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| **EMERGENCY SUPPORT INSTRUMENT (ESI)**  **Request for use of Transport Broker for Transport of Medical Personnel and Teams in response to COVID-19** |
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| **DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID OPERATIONS (DG ECHO)** |
| **Emergency Support under Council Regulation (EU) 2016/369 as amended by Council Regulation (EU) 2020/521** |
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| **Identification of the applicant** | | |
|  | State/Organisation requesting support: |  |
|  | Type of Member State Authority[[1]](#footnote-1): |  |
|  | Legal name of the applicant: |  |
|  | Legal address: |  |
| **Contact details** | | |
|  | Contact person and position in the organisation: |  |
|  | Telephone: |  |
|  | Email: |  |
|  | | |
| **Other sources of funding** | | |
| **EU** | | |
|  | Has the applicant received or applied for any Union funding for the same action or part of the action or for its functioning (e.g. assets purchased through DG ECHO funding or other EU funds)? If yes, please specify name of programme, N° of agreement. | |
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| **Other** | | |
|  | Has the applicant already received confirmation relating to any external funding for the action?  If yes, please specify. | |
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By submitting this application, the applicant agrees that it is fully responsible towards the Commission for using any donated transport services properly and exclusively for the purposes set out in the documentation establishing the Emergency Support Instrument Mobility Package. The applicant must implement its obligations to its best abilities, in good faith and in compliance with all legal obligations under applicable EU, international and national law. The applicant may not sell or rent the transport services. The applicant may not further donate the transport services to third entities or persons who are not indicated in this application form as the ultimate recipients of the transport services. The applicant commits to ensure the respect of basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).

**Please note:** The Commission, together with its transport broker, will try to find a solution that is as close as possible to what is requested. However, due to the nature of the transport market, the offer may not always match exact specifications[[2]](#footnote-2).

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| **1.** | **Please confirm that the type of action for which Commission transport broker solution is requested is for transport of medical personnel and teams, which may include transport of operational equipment and supplies, within the Union and into the Union from third countries** |
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| **2.** | **Further details** |
| 2.1 | Description of the action to be supported: |
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| 2.2 | Expected overall operational period (insert dates from-to, dd/mm/yy): |
|  |  |
| 2.3 | Is the action directly related to the response to the COVID-19 emergency? Please include a brief description of how this will assist the response and what the public benefit will be. |
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| 2.4 | Will these operations be coordinated with actions by other Member States? |
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| **3.** | **General description of passengers (medical personnel and teams to be transported)** |
| 3.1 | Number of passengers: |
|  |  |
| 3.2 | Items belonging to team that would not require specific cargo transport (e.g. normal excess luggage that would be treated as passenger hold luggage on commercial passenger flights): |
|  |  |
| 3.3 | Will the passengers have items to transport that will require specific cargo handling? (**if yes, please use the provided table (Annex A)** to provide a detailed list of these items with the exact dimensions of each item of cargo, i.e. length, height and width of each box): |
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| **4.** | **Technical details of transport**  (When the applicant is requesting more than one transport of medical personnel and teams /medical capacities, the applicant should provide the details for each operation (this can be provided as a separate list). |
| 4.1 | Departure date and time: |
|  |  |
| 4.2 | Preferred mode of transport (only if there is a preferred mode e.g. air, land): |
|  |  |
| 4.3 | Preferred date of arrival at final destination: |
|  |  |
| 4.4 | Place/port of embarkation – please provide exact address: |
|  |  |
| 4.5 | Place/port of disembarkation – please provide exact address: |
|  |  |
| 4.6 | Please describe any other details necessary for the operation: |
|  |  |
| 4.7 | Details of necessary contact point(s) for logistics e.g.:  Person responsible for organising the transfer from the departing point:  Name of the person to organise reception at the arrival point: |
|  |  |
| 5 | **Visibility** |
| 5.1 | Please give a brief description of the visibility actions you intend to carry out and how the EU element will be included. You must ensure these correspond to the visibility requirements in the Guidance Note and Conditions for requesting support (see appendix 1 below): |
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**To be completed by the Member State National Focal Point**

**For the application to be eligible, this section must be fully completed by the nominated Member State national focal point for ESI Mobility Package**

Member State focal point for ESI Mobility Package:

Representative:

Contact details:

**Questions**

Is the action considered to be of public benefit? Yes / No

Does the action fit into the national response plan? Yes / No

Signed:

Date:

**Annexes**

Annex A: Cargo table for ESI transport support via Commission’s transport broker (add only if needed) - attached separately

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

**Appendix 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. 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**

**[](https://www.dgecho-partners-helpdesk.eu/visibility/visual-identity-official-logo/visual-identity-official-logo-civil-protection-operations-2021)**

**Co-funded by the European Union**

**[](https://www.dgecho-partners-helpdesk.eu/visibility/visual-identity-official-logo/visual-identity-official-logo-civil-protection-operations-2021)**

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](mailto: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.

1. 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](mailto:echo-comm-cp@ec.europa.eu).
2. 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](mailto:echo-comm-cp@ec.europa.eu).

1. E.g. national, regional, local authority or other public body. [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)