



## Frequently Asked Questions - ISF Police Calls for proposals 2015

Version: 11 November 2015

### 1) General Questions:

**1) Question: Can the same organisation participate in several applications, as applicant or co-applicant?**

**Answer:**

It is indeed possible that the same organisation leads as applicant/coordinator or is included as co-applicant in several applications (in the same or in different calls for proposals). Make sure that each application form is downloaded separately from Priamos and that it has its unique application number.

**2) Question: Is the limitation on the number of characters to be used in the "Description of the action" form to be understood with or without spaces?**

**Answer:**

The number of characters is to be understood with spaces.

**3) Question: Is there a special form for the letter of support?**

**Answer:**

There is no special template for such a letter; applicants are free to use any format they wish.

**4) Question: Do all co-applicants have to contribute to the co-funding of the project, indicating something under heading K of the budget estimate?**

**Answer:**

No, the co-financing does not have to be split among the applicant and co-applicants in the budget; how the co-financing is divided amongst themselves is their own internal arrangement.

**5) Question: Can the min. 10% contribution from the beneficiaries consist of staff costs?**

**Answer:**

According to the Call for proposals the Commission will co-finance maximum of 90% of the total eligible costs of the action. Consequently, part of the total eligible expenses entered in the Budget Estimate must be financed from sources other than the EU grant as specified in section 11.1.c):

"Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the EU grant. Co-financing of the action may take the form of:

- the Beneficiary's own resources,
- income generated by the action,
- financial contributions from third parties."

Co-funding by beneficiaries can take the form of partial or full payment of costs belonging to any budget heading, including staff costs. It is important however that any costs (including staff) appear first and foremost as a cost for the project in the forecast budget. In that case, part or the entire co-funding by the applicants (min. 10% of the project costs) can consist of staff salaries, however applicants are not requested to specify if the co-funding is made up of salaries or costs for other items. It is sufficient if the co-funding is just indicated as a figure in the forecast budget, without further specification.

For public authorities, please note that staff costs including the salary costs of personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken.

**6) Question: Can the min. 10% contribution from the beneficiaries be provided in-kind?**

**Answer:**

The concept of in-kind contributions is often misunderstood: "in kind" is what represents no cost for the beneficiaries (for instance, the free use of a school hall for a seminar), and as specified in the Guide for applicants contributions in kind are not considered eligible costs under the ISF Police 2015 calls for proposals. See previous question on what is Co-funding by beneficiaries can consist of.

**7) Question: The call stipulates that a consortium must be transnational, 'involving at least two entities established in two different EU Member States participating in the ISF Police instrument.' As this is the minimum, what would a suitable consortium look like? How many partners? Is there a need for geographical balance (e.g. for the purpose of dissemination)?**

**Answer:**

Please note there is no such number of Member States defined for "a suitable consortium". It depends on each proposal; however the minimum criteria need to be fulfilled. The project will be then assessed according to the award criteria defined in the Call.

**8) Question: As we are all public bodies we are not interested at all in sharing the budget administration. Only the coordinator would manage the financial issues of the project. Is that OK?**

**Answer:**

In line with the Guide for Applicants (p. 3), both the Applicant (the future Coordinator) and the Co-applicants (the future Co-beneficiaries) have to incur eligible costs for which the Internal Security Funds' co-financing is requested. This means, that in the Budget Estimate (sheet 'Forecast Budget Calculation', column 'Name of Beneficiary') the names of both the Applicant and the Co-applicants shall appear and all have to incur eligible costs. Nevertheless, the co-financing (budget heading K) does not have to be split among the Applicant and Co-applicants in the budget.

## **2) Call-specific questions:**

### **2.1) Call for proposals "Actions addressing trafficking in human beings" (HOME/2015/ISFP/AG/THBX)**

**1) Question: In Section 6.1.c) of the call it is said that applicants and co-applicants must be "established in a Member State of the European Union participating in the ISF Police instrument". However, in section 2 (on the bottom of page 3), it is said: "Creating appropriate links with countries of origin of victims is not excluded". Can entities from "countries of origin" be included (financially) in project activities? Is it for example possible to finance activities organized by EU applicants within countries of origin (e.g. training modules) or Capacity Development activities targeting representatives of those countries?**

**Answer:**

Entities from non-ISF-P-participating countries can indeed not be beneficiaries and their costs are not eligible under this call for proposals. However, it is possible to submit projects that target or include participants from non-ISF-P-participating countries. Acceptable would be for instance a project targeting the situation in ISF-P-participating countries which in order to do that may for example train or organize exchanges with the Nigerian Police as one of the project activities. A project solely targeting for example to build capacity to fight THB in Nigeria or do capacity development in Niger, would not be acceptable.

**2) Question: Is it the first year this call for proposals has this structure?**

**Answer:**

The text of the call for proposals is unique to each individual call for proposals. Of course there are similarities among the different calls of DG HOME and calls include essential general information required by the Financial regulation.

**3) Question: Is there any estimation about the maximum budget of proposals? As an average, what is the number of projects able to be financed by this call for proposals?**

**Answer:**

There is no limitation of the maximum requested EU co-funding for proposal specified in this call for proposals. The number of projects awarded will depend on the results of the evaluation and the quality and quantity of the proposals submitted. The Commission also reserves the right not to distribute all the funds available.

**4) Question: The Call gives mixed signals regarding the eligibility of international organisations. It is mentioned in the eligibility criteria that international organisations cannot be the applicant or co-applicant. However, the footnote 7 mentions the following: "in case the co-applicant is an international organisation established in the EU Member State, the other co-applicant(s) needs to be established in another EU member State...". It also mentions international organisations in Annexes 4, 5 and 6. Could you please clarify whether an international organisation is eligible to be a co-applicant?**

**Answer:**

According to section 6.1 of the call for proposals international organisation cannot be an applicant or co-applicant in this particular call for proposals:

6.1. Eligible applicants and applications

In order to be eligible for a grant, the Applicant and the Co-applicants must be:

- a) legal persons; applications from natural persons are not eligible;
- b) a public body, a non-profit-making private entity. The Applicant or co-applicants cannot be an international organisation;
- c) established in a Member State of the European Union participating in the ISF Police instrument.

The term "international organisations" is used in this Call for Proposals as defined in the Rules of Application of the EU Financial Regulation (Article 43):

- (a) international public-sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations;
- (b) the International Committee of the Red Cross;
- (c) the International Federation of National Red Cross and Red Crescent Societies;
- (d) other non-profit organisations assimilated to international organisations by a Commission decision.

We regret the confusion that the footnote no. 7 may cause.

**5) Question: As international organisations are not eligible as (co-)applicants, are there any other ways how they could participate in the project, for example, is there a possibility to be an associated partner without funding?**

**Answer:**

There is no notion of "associate partner" in this call for proposals. Entities wishing to support the project without being Applicant or co-applicant, i.e. not incurring any costs in the project, may submit a letter of support as Annex 3 with free format.

**6) Question: Where can we find foreign partners? Is there a database of interested organizations or infoday for this call?**

**Answer:**

There is no database of interested organizations for this call nor will an info-day be organised. It is the responsibility of the applicant to find suitable co-applicants. You can consult the website for further information on previous projects and NGOs (<http://ec.europa.eu/anti-trafficking>).

**2.2) Call for proposals "Implementation of the EU CBRN Action Plan, the EU Action Plan on enhancing the security of explosives and the European programme of critical infrastructure protection" (HOME/2015/ISFP/AG/CBRN)**

**1) Question: How much budget would be available to cover certain activities?**

**Answer:**

The total budget earmarked for the co-financing of projects is estimated at EUR 4.500.000. The Commission envisages distributing the budget earmarked for this Call for Proposals equally among the three priorities. To achieve this, the Commission will establish three ranking lists, one for each priority. If no proposals of sufficient are received for one priority, the Commission reserves the right to reallocate the amounts to other priorities. The Commission reserves the right not to distribute all the funds available. Therefore the distribution of the funds among the three priorities depends on the quality of the proposals received.

**2) Question: We are preparing a proposal for priority 1 of the call and are wondering, whether it can be necessary to classify project results for security reasons? Who would make such a decision and how would this situation be handled? What is DG HOME's position?**

**Answer:**

It's always up to the person or institution producing the information or a document to decide whether it should be classified or not. The beneficiary would have to deliver the classified materials/information to DG HOME. DG HOME offers conditions for storing classified documents. The

results of the project have to be evaluated by the Commission. In case of this Call the relevant persons in the Commission have security clearance.

### **2.3) Call for proposals "Law enforcement training" (HOME/2015/ISFP/AG/LETX)**

**1) Question: Under priority 3 - New Schengen evaluation mechanism in the field of police cooperation addressing the needs of Member States' experts participating in such evaluations (LETS strand 3), should the training be dedicated to strictly police cooperation evaluation missions or can it also include SIS/SIRENE evaluation missions as it is integral part of police cooperation?**

**Answer:**

Projects under this priority should primarily cover police cooperation and prepare experts for a police cooperation evaluation. To touch on other related evaluation fields during training, such as SIS or even data protection, would not do any harm, but the trainings should focus on police cooperation and not on SIS/ SIRENE.

**2) Question: The call for proposals states: „Proposals should be devised in full cooperation and strict complementarity with CEPOL, using existing CEPOL material where appropriate ...” Since we cannot approach CEPOL material, can you please send us material so we can prepare proposal or link where we can find it?**

**Answer:**

Applicants, in case they do not have already access to CEPOL material (as police forces should normally have), should contact CEPOL directly and work in cooperation with the College.

**3) Question: It is said in the call for proposals that: "Proposals should be devised in full cooperation and strict complementarity with CEPOL, using existing CEPOL material where appropriate ..."? Could you please provide further details on this? Are applicants required to formally engage CEPOL as partners in the proposed actions, or just consult with them the proposed content of the training materials? Is their approval required? Is the use of existing CEPOL/LETS materials obligatory? What exactly does it mean "in (strict) complementarity" or "in line with" CEPOL, LETS, EUPST and ESDC?**

**Answer:**

"Are applicants required to formally engage CEPOL as partners in the proposed actions, or just consult with them the proposed content of the training materials?": Both are acceptable, as long as CEPOL is involved. Please note that in any case CEPOL cannot be a co-beneficiary.

"Is their approval required?": No formal agreement is required, but "in cooperation" means that somehow CEPOL should endorse your application. In any case you will have to demonstrate that you "devised your application in cooperation and complementarity with CEPOL" – meaning working together toward a shared objective. In the evaluation it might be considered a weakness if an

application is inconsistent with Cepol's approach and it should not run counter to Cepol's recommendations.

"Is the use of existing CEPOL/LETS materials obligatory?": Where appropriate does not mean always, but in general if possible existing material should be used. If relevant Cepol material exists and is nevertheless not used the project should have a strong justification for that.

"What exactly does it mean "in (strict) complementarity" or "in line with" CEPOL, LETS, EUPST and ESDC?": When preparing your application for this call you should liaise with the main stakeholders and analyse the main policy documents in the field of training. This will allow to avoid duplication with existing activities and to create synergies. Consult with Cepol and make sure that the project does not duplicate or compete with Cepol's work – unless a duplication is intended and agreed with Cepol due to specifically high demand.

**4) Question: Does the call seek for projects intended to only develop training materials, or should proposals encompass both the development of the materials and also training with the Law Enforcement?**

**Answer:**

The development of training materials is a relevant action under this call and in principle practical training does not have to be included in the project; however, elements of practical training or a strategy on who would implement it is likely to increase the relevance of the project.

**5) Question: Should training materials be provided just in English or also in other languages?**

**Answer:**

The training material should be in English as a minimum, other languages are possible but not required.

**6) Question: In the section Priorities of the Call, within Priority 1: Prevention of radicalization, the third paragraph reads: "- Specific sectorial training on exit strategies for prison & probation staff, engaging with radicalized youth for youth/child workers and teachers as well as families, as well as empowering community leaders or other credible voices and messengers on producing counter narratives." Should we understand that a project focused on empowering directly these credible voices, as the Victims of terrorism are, by specifically training them would suit this priority? Or also under the above mentioned priority the beneficiaries of this training should be law enforcement bodies?**

**Answer:**

Since the call aims at funding projects on high quality law enforcement training, the beneficiaries of training should be law enforcement officers.

## **2.4) Call for proposals "Transnational initiatives to fight trafficking in drugs and firearms" (HOME/2015/ISFP/AG/TDFX)**

**1) Question: Paragraph 6 mentions three eligibility criteria for the Applicants/Co-applicants. Are all three criteria (together) mandatory for the call, or is it sufficient to fulfill just one of them? Does "legal person" mean a private company? Some partners come from university and research centers. Are they eligible as Co-applicants? Are Law Enforcement Agencies (LEAs) mandatory?**

### **Answer:**

All 3 criteria have to be fulfilled, i.e. the Applicant and the Co-applicants must be legal persons, be a public body/a non-profit-making private entity/an international organisation, and must be established in a Member State of the European Union participating in the ISF Police or a third country listed in section 6.1 of the Call for Proposals.

Private companies are legal persons, however, this call is open only to non-profit-making private entities. Universities and research centres, provided that they are public or non-profit-making private entities, are eligible Co-applicants. Law Enforcement Agencies (except for Union Agencies, such as Europol) can be Applicants/Co-applicants of this call, but they are not mandatory.

**2) Question: To make the funding project manageable we try to limit the number of co-applicants, they will form the steering committee. Still we want to invite organisations from other EU Member States (who contributed to the Internal Security Fund) for most of our activities, like workshops, training programmes, international exercises (joint actions), etc. Will the costs for those partners, like travel costs and costs for stay, be eligible? What about in the case of organisations from the United Kingdom, Denmark, Norway and Switzerland?**

### **Answer:**

Travel and subsistence costs for persons participating in project activities (other than project staff) are eligible and should be indicated under the budget heading B of the Budget Estimate. However, the Budget Estimate should clearly indicate to which activities are these costs linked and which of the Applicants will incur the expenditure (see also section 2.4.5 of the Guide for Applicants).

Organisations from UK, Denmark, Norway and Switzerland can take part in project activities under the same rules. However, their involvement should serve a purpose for the project and should not be used as a means to circumvent the rules regarding the non-eligibility of these entities as Applicants/Co-applicants.