

## **CALL FOR PROPOSALS 2019/CFP/TRU/01**

### **Development and delivery of training activities for border and coast guards**

## GLOSSARY OF TERMS

Term	Definition
<b>Action</b>	For the purpose of this call for proposals ‘action’ is a project funded by Frontex, limited to: - training courses; - mobility and exchange.
<b>Activity programme</b>	An agreement between sending and hosting institution, as well as the participating individuals, defining the aims and the content of the mobility/exchange period in order to ensure its relevance and quality. It can also be used as a basis for the recognition of the period abroad by the hosting organisation.
<b>Applicant</b>	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.
<b>Beneficiary (of a grant)</b>	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.
<b>Bologna and Copenhagen principles</b>	Principles related to education, training and learning that have been agreed by the European Union as part of the Bologna and Copenhagen process.
<b>Bologna and Copenhagen processes</b>	European processes designed to ensure mobility and comparability of learning across Europe including lifelong learning, recognition of non-formal and informal learning and European standards of quality assurance, applicable to vocational education (Copenhagen process) and higher education (Bologna process).
<b>Call for proposals</b>	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.
<b>Consortium</b>	A group of entities set up to jointly submit an application and implement a project. A consortium must appoint one member (the 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.
<b>Consortium member</b>	One of the entities of a consortium that submits an application and implements a project. Depending on their role in the project, consortium members can be applicants, coordinator or partners.
<b>Contact person</b>	The person responsible for the management of a project vis-à-vis Frontex and the contact for any communication from Frontex to the beneficiaries.
<b>Coordinator</b>	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).
<b>Course</b>	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 with the SQF for Border Guarding, to achieve defined border and coast guard job competences.

<b>Course / programme design</b>	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).
<b>Common Core Curricula (CCC)</b>	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. These are: <ul style="list-style-type: none"> <li>- Common Core Curriculum for Border and Coast Guard Basic Training in the EU (CCC Basic)</li> <li>- Common Core Curriculum for Border and Coast Guard Mid-Level Management Training in the EU (CCC ML)</li> </ul> <i>The CCC will be made available to the applicants based on their request to: grants.TRU@frontex.europa.eu</i>
<b>eLearning</b>	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.
<b>Exchange</b>	For the purpose of this call for proposals ‘exchange’ means a bilateral mobility of a group of learners coming from sending and hosting institution, based on a jointly developed activity programme.
<b>Expert</b>	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.
<b>European Integrated Border Management (IBM)</b>	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.
<b>Hosting institution</b>	Under mobility and exchange action the hosting institution is the participating institution receiving participants and organising activities according to the activity programme. The institution is in charge of receiving foreign learners/staff and offering them agreed programme of activities or benefiting from a training activity provided by the staff of sending institution.
<b>Job shadowing</b>	A short stay at a hosting institution in another country with the aim of receiving training by following practitioners in their daily work in the hosting institution, exchanging good practices, acquiring skills and knowledge, etc.
<b>Learning outcomes</b>	Statements defining the minimum level of learning that should be achieved and described what a learner knows, understands and is able to do on completion of a learning process. Learners learn (knowledge/skills/competences) to develop competences that are transferable to a workplace.
<b>Letter of mandate</b>	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.
<b>Member States</b>	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.

<b>Mobility</b>	For the purpose of this call for proposals, ‘mobility’ should be regarded as: spending a period of time in a hosting country in order to undertake training or non-formal or informal learning at another border and/or coast guard training institution. It may take form of an exchange of a group of learners, work placement, job shadowing, teaching or participation in a professional development activity.
<b>non-EU countries</b>	For the purpose of this call for proposals, non-EU countries are partner countries which have concluded a working arrangement with Frontex. At the time of publishing this call, Frontex has signed working arrangements with the following countries: Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Canada, Cape Verde, North Macedonia, Georgia, Kosovo <sup>1</sup> , Moldova, Montenegro, Nigeria, the Russian Federation, Serbia, Turkey, Ukraine and the United States. The current list is available on the Frontex website at <a href="https://frontex.europa.eu/partners/non-eu-countries/">https://frontex.europa.eu/partners/non-eu-countries/</a>
<b>Project</b>	A coherent set of activities, organised to achieve defined objectives and results.
<b>Sectoral Qualifications Framework for Border Guarding (SQF)</b>	A framework of learning outcomes derived from the knowledge, skills and competences required for border guarding. The SQF for Border Guarding is aligned with the European Qualifications Framework and functions to support the harmonisation of border guard training standards. <i>The SQF will be made available to the applicants based on their request to: grants.TRU@frontex.europa.eu</i>
<b>Sending institution</b>	Under mobility and exchange action the sending institution is the participating institution sending participants to a hosting institution. The sending institution is in charge of selecting learners/staff and sending them abroad.
<b>Training activities</b>	Any organised undertaking that improves learners’ job competences.
<b>Training delivery</b>	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.
<b>Training materials</b>	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.
<b>Training staff</b>	For the purpose of this call for proposals, ‘training staff’ under mobility and exchange action means: teachers, trainers, and other personnel of border and/or coast guard training institutions engaged in the teaching/ training process.
<b>Work placement</b>	Spending a period of time in an enterprise or hosting institution in another country, with a view to acquire specific competences that are required by the labour market, carry out work experience and improve the understanding of the economic and social culture of that country.

<sup>1</sup> As outlined on the Frontex website, this designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo Declaration of Independence (<https://frontex.europa.eu/partners/non-eu-countries/>)

## 1. INTRODUCTION

### 1.1. General context

According to the European Border and Coast Guard (EBCG) regulation<sup>2</sup>, Frontex shall establish and further develop common core curricula for the training of border guards and provide training at European level for instructors of the national border guards of Member States. The common core curricula shall aim to promote the highest standards and best practices in the implementation of Union border management legislation. Member States shall integrate the common core curricula into the training they provide to their national border guards and staff involved in return-related tasks.

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. The border and coast guard training organisations in Europe are 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 job competences. The expertise available in the Member States is utilised in all activities in order to ensure a European approach.

This call for proposals comes under the Frontex annual work programme 2019<sup>3</sup>, in particular the Activity ref. TRU-2 'Curricula and European Training Cooperation', with goals including fostering cooperation among border and coast training institutions in the Member States and non-EU countries, promoting sharing of expertise and good practices in education and training as well as supporting them for common training activities through grants.

The main purpose of this call for proposals is to support Member States and non-EU countries in developing and implementing courses as well as mobility and exchanges according to the needs of the border and coast guard organisations in line with European standards, which include the Sectoral Qualifications for Border Guarding (SQF) and the common core curricula (CCC) developed by Frontex. They should contribute to enhancing the knowledge, skills and competences of the border and coast guards and therefore, contribute to efficient and cost-effective management of the external borders of the European Union and foster common European culture and values.

The proposed training courses and mobility and exchange projects should facilitate harmonisation in border and coast guard training and education and foster cooperation between Member States and/or non-EU countries, and thus contribute to building interoperability.

### 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.

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. 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 common educational standards as well as a European border and coast guard common culture and values.

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<sup>2</sup> 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

<sup>3</sup> Frontex Programming Document 2019-2021, dated 18 October 2018 (Reg. No. 15891)

The EU external border requires that all border and coast guards, including managers and highly specialised staff, are trained and educated in the framework of a coherent and strategic European approach, based on comparable and harmonised education and training standards and values. The Common Core Curriculum for Border Guard Basic Training in the EU (CCC Basic) is the first step, which comprises a set of common learning standards for border and coast guards at the operational level in Member States, establishing a solid base for interoperability and cooperation in all border and coast guard activities. Its national integration is stipulated by the EU legislation ensuring the implementation of the CCC Basic in national curricula in all Member States. Moreover, there is a growing number of non-EU countries voluntarily implementing the CCC Basic, thus making a significant change towards ensuring that citizens experience the same standards of border control and professional ethics in and around the borders of Europe. The Common Core Curriculum for Border and Coast Guard Mid-Level Management Training in the EU (CCC ML) follows up the CCC Basic, in terms of the professional development from the basic level tasks towards the leadership and management of border and coast guards. The SQF for Border Guarding provides a common platform for all courses and curricula developed in the border and coast guard field. In line with the European Qualifications Framework for Lifelong Learning, the SQF provides a translation tool for national qualifications and competences, and through learning outcomes enables description of occupational standards within the professional sector. Frontex common core curricula are fully aligned with the SQF for Border Guarding.

Education and training aim at equipping border and coast guard professionals with the knowledge, skills and competences required to perform their tasks. The same European standards and principles of good practice in training design, assessment, and quality assurance apply to both higher and vocational education. They promote values that are relevant to and reflective of the nature of the border and coast guard professions. The next step is to ensure that the education and training provided at European level aim to respond to the operational needs at the external borders as well as to complement the national training with European standards tailored to specific target groups.

The 2019 training grants will give the European border and coast guard training institutions the opportunity to develop specific training activities (courses and/or mobility and exchange projects) based on their needs, facilitating closer cooperation and interoperability between EU Member States and/or non-EU countries.

Thanks to joint projects, national trainers and teachers as well as border and coast guard learners will have more opportunities to engage in exchange and mobility exercises, common development of courses and harmonisation of national curriculum, thus leading to recognised and comparable qualifications in border and coast guard sector. Learning and working together increase interoperability and ensure that the officers deployed in joint operations are able to work together on the highest level, being trained according to compatible standards. Stronger cooperation among border and coast guard training institutions involved in such common activities/projects enhances the trust between organisations, and ultimately contributes to increased interoperability, accountability, and strategic cooperation at the European Union external borders.

## 2. OBJECTIVES - THEMES - EXPECTED RESULTS

### 2.1. General objectives

This call for proposals aims to support the Member States in their efforts to enhance the knowledge, skills and competences of border and coast guards and thus contribute to the efficient and cost-effective management of the external borders of the European Union. It will further contribute to the harmonisation of border and coast guard education and training and building a common European culture.

### 2.2. Supported actions

The following actions are supported by this call:

- **ACTION 1: TRAINING COURSES**  
i.e. Development, review and/or delivery of training courses for border and/or coast guards.
- **ACTION 2: MOBILITY AND EXCHANGE**  
i.e. Development of mobility and exchange programmes for learners and training staff<sup>4</sup> of border and/or coast guard training institutions.

The actions shall:

- strengthen the capacities of the Member States to develop training activities according to European standards harmonised with common core curricula developed by Frontex;
- enhance cooperation between border and coast guard training institutions;
- facilitate the sharing of training programmes and resources in the most effective way;
- enhance quality and innovation in education and training of border and coast guards;
- promote a common culture and values as well as life-long education and training for border and coast guards;
- support the modernisation of professional education and training for border and coast guards through cooperation and dissemination of best practices;
- facilitate the recognition and validation of knowledge, skills and competences acquired through formal, non-formal and informal learning.

### 2.3. ACTION 1: TRAINING COURSES

#### 2.3.1 Specific objective

The specific objective of this action is to support the development, review and/or delivery of training courses in line with the established national curricula of the training institutions which is harmonised with common core curricula developed by Frontex.

The courses shall:

- be in line with the Sectoral Qualification Framework for Border Guarding;
- respond to the current border and coast guard training needs;
- take into account innovative learning approaches to address the target groups;
- have the potential to be implemented at a regional and/or European level;
- foster cooperation among Member States or among Member States and non-EU countries;
- not duplicate past projects or initiatives.

#### 2.3.2 Thematic areas

The thematic area must be chosen from any common core curricula developed by Frontex.

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<sup>4</sup> Staff as defined in Glossary.

### 2.4.3 Expected results

Proposals should result in one or both of the following:

- **Development or review of courses** for border and coast guards. The curriculum for the training courses shall be aligned with the SQF and take into account innovative learning approaches.
- **Delivery of courses** aligned with SQF addressing the training needs of the European border and coast guard organisations. The delivery should use participatory approaches and educational technologies aiming at increased professionalism and interoperability of border and coast guards to work at European/international level.

## 2.4. ACTION 2: MOBILITY AND EXCHANGE

### 2.4.1 Specific objective

The specific objective of this action is to support the mobility and exchange of learners and training staff of border and coast guard training institutions. The activity programme of the mobility or exchange should be built upon one of the thematic areas of the common core curricula for border and coast guards developed by Frontex.

The proposal shall:

- improve learners' job competences;
- broaden the professional network of the participants and introduce them to working practices of other training and educational institutions;
- develop common European culture and values;
- foster cooperation among the training institutions of Member States and/or non-EU countries.

### 2.4.2 Thematic areas

The thematic area must be chosen from any common core curricula developed by Frontex.

### 2.4.3 Expected results

Proposals should result in:

- **Development and implementation of mobility and exchange programme** for learners and training staff with the following aspects:
  - acquisition of knowledge, skills and competences in border and coast guard training and learning;
  - exchange of experience, knowledge and good practices in education and training of border and coast guards;
  - enhancing cooperation and interoperability between border and coast guard training institutions;
  - promoting mutual learning, teamwork and networking;
  - application of acquired knowledge and/or skills and competences into practice in participants' home country;
  - supporting the integration of common core curricula developed by Frontex into national training systems.

## 2.5. Dissemination of results

The beneficiaries shall share the results of the project that were developed and/or delivered, enhancing the impact and justifying its benefit at regional and/or European level. For that reason, applicants are asked to plan the dissemination activities during the development and implementation phases of the project. The level and dimension of these activities has to be proportional with the objectives and the



area of applicability. The results achieved in a specific project may be relevant for other areas not covered by the project, thus the applicant shall develop strategies to facilitate access to the product.

### 3. TIMETABLE

	Stages	Date and time or indicative period
a)	Publication of the call	17 April 2019
b)	Deadline for submitting applications	<b>28 June 2019</b>
c)	Evaluation period	July to August 2019
d)	Information to applicants	September 2019
e)	Signing grant agreement	September / October 2019
f)	Starting date of the action <sup>5</sup>	As of October / November 2019

### 4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects under this 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.

### 5. ADMISSIBILITY REQUIREMENTS

Applications must comply with the following requirements:

- Applications must be sent no later than the deadline for submitting applications referred to in section 3.
- Applications must be submitted in writing, using the application form (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 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 public institution (public law entity) responsible for providing professional education and/or training to law enforcement officers with border and coast guard tasks;

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<sup>5</sup> For the purpose of this call for proposals the term 'action' is equivalent to 'project'.

- be established in a Member State (except the United Kingdom and Ireland<sup>6</sup>) and/or non-EU country;

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)/ non-EU countries;
- 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 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.

For the purpose of this call, international or non-governmental organisations are not considered eligible.

One institution/entity (in the same or a different consortium) may submit up to two applications, one for each action.

## 6.2. Eligible activities for Action 1: Training courses

Applications for projects that do not comply with the conditions in sections 6.1, 6.2 and 6.4 and do not address at least one of the thematic areas of common core curricula developed by Frontex will not be considered eligible.

Eligible activities should refer to the development, review and/or delivery of training courses for border and coast guards.

- Development, review and/or delivery of courses for border and coast guard education and training in line with SQF:
  - Design or review of course descriptors;
  - Design or review of national curriculum aligned to Frontex common core curricula;
  - Development of course handbooks and/or other learning resources;
- Delivery of courses:
  - based on the common core curricula, supporting the development of the capacity for interoperability of border and coast guards;
  - developed according to Bologna/Copenhagen principles and in line with SQF for Border Guarding.

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

- Meetings and/or workshops for the development/review and/or delivery of the courses;
- Meetings and/or workshops for planning, evaluation purposes;
- Research and documentation;
- Training materials, blended/distance learning tools and educational technology development services;
- References and manuals in hard copies or in electronic form;
- Development of computer applications and programmes, eLearning modules and materials;
- Assessments of the developed/delivered courses and training materials;

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<sup>6</sup> 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). However, they may participate in the project activities covering their own costs.

- Cost and benefit assessments of training materials and their compliance with the 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;
- Training/course delivery, including trainers fees, transportation and accommodation for learners and trainers, translation of materials;
- Others related to the aim of specific projects.

### 6.3. Eligible activities for Action 2: Mobility and exchange

Applications for projects that do not comply with the conditions in sections 6.1, 6.3 and 6.4 and do not address at least one of the thematic areas of common core curricula developed by Frontex will not be considered eligible.

Eligible activities should address the development of a mobility and exchange programme covering one or more thematic areas of common core curricula and the job competences on the respective SQF for Border Guarding level.

The following principles are to be respected:

- The mobility/exchange shall be organised for learners and/or training staff of border and coast guard training institutions;
- The exchange should follow the principle that each sending institution also functions as a hosting institution (bilateral exchange);
- The length of the learners' exchange period should be minimum 5 and maximum 10 working days for each group of participants;
- The length of the staff mobility period should be minimum 5 and maximum 10 working days;
- Each learners' exchange should be organised for minimum 6 learners from each institution plus accompanying training staff, if appropriate;
- Each institution can send up to 3 selected training staff members;
- An **Activity Programme** of exchange/mobility, including minimum requirements as specified below, must be jointly developed by the sending and hosting institution. It shall define the objectives, target job competences and learning outcomes for the learning period abroad, specify the recognition provisions (if applicable) and list the tasks and responsibilities of each party involved. It sets a framework for the activities to be implemented during exchange/mobility. Both institutions shall be responsible for quality assurance and assessment of the exchange/ mobility period abroad. The sending and hosting organisations must agree on the activities to be undertaken by the learners and/or the training staff prior to the start of the exchange/mobility period.
- Selection criteria of learners and training staff to participate in exchange/mobility must be also jointly developed by the sending and hosting institutions. The minimum obligatory requirements for their profiles are specified below.
- Following the exchange/mobility period the job competences developed and experience gained must be shared by the learners and training staff with their peers (dissemination plan).
- Each participant is required to submit written feedback to the project coordinator. The document will be in the form of a narrative report and shall include e.g. information on lessons learnt, good practices, as well as challenges encountered.
- The language of the project proposal shall be English, however, for the exchange/mobility it is possible to use other languages (if justified and agreed by the consortium members).

- Other activities related and relevant to the aim of specific project and its implementation.

Activity Programme must be attached to the proposal and include the following minimum requirements:

- detailed description of the activities to be performed;
- combination of theoretical and practical learning;
- work on joint project, including the demonstration of findings on innovative solutions;
- description of job competence and learning outcomes to be achieved;
- detailed dissemination plan regarding the experience gained;
- assignment for training staff;
- signed by sending and hosting institution.

Minimum requirement for learner's profile:

- equivalent of B2<sup>7</sup> level assessed by the sending institution (English or the language relevant for the exchange/mobility )
- education and professional background enabling active participation in the mobility
- readiness to share the gained knowledge/experience at national and international level
- preparedness to enhance social, linguistic and cultural competences

Minimum requirements for training staff's profile:

- have a good command of English - equivalent of minimum B2 level assessed by the sending institution (English or the language relevant for the exchange/mobility )
- have experience in border and/or coast guard training/education
- be familiar with Frontex training/education products e.g. Common Core Curricula, SQF for BG, and others
- readiness to share the gained knowledge/experience at national and international level
- preparedness to enhance social, linguistic and cultural competences

#### 6.4. Implementation period

- The action may not start before October 2019, and in any case not before the grant agreement enters into force;
- The action has to be completed by 30 September 2020;
- The maximum duration of the action is 12 months.

## 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;

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<sup>7</sup> Throughout the document, the levels of language command areas determined according to the Common European Framework of Reference for Languages (CEFR).

- (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, 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 and on behalf of all consortium members, certifying that they are 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 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

9.1. ACTION 1: TRAINING COURSES

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

<b>Relevance of the project</b>	<b>Maximum points</b>
The proposed courses contribute to achieving the objectives of the call/action and enhancing the job competences of border and/or coast guards.	5
The objectives of the project are clear and pertinent to the selected thematic areas.	5
The planned training courses are in line with the established national curricula of the training institutions, aligned to Frontex common core curricula and SQF.	5
The proposed training courses respond to current border and coast guard training needs at regional and/or European level.	5
<b>Total maximum points</b>	<b>20</b>

<b>Quality of the project design and implementation</b>	<b>Maximum points</b>
The project 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 project includes relevant and applicable phases, such as preparation, design, development, implementation, evaluation, monitoring and dissemination. The proposed methodology is feasible and adequate for achieving the proposed results. The planned project activities are based on the common core curricula.	10
The budget shows cost effectiveness and value for money, it is well defined and realistic. It demonstrates appropriate allocation of resources for the planned activities. The coherence between allocated tasks, roles and financial resources is well reflected.	10
The project guarantees opportunities for all the beneficiary countries to use the training courses.	5
The proposed training courses are developed taking into account innovative learning approaches for addressing the needs of the target groups.	5
There is a clear quality assurance plan that includes identification of risks and a mitigation plan.	5
<b>Total maximum points</b>	<b>35</b>

<b>Quality of the project team</b>	<b>Maximum points</b>
The consortium is composed of institutions with relevant capacity to deliver the expected project results and to ensure the achievement of the call/action objectives aligned with the selected thematic area/s.	5
The composition of the consortium ensures complementarity in order to cover necessary competences and expertise according to the selected thematic areas with adequate allocation of time and contributions.	10
The cooperation arrangements (working mechanisms, decision-making process, communication, management tools, etc.) within the consortium are clearly defined and balanced. A good distribution of tasks, knowledge of the topic and experience/competence in education/training within the project team is ensured.	5
Experts (internal and/or external) demonstrate good knowledge, skills and competences on the subject area of the project.	5
The consortium members demonstrate capacity to implement the training courses on a regional and/or European level.	5
<b>Total maximum points</b>	<b>30</b>

The CVs of the main experts and key staff of consortium members 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>

<b>Impact and sustainability</b>	<b>Maximum points</b>
The project demonstrates the expected impact on education and training for border and/or coast guards as well as on their interoperability.	5
The project outcomes support the sustainable development of education and training for border and coast guards at regional and/or European level.	5
The dissemination plan is clearly defined and ensures that the experiences and results gained during the project will reach the relevant target group and stakeholders.	5
<b>Total maximum points</b>	<b>15</b>

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:

<b>Award criteria</b>	<b>Max number of points</b>	<b>Minimum required</b>
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.

## 9.2. ACTION 2: MOBILITY AND EXCHANGE

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

Relevance of the project	Maximum points
The proposed project contributes to achieving the objectives of the call/action and facilitates of the exchange of knowledge and good practices in education and training of border and/or coast guards.	5
The objectives of the project are clear and pertinent to the selected thematic areas.	5
The planned mobility/exchange is in line with the established curricula of the training institutions and is harmonised with the selected thematic area of the Frontex's common core curricula.	5
The activity programme has well defined learning outcomes and job competences for the given target group in line with SQF.	5
<b>Total maximum points</b>	<b>20</b>

Quality of the project design and implementation	Maximum points
The project plan is clear, the activities are well defined. The proposal includes relevant and applicable phases related to the management and organisation of the mobility/exchange, such as preparation, selection of the target groups, implementation, evaluation, impact and dissemination with realistic timeframe. The activity programme of the mobility/exchange is well structured, detailed and clear, leading to the achievement of the expected results. The proposed methodology is feasible and adequate for the achievement of the expected results. The planned project activities are based on the common core curricula.	10
The budget shows cost effectiveness and value for money, it is well defined and realistic. It demonstrates appropriate allocation of resources for the planned activities. The coherence between allocated tasks, roles and financial resources is well reflected.	10
The proposal guarantees opportunities to enhance cooperation between the training institutions of Member States and/or non-EU countries;	5
The proposal describes the measures for selecting participants in the mobility/exchange activities and addressing their learning needs.	5
There is a clear quality assurance plan that includes identification of risks and their mitigation plan.	5
<b>Total maximum points</b>	<b>35</b>

<b>Quality of the project team</b>	<b>Maximum points</b>
The consortium is composed of institutions with relevant capacity to deliver the expected project results and ensure the achievement of the call/action objectives aligned with the selected thematic area/s.	5
The composition of the consortium ensures complementarity in order to cover necessary competences and expertise according to the selected thematic areas with adequate allocation of time and contributions.	10
The cooperation arrangements (working mechanisms, decision-making process, communication, management tools, etc.) within the consortium are clearly defined and balanced. A good distribution of tasks including those related to mobility/exchange implementation are well set and coordinated. Knowledge of the topic and experience/competence in education/training within the project team is ensured.	5
The consortium members should demonstrate that key staff involved in the implementation of mobility/exchange possess the appropriate knowledge, skills and competences on the selected thematic areas.	5
The consortium members demonstrate capacity to provide the participants with an opportunity to broaden their professional network and familiarise themselves with the working practice of other training and educational institutions.	5
<b>Total maximum points</b>	<b>30</b>

<p>The CVs of the main key staff of consortium members including the team leader should be attached to the application. Please do not attach more than six CVs.</p> <p>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: <a href="https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions">https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions</a></p>
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<b>Impact and sustainability</b>	<b>Maximum points</b>
The project demonstrates the expected impact on education and training for border and/or coast guards as well as on their interoperability.	5
The project outcomes support the sustainable development of education and training for border and coast guards at regional and/or European level.	5
The dissemination plan is clearly defined and ensures that the experiences and results gained during the project will reach the relevant target group and stakeholders.	5
<b>Total maximum points</b>	<b>15</b>

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 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. 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 actually incurred and declared**. 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.

### 11.2. 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/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_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 beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary's usual policy on remuneration

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remuneration, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

- 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;
- costs of travel (for meetings, workshops, mobility etc.) and accommodation, provided that these costs are in line with the grant beneficiary's usual practices on travel;
- subsistence allowances (for meetings, workshops, for individual support of participants during mobility/exchange, 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 related to the organisation of meetings (e.g. rental of conference rooms and/or training facilities, catering, equipment rental);
- 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 15,000;
- 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/project (e.g.: dissemination of information, research, tests and assessments, translations, reproduction, publication, training materials, educational technology and software development/procurement, field visits, organisational support for mobility/exchange, insurance for participants of the mobility/exchange and visa costs if applicable).

#### 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;

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](mailto:invoices@frontex.europa.eu) with CC to [grants.TRU@frontex.europa.eu](mailto: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](mailto:invoices@frontex.europa.eu) with CC to [grants.TRU@frontex.europa.eu](mailto: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 (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 III.

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) 2018/1046<sup>8</sup>. For more information see the Privacy Statement on: [https://ec.europa.eu/info/data-protection-public-procurement-procedures\\_en](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.

### 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 (2019/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.

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<sup>8</sup> <https://eur-lex.europa.eu/lexal-content/EN/TXT/?uri=CELEX%3A32018R1046>

## **15. CONTACTS**

### **15.1. By the applicant**

Questions regarding the call for proposals, indicating the reference number of this call for proposals (2019/CFP/TRU/01), can be sent to the functional mailbox address [grants.TRU@frontex.europa.eu](mailto: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. 21 June 2019.

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 for training courses
- I.2 Application form for mobility and exchange
- I.3 Estimated budget
- I.4 Declaration on honour by the applicant
- I.5 Financial Identification Form
- I.6 Legal Entity Form
- I.7 Letter of mandate

Annex II: Model grant agreement

Annex III: Privacy statement

Annex IV: Final technical report template

Annex V: Financial statement template