

Budapest, 08 July 2015

**CALL FOR PROPOSALS FOR GRANT AGREEMENTS**  
**FOR THE IMPLEMENTATION OF CEPOL TRAINING ACTIVITIES 2016**  
**RESTRICTED TO FRAMEWORK PARTNERS**

Within the framework of the Council Decision JHA/681/2005<sup>1</sup> and GB Decision 25/2011/GB<sup>2</sup> as well as the Director's Decision No. 032/2015 the Director of the European Police College (CEPOL), invites the CEPOL Framework Partners to send applications for the implementation of CEPOL's courses, seminars, workshops and conferences (hereafter referred to as "activities" or "training activities") in the year 2016.

### **1. Objectives**

The objective of the implementation of training activities is to contribute to European Police Cooperation through learning to the benefit of European citizens. The quality of these training activities must correspond with the highest level of international excellence.

Grants will be awarded to those applicants that comply with the criteria as described below. These were pre-defined on the level of compliance with submission criteria; quality of content and cost efficiency.

### **2. Form of financing and available budget**

The funding for the implementation of CEPOL's training activity is done on the basis of grant agreements. Grants are direct financial contributions from the EU's budget in order to finance an action intended to help achieve an objective forming part of a European Union policy.

Total amount of this call is **EUR 1,814,940.00** CEPOL will finance no more than 95% of the total eligible costs of an activity.

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<sup>1</sup> See in particular Art. 7 and Art. 11

<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.

### 3. Scope

The training activities include three types: courses, seminars and conferences<sup>3</sup>; online activities are excluded. The topics are as approved by the CEPOL Governing Board<sup>4</sup> and as listed in the CEPOL Training Catalogue 2016 (Annex 3).

The organisation procedure shall include the following elements:

- the logistical organisation of the activities – except the flights for the participants – ,
- the financial and administration procedures before during and after the activity in line with the Governing Board Decision 30/2006/GB,
- the planning and implementation of the activity 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),
- the delivery of a final report in accordance with the requirements of GB 30/2006.

The flights for all CEPOL activities will be organised centrally by the Agency for the participants.

### 4. Terms and conditions

#### 4.1 Pre-condition

This call for proposals is restricted to CEPOL Framework Partners. Framework Partnership Agreements must have been concluded as a result of the Decision of the Director 02/2014/DIR on the “Call for Framework Partners to organise CEPOL courses, seminars, workshops and conferences in 2015-2018” adopted on 30 January 2014.

#### 4.2 Application individually or by a consortium

Framework Partners may apply for the implementation of the CEPOL activities either individually or by consortium of Framework Partners.

As defined in the Training Catalogue (Annex 3) 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**.

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<sup>3</sup> For definition of the types of activities please see Appendix i of the “Guidelines for Grant Application Procedure”.

<sup>4</sup> Decision 20/2015/GB

Consortia are encouraged particularly for the implementation of the sets of activities. In case a consortium is applying, duly filled and signed Partnership Forms (Annex 5) shall be submitted. 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. Partners, who have committed to a consortium at the time of application, may step back later from the consortium, but not after signing a grant agreement in case a grant is awarded to the consortium. Consortium leader is responsible for the submission of all required application documents. 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.

#### ***4.3 Application Forms***

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 (Annex 6).

#### ***4.4 Content of submission***

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) 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) in one original**, 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.

#### *4.5 Means of submission*

If you are interested in this grant agreement, you should submit the application documents as described above under point 4.3.

**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 may be submitted in the following way:

- Either by **registered post or by courier service**, dispatched no later than **23 October 2015**, 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 **22 October 2015; 17:30 (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 working hours are 09:00-17:30 hrs from Monday to Thursday and 09:00-15:30 on Friday. It is closed on Saturdays, Sundays and CEPOL Public Holidays. Please note that 23 October is a CEPOL Public Holiday. 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 2016**

**Attn: Training 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.

#### **4.6 Eligibility Criteria**

In order to be eligible for evaluation the following requirements **must** be fulfilled:

- The documents must be submitted by the Framework Partners or mandated entities duly indicated in the Framework Partnership Agreements signed as a result of the Decision of the Director 02/2014/DIR on the “Call for Framework Partners to organise CEPOL courses, seminars, workshops and conferences in 2015-2018” adopted on 30 January 2014.
- The documents must be sent on time, in line with the deadline indicated in the call for applications, and to the correct address;
- The documents of substance must be included in the proposal, these being the application forms (Annex 4), the financial proposal form (Annex 6), and if applicable, the partnership forms (Annex 5);
- Applications must be submitted using the double envelope system as described under the point 4.4 in order to guarantee the confidentiality and integrity of data.

Remember, application for each activity/each set of activities must have its own envelope. Inside this envelop is one original and 2 copies of the application form (Annex 4), one original (if available) or a copy/ies of partnership form/s (Annex 5) of all reported partners when applying as a consortium. Also inside this envelope is another envelope specifically

marked containing the financial proposal of the application (Annex 6 – sheet “Budget estimate” and sheet “Trainers cost” as well).

If any of these requirements are not fulfilled the application will be considered invalid and will not enter the evaluation stage.

#### 4.7 Evaluation criteria

Evaluation will be done by an independent Evaluation Committee, appointed by the Director of CEPOL, on the basis of pre-defined quality criteria as described in the call for proposals. Criteria for conferences will differ on the level of learning outcomes and delivery/methodology as conferences do not have the same educational methodology and approach as courses and seminars (please refer to “Guidelines how to complete Grant Application”).

**No observers** will be admitted during the assessment of eligibility and evaluation process.

#### Evaluation criteria for single activities:

Evaluation of the proposal will be done in three steps for each individual application:

- a) The content proposal will be evaluated in accordance with the pre-defined criteria. Only if the proposal reaches a minimum of 60 (out of 80) points will the application qualify for the second step, which will consist in the evaluation of
- b) the financial proposal. In order to qualify for a grant, the application must reach at least 10 (out of 20) points.
- c) An application can be proposed for a grant by the Evaluation Committee provided the application has reached at least 70 points **and** the highest rating within a group of applicants for the specific activity/ies.

The evaluation procedure will be done on the basis of evaluation criteria and awarding criteria.

#### a) Evaluation criteria assess the following areas:

- |   |                  |    |
|---|------------------|----|
| ▪ Content   | – maximum points | 30 |
| ▪ Learning outcomes (for courses/seminars/workshops) or Objectives (for conferences only) | – maximum points | 10 |
| ▪ Delivery/methodology  | – maximum points | 30 |
| ▪ Organisation  | – maximum points | 10 |
| ▪ Cost effectiveness  | – maximum points | 20 |

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**Total** maximum points **100**

**Evaluation criteria for a set of activities:**

Evaluation of the proposal will be done in three steps for each individual application:

- d) The content proposal for each activity within a set will be evaluated in accordance with the pre-defined criteria. Average result for all activities within the set will be used. Only if the average of the proposal reaches a minimum of 60 (out of 80) points will the application qualify for the second step, which will consist in the evaluation of
- e) The financial proposal. Total budget of all activities within the set will be evaluated. In order to qualify for a grant, the application must reach at least 10 (out of 20) points.
- f) An application can be proposed for a grant by the Evaluation Committee provided the application has reached at least 70 points **and** the highest rating within a group of applicants for the specific set of activities.

The evaluation procedure will be done on the basis of evaluation criteria and awarding criteria.

**b) Evaluation criteria** assess the following areas:

▪ Content	– maximum points 30
▪ Learning outcomes (for courses/seminars/workshops) or Objectives (for conferences only)	– maximum points 10
▪ Delivery/methodology	– maximum points 30
▪ Organisation	– maximum points 10
▪ Cost effectiveness	– maximum points 20
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<b>Total</b>	<b>maximum points 100</b>

**4.8 Awarding criteria**

**Awarding criteria** refer to the conditions to be fulfilled in order to receive a grant:

- reaching the threshold
- and**
- the highest rating within a group of applicants for a specific activity.

**Note:** In case of activities 10/2016, 11/2016, 33/2016, where the course content is developed and delivered by Europol in close cooperation with CEPOL and in case of 59/2016, where the course content had been developed by CEPOL expert groups sections of the Application Form: 2.1.3-2.1.5; 2.2; 2.3.1-2.3.3; 2.3.6; 2.4 shall not be completed. Maximum number of points will be automatically allocated for these sections.

It is different for the activities 57/2016, 68/2016, 69/2016, where the course curriculum developed by CEPOL expert groups shall be followed when developing the content by the applicant. For these activities the content will be evaluated and it is required that the applicant offers the content in line with these course curricula.

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 (content and financial) and the award criteria laid down in the call for proposals.

#### **4.9 Contact**

Member States are encouraged to contact each other on possibilities to support implementation of specific activities. This can be done bilaterally or using the platform for National Contact Points on the LMS.

**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 **30 September 2015**. 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.

**During the evaluation stage** contacts concerning the grant application procedure between the Evaluation Committee/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/Director, contacts are allowed to clarify issues concerning the application which the Evaluation Committee or the 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 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.



#### **4.10 Other terms and conditions**

Application, partnership and financial proposal forms must be:

- signed by an authorised signatory legally representing the organisation;
- perfectly legible so that there can be no doubt as to words and figures;
- drawn up using the provided forms only.

#### **4.11 Acceptance of terms and conditions**

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.

### **5. Assessment of eligibility and evaluation procedure**

Eligibility will be assessed by a member of the Opening Committee and an officer providing administrative support to the committee. Evaluation of the applications will be conducted by an independent Evaluation Committee appointed by the Director of CEPOL on the basis of the detailed pre-defined criteria.

Evaluation Committee will be assisted by a member of CEPOL staff providing purely administrative support and having no voting rights.

The final decision for awarding will be made by the Director as the Authorising Officer on the basis of the recommendations made by the Evaluation Committee.

This decision will be put into a formal award decision, which will then be communicated to the applicant.

### **6. Planned timeline**

- Questions in relation to the grant application clarifications are to be received in writing no later than 30 September 2015
- Grant applications are to be dispatched no later than the 23 October 2015 (hand delivery no later than 22 October 2015)
- Evaluation will be conducted by the 4 December 2015
- Grants will be awarded by 18 December 2015

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

## 7. Further information

- 7.1 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.
- 7.2 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.
- 7.3 CEPOL retains ownership of all applications received under this call for grant applications. Consequently the applications cannot be returned to the applicants.
- 7.4 All cost incurred in preparing and submitting grant applications are borne by the applicants and cannot be reimbursed.
- 7.5 All applicants will be informed whether or not their application has been successful.
- 7.6 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.
- 7.7 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).
- 7.8 Data of economic operators which are in one of the situations referred to in Articles 131 of the Financial Regulation<sup>6</sup> 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

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

<sup>6</sup> REGULATION (EU, EURATOM) No 966/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL 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, Official Journal L298 of 26/10/2012

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.

Yours sincerely,



Dr Ferenc Bánfi,

Director of the European Police College (CEPOL)

Encl:

- Annex 2: Application Guide
- Annex 3: CEPOL Training Catalogue 2016
- Annex 4: Application Form Courses, Seminars and Conferences
- Annex 5: Partnership Form – for Consortia
- Annex 6: Financial Proposal Form