



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL HOME AFFAIRS  
Directorate A : Internal Security

# FINAL REPORT OF THE 2010 ISEC EVALUATION COMMITTEE

## General Call for Proposals ISEC 2010 ACTION GRANTS

(Proposals submitted by 29 October 2010)

## **1. Proposals received for the deadline 29 October 2010**

Altogether 96 proposals for action grants were received. All applications were acknowledged in writing. The Evaluation Committee noted that that registration of all the proposals took longer time than usual, (normal time for registration max 1 month) due to lack of human resources in the secretariat of Unit A4. A full list of all received applications is given in Annex I.

## **2. Exclusion and Eligibility criteria**

18 proposals for action grants did not satisfy the eligibility criteria for action grants, for the rationale indicated see Annex II. Eligibility check was conducted by unit A4 in accordance with the decision of the Authoring Officer by sub-delegation ('hereinafter the Decision') from 09/09/2010 (HOME/A4 ~~SECRET~~ D (2010) 12977). The attached eligibility grid was used (Annex III).

## **3. Selection Criteria**

34 proposals for action grant were therefore evaluated against selection criteria. Financial capability was only checked for private bodies which in this Call represented the almost 48% of the applicants.

3 applicants did not demonstrate sufficient financial capability (Annex II). Operational capability was checked for both private and public bodies. Selection criteria check was conducted by unit A4 in accordance with the Decision using the attached selection grids (Annex III).

## **4. Award Criteria**

74 action grant proposals were therefore evaluated against the award criteria.

148 independent assessments were carried out by external evaluators and/or DG HOME internal experts (Annex V), assisting the Evaluation Committee. Both the external and internal evaluators were appointed by the evaluation Committee members. The external experts were contacted and selected from the AMI list, depending on their availability and specific competence. It was noted that some of the experts on the AMI list that were not selected for this Call, due to a potential conflict of interests as beneficiaries and/or consultants to beneficiaries of DG HOME and DG JUST grants. Internal evaluators were appointed by their respective Head of Unit/Head of Sector who also are members of the evaluation committee (~~SECRET~~, ~~SECRET~~, ~~SECRET~~).

Both internal and external evaluators were asked to sign a declaration of absence of conflict and interest.

The threshold for award was 65 points and above as stated in the Call for proposal point 5.4. The attached evaluation form (Annex VI) with points for each criterion was used. In case of a difference of more than 15 points between 2 evaluations a third evaluation was carried out. Third evaluations were carried out for 15 action grant proposals. The average of the 2 evaluations that came to the same score (above or below 65 points) was taken into account.

1 forth evaluation was carried out for an action grant proposal on the request of the responsible authorising officer by sub-delegation

32 action grant proposals reached the threshold for award. One action grant proposal scored 64,5 points. Taking into account that the final score is only 0,5 points below the award threshold and that the internal evaluator clearly appreciated the proposal, The Evaluation Committee decided unanimously to recommend this action grant proposal for award.





The financial part of these 33 action grant proposals was then reviewed and corrected by Unit A4 using the attached budget review grid (Annex VII). This budget review resulted in most cases in an EU grant amounting to less than the one applied for.




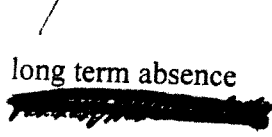
**5. ISEC 2010 Evaluation Committee conclusions are the following:**

The 33 action grant proposals should be awarded a grant (Annex IV). The draft award decision for the 33 action grant proposals will be proposed for adoption to the responsible authorising officer by sub-delegation.

The President of the Evaluation Committee:  

Members of the ISEC 2010 Evaluation Committee:

  
  
  
long term absence  


**Annexes:**

- I. List of all proposals received
- II. List of ineligible, no financial capacity and not awarded proposals
- III. Eligibility, Financial capacity and Operational capability grids
- IV. List of projects recommended for award
- V. List of Internal evaluators and External evaluators (AMI list)
- VI. Award criteria grid
- VII. Budget review grid
- VIII. Individual conclusion sheets for all proposals received summing up the results of evaluation

## ISEC 2010 GENERAL CALL PROPOSALS- ACTION GRANTS RECEIVED PROPOSALS

Project number	Applicant (in English)	Legal status (1.1.4)	Public or Private	Profit/ Non Profit	Country	Project Title- EN	Policy area	Policy Unit	Transnational/ national	Total eligible cost of the project	Grant requested	% of the grant	Co-beneficiaries (name and country code)
1	HOME/2010/ISEC/AG/001					Improving MAI capacity to identify and diminish corruption risks and vulnerabilities through IT solutions							
2	HOME/2010/ISEC/AG/002					EU PKO Crime and Security command & tactic Police Training Course							
3	HOME/2010/ISEC/AG/003					Save mass events in EU agglomerations: Police activities in preventing and fighting against crimes related to it"							
4	HOME/2010/ISEC/AG/004					European Racial Crime Prevention Police Network							
5	HOME/2010/ISEC/AG/005					Reducing workplace violence in Black and Minority Ethnic takeaways in the City of Brighton and Hove							
6	HOME/2010/ISEC/AG/006					2CENTRE Estonia - Estonian Cybercrime Centre of Excellence for Training, Research & Education							
7	HOME/2010/ISEC/AG/007					HT-Tracker							
8	HOME/2010/ISEC/AG/008					Increase awareness, inspire changes!							
9	HOME/2010/ISEC/AG/009					The third international self-report study of delinquency among juveniles in Europe							
10	HOME/2010/ISEC/AG/010					Enhancing the EU's capability to prevent and fight against proliferation-related crime - the illegal trade in dual-use and military goods							
11	HOME/2010/ISEC/AG/011					Peer Education to Reduce Youth Crime							
12	HOME/2010/ISEC/AG/012					Operation FRY (UK)/GELDERMALSEN (NL). This is a joint investigation which tackles the issue of sham marriages, principally between Nigerian nationals and Antilles born Dutch nationals, which take place in the United Kingdom							
13	HOME/2010/ISEC/AG/013					Police's itineraries in the multiprofessional network for the prevention of juvenile delinquency in Local Contexts							
14	HOME/2010/ISEC/AG/014					Project NABUCCO. Producing comparative knowledge on human trafficking for labour exploitation in the EU to protect victims, raise awareness and reduce demand							













# ANNEX II. Part A List of Ineligible Proposals

## ISEC 2010 GENERAL CALL PROPOSALS- ACTION GRANTS

Project number	Applicant (in English)	Public or Private	Country	Project Title- EN	Transnational	Total eligible cost of the project	Grant requested	% of the grant	Co-beneficiaries (name and country code)	Eligible YES/NO	REASONS FOR INELIGIBILITY
HOME/2010/ISEC/AG005				Reducing workplace violence in Black and Minority Ethnic (BME) communities in the City of Brighton and Hove							
HOME/2010/ISEC/AG009				The third international self-report study of delinquency among juveniles in Europe							
HOME/2010/ISEC/AG012				Operation FRY (UK)/GELDERMALEN (NL) This is a joint investigation which tackles the issue of shared responsibility between Nigerian nationals and Antilles born Dutch nationals, which take place in the United Kingdom							
HOME/2010/ISEC/AG018				Training programme at the Europol, at the Customs Administration of the Republic of Serbia, at the Customs Administration of the Republic of Romania for improving international criminal cooperation within Customs and Police Joint Action Program 2012							
HOME/2010/ISEC/AG022											
HOME/2010/ISEC/AG024				Safer TC - For a Safer environment in touristic cities							
HOME/2010/ISEC/AG025				Youth Crime Analyst							
HOME/2010/ISEC/AG026				Develop model agreement between nuclear operators and off site response forces							
HOME/2010/ISEC/AG038				Making Waves							
HOME/2010/ISEC/AG040				Cyber Security Training							
HOME/2010/ISEC/AG055				Best practices on the prevention of radicalisation - European co-operation							
HOME/2010/ISEC/AG059				Midare Criminal Justice Support Project							
HOME/2010/ISEC/AG061				Crime victims support model establishment and provision of services and implementing EU services identified for victims							



**ANNEX II. Part B PROPOSALS NOT MEETING THE SELECTION CRITERIA**  
**I/SEC 2010 GENERAL CALL PROPOSALS- ACTION GRANTS**

QSO 2010 GENERAL CALL PROPOSALS- ACTION GRANTS										
Project number	Applicant (in English)	Public or Profit Non Profit	City	Project Title- EN	Transnational/national	Total eligible cost of the project	Grant requested	% of the total grant and country code	FINANCIAL CAPACITY YES/NO	Reason
1	HOMÉ2010ISECAG021									
2	HOMÉ2010ISECAG029			Balkan Network for Minority Trafficking Prevention Relational profile and attractiveness factors between victim and offender in grooming crime						
3	HOMÉ2010ISECAG060			Victim's socialization Don't believe them						

**ANNEX II. Part C List of proposals not recommended for award**  
**ISEC 2010 GENERAL CALL PROPOSALS- ACTION GRANTS**

Project number	Applicant (in English)	Legal status (1.1.4)	Public or Private	Profit/ Non Profit	Country	Project Title- EN	Transnational national	Total eligible cost of the project	Grant requested	% of the grant	Cobeneficiaries (name and country code)	1st EVALUATOR (external/internal)	1st evaluator SCORE	2nd EVALUATOR (external/internal)	SCORE	3RD EVALUATOR (YES/NO)	3RD EVALUATOR (external/internal)	SCORE	4th EVALUATOR	SCORE	TOTAL SCORE	RECOMMENDED FOR AWARD YES/NO
1	HOME/2010/ISEC/AG001					Improving MAI capacity to identify and diminish corruption risks and vulnerabilities through IT solutions																
2	HOME/2010/ISEC/AG002					EU PNO Crime and Security command & tactic Police TRAINING COURSE																
3	HOME/2010/ISEC/AG004					European Facial Crime HIT Tracker																
4	HOME/2010/ISEC/AG007					INCREASED POLICE RESOURCES																
5	HOME/2010/ISEC/AG006					INCREASED POLICE RESOURCES																
6	HOME/2010/ISEC/AG010					Enhancing the EU's capability to identify and diminish corruption risks and vulnerabilities through IT solutions																
7	HOME/2010/ISEC/AG013					Police's initiatives in the prevention of human trafficking in Local Contexts																
8	HOME/2010/ISEC/AG014					Project MABUCCO: Producing comparative knowledge on human trafficking without exposing the EU's most victims, raise awareness and reduce demand																
9	HOME/2010/ISEC/AG015					Development of data collection procedures and tools for governmental and NGO anti-trafficking stakeholders incorporating data protection and the rights of the data subject																
10	HOME/2010/ISEC/AG017					Project: Polygraph on the Polygraph Project																
11	HOME/2010/ISEC/AG023					Integrated innovative system in order to fight against crime by public-private collaboration																
12	HOME/2010/ISEC/AG027					Prevention of and protection against radicalisation and violent extremism																
13	HOME/2010/ISEC/AG030					The prevention of radicalism in the intervention with youngsters involved in criminal proceedings																
14	HOME/2010/ISEC/AG031					INTERNATIONAL SEMINARS "ORGANISED CRIME AND CANNABIS THE EU APPROACH" NJ/BE																
15	HOME/2010/ISEC/AG032					APPROACH NJ/BE																
16	HOME/2010/ISEC/AG033					Internal audit - effective tool for fighting against corruption and fraud cases related to European																
17	HOME/2010/ISEC/AG034					Studying and quantifying the black figure of corruption within MAJ structures																
18	HOME/2010/ISEC/AG036					Crime victimization in childhood and youth: Development of an empirical-based multifactorial methodology tool for prevention and treatment																
19	HOME/2010/ISEC/AG037					MAJ structures																
20	HOME/2010/ISEC/AG039					X-ray Spectrometric Detection																
21	HOME/2010/ISEC/AG046					Enhancement of a dynamic portable equipment for detection and identification based on gamma radiation spectrometry																
22	HOME/2010/ISEC/AG047					MOLECOLA - Training activity on the use of IT systems for the analysis in the development of forensic investigations on assets																
23	HOME/2010/ISEC/AG051					Designing and implementation of a Public Safety Integral System through an inter-agency cooperation model																
24	HOME/2010/ISEC/AG053					Improvement of text and geographic information analysis systems in economic and financial crime investigations																
25	HOME/2010/ISEC/AG056					CBRN Awareness Raising Measures Towards Industry Operators and the Transport																
26	HOME/2010/ISEC/AG060					Breeding Horizons																
27	HOME/2010/ISEC/AG063																					
28	HOME/2010/ISEC/AG068																					



## ISEC 2010 - Action Grants - EXCLUSION, ELIGIBILITY and SELECTION GRID - PROJECT N° HOME/2010/ISEC/AG/0

No	Please answer the questions below by using YES / NO / NA		Essential	Non Essential	Comments (to be indicated in global table)	
1	Was the deadline respected? October 29, 2010 (15:00 if hand delivered)	<b>A P P L I C A T I O N</b>				
2	Was the correct Application Form used? ISEC 2010 AG - Part A					
3	Are all the pages of the Application Form submitted in hard copy?					
4	Was 1 original hard copy of the Application Form submitted?					
5	Is the Applicant organisation legally established in a EU MS?					
6	If private body: Did the Applicant submit Articles of association/Statute?					
7	Were a copy of any relevant documents (e.g. Official Journal, register of companies, etc.) submitted showing the Applicant organisation's name and address and the registration number given to it by the national authorities?					
8	Is the Applicant a profit-making company?					
9	If the Applicant is profit-making, does it have at least one non-profit or state partner as co-beneficiary? Only accepted if partnership declaration for co-beneficiary + mandate for co-beneficiary + (EU MS co-beneficiary) a copy of any official document (e.g. Official Journal, Register of companies, etc.) are attached					
10	If public body: Did the Applicant submit a copy of the resolution, law, decree or decision or any other official document establishing the entity? Annex 1					
11	If the Applicant is a University (public and private): Is there an evidence submitted that the Applicant organisation can enter into financial commitments on behalf of the University? Annex 10					
12	Was the LEF for Applicant submitted?					
13	Is the co-funding requested for max 36 months?					
14	If national project, does the Applicant indicate in the Application Form that it meets any of the 3 criteria stipulated in Call for Proposals?					
15	If transnational project, does the Applicant have partners in another EU MS or a candidate country? (only accepted if original partnership declaration attached)					
16	If transnational project, does the Applicant have at least one co-beneficiary in another EU MS? (only accepted if Partnership declaration for co-beneficiary + Mandate for co-beneficiary are attached)					
17	Is there one partnership declaration per partner organisation, duly completed, signed and dated? Part C					
18	Is there one mandate per co-beneficiary, duly completed, signed and dated? Part C					
19	Is there at least one original partnership declaration for at least one co-beneficiary submitted?					
20	Does the Application relate to one of the general objectives of the Programme?					
21	Does the Application fall under one of the priorities set out under section 3.1 of the Call for Proposals?					
22	Is the declaration on honour signed?					
23	Is the declaration on honour dated? (Can the date be conceived from anywhere else in the Application?)					
24	Is the Application Form filled in electronically and not by hand?					
25	Are all the sections of the Application Form filled in?					
26	Was the correct Budget Estimate Form used? ISEC 2010 AG - Part B	<b>B U D G E T</b>				
27	Was 1 original hard copy of the Budget Estimate Form submitted?					
31	Is the Budget Estimate Form signed?					
32	Is the Budget Estimate Form dated? (Can the date be conceived from anywhere else in the Application?)					
33	Are the costs separated per co beneficiary in budget estimate?					
33	Are all the pages of the Budget Estimate Form submitted in hard copy? (summary + all individual sheets)					
34	Are all the sections of the Budget Estimate Form filled in?					
35	Is the Budget Estimate Form filled in electronically and not by hand?					
36	Is the amount of EU contribution requested ≤ 80% of the total eligible cost?					
37	Is the Budget in EURO?					
38	Is the Budget in balance?					
39	Is the min. amount of grant requested ≥ 80,000 euro?					
40	Is one declaration of co-financing (sponsorship) attached per donor organisation? (standard form used)					
41	Is the total amount of co-financing secured in cash at the application stage? Min 20% (partnership + sponsorship declarations + no project-related income without Applicant endorsement letter- Headings J/K/L of Budget Estimate Form)					
42	Does the budget respect the rule on subcontracting (primary Heading F)? Max 30% of total eligible project costs if duly justified in the Application Form and approved by the Commission					
43	Are the amounts concerning the Budget and the requested grant identical in the Budget Estimate and Application Form?					
44	Is Timetable submitted in 1 original hard copy? Part B	<b>T I M E T A B L E</b>				
45	Is Timetable filled in electronically and not by hand?					
46	Is the mandatory estimated (indicative) project start date later than the date of application?					
47	Is the organisation chart of the Applicant organisation submitted in 1 hard copy? Part E	<b>S E L E C T I O N</b>				
48	Is the organisation chart of the project submitted in 1 hard copy? Part F					
49	Are all the CVs of staff members (listed in Application and Budget Estimate Forms) responsible for carrying out the activities submitted in 1 hard copy? Part F					
50	Is the description of the 2010 annual activity programme of the Applicant organisation included? (only for non public bodies) Annex 2 No self-made word document without signature					
51	Is a report on description of the activities carried out by the Applicant organisation in 2009 and 2008 submitted? (only for non public bodies) Annex 2 No self-made word document without signature					
52	Are the latest signed financial statements of the Applicant organisation for the past 3 closed financial years (balance sheet, profit and loss account) submitted? (only for non public bodies) Annex 4 (not audited accounts) No self-made word document without signature					
53	Is there an external audit report submitted? (only in case the amount of grant sought is over 500,000 euro) Annex 5					
54	Is the overall forward budget for 2010 of the Applicant organisation submitted? (only for non public bodies) Annex 6 No self-made word document without signature					
55	Is the Simplified Balance Sheet completed for 3 years and attached to the Budget Estimate Form and coherent with the financial statements provided in Annex 4? (only for non public bodies)					
56	Is the Simplified Profit and Loss Account totally completed for 3 years and attached to the Budget Estimate Form and coherent with the financial statements provided in Annex 4? (only for non public bodies)					
57	Were 2 paper copies of the Application Form submitted?		<b>C O P I E S</b>			
58	Were 2 paper copies of the Budget Estimate Form submitted?					
59	Are the partnership declarations submitted in 2 additional copies?					
60	Is the organisation chart of the project submitted in 2 additional copies?					
61	Is the organisation chart of the Applicant organisation submitted in 2 additional copies?					
62	Are all the CVs of staff members (listed in Application and Budget Estimate Forms) responsible for carrying out the activities submitted in 2 additional copies?					
63	Was the Application Form submitted in electronic version?	<b>C D / U S B</b>				
64	Was the Budget Estimate Form submitted in electronic version?					

The proposal is non eligible if AT LEAST ONE of the essential elements is "NO"

**ELIGIBLE INELIGIBLE**

NAME of the person performing the eligibility check : XXX

SIGNATURE and DATE: ...../09/2011

Countersigned by HoU: .....

SIGNATURE and DATE: ...../2011

**ISEC 2010 - Action Grants - SELECTION GRID - PROJECT N°**  
**HOME/2010/ISEC/AG/0**

Year of Financial Decision	2010
Legal entity	
Creation of the legal body (year)	
Grant value requested	
Turn-Over/Total Income 2007 value	
Turn-Over/Total Income 2008 value	
Turn-Over/Total Income 2009 value	
profit/loss 2007	
profit/loss 2008	
profit/loss 2009	
% EU grant/turn-over or income 2007	#DIV/0!
% EU grant/turn-over or income 2008	#DIV/0!
% EU grant/turn-over or income 2009	#DIV/0!
assets 2007	
assets 2008	
assets 2009	
liabilities 2007	
liabilities 2008	
liabilities 2009	
assets/liabilities 2007	#DIV/0!
assets/liabilities 2008	#DIV/0!
assets/liabilities 2009	#DIV/0!
available cash+stocks 2007	
available cash+stocks 2008	
available cash+stocks 2009	
short term liabilities 2007	
short term liabilities 2008	
short term liabilities 2009	
cash/short term liabilities 2007	#DIV/0!
cash/short term liabilities 2008	#DIV/0!
cash/short term liabilities 2009	#DIV/0!
financial contribution from the applicant	
available in cash 2009	
contribution/cash2009	#DIV/0!
ISEC grants 2007-2009	
others HOME grants 2009	
<b>Financial capacity: YES/NO</b>	

Comments:

Verificator: [REDACTED]

Date: XX/XX/2011.....

Counter Verificator [REDACTED].....

Date: XX/XX/2011.....



**ISEC ACTION GRANTS 2010****Project number:** HOME/2010/ISEC/AG/**SELECTION CRITERIA as stated in the Call for Proposals point. 5.3 b.****OPERATIONAL AND PROFESSIONAL CAPACITY****1) Check their organisation chart of the applicant and the project chart and the CVs of all the staff mentioned in the application form.**

- *How relevant is the professional training and/or experience of the project staff foreseen in the specified area?*
- *How relevant is the professional training and/or experience of management of the persons foreseen?*

**2) Check their previous experience on the basis of the activity reports, as well as plans for 2010.**

- *Do the activity reports show experience of the applicant in the specified area?*

**3) Check if the staff of the applicant and its partners are currently working in other projects financed by A4.**

- *Will the same persons be able to work in this project if awarded?  
Some of them yes since this is a continuation or a previous 2007 ISEC project*

**Recommendation:****Name:** .....**DATE:** .....

# ANNEX IV

## ISEC 2010 GENERAL CALL PROPOSALS- ACTION GRANTS PROPOSALS RECOMMENDED FOR AWARD

					Project Title- EN	Policy Unit	Transnationality	Total eligible cost of the project	Grant requested % of the grant	Co-beneficiaries (name and country code)	EXCLUSION CRITERIA YES/NO	OPERATIONAL CAPACITY YES/NO	TOTAL SCORE	RECOMMENDED FOR AWARD YES/NO	Max. EU grant conditions after budget review	Total costs of the project after budget
1	HOME/2010/ISEC/AG003	Warsaw Metropolitan Police	MAU National Authority (1.1.4)	Public	Non-Profit	PL	Save mass events in EU agglomerations: Police activities in preventing and fighting against crimes	A2	Transnational	Budapest Police, HU LT Berlin Police, DE	YES			YES	86 436.80	106 046.00
2	HOME/2010/ISEC/AG006	Tallinn University of Technology	Public entity governed by law	Public	Non-Profit	EE	SCENTRE Estonia - Estonian Cybercrime Centre of Excellence for Training, Research & Education	A2	National	None	YES			YES	632 560.00	790 726.00
3	HOME/2010/ISEC/AG011	London Borough Of Hackney	Local Authority	PUBLIC	Non-Profit	UK	Peer Education to Reduce Youth Crime	A2	National	1. Immediate Theatre (GB), 2. Fairbridge	YES			YES	575 789.23	719 736.54
4	HOME/2010/ISEC/AG016	France Coopération Internationale	Public operator	PUBLIC		FR	Development of common guidelines and procedures on identification of victims of trafficking	A2	Transnational	1. National Commission for combating THB (BG), 2. Ministry for Equality (ES), 3. Ministry of Foreign and European Affairs (FR), 4. Helene Ad. Ministry of Foreign Affairs (FR), 5. Ministry of Security Affairs (NL), 6. General Inspectorate of the Romanian Police	YES		YES		451 872.55	564 840.70
5	HOME/2010/ISEC/AG019	Ministry of Interior and Administration	National Authority	PUBLIC	Non-Profit	PL	EUCPN Best Practice Conference and the European Crime Prevention Award 2011	A2	National	None	YES			YES	91 772.48	114 715.60
6	HOME/2010/ISEC/AG020	Association for European Cooperation on Justice and Home Affairs	NGO	PRIVATE	Non-Profit	BE	Detection and analysis of suspicious financial operations: identification of best practices for FIU inter-operability	A2	National	None	YES			YES	112 228.00	140 328.00
7	HOME/2010/ISEC/AG028	Ministry of Administration and Internal Affairs - General Inspectorate of Romania - Specialized National Police Cooperation Centre	National Authority	PUBLIC	Non-Profit	RO	Secure Information Exchange Network for the Romanian law enforcement authorities interconnected with Secure Europe Network	A3	National	None	YES			YES	332 229.74	415 299.68
8	HOME/2010/ISEC/AG035	Association and Therapeutic Community for rehabilitation of drug addicted Maria Panelli - ONLUS	No profit making association	PRIVATE	Non-Profit	IT	Prevention of and fight against crime: a new initiative to identify best practices in the alternative measures & treatment programs and to organize a European prevention campaign for youth	A2	Transnational	1. Bulgarian Gender Research Foundation (BGHFG)(BG), 2. Police Services Ltd (IP) (CY), 3. Institute Europeo per le Scienze Socio Economico (ISES) (IT)	YES		YES	233 301.94	291 627.43	
9	HOME/2010/ISEC/AG041	Violence Prevention Network e.V	registered association (s.V.)	PRIVATE	Non-Profit	DE	European Network of Deradicalisation	A1	National	None	YES			YES	186 982.63	236 226.29
10	HOME/2010/ISEC/AG042	University of Dundee	Registered Charity	Public	Non-Profit	UK	Innovation in forensic anatomical identification - combating the sexual exploitation of children	A2	National	None	YES			YES	210 545.00	277 768.00
11	HOME/2010/ISEC/AG043	Spanish National Institute for Communication Technologies	NPF	PRIVATE	profit	ES	Advisory System Against Sexual Exploitation of Children	A2	Transnational	1. Systems Engineering for the defense of Spain (ISDEFE) (ES), 2. HI-BERIA (SME) (ES), 3. Politecnica University of Madrid (UPM)(ES), 4. University of Leon (UL)(ES), 5. National association of information technology engineering (AIJ)(ES), 6. Technological Investigation Brigade of the National Police(ES), 7. IRCP (Independent Police)(ES), 1. National Bureau of Investigation Economic Crime Division (HU), 2. Comisario General de Policia Judicial (ES)	YES		YES	573 454.66	716 816.32	
12	HOME/2010/ISEC/AG044	Commission for Establishing of Property Acquired from Criminal Activity (CEPACA)	public body	Public	Non-Profit	BG	Gender Asset Recovery Inter-agency Network Annual Conference and Plenary Meeting 2011	A2	Transnational	1. Direction Centrale de la Police Judiciaire(FR), 2. Polizia postale e delle comunicazioni- Polizia di Stato (IT)	YES		YES	176 593.00	221 593.00	
13	HOME/2010/ISEC/AG045	Chief Directorate Combating Organized Crime /CDCOC - MoI	Governmental inst. legal entity	Public	Non-Profit	BG	Developing the Bulgarian National Cyber Crime Platform	A2	Transnational	1. Direzione Centrale per i Servizi Andropo - DCSA (IT), 2. Servizio della Polizia Postale e delle Comunicazioni (IT), 3. Ser D. 1 Dipartimento delle Dipendenze ULSS 20 Verona (IT), 4. Agenzia delle Dogane - Customs Agency (IT)	YES		YES	73 650.24	92 062.80	
14	HOME/2010/ISEC/AG048	DEPARTMENT FOR ANTI-DRUG POLICIES	GOVERNMENTAL ORGANIZATION	Public	Non-Profit	IT	Save Our Net (S.O.N.): Drug Sale and Trade under Attack. Let the Civil Society give minors a safer internet	A2	National	1. Association Française Victimes Terrorisme (FR), 2. Associazione Italiana Vittime del Terrorismo (AVITER) (IT)	YES		YES	286 600.00	362 000.00	
15	HOME/2010/ISEC/AG049	MIGUEL ANGEL BLANCO FOUNDATION	NGO	PRIVATE	Non-Profit	ES	EUROPE AGAINST TERRORISM: the GLANCE of the VICTIM	A1	Transnational	1. Centre Darcidze (LV), 2. Fundacja chocjczyce (PL), 3. Teles institutas (LT)	YES		YES	136 593.00	173 242.00	
16	HOME/2010/ISEC/AG050	Association for European Cooperation on Justice and Home Affairs	NGO	PRIVATE	Non-Profit	BE	Pharmcrime 2011 conference on falsified medicines and organised crime: identification of good european practices for investigation on internet	A2	Transnational	1. Centre Darcidze (LV), 2. Fundacja chocjczyce (PL), 3. Teles institutas (LT)	YES		YES	97 947.87	122 434.84	
17	HOME/2010/ISEC/AG052	Children Support Centre	Public enterprise	Public	Non-Profit	LT	Preventing and fighting sexual exploitation of children	A2	Transnational	1. Institute of Public Affairs Foundation (IPA) (PL), 2. Universitat Libre de Bruxelles (ULB) (BE), 3. University of Oradea (ROM) (RO), 4. Universitat Catolica del Sacro	YES		YES	262 819.12	328 523.90	
18	HOME/2010/ISEC/AG054	Centre for Social Studies of the University of Coimbra	Non-Profit Organisation	PRIVATE	Non-Profit	PT	The fight against trafficking in human beings in EU: promoting legal cooperation and victims protection	A2	Transnational	1. Institute of Public Affairs Foundation (IPA) (PL), 2. Universitat Libre de Bruxelles (ULB) (BE), 3. University of Oradea (ROM) (RO), 4. Universitat Catolica del Sacro	YES		YES	380 965.37	476 206.71	

19	HOME/2010/SEC/AG/067	Public Ministry - Prosecutors Office attached to the High Court of Cassation and Justice (POHCCJ)	Public institution	Public	Non-Profit	RO	Reinforcing the French and Romanian authorities capacity in combating the trafficking in human beings	A2	Transnational						1. National School for the Judiciary (ENM) FR; 2. French Ministry of Interior (MI) FR; 3. Romanian Ministry of Administration and Interior (MAI) - GRP (RO); 4. SCM - National Institute of Magistracy (NIM) RO	YES		YES	203 261.76	257 416.00
20	HOME/2010/SEC/AG/068	Crime Prevention Fund - IGA Foundation	Non-profit legal entity	PRIVATE	Non-Profit	BG	SHARING EXPERIENCE IN LOCAL POLICING IN EUROPE	A3	Transnational						1. Institute for Global Policy Research, King's College London (UK); 2. Association Gancarlo Sans (IT); 3. Valencia Local Police (ES)	YES			236 608.75	373 260.94
21	HOME/2010/SEC/AG/062	Payoke	Vereniging Zonder Winstdoelmerk	PRIVATE	Non-Profit	BE	Joint Efforts of Police and Health Authorities in the EU Member States and Third Countries to Combat and Prevent Trafficking in Human Beings and Protect and Assist Victims of Trafficking	A2	Transnational						University of Pecs (HU)	YES		YES	454 470.51	598 088.14
22	HOME/2010/SEC/AG/064	Transparency International	Non-profit making	PRIVATE	Non-Profit	DE	Providing an alternative to silence towards greater protection and support for whistleblowers in the EU	A2	Transnational						1. Transparency International Belgium (BE); 2. Transparency International Estonia (EE); 3. Transparency International - Greece (GR); 4. Transparency International Italia (IT) (Sabinella par attivisti - Olera (LT)/Association Pour la Transparence de la Transparence (es) (ES); 5. Institute of Information Technologies for Justice, (ITU) (PT)	YES				
23	HOME/2010/SEC/AG/065	INSTITUTE OF REGISTRIES AND NOTARY / IP	INSTITUTO PUBLICO	Public	Non-Profit	PT	Implementation of Pluri Decisions - Vehicles Registration	A3	National						1. Serious Organized Crime Agency (UK); 2. General Inspectorate of Belgian Police (BE); 3. Federal Police (BE); 4. Ministry of Interior (Internal Security Dept.) (BG); 5. Anticorruption General Directorate (MA)	YES			141 035.60	175 294.50
24	HOME/2010/SEC/AG/066	Center for the Study of Democracy	NGO	PRIVATE	Non-Profit	BG	ENHANCING POLICE INTERMEDIATE DEPARTMENTS IN EU MEMBER STATES	A2	Transnational						1. Serious Organized Crime Agency (UK); 2. General Inspectorate of Belgian Police (BE); 3. Federal Police (BE); 4. Ministry of Interior (Internal Security Dept.) (BG); 5. Anticorruption General Directorate (MA)	YES				
25	HOME/2010/SEC/AG/067	Faith Matters	Community	PRIVATE	Non-Profit	UK	Protecting Our Futures Together	A1	National						None	YES				
26	HOME/2010/SEC/AG/071	Military Ammunition Restoring and Recovery Plant- NOCETO - AID	Public body	Public	Non-Profit	IT	Identification Colors of Explosives and Blasting Accessories	A1	National						1. IRE - Istituto Ricerche Esplosive (IT); 2. ECA - European Council (IT); 3. APC ROMANIA - Romanian Association for Consumers Protection (RO)	YES			115 716.89	144 148.12
27	HOME/2010/SEC/AG/073	ASSOCIATION FOR THE PROTECTION OF CONSUMERS AND ENVIRONMENT	Private Non-profit organization	PRIVATE	Non-Profit	IT	Identify Theft Observatory Model	A2	Transnational						APC ROMANIA - Romanian Association for Consumers Protection (RO)	YES			184 057.23	230 071.54
28	HOME/2010/SEC/AG/074	Enlightenment	UK Local Authority	Public	Non-Profit	UK	Ealing Partnership Against Radicalisation and Extremism	A1	National						Enlightenment Community and Voluntary Service (UK)	YES			278 721.52	348 401.91
29	HOME/2010/SEC/AG/081	Foundation T.M.C. Asser Instituut	Foundation	PRIVATE	Non-Profit	NL	"Preventing fraud, corruption and bribery committed through legal entities for the purpose of financial and economic gain"	A2	Transnational						1. Polish Institute for International Affairs (PIA) (PL)	YES			377 190.00	472 190.00
30	HOME/2010/SEC/AG/088	University of Palermo - Department of European Studies and International Integration	Public University	PUBLIC	Non-Profit	IT	Assess of Complicated Aspects for the purposes towards common EU Standards	A2	Transnational						1. Center for the Study of Democracy (CSD) (BG); 2. FLARE Network (FLARE) (IT)	YES			233 475.33	295 536.39
31	HOME/2010/SEC/AG/082	Directorate of Criminal Investigation - Central Directorate of Criminal Investigation Service, S.I. Re.N.E. Division	Public Body (Ministry of Interior)	PUBLIC	Non-Profit	IT	POCC SETTING-UP POLICE COOPERATION AND CUSTOMS CENTERS NETWORK FOR ENFORCING THE FIGHT AGAINST	A3	National						1. FORMEZ - Training and Studies Centre (IT)	YES			236 453.05	295 596.31
32	HOME/2010/SEC/AG/094	Prime Minister's Cabinet Office of the Council of Ministers - Department for Information and Security	Government Department	PUBLIC	Non-Profit	IT	Highly efficient investigative tools and techniques for tracing and identifying terrorist financial networks	A2	Transnational						1. Guardia di Finanza (GDF) (IT); 2. SOGEL S.p.A. (IT); 3. Romanian Intelligence Service (SRI) (RO); 4. Cuerpo Nacional de Policia (CGI) (ES); 5. Guardia Nacional de Tráfico (GNT) (ES)	YES				
33	HOME/2010/SEC/AG/096	Family and Childcare Centre	Non-Profit Association	PRIVATE	Non-Profit	GR	GATE - Guardians for separated children Against Trafficking and any form of Exploitation Standards and training for the qualification of guardians for separated children against trafficking and exploitation	A2	Transnational						1. Defence for Children International Italy (IT); 2. CARDET - Center for the Advancement of Research and Training (IT); 3. Defence for Children - EGPAIT - The Netherlands (NL)	YES			793 902.67	979 878.34
total EU grant awarded																			9 263 128.42	

## ANNEX. V. List of Internal evaluators and External evaluators (AMI list) assisting the Evaluation Committee on the award criteria

The evaluation against award criteria was conducted by internal (Directorate A DG HOME) and external experts (AMI list) assisting the Evaluation Committee.

### List of External Evaluators

The external experts were chosen by the relevant Evaluation Committee Members on the basis of their professional and academical expertise in the relevant field, quality of evaluations done in previous ISEC and CIPS calls, their language skills, their availability and their lack of conflict of interest (not being applicants nor consultants to applicants).

Unit A1 contacted (to enquire about their availability) 13 of the external evaluators listed in the SRD01 AMI list of experts for ISEC and who have already performed good quality ISEC evaluations and one evaluator that has not been used previously.

An official invitation was sent to 7 of the external evaluators who responded favourably. Contracts for each expert were prepared by Unit A4 procurement team.

Evaluations took place between 10-13 May in the premises of DG HOME. Additionally two of the external evaluators conducted evaluations at their home during the period of 16-27 May.

#### AMI list experts

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]

### List of Internal Evaluators

Internal evaluators were appointed by their respective Head of Unit/Head of Sector who are also members of the Evaluation Committee ([REDACTED], [REDACTED], [REDACTED]).

#### Unit A1

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]

#### Unit A2

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]

ANNEX. V. List of Internal evaluators and External evaluators (AMI list)  
assisting the Evaluation Committee on the award criteria

8. [REDACTED]
9. [REDACTED]

Unit A3

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]

<b>Name of evaluator:</b>	
<b>1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> evaluation</b>	
<b>TOTAL Score:</b>	

## A. SUMMARY DATA

<b>Registration number of the Application</b>	HOME/2010/ISEC/AG/
<b>Name of the applicant organisation</b> <i>REF APPLICATION FORM: point 1.1.3</i>	
<b>Project title</b> <i>REF APPLICATION FORM: point 2.1.1.1</i>	
<b>Partners/Co beneficiaries of the grant:</b> <i>REF APPLICATION FORM: point: 2.16</i>	
<b>Duration of the project:</b> <i>REF APPLICATION FORM: point 2.12</i>	
<b>Characteristics of the Project</b>	Transnational/National
<b>Total eligible costs of the project (EUR)</b> <i>REF APPLICATION FORM: 2.1.3 and budget form</i>	
<b>Grant Requested (EUR)</b> <i>REF APPLICATION FORM: 2.1.4 and budget form</i>	

## B. EVALUATION

### 1. CONFORMITY

- To what extent is this objective/are these objectives in line with the general objectives of the ISEC programme?
- To what extent is/are the objective/s in line with the priorities of the Call (point 2)?
- To what extent does the project match up to the expected outcome in point 3.2 of Call for proposals and point 2.1.11 of the Application form?
- To what extent does the proposal address a real/actual need at European level in the field of Prevention of and Fight against Crime and in the Stockholm Programme?  
*Explain why or why not.*
- Is there a real/actual need for action in this field which would need the financial support of the ISEC programme?
- Is there some EU strategy / action plan calling for this action? Which one? Is it a low/medium/high priority within this EU strategy/action plan?

Appl. Form 2.1.10-13., Call for Proposals AG 2010, Annual work Programme 2010, Stockholm Programme,  
Evaluators answers:

/10 points

### 2. QUALITY

#### CONCEPTION AND EXPECTED RESULTS

- How clearly does the proposal explain how the objective/s should be reached and the results achieved? (Which actions will lead to the proposed result and how?)
- To what extent is the expected outcome as presented by the Applicant relevant for the objectives of the Call for Proposals and the ISEC programme?
- How relevant are the target groups and beneficiaries that the project is supposed to address for the ISEC programme?
- How adequate is the choice of partners to attain the desired objectives?
- In your opinion what are the most important results and outputs of the activities?
- Will the applicant be able to deliver these results through the particular actions? Why do you think yes? / Why do you think no
- Could the deliverables and outputs be more concrete?
- How well does this action fit within the context of past, and current developments? To what extent does it make coherent use of previous results? How does it take into account what has been already achieved and done?

Appl. Form. Technical Annex, 2.1.14, 2.2.1-2.2.5.2, Partnership declarations

#### METHODOLOGY, RISKS AND ORGANISATION

- How appropriate is the proposed methodology to achieve the desired objectives? How relevant are the selected actions? (e.g. is a 3 day international conference the

best way to achieve the goals or would a small workshop be better/)

- Are there indicators that will allow the measurement of the projects output? To what extent are they relevant and verifiable?
- Could another methodology better achieve the desired results?
- Is it planned and plausible how the project will be kept on track? Is there a monitoring and an evaluation strategy? How appropriate is it?
- What are the risks related to the project according to your opinion?
- Are the risk mitigation strategies identified? How relevant are they? Are they appropriate?
- How realistic is the time frame in order to obtain the desired results?
- Is there sufficient expertise of substantial relevance to the proposed action represented in the project team? In terms of relevant policy area? In terms of project management?
- Are the proposed actions sufficiently reflected in the budget? (Is there any action mentioned which is crucial for achieving the result, which is not budgeted for?).

Appl. Form. Technical Annex. 2.1.9, 2.2.6-2.2.6.7, Timetable, Budget Form, CVs of the staff members, project chart, previous projects carried out by the Applicant point 1.6.6 etc.,

Evaluators answers:

CONCEPTION AND EXPECTED RESULTS	/10
METHODOLOGY RISKS AND ORGANISATION	/10

/20 points

### 3. Value For Money and Economies of Scale

- Could another type of intervention have produced the promised output at lower costs? For example could more results be obtained at the same cost?
- How innovative is this project?
- How ambitious is the project in terms of the expected results (number of participants, time frame and impact on wider context)?
- Are there any multiplication effects of the results? If YES which ones.
- To what extent does the costs represent the **most economic and efficient solution and/or the best value for money?**
- To what extent could it contribute to reach economies of scale?

Larger projects in terms of, for example, ambition, participation, impact on the area of prevention of and fight against crime, will be favoured.

Appl. Form. 2.2.5.3, 2.2.7.1, 2.2.7.3, 2.2.7.6, Budget Estimate form,

#### Specific questions on Budget Estimate

- Does the budget proposal **include precise and detailed** information such as functions of the staff, units for the calculations (depreciation of equipment, day, month, flight, book, pages, etc.), number of units, etc.?



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- Are the daily rates, travel expenses and daily allowances in line with the Guide for Applicants ISEC 2010?<sup>1</sup>
- Does the application include explanation on what basis the costs are calculated (other than the Guide for applicants)? For example offers of service providers, reference to previous experience, etc.

Appl. Form: Technical Annex. 2.1.9, Budget estimate form, 2.2.6.9, offers, Guide for Applicants 2010 p.26-37

### Evaluators comments (compulsory):

**Heading A Staff costs:** Are all of the functions/tasks and number of staff members necessary to achieve the proposed results (Directors need to be remunerated)? Are all the number of days necessary? Are the daily rates relevant to the function/task and the country where the person is employed? If not, what could be reasonable and justified daily rate for the function/task in a given country?

Evaluators comments

**Heading B and D Travel and Conferences:** Are all the trips foreseen needed? Is all the nr of staff per partner necessary?

Evaluators comments

**Heading C Equipment:** Is all of the equipment necessary for the activities and clearly linked to the project? How strongly justified is any purchase? Are there any offers/quotes attached?

Evaluators comments

**Heading E Publication and dissemination:** Are the cost foreseen for publication and dissemination methodology adequate? If applicable are the languages chosen appropriate? Could more have been budgeted?

Evaluators comments

**Heading F Other costs:** In case of **subcontracting**, (cannot exceed 30%) is the need for involvement of third parties justified (why the activity is not performed by the applicant or a partner)? To what extent is this explicitly justified? If consultancy foreseen are the rates charged reasonable and in proportion to the output?

Are the other costs reasonable and necessary to achieve the foreseen results?

Evaluators comments

Appl. Form: Technical Annex. 2.1.9, 2.2.7.5, Budget estimate form, 2.2.6.9, offers salary slips attached, Guide for Applicants 2010 p.26-37

**/25 points**

## 4. IMPACT

- What will be the likely impact of this project on the ISEC programmes general objective and on measures taken within the priorities of this Call? medium long term
- Could and would the proposed results be achieved without ISEC support?
- What is the likelihood of a continuation in the stream of benefits produced by the project after the period of external support has ended?
- What is the impact on the target groups that the project is supposed to address? Short and medium term.
- What is the impact on the beneficiaries that the project is supposed to address?

<sup>1</sup> For your information, the maximum permitted amounts, for a full-time working day with all charges included, are in principle € 450 for ISCO1 (Senior Project Manager), € 300 for ISCO2 (Project assistant). The maximum flight cost in Europe is € 400, higher amount should be justified. The maximum and minimum amounts for travel subsistence are € 276 (UK) and € 180 (Slovenia) respectively.

- How adequate is the proposed dissemination strategy to maximise the impact of benefit for the target groups and beneficiaries?
- How does the project sustain its activities, results and or/its impact?
- Is the envisaged visibility conception of the EU funding suitable?
- Which methodology would you suggest to evaluate the impact of this project if awarded?

Appl. Form. 2.2.7-2.2.7.7.

Evaluators comments:

**/25 points**

## **5. EUROPEAN ADDED VALUE**

**For transnational** projects:

*Wide geographic scope of the project's outcome and impact, in terms of partners, participants and the target groups that will benefit from the deliverables, will be favoured.*

- To what extent does the projects structure span largely across the EU?
- To what extent does the implementation of the action concern the majority of the EU Member States?
- Does the project have a real transnational nature in terms of its impact and not only in terms of activities carried out?
- Is the number of EU Member States involved satisfactory (not too few and not too many) to reach the objectives?

**For national** projects

*For projects that require national action to achieve European impact, the synergies and coordination between EU Member States is to be favoured and European dimension is to be evaluated by the European impact/outcome/ deliverable which they complement.*

- Does this project proposal comply with one of the conditions stated in the Call for Proposals point 5.1 c? Which one?

*Complementary measures;*

- Which EU action or/and transnational project does this proposal seek to complement?
- To what extent does the impact of the action concern the majority of the EU Member States?
- To what extent is it this action relevant for other EU Member States?

*Starter measures and other actions*

- (If applicable) How could this project be a preparatory action for transnational project or EU action?
- To what extent do the actions and results of the project have a potential for transferability at EU level?

- (If applicable) How does the applicant foresee the continuation of this preparatory project?
- (If applicable) To what extent can this project contribute to the development of innovative methods and/or technologies with a potential to transferability at EU level?

Appl. Form. 2.2.7-2.2.7.7., 2.2.4.2, Call for proposals, Partnership declarations,

Evaluators comments:

/20 points

## C. CONCLUSION OF THE EVALUATION

***Please complete all 3 points***

**1. Summarise your evaluation/overall comment:**

**2. What are the *strengths* of the proposal:**

**3. What are the *weaknesses* of the proposal:**

*Please NOTE that this text will be sent to the ISEC Programme committee Members to obtain Member States representatives' opinion, as well as to unsuccessful applicants to justify why they have been rejected.*

### **FINAL SCORE**

**Please fill in**

Conformity	/10
Quality	/20
Value for money and Economies of Scale	/25
Impact	/25
European added value	/20
<b>Total</b>	<b>/100</b>

This is a: ☐ very good (100-85) ☐ good (84-65)

☐ medium (64-35) ☐ poor (34- 0) project.

**If the project proposal scores below 65 points it will be automatically rejected:**

**Please specify the reasons for rejection and justify your opinion:**

- ☐ The project is not in line with the objectives of the programme.
- ☐ Topic is a low priority to EU in 2011.
- ☐ Poor or undemonstrated awareness of the context.
- ☐ Poor or undemonstrated added value at European level.
- ☐ Poor level of transnational co-operation.

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- ☐ Poor/insufficient European dimension/participation from other Member States.
- ☐ Inappropriate or insufficient preparation of the proposal.
- ☐ Relevant experience of organisation is weak or is not demonstrated.
- ☐ Conception and objectives of the action are unclear.
- ☐ Approach and/or methodology are weak or inappropriate.
- ☐ Expected results are weak or unclear; absence of measurable outputs.
- ☐ Target group is not sufficiently relevant.
- ☐ Time frame is unrealistic or badly planned.
- ☐ Budget is unrealistic.
- ☐ Weak or undemonstrated procedures to validate output of the action.
- ☐ Weak/undemonstrated plans for dissemination, exchange of activity results.
- ☐ Weak/undemonstrated plans for follow-up.
- ☐ Other

Evaluator's Name:	
Date of evaluation:	.05.2011
Place of evaluation:	Brussels
Signature:	.....

OVERVIEW BEFORE BUDGET REVIEW		OIA
1	Read the Guide for Applicants: BIBLE	
2	Read the application	
3	Read the evaluations	
4	Check if the beneficiary has other projects in the JLS F4 table.	
HEADING A: STAFF COSTS		OIA
5	Total foreseen days to implement the project?	
6	Nr of people foreseen to implement the project?	
7	Are all of the functions necessary? For example 6 fulltime project managers for 24 month project	
8	Check that all project staff members (beneficiary+ co beneficiaries) are listed even if there are no costs for them. <i>Where to check?</i> Application form, project chart and CVs <i>What to do?</i> If some persons are listed in the Budget but not in any of the other documents please <u>remove</u> .	
9	Check to which activity are they connected to <i>Where to check?</i> Technical annex <i>What to do?</i> If no reference is given to the Technical Annex, the expenditure will be considered as non eligible. <u>please remove</u>	
10	Check that all fields are filled in: <i>Where to check?</i> Budget estimate form name of the organisation that will employ the person name of the staff member, employment condition option, civil servant or not, nr of days daily rate. <i>What to do?</i> If information on name of the organisation that will employ the person and employment conditions are is missing change costs to 0.	
11	Check number of working days for each staff member <i>Where to check?</i> Budget, and application form for duration of project. <i>What to do?</i> <u>Nr of days</u> Max 220 working days per year. Fulltime max for 3 years projects 220*3=660 days. Calculate the max days for the duration of the project and <u>reduce if necessary</u> . If any of the staff members declare above 660 days reduce.	
12	Check Employment conditions <i>Where to check?</i> Budget, application, CV <i>What to do?</i> Option 2 overtime: max 2-3 working days per month <u>if above reduce</u> 1 year project 2*12=max 24 days  Option 3 specifically employed: check that the persons are not going to be employed as consultants (CVs) Option 4 secondment decision: if no correct secondment decision (public) or letter of assignment (private) correct the budget, <u>change to option 1 normal routine 0 costs</u>  Valid secondment decision: The secondment decision (public officials)/letter of assignment (NGOs, profit-making entities) <i>signed by the head of relevant Financial Department (CEFO) stating the name and function of the seconded permanent employee</i> , as well <u>as the name and function of the seconding person</u> employed to replace the seconded person.	
13	Check Salary rates!	

	<p><i>Where to check?</i> Budget, Table for staff costs and supporting documents if any.</p> <p><i>What to do?</i> If salary rate are too high for example 450 euro and beyond and no salary slips are included in the application, <u>reduce the rate</u>. Check in the table of salary costs ISEC CIPS for the persons and adjust salary to latest rate accepted in 2009.</p>	
14	<p>Check that the amounts are separated correctly per beneficiary in the first page.</p> <p><i>What to do?</i> Calculate and correct if needed</p>	
<b>HEADING B: TRAVEL COSTS AND SUBSISTENCE ALLOWENCES FOR STAFF COSTS</b>		
15	Is the most economic way of transport/solution chosen?	
16	<p>Is the nr of representatives travelling per organisation required?</p> <p>Only travel and subsistence costs directly linked to the project and relating to specific and clearly identifiable activities are eligible for Union funding. Any travel to places other than those where the members of the Co-beneficiaries are located must be shown to be relevant to the project.</p>	
17	<p>Check that the name of the organisation that incurs and books the expenditure is indicated</p> <p><i>What to do?</i> Correct if it is clear from the other information, or remove.</p>	
18	<p>Check that the persons travelling under heading B are part of the project staff</p> <p><i>Where to check?</i> Heading A and application form point 2.2.6.6</p> <p><i>What to do?</i> If the project staff member is not included under Heading A, costs under this section will not be considered eligible.</p>	
19	<p>Check that all the trips are connected and necessary for the project</p> <p><i>Where to check?</i> Evaluation form, read Technical annex, and Budget estimate form</p> <p><i>What to do?</i> If no reference to technical annex activities remove.</p>	
20	<p>Check that travel expenses are in line with the Guide for applicants ISEC 2010.</p> <p><i>Where to check?</i> Guide for Applicants 2010, p.27-29</p> <p><i>What to do?</i> Correct rates</p>	
21	<p>Check that origin and destination of the trips is indicated</p> <p><i>Where to check?</i> Guide for Applicants 2010, p.27-29</p> <p><i>What to do?</i> If no origin or destination indicated remove trips</p>	
22	<p>Check that the daily allowances are in line with the Guide for applicants ISEC 2010.</p> <p><i>Where to check?</i> Guide for Applicants 2010, p.27-29. If there is no overnight stay or the stay does not cover at least 8 working hours at the location, the amounts must be reduced by 50%. Local transport, including taxi, will not be reimbursed separately, when a DSA is paid. If meals or others expenses are provided for, the DSA must be reduced accordingly.</p> <p><i>What to do?</i> Correct rates</p>	
23	<p>Check costs for local participants</p> <p><i>Where to check?</i> Budget estimate and technical annex</p> <p><i>What to do?</i> Hotel costs are not eligible for local participants, DSA is not eligible in their home town. Correct and remove if not relevant for the project</p>	
24	<p>Check if costs for EU bodies and agencies are included (EUROPOL, FRONTEX, CEPOL, OLAF, JRC and other EU agencies)</p> <p><i>What to do?</i> Remove.</p>	
25	Check if there are costs for Non EU countries.	

	Where to check? Evaluation form if EU	
	What to do? Remove costs for non EU countries under this Heading. Check in the evaluation form if their participation is relevant to the project in any case max. 2 representatives/organization.	
26	Check that the amounts are separated correctly per beneficiary in the first page. What to do? Calculate and correct if needed	
<b>HEADING C: EQUIPMENT AND CONSUMABLES</b>		
27	Is all of the equipment necessary for the activities linked to the project?	
28	Is the justification provided by the applicant concerning the equipment strong?	
29	Check if there is a clear description/reference to the costs in the Budget estimate: Where to check? Guide for Applicants p.31 What to check? The name of the organisation which incurs and books the expenditure A clear description of the item To which activity in the Technical Annex the expenditure is related to and where the item will it be used and for which tasks Nr of units, name and unit price Purchase price and calculation of depreciation What to do? If no reference- remove cost items	
30	Check if "development/installations" is not included in the equipment and consumables. Like for example software development, which should then be subcontracted and indicated in the appropriate heading. What to do? If development included apply the rules of subcontracting and move to heading F. Separate costs for equipment and development.	
31	Check if at least one offer per equipment item is attached so price estimation can be shown. What to do? Remove if no offers are attached	
32	Check if the equipment is justified by the applicant. Where to check ? Evaluations forms, application form and offers. What to do? If not justified, remove, take into account Evaluators comments	
33	Check if the equipment is of a sort that it should be included under overheads  "standard office IT equipment (printers, laptops, PCs together with the standard operating systems and normal office software, software for telecommunication), photocopiers, fax machines, telephones, mobile phones and phone accessories must be included in the costs indicated under heading H - Overheads. " Where to check? Guide for applicants p. 31 What to do? Remove if applicable	
34	Check if the prices are too high What to do? Check the offer/s provided and check prices on internet (min. 2 searches/offers) What to do? If only offer provided and price search shows much lower than the offer, adjust costs to the highest of the 3 searches.	
35	Check if depreciation is applied What to do? If not applied, correct see guide for applicants p.30	
36	Check if VAT is not included. Where to check? Budget and if an exemption letter signed by the TAX AUTHORITY is included	

	What to do? If not vat exemption included, insert in memo field: VAT not included or VAT included. If no exemption and Vat included, remove	
37	Check if the same beneficiary got financing for similar equipment in previous or running projects	
38	Check that the amounts are separated correctly per beneficiary in the first page. What to do? Calculate and correct if needed	
	<b>HEADING D: CONFERENCES AND SEMINARS</b>	
39	Are all the trips foreseen needed?	
40	Is the most economic solution must be sought?	
41	Are all the nr of representatives travelling per organisation required?	
42	Is it justified for the project that non EU countries participate?	
43	Check that the name of the organisation that incurs and books the expenditure is indicated What to do? Correct if it is clear from the other information, or remove.	
44	Check that the location and duration of the events are indicated What to do? If no information remove the costs	
45	Check that all the trips are connected and necessary for the project Where to check? Evaluation form, read Technical annex, and Budget estimate form What to do? If no reference to technical annex activities remove.	
46	Check that travel expenses are in line with the Guide for applicants ISEC 2010. Where to check? Guide for Applicants 2010, p.27-29 What to do? Correct rates	
47	Check that origin and destination of the trips is indicated Where to check? Guide for Applicants 2010, p.27-29 What to do? If no origin or destination indicated remove trips	
48	Check that the daily allowances are in line with the Guide for applicants ISEC 2010. Where to check? Guide for Applicants 2010, p.27-29 What to do? Correct rates	
49	Check that meals/catering and local transport can not be financed if the max DSA is already applied Where to check? Guide for Applicants 2010, p.27-29 What to do? Correct rates	
50	Check that all threshold prices are respected: seminar package, interpretation, speaker fee. No of conference package has to correspond to the number of participants What to do? Correct, reduce	
51	Specify the content of the conference package in the budget. What to do? Copy paste in memo field "The seminar package should include room rental, badges, stationery, documents for the conference/seminar/workshop (such as brochures, programmes, posters, flyers, etc.), hostesses, registration charges, audiovisual, technical equipment/support, microphones, flip charts, rental stands, etc."	
52	Check costs for local participants	



	Hotel costs and DSA are not eligible for local participants	
	<i>Where to check?</i> Budget estimate and technical annex,	
	<i>What to do?</i> Correct and remove if not relevant for the project	
53	Check if costs for EU bodies and agencies are included (EUROPOL, FRONTEX, CEPOL, OLAF, JRC and other EU agencies)	
	<i>What to do?</i> Remove.	
54	Check if there are costs for Non EU countries.	
	<i>Where to check?</i> Evaluation form if EU	
	<i>What to do?</i> Check in the evaluation form if their participation is relevant to the project in any case max. 2 representatives/organization.	
55	Check that the amounts are separated correctly per beneficiary in the first page.	
	<i>What to do?</i> Calculate and correct if needed	
<b>HEADING E: PUBLICATION AND DISSEMINATION</b>		
56	Check that threshold prices in the Guide for applicants are applied	
	<i>What to do?</i> Correct according to threshold estimates.	
57	Check that for expenditure for website development and maintenance is not indicated in this heading. <u>If performed by a subcontractor must be indicated under heading F. Other Costs.</u>	
58	Check comments from evaluator and adjust if needed.	
59	Check that the amounts are separated correctly per beneficiary in the first page.	
	<i>What to do?</i> Calculate and correct if needed	
<b>HEADING F: OTHER DIRECT COSTS</b>		
60	Check that the Project management is not subcontracted	
	<i>Where to check?</i> Budget estimate, application, CV and evaluation form.	
	<i>What to do?</i> If this is the case remove costs	
61	Check that applicant and co-beneficiary are not remunerated as consultants/subcontractors	
	<i>Where to check?</i> CVs, project description	
	<i>What to do?</i> Remove	
62	Check that no statutory link between the subcontractor/service provider and the Applicant or its Co-beneficiaries/Associate Partners or members of their staff: any situation which could lead to conflicts of interest and circumvention of the non-profit principle	
	<i>Where to check?</i> legal entity form, internet search (if needed)	
63	Check that the Applicant organisation provides quotes and/or terms of reference used for the estimation of the subcontracting costs.	
	<i>What to do?</i> If this is not provided amend and/or reject costs.	
<b>HEADING H: OVERHEADS</b>		
64	Check that the max 50.000 euro is applied and max 7% respected.	
	<i>What to do?</i> Correct to max allowed	

HEADING J: PROJECT RELATED INCOME	
65	Check if endorsement letter is included in case of income. <i>Where to check?</i> Guide for applicants p. 39, in the file.
HEADING K AND L	
66	Check that partnership declarations, and match the contribution so it is identical to the amounts in the declaration. <i>What to do?</i> Make the budget in balance and adjust the amounts so you do not have to ask for new declarations.
OTHER CHECKS	
67	Costs for EU officials are not eligible.
68	Legal entity forms for all Co-beneficiaries
69	Mandates for all Co-beneficiaries
70	ABAC number
	Fill in which documents you will request: