



CEI Cooperation Fund

Extraordinary Call for Proposals

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Deadline for application submission: Thursday, 15 October 2015, 17:00:00 CEST (GMT+2) Trieste time

Applicants need to carefully observe the criteria and obligations set by this Call before submitting their proposals. Rejection clauses will apply automatically as explained over the text.

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1. Background and Primary Objectives

The CEI Cooperation Fund co-finances CEI Cooperation Activities aimed at strengthening cooperation among CEI Member States. CEI Cooperation Activities are organised by institutions of CEI Member States in order to implement the strategic goals and main objectives set by the CEI Guidelines and Rules of Procedure and by the CEI Plan of Action.

CEI Cooperation Activities aim at capacity building by knowledge transfer and sharing, in particular from EU CEI Member States to non-EU CEI Member States, and at exchanging experiences and good practice among all CEI Member States by favouring mobility and networking. In this context, particular attention will be paid to the involvement of non-EU CEI Member States and to a reasonable balance between participating EU and non-EU CEI Member States.

2. Areas of Intervention

CEI Cooperation Activities to be submitted within the present Call for Proposals shall focus on:

- the impact of migration flows in CEI Member States,
- law enforcement and counteraction measures to illicit trafficking of human beings,
- counteraction measures to contrast related criminal activities by illegal migrants on Member States' territory including terrorism,
- activities aimed at analysing migration trends and migration policy developments in CEI Member States,
- activities aimed at management of migration flows and asylum policies: combating illegal trafficking in human beings, fight against economic exploitation of migrants, exchange of information on this issues between the appropriate authorities of the CEI Member States,
- co-operation and mutual technical assistance between border control services of the CEI countries to harmonise and improve their activities on the field and at central/regional level by competent Ministries and local agencies and authorities (training of the border control staff, exchange of programmes, transfer of technology, advisory services, enhanced transborder communication),
- asylum legislation,
- training of government officials, migration and police officers, in cooperation with experts from other Members States.

3. Submission Procedure

3.1. Format

The Application Form (*CF Call 2015 Application Form _ TEMPLATE.docx*) shall be downloaded from the CEI website at <http://www.cei.int/content/cooperation-activities?tab=1>

The **Application Package** to be submitted by email to the CEI shall consist of:

- **Application Form in MS Word** strictly respecting the proposed format (character size, colours, paragraph structure etc. - no inclusion of images or photos).
- **PDF version of the Application** carrying the signature and stamp of the Applicant's institution on the last page.
- **Official proof of registration** (see 6.2. *Eligible Applicants*).

For technical reasons the Application Package email shall not exceed the size limit of 6 MB.

The Application Form shall be filled-in in all its parts: incomplete Applications will be automatically rejected. Application Forms from past Calls as well as incomplete Application Packages will be automatically rejected.

3.2. Deadline

Applications shall be submitted by the deadline **Thursday, 15 October 2015, 17:00:00 CEST (GMT+2) Trieste time** carrying as subject of the email the indication **Extraordinary CF Call 2015 – Country – Short title of the Cooperation Activity** (to be filled-in as appropriate). Applications submitted after the established deadline will be automatically rejected.

3.3. Email Address

Applications shall be forwarded **exclusively by email** to the CEI Secretariat to applications.coopfund@cei.int

The CEI National Coordinator of the country of the Applicant institution must be in copy to the submission email (see the contact list at <http://www.cei.int/contacts/National%2BCo-ordinators>). If the CEI National Coordinator of the Applicant's country is not put in copy in the submission email, the Application will be automatically rejected.

International/regional organisations shall forward applications directly to applications.coopfund@cei.int

Under this Call for Proposals an Applicant institution can submit **only one Application Form**. Should an Applicant institution submit more than one Application, all the Applications submitted will be rejected. Furthermore, should an Applicant be partner/beneficiary in Applications different from that submitted by it, the Secretariat reserves the right to reject this other application or to exclude the concerned partner/beneficiary.

Applicants to the CEI Cooperation Fund cannot submit to any other CEI Fund and Instrument applications for activities which may be directly/indirectly connected with the Cooperation Activity they applied for. Should this be the case, the Application will be rejected or the awarded contribution withdrawn.

3.4. Notification within Respective Appraisal Phases

3.4.1. Assignment of Reference Number

The Secretariat will assign a Reference Number to the Application (**1202.xxx-16M**) and notify the Applicant by email.

3.4.2. Shortlisting of Applications and Allocation of a CEI contribution

The Secretariat will submit to the CNC the shortlisted applications for endorsement before the end of the month of October 2015. Only applicants that will be awarded a CEI contribution will be notified directly by email.

4. Budget of the Call

The overall indicative amount made available under this Call for Proposals is **fifty thousand Euros (50.000 EUR)** that will be made available by the CEI Cooperation Fund which is financed by all CEI Member States. The CEI reserves the right not to award all available funds.

5. Size of Potential CEI Contribution

Applicants can request a CEI contribution up to the maximum amount of **fifteen thousand Euros (15.000 EUR)**. Any Application requesting more than the above-mentioned ceiling will be automatically rejected.

The CEI contribution cannot exceed 50% of the total cost of a given Cooperation Activity. Applications, which are not meeting this condition, will be automatically rejected.

The balance must be financed from the Applicants' own resources or from other sources, including in-kind contributions, the latter anyhow remaining within a reasonable proportion (not exceeding 25%) of the total budget of the activity.

The CEI reserves the right not to award the entire requested contribution to a given Cooperation Activity.

6. Eligibility Criteria

The Applications shall fulfil the following eligibility criteria:

6.1. Compliance to the Areas of Intervention of the Call

The Application should refer to the areas of intervention of the Call. While interdisciplinarity is considered an asset, multiple references should be avoided.

6.2. Eligible Applicants

All public and private entities based and registered in CEI Member States as well as international/regional organisations can apply. Individuals cannot apply. All Applicants shall refer to their legal status within the Application Form, referring to the relevant legislation or act as appropriate. Non-Governmental and Civil Society Organisations as well as private entities shall annex an official proof of registration to the Application Form with a courtesy translation into English.

Preference will be given to applications submitted by Government authorities and agencies, by international organisations competent in the field and by NGOs with long-standing certified experience in the field.

6.3. Eligible Activities

CEI Cooperation Activities can take the form of conferences, seminars, workshops, and other types of meetings, training activities as well as preparation of studies and analysis. Other types of activities meeting the primary objectives can also be taken into consideration.

Applications organised over multiple activities are admissible but Applicants shall request the CEI support only for one defined portion/event of the programme falling into the calendar year 2016. Should the Applicant not elaborate on this, the CEI reserves the right to choose – provided the application has successfully proceeded to the allocation phase – the single event and related budget lines to be awarded with a CEI contribution.

During the evaluation there will be no preference given to one type of activity over the other: apart from compliance to the CEI Rules for Allocation of Resources and accuracy in providing comprehensive information over the proposed activity, the extent and quality of regional cooperation in these activities will be taken into consideration as well as the added value with respect to European integration.

Preference will be given to activities suitable of contributing to the definition of a CEI strategy in the field in the years to come.

6.4. Participation Quorum

Regardless the type of activity proposed, Applicants should pay the utmost attention to the aspects related to participation of attendees from the CEI region and to knowledge and experience sharing, which shall represent the main focus of CEI Cooperation Activities. Applicants shall first and foremost respect the participation quorum set by CEI Rules for Allocation of Resources in Rule A5 (*at least half plus one, but in no case less than one third of CEI Member States*), bearing in mind that the quorum applies to both participants and speakers.

Higher rating will be given to applications foreseeing the participation of a larger number of CEI Member States. Particular attention will be paid to the involvement of non-EU CEI Member States and to a reasonable balance between participating EU and non-EU CEI Member States. The number of local participants and speakers ought to be in a reasonable proportion to participation from other CEI countries. The CEI regional character should be preserved (in terms of reasonable proportion of participants) in Cooperation Activities involving a large number of third countries.

Any application envisaging a CEI participation scheme below the minimum allowed quorum by Rule A5 will be automatically rejected.

6.5. Eligible Expenses

The budget lines that are eligible to be reimbursed by the CEI contribution reflect the main objective of the Cooperation Fund, consisting in favouring mobility and interaction of attendees from the region.

The CEI contribution shall indeed be designed in order to favour to the maximum extent possible the attendance of foreign CEI participants and speakers in the proposed activity. Locally borne expenses which are not influencing international participation shall only residually be included in the requested CEI contribution.

Therefore, only the following budget lines are eligible to CEI reimbursement:

- **Travel and accommodation expenses of CEI participants and speakers.**

This budget line refers to travel and accommodation expenses of foreign CEI participants and speakers. Local participants from the country of the organising institution are admitted to CEI reimbursement exclusively in activities organised by non-EU CEI Member States that are taking place in the same CEI member country.

In no case representatives of the organising institution, and in particular the project and financial manager, can request to be reimbursed for mission costs from any approved CEI contribution. This applies also to cases in which the organising institution and the implementation venue of the activity are located in different localities and/or countries.

Please note that a participant and/or speaker is classified as 'CEI' when he/she permanently depends on and officially represents a sending institution based/registered in a CEI country. Nationals of CEI countries living or working for institutions outside the CEI region cannot be classified as 'CEI participants / speakers'.

- **Local transport costs** (for foreign CEI attendees) connected to the event, including airport transfers as appropriate.
- **Subsistence costs** of foreign participants during the event (meals, coffee breaks and refreshments) up to a reasonable share of the requested contribution and overall budget and not exceeding 50% of the budget line.

In case Applicants find it difficult to ensure the attendance of CEI participants and speakers as outlined in their Application Form they are invited to contact CEI National Coordinators and/or Focal Points and seek their assistance in identifying qualified representatives to be invited.

Please note that the cost estimate of the proposed activity needs to be realistic and reflect real needs and expenses in a manner which can be verified. Non-motivated, overestimated and rough, lump sum calculations will be negatively considered. Particular attention shall be paid to the consistency of the budget estimate to the overall description and relevant parts of the Application Form.

The CEI reserves the right to apportion a CEI contribution to a given Cooperation Activity to a limited number of (including a single) eligible budget lines.

6.6. Exchange Rate Fluctuations and National Fiscal Regulations

The budget of the Application Form shall be outlined in Euro. The Applicant is entirely responsible of the calculations leading to the outlined budget estimate including currency conversions and national/local taxes and levies (e.g. VAT). The CEI is not responsible of or reimbursing currency rate variations and cannot be charged with potential shortages or financial consequences of exchange rate fluctuations and underestimation or disregard of national fiscal regulations by the Applicant. Budget calculations in countries which are outside the Euro zone can take as basis the exchange rate of the National Bank of their country on the day of submitting the Application.

The CEI contribution is transferred in Euro. Bank transfers to accounts in a local currency are likely to be automatically converted by the recipient's bank to the currency of the account, using the exchange rate of the date of transaction. In any such cases, the CEI will not be responsible of any possible depreciation of the transferred tranches of the CEI contribution.

7. Implementation Period

The activities within this Call shall be implemented from 1 January to 31 December 2016. In activities being carried out over longer implementation periods a possible CEI contribution can be approved only for a portion being implemented in the year 2016. The exact date and venue of the proposed activity shall be referred to in the Application Form, generic information is not acceptable.

8. Location

CEI Cooperation Activities must take place in CEI Member States.