

CALL FOR PROPOSALS and guide for applicants

Call reference: GP/EFSA/ALPHA/2017/02

Call title: Entrusting support tasks in the area of Plant health

Project/Process code: ALPHA 05; ALPHA 07

Budget line: 3210

Restricted to **the list of competent organisations** established by the Authority's Management Board in application of article 2 the Commission Regulation (EC) No 2230/2004 laying down detailed rules for the implementation of European Parliament and Council Regulation (EC) No 178/2002 with regard to the network of organisations operating in the fields within the Authority's remit.

INDICATIVE PROCEDURE TIMETABLE

Milestone	Date ¹	Comments
Launch date	03/08/2017	Date of publication on EFSA's website
Deadline for applicants to raise clarification questions to EFSA	18/09/2017	If, after having read this Call for proposals and guide for applicants, you have any questions, you may address them to EFSAProcurement@efsa.europa.eu by indicating the Call reference.
Deadline for EFSA to reply to any clarification questions	22/09/2017	Replies will be provided on EFSA's webpage where this Call is published and which the applicants are requested to consult regularly.
Closing date for proposals submission	29/09/2017	
Notification of the evaluation results	October 2017	Estimated. <i>Attention: outcome of the present Call for proposals will be communicated to all applicants to the e-mail address indicated in their proposal. Accordingly, the applicants who have submitted a proposal under the present call are strongly invited to check regularly the inbox in question.</i>
Framework Partnership Agreement signatures	October 2017	Estimated

Provide EFSA with feedback:

If you considered applying to this call for proposals but finally decided not to do so, your feedback and reasoning for such a decision would be very much appreciated. Please address it to: EFSAProcurement@efsa.europa.eu. EFSA will process any feedback confidentially in order to improve the quality of its future grant calls.

¹ All times are in the time zone of the country of the EFSA.

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Appendix 1: Request to provide scientific and technical assistance on a horizon scanning exercise in view to crisis preparedness on plant health for the EU territory

Appendix 2: EFSA Plant Health Newsletter Pilot Edition 04/2017

Appendix 3: Request to provide scientific and technical assistance on survey guidelines relevant for plant health for the EU territory

Appendix 4: Request to provide a scientific opinion on the risk to plant health of 133 regulated harmful organisms, for the EU territory

1. GRANT OPPORTUNITY AND CONDITIONS

1.1 LEGAL FRAMEWORK

Article 36 of the Regulation (EC) 178/2002² of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety foresees the possibility to financially support networking of organisations operating in the fields within the EFSA's mission.

In particular, Article 36 (1) stipulates that the Authority shall promote the European networking of organisations operating in the fields within the Authority's mission. The aim of such networking is, in particular, to facilitate a scientific cooperation framework, the development and implementation of joint projects, the exchange of expertise and best practices in the fields within the Authority's mission.

On the 19th December 2006 the Management Board, acting on a proposal from the Executive Director, drew up a list of competent organisations designated by the Member States which may assist EFSA, either individually or in networks, with its mission. This list is regularly updated by EFSA's Management Board.

The Commission Regulation (EC) 2230/2004 of 23 December 2004 laying down detailed rules for the implementation of the European Parliament and Council Regulation (EC) 178/2002 with regard to the network of organisations operating in the fields within the EFSA's mission specifies in Article 4 that **tasks may be entrusted by the Authority to organisations on the list of competent organisations** and in Article 5 that the financial support to the networking organisations shall take the form of subsidies (grants) awarded in accordance with the EFSA's financial regulation and implementing rules. The tasks entrusted should be performed to high scientific and technical standards, efficiently (also with regard to deadlines) and independently, under the responsibility of EFSA (recital 9).

Tasks that may be entrusted by the Authority to organisations on the list of competent organisations, include those consisting of:

- disseminating best practices and improving methods of collecting and analysing scientific and technical data, particularly for the purposes of facilitating comparability and producing a Community-level summary;
- collecting and analysing specific data in response to a common priority, in particular the Community priorities contained in the Authority's work programmes, and in cases where the Authority's scientific assistance is urgently needed by the Commission, especially in the context of the general plan for crisis management referred to in Article 55 of Regulation (EC) No 178/2002;
- collecting and analysing data with a view to facilitating risk assessment by the Authority, including assessment tasks in the field of human nutrition in relation to Community legislation, especially the compiling and/or processing of scientific data on any substance, treatment, food or feed, preparation, organism or contaminant which may be linked with a health risk, and the collection and/or analysis of data

² <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2002:031:0001:0024:EN:PDF>

on the exposure of Member States' populations to a health risk associated with food or feed;

- producing scientific data or works contributing to the risk assessment tasks, including assessment tasks in the field of human nutrition in relation to Community legislation, for which the Authority is responsible; this type of task must correspond to precise problems identified in the course of the work of the Authority, and in particular that of its Committee and permanent Scientific Panels, and must not duplicate Community research projects or data or contributions which it is the industry's duty to provide, especially in the context of authorisation procedures;
- preparing the Authority's scientific opinions, including preparatory work relating to the assessment of authorisation dossiers;
- preparing the harmonisation of risk assessment methods;
- sharing data of common interest, e.g. the establishing of databases.

The present Call for proposals and guide for applicants (hereinafter referred to as "the Call") is procedurally governed by Regulation (EU, EURATOM) 966/2012³ of the European Parliament and of the Council of 25 October 2012, as amended by Regulation (EU, EURATOM) 1929/2015⁴ of the European Parliament and of the Council of 28 October 2015 and by Commission Delegated Regulation C(2012)7507⁵ on the rules of application of Regulation (EU) 966/2012, as amended by Commission Delegated Regulation (EU) No 2015/2462⁶ of 30 October 2015, on the financial rules applicable to the general budget of the Union.

The present Call is based on the Final work programme for grants and operational procurements 2017 as presented in Annex IX of the EFSA Programming Document 2017 – 2019, available on the EFSA's website⁷.

1.2 BACKGROUND AND MAIN OBJECTIVE OF THE CALL

BACKGROUND

The mission of the Animal and plant health (ALPHA) Unit within EFSA is to provide the EU risk managers (the European Commission, the European Parliament and the EU Member States) with risk assessment, scientific advice and scientific and technical assistance on animal health, animal welfare and plant health.

MAIN OBJECTIVE OF THE CALL

This call for proposals aims to identify organisations to which tasks falling within the plant health mission of the Animal & Plant Health unit can be entrusted by EFSA. In particular these tasks regard the scientific advice and assistance to European Commission and the EU Member States in the following areas: scientific and technical assistance for the EU plant health crisis preparedness by development of survey guidelines and by horizon scanning for new plant pests; scientific advice to support the implementation of the new EU plant health law by the delivery of pest categorisations of large pest groups.

³ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:298:0001:0096:EN:PDF>

⁴ <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32015R1929&from=EN>

⁵ http://ec.europa.eu/budget/library/biblio/documents/regulations/c_2012_7507_en.pdf

⁶ <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32015R2462&from=EN>

⁷ http://www.efsa.europa.eu/sites/default/files/corporate_publications/files/amp1719.pdf

1.3 SPECIFIC OBJECTIVES OF THE CALL

The specific aim of this Call for proposals is to conclude Framework Partnership Agreements in five lots, each lot in cascade.

Framework Partnership Agreement:

An FPA is a long-term cooperation, of up to 4 years, between the Authority and one or several partners. It sets out the framework conditions and is subsequently implemented through Specific Agreements. The specific agreements will set out the specific conditions for performing the respective assignment.

EFSA envisages establishing Framework Partnership Agreements covering the following five plant health lots:

- **Lot 1** - Horizon scanning by media and literature monitoring for the early identification of new or emerging plant pest risks
- **Lot 2** - Plant pest surveillance
- **Lot 3** - Pest categorisation of large groups: Tephritidae family (fruit flies)
- **Lot 4** - Pest categorisation of large groups: viral and bacterial pathogens of potato
- **Lot 5** - Pest categorisation of large groups: viral and bacterial pathogens of fruit crops

The organisations applying for this call must indicate precisely in their proposal for which lot(s) they apply. Organisations can apply for any or all lots.

Proposals for each lot will be individually evaluated by EFSA according to the award criteria indicated in section 2.5. A framework partnership agreement will be awarded by EFSA to each organisation which passes the minimum quality thresholds set out in the award criteria.

Cascade mechanism: The points awarded in the evaluation will constitute the ranking in order to establish a cascade of beneficiaries under each lot. EFSA will consult the beneficiary ranked first for the respective lot in order to conclude a specific agreement for work to be carried out.

In case the first ranked beneficiary does not accept the proposed specific agreement, the beneficiary ranked second will be consulted in accordance with the timescales mentioned below.

Detailed descriptions of the five Lots

Lot 1: Horizon scanning by media and literature monitoring for the early identification of new or emerging plant pest risks

EFSA has been requested to provide a scientific and technical assistance on a horizon scanning exercise in view to crisis preparedness on plant health for the EU territory (**Appendix 1**). The aim is to identify relevant information on plant pests that might be of concern to the EU territory and therefore may require consideration by risk assessors and risk managers. Media are screened using the MediSys (Medical Information System <http://medisys.newsbrief.eu/medisys/homeedition/en/home.html>) IT platform. This platform is currently screening media articles published on the plant pests listed in Annexes IAI, IAI, IAI of the Council Directive 2000/29/EC, the EU emergency measures and the EPPO Alert, A1 and A2 Lists. Work has started also on pests not listed in the texts mentioned above. The search is also currently being extended to scientific literature sources. Results of the automated media and literature monitoring are screened for relevance and duplications and then published monthly in a commented newsletter (**Appendix 2**). Examples of tasks related to this lot may include: development and/or improvement of the ontologies for the automatic media and literature monitoring for both listed quarantine plant pests and unknown/new plant pests; identification of new media and literature sources; coverage of more languages in the ontologies of the automated literature and media monitoring; preparation of the monthly newsletters; coordination of working groups; project management; data summary and analysis; development, improvement and/or implementation of plant pests ranking approaches; drafting scientific or technical reports.

Lot 2: Plant pest surveillance

EFSA has been requested to provide scientific and technical assistance on survey guidelines relevant for plant health for the EU territory (**Appendix 3**). In particular EFSA is requested to produce practical and concise survey data sheets for pests included in the EU co-financing survey programme (Task A, ca. 50 plant pests). Furthermore, EFSA is requested to provide technical assistance to Member States in the planning of their surveillance programmes and subsequently produce surveillance guideline for some of those pests (Task B). Examples of tasks related to this lot may include: development and/or improvement of a survey data sheets template; preparation of survey data sheets for the pests listed in the mandate (task A); coordination and support of working groups or network meetings; project management; data summary and analysis; cooperation with EFSA and MS in development of surveillance guidelines for plant pests (Task B); drafting scientific or technical reports.

Lot 3: Pest categorisation of large groups: Tephritidae family (fruit flies)

EFSA has been requested to conduct pest categorisations for 133 plant pests for the EU territory (**Appendix 4**). The aim is, in preparation of the implementation of the new EU plant health law, to deliver an updated pest categorisation for all those plant pests listed in the Annexes of Directive 2000/29/EC for which a recent PRA or pest categorisation is not available. Most of these 133 pest categorisations regard individual plant pest species, however few regard large groups (for an example of a recently published pest categorisation of individual pest, please see <http://onlinelibrary.wiley.com/doi/10.2903/j.efsa.2017.4927/full>; an example of a group pest categorisation can be found at <http://onlinelibrary.wiley.com/doi/10.2903/j.efsa.2012.2772/full>). One of these very large groups regards the non-European fruit flies species of the Tephritidae family. Examples of tasks related to this lot may include: development and/or improvement of a group pest categorisation template; development of a list of non-European fruit flies species of the Tephritidae family; collection of data and information on non-European

fruit flies species of the Tephritidae family; coordination and support of working groups meetings; project management; data summary and analysis; drafting scientific or technical documents.

Lot 4: Pest categorisation of large groups: viral and bacterial pathogens of potato

EFSA has been requested to conduct pest categorisations for 133 plant pests for the EU territory (**Appendix 4**). The aim is, in preparation of the implementation of the new EU plant health law, to deliver an updated pest categorisation for all those plant pests listed in the Annexes of Directive 2000/29/EC for which a recent PRA or pest categorisation is not available. Most of these 133 pest categorisations regard individual plant pest species, however few regard large groups (for an example of a recently published pest categorisation of individual pest, please see <http://onlinelibrary.wiley.com/doi/10.2903/j.efsa.2017.4927/full>; an example of a group pest categorisation can be found at <http://onlinelibrary.wiley.com/doi/10.2903/j.efsa.2012.2772/full>). One of these very large groups regards viral, virus-like and bacterial pathogens of potatoes. Examples of tasks related to this lot may include: development and/or improvement of a group pest categorisation template; development of a list of viruses, virus-like and bacterial organisms pathogenic to potato; collection of data and information for pest categorisation of virus, virus-like and bacterial pathogens of potato; coordination and support of working groups meetings; project management; data summary and analysis; drafting scientific or technical documents.

Lot 5: Pest categorisation of large groups: viral and bacterial pathogens of fruit crops

EFSA has been requested to conduct pest categorisations for 133 plant pests for the EU territory (**Appendix 4**). The aim is, in preparation of the implementation of the new EU plant health law, to deliver an updated pest categorisation for all those plant pests listed in the Annexes of Directive 2000/29/EC for which a recent PRA or pest categorisation is not available. Most of these 133 pest categorisations regard individual plant pest species, however few regard large groups (for an example of a recently published pest categorisation of individual pest, please see <http://onlinelibrary.wiley.com/doi/10.2903/j.efsa.2017.4927/full>; an example of a group pest categorisation can be found at <http://onlinelibrary.wiley.com/doi/10.2903/j.efsa.2012.2772/full>). Some of these very large groups regard viral and bacterial pathogens of fruit crops, such as virus and virus like organisms of *Cydonia* Mill., *Fragaria* L., *Malus* Mill., *Prunus* L., *Pyrus* L., *Ribes* L., *Rubus* L. and *Vitis* L. Examples of tasks related to this lot may include: development and/or improvement of a group pest categorisation template; development of a list of virus, virus like and bacterial organisms of *Cydonia* Mill., *Fragaria* L., *Malus* Mill., *Prunus* L., *Pyrus* L., *Ribes* L., *Rubus* L. and *Vitis* L.; collection of data and information for pest categorisation of virus, virus like and bacterial organisms of *Cydonia* Mill., *Fragaria* L., *Malus* Mill., *Prunus* L., *Pyrus* L., *Ribes* L., *Rubus* L. and *Vitis* L.; coordination and support of working groups meetings; project management; data summary and analysis; drafting scientific or technical documents.

1.4 ELIGIBLE ORGANISATIONS AND PROFESSIONAL SELECTION CRITERIA

To be eligible, the applicant must be on **the list of competent organisations** established by the Authority's Management Board in application of article 2 the Commission Regulation (EC) No 2230/2004 laying down detailed rules for the implementation of European Parliament and Council Regulation (EC) No 178/2002 with regard to the network of organisations operating in the fields within the Authority's, **and for Lot 2 designated as a competent institution by a Member State to plan and/or carry out or coordinate plant health surveillance activities for quarantine plant pests.**

1.5. ROLES AND RESPONSIBILITIES

For proper understanding of this call it is also important to have clarity on the used terminology in respect of the involved organisations and their roles.

- **The Applicant** submits the project proposal/grant application to EFSA.

As soon as the framework partnership agreement is signed the applicant becomes **the beneficiary**. The beneficiary is liable for the technical implementation of the entrusted tasks as described in the Specific agreement.

Regarding **the beneficiary**, please note also the following important roles:

- Communicate with EFSA;
- Receive and answer all claims EFSA might have in relation to the implementation of the entrusted tasks;
- Request and review any documents or information required by EFSA and verify their completeness and correctness before passing them on to EFSA;
- Inform EFSA of any event that is likely to substantially affect the implementation of the entrusted tasks;
- Submit the deliverables and reports to EFSA;
- Request and receive payments from EFSA.

1.6. POSSIBILITY OF SUBCONTRACTING

Subcontracting is not permitted.

1.7 IMPLEMENTATION OF ENTRUSTED TASKS VIA SPECIFIC AGREEMENTS

SPECIFIC AGREEMENTS

When in EFSA a need of entrusting a task arises, a specific request will be sent to the beneficiary ranked first in the cascade for the respective lot. The specific request will describe the tasks to be entrusted and will include a description of the expertise required to perform those tasks.

The beneficiary should reply to the specific request within 10 working days and should submit one or more CVs of staff members fulfilling the expertise criteria. Within 10 working days EFSA should confirm which person has been chosen and within another 10 working days EFSA should send the specific agreement to the beneficiary for signature.

The precise scope of the specific assignment and the required profile/s of the staff who will perform the entrusted tasks will be described in the specific agreement. The specific agreement will further specify on an ad-hoc basis:

- The precise conditions for the performance of the entrusted tasks;
- The criteria to ensure that tasks are performed to high scientific and technical standards;
- The rules and procedures for ensuring that tasks are carried out with independence, integrity and respect for confidentiality.

The duration of the specific agreements will be typically from 1 to more years.

PERFORMANCE OF ENTRUSTED TASKS

The tasks entrusted through the specific agreements (requests) will be conducted by one or more staff members of the organisations awarded an FPA. The staff members will perform these tasks in the EFSA premises in Parma, Italy, or in premises of the beneficiary. This is to be decided and specified for each specific agreement.

The tasks will be performed under the EFSA policies applicable for the respective outputs and, where relevant, in compliance with the specific procedural provision of the relevant legislation.

Should EFSA during implementation of a specific agreement identify that a staff member of the beneficiary working on an entrusted task is not performing according to expectations, EFSA has the right to request a replacement staff member from the beneficiary. The beneficiary in such a case must ensure there is a smooth handover between the outgoing and new staff member and at the same time the beneficiary shall endeavour to minimise any negative impact from such a change of staff on the execution of the entrusted task.

The ownership of the delivered outputs as a result of these tasks will be vested solely in EFSA and EFSA will be solely responsible of the results of the tasks performed. Only with **EFSA`s prior written permission** will the beneficiary be allowed to use the outputs resulting from the entrusted tasks.

The support provided by the entrusted organisations will be acknowledged in the EFSA outputs and the staff having conducted the task will be mentioned in the authorship list.

WORKING CONDITIONS OF EMPLOYEES FROM THE SELECTED ORGANISATIONS

The employees of the organisation awarded a Specific Agreement to perform the specific entrusted task (hereafter referred to as 'employees') will be working closely with the EFSA ALPHA Unit, considering that only specific tasks, not full outputs, will be entrusted to the organisations and that a full coherence among EFSA outputs of similar nature is essential. They will work according to the plan and timeline of the ALPHA Unit coordination team, in close collaboration with scientific officers of the ALPHA unit working on the same or similar outputs, regularly attend team meetings and will report to the Team Leader of the scientific area related to the specific agreement and entrusted tasks.

The working conditions (including remuneration, working hours, leaves, social security) applicable to the employees will remain those established by their employer. Leaves should however be agreed in advance with EFSA before the formal approval by the employee's line manager in their home organisation. The 'employee' should provide EFSA with a monthly timesheet, to be approved by the EFSA team leader (Annex 10).

During the performance of the entrusting tasks, the 'employee':

- Shall carry out his duties and conduct themselves with the interests of EFSA in mind. They shall neither seek nor take instructions from any government, authority, organisation or person outside EFSA. They shall carry out the duties assigned to them objectively and impartially.
- Shall be fully subject to the EFSA Policy on Declarations of Interests⁸. They will submit a Declaration of Interest which will be screened according to the rules applicable to the external experts contributing to the EFSA's work (Article 8) and the rules applicable to screening of Declarations of Interest in the context of procurement and grant awarding procedures (Articles 21-23).
- Will not review their own work nor any output produced by an organisation of their country of origin.
- Shall be subject to the EFSA's rules on prior authorisation for officials when they wish to engage in an outside activity, whether paid or unpaid, or to carry out any assignment outside EFSA.
- Shall refrain from any unauthorised disclosure of information received in the line of duty, unless that information has already been made public or is accessible to the public. Under Specific Agreements in this field, EFSA will grant the *employee* access to confidential information in order to perform the tasks. The *employee* will therefore be required to sign a confidentiality agreement before commencing the performance of tasks (Annex 11).

The employees may be sent on mission if this is related to the tasks defined by the specific agreement, as part of a delegation led by an EFSA official or temporary staff member, or on his own on the basis of a specific mandate given by the EFSA Executive Director.

The employees shall be entitled to attend training courses organised by EFSA if the interest of EFSA warrant it.

Any mission and training expenses should be estimated in the estimated budget template for each Specific Agreement. The interest of the employee, in particular with a view to their reinstatement into their original administration after the completion of the specific agreement may also be considered when a decision is taken on whether to allow him to attend a training course.

The working language for performance of tasks will be English.

BUDGET FOR THE SPECIFIC AGREEMENTS

The budget for each specific agreement must be established in line with Annex 1 - Rules on eligibility of costs. To highlight some of the most important elements of Annex 1:

1. The staff assigned to the project have to be classified between these 3 categories according to the International Standard Classification of Occupations (ISCO-88 (COM)), in function of their role in the project. In most cases it is anticipated that the category to be requested by EFSA in specific agreements will be the Researcher/Teacher/Trainer category.
 - Manager
 - Researcher / Teacher / Trainer
 - Technical
 - Administrative

⁸ http://www.efsa.europa.eu/sites/default/files/corporate_publications/files/independencerules2014.pdf

2. **THE UNIT COSTS** per day for staff indicated in below table **must** be used when establishing the estimated budget for each specific agreement and when declaring the incurred costs.

The rate of the country in which the partner organisation is registered should be applied, not the rate of EFSA, Italy.

UNIT COST PER DAY IN EUROS

Country	Manager	Researcher Teacher Trainer	Technical	Administrative
Austria	449	302	244	194
Belgium	460	360	240	214
Bulgaria	67	60	46	31
Croatia	213	192	154	97
Cyprus	316	235	146	99
Czech Republic	134	110	80	58
Denmark	398	340	277	217
Estonia	102	75	59	42
Finland	368	255	196	163
France	435	351	257	193
Germany	419	310	221	203
Greece	279	218	157	122
Hungary	107	86	65	44
Ireland	309	328	239	178
Italy	454	298	200	174
Latvia	81	66	52	38
Lithuania	75	62	47	34
Luxembourg	496	349	282	220
Malta	119	99	77	58
Netherlands	310	271	215	170
Poland	109	86	66	49
Portugal	258	181	122	77
Romania	124	95	74	47
Slovakia	121	98	86	70
Slovenia	240	182	146	92
Spain	321	212	163	117
Sweden	360	303	250	192
United Kingdom	355	334	231	158

3. **THE NUMBER OF DAYS** spent on the project (considering that one day is composed by 8 working hours according to working day duration at EFSA) is to be indicated when establishing the estimated budget and when declaring the incurred costs. The staff budget of the project shall be obtained by multiplying the number of days proposed with the daily staff rates.

4. In addition to the salary cost, and only in case of beneficiary`s employee working in EFSA`s premises, the specific agreement will also recognise a **REINSTALLATION COST** of 1500 EUR per month, to cover the additional cost for the individual`s life in Parma and travels to and from their country of origin. In case the selected person will be travelling a distance of less than 300 km to Parma from the place of his/her regular employment at Beneficiary organisation the monthly **REINSTALLATION COST** will be recognised at level of 900 EUR per month. No allowance is foreseen in case of travel from distance of less than 50 km.
5. The specific agreements may also foresee the missions in the estimated budget, in line with Annex 1 - Rules on eligibility of costs.

The above indicated costs are co-financed by EFSA at 90%, see later below in part 1.9 and 1.10 for more information on co-financing principle.

1.8 PAYMENTS

Payments to the grant beneficiary will be made in accordance with the terms of the draft FPA published with this call and will be reconciled with the number of days declared in the timesheet which must be approved by EFSA. Only days actually worked for EFSA should be declared (holidays, bank holidays and days of illness should not be declared).

Importantly, **each specific agreement may foresee a pre-financing of up to 60% of the EFSA initial grant value.**

1.9 GRANT PRINCIPLES

The financial support provided by EFSA under this Call for proposals is a grant governed by the EU Financial Regulation referred to in part 1.1. Accordingly, the grant awarded following this Call must comply with the following principles:

- **Co-financing:** co-financing from a source other than the Union budget is required. The costs not covered by the EFSA grant must be financed from the applicant resources. The applicant must therefore contribute financially to the project. Additionally, there may be also a financial contribution from another entity, but such an entity may be only a public body. Contributions from the private sector are not permitted.
- **No-profit:** A grant shall not have the purpose or effect of producing a profit within the framework of the entrusted task for the applicant. Profit is defined as a surplus of the receipts over the eligible costs incurred by the beneficiaries, at the time of request for payment of the balance. The receipts shall be limited to income generated by the project/entrusted task (likely zero in this case), as well as financial contributions specifically assigned by donors to the financing of the eligible costs. Where a profit is made, EFSA shall be entitled to recover a part of it in line with procedure foreseen in the Framework Partnership agreement and the specific agreement. The verification of the non-profit rule does not apply to grant agreements of ≤ 60.000 €.
- **Non-retroactivity:** A grant may be awarded for a project/task entrusted which has already begun provided that the applicant can demonstrate the need for starting the entrusted tasks prior to signature of the Framework Partnership agreement. In such cases, costs eligible for financing shall not have been incurred prior to the date of submission of the grant application under this call. No grant may be awarded retrospectively for a project already completed.
- **Non-cumulative:** A project / entrusted task may only receive one grant from the EU budget. In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, the applicant shall indicate the sources and

amounts of Union funding received or applied for the same project or part of the project or for its functioning during the same financial year as well as any other funding received or applied for the same project.

1.10 EFSA GRANT CONTRIBUTION

This call will result in the signature of several FPA's. EFSA reserves the right to award specific agreements under this group of FPAs up to a maximum of 400.000 euro per year. It could happen that one year the value is beyond 400.000 euro, but this then needs to be compensated by a corresponding decrease for the next year/s. Each year, for the 4 year duration of the FPA, this maximum annual amount is subject to review based on EFSA budget availability. EFSA further reserves the right not to award Specific Agreements under the FPA without any compensation to be paid to the applicants.

The form of Specific Agreements signed under the FPA will be based on reimbursement of a specified proportion of the total eligible project costs actually incurred (EU Financial Regulation, Article 123 (1)(e)).

The costs under Specific Agreements are co-financed by EFSA at maximum 90% of the total eligible costs.

The total amount of estimated eligible costs, as presented by the applicant in the Estimated Budget (Annex 3, see also section 1.11 below), and which serves as a basis for calculation of the initial EFSA specific grant, will be verified by EFSA before signature of the Specific Agreement. EFSA reserves the right to implement the necessary adaptations to the estimated eligible costs in the case **the Rules on eligibility of costs** (Annex 1) were not correctly applied by the applicant.

1.11 ESTIMATED BUDGET AND ELIGIBLE COSTS

For the submission of a proposal under this Call for proposals, leading to the signature of the FPA, **no estimated budget is required**.

The estimated budget will be necessary only before the signature of the Specific Agreement. It must be established in line with **Annex 1 - the Rules on eligibility of costs**. The estimated budget must show all the costs and income which the applicant considers necessary to carry out the tasks entrusted. The Estimated budget will be in practice prepared in close cooperation with EFSA ALPHA Unit and EFSA Finance Unit.

Estimated budget will have to be:

- sufficiently detailed to permit identification, monitoring and checking of the costs;
- balanced, i.e. total income and total costs must equal;
- consistent with the work plan;
- expressed in Euro.

Estimated budget – cost side:

- Eligible direct costs:
 1. Costs of personnel, including reinstallation cost where applicable (see part 1.7 above), and a framework partnership agreement coordination cost recognised up to 10% of other staff costs;
 2. Mission travel costs and related subsistence allowances for missions made at EFSA's request.

The above categories represent an exhaustive list of the possible eligible direct costs under this particular FPA.

- Eligible indirect costs are applicable under this FPA only in case of beneficiary`s employee working on their own premises.

Estimated budget – income side:

- Mandatory incomes:
 1. Grant requested from EFSA;
 2. Applicant`s financial contribution;
- Optional incomes:
 3. Financial contributions from other public bodies.

1.12 PUBLICITY

The beneficiaries are expected to follow the rules on visibility of EFSA funding set out in Framework partnership agreement.

According to Article 35 of the EU Financial Regulation EFSA is bound to publish information on recipients of its grants at its website. Such publication shall take place no later than 30 June of the year following the financial year in which the grants were awarded and shall cover these data of the beneficiaries:

- name of the beneficiary,
- address of the beneficiary,
- subject of the grant.

1.13 PROTECTION OF PERSONAL DATA IN RELATION TO GRANT PROCEDURES

Processing your application in the context of this grant procedure, will involve the recording and processing of personal data (i.e. the name, any CV and contact details and/or financial details of individuals contained in your application) pursuant to Regulation (EC) N° 45/2001.

Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the Call and the data will be processed solely for that purpose.

Detailed information on the processing of personal data in the context of grant award procedures of EFSA is given in the privacy statement available on the EFSA website. This on-line privacy statement details the following:

- the legal basis, purpose and controller of the personal data processing;
- what personal information EFSA is collecting and/or further processing;
- to whom personal data is disclosed;
- what technical means are applied for data processing and way in which EFSA secures the information;
- how data subjects can access, modify and delete their information;
- how long EFSA keeps the personal data;
- the contact details for data subjects to exercise their rights;
- the right of recourse to the European Data Protection Supervisor.

Personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation. For

more information see the Privacy Statement on:
http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm).

In case the implementation of activities under an awarded grant entails the processing of personal data, the beneficiary shall comply with the relevant rules in the Framework Partnership Agreement (Annex 2) as a data processor of EFSA.

1.14 PUBLIC ACCESS TO DOCUMENTS

In the general implementation of its activities and for the processing of grant procedures in particular, EFSA observes Regulation (EC) N° 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

2. SELECTING PROPOSALS

The Evaluation Committee established by EFSA specifically for this call will evaluate the submitted proposals in five steps:

1. verification of submission requirements (see 2.1)
2. eligibility criteria (see 2.2)
3. exclusion criteria (see 2.3)
4. selection criteria (see 2.4)
5. award criteria (see 2.5)

If the proposal fails at any step it is automatically excluded from further evaluation. EFSA may contact the applicant during the evaluation process if there is a need to clarify certain aspects or for the correction of clerical mistakes.

2.1 VERIFICATION OF SUBMISSION REQUIREMENTS

The following will be verified:

- The proposal was submitted within the deadline for submission of proposals.
- The proposal is submitted on the EFSA application form (Annex 4).
- The proposal is duly signed by the authorised representative of the applicant.
- The proposal is complete and includes all the supporting documents.

2.2 ELIGIBILITY CRITERIA

The following will be verified:

- The applicant is on the list of competent organisations designated by the Member States in accordance with Art 36 of Regulation (EC) 178/2002 and Commission Regulation (EC) 2230/2004. This list is regularly updated by EFSA Management Board.
- The applicant is to be involved in the execution of the entrusted task with its own staff and with no sub-contracting foreseen.

Documents to be provided:

- **LEGAL ENTITY FORM** (Annex 5) ([download template here](#)) to be completed and signed by the applicant. For a public body this legal entity form should be provided together with a copy of the resolution or decision establishing the public body, or other official document establishing that public body. For a private body an extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical only one of these documents is required).
- **FINANCIAL IDENTIFICATION FORM** (Annex 6) ([download template here](#)) to be completed only by the applicant.

Please note that there is no need to submit these forms if they have already been submitted under another EFSA procurement or grant procedure and provided that these forms are still valid. In this case simply indicate in the application form the reference of the call under which the form/s were submitted to EFSA.

For British applicants: Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that

British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of II.17.2.2 (a) of the grant agreement.

2.3 EXCLUSION CRITERIA

Applicant must sign a declaration on their honour certifying that they are not in one of the exclusion situations referred to in the Articles 106 of the EU Financial Regulation.

Documents to be provided:

- **THE DECLARATION ON HONOUR FOR EXCLUSION CRITERIA** (Annex 7) to be completed/signed by the applicant.

2.4 SELECTION CRITERIA

Purpose of the selection criteria is to verify the financial, operational and professional capacity of the applicant.

Financial capacity:

The applicant must have stable and sufficient financial resources to:

- maintain their activity throughout the period during which the project is being carried out, and
- participate in its funding.

Operational capacity:

The applicant must have the professional resources, competencies and qualifications necessary to complete the proposed tasks as described in the specific objectives for each lot.

The documents to be provided by the applicant for the selection criteria are shown in the boxes below for each Lot:

Lot 1 - Horizon scanning by media and literature and web-monitoring for the early identification of new or emerging plant pest risks

Documents to be provided by the applicant:

- **Generic evidence: THE DECLARATION ON HONOUR ON SELECTION CRITERIA** (Annex 8).
- **Generic evidence (applicable only for private bodies): SIMPLIFIED FINANCIAL STATEMENT** (Annex 9), completed for at least last 2 closed financial years. Only required if the grant is requested by a private body and > 60.000 €:
- **Generic evidence (if applicable): LETTER OF COMMITMENT**, applicable only when another public body financially contributes to the project (body other than EFSA or the applicant); to be signed by the contributing public body; it serves to confirm its commitment to financially contribute to the project; no template is provided by EFSA.
- **Operational capacity for Lot 1:** for each Specific Agreement, the beneficiary will be asked to provide the CVs of the individuals proposed to carry out the entrusted tasks and will be subject to the agreement of EFSA. For the award of the FPA, applicants should submit the CVs of the proposed **team coordinator** with MSc degree, who should demonstrate a minimum of 10 years work experience in two of the following fields: plant health horizon scanning by media or literature monitoring or pest risk assessment; plant pathology or entomology.

Lot 2 - Plant pest surveillance

Documents to be provided by the applicant:

- **Generic evidence: THE DECLARATION ON HONOUR ON SELECTION CRITERIA** (Annex 8).
- **Generic evidence (applicable only for private bodies): SIMPLIFIED FINANCIAL STATEMENT** (Annex 9), completed for at least last 2 closed financial years. Only required if the grant is requested by a private body and > 60.000 €:
- **Generic evidence (if applicable): LETTER OF COMMITMENT**, applicable only when another public body financially contributes to the project (body other than EFSA or the applicant); to be signed by the contributing public body; it serves to confirm its commitment to financially contribute to the project; no template is provided by EFSA.
- **Operational capacity for Lot 2:** for each Specific Agreement, the beneficiary will be asked to provide the CVs of the individuals proposed to carry out the entrusted tasks and will be subject to the agreement of EFSA. For the award of the FPA, applicants should submit the CVs of the proposed **team coordinator** with MSc degree, who should demonstrate a minimum of 10 years work experience in the two following fields: planning or carrying out or coordinating or analysing/assessing plant pests surveillance; pest risk assessment.

Lot 3 - Pest categorisation of large groups: Tephritidae family (fruit flies)

Documents to be provided by the applicant:

- **Generic evidence: THE DECLARATION ON HONOUR ON SELECTION CRITERIA** (Annex 8).
- **Generic evidence (applicable only for private bodies): SIMPLIFIED FINANCIAL STATEMENT** (Annex 9), completed for at least last 2 closed financial years. Only required if the grant is requested by a private body and > 60.000 €:
- **Generic evidence (if applicable): LETTER OF COMMITMENT**, applicable only when another public body financially contributes to the project (body other than EFSA or the applicant); to be signed by the contributing public body; it serves to confirm its commitment to financially contribute to the project; no template is provided by EFSA.
- **Operational capacity for Lot 3:** for each Specific Agreement, the beneficiary will be asked to provide the CVs of the individuals proposed to carry out the entrusted tasks and will be subject to the agreement of EFSA. For the award of the FPA, applicants should submit the CVs of the proposed **team coordinator** with MSc degree, who should demonstrate a minimum of 10 years work experience in two of the following fields: entomology/ or pest risk assessment; taxonomy or biology and ecology or control of insect species of the family Tephritidae.

Lot 4 - Pest categorisation of large groups: viral and bacterial pathogens of potato

Documents to be provided by the applicant:

- **Generic evidence: THE DECLARATION ON HONOUR ON SELECTION CRITERIA** (Annex 8).
- **Generic evidence (applicable only for private bodies): SIMPLIFIED FINANCIAL STATEMENT** (Annex 9), completed for at least last 2 closed financial years. Only required if the grant is requested by a private body and > 60.000 €:

- **Generic evidence (if applicable): LETTER OF COMMITMENT**, applicable only when another public body financially contributes to the project (body other than EFSA or the applicant); to be signed by the contributing public body; it serves to confirm its commitment to financially contribute to the project; no template is provided by EFSA.
- **Operational capacity for Lot 4:** for each Specific Agreement, the beneficiary will be asked to provide the CVs of the individuals proposed to carry out the entrusted tasks and will be subject to the agreement of EFSA. For the award of the FPA, applicants should submit the CVs of the proposed **team coordinator** with MSc degree, who should demonstrate a minimum of 10 years work experience in the two following fields: plant virology or plant bacteriology or pest risk assessment; viral and bacterial pathogens of potato crop.

Lot 5 - Pest categorisation of large groups: viral and bacterial pathogens of fruit crops

- Documents to be provided by the applicant:**
- **Generic evidence: THE DECLARATION ON HONOUR ON SELECTION CRITERIA** (Annex 8).
 - **Generic evidence (applicable only for private bodies): SIMPLIFIED FINANCIAL STATEMENT** (Annex 9), completed for at least last 2 closed financial years. Only required if the grant is requested by a private body and > 60.000 €:
 - **Generic evidence (if applicable): LETTER OF COMMITMENT:** applicable only when another public body financially contributes to the project (body other than EFSA or the applicant); to be signed by the contributing public body; it serves to confirm its commitment to financially contribute to the project; no template is provided by EFSA.
 - **Operational capacity for Lot 5:** for each Specific Agreement, the beneficiary will be asked to provide the CVs of the individuals proposed to carry out the entrusted tasks and will be subject to the agreement of EFSA. For the award of the FPA, applicants should submit the CVs of the proposed **team coordinator** with MSc degree, who should demonstrate a minimum of 10 years work experience in at least two of the following fields: plant virology or plant bacteriology or pest risk assessment; viral, virus like and bacterial pathogens of *Fragaria* L., *Rubus* L. and *Ribes* L.; viral, virus like and bacterial pathogens of *Malus* Mill., *Pyrus* L. and *Cydonia* Mill.; viral, virus like and bacterial pathogens of *Prunus* L.; viral, virus like and bacterial pathogens of *Vitis* L.

2.5 AWARD CRITERIA FOR ALL LOTS

The award criteria serve to assess the quality of the proposals in relation to the objectives of the Call. The following award criteria are applicable for all lots in this call.

The applying organisation will deliver, for each lot, 2 example outputs in English that it considers to be representative of its capacity to perform entrusted tasks under a Specific Agreement:

- **Example Output A:** a report already completed or published by the applicant in the area of the Lot;
- **Example Output B:** a proposal by the applicant for the implementation of one of the tasks of the Lot (the selected task is chosen by the applicant).

These outputs (or where relevant, the part of the outputs of relevance for the lot applied for) will be assessed by EFSA for their relevance to the specific objectives for each lot, in particular points will be awarded for:

1. Clearly describing the objective and scope in the Example Output A (**Max 10 points**);
2. Adequately addressing the source, nature and quality of the data, describing the assessment methods, assumptions, limitations and uncertainties in the Example Output A (**Max 20 points**);
3. Presenting conclusions that are coherent with the main content in the Example Output A (**Max 20 points**).
4. Adequately addressing the specific objective and scope of the Lot in the proposal for implementation of one of the tasks of the Lot in the Example Output B (**Max 30 points**)
5. Adequately addressing the source, nature and quality of the data, describing the assessment methods, assumptions, limitations and uncertainties in the Example Output B (**Max 20 points**).

In order to be considered for award, the proposal must **score a minimum of 70 points** out of a maximum possible 100 points.

Proposals which have satisfied these quality thresholds will be ranked per lot in order to form the cascade of beneficiaries to whom an FPA will be awarded.

3. SUBMITTING PROPOSALS

Only one proposal should be submitted per beneficiary and your offer should indicate clearly for which lot you are applying. You may apply for one or more lots.

3.1 APPLICATION FORM

The proposal must be submitted using the **EFSA APPLICATION FORM** (Annex 4). The application form is published together with this call and must be:

- duly completed in all its parts;
- supported with all the requested annexes;
- signed by a duly authorised legal representative of the applicant.

Please note that, by submitting the proposal, the applicant accepts the procedures and conditions as described in this Call and in the documents referred to in it.

In addition to a full paper version of the application the applicant shall submit the application also on a CD/USB data storage format. The electronic version must be identical to the paper version. In case of any discrepancies between the electronic and paper version, the latter will prevail. All documents presented by the applicant become the property of EFSA and are deemed confidential.

3.2 LANGUAGE OF THE PROPOSAL AND THE SUPPORTING DOCUMENTS

Proposals may be submitted in any official language of the European Union. However, as EFSA's working language is English, the submission of proposals in English would speed up the evaluation process.

Please note that some supporting documents are required in support of the proposal. These supporting documents are an integral part of the proposal. For more information on the relevant supporting documents to be submitted with the proposal, please refer to part 2 of this Call. If these supporting documents are in a language other than English, in order to facilitate and speed up the evaluation, it would be appreciated if a reliable translation of the relevant parts of the documents into English is provided with the proposal.

3.3 SUBMISSION MODALITIES

You can submit your proposal:

- either by post (registered mail) or by courier not later than **29/09/2017**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below. The applicant submitting a proposal by post or by courier is requested to send an informative e-mail to EFSAProcurement@efsa.europa.eu;
- or delivered by hand not later than 12.30 hours (Italian time) on **29/09/2017** to the address indicated below. In this case, a receipt must be requested from EFSA as proof of submission, signed and dated by the staff member in EFSA Post Office who accepted the delivery. The EFSA Post Office is open from 8.30 to 12.30 Monday to Friday. It is closed on Saturdays, Sundays and EFSA holidays.

Submission by post, courier or hand to this address:

**European Food Safety Authority -EFSA
For the attention of Mrs Muriel Pesci - Finance Unit (Procurement Team)
Via Carlo Magno 1/A, I -43126 Parma, Italy**

Proposals must be submitted using the double envelope system. The outer envelope should be sealed with adhesive tape, signed across the seal and carry the following information:

- **"CALL FOR PROPOSALS GP/EFSA/ALPHA/2017/02 - NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT";**
- name of the applicant;
- the posting date should be legible on the outer envelope.

3.4 EXPECTED DURATION OF PROCEDURE

Information on expected duration of procedure – time to grant:

- Applicants will be informed on the decision regarding their application at the latest by 6 months since the deadline for submission of proposals;
- Signature of the FPA will take place at the latest by 3 months since the successful applicant/s has/have been informed on the decision on their application.