

CALL FOR PROPOSALS 2018/CFP/TRU/01

**Development of products and tools for
training related to selected topics within
Integrated Border Management**

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.
Consortium	A group of entities set up to jointly submit an application and implement a project. A consortium must appoint one member (Coordinator) who is in charge of sending the proposal on behalf of the consortium and who will sign the grant agreement. The details of how the members of a consortium will cooperate are an internal matter for the consortium.
Consortium members	Any organisation/entity involved in the implementation of a project. Depending on their role in the project, consortium members can be applicants/coordinators or partners.
Contact person	The person responsible for the management of a project vis-à-vis Frontex and the contact for any communication from Frontex to the beneficiaries.
Coordinator	If an application is submitted by a consortium: this member of the consortium acts on behalf of the consortium vis-à-vis Frontex, including signing the grant agreement, requesting and receiving payments from Frontex, distributing funds to the consortium members, reporting to Frontex (see also Art. II.1 of Annex II to the grant agreement, General Conditions).
Course	A coherent programme of learning in a specific field designed to achieve a set of learning outcomes. For Frontex, a course is a programme of learning that is designed to meet a set of well-defined learning outcomes, aligned to the SQF for Border Guarding, to achieve defined border and coast guard job competences.
Course / programme design	Producing a coherent programme of learning to meet a set of learning outcomes and job competences derived from and aligned with the SQF for Border Guarding. This includes: job competences, learning outcomes, assessments, learning and assessment strategies, level of learning in accordance with the SQF/EQF, a course structure that considers a blended learning approach (contact as well as independent and experiential learning) and an estimate of learning hours (credits).
Common Core Curricula	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, establishing a base for interoperability and cooperation in all border guarding activities. <i>CCC will be made available to the applicants based on their request to: grants.TRU@frontex.europa.eu</i>
eLearning	Any type of learning that is facilitated by technology or by instructional practice that makes effective use of technology. It encompasses the application of a wide spectrum of practices including blended and online learning.
Expert	For the purpose of this Call for proposals 'expert' means an internal and/or an external expert. For the purpose of this Call for proposals 'external expert' means an expert who does not work for the applicant organisations.
European Integrated Border Management (IBM)	European Integrated Border Management, based on the four-tier access control model, comprises measures in third countries, such as

	under the common visa policy, measures with neighbouring third countries, border control measures at external borders, risk analysis and measures within the Schengen area and return.
Letter of mandate	A document signed by each consortium member. With a 'Mandate' consortium organisations/entities grant a power of attorney to the coordinator to represent them in the framework of the submission of the proposal and selection process and to act in their name and on their account during the implementation of the action/project.
Member State	For the purpose of this Call, the term "Member State" includes the Member States of the European Union and the Schengen Associated Countries.
Sectoral Qualifications Framework for Border Guarding (SQF for BG)	A framework of learning outcomes derived from the knowledge, skills and competences required for border guarding. The SQF for BG is aligned to the European Qualifications Framework and functions to support the harmonisation of border guard training standards. <i>The SQF for BG will be made available to the applicants based on their request to: grants.TRU@frontex.europa.eu</i>
Third Countries	For the purpose of this Call, a third country is considered a country which has concluded a working arrangement with Frontex. At the time of publishing this Call, Frontex has signed working arrangements with the following countries: the Russian Federation, Ukraine, Moldova, Georgia, the former Yugoslav Republic of Macedonia, Serbia, Albania, Bosnia and Herzegovina, the United States, Montenegro, Belarus, Canada, Cape Verde, Nigeria, Armenia, Turkey, Azerbaijan and Kosovo.
Training products/tools	Learning resources which can be, but are not limited to, guides, handbooks, references, manuals in hard or electronic form as well as computer applications and programmes, eLearning modules and other materials.
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.

1. INTRODUCTION

1.1 General context

According to the new European Border and Coast Guard (EBCG) regulation¹, Frontex may organise training activities in cooperation with Member States and third countries on their territory. Frontex supports the Member States in achieving an efficient, high and uniform level of border and coast guarding, and develops capacities to tackle challenges at European external borders. Frontex's training strategy identifies border and coast guard training organisations in Europe as important stakeholders in the fulfilment of this obligation. Training is understood as a shared responsibility (Frontex, Member States, training providers, learners) to identify and develop relevant competences. The expertise available in the Member States is utilised in all activities in order to ensure a European approach.

This Call for proposals is published under the Frontex work programme 2018 and is part of the Training Portfolio 2018 which highlights that Frontex supports European training institutions through a grant scheme in developing common courses and training tools for border and coast guards. Moreover, it is part of the new Partnership Academy Network concept already developed in 2017 and which will be further updated in 2018 and aligned with the Quality Assurance system.

The main purpose of this Call for proposals is to support Member States in developing training tools and products that contribute to enhancing the knowledge, skills and competencies of the border and coast guards and thus contribute to the efficient, extensive and cost-effective management of the external borders of the European Union. The proposed training tools to be developed should facilitate European harmonisation in border and coast guard training and education and foster cooperation between Member States and/or third countries.

1.2 Policy context

The objective of Union policy in the field of external border management is to develop and implement European Integrated Border Management (IBM) at national and Union level, which is a necessary corollary to the free movement of people within the Union and is a fundamental component of an area of freedom, security and justice. European Integrated Border Management is central to improving migration management. The aim is to manage the crossing of the external borders efficiently and address migratory challenges and potential future threats at those borders, thereby contributing to addressing serious crime with a cross-border dimension and ensuring a high level of internal security within the Union. At the same time, it is necessary to act in full respect for fundamental rights and in a manner that safeguards the free movement of persons within the Union.

Over the last decade, significant measures have been taken in the European Union at both the operational and legislative levels towards the progressive development of an Integrated Border Management system, resulting from a change in the institutional setup introduced by the Treaty of Lisbon, and further development of legislation. Remarkable steps have been made in the framework of the European Integrated Border Management; these have led to the adoption of the Schengen Borders Code, the implementation of modern IT solutions (namely the second generation of the SIS and Visa Information System), the creation of an "external borders fund" and its successor, the Internal Security Fund and, last but not least, the establishment of Frontex.

Recent developments have also included the introduction of the second generation of the SIS, the establishment of the 'EUROSUR' border surveillance system (2013) including the EUROSUR handbook (2016), the introduction of Schengen governance mechanisms including the new Schengen evaluation mechanism (2013) and a hot spot concept where the host Member States, Commission, relevant Union agencies and

¹ REGULATION (EU) 2016/1624 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 14 September 2016 on the European Border and Coast Guard and amending Regulation (EU) 2016/399 of the European Parliament and of the Council and repealing Regulation (EC) No 863/2007 of the European Parliament and of the Council, Council Regulation (EC) No 2007/2004 and Council Decision 2005/267/EC

participating Member States cooperate. The Schengen Borders Code was also updated in 2017 to better respond to current terrorist threats.

The adoption of the European Border and Coast Guard Regulation has been the most important step towards European Integrated Border Management. Regulation (EU) No. 2016/1624 on the European Border and Coast Guard (EBCG Regulation) creates for the first time a clear legal basis and framework for the European IBM by describing and consolidating its strategic components. To ensure the effective implementation of European Integrated Border Management, the Regulation established a European Border and Coast Guard. The European Border and Coast Guard comprise the European Border and Coast Guard Agency (the 'Agency') and national authorities which are responsible for border management, including coast guards to the extent that they carry out border control tasks. As such it will rely upon the common use of information, capabilities and systems at national level and the response of the Agency at Union level.

The European IBM concept includes all measures relating to policy, legislation, systematic cooperation, the distribution of the burden, personnel, equipment and technology taken at different levels by the competent authorities of the Member States, acting in cooperation and, where necessary together with other actors, utilising among other things the four tier access control model and integrated risk analysis.

Integrated border management must meet three objectives, which are equally indispensable and fully compatible with each other:

- Protection of internal security and management of migration flows to prevent irregular migration, related crime and other cross-border crime;
- Smooth and fast border crossings for the vast majority of travellers who do meet the conditions laid down in relevant Regulations; and
- Full respect of fundamental rights, including treating each individual with full respect for human dignity and allowing access to international protection to those in need of it.

Article 4 of the EBCG Regulation defines the components of European integrated border management.²

As a strong contribution to European integrated border management Frontex has led best practices in border and coast guard education and training, from basic operational level to tactical and strategic management in the border and coast guard field. Education and training are equally relevant for competence development and capacity building, in terms of equipping border and coast guard professionals with the knowledge, skills and competences required to perform their jobs. A well-coordinated approach to education and training is required to ensure interoperability and smooth cooperation at the external borders of the EU and to promote a European border and coast guard culture.

Education and training programmes aim at equipping border and coast guard professionals with the knowledge, skills and competences required to perform their jobs. The same European standards and principles of good practice in learning design, assessment and quality assurance apply to both higher

² *European integrated border management consists of the following components: (a) border control, including measures to facilitate legitimate border crossings and, where appropriate, measures related to the prevention and detection of cross-border crime, such as migrant smuggling, trafficking in human beings and terrorism, and measures related to the referral of persons who are in need of, or wish to apply for, international protection; (b) search and rescue operations for persons in distress at sea launched and carried out in accordance with Regulation (EU) No 656/2014 of the European Parliament and the Council (1) and with international law, taking place in situations which may arise during border surveillance operations at sea; (c) analysis of the risks for internal security and analysis of the threats that may affect the functioning or security of the external borders; (d) cooperation between Member States supported and coordinated by the Agency; (e) inter-agency cooperation among the national authorities in each Member State which are responsible for border control or for other tasks carried out at the border and among the relevant Union institutions, bodies, offices and agencies; including the regular exchange of information through existing information exchange tools, such as the European Border Surveillance System ('EUROSUR') established by Regulation (EU) No 1052/2013 of the European Parliament and of the Council (2); (f) cooperation with third countries in the areas covered by this Regulation, focusing in particular on neighbouring countries and on those third countries which have been identified through risk analysis as being countries of origin and/or transit for illegal immigration; (g) technical and operational measures within the Schengen area which are related to border control and designed to address illegal immigration and to counter cross-border crime better; (h) return of third-country nationals who are the subject of return decisions issued by a Member State; (i) use of state-of-the-art technology including large-scale information systems; (j) a quality control mechanism, in particular the Schengen evaluation mechanism and possible national mechanisms, to ensure the implementation of Union legislation in the area of border management; (k) solidarity mechanisms, in particular Union funding instruments. L 251/12 EN Official Journal of the European Union 16.9.2016 (1) Regulation (EU) No 656/2014 of the European Parliament and of the Council of 15 May 2014*

education and vocational education. They promote values that are relevant and reflective of the nature of the border and coast guard professions.

Frontex's training activities are carried out on the basis of regular activities and projects. Regular activities refer to the continuous process of training implementation and delivery in the context of curricula and course programmes, which are designed through joint efforts of Frontex and experts from Member States supported by other European Union Agencies and international organisations. The outcomes of the development process are (common) curricula, courses/course programmes, manuals, and any other type of tools supporting the scope of work, such as computer-based simulations, software for self-directed learning or reference tools.

The 2018 grants will give the European border and coast guard training institutions the opportunity to develop specific training tools/products based on their national and/or regional needs.

2. OBJECTIVES AND PRIORITIES

2.1 Objectives

General objectives

This Call for proposals aims to support the Member States in their efforts to enhance the knowledge, skills and competencies of the border and coast guards and thus contribute to the efficient, extensive and cost-effective management of the external borders of the European Union.

Specific objectives

The specific objective of this Call is to support the development of common training tools and products related to selected topics within Integrated Border Management (Art. 4 EBCG Regulation). These can be, but are not limited to, developing reference materials and manuals in hard copies or in electronic form, computer applications and programmes, eLearning modules and materials.

The proposed training tools/products should:

- be jointly developed by at least two entities/institutions coming from different Member States / Schengen Associated Countries / Third Countries;
- respond to the current training needs of the European Border and Coast Guard community in the context of IBM;
- have the potential to be implemented at a regional³ or European level;
- foster cooperation among Member States or among Member States and Third Countries;
- not duplicate already existing training tools/products.

2.2 Priorities⁴

Proposals submitted under the present Call must address one or more of the following topics within the Integrated Border Management:

Priority 1: Prevention and detection of cross-border crime, such as but not limited to

- migrant smuggling,
- trafficking in human beings,
- exploitation of children,
- terrorism,
- document fraud.

³ In this context, regional means a geographical area covered by at least the consortium members

⁴ All priorities have equal importance.

Priority 2: Development of joint risk analysis based on the Common Integrated Risk Analysis Model (CIRAM).

Priority 3: Development of a national quality control mechanism.

Priority 4: Development of technical capacity to carry out Forced Returns.

2.3 Expected results

Proposals should result in training tools or products that respond to the current training needs of the European Border and Coast Guard community in one of the above priorities of Integrated Border Management and at the same time reinforcing European or regional cooperation.

Tools/products should be:

- developed taking into account innovative learning approaches for addressing their target groups;
- designed to help learners to enhance their skills and competences for border and coast guarding in line with the established curricula of the training institutions involved and harmonised with Frontex's Common Core Curricula.

3. TIMETABLE

	Stages	Date and time or indicative period
a)	Publication of the call	18 May 2018
b)	Deadline for submitting applications	20 July 2018
c)	Evaluation period	end of July to September 2018
d)	Information to applicants	September 2018
e)	Signing grant agreement	October 2018
f)	Starting date of the action ⁵	As of October / November 2018

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects under the present Call is **EUR 600,000**. Frontex reserves the right to increase the total budget or not to distribute all the funds available.

There is no limit on the total value of an individual project for which an application is submitted. However, the maximum grant (Frontex co-financing) per project is **EUR 60,000** and Frontex's financial contribution cannot exceed **95%** of the total eligible project costs.

One institution/entity (in the same or a different consortium) may submit up to 2 applications.

5. ADMISSIBILITY REQUIREMENTS

Applications must comply with the following requirements:

⁵ For the purpose of this Call for proposals the term 'action' is equivalent to 'project'.

- Applications must be sent no later than the deadline for submitting applications referred to in section 3.
- Applications must be submitted in writing, using the application form (Annex I). 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 point 14 for further guidance related to submission practicalities.

6. ELIGIBILITY CRITERIA

Applications for projects that do not comply with the conditions in 6.1, 6.2 and 6.3 and do not address at least one of the 4 priorities will not be considered eligible.

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 public institution (public law entity) responsible for providing professional education and/or training to law enforcement officers with border and coast guarding tasks;
- be established in a Member State / Schengen Associated Country (except the United Kingdom and Ireland⁶) and/or Third Countries;

In order to be eligible for a grant, applications must fulfil the following criteria:

- applications must be submitted by a consortium of at least two entities coming from different Member States (MS)/ Schengen Associated Countries (SAC) /Third Countries (TC);
- consortium members have to appoint one of them as a Coordinator who will submit the application on behalf of all members;
- the Coordinating institution/entity must be established in one of the MS/SAC countries;
- all consortium members have to fulfil the eligibility criteria above.

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.

6.2. Eligible activities

Eligible activities should refer to the development of tools/products for border and coast guard training courses related to Integrated Border Management (as defined in Art.4 EBCG Regulation).

The following types of activities are eligible under this Call:

- Meetings and/or workshops for the development and design/review/evaluation of the tools/products;
- Meetings and/or workshops for planning purposes;
- Research and documentation;
- Training materials, blended/distance learning tools and educational technology development services;

⁶ Entities established in the United Kingdom and Ireland may only participate in training activities organised by eligible applicants by sending their border guards to attend such trainings or to develop training materials, but entities from the United Kingdom and Ireland are not eligible to apply for funding under this Call (i.e. cannot be direct recipients of the funds).

- References and manuals in hard copies or in electronic form;
- Development of computer applications and programmes, eLearning modules and materials;
- Tests and assessments of the developed tools or products;
- Cost and benefit assessments of tools/products and their compliance with the training course they will be used for;
- Consultancy and development services;
- Purchasing of necessary equipment and educational technology specifically relevant to the above activities;
- Publication and dissemination of results;
- Others related to the aim of specific projects.

6.3. Implementation period

- The action may not start before October 2018, and in any case not before the grant agreement enters into force;
- The action has to be completed by 30 September 2019;
- The maximum duration of the action is 12 months.

7. EXCLUSION CRITERIA

7.1. Exclusions from participation

Applicants will be excluded from participating in the Call for proposals procedure if they, or any of the consortium members, are in one or more of the following situations:

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

7.2. Exclusions from the award

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

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the Commission or by Frontex as a condition of participation in the grant award procedure or fail to supply this information;

- (c) find themselves in one of the situations of exclusion, referred to in section 7.1.

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

For the purpose of this Call for proposals, only a declaration on honour is required in which the applicant(s) must declare on their honour that they are not in one of the situations of exclusion referred above.

8. SELECTION CRITERIA

A consortium of applicants as a whole has to fulfil all selection criteria below. Consortium members have to fulfil the selection criteria below to the extent that they are involved in the project. For the purposes of this Call for proposals, only a declaration on honour is required to prove the applicants' financial and operational capacity.

8.1. Financial capacity

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

8.2. Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action.

9. AWARD CRITERIA

Eligible applications will be assessed based on the following criteria:

Relevance of the project	Maximum points
The proposed tools/products will contribute to achieving the objectives of the call and enhancing the skills and competences of border/coast guards.	5
The objectives of the project are clear and pertinent to the selected call priority.	5
The planned implementation of tools/products is in line with the established curricula of the training institutions which are already harmonised with Frontex's common curricula.	5
The proposed tools/products are an integral part of a course designed with specific learning outcomes in line with the Sectoral Qualifications Framework for Border Guarding.	5
Total maximum points	20

Quality of the project design and implementation	Maximum points
The project plan is clear and activities are well defined and the deadlines are realistic. The planned activities lead to the achievement of the intended objectives and results. The project includes relevant and applicable phases, such as preparation, design, development, implementation, evaluation, and dissemination. The proposed methodology is feasible and adequate for achieving the proposed results.	10
The budget shows value for money. The project guarantees resources for each activity. The budget is well defined, realistic and there is coherence between tasks, roles and financial resources allocated.	10

The project guarantees opportunities for all the beneficiary countries to use the tool/product.	5
The proposed tools/products will be developed taking into account innovative learning approaches for addressing their target groups.	5
The risks are also clearly identified and there are reasonable measures in place to address the risks.	5
Total maximum points	35

Quality of the project team	Maximum points
The consortium is composed of organisations and institutions which have a capacity to deliver quality project results and are capable of ensuring the achievement of the Call and the project's objectives with due regard to the selected priority.	5
The consortium is composite and ensures coverage of all necessary skills and expertise with adequate allocation of time and input. Skills and competencies of the consortium members are complementary.	10
Cooperation arrangements within the consortium are balanced. A good distribution of tasks, knowledge on the topic and educational/training knowledge within the project team is ensured; it is an advantage if the team leader has project management experience.	5
Experts (internal and/or external) should demonstrate good knowledge, skills and competences on the subject area of the project.	5
The consortium members demonstrate capacity to implement the tools/products on a regional or European level.	5
Total maximum points	30

The CVs of the main experts including the team leader should be attached to the application. Please do not attach more than six CVs.

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>

Impact and sustainability	Maximum points
The project describes the expected impact on education and training for border and/or coast guards and will help them perform their tasks and duties, and help them collaborate and cooperate with their colleagues at the European level.	6
The project outcomes will support sustainable development of education and training for border and coast guards and contribute to national and European long-term strategic objectives in the field of Integrated Border Management.	6
The dissemination and communication plan has been clearly defined and includes resources to ensure a high quality dissemination of the experiences and results gained during the project by reaching the relevant target group(s) as well as relevant stakeholders.	3
Total maximum points	15

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 category as indicated below:

Categories	Max number of points	Minimum required
Relevance of the project	20 points	10 points
Quality of the project design and implementation	35 points	17 points
Quality of the project team	30 points	15 points
Impact and sustainability	15 points	7 points

Applications that pass the overall threshold of 60 total points will be ranked for the eligible requested funding within the limits of the available budget.

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

11.1. Non-cumulative award

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

Under no circumstance 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.

11.2. Non-retroactivity

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

11.3. Co-financing and maximum amount requested

The grant per project is limited to a maximum of **EUR 60,000** and a maximum co-financing rate of **95% of eligible costs**. Consequently, part of the total eligible costs entered in the estimated budget must be financed from sources other than the European Union grant.

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

- the applicant's own resources (including the resources of any consortium member),
- financial contribution from third parties.

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 action;
- 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 action;
- they are necessary for the implementation of the action 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 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 action/project with the corresponding accounting statements and supporting documents.

11.7. Eligible direct costs

Eligible direct costs for the action 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 action and which can therefore be booked to it directly, such as:

- the costs of personnel working under an employment contract with the grant beneficiary or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the grant beneficiary's usual policy on remuneration. Those costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used;
- costs of the personnel of national administrations to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned was not undertaken;
- fees of external experts to the extent that they relate to the activities which the grant beneficiary would not be able to carry out with its own staff;
- subsistence allowances (for meetings, for training delivery/products/tools, workshops etc.) provided that these costs are in line with the grant beneficiary's usual practices and they do not exceed maximum European Union rates;

- costs of travel (for meetings, training delivery, workshops etc.) and accommodation, provided that these costs are in line with the grant beneficiary's usual practices on travel;
- costs related to the equipment needed for the implementation of the project up to 25% of eligible direct costs of the project and not exceeding EUR 20,000;
- costs related to the organisation of meetings and training delivery etc. (e.g. rental of conference rooms, catering, equipment rental);
- costs of consumables and supplies, provided that they are identifiable and assigned to the action;
- costs arising directly from requirements linked to the implementation of the action (e.g.: dissemination of information, research, tests and assessments, translations, reproduction, publication, training materials, educational technology and software development/procurement).

11.8. Eligible indirect costs (overheads)

A flat-rate amount of 7% 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.

11.9. 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.

11.10. Calculation of the final grant amount

The final amount of the grant to be awarded to the grant beneficiary 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 costs actually incurred with relevant supporting documents, as requested, proving the costs borne;
- verification of the implementation of the activities and/or of the 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 grants.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.

11.11. Payment arrangements

A pre-financing payment corresponding to 50% 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 grants.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 11.10 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's 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's name and emblem on all their publications, posters, programmes and other products realised under the co-financed project.

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".

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

12.2. By Frontex

All information relating to grants awarded in the course of a financial year shall be published on Frontex's 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 (EC) No. 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. 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 Frontex. Information concerning the processing of personal data is available on the privacy statement in Annex V.

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

- Commission Decision 2014/792 of 13.11.2014 on the Early Warning System (for more information see the Privacy Statement on: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),

or

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

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.

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:
Attn: Training Unit - Grants
Frontex
Plac Europejski 6
00-844 Warsaw
Poland
- the reference number of this Call for proposals (2018/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 **09:00 to 17:00**, (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's 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 (2018/CFP/TRU/01), can be sent to the functional mailbox address grants.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, i.e. 13 July 2018.

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's website if they are relevant to other applicants. A file (pdf) document with all such questions and answers will be available on Frontex's 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 I: Application package:

- I.1 Application form
- I.2 Estimated budget form and sources of funding
- I.3 Declaration on honour by the applicant
- I.4 Financial Identification Form
- I.5 Legal Entity Form
- I.6 Letter of mandate

Annex II: Model grant agreement

Annex III: Privacy statement

Annex IV: Final technical report template

Annex V: Financial statement template