

Budapest, 30 June 2016

**CALL FOR PROPOSALS FOR GRANT AGREEMENTS  
FOR THE IMPLEMENTATION OF CEPOL TRAINING ACTIVITIES 2017  
RESTRICTED TO FRAMEWORK PARTNERS**

## 1. INTRODUCTION- BACKGROUND

Article 3(4) of the Regulation (EU) 2015/2219 of the European Parliament and of the Council of 25 November 2015 on the European Union Agency for Law enforcement Training (CEPOL) and replacing and repealing Council Decision 2005/681/JHA<sup>1</sup>, reflects recital 17 of the said Regulation according to which CEPOL should be able to award grants to the training and research institutes of Member States for the implementation of CEPOL's courses, seminars and conferences. Such grants should contribute to fostering cooperation between Member State training institutes within the network and to promoting the mutual recognition of law enforcement.

In line with the Decision of the Governing Board 25/2011/GB<sup>2</sup> and the Director's Decision No. 023/2016/DIR, the Executive Director of the European Police College (CEPOL), invites the CEPOL Framework Partners to send applications for the implementation of CEPOL's courses, seminars, workshops, conferences and online courses (hereafter referred to as 'activities' or 'training activities') in the year 2017.

The present Call for proposals (hereinafter referred to as "the Call") is procedurally governed by:

- Part 1, Title 6 of Council Regulation (EU, EURATOM) No 966/2012 of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002, as amended by Regulation (EU, EURATOM) 1929/2015 of the European Parliament and of the Council of 28 October 2015 (hereinafter 'EU Financial Regulation');
- Part 1, Title 6 of Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, as amended by Commission Delegated Regulation (EU) No 2015/2462 of 30 October 2015.

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<sup>1</sup> OJ L319, 4.12.2015, p.1.

<sup>2</sup> Decision 25/2011/GB of the Governing Board of the European Police College enacting the mandate the Director to establish and implement the grant application procedure and to conclude CEPOL Framework Partnership and Grant Agreements and repealing Governing Board Decision 26/2010/GB.

The present Call is based on CEPOL's Preliminary Work Programme 2017 as presented in the Single Programming document 2017-2019, available on CEPOL's website, and the List of Activities 2017 approved by the Governing Board on 24 May 2016.

## 2. OBJECTIVES

The present Call aims to contribute to the European law enforcement cooperation through learning that meets the highest level of international excellence. This will be achieved via the implementation of a series of training activities. The term 'training activities' refers to: courses, seminars, conferences and on-line activities. The topics that such training activities are meant to address have been approved by the Governing Board of CEPOL on the 35th Governing Board meeting held on 24-25 May 2016 in The Hague, Netherlands and are presented in the CEPOL Training catalogue for 2017 (see Annex 3).

As defined in the Training Catalogue training activities are available for application in two forms:

- single activities
- sets of activities. Activities within a set are not available for application as single activities.

Moreover, the nature of the activities can be:

- Residential
- Residential accompanied with an online course. In principle, the online course shall follow the curriculum and learning outcomes of the residential activity. Both parts are mandatory.

The carrying out of training activities consists of the following elements:

- Organising all the logistical aspects of the activities except the flights for the participants. The latter are to be organised by CEPOL.
- Carrying out the activities in line with the Decision of the Governing Board laying down administrative Rules, commitments and guidelines for its courses, seminars and conferences (30/2006/GB).
- Carrying out the activities in line with the Decision of the Governing Board laying down administrative Rules, commitments and guidelines for its webinars and online courses (13/2016/GB).
- Planning and implementing the activities at high quality covering all educational aspects (programme, learning outcomes/objectives, delivery methodology, trainers/lecturers, use of LMS, Common Curricula, online learning modules, research and science).
- Delivering of final report(s) in accordance with the requirements set in the Governing Board decision 30/2006/GB. More specifically, reporting on implemented activities, including each activity within a set, shall be in line with articles 4.14 and 4.15 of the Governing Board decision 30/2006/GB.

## PLANNED TIMELINE

- Publication of the Call on **30 June 2016**.
- Questions in relation to the grant application clarifications are to be received in writing no later than **23 September 2016**. Any questions received after the deadline will not be accepted. Responses to the questions will be communicated to all Framework Partners.
- Grant applications are to be dispatched or delivered in hand by the **21 October 2016**.
- Evaluation will be conducted by the **1 December 2016**.
- Grants will be awarded by **23 December 2016**.

Delays in budgetary procedures at European level may impact the planned timeline.

## 3. EVALUATION OF APPLICATIONS

The evaluation of the submitted applications will be performed by an independent Opening Committee and an independent Evaluation Committee, appointed by the Executive Director of CEPOL. The Evaluation Committee will be assisted by a member of CEPOL staff providing purely administrative support and having no voting rights. No observers will be admitted during the assessment of eligibility and evaluation process.

### The Opening Committee:

Shall screen the eligibility of the applications and the Selection criteria\_(see below under point 6 and 7).

### The Evaluation Committee:

Shall screen the award criteria (see below under point 8).

Failure to meet at any step the criteria shall exclude further evaluation of the application.

**During the application stage** contacts may be initiated by applicants for clarification concerning the terms and conditions or the form of submission. All such queries shall be sent in writing to CEPOL mailbox [grants@cepol.europa.eu](mailto:grants@cepol.europa.eu) no later than **23 September 2016**. Questions received after the deadline will not be responded to. Both queries and replies to such queries will be communicated to all Framework Partners using the DL.NCP.ALL e-mail distribution list, and a log of the questions and replies given will form an integral part of the Evaluation Report made by the Evaluation Committee. Character of the clarifications requested shall not call into question further evaluation process and its results.

Further contacts concerning the grant application procedure between the Evaluation Committee/Executive Director and applicants are **not** allowed and cannot serve for exchanging information on the evaluation of individual cases.

At the initiative of the Evaluation Committee members/Executive Director, contacts are allowed to clarify issues concerning the application which the Evaluation Committee or the Executive Director are not in a position to assess properly, as long as this contact is in line with the principle of equal treatment and does not give rise to legitimate expectations on the part of the applicants contacted. Such contacts will be recorded in writing and included in the Evaluation Report.

**After the award decision** contacts are allowed, where possible before individual budget commitments are made, for clarification by the Executive Director whether any changes in circumstances have occurred for the applicant which may affect the implementation of the original proposal. These contacts must be in compliance with the principle of equal treatment. Any changes shall not call into question the initial award decision. Where historical data on budget consumption indicates lower costs, negotiations will be held with the successful candidate in order to achieve realistic budget for the activity.

#### 4. BUDGET AVAILABLE AND FORM OF FINANCING

The total budget earmarked for the financing of projects financed under the present Call is **EUR 1,913,000** (EUR 1,792,000 for residential activities and EUR 121,000 for online courses). CEPOL will finance no more than 95% of the total eligible costs of an activity.

#### 5. ELIGIBLE APPLICATIONS

Failure to comply with the requirements and criteria set below will lead to the rejection of the application.

##### 6.1

- Applications must be sent to the correct address no later than the deadline for submitting applications referred to in section 3 (planned timeline).
- Applications must be submitted in writing, using the following documents: application forms (Annex 4), declaration on honour forms (Annex 8 and 9), financial proposal form (Annex 6 and if applicable Annex 7), and if applicable, the partnership forms (Annex 5).
- Applications must be submitted using the double envelope system as described under the point 12 in order to guarantee the confidentiality and integrity of data.

##### 6.2

Participation to the Call is restricted to the Framework Partners of CEPOL<sup>3</sup> for the period 2017-2020. Framework Partners may apply either individually or in a consortium of Framework Partners. It is noted that consortia are encouraged to apply for implementing the sets of activities.

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<sup>3</sup> See list of Partners on the website of CEPOL on the basis of the Decision of the Director of CEPOL on the "Call for Framework Partners to organise CEPOL courses, seminars, workshops and conferences in 2015-2018" adopted on 30 January 2014.

In the event of an individual submission, the submission of the application and all the other required documents is to be performed by the Framework Partner or a mandated entity as long as the latter is indicated in the Framework Partnership Agreement signed following the Call for Framework Partners.

In the event that an application is submitted by a consortium duly filled and signed Partnership Forms (see Annex 5) are required<sup>4</sup>. The leader of the consortium shall be responsible for the submission of the application and all the other required documents. Partners cannot withdraw their participation from a consortium from the moment a grant is awarded to the consortium and the grant agreement has been signed. Withdrawal is possible at any other stage prior to the signature of the grant agreement.

### 6.3

The type of activities eligible under this Call refers to the activities as described in the Training Catalogue 2017 (see Annex 3).

### 6.4

Applicants must sign a declaration on honour certifying that they are not in one of the situations referred to in articles 106 and 107 of the EU Financial Regulation (see Annex 8).

## 6. SELECTION CRITERIA

The selection criteria assess the applicant's ability to complete the proposed action or work programme (i.e the financial and operational capacity of the applicants). Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In this respect, applicants have to submit a declaration on honour (see Annex 9).

## 7. AWARD CRITERIA

The award criteria allow the evaluation of the quality of the proposals in relation to the objectives of the call. Received applications will be assessed on the basis of the following criteria:

1. Activity concept	– maximum points 20
2. Content details – residential part	– maximum points 40
3. Content details – online part	– maximum points 10
4. Learning environment	– maximum points 20
5. Cost effectiveness	- maximum points 10
<b>Total</b>	<b>- maximum points 100</b>

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<sup>4</sup> At the time of application scanned copies are acceptable, but original Partnership Forms must be received by the Agency before a grant agreement is signed.

It is noted that the assessment of the above criteria regarding conferences takes into account the fact that the level of learning outcomes and delivery/methodology for conferences do not have the same educational methodology and approach as courses and seminars (please refer to “Guidelines how to complete Grant Application”).

The evaluation will be in two-stages: the Evaluation Committee will evaluate the first 4 criteria listed under award criteria.

Only applications that reach the threshold of 70 points (out of 90) will be then evaluated for cost effectiveness. In the context of assessing the cost effectiveness, applications below the threshold of at least 5 (out of 10) points shall be rejected. The points for the financial bid are awarded as follows:

- 5 points: 0%-5% less than the maximum budget available;
- 7 points: 5%-15% less than the maximum budget available;
- 10 points: more than 15% less than the maximum budget available.

It is clarified that for set of activities, the above-mentioned two-stage evaluation is to be done by taking into account the average result for all activities with the set and the total budget for all activities respectively.

An application can be proposed for a grant by the Evaluation Committee provided the application:

- has reached the threshold of at least 75 points **and**
- has the highest rating within a group of applicants for the specific activity/ies.

The decision to award the grant shall be made by the Executive Director in his role of Authorising Officer on the basis of the recommendations made by the Evaluation Committee. This decision shall bear the form of an award decision, which will then be communicated to the applicant.

The Authorising Officer may depart from the recommendations made by the Evaluation Committee, if he/she feels this is appropriate and justified, e.g. in accordance with certain strategic priorities, while observing the compliance with submission criteria, the selection criteria and the award criteria laid down in the call for proposals.

## 8. FURTHER INFORMATION

Submission of a grant application implies acceptance of all the terms and conditions set out in this call. It is binding on the applicant to whom the grant is awarded for the duration of the grant agreement.

This invitation to apply for a grant is in no way binding on CEPOL. CEPOL's contractual obligation commences only upon signature of the grant agreement with the successful applicant.

Up to the point of signature, CEPOL may either abandon the grant application procedure or cancel the award procedure, without the candidates or applicants being entitled to claim any compensation. This decision must be substantiated and the candidates or applicants duly notified.

CEPOL retains ownership of all applications received under this call for grant applications. Consequently the applications cannot be returned to the applicants. CEPOL will not disseminate received grant applications to other applicants.

All cost incurred in preparing and submitting grant applications are borne by the applicants and cannot be reimbursed.

All applicants will be informed whether or not their application has been successful.

## **9. PROTECTION OF PERSONAL DATA IN RELATION TO GRANT PROCEDURES**

Processing a reply to the invitation to apply for a grant will involve the recording and processing of personal data (such as names and addresses). Such data will be processed pursuant to Regulation (EC) No 45/2001<sup>5</sup> 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. Unless indicated otherwise, replies to the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the invitation to apply for a grant and will be processed solely for that purpose by CEPOL. Applicants are entitled to obtain access to own personal data on request and to rectify any such data that is inaccurate or incomplete. If applicants have any queries concerning the processing of personal data, this can be addressed to CEPOL. Applicants have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of own personal data.

Applicants are informed that for the purposes of safeguarding the financial interest of the EU personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Data of economic operators which are in one of the situations referred to in Articles 131 of the Financial Regulation may be included in a central database and communicated to the designated persons of the European Commission. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, up on request to the accounting officer of the Commission.

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<sup>5</sup> Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000

## 10. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

In order to qualify for a grant for the implementation of training activities, the following forms must be completed, signed and submitted:

- Application Form (Annex 4: one for each activity/each set of activities).
- Partnership Form for each consortium partner, duly filled and signed (Annex 5: one for each consortium partner). At the time of application scanned copies are accepted, however, originals must be received by the Agency before signature of a grant agreement.
- Financial Proposal Form for residential activity (Annex 6).
- If applicable, Financial Proposal Form for on-line course (Annex 7).
- Declaration on honour regarding Article 106 and 107 of the EU Financial Regulation (Annex 8).
- Declaration on honour regarding selection criteria (Annex 9).

All the forms must be:

- signed by a person authorised to sign legally binding commitments on behalf of the applicant,
- filled in by computer so that there can be no doubt as to words and figures;
- drawn up using solely the forms annexed to the present Call.

More specifically:

Each activity application must be submitted in its own sealed individual envelope with the activity number/reference numbers of set of activities indicated on the envelope. This individual activity envelope must contain the following items:

- 1) **Application form (Annex 4) and declaration on honour forms (Annex 8 and Annex 9) in one original and two copies**, duly completed, and dated and signed by the person authorised to enter into legally binding commitments on behalf of the applicant.
- 2) **One set of either originals or copies of Partnership Forms (Annex 5) for each of the Consortium Member** duly filled and signed if the application is submitted by a consortium. This set of forms shall be attached to the original application form. Copies of the forms are accepted at a time of submission, but originals must be received by the Agency before signature a grant agreement in case a grant is awarded.

**And**



3) a **separate envelope containing the financial proposal form (Annex 6 sheet "Budget estimate" and sheet "Trainers cost" as well) in one original, and the form of Annex 7 in one original, if applicable, duly completed, and dated and signed by the person authorised to enter into legally binding commitments on behalf of the applicant. The envelope containing the financial bid shall be clearly marked in order to be distinguished from the content application form.**

If you are interested in this Call, you should submit the application documents as described above.

**Please submit the documents to the following address:**

Attn: Training and Research Unit - Grants  
European Police College (CEPOL)  
1903 Budapest  
Pf. 314  
Hungary

Please note that application documents may not be submitted by electronic mail or by fax. Any application submitted in such a way will be immediately eliminated from the procedure.

Application documents can be submitted in the following way:

- Either by **registered post or by courier service**, dispatched no later than **21 October 2016**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip.
- **Or by hand delivery** to CEPOL premises no later than **21 October 2016; 15:00 (GMT+1)**, directly or by a representative of the applicant. In this case, a receipt must be obtained as proof of submission, signed and dated by the CEPOL Reception taking delivery. Please note that CEPOL core hours on Friday are 09:30-12:00 hrs and 13:00-14:00. In order to ensure punctual hand delivery, the applicants are strongly advised to take into account the time needed for security checks when entering the CEPOL premises and for the actual handover of its application procedure to the CEPOL official in charge of taking delivery. CEPOL may not be held liable for any delays incurred by the applicants when in CEPOL's premises; the applicant alone is responsible for ensuring that its application procedure is delivered on time.

Both the **outer and the inner envelopes** must carry the following information:

**Grant Application Procedure for CEPOL Training Activities 2017**

**Attn: Training and Research Unit – Grants**

**Activity Number(s):**

**GRANT APPLICATION - NOT TO BE OPENED**

Name of the Applicant: -----

Address of the Applicant: -----

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If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape.

Yours sincerely,



Dr Ferenc Bánfi,

Executive Director of the European Police College (CEPOL)

Encl:

- Annex 2: Application Guide
- Annex 3: CEPOL Training Catalogue 2017
- Annex 4: Application Form Courses, Seminars and Conferences
- Annex 5: Partnership Form – for Consortia
- Annex 6: Financial Proposal Form for residential activity
- Annex 7: Financial Proposal Form for on-line course
- Annex 8: Declaration on honour (regarding Article 106 and 107 of the EU Financial Regulation)
- Annex 9: Declaration on honour (regarding selection criteria)