



Kick-off Meeting Track 2 projects UCPM-2022-PP

9 March 2023

Prevention and Preparedness Programme team

DG ECHO

Kick-off Meeting 9 March 2023

Prevention and Preparedness Projects Track 2 audit, webinars, communication

- **10:00** Welcome and introduction by Deputy Head of Unit Gaetano Vivo, Prevention and Disaster Risk Management
- **10:10** Operational aspects of the grant management (legal, financial, and other key aspects of the project implementation)
- **11:10** Wellbeing break
- **11:20** The Union Civil Protection Knowledge Network
- **11:30** Presentation of projects
 - Risk reduction and assessment: OVERCOME, RED ROSES, SAILOR, WUITIPS, EReS and MEDEA*
- **12:45** Light lunch
- **14:00** Presentation of projects
 - Education and Training: ROSES and ISRA*
 - Disaster Preparedness: EDERA*
 - Marine Pollution: PROMPT*
- **15:00** Bilateral meetings by project
- **15:40** Wrap-up
- **16:00** Closure



UCPM developments on prevention and preparedness

Cristina Brailescu – Team Leader
DG ECHO - Unit B.2 Prevention and Disaster Risk Management

9 March 2023

Disaster Resilience Goals



[Recommendation and Communication](#) adopted by the European Commission on 8 February 2023.



1. Anticipate

Improving risk assessment, anticipation and disaster risk management planning



Flagship

Europe- wide disaster scenarios



2. Prepare

Increasing risk awareness and preparedness of the population



Flagship

"preparEU": A pan-European awareness programme for disaster resilience



3. Alert

Enhancing early warning



Flagship

Linking global early warning with local action in Europe



4. Respond

Enhancing the Union Civil Protection Mechanism response capacity



Flagship

Scaling-up rescEU strategic reserve



5. Secure

Ensuring a robust civil protection system



Flagship

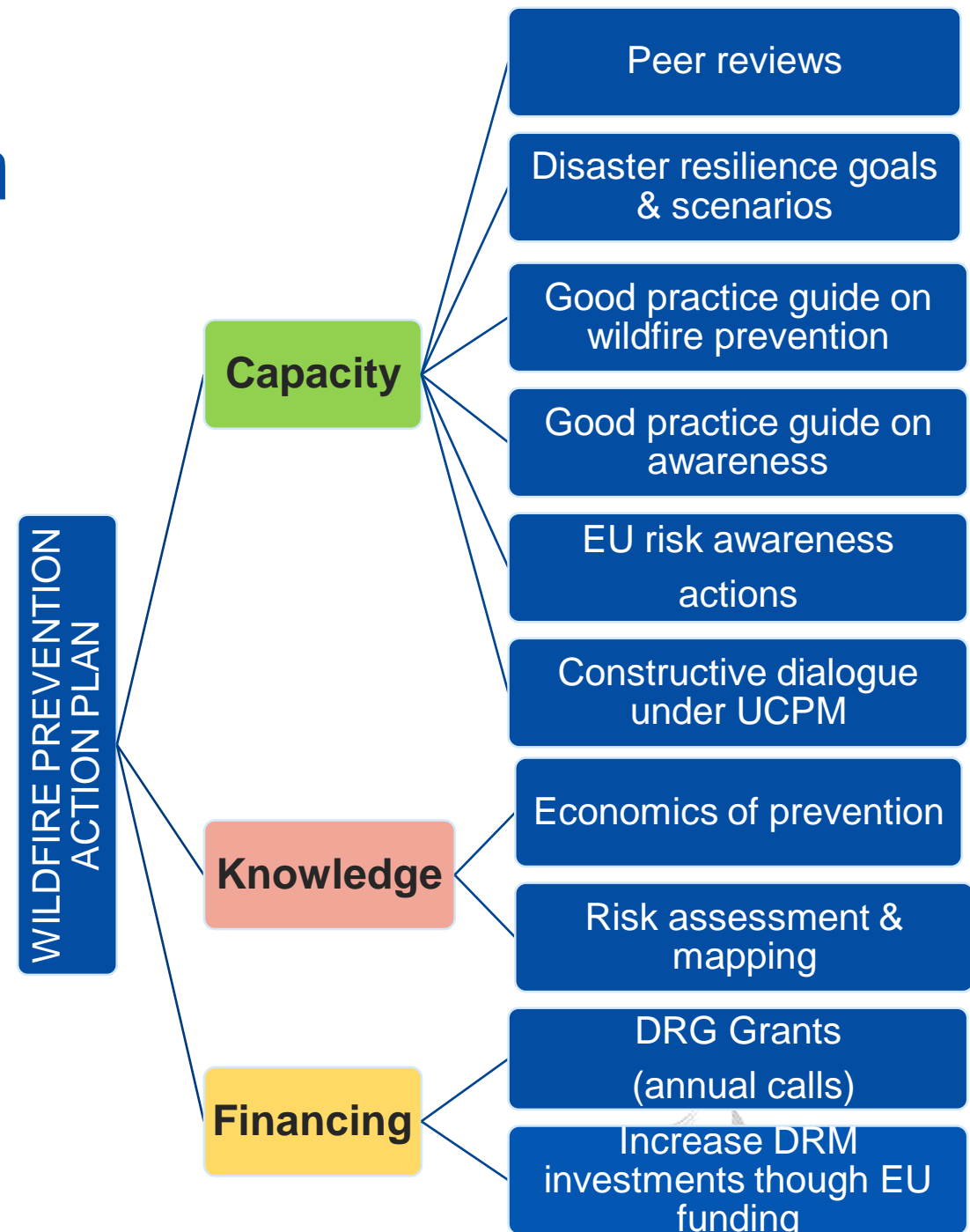
Stress-testing the emergency operation centres across Europe



Wildfire Prevention Action Plan

- Responding to the request to the COM to enhance wildfire prevention efforts
- Makes the most of the legal mandate of the UCPM decision
- Promoting integrated wildfire risk management
- Wildfire prevention in focus combined with multi-hazard approach
- Complements existing guidelines and other EU policies and various ongoing initiatives.
- Role of the Knowledge Network across actions

[Wildfire Prevention Action Plan call for practices | UCP Knowledge Network: Applied knowledge for action \(europa.eu\)](#)





Project implementation and monitoring context

Cristina Brailescu – Team Leader
DG ECHO - Unit B.2 Prevention and Disaster Risk Management

9 March 2023

2022 Call for Prevention and Preparedness Projects on Civil Protection and Marine Pollution

Main characteristics

- Total EU financing in 2022: EUR 7 million (EUR 5 million for internal action and EUR 2 million for external action)
- Max. 85% of total eligible costs up to EUR 1 million
- 4 priorities
 - Risk assessments
 - Risk awareness
 - Early Warning Systems
 - Marine Pollution
- Projects' duration: 24 months

Results

- 20 applications and **10 proposals awarded**
- Total awarded budget: EUR 6.45 million
- Main hazards addressed: multi-hazard, earthquake and wildfires
- Main country coordinators: Spain, Greece and Italy
- Projects start in 2023

Project monitoring overview

Project Officer



Person responsible for managing the project from the EU side; normally follows it from beginning to end, with a key role in all decisions (payments, amendments, reviews etc.); main contact point for the consortium

Technical Desk
Officer



Person responsible for steering the project into a meaningful direction by paying attention to the initial project outcomes and the changing policy context! Make sure that it serves the UCPM objectives and policy goals!

Financial
Officer



Person responsible for managing and monitor the project jointly with the PO and to handle mostly all financial questions

Legal Officer



Person responsible for managing and monitor the project jointly with the PO and to handle mostly all legal questions

DG ECHO - Unit B.2

Prevention and Disaster Risk Management

Prevention and Preparedness Programme Team:

Cristina Brailescu
Joy Kacenenelbogen
Patricia Sidarous
Judith Sorensen
Vladlena Doroshenko Salatenko
Miriam O'Connor
Christian Aagaard
Juan Francisco Galvan Montero



The Grant Agreement

Administrative, Legal & Financial Aspects of Action Implementation – UCPM

Laura DI PAOLO – Legal Officer
Didier KESSEL - Financial Officer
DG ECHO - Unit E3 – Contracts and Finance

09 March 2023



Grants are direct financial contributions from the European Union budget awarded by way of a donation to beneficiaries.

Grants for actions finance actions intended to help to achieve an objective that forms part of a Union policy.

The results of the action remain the property of the beneficiaries.

Who owns the results of a project?

YOU

Ownership of the results of the action, including industrial and intellectual property rights, and of the reports and other documents relating to it, shall be vested in the beneficiaries.

The beneficiaries grant the Union the right to use the results of the action.

What's in the grant agreement?

- Rights and obligations of the beneficiaries

Provisions on:

- Subject of the agreement
- Coordinator/Beneficiaries (if consortium, coordinator + beneficiaries), Affiliated entities, Associated partners, Subcontractors
- Duration of the Action
- Maximum grant amount, funding rate, eligibility of costs, technical and financial reporting



What's in the grant agreement?

- Rights and obligations of the beneficiaries

Provisions on:

- Communication and visibility
- Amendment, suspension and termination of the grant agreement
- Audits by the Commission or OLAF, record keeping
- Recoveries, data protection, Intellectual Property Rights
- Applicable law and settlement of disputes



Changes to the agreement

What happens when the consortium realises during the implementation phase of the action that changes are required for the proper implementation?



Amendment

General principles

- *No derogation from the conditions laid down in the UCPM Decision (Decision No 1313/2013/EU), the work programme, the Call for Proposals/Invitation to submit proposals (eligibility criteria and award criteria), the Grant Agreement*
- *Principle of equal treatment*
- *Compliance with answers/information provided in Frequently Asked Questions/Info Day*
- *General conditions of the grant agreement can never be changed*

Who can ask to amend the grant agreement?

- Amendments may be requested by any of the parties:
 - 1. by the Coordinator if multi-beneficiaries grant agreement or by the Beneficiary, if mono-beneficiary grant agreement
 - 2. by the Commission
- The request for amendment can be submitted by the legal representative that initially signed the grant agreement or by another legal representative or the contact point duly authorized to represent and commit the entity for this exercise

When/how is possible to amend a grant agreement?

The grant agreement may only be modified during its lifetime

It shall be submitted in due time

The request for amendment must include the reasons and the appropriate supporting documents

The Commission may request additional information

The request for modification(s) shall be made in writing in a dedicated letter



Amendments [article 39]



- Modification of the Grant Agreement
 - Justified, accompanied by appropriate supporting documents, submitted by the coordinator – with the exception of change of coordinator without its agreement
- What can be modified?
 - Description of the action
 - Composition of the consortium
 - Duration
 - **Attention:** budget transfers do not require an amendment as long as there is no substantive or important change to the description of the action in Annex 1 (*Art. 5.5 -Budget flexibility*).

One of the beneficiaries participation is terminated
OR
addition of a new beneficiary

Submit a formal request for amendment with relevant supporting documents

GA suspension

Change in the name or address of a beneficiary or linked third party

Change in the bank's name or branch address, or in the name of the bank account holder



Submit a formal request for amendment with relevant supporting documents

Civil Protection and Humanitarian Aid

There is a delay in the implementation and the deadline for submission of deliverables can't be respected

Inform the Project Officer ASAP, who will keep track of the changes

GA Termination

Suspension and termination

- Suspension of the grant agreement
 - Requested by the consortium if exceptional circumstances make implementation impossible or excessively difficult
 - By the Commission, if irregularities, fraud, breach of obligations, etc.

No costs are eligible during suspension!

- Termination of a beneficiary or the grant agreement
 - Requested by the Commission
 - Requested by the consortium

Some reminders

Remember!

- Guidance published on the Funding & Tenders portal (annotated grant agreement = AGA...) [Guidance & Manuals \(europa.eu\)](https://europea.eu)
- Sub-contracting has to be included in Annex I (description of action and budget) and respect best value for money and absence of conflict of interest
- Documents and records to be kept 5 years after the final payment (art.6)
- Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs) (point 4.2 of data sheet + art. 22.3)
- The final grant amount may be reduced in case of non-compliance with the Grant Agreement (improper implementation, breach of obligations, etc) (art. 28)

Reporting and payment

- All payments are made to the coordinator
- 1 pre-financing payment of 70% of the maximum grant amount within 30 days of signature of the grant agreement
- Progress reports (number depends on the duration of the Action)
- Final payment with a final periodic report, which includes a technical and a financial part:
 - Financial statements
 - Explanation on the use of the resources (Technical Report)
 - Certificates on the financial statements (CFS), only if requested EU contribution to costs \geq EUR 325 000 per beneficiary (data sheet 4.3 and article 24)

Certificate on the financial statements:

- As the costs are reimbursed at the funding rate fixed in the call / grant (85%), a CFS is necessary for each beneficiary reporting costs* equal or above to:

$$\text{EUR } 325\,000 / 0.85 = \text{EUR } 382\,353$$

* *Even if the estimated budget was under the threshold*

- No CFS necessary in a grant with two beneficiaries reporting each EUR 200 000, as the threshold per beneficiary is not reached.

Final reporting

- The requested EU contribution amount should be consistent with the amount indicated in the Annex 1 – Description of the action (Part B Annex - Detailed Budget Table) under the project income part.
- Travel, accommodation and subsistence costs should be reported separately and be coherent with Annex 2a to the grant agreement, using unit costs
- Conversion in euro with [Euro foreign exchange reference rates \(europa.eu\)](http://europa.eu). (article 21.3)
- EC may request a sample of supporting documents: copies of invoices, time sheets, copies of contracts...

ELIGIBLE COSTS

Please read carefully:

- Your Grant Agreement and in particular the article 6 and Data Sheet
- Further explanations in Annotated Grant Agreement (AGA)

→ https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf

ELIGIBLE COSTS – CONDITIONS

- necessary for implementation of the action
- incurred during the implementation period
- indicated in the budget
- identifiable and verifiable, recorded in your accounting system,
- compliant with the applicable national law on taxes, labour and social security
- reasonable and justified

ELIGIBLE COSTS – TYPES

- Actual costs
- Unit costs – travel, accommodation and subsistence costs (Annexe 2a)
- Depreciation costs
- Flat-rate – Indirect costs – 7% of the eligible direct costs

A few examples:

Eligible costs

- Conference before the end of the project, but paid after the end date
- Travel for project meetings
- Visibility

Ineligible costs

- VAT
- Currency exchange losses
- Excessive or reckless expenditure
- Commission staff missions

Specific rules – personnel costs

- Different types of personnel: (full or part-time) employees, persons with direct contracts ...
- Daily rates to be defined (for employees) = annual cost of the person / 215.
- Working conditions for persons with direct contract, including the rates should be similar to those for the employees.
- The number of day-equivalents declared for a person must be identifiable and verifiable (time-sheets)

Specific rules – travel and subsistence

Annex 2a (based on Decision C(2021)35) defines unit costs for:

- travels between 50-399 km inside and between EU countries, travels of 400 km or more
- Accommodation per night spent on travel for the action, per country
- Subsistence costs per day spent on travel for the action, per country

Only if the unit cost is not mentioned in annex 2a, actually incurred costs should be declared.

Specific rules – Equipment costs

- If the equipment's useful life is more than a year, the beneficiary can NOT charge the total cost of the item in a single year
- Depreciated equipment costs can NOT exceed the equipment's purchase price
- If the beneficiary does not use the equipment exclusively for the action, only the portion used on the action may be charged
- the beneficiary can NOT charge depreciation for periods before the purchase of the equipment
- For equipment bought before the action, depreciation of the remaining value is eligible for the portion corresponding to the action

Ineligible Value added tax

VAT is a non-eligible cost according to the call text « special cost eligibility rules for this call »

The fact that VAT is non-recoverable or non-refundable according to the national legislation of the beneficiary's country DOES NOT make paid VAT an eligible cost



Other key aspects of the project implementation

Patricia SIDAROUS – Communication Officer
Juan Francisco GALVAN MONTERO – Call coordinator Track 2 projects
DG ECHO - Unit B.2 Prevention and Disaster Risk Management

9 March 2023

Communication & visibility:



Co-funded by the
European Union

- DG ECHO [guidelines on Communication and Visibility](#) in UCPM projects: website, audiovisual material, posters & flyers, publications
- Improving the visibility and dissemination of the projects' results (recommendation from [evaluation of the prevention & preparedness projects 2014-2020](#))
- Call requirement: 5 high quality visuals & snapshot of project to submit at the end of the project
- Send any interesting project photos/videos during project lifetime to the Prevention & Preparedness Programme team at ECHO-CP-P&P@ec.europa.eu
- [Knowledge Network platform](#): project pages, discussion groups, news & events

Modifications / Amendments in practice

- Project Coordinator should inform the Project Officer (via the Communication Center) about the need for a modification or an amendment as soon as possible.
- Some modifications do not require Grant Agreement amendment (e.g. Art. 5.5 Grant Agreement - Budget flexibility rule).

Deliverables

- Please make sure that deliverables are sent on time, and if you identify any challenges, announce the Project Officer about the likely delay
- Deliverables are reviewed by the Project Officer and the Technical Desk-Officer together
- If the format is not a usual one (Word, PDF, etc), please send some screenshots and/or arrange a session with PO and TDO to showcase the application.

Events & meetings

- Please inform DG ECHO on your planned events, workshops, calls for information.
- Online participation
- Sharing project information with the UCPM community

Checks and audits

- The objective of an ECHO audit is to enable the auditor to express an opinion as to whether:
 - 1) The funds have been used in accordance with the applicable legislation and the terms and conditions of grant agreements, and
 - 2) The funds have been used for their intended purpose.
 - 3) To provide assurance about the legality and regularity of the expenditure paid by the Commission.

Checks and audits

- Commission audit or external contracted company
- Checks and audits possible at any time during the project implementation and up to 5 years after the final payment
- Please keep all documentation required to ascertain the eligibility of the costs
- Depending on the finding, appropriate measures are taken, including recovery.
- DG ECHO Audit Info Paper, available at [Union Civil Protection Knowledge Network website \(Audit webinar 2022\)](#)

Useful links

Communication Centre via your [Funding & Tenders Portal account](#).

Prevention and Preparedness team: ECHO-CP-P&P@ec.europa.eu

For IT problems, please contact our Helpdesk:

1. via web form at the [Funding & Tenders Portal - Support - IT Helpdesk](#)
2. by email at EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu
3. by phone at +32 (2) 29 92222



Union Civil Protection Knowledge Network

Guillermo GRIEM – Policy Officer
DG ECHO – Unit B.3 – Knowledge Network and Evidence Based Policy

09 March 2023

Vision & Mission

Union Civil Protection Mechanism and its community have the knowledge and expertise to effectively prevent, prepare for and respond to current and emerging risks and challenges in disaster risk management.



Bring together civil protection and disaster risk management experts and organisations
(partnership facilitator)



Make relevant knowledge on civil protection and disaster risk management accessible to all
(knowledge broker)



Foster innovation for more efficient and effective civil protection systems
(innovation catalyst)

Strategic goals



Stronger Community:

Enhance **collaboration** between scientists, practitioners, policy- and decision makers in civil protection and disaster risk management



Shared Knowledge for Action:

Support **knowledge sharing and learning** to strengthen the collective capacity to prevent, prepare for and respond effectively to emergencies



Research that Matters:

Strengthen **application of research** in civil protection and disaster risk management planning and operations

UCPKN Structure



The Capacity Development Pillar

The Capacity Development Pillar aims to connect, promote and strengthen capacity development initiatives relevant to civil protection and disaster management stakeholders, with the view of increasing collective capacity of the UCPM to prevent, prepare for and respond effectively to emergencies.



The Science Pillar

The Science Pillar aims to bring together academia, practitioners and decision-makers for multi-disciplinary, cross-sectoral and cross-border cooperation. One of its objectives is to apply scientific knowledge to disaster risk management - particularly prevention and preparedness activities - more efficiently.

UCPMN key activities



UCPM Training Programme



UCPM Lessons Learnt Programme



Awareness-raising activities



Exchange of Civil Protection Experts



Scientific advice & innovation



Community engagement



Civil protection exercises



Thematic workshops & conferences



Partnerships facilitation opportunities



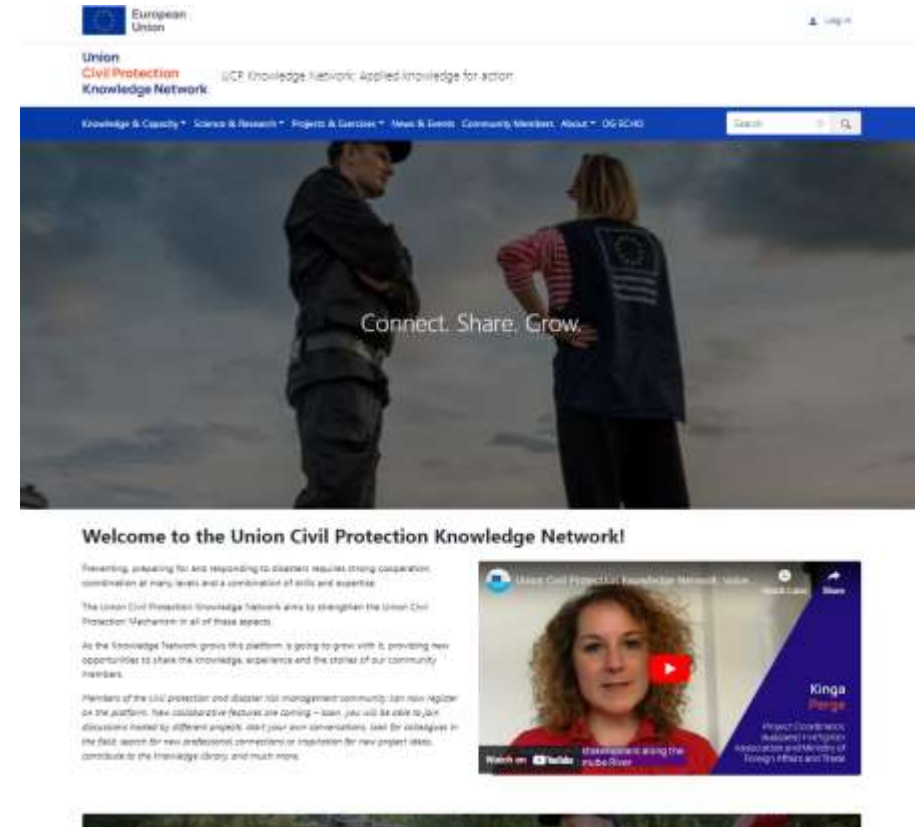
UCPKN online collaborative
platform:

Project Pages

UCPKN online collaborative platform

<https://civil-protection-knowledge-network.europa.eu/>

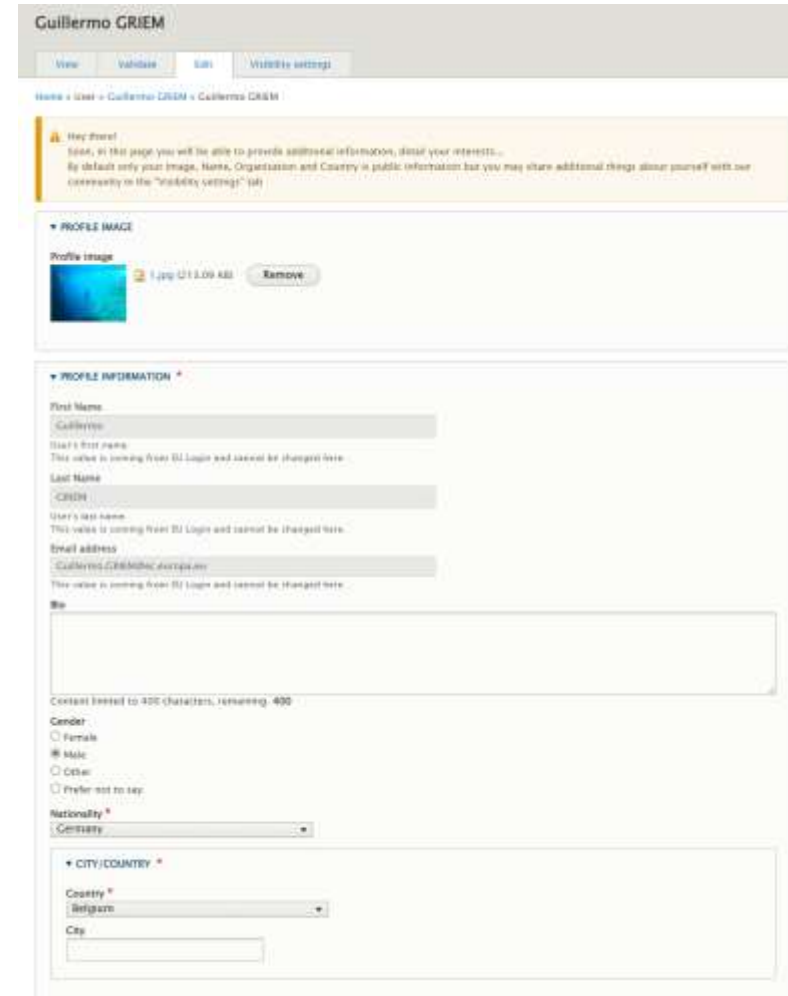
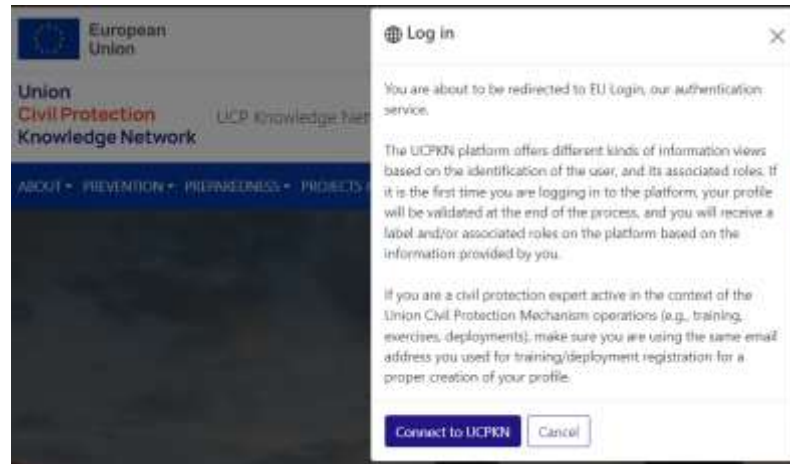
- Information and collaboration hub for the civil protection and disaster risk management community
- Sustainability, ownership, user-driven, one-stop-shop, constant improvement
- **Why:**
 - ✓ For the community, by the community: info sharing, networking, peer to peer support
 - ✓ Amplify knowledge from local/regional/national level
 - ✓ Sustainable working spaces for exercises & projects for better visibility and knowledge sharing
 - ✓ Security and data privacy in line with EC requirements & good practices



UCPKN online collaborative platform

User Profile

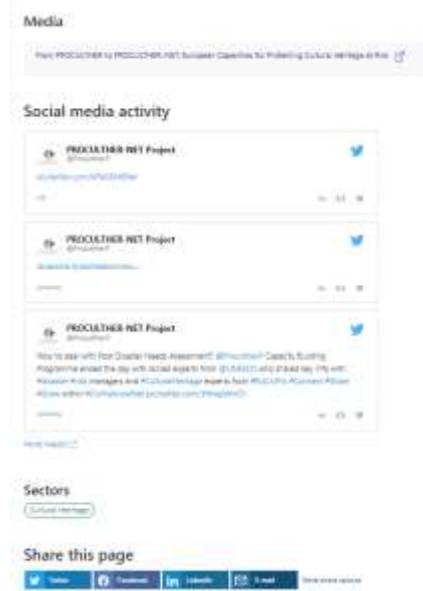
- Create an EU Login
- Validation: defines your role
- Create your personal profile
- Sign up for the newsletter
- Stay tuned for developments



Project Pages

Project space on the UCPKN Platform

- Primary communications resource
- Long-term presence
- Interactive space
- Content types:
 - Project information
 - Events
 - News
 - Story
 - Social media links
 - Media



Description

Protecting cultural heritage from disasters is a challenging new frontier for disaster risk management and civil protection operations. Improved coordination, effectiveness and efficiency at national and European level will help overcome dangerous situations that put cultural heritage at risk.

PROCULTHER-NET seeks to strengthen the link between science and decision-making with knowledge to help reduce the vulnerability of disaster-prone communities and ensure more sustainable and informed intervention procedures. The project sets out to establish a European thematic community based on protecting cultural heritage and equip civil protection experts with relevant knowledge and skills.



Project Pages

Webinars for content managers

- Identify consortium members responsible for page
- Participate in upcoming webinars for external project & exercise coordinators:
 - Thursday 30 March 2023 at 9.30 – 10.30 (Brussels time)
 - Thursday 20 April 2023 at 14.30 – 15.30 (Brussels time)



UCPKN online collaborative platform

Project pages

[OVERCOME](#)

[SAILOR](#)

[ISRA](#)

[RED ROSES](#)

[EReS](#)

[EDERA](#)

[WUITIPS](#)

[PROMPT](#)

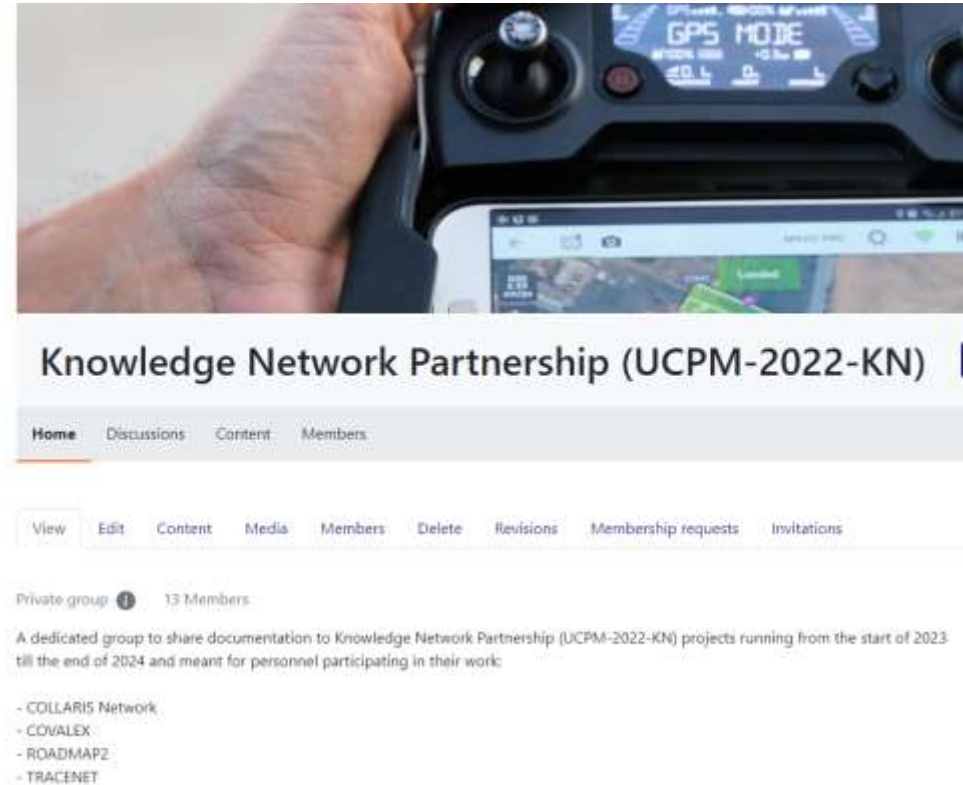
[MEDEA](#)

[ROSES](#)

UCPKN online collaborative platform

Thematic Groups

- Brand new feature in the process of implementation
- Thematic not project centered
- **Moderated by community**
- Public/private content
- **Content:**
 - News
 - Stories
 - Events
 - Discussion forums



Approach the UCPKN Platform Team if your consortium is interested in establishing/moderating a Thematic group.

ECHO-CP-KNOWLEDGE-NETWORK-PLATFORM@ec.europa.eu



European
Union

Union Civil Protection Knowledge Network



Connect. **Share.** Grow.

civil-protection-knowledge-network.europa.eu



Bilateral Meetings

Bilateral Meetings			
Time	Project	Project Officer	Technical Desk Officer
15h00-15h20	ROSES	Vladlena DOROSHENKO SALATENKO	Biljana ZUBER
	SAILOR	Christian AAGAARD	Christian AAGAARD
	EReS	Joy KACENELENOGEN	Svetlana SLAVCHEVA Elena GIRAL
	RED ROSES	Juan GALVAN MONTERO	Riccardo GRISANTI
	MEDEA	Judith SORENSEN	Giulia PIZZIO
15h20-15h40	ISRA	Vladlena DOROSHENKO SALATENKO	Juan GALVAN MONTERO
	WUITIPS	Juan GALVAN MONTERO	Cristina BRAILESCU
	PROMPT	Christian AAGAARD	Asta MACKEVICIUTE
	OVERCOME	Miriam O'CONNOR	Karolina MOYCHO
	EDERA	Patricia SIDAROUS	Ainara CASAJUS VALLES

Light Lunch break
from 12h45 to 14h00



Bilateral Meetings

Bilateral Meetings			
Time	Project	Project Officer	Technical Desk Officer
15h00-15h20	ROSES	Vladlena DOROSHENKO SALATENKO	Biljana ZUBER
	SAILOR	Christian AAGAARD	Christian AAGAARD
	EReS	Joy KACENELENOGEN	Svetlana SLAVCHEVA Elena GIRAL
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	MEDEA	Judith SORENSEN	Giulia PIZZIO
15h20-15h40	ISRA	Vladlena DOROSHENKO SALATENKO	Juan GALVAN MONTERO
	WUITIPS	Juan GALVAN MONTERO	Cristina BRAILESCU
	PROMPT	Christian AAGAARD	Asta MACKEVICIUTE
	OVERCOME	Miriam O'CONNOR	Karolina MOYCHO
	EDERA	Patricia SIDAROUS	Ainara CASAJUS VALLES



Wrap-up session

Cristina Brailescu – Team Leader
DG ECHO - Unit B.2 Prevention and Disaster Risk Management

9 March 2023

Contacts

- If you have any issue with the platform, please contact to the e-grants service desk: EC-EGRANTS-SERVICE-DESK@ec.europa.eu
- We encourage you to contact the Project Officer through the Communication Centre
- The communication with the Project Officer should be very regular in order to solve all the issues that may appear
- In case you need to contact the Technical Desk Officer, you should put the Project Officer also in cc in order to be aware of any issue and the team email: ECHO-CP-P&P@ec.europa.eu

2023 Disaster Resilience Grants

I) Technical Assistance for Disaster Risk Management (DRM)

Overall objective

Supporting capacity building activities for DRM authorities: preparing investments & strengthening the institutional and policy framework

Eligible countries

- EU Member States
- UCPM participating states
- **Other countries:** Georgia, the Republic of Moldova, Ukraine, and Kosovo.

Budget

EUR 6.5 million (including €2 million from NGEU, for projects focusing on health crisis preparedness – Priority 4)

Maximum EU contribution per project: € 750 000

Timeline

- Invitations and opening for proposal submission on the Funding and Tender Portal: **8 March 2023**
- Deadline to submit proposals: **24 May 2023**
- Info day: **23 March 2023**

https://civil-protection-humanitarian-aid.ec.europa.eu/funding-evaluations/financing-civil-protection/calls-proposals_en

2023 Disaster Resilience Grants

II) Knowledge for Action in Prevention and Preparedness (KAPP)

Overall objective

Supporting activities in UCPM member and participating states, IPA and eligible neighbouring countries, to support disaster risk prevention and preparedness, and to provide a testing environment and a learning opportunity through full-scale field exercises.

Topic 1. Prevention:

- Priority 1: Risk assessments, anticipation and risk management planning
- Priority 2: Risk awareness
- Priority 3: Early warning
- Priority 4: Wildfire prevention

Topic 2. Preparedness:

- Priority 1: Institutional preparedness
- Priority 2: Individual capacity strengthening

Topic 3. Full-scale exercises

Budget

€ 15 million (€ 7 million for Prevention, € 5 million for Preparedness, and € 3 million for Full-scale exercises)

Max EU Contribution per project: € 1 million

Timeline

- Publication of the call in the Funding & Tender portal: 14 February 2023
- Opening for proposals submission: 28 February 2023
- Deadline to submit proposals: 4 May 2023

- Info day: 10 March 2023

[Knowledge for Action in Prevention & Preparedness | UCP Knowledge Network: Applied knowledge for action \(europa.eu\)](#)



Knowledge for Action in Prevention and Preparedness (KAPP)





Funding opportunity for transnational projects in **civil protection**
and **disaster risk management**

Union **Civil Protection** Knowledge Network





KAPP in brief

1. Prevention

-  Risk assessments, anticipation and risk management planning
-  Risk awareness
-  Early warning
-  Wildfire prevention

2. Preparedness

-  Institutional preparedness
-  Individual capacity strengthening

3. Full-scale exercises

Info Day: 10 March, 10:00-12:00 CET

Application deadline: 4 May, 17:00 CET



civil-protection-knowledge-network.europa.eu



Thank you!

Contact: ECHO-CP-P&P@ec.europa.eu

Feedback survey & presentations to be made available on <https://civil-protection-knowledge-network.europa.eu/events/new-prevention-and-preparedness-projects-kick>