



EUROPEAN COMMISSION

Directorate C: Atlantic, Outermost regions and Arctic
DIRECTORATE-GENERAL FOR MARITIME AFFAIRS AND FISHERIES

CALL FOR PROPOSALS – MARE/2015/06

**Development of innovative, low-impact offshore fishing practices for
small-scale vessels in outermost regions**

Table of contents (to be reviewed at the end of the process)

1.	INTRODUCTION – BACKGROUND	3
2.	OBJECTIVE(S)	4
3.	TIMETABLE	5
4.	BUDGET AVAILABLE.....	6
5.	ADMISSIBILITY REQUIREMENTS	6
6.	ELIGIBILITY CRITERIA	6
6.1.	ELIGIBLE APPLICANTS	6
6.2.	ELIGIBLE ACTIVITIES	7
7.	EXCLUSION CRITERIA	8
7.1.	EXCLUSION FROM PARTICIPATION	8
7.2.	EXCLUSION FROM AWARD	8
7.3.	SUPPORTING DOCUMENTS	9
8.	SELECTION CRITERIA.....	9
8.1.	FINANCIAL CAPACITY	9
8.2.	OPERATIONAL CAPACITY	10
9.	AWARD CRITERIA	10
10.	LEGAL COMMITMENTS	11
11.	FINANCIAL PROVISIONS	11
11.1.	GENERAL PRINCIPLES	11
11.2.	FUNDING FORM	13
11.3.	PAYMENT ARRANGEMENTS.....	17
11.3.1.	<i>Pre-financing payment.....</i>	<i>17</i>
11.3.2.	<i>Second payment.....</i>	<i>17</i>
11.3.3.	<i>Final payment</i>	<i>17</i>
11.4.	REPORTING	18
11.5.	PRE-FINANCING GUARANTEE.....	18
12.	PUBLICITY.....	18
12.1.	BY THE BENEFICIARIES.....	18
12.2.	BY THE COMMISSION	18
13.	DATA PROTECTION	19
14.	SUBMISSION OF PROPOSALS AND CONTACTS	19
15.	ANNEXES	21

1. INTRODUCTION – BACKGROUND

The European Commission referred to as "the Commission", in particular the Directorate-General for Maritime Affairs and Fisheries (DG MARE), is launching a call for proposals with a view to concluding grant agreements.

This call for proposals is published under the terms of point (b) of Article 54(2) and Articles 84 and 124 of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union¹ (hereinafter referred to as the 'Financial Regulation'). The relevant financing decision was adopted on 11/05/2015 (C(2015)1065895).

This document provides detailed information on the content, the selection process and the implementation of projects aiming at developing innovative, low-impact offshore fishing practices for small-scale vessels in outermost regions.

All the relevant information to this call for proposals can be found and downloaded in the following website:

http://ec.europa.eu/dgs/maritimeaffairs_fisheries/contracts_and_funding/calls_for_proposals/index_en.htm

The outermost regions (ORs) are characterised by being islands of volcanic origin with a very narrow continental shelf (the only exception is French Guyana) which implies that the most accessible fishing grounds occur only in a narrow fringe around the isles. Biodiversity is exceptionally rich and is recognized as being of international importance. ORs can be key actors for the implementation of international and regional conservation targets and for fostering regional cooperation. The demand for fish products is high particularly from the tourism sector. As a consequence, fishing pressure has been concentrated historically on the coastal fishing grounds, resulting in their chronic overexploitation, which contributes to global biodiversity loss.

Part of the solution to cope with the market demand of fish has been to divert the fishing pressure towards fishing grounds further offshore on and beyond the edge of the continental shelf. In the case of Martinique and Guadeloupe, pollution by chlordecone² and subsequent closure of coastal fishing grounds has also been an important factor pushing fleets to fish more distant fishing grounds.

In the case of the Macaronesian ORs (Azores, Madeira and Canary Islands) diversification has concentrated on fisheries for deep-water fish using low-impact techniques such as hand lines and long-lines as well as for fisheries for large pelagic fish (tuna-like species and billfish such as swordfish) using drifting longlines and pole and line (live bait and trolling with artificial lures). Fish aggregating devices (FADs), which increase the accessibility of fish to the fishing gear³, are not commonly used in these

¹ OJ L 298, 26.10.2012, p. 1.

² Chlordecone is an insecticide that was used massively in agriculture during the 1980's and early 1990's. It is now classified as a persistent organic pollutant and its use and production are now banned.

³ These devices consist in objects kept at or near the surface of the sea. For one reason or another – several theories can explain it- pelagic fish tend to concentrate around these objects and hence become more accessible to fishermen.

areas. Instead, the proper vessels are used as FADs although their concentrating power is reduced compared to a standing FAD.

In the French ORs (especially in the isles, i.e. excluding French Guyana) most of the offshore fishing has targeted large pelagic fish using anchored FADs and hand lines or short drifting longlines. The design, building and utilisation of FADs have evolved to a high degree of efficiency although it remains a developing fishing technique. Exploratory fishing for deep-water fish was also carried out in Reunion Island in the 1990's with support from IFREMER scientists. However, the results were not encouraging and this work was stopped.

These past experiences have demonstrated that further development work is necessary to try and effectively direct effort away from the coastal waters. This development work should concentrate on technology transfer on fishing techniques, addressing the problems encountered and testing alternative low impact gears and alternative fishing grounds. Recognising the differences between the ORs, this work should be conducted in all of the different regions.

It is important to note that all the offshore fishing techniques described above are conducted by small vessels doing short fishing trips (i.e. artisanal fisheries with low impacts). This is important because on the one hand deep-water fish are highly vulnerable to overfishing and on the other hand fishing on large pelagic fish can also have important ecological effects (by-catch of sensitive species, changes in migratory behaviour). As a consequence, further development of these fisheries should be kept within the existing boundaries (small vessels, low intensity) and not open to large-scale fishing.

2. OBJECTIVE(S)

Overall objective

The pilot project aims at providing a platform for exchange of knowledge on low-impact offshore fishing techniques among fishermen from the outermost regions with a view to developing and optimising these techniques and with the principal objective of alleviating fishing pressure on the coastal fish resources.

Specific objectives

- Raising awareness of the opportunities to develop innovative fishing techniques allowing to divert fishing effort away from the coastal resources
- Developing and testing low impact fishing techniques adapted to the bio-geographical conditions of each OR.
- Creating alternative sustainable fishing opportunities that will help to consolidate jobs in the fishing industry and ensure a steady supply of fisheries products to local markets.
- Exchanging of best practice on low-impact offshore fishing techniques between ORs, which will also do good to overseas countries and territories (OCTs) and third countries.

- Improving communication among the OR's fishing sectors as part of the good functioning of the Advisory Council on Outermost Regions⁴.

Activities

The activities that will receive financial support shall be:

- General management and implementation of the project.
- Provision of scientific and technical support to the different phases of the project.
- Provision of material, services and logistics for the execution of the project.
- Collation of existing technical information on experimental fishing conducted on off-shore fishing grounds carried out under scientifically controlled conditions and properly documented.
- Organisation of seminars and workshops disseminating the above-mentioned information and receiving the input from experimented fishermen on offshore fisheries.
- Design and execution of experimental fishing trips in areas not explored so far or with innovative fishing gear.
- Design and execution of internet-based consultation and communication tools.
- Analysis of the results of experimental fishing, together with biological and economic data, showing the feasibility of further developing efficient low-impact offshore fisheries.
- Establish the managerial requirements for the existing and future off-shore fisheries to become long-term sustainable and contributing to the CFP objectives.
- Any other activity demonstrably contributing to the objectives of the project.

3. TIMETABLE

The indicative planning indicates:

	Stages	Date
a)	Deadline for submitting applications	End October 2015*
b)	Evaluation period	November-December 2015*
c)	Information to applicants ⁵	January 2016*
d)	Signature of grant agreements ⁶	February 2016*
e)	Starting date of the action	As of signature of grant agreement
f)	Pre-financing payment	March 2016*

⁴ This Advisory Council, foreseen in Article 43 of Regulation (EU) No 1380/2013, is currently in process of constitution.

⁵ At the latest within 6 months of the deadline for submission of applications.

⁶ At the latest within 9 months of the deadline for submission of applications

g)	Second payment (interim report)	November 2016*
h)	Final payment (final report)	November 2017*

* Indicative date

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects amounts € 1 000 000 (one million euros) and shall be financed from budget line 11 06 77 09 of the General Budget of the European Union for 2015.

The Commission expects to fund one project in the context of the present call for proposals.

The Commission reserves the right not to distribute all the funds available.

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent **no later than 30 October 2015 - by 16.00 in case of hand-delivery (Brussels time)**
- Applications must be submitted in writing (see section 14), using the application form in Annex A.
- Applications must be drafted in one of the EU official languages, but drafting in English would speed up the evaluation process.

6. ELIGIBILITY CRITERIA⁷

6.1. Eligible applicants

The following types of entities are eligible to participate in the call, in accordance with the relevant legal basis and the objectives to be achieved:

- Public authorities (national, regional, local), public or semi-public bodies;
- Research centres;
- Universities;
- Educational institutions;
- Private bodies;
- Non-profit organisation (private or public)

Only applications from legal entities established in the EU Member States are eligible.

Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as affiliated entities, and may declare eligible costs as specified in section 11.2. For that purpose, applicants shall identify such affiliated entities in the application form.

In order to assess the applicants' eligibility, the following supporting documents are requested:

⁷ Art. 131 FR, 201 RAP

- Public entity: copy of the resolution/law/decreed/decision establishing the entity OR if not available, any other official document attesting the establishment of the entity by the national authorities;
- Private entity: 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);
- Consortium: in addition to the supporting documents referring to their legal status, consortium members will submit letters confirming their participation to the project.

To be considered as a public entity, the applicants and affiliated entities shall fulfil all of the following criteria:

- The entity has been created by a public authority or is governed by private law with a public service mission,
- The public interest of the entity must be explicitly mentioned in the relevant legal or administrative act(s),
- The entity is financed totally or to a large extent (more than 50%) by public sources,
- In the event that the entity stops its activities, all rights and obligations including financial rights and obligations will be transferred to a public authority.

To verify the public entity nature of applicants and their affiliated entities, the Commission may request them to complete and provide the declaration included in Annex G.

In case of a consortium the application must be submitted by one Lead Partner. Among the number of Partners who carry out the project, one is appointed to act as Lead Partner and thus forms the link between the project Partners and the Commission.

Moreover, the Lead Partner is responsible for the management, communication, implementation and coordination of activities amongst the Partners in the selected regions.

All applicants must fill in the "Legal entity form" (if they are not already registered as service providers of the Commission) available at the following addresses:

- Legal entity form:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

The "Financial identification form" available at the following address shall be completed only by the legal entity submitting the application and/or acting as coordinator of a consortium when applicable:

- Financial information form:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

6.2. Eligible activities

The action must meet the conditions of the call and in particular address the specific objectives defined in section 2 above.

The activities under these project may not be included in the EU co- Maritime and financed activities covered by a member States' Operational Programme under the European Maritime and Fisheries Fund⁸.

7. EXCLUSION CRITERIA

7.1. Exclusion from participation

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Responsible Authorising Officer (RAO) or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1).

7.2. Exclusion from award

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest;

⁸ REGULATION (EU) No 508/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 15 May 2014 on the European Maritime and Fisheries Fund and repealing Council Regulations (EC) No 2328/2003, (EC) No 861/2006, (EC) No 1198/2006 and (EC) No 791/2007 and Regulation (EU) No 1255/2011 of the European Parliament and of the Council

- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 7.1.

The same exclusion criteria apply to affiliated entities.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation.

7.3. Supporting documents⁹

Applicants, and where relevant, its affiliated entities, must sign a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) and 107 to 109, filling in section 5 of the application form accompanying the call for proposals. The Commission reserves the right to request evidence of the above.

The Lead Partner (Coordinator) must sign a declaration on his honour certifying that none of the applicants is in one of the situations referred to in articles 106(1) and 107 to 109 of the Financial Regulation, filling in the relevant form attached to the application form accompanying the call for proposals.

8. SELECTION CRITERIA¹⁰

8.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- a declaration on their honour;
- the profit and loss account, the balance sheet for the last financial year for which the accounts were closed;
- for newly created entities, the business plan might replace the above documents.

On the basis of the documents submitted, if the responsible authorising officer (RAO) considers that financial capacity is not satisfactory, he may:

- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with a pre-financing paid in instalments;
- propose a grant agreement with a pre-financing covered by a bank guarantee (see section 13.7 below);

⁹ Art. 197 RAP

¹⁰ Art. 132 FR, 202 RAP

- where applicable, require the joint and several financial liability of all the co-beneficiaries;
- reject the application.

The verification of the financial capacity shall not apply to public bodies.

8.2. Operational capacity¹¹

Applicants must have the professional competencies (scientific and technical) as well as appropriate qualifications necessary to complete the proposed action or work programme. In this respect, applicants have to submit a declaration on their honour, and the following supporting documents:

- An inventory of staff (scientist, technicians, IT staff, etc..) and the curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the project (accompanied where appropriate, like in the field of research and education, by a list of relevant publications);
- an exhaustive lists of previous projects and activities performed and connected to the actions to be carried out;
- where appropriate, a description of the technical equipment, tools or facilities and patents at the disposal of the applicant.

9. AWARD CRITERIA¹²

Eligible applications/projects will be assessed on the basis of the following criteria.

The Grant will be awarded to the proposal which reaches the highest score on the basis of the following award criteria and which demonstrates efficiency and cost-effectiveness. A maximum of 100 points will be awarded for the quality of the proposal. The minimum overall score required is 60 points; the minimum for each criterion is indicated in the respective bullet points below. The criteria for the assessment of the quality are:

– *Relevance* (minimum required 10 points - maximum 20 points): relevance of the proposal to the objectives of the call, and in particular the extent to which the project promotes the best exchange of fishermen's knowledge and experience in viable low-scale off-shore fisheries.

– *Added value and innovation* (minimum required 10 points - maximum 20 points): usefulness of the proposal, and in particular the extent to which the project generates innovative solutions directly usable by the fishing sector and contributes to alleviate fishing pressure on inshore resources

- *Methodology* (minimum required 8 points - maximum 15 points): Applicants should describe their proposed working methodology to achieve a timely and successful implementation of the project. In particular, applicants should provide a comprehensive business plan for the project that includes a detailed timetable and work plan and also the training and organisational needs; the project should favour an integrated approach to deliver services in an inclusive, collaborative and iterative way of working.

¹¹ Art. 131 FR, 202 RAP.

¹² Art. 132 FR, 203 RAP

– *Means of implementation of the project* (minimum required 8 points - maximum 15 points): Applicants should demonstrate that the resources (personnel, crew, equipment, reassigned fishing vessel, financial etc.) that will be mobilised are adequate to achieve a timely and successful implementation of the project; in particular, applicants should demonstrate that their implementation means are cost-effective;

- *Project management* (minimum required 8 points - maximum 15 points): Applicants should demonstrate that the organisation and management structure proposed for the project are sufficient and adequate to achieve the required quality, meet the deadlines and establish a real partnership;

- *Dissemination, sustainability and visibility* (minimum required 8 points - maximum 15 points): Applicants should describe their dissemination plan and how they intend to ensure that the results of the project can be optimally used by others.

Since assessment of the calls will be based on the quality of the proposed services, calls should elaborate on all points addressed by these specifications in order to score as many points as possible. The mere repetition of mandatory requirements set out in these specifications, without going into details or without giving any added value, will only result in a very low score. In addition, if certain points of these specifications are not expressly covered by the call, the Commission may decide to give a zero mark for the relevant qualitative award criteria.

10. LEGAL COMMITMENTS¹³

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 beneficiary, as well as the procedure in view to formalise the obligations of the parties.

The two copies of the original agreement must be signed first by the beneficiary (where appropriate on behalf of the consortium) and returned to the Commission immediately. The Commission will sign it last.

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. FINANCIAL PROVISIONS

11.1. General Principles

a) Non-cumulative award¹⁴

An action 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, applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.¹⁵

¹³ Art. 121 FR, 174 RAP.

¹⁴ Art. 129 FR

¹⁵ Art. 196.4 RAP.

b) Non-retroactivity¹⁶

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed or the grant decision is notified.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Co-financing¹⁷

Co-financing means that the resources which are necessary to carry out the action or the work programme may not be entirely provided by the EU grant.

Co-financing of the action or of the work programme may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties.

d) Balanced budget¹⁸

The estimated budget of the action or work programme is to be attached to the application form. It must have revenue and expenditure in balance. A model of a budget overview can be found in Annex 4 of the application form.

The budget must be drawn up in euros.

Applicants who foresee that costs will not be incurred in euros, shall use the exchange rate published on the Infor-euro website available at http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm.

e) Implementation contracts/subcontracting¹⁹

Where the implementation of the action or the work programme requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC²⁰ or contracting entities in the meaning of Directive 2004/17/EC²¹ shall abide by the applicable national public procurement rules.

¹⁶ Art. 130 FR

¹⁷ Art. 125 FR, 183 RAP.

¹⁸ Art. 196.2 RAP

¹⁹ Art. 137 FR, 209 RAP

²⁰ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

²¹ Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action/work programme as described in the proposal must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action and shall not exceed 40% of the total eligible budget save in duly justified cases.
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal.

The grant beneficiary has the possibility to award contracts to provide services or to assist in the implementation of certain limited activities.

The term “subcontracts” is applied to expenses paid by the beneficiary on the basis of:

- Contracts, and
- Invoices/request for reimbursement to external service providers who carry out certain tasks or assist in the implementation of certain limited activities for the project because the beneficiary lacks the resources or expertise to carry them out. These might include, for example:
- External independent financial control (in compliance with country specific control requirements);
- Website design and hosting;
- Drafting, lay out, printing of promotion material such as newsletters;
- External event organisation;
- Meeting room rental and catering;
- Interpretation/translation;
- Surveys.

f) Financial support to third parties

Financial support to third parties is not an eligible expenditure.

11.2. Funding form²²

Form of the grant

The grant takes the form of a combination of

- a) Reimbursement of a specified proportion of the eligible direct costs actually incurred by the beneficiary, and

²² Art. 123 FR, 181 RAP.

- b) A flat-rate financing ratio for eligible indirect costs.

Maximum amount requested

The EU grant is limited to a maximum co-funding rate of **90 %** of eligible costs actually incurred.

Consequently, part of the total eligible expenses entered in the estimative budget must be financed from sources other than the EU grant (see section 11.1c).

Contributions in kind²³

In-kind contributions are not an eligible cost under this grant agreement unless prior written approval by the Contracting Authority.²⁴

Eligible costs²⁵

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the following criteria:

- a) they are incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
- b) the period of eligibility of costs will be defined in the grant agreement.

If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application (see section 11.1b):

- c) they are indicated in the estimated budget of the action;
- d) they are necessary for the implementation of the action ;
- e) 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;
- f) they comply with the requirements of applicable tax and social legislation;
- g) they are reasonable, justified, and comply with the requirements 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.

The same criteria apply to the affiliated entities.

Eligible direct costs

²³ Art. 127 FR.

²⁴ Cost items such as those referred to in the section below on Eligible cost (e.g. salary cost) are not considered as contributions in kind.

²⁵ Art. 126 FR

The eligible direct costs for the action/ work programme are those costs which, **with due regard for the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the action or the work programme and which can therefore be booked to it directly:

- the costs of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the applicant's usual policy on remuneration. Those costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used. For the calculation of costs of personnel, the calculation sheet provided in Annex F shall be used.
- costs of the personnel of national administrations 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;
- subsistence allowances (for meetings, including kick-off meetings where applicable, conferences etc) provided that these costs are in line with the beneficiary's usual practices;
- costs of travel (for meetings, including kick-off meetings where applicable, conferences etc), provided that these costs are in line with the beneficiary's usual practices on travel;
- depreciation cost of equipment (new or second-hand): only the portion of the equipment's depreciation corresponding to the duration of the action/project and the rate of actual use for the purposes of the action may be taken into account;
- costs entailed by subcontracting awarded by the beneficiaries for the purposes of carrying out the action/project, provided that the conditions laid down in the grant agreement are met;
- costs arising directly from requirements linked to the implementation of the action/project (dissemination of information, specific evaluation of the action, translations, reproduction);
- costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where required;
- costs relating to external audits where required in support of the requests for payments;
- value added tax ("VAT"): VAT is eligible where provided by the relevant articles of the FR²⁶;

Other costs

²⁶ Article 126(3)(c) of the FR

Other direct costs than the costs mentioned above can be eligible but should be necessary for the action and specified in the budget with the necessary justifications, eg.

- costs of consumables and supplies, provided that they are identifiable and directly assigned to the action/project;
- the cost of external speakers in project meetings and events. In such case:
 - the added-value of their participation and payment of their costs by the beneficiary can be clearly demonstrated and
 - the cost will be definitively paid and borne by the beneficiary.

N.B.; general administrative costs for the action/project are deemed to be covered by the flat rate for indirect costs and shall, therefore, not be included in the category "other costs".

Eligible indirect costs (overheads)

- a flat-rate amount of 7% of the total eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Ineligible costs

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfers charged by the bank of a beneficiary;
- costs declared by a beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- contributions in kind from third parties;
- excessive or reckless expenditure;
- deductible VAT;

Calculation of the final grant amount

The final amount of the grant to be awarded to the beneficiary is established after completion of the action, upon approval of the request for payment containing the following documents²⁷, including relevant supporting documents where appropriate:

- a final report providing details of the implementation and results of the action/work programme;
- the final financial statement of costs actually incurred;
- a certificate on the action's financial statements and underlying accounts, produced by an approved auditor or, in case of public entities, by a competent and independent public officer, for each beneficiary. The certificate shall certify, in accordance with the model template provided in Annex VI of the grant agreement, that the costs declared by the beneficiaries in the financial statements on which the request of payment is based are real, accurately recorded and eligible and that all receipts have been declared, in accordance with the agreement.

EU grants may not have the purpose or effect of producing a profit within the framework of the action of the beneficiary. **Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary**, when the request is made for payment of the balance. In this respect, where a profit is made, the COMMISSION shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action or work programme.

11.3. Payment arrangements²⁸

11.3.1. *Pre-financing payment*

A first payment of 25% of the maximum grant amount will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the agreement.

11.3.2. *Second payment*

An interim payment of 50% of the maximum grant amount shall be paid to the beneficiary, subject to the receipt and acceptance by the Commission of the interim report. This payment may not be made until at least 70% of the previous pre-financing payment has been used up.

11.3.3. *Final payment*

The amount of the final payment to be made to the beneficiary will be established on the basis of the calculation of the final grant amount. If the total of earlier payments received is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess through a recovery order²⁹.

²⁷ Art. 135 FR

²⁸ Art. 90, 135 FR, 207 RAP.

²⁹ Art. 109, 110 RAP

11.4. Reporting

An interim report shall be submitted within 9 months as of the signature of the grant agreement. It shall explain the progress made on the milestones provided for by the grant agreement.

Within 30 days from the end date of the project as specified in the grant agreement, the beneficiary shall submit a final report in electronic and paper format, including an executive summary, written in English. The report shall detail all the actions done, the outputs delivered and the final results achieved.. The payment of the balance will be made following acceptance of the final report by the Commission.

A financial report and a certificate on the financial statements and underlying accounts (“certificate on the financial statements”) in accordance with Article II.23.2(d), shall be submitted for the interim payment and the payment of the balance.

11.5. Pre-financing guarantee

A pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantees by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement

The guarantee shall be released as the pre-financing is cleared against the final payment to the beneficiary, in accordance with the conditions laid down in the grant agreement. Amounts overpaid shall be reimbursed to the Commission.

12. PUBLICITY

12.1. By the beneficiaries

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

In 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.

To do this they must use the text, the emblem and the disclaimer available at http://europa.eu/about-eu/basic-information/symbols/flag/index_en.htm .

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

12.2. By the Commission

All information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Commission 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 shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by Directorate MARE.C. Details concerning the processing of personal data are available on the privacy statement at:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on:

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

14. SUBMISSION OF PROPOSALS AND CONTACTS

Proposals must be submitted in accordance with the formal requirements and by the deadline set out under section 5.

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 for the correction of

clerical mistakes, the Commission may contact the applicant for this purpose during the evaluation process.

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

Application forms are available under Annex A. The application form, annexes and

relevant documents can be obtained via:

http://ec.europa.eu/dgs/maritimeaffairs_fisheries/contracts_and_funding/calls_for_proposals/index_en.htm

Applications shall be submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in 3 copies (one original clearly identified as such, plus 2 copies), and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Where applicable, all additional information considered necessary by the applicant can be included on separate sheets.

The envelope must clearly state the reference of the **Call (MARE/2015/06) "DO NOT OPEN"**. It must be submitted in a sealed envelope and must be either:

- sent **by registered mail**, posted or dispatched no later than **30 October 2015** to the address indicated below:

Post:

European Commission
Directorate-General for
Maritime Affairs and Fisheries
Unit MARE/C
(Ref. MARE/2015/06)

B – 1049 Brussels

In this case, the evidence of the date of dispatch shall be constituted by the postmark.

- **delivered by hand** (by the applicant in person or by an agent), or sent **by courier service**, posted or dispatched no later than **30 October 2015 at 16.00 (Brussels time)** to the address indicated below:

Hand delivery/Express mail:

European Commission
Directorate-General for
Maritime Affairs and Fisheries
Unit MARE/C
(Ref. MARE/2015/06)

Avenue du Bourget 1
B-1140 Brussels

In case of submission by courier service, the evidence of the date of dispatch shall be constituted by the date of dispatch on the deposit slip.

In case of hand delivery by the applicant, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who takes delivery. The department is open from 08.00 to 17.00 from Monday to

Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

Applications sent by fax or e-mail will not be accepted.

Contacts

All questions related to the call may be sent by electronic means (e-mail) to:

MARE CALL OR@ec.europa.eu, indicating the call reference MARE/2015/06 and the subject title "off-shore fishing in Outermost regions".

Such questions, together with their answers, if of a general interest, will be published on:

http://ec.europa.eu/dgs/maritimeaffairs_fisheries/contracts_and_funding/calls_for_proposals/index_en.htm

In addition, important information for the applicants may, if need be, be published on this website. Applicants are thus strongly recommended to consult this website regularly.

In order to ensure equal treatment, questions will only be answered if submitted no later than 10 working days before the deadline for the submission of proposals.

15. ANNEXES

- Annex A: Application form
- Annex B: Model agreement
- Annex C: Budget application form
- Annex D: Public entity declaration