CONDITIONS FOR AWARDING GRANTS WITHOUT A CALL FOR PROPOSAL – ACTIVATION OF EMERGENCY SUPPORT INSTRUMENT IN RESPONSE TO THE COVID-19 PANDEMIC

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1. **INTRODUCTION**

Council Regulation (EU) 2020/521 of 14 April 2020 activating the emergency support under Regulation (EU) 2016/369 (“Emergency Support Instrument” or “ESI”), and amending its provisions taking into account the COVID-19 outbreak, was designed to give rapid and flexible assistance to the Member States in the current exceptional circumstances in response to the COVID-19 emergency.


In particular, it establishes that grants may be awarded without a call for proposals, in accordance with the conditions set out in its Annex.

2. **OBJECTIVE – THEMES – PRIORITIES**

The Commission will finance emergency support actions which provide a needs-based emergency response, complementing the response of the affected Member States, aimed at preserving life, preventing and alleviating human suffering, and maintaining human dignity wherever the need arises as a result of the COVID-19 emergency.

The action should fall under one of the following areas:

1. **Cargo transport** (e.g. assistance and relief items) from third countries into the EU and within the EU;
2. **Transfer of patients** within the EU and from the EU to third countries;
3. **Transport of medical personnel and teams**, within the EU and into the EU from third countries, as well as operational support for mobile medical response capacities.

3. **TIMETABLE**

<table>
<thead>
<tr>
<th>Steps</th>
<th>Date and time or indicative period</th>
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<tbody>
<tr>
<td>(a)</td>
<td>Invitation to submit applications (earliest submission)</td>
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<td>(b)</td>
<td><strong>Deadline for submitting applications</strong></td>
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<td>1. Cargo transport (e.g. assistance and relief items) from third countries into the EU and within the EU;</td>
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<td>2. Transfer of patients within the EU and from the EU to third countries;</td>
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<td>3. Transport of medical personnel and teams, within the EU and into the EU from third countries, as well as operational support for mobile medical response capacities.</td>
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<tr>
<td>(c)</td>
<td>Evaluation period</td>
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4. **BUDGET AVAILABLE**

The Commission has reserved EUR 220 million for the Mobility Package which will be allocated between the three actions based on the needs signalled by Member States. The provisional indicative distribution will be as follows: EUR 100 million for cargo; EUR 100 million for transport of medical staff and teams and mobile medical response capabilities’ operating costs; and EUR 20 million for patient transfer. However, the Commission reserves the right to decide the final allocation for each action according to an assessment made by the Commission of the needs received from Member States, in line with the conditions for eligibility and available funding. The Commission also reserves the right not to allocate the full amount available.

As well as being for direct grants, these amounts will also be available to Member States via requests to use the Commission’s transport broker in those cases where direct implementation of the operation by the Member State is not possible.

Under the ESI support, the Commission may bear up to 100% of the eligible costs, where requested, depending on the available budget and in line with sound financial management.

5. **ADMISSIBILITY REQUIREMENTS**

In order to be admissible, applications must be:

- sent no later than the deadline for submitting applications referred to in section 3;
- submitted in writing, using the electronic submission system CECIS.

Failure to comply with those requirements will lead to rejection of the application.

6. **ELIGIBILITY CRITERIA**

6.1. **Eligible applicants**

Proposals may be submitted by any of the following applicants:

Any Member State authority (national, regional and local authorities and other public bodies; or private law bodies with a public service mission). The United Kingdom will

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1 Please see the *Guidance note on the implementation of transport support under the Emergency Support Instrument* for more details.

2 *Articles 194(1)(b) and 197 FR*

3 Private law bodies with a public service mission are considered as such provided they satisfy the following criteria:
be eligible during the transition period under the Withdrawal Agreement (until 31 December 2020).

Applicants will need to be registered in ABAC, the accounting system of the European Commission. It is possible to apply to be registered in ABAC via a link provided in the application form.

**Country of establishment**

Only applications from legal entities established in the following countries are eligible:

- EU Member States;
- The United Kingdom during the transition period under the Withdrawal Agreement (until 31 December 2020).

**Supporting documents**

- Grant application form, including the opinion of the Member State on whether the action is of public benefit and fits into the national response plan.
- In the case of private law bodies with a public service mission, please note the documentation requirements set out in sections 8.1 and 8.2.

**6.2. Eligible activities**

The following types of activities are eligible under this direct grant:

1. Cargo transport (e.g. assistance and relief items) from third countries into the EU and within the EU.
2. Transfer of patients within the EU and from the EU to third countries;
3. Transport of medical personnel and teams, within the EU and into the EU from third countries, as well as operational support for mobile medical response capacities.

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a) they have legal personality under the private law of a Member State (including Member State Organisations); and
b) they have been entrusted with a public service mission:
   (i) which must be acknowledged through a dedicated legislative or administrative/executive legal act of a public authority; or, in case of doubt
   (ii) which can be established if they fulfil the following cumulative substantial requirements:
      i. they are established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character,
      ii. they are (1) financed, for the most part, by the State, regional or local authorities, or by other public law bodies; or (2) are subject to management supervision by those authorities or bodies; or (3) have an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities, or by other public law bodies.

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4 Provided transport arrives at its country of destination within two months from the deadline given to Member States for submission of applications, see also section 6.3 below.
6.3. Implementation period

The grant can be awarded for past or future actions.

For transport, applications will only be eligible for operations that arrive at the country of destination on or after 24 April 2020 (the date of entry into force of the Financing Decision).

In addition, for cargo transport (not for transfer of patients or transport of medical personnel):

- items must have been ordered after 1 February 2020 (date from which the Council Regulation activating the ESI allowed retrospective application).
- requests can only be for transport that will arrive at its final destination within two months from the deadline given to Member States for submission of applications (deadline only applies for cargo applications).

For operating costs, only operations that started on or after 24 April 2020 will be eligible, and in this case actions may not last more than three months (renewable under express approval from the Commission).

7. Exclusion Criteria

The authorising officer shall exclude an applicant from participating in grant procedures where that applicant is in one or more of the exclusion situations listed in Article 136 of the Financial Regulation.6

If an applicant declares one of the situations of exclusion listed in Article 136 of the Financial Regulation, it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration.

Applicants must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 of the Financial Regulation, by filling in the relevant form attached to the application form accompanying this grant documentation and available at: https://ec.europa.eu/info/live-work-travel-eu/health/coronavirus-response/emergency-support-instrument_en

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5 Operational support is defined as operating costs. Such costs can be funded for any mobile medical response capacities, defined as any mobile unit of medical personnel, as appropriately supported by all required equipment and supplies, capable of delivering the intended medical assistance and relief. This funding can be for an initial maximum duration of 3 months (renewable under express approval from the Commission). Operating costs will include all the costs of running a capacity during an operation that are necessary to make it operationally effective. Such costs may encompass, as appropriate, costs related to personnel, transport, logistics, consumables and supplies, maintenance, as well as other costs necessary to ensure the effective use of such capacities.

8. **SELECTION CRITERIA**

8.1. **Financial capacity**

The verification of financial capacity shall not apply to applicants which are public bodies, including Member State organisations.

Other applicants (i.e. private law bodies with a public service mission) must have stable and sufficient sources of funding to maintain their activity throughout the duration of the grant and to participate in its funding. The applicants’ financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

a) Low value grants (≤ EUR 60 000):
   - a declaration on their honour.

b) Grants > EUR 60 000:
   - a declaration on their honour, and
   
   EITHER
   - the profit and loss account as well as the balance sheet for the last financial year for which the accounts were closed;
   - for newly created entities: the business plan might replace the above documents;

   OR
   - the table provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

8.2. **Operational capacity**

The adequate operational expertise is already deemed to exist with respect to Member States, national authorities and other public bodies, as well as private law bodies with a public service mission, active in the context of the Union Civil Protection Mechanism.

Other applicants must have the professional competencies to complete the proposed action. Such competencies will be assessed based on the scope of activities of the applicant, as evidenced by any available information, such as, in particular, activity reports and equivalent documentation.

9. **AWARD**

Eligible applications/projects must fulfil all of the following conditions:

- be directly related to the response to the Covid-19 emergency;
- be of public benefit and fit into the national response plan;
- be cross-border (for operations within the EU);

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7 Article 198 FR
8 Article 198 FR.
9 The number of years requested may not exceed three years (Article 196 (c) FR).
10 Article 196 and 198 FR.
11 Article 199 FR.
be consistent with sound financial management\textsuperscript{12};

have not received any other EU funding.

10. LEGAL COMMITMENTS

In the event of a grant awarded by the Commission, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the applicant, as well as the information on the procedure to formalise the agreement of the parties.

Two copies of the original agreement must be signed by the beneficiary, and one copy returned to the Commission immediately (at the latest within 15 calendar days).

11. FINANCIAL PROVISIONS

11.1. Form of the grant - Reimbursement of costs actually incurred

The grant will be defined by applying a maximum co-financing rate of 100% to the eligible costs actually incurred and declared by the beneficiary.

11.2. Eligible costs

Eligible costs are costs arising directly from the transport and logistical operations necessary and appropriate to ensure the proper and expeditious achievement of the actions mentioned under heading 2, necessary to respond to the needs resulting from the COVID-19 outbreak, including the operating costs of mobile medical response capacities. Such related logistical support includes, but is not limited to: local transport; transit and warehousing of the assistance and relief items; and persons covered by the action.

Eligible costs shall meet all the following criteria:

- they are incurred by the beneficiary;
- they are incurred during the duration of the action (with the exception of costs relating to final reports and audit certificates);
- they are indicated in the estimated budget of the action;
- they are necessary for the implementation of the action which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

\textsuperscript{12} As defined in the Financial Regulation, Article 2 (59): “sound financial management” means implementation of the budget in accordance with the principles of economy, efficiency and effectiveness.”
The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

Eligible costs may be direct, but may not be indirect.

11.2.1. Eligible direct costs

The eligible direct costs for the action are those costs which:

with due regard to the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as:

(a) the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary’s usual policy on remuneration.

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

Please find more details on permitted personnel costs and recommended methods for the calculation of direct personnel costs in the Grant Agreement / Appendix.
(b) salary costs of the personnel of national administrations are eligible only 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.

costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary’s usual practices on travel;

(c) costs of consumables and supplies, provided that they:

(i) are purchased in accordance with the rules on implementation contracts laid down in the grant agreement; and

(ii) are directly assigned to the action;

(d) costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the rules on implementation contracts laid down in the grant agreement;

(e) costs derived from subcontracts, provided that specific conditions on subcontracting as laid down in the grant agreement are met;

(f) duties, taxes and charges paid by the beneficiary, but not including value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the grant agreement.

11.2.2. Indirect costs (overheads)

Not applicable.

11.3. Ineligible costs

The following items are not considered as eligible costs:

a) return on capital and dividends paid by a beneficiary;

b) debt and debt service charges;

c) provisions for losses or debts;

d) interest owed;

e) doubtful debts;

f) exchange losses;

g) costs of transfers from the Commission charged by the bank of a beneficiary;

h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State
and financed from the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.

i) contributions in kind from third parties;

j) excessive or reckless expenditure;

k) VAT.

l) Indirect costs.

11.4. Balanced budget

The estimated budget of the action must be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants for whom costs will not be incurred in euros should use the exchange rate published in the Official Journal of the European Union.

11.5. Calculation of the final grant amount

The final amount of the grant is calculated by the Commission at the time of the payment of the balance. For more details see Article art. II.25 of the Grant Agreement.

11.6. Reporting and payment arrangements

11.6.1 Payment arrangements

The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents provided below and detailed in the grant agreement:

<table>
<thead>
<tr>
<th>Payment request</th>
<th>Accompanying documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment of the balance</td>
<td>(a) final technical / operational report</td>
</tr>
<tr>
<td></td>
<td>(b) final financial statement</td>
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<tr>
<td></td>
<td>(c) Certificate on Financial Statement if grant is equal to or exceeding EUR 750 000</td>
</tr>
</tbody>
</table>

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13 Article 196(1)(e) FR

14 Article 115 FR

15 Article 203(2) FR
11.7. Other financial conditions

a) **Non-cumulative award**[^17]

An action may only receive one grant from the EU budget.

Under no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the grant application the sources and amounts of Union funding received or applied for the same action or part of the action or for its (the applicant's) functioning during the same financial year as well as any other funding received or applied for the same action.^[18]

b) **Retroactivity**[^19]

Grants may be awarded retroactively under the conditions in section 6.3.

c) **Implementation contracts/subcontracting**[^20]

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU must comply with the applicable national public procurement rules.

Beneficiaries may subcontract tasks forming part of the action or the entire action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

a) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;

b) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;

c) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Commission. The Commission may grant approval:

[^16]: Article 115(2) FR
[^17]: Article 191 FR
[^18]: Article 196(1)(f) FR
[^19]: Article 193 FR
[^20]: Article 205 FR
(i) before any recourse to subcontracting, if the beneficiaries request an amendment
(ii) after recourse to subcontracting if the subcontracting:
   – is specifically justified in the final technical report and
   – does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;

d) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

d) Financial support to third parties

Not applicable.

12. Publicity

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union’s contribution in all publications or in conjunction with activities for which the grant is used, in accordance with the visibility requirements in annex.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

If this requirement is not fully complied with, the beneficiary’s grant may be reduced in accordance with the provisions of the grant agreement.

12.2. By the Commission

All information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

– name of the beneficiary;
– address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
– subject of the grant;
– amount awarded.

22 Articles 38 and 189 FR.
Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. **PROCESSING OF PERSONAL DATA**

The reply to this invitation to submit a proposal involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call will be processed solely for that purpose by the European Commission.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046. For more information see the Privacy Statement on:


14. **PROCEDURE FOR THE SUBMISSION OF PROPOSALS**

Proposals for transport of cargo must be submitted by the deadline set out under section 3. For other actions, there is no deadline for submission of applications.

The requests for funding will be submitted via the Common Emergency Communication and Information System (CECIS). CECIS is a software platform provided by the Commission for national civil protection authorities to communicate, supported by the 24/7 Emergency Response Coordination Centre (ERCC). Requests will therefore be visible to all Member States in real time, ensuring transparency. The time the request is sent in CECIS will be considered the official submission time.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, the Commission may contact the applicant during the evaluation process.

Applicants will be informed in writing about the results of the selection process.

The Commission has reserved EUR 220 million for the Mobility Package which will be allocated between the three actions based on the needs signalled by Member States. The provisional indicative distribution will be as follows: EUR100 million for cargo; EUR 100 million for transport of medical staff and teams and mobile medical response capabilities’ operating costs; and EUR 20 million for patient transfer. However, the Commission reserves the right to decide the final allocation for each action according to an assessment made by the Commission of the needs received from Member States, in line with the conditions for eligibility and available funding. The Commission also reserves the right not to allocate the full amount available.

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25 *Articles 151 and 200(3) FR*
The Commission reserves the right to update the conditions/criteria\(^{26}\), if necessary. Under this funding, there can be two types of requests:

**Requests for cargo transport:**

- Applications for reimbursement via grants (or if not possible, use of the Commission’s transport broker) must be entered into CECIS by the Member State from 19/06/2020 09:00 CET until 03/07/2020 17:00 CET.

- An indicative repartition of the available funds will be calculated between Member States that have applied and for which at least one application meets the conditions for eligibility set out in this note. This aims to ensure an equitable distribution of funds between Member States, in line with needs resulting from the COVID-19 emergency. The calculation that will be used as a basis for the repartition is annexed to this note.

- If requests for reimbursement via grant(s) total more than the calculated amount for a Member State, the Commission may reimburse only a proportion of what is requested. If a request to use the transport broker exceeds the calculated amount, the Commission may decide to proceed if considered to be in line with sound financial management.

**Requests for transfer of patients and transport of medical personnel and teams:**

- Given the emergency nature of funding for transport of medical staff and teams and of patients, funding requests under these actions will follow the procedure as set out below and funding will be allocated to applications that meet the conditions for eligibility set out in this note in the order in which they are received in CECIS.

- Applications can be sent at any time and will be processed as quickly as possible.

- Please note, when applying for support for actions related to transfer of patients and transport of medical personnel and teams, the Commission’s *Guidelines on EU Emergency Assistance in Cross-Border Cooperation in Healthcare related to the COVID-19 crisis* apply. Taking this into consideration, prior to the encoding of the request for transport support in CECIS, the competent authority of the Member State in need of assistance notifies the Member States and the European Commission through the Early Warning and Response System (EWRS), which national health authorities have access to. Please note that in cases where Member States have already arranged a transfer/transport bilaterally, they will still be required to enter this into EWRS to be eligible for transport support.

The Commission may give priority to those requests where EU added value is demonstrated\(^{27}\). The Commission may also prioritise present and future operations.

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\(^{26}\) Including potential beneficiaries.

\(^{27}\) There will in principle automatically be EU added value in the case of patient transfer and transport of medical personnel and teams, and their operations. With regard to cargo transport, this will in principle be understood as referring to actions involving more than one Member State, and may include but is not limited to actions such as joint operations between Member States, sharing of transport capacity,
The Commission will regularly report on the distribution of ESI funding.

Member States were requested in the note of 20 May 2020 to either confirm Civil Protection authorities as national focal points to channel requests from all applicants to the Commission, or else appoint an alternative focal point, by 26 May 2020. In all cases, the Member State should inform the Commission of the relevant contact details.

The Commission will perform an overall assessment of the eligibility of the request. In the application form, the national focal points will be asked to give an opinion confirming whether the proposed actions are of public benefit and fit into the national response strategy. The Commission will take this element into consideration in its assessment.

➢ Contacts

Requests for further information should be sent to ECHO-ESI@ec.europa.eu

➢ Annexes:

1. Visibility requirements for emergency support actions under the Emergency Support Instrument (below)

2. Grant application form (attached separately)

3. Model grant agreement (attached separately)

and use of transport for the transport of items procured under the Commission’s Joint Procurement initiative.
Appendix

Specific conditions for direct personnel costs

1. Calculation

The ways of calculating eligible direct personnel costs laid down in points (a) and (b) below are recommended and accepted as offering assurance as to the costs declared being actual.

The Commission may accept a different method of calculating personnel costs used by the beneficiary, if it considers that it offers an adequate level of assurance of the costs declared being actual.

a) for persons working exclusively on the action:

\[ \text{monthly rate for the person} \times \text{number of actual months worked on the action} \]

The months declared for these persons may not be declared for any other EU or Euratom grant.

The monthly rate is calculated as follows:

\[ \text{annual personnel costs for the person} \div 12 \]

using the personnel costs for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the monthly rate of the last closed financial year available;

b) for persons working part time on the action

(i) If the person is assigned to the action at a fixed pro-rata of their working time:

\[ \text{monthly rate for the person} \times \text{pro-rata assigned to the action} \times \text{number of actual months worked on the action} \]

The working time pro-rata declared for these persons may not be declared for any other EU or Euratom grant.
The monthly rate is calculated as above.

(ii) In other cases:

\{\text{hourly rate for the person multiplied by number of actual hours worked on the action}\}

or

\{\text{daily rate for the person multiplied by number of actual days worked on the action}\}

(rounded up or down to the nearest half-day)

The number of actual hours/days declared for a person must be identifiable and verifiable.

The total number of hours/days declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive hours/days used for the calculations of the hourly/daily rate. Therefore, the maximum number of hours/days that can be declared for the grant are:

\{\text{number of annual productive hours/days for the year (see below)}\}

\text{minus}

\text{total number of hours and days declared by the beneficiary, for that person for that year, for other EU or Euratom grants}.

The ‘hourly/daily rate’ is calculated as follows:

\{\text{annual personnel costs for the person divided by number of individual annual productive hours/days}\}

using the personnel costs and the number of annual productive hours/days for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the hourly/daily rate of the last closed financial year available.

The ‘number of individual annual productive hours/days’ is the total actual hours/days worked by the person in the year. It may not include holidays and other absences (such as sick leave, maternity leave, special leave, etc). However, it may include overtime and time spent in meetings, trainings and other similar activities.
2. Documentation to support personnel costs declared as actual costs

For persons working exclusively on the action, where the direct personnel costs are calculated following point (a), there is no need to keep time records, if the beneficiary signs a declaration confirming that the persons concerned have worked exclusively on the action.

For persons assigned to the action at a fixed pro-rata of their working time, where the direct personnel costs are calculated following point (b)(i), there is no need to keep time records, if the beneficiary signs a declaration that the persons concerned have effectively worked at the fixed pro-rata on the action.

For persons working part time on the action, where direct personnel costs are calculated following point (b)(ii), the beneficiaries must keep time records for the number of hours/days declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly.

In the absence of reliable time records of the hours worked on the action, the Commission may accept alternative evidence supporting the number of hours/days declared, if it considers that it offers an adequate level of assurance.
ANNEX 1: Visibility requirements for emergency support actions under the Emergency Support Instrument

Effective visibility and communication is crucial to display and stress the EU nature of the funding awarded as emergency support. Appropriate contractual stipulations will therefore be included in any agreements to be signed by the Commission under the Financing Decision of 24 April 2020. Those stipulations will either include or refer to the following provisions so as to make them binding on the grant beneficiaries. Where transport is arranged for Member States through the broker, and therefore no grant agreement is signed, Member States must nonetheless implement the following visibility actions, to support public awareness of the Emergency Support Instrument and the use of the EU Budget.

Communication and visibility for emergency support actions under the Emergency Support Instrument (ESI) supporting the transport of cargo, transfer of patients and transport of medical personnel and teams aims to:

- ensure that the public is aware of how the EU is helping;
- provide accountability as to where the funding is going to; and
- foster continued strong support for the EU’s coordinated response to COVID-19 among key stakeholders and the general public.

For communication to be effective, it must be undertaken in close cooperation between the entity responsible for the operation and the EU’s Civil Protection and Humanitarian Aid Operations department (henceforth, for the purposes of this document, DG ECHO). This entity will also ensure throughout their communication that they grant visibility to the EU in both written and visual communication.

Displaying the European Union emblem
Grant beneficiaries will ensure appropriate public awareness of interventions funded by the EU by consistently using the European Union emblem.

The EU emblem with the accompanying text can be accessed via the following link:
Whenever the EU funding decision / agreement to engage the transport broker is communicated to the entity responsible for the operation before the operation takes place, the EU emblem must be maintained, for example:

- Through stickers on the delivered cargo or means of transport (e.g. aeroplane, truck), banners and plaques, clothing items (EU vests, t-shirts, caps worn by involved personnel), EU flags.

**Deliverables**

The entity receiving a grant from the European Commission / the services of the transport broker paid for by the Commission will be in charge of the following communication activities. If needed, these activities are to be subcontracted to the cargo service provider or other partners. For operations where funding is provided retroactively, only points 2 and 3 below apply, and no costs for visibility and communication requirements will be eligible):

1. A series of high-resolution photographs, as well as video footage if possible, of the operations under the Emergency Support Instrument (departure and/or arrival and discharge of the cargo), with a clearly recognisable visual EU branding of the activities:

   - **Technical requirements**

     **Photos** must be provided in high resolution (300 dpi) and accompanied by brief captions relating to the subject of the picture and an explanatory sheet with background information (date, country, city/region, project, name and role of the person in the photo, if applicable). Only a selection of the best, already edited photos will be sent to the Commission.

     **Video footage** should ideally include:

     a) Clear broadcast footage in 16:9 aspect ratio that can be easily re-edited into a video. In case of interviews, transcripts in the original language and in English will also be provided.

     b) Whenever possible, a short (max. 60 seconds), ready-to-use social media video in 1:1 aspect ratio, in English, with English subtitles where applicable, containing comprehensible messages for a non-specialist public, delivered as .mp4 in the standard web resolution (720p).

     Ideally the audio-visual material will be produced up to professional broadcast or publication standards from a conceptual, editorial and technical point of view.
The graphic logo “Funded by European Union” must appear at the end of each video.

- **Timeline**

  The photos will be made available within 12 hours after the departure/arrival. Video footage should follow as soon as possible within 72 hours following the departure/arrival. The link to download the material will be sent to echo-comm-cp@ec.europa.eu

- **Intellectual Property Rights**

  The Commission will be authorised to use or reproduce the audio-visual material based on the attached licences that must be duly filled in, signed and sent to the Commission together with the audio-visual material.

  Whenever feasible, a consent form signed by any person whose image or voice is identifiable in the results should also be provided.

  Both the licenses and consent forms are available here in all EU languages: [https://echocloud.echofield.eu/index.php/s/JHNCYqe5PBQ5D8W](https://echocloud.echofield.eu/index.php/s/JHNCYqe5PBQ5D8W)

  All forms are available in all EU languages upon request.

2. An announcement of the operation under the ESI to the **national and regional media in the Member State**. The press text must clearly state that the action is funded by the European Union, and can include, where relevant, a quote from a Commission representative. This national press communication, as well as examples of subsequent media coverage, should be sent to echo-comm-cp@ec.europa.eu

3. When promoting the operations on the authority’s **social media channels**, the relevant Commission’s social media accounts should be tagged (@eu_echo for Twitter and Instagram; @ec.humanitarian.aid for Facebook). However, in any social media communication, the Commission should always be referred to as **the EU or the European Union**.