of the grant beneficiaries should be branded according to a further agreement to be concluded with Frontex.

12.2 By Frontex

All information relating to grants awarded in the course of a financial year shall be published on Frontex' website no later than on 30 June of the year following the financial year in which the grants were awarded.

Frontex will publish the following information:

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

Upon a reasoned and duly substantiated request by the grant 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 grant beneficiaries.

13. 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 (EU) No.2018/1725 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. 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 Head of Training Unit in Frontex. Information concerning the processing of personal data is available on the privacy statement in Annex 10.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the grant beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046¹. For more information see the Privacy Statement on: https://ec.europa.eu/info/data-protection-public-procurement-procedures_en

Applicants are expected to gain permission for processing the personal data of any individual whose data is included in the application in line with the national law of the applicant.

The eligible training institution must comply with the EU General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC).

The selected training institution will be processing personal data on behalf of Frontex, therefore a specific processing agreement between Frontex and the training institution will be required.

14. PROCEDURE FOR THE SUBMISSION OF APPLICATIONS

Applications must be submitted in accordance with the admissibility requirements set out under section 5.

Applications must be submitted in 2 copies (one original clearly identified as such, plus one copy not stapled) and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Application forms are available at <https://frontex.europa.eu/about-frontex/grants/>

Applications must be submitted in a single sealed envelope bearing:

- the address for submission:
Attention: Training Unit - Grants
Frontex
Plac Europejski 6
00-844 Warsaw

¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

Poland

- the reference number of this call for proposals (2020/CFP/TRU/01);
- the words: “Not to be opened before the opening session”.

Applications may be submitted:

- by post or by courier, posted no later than the deadline for submitting applications. The postmark or the date of the deposit slip shall be taken as proof of the date of dispatch; or
- by hand delivery (in person or by an authorised representative) to the Frontex Reception Desk at the address given above. Working hours are from **09:00h to 17:00h**, (excluding Saturdays, Sundays and Frontex holidays). If this delivery option is chosen, a receipt must be obtained as proof of submission, signed and dated by the Frontex Reception Desk.

Applications sent by fax or e-mail will not be accepted. However, after the opening session, the applicants should be prepared to send, only upon Frontex’ request, an electronic copy of the application via email.

No modification to the application is allowed once the deadline for submission has passed.

15. CONTACTS

15.1 By the applicant

Questions regarding the call for proposals, indicating the reference number of this call for proposals (2020/CFP/TRU/01), can be sent to the functional mailbox address HoU.TRU@frontex.europa.eu

The last day for submission of questions on the call for proposals will be 5 working days before the deadline for submitting applications.

Frontex will reply to inquiries as soon as possible. Frontex will send the reply directly to the email address from which the inquiry was sent.

The questions and answers may be anonymously published on Frontex’ website if they are relevant to other applicants. A file (pdf) document with all such questions and answers will be available on Frontex’ website together with all the documents related to the call for proposals.

15.2 By Frontex

Frontex may contact the applicant, using the contact details indicated in the application form, during the evaluation process if there is a need to clarify certain aspects or for the correction of clerical mistakes. Please note that applicants must reply to such questions within 2 working days. If Frontex is not able to reach the applicant at the contact details provided in the application form or the applicant does not reply within the given deadline, the application may be rejected from further evaluation.

Applicants will be informed in writing about the results of the call for proposals.

16. ANNEXES TO THE CALL FOR PROPOSALS (AVAILABLE ON THE FRONTEX WEBSITE)

Annex 1: Reference Standards

Annex 2: Implementation team

Annex 3: Application form

Annex 4: Estimated budget

Annex 5: Declaration on honour by the applicant

Annex 6: Financial Identification Form

Annex 7: Legal Entity Form

Annex 8: Letter of commitment

Annex 9: Model grant agreement

Annex 10: Privacy statement

Annex 11: Final technical report template

Annex 12: Technical requirements for the Basic Training Programme for the Standing Corps Category 1 and modules

Annex 13: Calendar for the implementation

Annex 14: Unit cost per learners per iteration for the Basic Training Programme

Annex 1: Reference Standards for the implementation of the Basic Training Programme for the Standing Corps Category 1

1. General criteria: applicable to the delivery of all modules

- ❖ Facilities (calculation done for 100 learners to be multiplied accordingly to the number of learners accommodated).
- ❖ A minimum of 7 classrooms each equipped with white screen, projector, LCD screen, and a flipchart, kit with colour pens, magnets, sticky notes, presentation computer, pointer, power sockets, audio video equipment, high speed Wi-Fi connection, and internet access.
- ❖ Optional facilities: brainstorming walls, video conference equipment, and magnetic wall.
- ❖ A conference auditorium with minimum capacity of 140 learners equipped with white screen, projector, LCD screens, presentation computer, pointer, microphone, power sockets, audio video equipment, and high speed Wi-Fi connection. Optional facilities: video conference equipment available for the entire duration of the training programme. If 140 learners conference room is not available, then two smaller ones, with a combined capacity of 140 learners is required.
- ❖ A classroom equipped with a minimum of 21 computers, white screen, projector, LCD screen, a flipcharts and colour pens, power sockets, and high speed Wi-Fi connection. Optional equipment: brainstorming walls, video conference equipment, magnetic wall, and sound system. Minimum capacity of 20 learners and available for the entire duration of the training programme or the selected modules.
- ❖ Office for trainers, equipped with a minimum of 2 computers, printing, scanning and copying services, and Wi-Fi connectivity.

- Sport facilities including gym hall with standard equipment, running track, sports field and self-defence (with 2 tatami mats for a minimum of 20 trainees (e.g. 12mx12m = 144sm), swimming pool).
 - Accommodation for all the learners, ensuring sufficient space (bed, desk, chair, wardrobe etc.) and Wi-Fi connectivity for each individual per room, sufficient toilets and wash facilities, recognising the gender difference. Accommodation preferably on the premises of the training institution for the entire duration of the training programme. In case the accommodation is outside the premises of the training institution it should be in a close proximity of the training facilities and have transport arrangements in place.
 - Temperature control system throughout the premises/accommodation.
 - Study rooms.
 - Availability of washing machines, ironing and laundry service.
 - Availability of cafeteria e.g. coffee, tea, water, snacks.
 - Common leisure area(s).
 - Office facility (for up to two persons) for Frontex staff, equipped with desks, chairs and cupboard.
 - Preferably the availability of computers (tablet, laptop) for each learner to conduct the online learning during the entire duration of the training programme.
- ❖ Learning Environment
- Health & safety procedures in place.
 - Rescue plan in place.
- ❖ Logistics
- Catering /eating arrangements for all learners available for the entire duration of the training programme covering breakfast, lunch and dinner allowing for different dietary requirements.
 - Colour printing and copying services with a capacity for a minimum of 1000 pages per day available for the entire duration of the training programme.
 - Medical service and assistance available within close distance which is either English speaking or with English speaking support provided by the training institution.
 - Local transportation services available.

2. Specific facilities for the tactical procedures for border and coast guard activities

- Shooting ranges: 20m long and 10m large minimum, ballistic requirements for 9X19mm ammunition; minimum 5 shooters - ideally for 10 shooters (or more) training at the same time; should allow engaging the targets in a 3 - 25m range; if training is performed in an indoor shooting range, it should have a proper ventilation system; possibility to simulate low visibility scenarios.
- Shooting simulator (with different scenarios). Optional: simulation type firearms (UTM, FX) ammunition (up to 50 rounds per person).
- The patrol emergency bag /shooting range; IFAK (individual first aid kit for return operations and deployment in third countries (annex I)/learner; 1 light extraction litters e.g. Foxtrot® Litter from Tactical Medical Solutions/shooting range; eye protection goggles/glasses/learner; ears active protection/learner.

- Immediate availability of medical support (first aid and medical evacuation) during the shooting range exercises when real ammunition is used.
- Open field for the canine obedience demonstration and search for people. For canine presentation & demonstration: 10 pieces of luggage, 6 vehicles (optionally including 2 trucks), 6 consoles, 1 biting suit - the dogs provided by the training institution.

3. Specific equipment for the use of force in border and coast guard activities

The requirements below are based on a reference of 20 learners.

- Preferably dedicated classroom for 20 learners.
- Pistol for each learner.
- 2 barrel blocker/each pistol.
- A belt and a holster for each pistol.
- For demonstration purposes: different types of pistols, such as e.g.: 1 assault rifle, 1 shotgun, different types of ammunition.
- Maintenance kit (e.g. Oil, cleaners, etc.)/each pistol.
- 1000 rounds / learners x 20 = 20000 rounds.
- 1000 rounds / shooting instructor x 5 (per training class) = 5000 rounds.
- Approximately 350 pieces of 9x19 mm Dummy rounds to simulate jams.
- Up to 500 rounds of UTM, FX ammunition (up to 50 rounds per person).
- Minimum 3 mobile barricades per shooting range (e.g. wood, plywood, etc.).
- 2 Shooting timers.
- Learner ammunition minimum requirements: - 9mm full metal jacket ammunition for outdoor shooting range or 9mm non-toxic ammunition for indoor shooting range.
- 10 sets of self-defence equipment per class: force training protective gear and suit.
- Availability of handcuffs for every learner.
- Availability of training gloves (free fingers) for every learner.
- 22 Training pepper sprays per training class.
- Batons for training (22 per class).
- 5 shooting instructors per training class.
- Operational driving training: patrol cars, communication systems (radios) between the trainer and the cars and training area for operational car driving (lose and controlled environment, for control of the vehicle and/or simulation of extreme circumstances).

For demonstration purposes the pistols should ideally be cutaway model; 1 Model of the service firearm (section) or cutaway model; 25 striker action pistols (9mm); A light or torch to use weapon in low visibility scenarios.

Annex 2: Implementation team

The local programme support & coordination team should at a minimum include the following 2 roles:

1. Educational Coordinator

Staff member of the implementing training institution responsible for a defined range of educational administration matters in relation to the training programme delivery within the host training institution.

Role and responsibilities:

- a. Act as point of contact for Frontex staff, learners and trainers on specific educational administration matters related to the delivery of the programme/module(s) within the host training institution, as defined herein.
- b. Liaise with the Frontex Training Coordinator on the spot and report to/take instructions from the Frontex representative in order to ensure a smooth delivery of the programme within the host training institution, within the scope of their role.
- c. Liaise with the management of the host training institution and the Administrative/Logistical Coordinator in order to ensure that all necessary educational measures related to the smooth implementation of the training programme are executed in due time and at the expected quality standards (including the regular activities, measures, recommendations and urgent actions, as they may arise); regularly informs the management of the host institutions on any issues pertaining to the programme delivery that requires management awareness and/or intervention.
- d. Supports the Administrative/Logistical Coordinator for preparing the orientation sessions for learners and trainers and provision of access to relevant educational resources and training facilities.
- e. Under the lead of the Frontex Training Coordinator, ensures within the scope of their role that all quality standards related to the programme delivery are followed, as foreseen in the Quality Assurance and Control mechanism.
- f. Liaise with the Administrative/Logistical Coordinator and the Frontex Training Coordinator to ensure that all necessary training facilities and equipment are available, checked in advance and ready to be effectively used in the context of all training and learning activities, including the scheduled assessments and reassessments, classroom-based or practical.
- g. In close cooperation with the Frontex Training Coordinator and the Programme manager, the Educational Coordinator prepares the detailed planning for the parallel delivery of the sessions (taking into account approx. 20 learners per classroom); for this purpose the Educational Coordinator will tailor the overall programme schedule without any prejudice to the progression of learning and achievement of learning outcomes; the detailed schedule is made available to learners and trainers in advance of the learning activities and published in Moodle.
- h. Ensure that all training materials (e.g. handouts, printed copies of online resources, readings etc.) required by the Frontex Training Coordinator, trainers or other relevant programme staff are available in hardcopies for all relevant users (e.g.: learners, trainers) in advance of the learning activities, as required.

- i. Provide support to learners and trainers throughout the delivery of the training programme on the educational administrative matters that fall within the scope of the role.
- j. Liaise with the back-office at Frontex HQ in relation to the Moodle and Aula administration and implementation of data and records assigned; participates to the necessary training and follows the relevant instructions.
- k. Ensures the timely and accurately implementation in Moodle/learning Management System and/or Aula, as appropriate, of the grades and other data related to the assessments and learner records (e.g.: extensions, absences, suspensions, reassessments), as instructed by Frontex representative.
- l. Monitors and records learners' attendance of all learning activities (classroom, practical, assessments etc.) and ensures that accurate records are implemented in Moodle and maintained accordingly.
- m. Collects the marking rubrics/assessment sheets signed by the authorised assessors, scans and keeps the electronic and hardcopy, and ensures accurate and timely implementation in Moodle of the grades (unless the assessment is administered online or implemented directly in Moodle by the trainers/assessors).
- n. Observes the standards of data and records management and implementation, as defined within the Quality Assurance mechanism applicable to the training programme and the relevant data protection policy and procedure; is personally responsible to ensure that access to all records handled is strictly limited, as instructed by Frontex.
- o. Reminds learners and trainers on the requirement to provide feedback via Moodle after each module and by the end of the programme, facilitating an increased response rate.
- p. Take part in the meetings related to the monitoring and evaluation of the quality of the programme implementation (periodic, after each module or ad-hoc, as necessary), or any other activity monitoring or milestone meetings, providing input and reporting, within the scope of their role.
- q. Contributes to ensuring that all measures arising from the quality monitoring and evaluation meetings, as well as any other project monitoring milestone meetings are implemented as appropriate and that any faults are remedied with priority, as regards the educational administrative matters.
- r. Takes responsibility to pro-actively/immediately remedy any issues of an educational administration nature within the competence area that may arise in the course of the programme delivery and/or suggest improvements.
- s. In collaboration with the Administrative/Logistical Coordinator and the Frontex Training Coordinator, ensures that any learner with a temporary or a previously-known disability is accommodated as far as in practicable, to pursue the studies in proper conditions and be able to take the assessments.
- t. May act as a mentor to learners, if appointed by Frontex (through delegation of responsibility).
- u. Upon request, attends occasionally training and learning activities and provides feedback to the Frontex Training Coordinator.

- v. Strictly observes the financial regulations governing the project (grant agreement) and the Frontex Code of Conduct, and ensures within the scope of their role that all persons involved in the programme delivery at the host training institution abide by the aforementioned financial and professional standards.
- w. Takes responsibility to immediately report through the chain of command in relation to Frontex and/or the host training institution if any suspicion arises in relation to any potential breach of the financial regulations governing the project (grant agreement) and the Frontex Code of Conduct by any person involved directly or indirectly to the programme delivery at the host training institution.
- x. Takes part in any other meetings related to the training programme implementation as deemed necessary by Frontex, dedicated to i.a. ensuring harmonisation and quality implementation of the training programme across all delivery locations.
- y. Provides feedback to the Frontex Training Coordinator (and/or through the programme feedback mechanism) on matters related to the educational administration of the programme, with the aim to recommend improvements for the current and future module/programme iterations.
- z. Supports the Frontex Training Coordinator in collecting, collating and reporting to Frontex HQ of information related to the training programme delivery within the scope of their role and prepare reports as required.
- aa. In close cooperation with the Frontex Training Coordinator and the Programme manager, the Educational Coordinator prepares the detailed planning for the parallel delivery of the sessions (taking into account approximately 20 learners per classroom); for this purpose the Educational Coordinator will tailor the overall programme schedule without any prejudice to the progression of learning and achievement of learning outcomes; the detailed schedule is made available to learners and trainers in advance of the learning activities and published in Moodle.

2. Administrative/Logistics Coordinator

Staff member of the delivering training institution in charge of all administrative, logistical and organizational matters in their institution.

Role and responsibilities:

- a. Liaise with the Frontex Training Coordinator on the spot and report to/take instructions from the Frontex representative in order to ensure a smooth delivery of the programme within the host training institution.
- b. Liaise with the management of the host training institution and manage the appointed team of local staff assigned to the project in order to ensure that all necessary measures related to the smooth implementation of the training programme are executed in due time and at the expected quality standards (including the regular activities, measures, recommendations and urgent actions, as they may arise); regularly informs the management of the host institutions on any issues pertaining to the programme delivery that requires management awareness and/or intervention. The local team will include a minimum of one administrative assistant.
- c. Act as a local point of contact for trainers, learners and Frontex staff on all matters related to the delivery of the training programme in their institution, in respect to administrative, logistical and organizational issues.

- d. Prepare orientations session on practical matters for learners and trainers at the beginning of the training programme/module(s).
- e. Introduce and arrange access for learners and trainers, at the beginning of each module, to all resources and services available at the host training institution.
- f. Provide support to learners and trainers throughout the implementation of the training programme on practical, administrative, logistical and organisational issues.
- g. Manages the organisation of any meetings related to the training programme implementation, at the premises of the host training institution, for monitoring and reporting purposes, as required by Frontex.
- h. Ensure that ICT support is available 24/7 to learners, trainers and all staff involved in the training delivery.
- i. Liaise with the Educational Coordinator and the Frontex Training Coordinator to ensure that all necessary facilities and equipment are available, checked in advance and ready to be effectively used in the context of all training and learning activities, including the scheduled assessments and reassessments, classroom based or practical.
- j. Facilitate immediate access to adequate medical services for learners and trainers including, but not limited to the emergency cases and ensures translation services (directly or indirectly), observing the confidentiality.
- k. Accompany the Frontex Training Coordinator to the weekly/periodic inspections throughout the training and accommodation facilities to verify and report on the findings.
- l. Take part in the meetings related to the monitoring and evaluation of the quality of the programme implementation (periodic, after each module or ad-hoc, as necessary), or any other activity monitoring or milestone meetings, providing input and reporting, from the perspective of the administrative-logistical implementation and related support to learner, trainers and other programme staff.
- m. Ensures that all measures arising from the quality monitoring and evaluation meetings, as well as any other project monitoring milestone meetings are implemented as appropriate and that any faults are remedied with priority.
- n. Takes responsibility to pro-actively/immediately remedy any issues within the competence area that may arise in the course of the programme delivery and/or suggest improvements (of a logistical/administrative nature).
- o. In collaboration with the Educational Coordinator and the Frontex Training Coordinator, ensures that any learner with a temporary or a previously-known disability is accommodated as far as in practicable, from a logistical/administrative perspective, to pursue the studies in proper conditions and be able to take the assessments.
- p. Strictly observes the financial regulations governing the project (grant agreement) and the Frontex Code of Conduct, and ensures within the scope of their role that all persons involved in the programme delivery at the host training institution abide by the aforementioned financial and professional standards.

- q. Takes responsibility to immediately report through the chain of command in relation to Frontex and/or the host training institution if any suspicion arises in relation to any potential breach of the financial regulations governing the project (grant agreement) and the Frontex Code of Conduct by any person involved directly or indirectly to the programme delivery at the host training institution.
- r. Takes part in any other meetings related to the training programme implementation as deemed necessary by Frontex, dedicated to i.a. ensuring harmonisation and quality implementation of the training programme across all delivery locations.
- s. Provides feedback to the Frontex Training Coordinator (and/or through the programme feedback mechanism) on matters related to the programme implementation of administrative/logistical nature, with the aim to recommend improvements for the current and future module/programme iterations.
- t. Supports the Frontex Training Coordinator in collecting, collating and reporting to Frontex FQ of information related to the training programme delivery within the scope of their role and prepare reports as required.

The local Educational and Administrative Coordinators are appointed by the management of the hosting training institution based on their relevant expertise, experience and personal traits (especially problem-solving, effectiveness, communication and customer-orientation). It is expected that the 2 coordinators are adequately empowered by the management to ensure that all necessary measures related to the smooth implementation of the training programme at the respective hosting training institution are executed in due time and at the expected quality standards. This may require that a team of relevant local staff is made available to the Educational & Administrative Coordinator to ensure the implementation of the regular activities, measures, recommendations and urgent actions, as they may arise.

Annex 12: Technical requirements for the training programme and modules

DURATION OF THE MODULE	MODULE	SPECIFIC REQUIREMENTS/FACILITIES FOR 20 LEARNERS	EQUIPMENT
26.5 working days (including 6.5 days for tactical procedures) 3 weeks + 1 week for tactical procedures	Generic Studies	Gym hall with standard gym equipment for 20 persons enabling safe and versatile physical training methods, targeting all major muscle groups. Access also outside of regular working hours Outdoor Stadium Indoor swimming pool	1 Video camera 1 Microphone 6 sets of radio communication Life rescue equipment: <ul style="list-style-type: none"> ○ 20 life jackets for learners ○ 5 dummy dolls to be rescued ○ 1 survival suit ○ 1 helmet with camera First aid kit ² First aid training equipment: <ul style="list-style-type: none"> ○ 7 adult CPR manikins (dressed) ○ 7 child CPR manikins (dressed) ○ 7 sets of AED training systems ○ 21 sanitary face masks ○ 21 one way valves ○ 21 mouth/nose pieces ○ 1 stop-watch ○ 21 pairs of latex gloves ○ 11 epinephrine synergies ○ 21 packs of gauze pads (10x10cm) ○ 21 bandage rolls ○ Cleaning materials for the manikins

² *Occupational Health and Safety - Deployment Information (EASO, EUROPOL, FRONTEX)*: Pain and fever medication (Paracetamol, Aspirin, Ibuprofen), antihistamine, ORS (oral rehydration solution), antacid, motion sickness medication, mild laxative, anti-diarrhoea drugs, mild sleep aid, hand sanitizer (with a minimum of 60% alcohol), sunscreen (UVA and UVB protection, SPF 15 and higher), aloe gel, insect repellent, condoms, earplugs, digital thermometer, antiseptic wound cleanser, bandages, assorted disposable plasters and disposable gloves.

<p>4 working days 1 week</p>	<p>Legal Basis</p>	<p>No specific facilities are required in addition to the equipped classrooms, as specified in the Reference Standards 1.1</p>	<p>No specific equipment required</p>
<p>52.5 working days <i>(including 2 days for Return and 6.5 days for tactical procedures)</i> 9 weeks + 1 week for tactical procedures</p>	<p>Border Checks and Return</p>	<p>Field visits (working/observing in shifts as a trainee) to different types of borders - BCPs (land - road and railway, sea and air). Main focus: 1st line border checks</p> <p>Field visit to the BCPs - availability of monitoring systems and other equipment used to regulate traffic</p> <p>Training area with equipped booths (at least 1 booth) for 1st line border checks according to Schengen catalogue</p> <p>Return: Gym hall with standard gym equipment Gym hall with standard gym equipment for 20 persons, enabling safe and versatile physical training methods, targeting all major muscle groups. Access also outside of regular working hours</p> <p>Return-related training room area for simulation of:</p> <ul style="list-style-type: none"> o Cell o Large/small waiting room o Building corridor o Toilet and washroom 	<p>22 forgery detection kits FD02</p> <p>2 Mobile devices for checking documents and accessing relevant training (simulation) databases related to border checks, in English language</p> <p>5 entry and 5 exit Schengen stamps for land borders</p> <p>5 entry and 5 exit Schengen stamp for sea border</p> <p>5 entry and 5 exit Schengen stamps for air border</p> <p>5 entry and 5 exit Schengen stamps for railway border</p> <p>2 CO2 detectors</p> <p>2 Heart beat detectors</p> <p>22 E-readers with access to relevant training (simulation) databases, related to border checks, in English language</p> <p>2 Fingerprint scanners for accessing VIS, EURODAC and AFIS</p> <p>Ink and paper for fingerprinting</p> <p>Document examination equipment:</p> <ul style="list-style-type: none"> o 1 VSC add full name o Tables with UV lamps o 22 magnifiers o 22 USB microscopes o 1 endoscope o 22 Doculus Lumus o 1 Docu Box <p>Minimum of 22 specimens of each category of documents (e.g. passports, ID cards, visas, residence permits, driving licences, documents of vehicles,</p>

		<p>Optional: mock-up plane</p>	<p>other supporting documents) from various EU Member States, Schengen Associated Countries and 3rd countries</p> <p>Minimum of 22 specimens of each category of fraudulent documents by type of fraud from various EU Member States, Schengen Associated Countries and 3rd countries:</p> <ul style="list-style-type: none"> ○ Counterfeits ○ Forged documents (photo/image substitution, data alteration, page substitution) ○ Stolen blank ○ Fraudulently obtained genuine documents ○ Pseudo documents ○ examples of altered/falsified border stamps and visas in the travel documents <p>Minimum of 22 specimens of each category of registration documents and other relevant documents for vehicles, drivers and cargo from various EU Member States, Schengen Associated Countries and 3rd countries</p> <p>Minimum of 22 specimens of each category of relevant documents for vessels, sailors and cargo from various EU Member States, Schengen Associated Countries and 3rd countries</p> <p>1 car for the purposes of training of the vehicle documents check</p>
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		<p>Access to document databases (e.g. iFADO, Frontex reference manual)</p> <p>Access to training versions (in English) of SIS and VIS, SLTD, Eurodac, INTERPOL, EUCARIS, EUVID etc.</p> <p>22 sets of protective equipment: gloves, life vest, first aid kit (see footnote 1), masks, occupational safety equipment.</p> <p>Return: 20 latex/tactical gloves, metal handcuffs and medical kit) 10 French body cuff 20 Velcro handcuff 10 spit masks/medical masks 20 yellow vests 20 chairs (for large waiting room simulation) 10 manual metal detectors Min. 10 standard transparent plastic bags 10 medium size pieces of luggage (max. 23 kg capacity)</p> <p>20 pieces of luggage labels 10 flags for destination country 1 10 flags for destination country 2</p> <p>Scenic props for personal belongings, such as:</p> <ul style="list-style-type: none"> ○ Replicas of money ○ Replicas of phones ○ Replicas of passports/ID/emergency travel documents ○ Replicas of medicine/pills ○ Watches, glasses ○ Wallets
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			<ul style="list-style-type: none"> ○ Bottle for liquid baby food ○ Cigarettes and lighters ○ Possible dangerous items, such as: knives, hair pins etc. <p>2 wheelchairs 1 pair of crutches or 1 walking stick 1 baby stroller 1 minibus or cell van (min 20 pax) 1 mobile aircraft embarkation stairs (if no aircraft mock-up available)</p>
<p>22.5 working days (<i>including 6.5 days for Tactical procedures</i>) 4 weeks + 1 week for tactical procedures</p>	<p>Border Surveillance</p>	<p>Field visit (sea border surveillance): vessel for patrolling (one shift) the sea border/land border on a river or a lake.</p> <p>Field visit: patrolling in shifts in land border surveillance related tasks</p> <p>Field visit: airport for patrolling (one shift) in real environment</p> <p>Compound for practical exercises (mock-ups and simulations) in role-play scenarios</p> <p>Mock land border for training purposes</p> <p>Optional: remote piloted aircraft (RPA) system for demonstration purposes of tactical support during land/sea border surveillance</p>	<p>21 radio sets</p> <p>Safety on board-training: open water or indoor pool (or outdoor pool in summer time) 20 automatic life wests 20 rescue suits 1-2 rescue drafts for approx. 20 persons A life swimmer standby, to ensure the safety of the learners and trainers</p> <p>21 sets of white suits, gloves, medical masks and goggles in order to protect the learners 21 sets of personal protective equipment</p> <p>Books (in English): MARPOL, IAMSAR, FIRST AID MANUAL, SOLAS, ISPS CODE, LSAR Manual and MEDEVAC</p> <p>6 vehicles 25 radio sets</p> <p>10 binocular sets</p>

			<p>10 night-vision equipment sets</p> <p>21 map sets</p> <p>21 head lamp sets (LED) or tactical lamps</p> <p>10 GPS sets</p> <p>21 first aid kits (see footnote 1)</p> <p>10 compass sets</p>
<p>22.5 working days (including 6.5 days for Tactical procedures)</p> <p>3 weeks + 1 week for final exercise + 1 week for tactical procedures</p>	<p>Cross -border crime investigation including the final exercise (final assessment)</p>	<p>Field visit to a border crossing point (land, sea or air)</p> <p>Visit to a forensic laboratory</p>	<p>1 set of personal protective equipment (PPE) for investigation purposes (gloves, goggles, mask, full body suit, shoe-covers)</p> <p>1 forensics evidence collection training supply kit. The kit should include various essential equipment, tools and material for evidence collection, such as e.g. variety of bags, boxes, tape and labels, knife, scissors, forceps, mirror, fingerprint collection equipment</p> <p>1 set of forensic equipment</p> <p>1 video camera</p> <p>1 photo camera</p> <p>1 set of equipment to protect crime scene</p> <p>CBRN (WMD) detectors</p> <p>CBRN (WMD) examples</p> <p>Explosives tests</p> <p>Explosives examples</p> <p>Drug tests</p> <p>Drug examples</p> <p>Technical devices for drug detection (X-Ray machine)</p> <p>1 vehicle (van)</p> <p>1 set of specific tools (mechanical and electrical) and equipment for vehicle control, may include tools such as e.g. endoscope, paint thickness gauge, OBD or other car data reader</p> <p>Examples of false vehicle documents from various EU</p>

		<p>Final Exercise</p> <p>Mock-border crossing point fully equipped for 1st line border checks (stamps, document examination equipment etc.)</p> <p>Mock border surveillance base</p> <p>2 classrooms equipped with white screen, projector, LCD screen, and a minimum of 4 flipcharts, kit with colour pens, magnets, sticky notes, coloured cards, presentation computer, power sockets, audio video equipment, high speed Wi-Fi connection</p>	<p>Member States, Schengen Associated Countries and 3rd countries</p> <p>1 room for the interview with 1 video camera</p> <p>1 conference auditorium equipped with white screen, projector, LCD screens, presentation computer, power sockets, audio video equipment and high speed Wi-Fi connection. Minimum capacity of 100 learners.</p> <p>Final Exercise</p> <p>7 patrol cars</p> <p>6 different cars for simulated traffic (1 bus with a bus driver for a capacity of min 40 people)</p> <p>53 communication radios</p> <p>10 mock guns (pistol and rifle or shotgun)</p> <p>10 mock knives</p> <p>5 pieces of luggage</p> <p>1 dog handler with dog (tracking, and searching)</p> <p>4 civilian cars</p> <p>Set of make up to simulate injuries, etc.</p>
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Annex 14: Unit cost per learner per iteration for the Basic Training Programme

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 Basic Training Programme for the European 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 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.