

Questions and Answers

Clarifications to Call for proposals for grant agreements for the implementation of CEPOL residential activities 2020

I. Clarifications received and responded before the deadline 27 September

Clarification No 1 - 6 (response give on 30 August 2019): Questions related to the date of implementation, 5 % contribution, taxes, international travel expenses, EC contact and set of activities

Dear CEPOL Framework Partners,

I would like to inform you that we have received four queries regarding the “Call for Proposals for Grant Agreements for the Implementation of Residential Training Activities 2020” from Latvia. Hereby I am pleased to share the original questions and the responses with you.

Clarification No 1 – date of implementation

Question: We can choose quarters for activity implementation, or CEPOL propose these quarters and dates for activity's?

Answer: The application form (Annex 4 of the Call for proposal) contains a recommendation when the course could be scheduled as we do not want all CEPOL activities done at the same time. However this recommended quarter of implementation is not obligatory. CEPOL fully understands that the national institutions have their own obligations therefore this recommended date can be changed if you wish to do so. **So the final decision on the date is yours. If you want to organise an activity in a different quarter please indicate that in your grant application under point 2.6 “Specific comments”.** In general CEPOL prefers the early implementation of training activities so if you decide to deliver the activity earlier that would please us very much.

Clarification No 2 – 5 % contribution

Question: 5% contribution from our institution – what expenses that could be? And if we need to provide You with any invoices or documents after implementation of activity?

Answer: In principle every EU project must be co-financed by the winner of the grant that is why we have the 5 % contribution specifically indicated in the budget. The 5 % contribution from your institution can cover various expenses: for example the working time that your institution`s employees spend on designing and implementing the activity, the utility costs that could be associated with the organisation of the course etc. **These costs do need to be**

proven in the financial report anymore. So there is no need to send any invoice or financial document on that part of the budget. CEPOL does believe that your contribution amounts to that required 5 %.

Clarification No 3 – taxes

Question: Is the taxes included in the amount stated in training catalogue?

Answer: This depends on the country`s national legislation/rules. Where countries are able to reclaim VAT on the costs of the organised training, those countries should deduct the amount of VAT when reporting on financial claims. In those countries where this is not possible (e.g Latvia as we understand from the experience) we reimburse the full amount (costs including VAT).

Clarification No 4 – international travel

Question: CEPOL covers expenses for international travel, and that is not included in course budget, but trainers is (we are buying tickets for trainers, and later, reimburse this from CEPOL?) Is that correct?

Answer: Yes this is the correct interpretation of the rules. Participants` travel is directly financed by CEPOL and that cost is not included in the course`s budget. **On the other hand trainers` travel costs must be financed from the course`s budget and travel must be arranged by the organiser country.** These expenses as part of the overall budget will be reimbursed by CEPOL after the financial report is submitted.

Clarification No 5 – contact DG HOME

Question: Is it possible to find contact details for DG-Home, as we intend to write application for one of courses that is in cooperation with them?

Answer: General contact in CEPOL matters: Giulia.CAMOZZINI@ec.europa.eu

SIS and SIRENE matters: Karolina.KLIZAITTE@ec.europa.eu

Police cooperation matters: Aleksandra.TUKISA@ec.europa.eu (officer will start only in September)

There are many changes now in the EC contact persons in this area so if these contacts would not work please request rima.narkeviciene@cepol.europa.eu for further support.

Clarification No 6 – contact DG HOME

Question: Activities 46/47 are set of activities, our representatives would like to apply in consortium, shall we look for partners somewhere? Or do they look for partners for themselves (I think they would have idea about which country it could be). I would like to know how it happen when they don't have partners yet, or idea who it could be.

Answer: It is the applying Framework Partner`s sole responsibility to establish the applying consortium and to look for consortium partners. EC will not do that on your

behalf. Nevertheless of course you may search for partners via various ways (e.g SIRENE community in this case) and receive advice from the relevant professional networks, but please keep the relevant partners` CEPOL National Units fully informed.

Kind regards,

Gabor Bota

Clarification No 7 (response give on 20 September 2019): Questions related to the costs of lecture and research material

Dear CEPOL Framework Partners,

I would like to inform you that we have received a query regarding the “Call for Proposals for Grant Agreements for the Implementation of Residential Training Activities 2020” from Poland. Hereby I am pleased to share the original questions and the responses with you.

Question: I’ve got a question regarding CEPOL course **77/2020 Disaster victim identification**. Paragraph 2.14 of Integrated Guidance Note (ING) states about Cost of Lecture and Research Materials. Conducting practical classes crime scene management and activities related for the purposes of implementing the CEPOL 77/2020 course requires the purchase of, among others:

- protective tapes
 - gloves
 - Coveralls
 - useable parts of the case forensic technician
 - possible rental of tents and manikin to simulate human corpses (if needed)
- The question is whether the costs associated with the purchase of the above items can be accounted for as research materials and put into a budget?

Answer: Yes the costs of these equipment necessary for simulation/practical exercises can be covered by the course budget. (indeed the relevant budget line is 2.14 “Lecture and research material”). The amount of lecture and research material shall be proportional to the size of the group and number of participants and trainers and the purpose of the material is to facilitate the training and learning only.

Kind regards,

Gabor Bota - CEPOL

Clarification No 8 (response give on 20 September 2019): Questions related to the reserve activities, workshop for AM, hotel ceilings

Dear CEPOL Framework Partners,

I would like to inform you that we have received a query regarding the “Call for Proposals for Grant Agreements for the Implementation of Residential Training Activities 2020” from Latvia. Hereby I am pleased to share the original questions and the responses with you.

Questions:

- For reserve courses – When it could be information when residential activity could be implemented? I will explain – Our colleagues will fill in application, send it. They would choose Q3 or Q4 for implementation. What time they would receive information about grant awarding and if there are enough resources for implementation?
- I would like to ask, if this year will be Activity manager courses?
- Where we could get accommodation ceilings for EU countries? I found only T85 in Educators Support in LMS.

Answers:

The fate of reserve courses will be decided together with other granted courses in December 2019. So you will be informed in the end of December 2019 whether the reserve course that you applied for can be implemented. The signature process of the grant agreements will be launched in January 2020. Of course priority will be given to sign the agreement of early courses (Q1 and Q2).

CEPOL will do everything to organise the workshop for activity managers – again - as that is considered to be an essential quality assurance measure. The workshop is foreseen to take place in late February/early March. Formal decision on this event will be made only in December in view of the number of successful grant applications and the available resources.

Please see below the link for the Article 13(2)(a) of Annex VII to the Staff Regulations about the hotel ceilings.

<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R1611&from=EN>

Kind regards,

Gabor Bota - CEPOL