



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID
OPERATIONS (ECHO)
Disaster Preparedness and Prevention
The Director

CONDITIONS FOR REQUESTING SUPPORT UNDER THE EMERGENCY SUPPORT INSTRUMENT MOBILITY PACKAGE FOLLOWING THE ACTIVATION OF EMERGENCY SUPPORT INSTRUMENT IN RESPONSE TO THE COVID-19 PANDEMIC – Version 2 (May 2021)

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This version of the document “Conditions for requesting support under the Emergency Support Instrument Mobility Package following the activation of Emergency Support Instrument in response to the COVID-19 Pandemic” (Version 2 – May 2021) supersedes the former version of the document published on 19 June 2020.

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.

Commission Decision C(2020)2794 final of 24 April 2020 on the financing of Emergency Support Instrument under Council Regulation (EU) 2016/369 (“Financing Decision for 2020”) ensures the implementation of the Emergency Support Instrument.

Under the support offered via the ESI Mobility Package, the following modalities will be used:¹

- **Use of the Commission’s transport broker²:** the Commission will directly implement a transport operation upon request of the applicant, making payment directly to the broker³.
- **Grant Agreement⁴:** Reimbursement of costs incurred for transport (and operational support for mobile medical response capacities) organised by Member States.

2. OBJECTIVE – THEMES – PRIORITIES (applicable both to grants and to the use of the Commission’s transport broker)

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 actions:

1. Cargo transport of COVID-19 vaccination-related equipment and COVID-19 therapeutics from third countries into the EU and within the EU (via both the use of the Commission’s transport broker and the award of grants);
2. Transfer of patients within the EU and from the EU to third countries (only via the award of grants);

¹ Pursuant to Article 4 of Council Regulation (EU) 2020/521 of 14 April 2020 activating the emergency support under Regulation (EU) 2016/369

² Pursuant to Article 4(5)(c) Council Regulation (EU) 2020/521 of 14 April 2020.

³ Should the Commission not be in a position to offer transport via its broker, this will be communicated to the relevant Member State as soon as possible.

⁴ Grants for all actions will be awarded directly without a call for proposals, pursuant to Article 4(3) of Council Regulation (EU) 2020/521 of 14 April 2020.

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 (via both the use of the Commission's transport broker and the award of grants).

3. INDICATIVE TIMETABLES (applicable both to grants and to the use of the Commission's transport broker)

Indicative timetable for awarding grants:

	Steps	Date and time or indicative period
(a)	<p>Invitation to submit applications (earliest submission)</p> <p>Cargo transport of COVID-19 vaccination-related equipment and COVID-19 therapeutics from third countries into the EU and within the EU;</p> <p>Transfer of patients within the EU and from the EU to third countries; and 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.⁵</p>	<p>05/05/2021- 09.00 CET</p> <p>19/06/2020</p>
(b)	<p>Deadline for submitting applications</p> <p>Cargo transport of COVID-19 vaccination-related equipment and COVID-19 therapeutics from third countries into the EU and within the EU;</p> <p>Transfer of patients within the EU and from the EU to third countries; and 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.</p>	<p>30/06/2021 – 17:00 CET</p> <p><i>The invitation to submit applications is open-ended. The Commission will communicate the date of the deadline to Member States in advance, giving an appropriate notification period.</i></p>
(c)	Evaluation period	(b) + 30 working days
(d)	Information to applicants	(c) + 30 working days
(e)	Signature of grant agreement	(d) + 3 months

⁵ As provided for in the "Conditions for Awarding Grants Activation of ESI in Response to the COVID-19 Pandemic" of 19 June 2020.

Indicative timetable for the use of the Commission's transport broker:

	Steps	Date and time or indicative period
(a)	Invitation to submit applications (earliest submission) Cargo transport of COVID-19 vaccination-related equipment and COVID-19 therapeutics from third countries into the EU and within the EU; Only 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.	<i>05/05/2021- 09.00 CET</i> <i>19/06/2020</i>
(b)	Deadline for submitting applications Cargo transport of COVID-19 vaccination-related equipment and COVID-19 therapeutics from third countries into the EU and within the EU; Only 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.	<i>The invitation to submit applications is open-ended. The Commission will communicate the date of the deadline to Member States in advance, giving an appropriate notification period.</i> <i>The invitation to submit applications is open-ended. The Commission will communicate the date of the deadline to Member States in advance, giving an appropriate notification period.</i>
(c)	Information to the applicant on the transport solution proposed by the Commission's broker	<i>(b) + 3 days</i>
(d)	Acceptance of the applicant for the broker to implement the transport solution proposed (offers from the Commission's transport broker are valid for 24 hours once made)	<i>(c) + 1 day</i>
(e)	Signature by the applicant of the declaration of acceptance and receipt of transport services funded by the European Commission	<i>After the operation is completed</i>

4. BUDGET AVAILABLE (applicable both to grants and to the use of the Commission's transport broker)

The provisional indicative distribution will be as follows: EUR 60 million for support to cargo transport of COVID-19 vaccination-related equipment and COVID-19 therapeutics, with a further indicative distribution as follows:

- EUR 20 million for operations via the Commission's transport broker;
- EUR 40 million for operations receiving financial support via grants.

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.

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

5. ADMISSIBILITY REQUIREMENTS (applicable both to grants and to the use of the Commission's transport broker)

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, by email to ECHO-ESI@ec.europa.eu.

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

6. ELIGIBILITY CRITERIA⁶

6.1. Eligible applicants (applicable both to grants and to the use of the Commission's transport broker)

Proposals may be submitted by the following applicants:

Any EU Member State authority (national, regional and local authorities and other public bodies).

For grants, 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 EU Member States are eligible.

⁶ Articles 194(1)(b) and 197 of the Financial Regulation (FR).

Supporting documents

- Application forms, including the opinion of the relevant national focal point on whether the action is of public benefit and fits into the national response plan, and in addition for cargo transport, clarification on whether the action is for transport of COVID-19 vaccination-related equipment and/or COVID-19 therapeutics.

6.2. Eligible activities (applicable both to grants and to the use of the Commission's transport broker)

The following types of activities are eligible:

1. Cargo transport of COVID-19 vaccination-related equipment (e.g. needles, syringes) – except vaccine doses themselves –, or COVID-19 therapeutics from third countries into the EU and within the EU.

For an application to be eligible, the relevant ESI Mobility Package national focal point will confirm that the action is for transport of COVID-19 vaccination-related equipment and/or COVID-19 therapeutics.

2. Transfer of patients within the EU and from the EU to third countries;

Both transfer of COVID-19 and non-COVID 19 patients are eligible. In the case of transfer of non-COVID-19 patients, the operations must respect the following conditions:

- 1) Medical treatment for the non-COVID-19 patient(s) is critical, and cannot be postponed or delayed;
- 2) The country/region is suffering from a high number of COVID-19 cases.

Transport costs for repatriation of deceased patients from a Member State where they have been transferred for COVID-19 treatment to the Member State of origin is eligible under the ESI Mobility Package.

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 capacities⁷.

6.3. Implementation period (applicable only to grants)

Grants can be awarded for past or future actions.

As regards grants for cargo transport, actions must concern transport operations which arrived at the country of final destination between 1 January 2021 and 30 September 2021, and which were contracted no later than 30 June 2021.

⁷ 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.

For transfer of patients or transport of medical personnel and teams, 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). 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 (applicable only to grants)

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 (henceforth referred to as FR)⁸.

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

8. SELECTION CRITERIA⁹ (applicable only to grants)

8.1. Financial capacity¹⁰

The verification of financial capacity shall not apply to applicants as they are public bodies.

8.2. Operational capacity¹¹

The adequate operational expertise is already deemed to exist with respect to EU Member States, national authorities and other public bodies 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.

⁸ Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012, OJ L 193, 30.7.2018, p. 1.

⁹ Article 198 FR.

¹⁰ Article 198 FR.

¹¹ Article 196 and 198 FR.

9. AWARD CRITERIA¹² (applicable both to grants and to the use of the Commission's transport broker)

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);
- be consistent with sound financial management¹³;
- have not received any other EU funding.

10. LEGAL COMMITMENTS (applicable only to grants)

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 (applicable only to grants)

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;

¹² Article 199 FR.

¹³ 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”.

- 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.

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 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 budget¹⁴

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:

Payment request ¹⁵	Accompanying documents ¹⁶
Payment of the balance The Commission will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 11.5 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order ¹⁷ .	(a) final technical / operational report (b) final financial statement (c) Certificate on Financial Statement if grant is equal to or exceeding EUR 750 000 (d) Invoices and proofs of payment

11.7. Other financial conditions

a) Non-cumulative award¹⁸

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.¹⁹

¹⁴ Article 196(1)(e) FR.

¹⁵ Article 115 FR.

¹⁶ Article 203(2) FR.

¹⁷ Article 115(2) FR.

¹⁸ Article 191 FR.

¹⁹ Article 196(1)(f) FR.

b) Retroactivity²⁰

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

c) Implementation contracts/subcontracting²¹

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:
 - (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 parties²²

Not applicable.

²⁰ Article 193 FR.

²¹ Article 205 FR.

12. PUBLICITY

12.1. By the beneficiaries (applicable both to grants and to the use of the Commission's transport broker)

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant or the Commission's broker 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.

For grants, 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 Commission²³ (applicable only to grants)

All information relating to grants awarded in the course of a financial year will 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;
- subject of the grant;
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication will 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 (applicable both to grants and to the use of the Commission's transport broker)

The reply to this invitation to submit a proposal involves the recording and processing of personal data (such as name or address). 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) 2018/1046²⁴. For more information see the Privacy Statement on:

https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.

²³ Articles 38 and 189 FR.

²⁴ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

14. PROCEDURE FOR THE SUBMISSION OF APPLICATIONS (applicable both to grants and to the use of the Commission's transport broker)

Applications for grants for transport of cargo must be submitted by the deadline set out under section 3. For other actions and for requests to use the Commission's transport broker for transport of cargo, there is no deadline for submission of applications.

The requests for support with the relevant application documents will be submitted via email by the national focal point to the Commission (to be sent to ECHO-ESI@ec.europa.eu). The time the request is sent by email will be considered the official submission time.

In the interest of transparency, in parallel to this process, the national focal point should upload a brief summary of the request for support into the Common Emergency Communication and Information System (CECIS).²⁵ 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. A short general summary of the applications will need to be uploaded in CECIS by the national focal point (type of support requested, number of applications and total amount requested is sufficient).

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 process²⁶.

Under the support provided under the ESI Mobility Package, there can be two types of requests:

Requests for cargo transport for COVID-19 vaccination-related equipment and/or COVID-19 therapeutics:

- **Applications for the use of the broker** must be sent by email to ECHO-ESI@ec.europa.eu by the relevant ESI Mobility Package national focal point from 5 May 2021 09:00 CET onwards.
- The allocation of funding for the use of the Commission's broker will take place on a first-come first served basis: 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 via email (sent to ECHO-ESI@ec.europa.eu). The time the request is sent will be considered the official submission time. Applications will be processed as quickly as possible. No Member State can receive more than 25% of the overall total available allocation for the use of the broker.
- **Applications for reimbursement via grants** must be sent by email to ECHO-ESI@ec.europa.eu by the relevant ESI Mobility Package national focal point between 5 May 2021 09:00 CET and 30 June 2021 17:00 CET. If an applicant wishes to request support for different transport operations, the Commission

²⁵ Member States should enter the summary of application in CECIS, in the information transmission case titled "Emergency Support Instrument (ESI) Mobility Package" by creating a new entry for their country in the request overview.

²⁶ Articles 151 and 200(3) FR.

requires the applicant to group these different transport operations into a single application.

- Regarding allocation of funding under grants, if the total requests for funding after the deadline for applications exceed the overall total amount allocated to grant agreements, 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 Commission will prioritise ongoing and future operations (i.e. transport operations which arrived at the country of final destination between 30 June and 30 September 2021). 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. Furthermore, individual applications for grants requesting an amount totalling less than EUR 50 000 will not be accepted²⁷.

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 by email to ECHO-ESI@ec.europa.eu.
- Applications 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, and especially if necessary to facilitate the coordination process, prior or in parallel to the encoding in CECIS of the request for funding under the ESI Mobility Package, the competent authority of the Member State in need of assistance is encouraged to notify the Member States and the European Commission through the Early Warning and Response System (EWRS), which national health authorities have access to.

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, and in addition for cargo transport, clarification on whether the action is for transport of COVID-19 vaccination-related equipment and/or COVID-19 therapeutics. The Commission will take this into consideration in its assessment.

The Commission will regularly report on the distribution of ESI Mobility Package funding.

²⁷ An individual application may contain requests for support for several transport operations.

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.

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

The Commission reserves the right to update the conditions/criteria²⁸, if necessary.

➤ **Contacts**

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

➤ **Annexes:**

- Visibility requirements for emergency support actions under the Emergency Support Instrument (below)
- Application forms and other relevant documents (attached separately)
- Model grant agreement (attached separately)

²⁸ Including potential beneficiaries.

– **Appendix (applicable only to grants)**

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:

{monthly rate for the person

multiplied by

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:

{annual personnel costs for the person

divided by 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:

{monthly rate for the person multiplied by pro-rata assigned to the action

multiplied by

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:

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

or

{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:

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

minus

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:

{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: Visibility requirements for emergency support actions under the
Emergency Support Instrument (applicable both to grants and the use of the
Commission’s transport broker)**

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. When the broker is used, the Commission may use EU branding in relation to the transport operations (e.g. EU emblems on planes, or other transport equipment).

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 flag (EU emblem) in combination with
- the name of our organisation “European Union” or the funding statement “Funded by the European Union” or “Co-funded by the European Union” (translated into local languages, where appropriate):

Funded by the European Union



Funded by the
European Union



Funded by
the European Union

Co-funded by the European Union



Co-funded by the
European Union



Co-funded by the
European Union

The EU emblem with the accompanying text can be accessed via the following link:
<https://www.dgecho-partners-helpdesk.eu/visibility/visual-identity-official-logo/visual-identity-official-logo-civil-protection-operations-2021>

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. Visibility costs are eligible for grants for future operations (i.e. transfer of patients, transport of medical teams and personnel):

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 video/photo material 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>

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*. A summary of the beneficiary's social media activity shall equally be made available via email to echo-comm-cp@ec.europa.eu.