

2008 CALL FOR PROPOSALS

following the

Commission Decision C(2007) 5698 of 28 November 2007 adopting the annual work programme for 2008 for the specific programme on the "Prevention, preparedness and Consequence management of Terrorism and other security related risks"

1. BACKGROUND AND MAIN OBJECTIVES

On 12 February 2007, the Council adopted Decision No 2007/124/EC, Euratom¹, establishing the specific Programme "Prevention, Preparedness and Consequence Management of Terrorism and other Security related Risks for the Period 2007-2013" (hereafter: the Programme) as part of the general Programme on "Security and safeguarding liberties".

In order to implement the Programme, the Commission has adopted on 28 November 2007 the 2008 Annual Work Programme², specifying its specific objectives and thematic priorities.

This Call for proposals corresponds to the implementation of Part A of the Work Programme and its purpose is to award grants to transnational and/or national projects that contribute to the development of the "European Programme for Critical Infrastructure Protection" (EPCIP) as well as policy measures aiming at upholding, and/or guaranteeing security and public order during a crisis situation. The financial support should achieve the general and specific objectives stated both in the 2008 Work Programme and the Programme itself.

The Programme, and consequently this Call for proposals, do not apply to matters that are covered by other financial instruments in particular by the Rapid Response and Preparedness Instrument for Major Emergencies (now renamed Civil Protection Financial Instrument) and by the research activities in the areas of Security and Space in the 7th RTD Framework Programme.

2. AMOUNTS ALLOCATED FOR GRANTS

The total amount proposed for co-financed projects in 2008 on the basis of this Call for proposals is 11.8 million euros (maximum funding: 70% of the total eligible costs).

3. PROJECTS TO BE CO-FINANCED

This Call for proposals invites applicants for financial support for actions in the field of critical infrastructure protection.

3.1. Projects to be co-financed

Projects should have a potential for transferability at EU level in the field of security-oriented critical infrastructure protection and belong to one of the following sectors and to the

¹ Available on: http://ec.europa.eu/justice_home/funding/intro/funding_intro_en.htm

² Available on: http://ec.europa.eu/justice_home/funding/cips/funding_cips_en.htm

priorities thereof established.

3.1.1 SECTORS

The following priorities have been identified for the year 2008:

3.1.1.1 Energy

Envisaged budget for these actions: €3.200.000.

Development of interdependency assessment and modelling tools for the interconnected European high voltage electricity grid.

Assessment of resilience to external threats of control and data management systems in electricity transmission networks.

Development, implementation and evaluation of a simulation exercise concerning a large scale power cut involving relevant representatives from the Member States, the Commission and the European electricity generation and transmission system industry to identify technology inter-operabilities and grid interdependencies. Identification of gaps in security and recommendations for improvement should be included in the expected results of a proposed project.

3.1.1.2 Nuclear industry

No grants will be awarded in 2008 for projects in this sector.

3.1.1.3 Information communication technologies, ICT

Envisaged budget for these actions: €3.000.000.

- a) Analysis of new media capabilities and identification of requirements to ensure critical communications between authorities and the public: a. emergency communication from the public (e.g. 112 and VoIP) and b. communications to the public (e.g. new media for public alert like the Internet and GSM SMS/Cell Broadcast).

Under the 2007 Call for proposals it was possible to apply for an action grant dedicated to the development of an EU emergencies communication infrastructure strategy. The action grant then envisaged was much more comprehensive in terms of communication infrastructures including traditional phone lines, radio and television broadcast. In this Call for proposals the focus is on the specificities of new media (Voice over IP, Internet or GSM for instance) capabilities to relay critical communications and the identification of requirements specific to these new media.

- b) Analysis together with the Member States of the phenomenon of coordinated and large scale attacks against the information infrastructure of Member States in view of preventing and combating these, including coordinating responses, and sharing information and best practices.
- c) Prototype of a European multilingual information sharing and alert system to provide

appropriate and timely information via dedicated e-security web portals on threats, risks and alerts as well as on best practices.

The objective of an information sharing and alert system is to foster a culture of security by raising awareness on NIS issues and providing appropriate and timely information on current threats, risks and alerts as well as on good practices. This is the primary responsibility of Member States. However, better cooperation among Member States might add value to those single initiatives by promoting the exchange of information and lessons learnt among Member States. An EU-wide system could be realized by combining existing Member States' systems. The European Network and Information Security Agency, ENISA, is currently performing a feasibility study on this subject. The focus of the proposed action grant is on setting-up a prototype.

- d) Analysis of the dependency on electrical power of modern ICT infrastructure supporting the Internet as well as fixed and mobile telecommunications networks. In particular, differentiate the problematic of end-user equipment from network equipment.

The action grant available under the 2007 Call for proposals was related to interdependencies between EU ICT infrastructures and electricity generation as well as transmission systems. It was much wider in term of scope and "bi-directional" as it included inter-dependencies between ICT and electrical power. This Call for proposals focuses rather on the sub-areas of ICT infrastructures that support the Internet as well as fixed and mobile telecommunications networks.

- e) Supporting information sharing in the context of the Directive 2006/24/EC on the retention of data generated or processed in connection with the provision of publicly available electronic communications services or of public communications networks and amending Directive 2002/58/EC³.

3.1.1.4 Water

Envisaged budget for this action: €450.000.

- a) Current practices to prevent terrorist attacks in Europe on the provision of drinking water should be identified and analysed. Good practices should be identified, along with recommendations for any identified gaps.

3.1.1.5 Food

Envisaged budget for this action: €450.000

- a) Current practices to prevent terrorist attacks in Europe in the food supply chain should be identified and analysed. Good practices should be identified, along with recommendations for any identified gaps.

3.1.1.6 Health

Envisaged budget for this action: €700.000

³ OJ L 105, 13.4.2006, p.54

- a) Feasibility study on European public and animal health surveillance to ensure effective monitoring of unusual outbreaks of human and animal disease and development of practical methods of co-ordinating European and international responses to major events that may involve bio-weapons or a terrorist attack.

3.1.1.7 Financial

Envisaged budget for this action: €500.000.

- a) Current practices on electronic payment systems in the event of equipment malfunctions and criminal misuse in Europe should be identified and analysed. Good practices should be identified, along with recommendations for any identified gaps, with the European Central Bank.

3.1.1.8 Transport

Envisaged budget for this action: €1.500.000.

- a) Current practices in civil aviation passenger, baggage and cargo screening solutions through integrated detection systems should be identified and analysed. Good practices should be identified, along with recommendations for any identified gaps.
- b) Development of a risk assessment and audit methodology capable of assessing the vulnerabilities of a mass-transit system (i.e. subways and railways) from a potential terrorist attack.

3.1.1.9 Chemical industry

Envisaged budget for these actions: €1.000.000.

- a) Current practices on the security of industrial installations in Europe should be identified and analysed. Good practices should be identified, along with recommendations for any identified gaps.
- b) Current practices on automated safe unit and plant shutdown in the event of equipment malfunctions and other operational problems of industrial installations in Europe should be identified and analysed. Good practices should be identified, along with recommendations for any identified gaps.

3.1.1.10 Space

No grants will be awarded in 2008 for actions in this sector.

3.1.1.11 Research facilities

Envisaged budget for this action: €400.000.

- a) Development of EU level guidelines and methodology, in line with the Biological and Toxic Weapons Convention (BTWC) for accounting of collections of dangerous

pathogens and cultures (including those synthesized in laboratories) that could threaten public health or national security.

3.1.1.12 General

Envisaged budget for these actions: €600.000

- a) Develop a European level methodology on how sensitive CIP research results can be published by means of: (1) a public version with no publishing restrictions (without sensitive content) and (2) a classified version containing the sensitive parts (published in a manner with access only for relevant and secure stakeholders certified to handle classified information and data).
- b) Development of an exercise programme based on cross-border terrorism scenarios and designed to strengthen the Commission's capacity to make an appropriate policy response to serious terrorist incidents. The exercise programme should focus on command post exercises.

3.2. Expected results

The projects are expected to contribute to the achievement of the general as well as the specific objectives of the Programme. The projects are moreover intended to contribute:

- To the development of instruments (at EU level), strategies and activities/measures in the field of the effective protection of critical infrastructure (at both EU and MS levels) and/or;
- To the development of a common framework for the effective protection of critical infrastructure at EU level.

In addition, the projects should achieve the following results:

- development of methods, techniques and instruments for operational and training use in this particular field;
- exchange and dissemination of information, experience and best practices between Member States and applicant countries and between the different organizations or bodies responsible for the protection of critical infrastructures;
- development and improvement of the relationship between public authorities and private sector in the field covered by the Programme;
- improvement of mutual knowledge of the Member States' protection systems;
- enhancement of the capacity to share good practices;
- creation of informal contact networks between authorities;
- development of a culture of trust and cooperation.

4. EVALUATION CRITERIA FOR PROPOSALS

4.1. Eligibility criteria

To be eligible, grant applications must meet the following criteria:

- a) Projects must be submitted by bodies and organisations established in the Member States with legal personality. Grants can be awarded also to relevant national and EU research institutions. Applications from natural persons are not eligible.

Bodies and organisations which are profit oriented may submit projects only in conjunction with non-profit oriented or state organisations. The nature of this cooperation shall be explained in the partnership declaration to be submitted with the application form.

- b) Projects must relate to one of the general objectives of the Programme⁴ and fall within the Programme activities (priorities) as defined above in Point 3.1.1 (Sectors).
- c) Transnational projects must involve partners in at least two Member States, or one Member State and one other State which is a candidate country. Third countries and international organisations may participate as partners, but are not permitted to submit projects.
- d) National projects are eligible as starter and/or complementary measures to transnational projects, or if they contribute to developing innovative methods and/or technologies with a potential for transferability to actions at Union level, or develop such methods and technologies with a view to transferring them to other Member States and/or candidate countries.
- e) Project proposals seeking EU co-funding of less than €50.000 will not be eligible to receive a grant. The maximum amount requested for co-financing available is €1.100.000.
- f) Projects must be submitted using the grant application form made available by the Commission in electronic format; no other form will be accepted; all sections of the form must be completed;
- g) Projects must meet the formal requirements and be accompanied by **all** the documents listed in Point 5;
- h) Projects must submit a budget in euro, balanced in income and expenditure. The amount of Community funding requested **shall not exceed 70%** of the total eligible costs of the project;
- i) Projects cannot be already completed and should be scheduled to start not before the signature of the grant agreement. A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, expenditure eligible for

⁴ Articles 3, 4, 5 of the Council Decision establishing the Programme (OJ L 58, 24.02.2007, p.I).

financing may not have been incurred prior to the date of submission of the grant application.

- j) Projects cannot last more than two years.
- l) The Commission may request confidentiality and security clearances: where relevant, applicants will have to conform to the rules of access to classified information drawn up in the Member States and to make sure that its personnel holds the appropriate access rights and all persons involved in a proposal shall be in possession of an official accreditation to handle confidential documents granted by a EU Member State and valid for the duration of the project. Any such proposal will have to contain a statement on the honour of the applicant that the above condition is fulfilled. The Commission will check the accreditations prior to the signing of a contract. Applicants may be required to send proof of this with their proposals - i.e. a copy of the letters from the national authorities accrediting them - so this can be verified by the Commission's security office. The applicant's staff shall sign a declaration of confidentiality.

4.2. Exclusion criteria

Candidates shall be excluded from participating in this Call for proposals if they are in one or more of the situations listed in Articles 93 and 94 of the Financial Regulation, i.e.:

- 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;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- they are currently subject to an administrative penalty referred to in Article 96(1)⁵;

⁵ Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities as amended by the Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006.

- they are subject to a conflict of interest;
- they are guilty of misrepresentation in supplying the information required or fail to supply this information.

Candidates must sign the declaration on the last page of the application form. Candidates who have been found guilty of making false declarations or have been found to have seriously failed to meet their contractual obligations in an earlier Community procurement or grant award procedure may be subject to administrative or financial penalties or exclusion from Community contracts and grants in accordance with Art. 133 of the Implementing Rules⁶.

4.3. Selection criteria

In accordance with Article 116(1) of the Financial Regulation and Article 176 of the Implementing Rules, proposals for projects shall be evaluated on the basis of the following selection criteria:

- (a) the applicant's operational and professional competencies and qualifications in the specified area required to complete the proposed action or work programme including evidence of relevant professional training and/or experience for the personnel concerned. In the case of government or law enforcement organisations, evidence that the project falls within their statutory area of responsibility may be submitted to establish their operational and technical competence. Proposals should also show evidence of ability to access information or participants in the way proposed. The assessment will be based on the CVs of the persons involved, the activity reports and other documents submitted by the applicant.
- (b) the applicant's financial capability, i.e. stable and sufficient sources of funding to maintain his/her activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding, based on the submitted documents ("Simplified Balance Sheet" and the "Simplified Profit and Loss account form" annexed to the budget estimate form and other documents specified under Section 5 of this Call for proposal must be submitted to support the provided information).

Only proposals which meet the above selection criteria will be examined in detail.

4.4. Award criteria

Proposals that are eligible and meet the selection criteria will be assessed by an evaluation committee and they will be ranked on the basis of the following award criteria:

⁶ Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (Official Journal L 357, 31/12/2002), as amended by Commission Regulation (EC, Euratom) No 1261/2005 of 20 July 2005, by Commission Regulation (EC, EURATOM) No 1248/2006 of 7 August 2006 and by Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007.

- (a) **Conformity.** Projects will be assessed on the extent to which they fall within the priority areas identified in Section I above and in the relevant EU strategic documents and/or action plans. For each type of project, it should be demonstrated that the objective of the project reflects a clearly identified need for action according to the EU's policy priorities in the field of Prevention, Preparedness and Consequence management of Terrorism and other Security related Risks. **(15 points)**
- (b) **Quality** of the proposed action regarding its conception, organisation, presentation, methodology, expertise, expected results and strategy for their dissemination. In particular, the ability of the project to attain the desired objective(s) will be assessed. **(25 points)**
- (c) **Value for money.** Amount requested for financial support and its appropriateness as to expected results. **(15 points)**
- (d) **Impact** of the expected results on the general objectives of the Programme and on measures taken in the different domains as specified in Articles 4 and 5 of the Council Decision. **(15 points)**
- (e) **European dimension.** Wide geographic scope of the project, in terms of partners, participants and the target groups, will be favoured. For national complementary projects, this criterion is replaced by the geographical scope of the measure they complement. For other national projects (starter measures and other actions), it is replaced by the potential geographical scope of follow-up measures. **(15 points)**
- (f) **Economies of scale.** Larger projects, in terms of for example ambition and participants, will be favoured. **(15 points)**

5. PRACTICAL INFORMATION ABOUT SUBMITTING AN APPLICATION

Applications must be submitted with the application form and budget form for this Call for proposals, which are available on the Europa web-site:

http://ec.europa.eu/justice_home/funding/cips/funding_cips_en.htm

The applicant must fill in the fields indicated and send back the document on a **diskette or CD-ROM** and in **three paper copies (one signed original plus two copies)**.

Applications submitted on an application form that has been altered or used before, as well as forms completed by hand, will be disqualified.

5.1. Documents to be submitted

The following documents must be submitted in triplicate:

- the application form for the Call for proposals, duly **completed, dated and signed by**

the person authorised to enter into legally binding commitments on behalf of the applicant; the applicant may wish to transmit a translation of his/her application in another language;

- a project estimated budget, **dated and signed, presented on the standard budget form** for the **Call for proposals**, including a detailed breakdown of expected expenditure and revenue, together with Annex 1 (simplified balance sheet), Annex 2 (simplified profit and loss account) and Annex 3 (summary timetable for implementation);
- an organisation chart and a description of the tasks of the staff, including the CVs of staff members responsible for carrying out the activities as specified in the project proposal;
- declarations by all partners (if applicable).

A single copy of the following documents is required for all applicants:

- the original of financial identification form filled in, dated and signed by the account holder, stamped by the applicant organization and signed and stamped by the bank concerned;
- the legal entities form, dated and signed by the applicant;
- the applicant organisation's annual activity programme for 2008 including the list of the planned activities and their timing, location and costs⁷;
- a report or description of the activities carried out by the organisation in 2006 and 2007⁸;
- evidence that the applicant can enter into financial commitments on behalf of the university (applicable only to universities or university departments).

In addition to the above mentioned documents, public institutions or bodies should provide:

- a copy of the resolution, law, decree or decision establishing the entity in question or, failing that, any other official document attesting the establishment of the entity;
- explanatory note on officials (for each person mentioned under heading A of the budget form) is filled in and signed by the representative of the organisation employing the official;

whilst, private institutions or bodies should also provide:

- the latest financial statements (balance sheet, profit and loss account), including audited accounts when required under the national law;

⁷ Public bodies need not to provide these documents when their grant application relates to a project in their special area of responsibility.

⁸ Ministries, law enforcement and judicial authorities do not need to provide these documents.

- an external audit report if the amount of grant awarded exceeds 500 000 euros; this audit report shall certify the account of the last financial year available;
- the forward budget for 2008 showing a detailed breakdown of the body's expected expenditure and revenue;
- evidence of legal status, including articles of association;
- a copy of any official document (e.g. Official Gazette, Register of companies, etc.) showing the contractor's name and address and the registration number given to it by the national authorities;
- a copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to above.

Applicants are free to provide any other documentation which they consider appropriate in support of their application.

5.2. Deadline for submitting applications

Applications must be submitted in a sealed envelope by registered mail, by courier service, or by hand-delivery to the address indicated below:

By post, to:

European Commission

Directorate-General Justice, Freedom, Security

Unit D4 Financial support

Call for proposals on the 2008 Programme "Prevention, preparedness and Consequence management of Terrorism and other security related risks"

Office LX-46 2/106

Rue de Luxembourg, 46

B-1049 Brussels

By courier service or by hand delivery, to:

European Commission

Directorate-General Justice, Freedom, Security

Unit D4 Financial support

Call for proposals on the 2008 Programme "Prevention, preparedness and Consequence management of Terrorism and other security related risks"

Office LX-46 2/106

Mail Department

Rue du Bourget, 1

B-1140 Brussels-Evere

Applications must be either:

- sent by registered mail or by courier service, posted or dispatched **not later than 15 May 2008** (as evidenced by the postmark or by the date of the deposit slip),
- received by hand-delivery (in person or by an agent) **not later than 15 May 2008 at 15.00** (Brussels time), in which case a receipt must be obtained as proof of submission, signed and dated by the official who took delivery.

Any application received after the deadline or at the wrong address will be automatically rejected.

5.3. Acknowledgement of receipt

Following the opening of proposals, the Commission will send an acknowledgement of receipt to all applicants, indicating whether or not the application was received prior to the deadline and informing them of the reference number of their application.

6. FURTHER INFORMATION

Applicants are invited to consult the "Guide to the Call for proposals" at the following address:

http://ec.europa.eu/justice_home/funding/cips/funding_cips_en.htm .

Questions may be sent by e-mail or by fax to the address or number listed below, indicating clearly the reference of the Call for Proposals:

e-mail address: JLS-CIPS@ec.europa.eu

Fax:+ 32 2 299 82 15

The Commission shall reply according to the code of good administrative behaviour within 15 working days from the receipt of the question.

6.1. Examination of applications

The Commission may contact applicants to request additional information at any time prior to taking its award decision. Failure to respond to such requests by the deadline set may lead to disqualification of the application. Applicants must take the necessary steps to ensure that they can be contacted rapidly up to the end of the selection process. Where the Commission contacts an applicant, this does not in any way constitute or reflect a pre-selection of the proposal on the part of the Commission.

The Evaluation Committee expects to complete its work by the **end of September 2008**. Applicants shall be informed of the outcome of their application within fifteen calendar days after the award decision has been taken, indicatively no later than the beginning of **November 2008**.

For beneficiaries of a grant under this programme, a pre-financing payment of 60% may be made after the signature of the grant agreement by both parties and in accordance with its terms. The Commission may require the beneficiary to lodge a guarantee in advance to limit the financial risks connected with the payment of pre-financing. The exact calculation of the final amount of the subvention will be done when the project has ended on the basis of supporting documents provided by beneficiary.

6.2. Ex-post publicity

All grants awarded in the course of a financial year must be published on the Internet site of the Community institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published by any other appropriate medium, including the Official Journal of the European Union. The following will be published:

- (1) the name and address of the beneficiaries;
- (2) the subject of the grant;
- (3) the amount awarded and the rate of funding of the costs of the project;

The European Commission may waive the above obligations if publication of the information could threaten the safety of the beneficiaries or harm their business interests. Beneficiaries of grants must clearly display acknowledgement of the support received from the EU.

7. DATA PROTECTION

The grant applications will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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 data⁶. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time. If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 195(1) of the EC Treaty and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities L 113 of 4 May 1994.