



EUROPEAN COMMISSION

DIRECTORATE-GENERAL JUSTICE, FREEDOM AND SECURITY

Directorate B : Immigration, Asylum and Borders

Unit B4 : Financial solidarity for asylum, immigration and borders

FINANCIAL INSTRUMENT FOR MIGRATION MANAGEMENT – SOLIDARITY IN ACTION

PREPARATORY ACTIONS

Return, social and professional reintegration for returnees and preparation of information campaign on illegal immigration

CALL FOR PROPOSALS 2007

1. Background

A new budget line (18 03 12) was created in December 2006 on the initiative of the European Parliament for the implementation of actions in 2007 and is entitled "**Preparatory Action: Migration management – Solidarity in action**". It will finance a number of actions in the area of migration which are complementary to the general framework programme entitled '**Solidarity and Management of Migration Flows**' for the period 2007-2013, but which have the potential to provide additional answers to the challenges posed by migratory flows. This complements the policy adopted by the EU which must adopt a comprehensive response to the growing and evolving challenges posed by the management of migratory flows in a globalised world. In this context, 2006 has been a pilot year for the Global Approach proposed by the Commission in November 2005. During that year, the EU and its Member States have succeeded in launching concrete cooperation never seen before. However, 2006 has also seen a further increase in migratory pressure on the EU, particularly on its southern borders. Actions must therefore be further increased and enhanced in a comprehensive way to increase the capabilities of the EU to face the challenges linked to migration.

This new 'Preparatory Action: Migration management – Solidarity in action' contains various components which deal with the return of illegal immigrants, employment of returnees, information on immigration and reception.

This call for proposals is dealing with return, social and professional reintegration for returnees and preparation of information campaign on illegal immigration.

The total amount foreseen for this call is 7.000.000 €

2. Objectives

2.1. General objective

The Return component is a continuation for a third year of the Return Preparatory Actions 2005 and 2006. The European Parliament was sensitive to the need to fill the gap created in 2007 between the 2006 Return Preparatory Actions and the creation of the European Return Fund that will begin in 2008, particularly in view of the challenges being faced by Member States that are experiencing strong pressure on specific borders and on their migration management systems. The component on employment is introduced in this Preparatory Action in conformity with the request made by the European Parliament.

The Work Programme was drafted taking into account the fact that under the new Thematic Programme for the assistance to third countries in the field of asylum and migration, recently created by the Regulation N° 1905/2006, it is specifically foreseen to support third countries in the readmission of illegal migrants returned by the Member States (with a focus on those implementing a Community re-admission agreement), to carry out in these countries information campaigns aimed at discouraging illegal immigration and raising awareness of the risks related to it and/or at explaining the conditions of entry for and stay on the territory of the Member States as well as the conditions for legal access to their labour market.

2.2. Specific objectives

To achieve the general objective, these Preparatory Actions shall support the following specific objectives aiming at both national and joint actions:

- a) The introduction and improvement of the organisation and implementation of integrated return management for returns to countries of origin, former residence or transit, aiming at the sustainability of returns and carried out voluntarily or forcibly (national or joint actions);
- b) The development of cooperation between Member States concerning return plans and the implementation of actions in the framework of such return plans (joint actions);
- c) Support for social and professional reintegration in case of returns to countries of origin. Priority will be given to the third country nationals being returned to countries with which the European Community has concluded readmission agreements (national or joint actions);
- d) Information campaigns for applicants for immigration into the EU, informing them about the dangers of illegal immigration.

For the purpose of these preparatory actions Integrated Return Management means but is not limited to the development and implementation by the competent Member States' authorities and/or International, Governmental and Non Governmental Organisations with proven experience and expertise in the field covered of integrated return plans which:

- are based on a comprehensive assessment of the situation in the concerned Member States with respect to the targeted population and the challenges with respect to the operations envisaged (such as those related to obtaining travel documents and other practical obstacles to return), drawn up in co-operation with all relevant authorities and partners; and

- aim to achieve a wide set of measures encouraging voluntary return schemes of third country nationals illegally residing on its territories, and, where necessary, implementing enforced return operations with respect to these persons, in full compliance with humanitarian principles and respect for the dignity of the person; and
- include the choice for a targeted population based on the relevant caseload but also on other sensible criteria (i.e. vulnerability); and
- include planning and/or a time table and, where appropriate, foresee a periodic evaluation mechanism allowing for adjustment of the planning and assessment of the impact of the plan in practice.

Integrated Return Plans shall focus in particular on effective and sustainable returns based on individual decisions through such actions as efficient information at pre-departure stage, travel arrangements, transport in the country of return for both voluntary and enforced return. As far as possible, incentives for voluntary returnees, such as enhanced return assistance, may be foreseen in order to promote voluntary return. Where Member States consider it appropriate, this may include cash and/or in kind incentives aimed at assisting the returnee to cope with initial accommodation and subsistence costs upon return or to reintegrate into his/her family or community of provenance without representing an excessive burden. In addition Member States can also include cash and/or in kind incentives enabling the returnees, in the country of return, to fund start up activities, to have access to training, or to facilitate finding a job, in view of also making the return a sustainable one.

3. Access to the programme

The call for proposals will be open to the national, regional and local authorities of the Member States and to Non Governmental Organisations registered in one of the Member States, as well as International Organisations and Community Agencies, all of them working on a strictly non-profit basis and with proven experience and expertise in the fields covered. Project proposals may include partners and participants from countries of return in their proposals. Partners from candidate or third countries are not eligible for Community funding. They may participate in the project as partners at their own cost. The Commission shall not co-finance their costs.

The applicant must confirm that he has not received another grant for the same project from a European Community institution, and must furthermore undertake not to receive another such grant in the future.

Total recovery of the grants will be made in the event of European Community financing from more than one European Community source for the same project.

4. Activities of the programme

The following actions shall be eligible for support from the preparatory actions:

Strand A: Actions relating to the introduction and improvement of the organisation and implementation of integrated return management

The following actions can be implemented by a **single Member State or in partnership with other Member States**:

- (a) Design and implementation of voluntary return programmes on specific countries or regions of return or transit, including the promotion and facilitation of voluntary returns, in particular through assisted voluntary return programmes;
- (b) Design and implementation of plans for forced return – in full respect of relevant international conventions, including the principle of non-refoulement - to countries of origin, former residence or transit, including the simplification of forced returns taking fully into account the respect for human rights and fundamental freedoms of the persons concerned;
- (c) The establishment or improvement of an effective, stable and lasting operational co-operation of competent Member States' authorities with consular authorities and immigration services of third countries, including cost of travel and accommodation in the Member States for the staff of the authorities and services responsible for the identification of third country nationals and for the verification of their travel documents, with a view to obtaining travel documents for the return of illegally residing third country nationals and ensuring speedy, successful and dignified removal procedures.

Strand B: Actions relating to the development of cooperation between Member States concerning return plans and the implementation of actions in the framework of such return plans

The following actions **must** be implemented **in partnership with other Member States** (the applicant plus at least one more partner in another Member State):

- (a) Organisation and execution of joint flights for removal or joint removals by land from the territory of two or more Member States of third country nationals who are the subject of individual removal orders, involving the European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union established by Council Regulation (EC) 2007/2004, and using the Information and Co-ordination Network for Member States' Migration Management Services established by Council Decision 2005/267/EC for the exchange of the relevant information concerning the preparation and the evaluation of that operation;
- (b) Co-operation in the gathering and provision to potential returnees of information on the country of origin, former residence or transit, including the development of a mechanism for the dissemination of this information through a reliable common system in all languages available to migrants and social workers;
- (c) Joint organisation of seminars for practitioners from several Member States on best practices focusing on specific third countries/regions or particularly vulnerable groups;
- (d) Joint training for staff of the relevant migration management services of Member States, International Organisations and Non-Governmental Organisations involved in the preparation and implementation of return operations, including joint training for counsellors involved in assisting voluntary return operations and escort staff assisting forced return operations.

Strand C: Social and professional reintegration assistance in case of returns to countries of origin with which the European Community has concluded readmission agreements

The following actions can be implemented **by a single Member State or in partnership with other Member States:**

- (a) Design and implementation of plans aiming at the sustainable employment of returnees in local enterprises and at supporting the creation of small enterprises by returnees;
- (b) Support for returnees enabling them to cope with initial accommodation and subsistence costs and to reintegrate family and communities of origin;
- (c) Support for returnees enabling them to fund start up activities or to have access to training, or to facilitate finding a job.

Strand D: Information campaigns in countries of origin for applicants for immigration into the EU, informing them about the dangers of illegal immigration.

The following actions can be implemented **by a single Member State or in partnership with other Member States:**

- (a) Exchange of best practices on information campaign raising awareness concerning the dangers of irregular immigration to the EU and illegal stay in the EU, which can serve as inspiration for future information campaigns by Member States and the Community in third countries.
- (b) Design of information campaigns targeting specific groups of third country nationals or countries aimed at raising awareness concerning the dangers of irregular immigration to the EU and illegal stay in the EU.

Applicants are encouraged to develop the above-mentioned actions taking into account returnees' experiences.

Eligible Measures

For strands A to C mentioned above, activities supported by these preparatory actions may include the following measures in the case of voluntary or forced return:

- (a) In all cases of return, information to third country nationals on return in general, counselling to individuals on the possibilities for voluntary return, translation and interpretation costs, procurement of indispensable travel documents, costs of necessary pre-return medical checks, costs of travel and food for returnees and escorts, including medical staff and interpreters, accommodation for escorts, including medical staff and interpreters, costs of transportation in the Member State and up to the country of return and co-

operation with the authorities of the country of origin, former residence or transit;

- (b) Specific assistance for vulnerable persons such as minors, unaccompanied minors, disabled people, elderly people, pregnant women, single parents with minor children, and persons who have been subjected to torture, rape or other serious forms of psychological, physical or sexual violence, victims of trafficking in human beings;
- (c) Additionally in the case of forced return of third country nationals who do not or no longer fulfil the conditions for entry and stay, costs for travel, food and temporary accommodation of returnees and their escorts from the participating Member State in the organising Member State prior to departure in case of joint return operations;
- (d) Additionally in the case of voluntary return of third country nationals who do not or no longer fulfil the conditions for entry and stay, assistance to returnees in preparing the return, as well as essential expenses before return;
- (e) In the case of reintegration measures for third country nationals who do not or no longer fulfil the conditions for entry and stay, where Member States consider it appropriate, cash incentives and other short term measures necessary to launch the progress of reintegration for the returnee's personal development such as training, placement and limited employment assistance, limited start up support for economic activities and post-return assistance and counselling, as well as measures enabling Member States to offer appropriate arrangements for welcoming returnees in third countries upon their arrival;
- (f) Priority will be given in case of return to a country of origin with which the European Community has concluded a re-admission agreement¹.
- (g) As regards the cash incentives under these Preparatory Actions, they will be eligible, provided that the financial support is not the primary aim of the action, that the conditions for giving such support are strictly defined in the grant decision or agreement between the beneficiary and the Commission, with no margin for discretion and the amounts concerned are small. The maximum amount of financial support that can be paid to third parties by a beneficiary is EUR 100.000 with a maximum of EUR 10.000 per each third party. Furthermore, the cash incentives should be aimed at assisting specific individuals for their return and not private or public bodies (although a local legal entity can be contracted in view of managing the funds aimed at supporting the individuals involved).

Although the cash incentive must only be granted to the returnee prior or upon his/her return to the country concerned, its concrete payment may also take place in separate instalments, for instance on the condition that

¹ The European Community has concluded readmission agreements with the following countries: Hong Kong (*Official Journal* L17 of 24.1.2004, p. 25), Macao (*Official Journal* L143 of 30.4.2004, p. 99), Sri Lanka (*Official Journal* L124 of 17.5.2005, p.43), Albania (*Official Journal* L124 of 17.5.2005, p.22). Agreements with Russia and Ukraine are in the process of ratification and expected to enter into force by the end of the year 2007.

justifications or planned expenditure are presented to the project proposal applicant or to a legal entity based locally, if such an entity is entrusted with the task of administering the cash incentives.

5. Target population

For the purposes of these preparatory actions the target groups shall comprise all third country nationals who do not or no longer fulfil the conditions for entry and/or stay in a Member State subject to a final return decision and/or removal order. 'Return decision' means an administrative or judicial decision or act, stating or declaring the illegality of stay of a third country national and imposing an obligation to return. 'Removal order' means an administrative or judicial decision or act ordering the removal. Third country national means any person who is not a Union citizen within the meaning of Article 17(1) of the Treaty.

6. Achieving complementarity

To enhance coherence and complementarity with the existing Community Programmes addressing directly or indirectly the issue of return of illegal residents and the reintegration of returnees in their country of return (notably European Refugee Fund and the new thematic programme on migration and asylum) the budget line will seek to fund activities where existing programmes do not sufficiently take into account the needs of a coherent return policy. Attention also has to be paid to ensure optimal synergy with programmes carried out at national level by Member States and by international organisations. This will require effective information sharing about the activities so that the necessary contacts and connections can be made.

Moreover it is intended to complete the limited tasks of the European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union (Council Regulation (EC) N° 2007/2004 of 26 October 2004) in the area of joint return operations by funding. Article 9 (1) of this Regulation, dealing with return cooperation, prescribes that subject to the Community return policy, the Agency shall provide the necessary assistance for organising joint return operations of Member States. The Agency may use Community financial means available in the field of return. According to Article 9 (2) of the regulation, the Agency shall identify best practices on the acquisition of travel documents and the removal of illegally present third-country nationals. The assistance of the Agency could be beneficial in particular under Strand A (b) and (c), as well as under Strand B (a), (b) and (c).

7. Expected results

- Approximately 10 projects selected for EC co-financing.
- More innovative approaches on integrated returns.
- An enhanced transnational cooperation between stakeholders in the field of Return.
- Improving awareness of the dangers of illegal immigration in the countries of origin.
- Sustainable employment promoted in countries of return by creation of small enterprises.

8. Budget available and financial provisions

8.1. General

The indicative budget foreseen under line 18 03 12 for actions on Return, social and professional reintegration for returnees and preparation of information campaign on illegal immigration is **7.000.000 €**

In order to make optimal use of the credits allocated under this budget line and to allow for more flexibility between the components "Return" and "Reception", the amounts not committed under this call for proposals can be used for financing proposals received under the call for proposal on Reception.

The amount of grant per project cannot exceed **50%** of the total eligible costs of projects involving actions in one Member State and **70%** of the total eligible costs of projects involving actions in more than one Member State. However, in the case of exceptionally innovative projects and subject to duly justified reasons, a project can be co-financed at a higher percentage (respecting the principle of co-financing and equal treatment). The necessary co-financing must be assured at the date of the application.

The minimum and maximum **EU funding** per project is fixed as follows:

	Projects involving actions in only one Member State	Projects involving actions in more than one Member State
Strand A	Minimum: 150.000 € Maximum: 800.000 €	Minimum: 150.000 € Maximum: 1.600.000 €
Strand B	Not applicable	Minimum: 150.000 € Maximum: 1.600.000 €
Strand C	Minimum: 150.000 € Maximum: 500.000 €	Minimum: 150.000 € Maximum: 800.000 €
Strand D	Minimum: 100.000 € Maximum: 250.000 €	Minimum: 100.000 € Maximum: 500.000 €

The above figures relate to the **amount of grant requested (EU funding)**, and **not** to the total cost of the project.

"Projects involving actions in **only one** Member State" means that the applicant is implementing the project alone or together with partners in the same Member State. "Projects involving actions **in more than one** Member State" means that the applicant is implementing the project together with partners in other Member States that will officially be part of the project by having signed a declaration of partnership.

8.2. Financial provisions for grants

The Commission will determine the amounts of financial assistance to be awarded, based on the available budget.

Project financing will be based on the principle of co-financing. If the amount awarded by the Commission is less than the amount requested by the applicant, it is up to the

latter to find the additional sum or to reduce the total cost of the project without reducing its objectives or content.

Should the project be selected for support, a grant agreement will be signed between the selected beneficiary and the European Commission. This agreement is a standard agreement, and its terms and conditions may not be altered or be subject to negotiation.

The attention of applicants is drawn to the following conditions that are, inter alia, included in the agreement.

8.3. Amount of grant:

The amount granted will be proportionate to the estimated eligible cost of the project and will be reduced proportionally where the total real eligible costs are finally less than the total estimated costs. This will be confirmed in the grant agreement.

8.4. Payment conditions:

The grant shall normally be paid under the following conditions:

- Pre-financing, representing 50% of the amount of the grant awarded upon signature of the grant agreement by both parties;
- If the Commission considers it necessary based on the financial accounts of the applicant, it may request a financial guarantee for an amount equivalent to the amount of pre-financing granted;
- A second pre-financing representing 25% of the amount of the grant awarded, upon receipt and approval by the Commission of a progress report, including a financial report evidencing that at least 70% of the previous pre-financing payment has been used up, together with a request for payment;
- The balance upon receipt and approval by the Commission of the final technical and financial implementation reports, together with a request for payment;

This will be confirmed in the grant agreement.

9. Project duration and start date

The duration of projects will not exceed 18 months. Project implementation should preferably begin between 1st October 2007 and 31st March 2008.

A grant may be awarded for an action which has already started, only where the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, expenditure eligible for financing may not have incurred prior to the date of submission of the grant request, following publication of the call. No grant may be awarded retrospectively for actions already completed.

10. Exclusion, Eligibility, Selection and Award criteria

In addition to meeting all technical requirements, projects must meet the following criteria:

10.1. Exclusion criteria

Candidates shall be excluded from participating in this call for proposals if they are in one or more of the situations listed in Articles 93 or 94 of the Financial Regulation.

Administrative and financial penalties which are effective, proportionate and dissuasive, may be imposed on applicants by the authorising officer, in accordance with Article 96 of the Financial Regulation.

Such penalties may also be imposed on beneficiaries who at the moment of the submission of the application or during the implementation of the grant, have made false declarations in supplying the information required by the authorising officer or fail to supply this information.

10.2. Eligibility criteria

In order to proceed to the next phase of evaluation, projects submitted must satisfy all the following criteria:

- a) Projects must be presented by national, regional or local authorities of a Member State or by Non Governmental Organisations registered in one of the Member States, as well as International Organisations and Community Agencies, all of them working on a strictly non-profit basis and with proven experience and expertise in the fields covered;
- b) Projects must be in line with one of the specific objectives as defined in section 2.2. above;
- c) Within the chosen Strand, projects must be in line with at least one of the eligible actions as defined in section 4 above;
- d) The objectives of the project and its intended impact must be clearly indicated in the application, and a detailed description must be given of the activities envisaged, the results and impacts anticipated, and the approach, working methods and timetable to be followed;
- e) Projects must be in line with the conditions defined in sections 8.1, 8.2, 8.3 and 9.
- f) The grant application must be **complete**, i.e. **all** the documents and elements defined in the application form (including annexes and documents requested by the checklist attached to the form must be present and completed as requested). If a document appearing on the checklist or in the eligibility criteria is either unavailable or not relevant, it is necessary to specify this and to provide an explanation.
- g) The grant application must contain sufficient information on staff assigned to the project. CVs for project staff specifying their role and function in the project must be attached. Where CVs are not available, a job profile or job description must be submitted. The role of each partner must be described, including the activities the partner will carry out in the project.
- h) The grant application must include an explicit written undertaking from each co-financing organisation or partner stipulating that it will provide the amount of funding stated in the grant application. These should be original declarations

signed by the responsible persons concerned for each organisation. In exceptional circumstances a copy of the partnership declarations can be submitted at the time of application. However, the duly signed original of this document must be provided as soon as possible. Signed originals of the same are compulsory in order to proceed with the signature of the grant agreement.

- i) The grant application (application form, form recording status of staff, budget estimates, and financial identification form – all duly dated, stamped and signed) must be initialled on each page and signed by an authorised signatory for the applicant organisation of the proposed operation.
- j) Projects must be submitted by a legal person (refer to point a) above), i.e. the coordinator, who carries out the project, preferably in partnership with other distinct and unrelated legal persons (as described in point a) above).
- k) Projects must be of maximum 18 months duration as stated in section 9 above.
- l) The applicant must also provide an electronic version of the following documents (on CD-ROM or diskette), completed:
 - the grant application form
 - the detailed budget estimates form,
 - the staff costs analysis sheet recording status of staff.

The applicant must ensure that:

- files copied on CD-ROM or diskette can be read by the Commission;
- the grant application form, the staff costs analysis sheet recording status of staff and the detailed budget estimates form remained protected and are not corrupt, by entering data strictly in the proper fields and by never un-protecting fields or electronic formats. If necessary, a paper sheet may be added if there is not enough space for all the information on the grant application form (these annexes must also be copied on the CD ROM or diskette). If any of the files is corrupt, the application will be rejected.

10.3. Selection criteria

Project proposals that meet the eligibility criteria listed in section 10.2 will be further evaluated on the basis of the following selection criteria:

- a) Applicants must have the capacity to finance the proposed activities properly;
- b) Applicants must have the operational (technical and management) capacity to complete the action to be supported. In particular the team responsible for the action must have adequate professional qualifications and must have proven and documented experience in the field of return management (attach CVs and particulars of involvement in operations/actions that took place in the last three years).

Proposals that meet these criteria will be further evaluated on the basis of the award criteria.

10.4. Award criteria

Among the projects which have passed the exclusion, eligibility and selection criteria, the Commission will select the proposals achieving the highest score following

evaluation according to the award criteria set out below, taking into account the funds available:

- The relevance of the proposed action to complementing EU policy and the usefulness of the expected results as well as the impact of the project on the target group; (10 points)
- The added value included in the proposal, such as innovative approaches compared to the practice in the Member States and the countries of return concerned; (10 points)
- The extent to which the proposed action will involve co-operation between Member States or between Member States and other relevant stakeholders including International and Non Governmental Organisations as well as countries of return; (10 points)
- The coherence, appropriateness and feasibility of the approach, methodology and timeframe; (15 points)
- The level of satisfaction of the technical expertise and management capacity of the applicant; (5 points)
- The adequacy of the forecast budget: value for money and sources of financing other than the European Commission; (10 points)
- The dissemination of results, lessons learned and acquired know-how beyond the national level as well as the likelihood of transferability of positive result of actions to other Member States or regions; (10 points)
- The sustainability of the project and/or its results after termination of the grant and the extent to which the projects include a detailed description of follow-up measures to be implemented; (10 points)
- The adequacy of the methodology proposed for the evaluation of the project's results; (10 points)
- The extent to which the action involves an element of risk and how the applicant proposes to counteract any risk factors foreseen. (10 points)

11. Monitoring and evaluation

The Commission will regularly monitor the implementation of this framework in co-operation with Member States. All necessary measures will be taken to ensure that the financial resources are used for the intended purposes. The Commission will ensure the evaluation of the framework in line with the requirements of the Financial Regulation and its implementing rules, bearing in mind that additional evaluation requirements concerning pilot projects and preparatory actions are also laid down in the Communication of the Commission on evaluation (SEC (2000) 1051/26.07.2000). The grant beneficiaries will be requested to provide an evaluation of their project. The results of the evaluation will contain important elements which will serve the purpose of focusing the multi annual programming of the General Programme 'Solidarity and Management of Migration Flows' under the new financial perspectives.

12. Visibility of European Community financing

The beneficiaries whose projects are selected for funding undertake to ensure adequate visibility of the operation financed by the Community. Specific reference should always be made to the fact that a project is co-financed by the European Community under the Migration Management - Solidarity in action Preparatory Actions. The beneficiary shall do what is necessary to bring the support and financing given by the Community to the

attention of the target population, the general public and the media, and refer to this contribution in its internal and annual reports.

Evidence of implementation of activities undertaken in compliance with this requirement will be provided in the final reports. The beneficiary shall ensure that all supplies, equipment and any other material financed by the Community display the EU logo, which should be of the same size and have the same prominence as the logo of the beneficiary. For further information concerning publicity kindly refer to the Grant Agreement, Article II.5. The obligation concerning publicity is also stated in Annex I to the Grant Agreement.

13. Further information

13.1. Where to find the necessary documentation

All the documents necessary for submitting a grant application, including the project application form, detailed budget and staff costs analysis sheet recording status of staff can be downloaded from the following website:

http://ec.europa.eu/justice_home/funding/intro/funding_2004_2007_en.htm

Potential applicants are strongly advised to read the following documents:

- the ‘Guide to the Migration Management – Solidarity in action Preparatory Actions 2007’,
- the standard Grant Agreement for projects.

These documents are also available for download from the above-mentioned website. The Funding page on the DG JLS website is updated as and when relevant information becomes available, and therefore applicants are strongly advised to check it regularly.

13.2. Contact at the European Commission

The Commission department responsible for implementing the Migration Management – Solidarity in action Preparatory Actions is Unit B4 of the Directorate General for Justice, Freedom and Security. Contact details are as follows:

European Commission
DG Justice, Freedom and Security
JLS Migration Management – Solidarity in Action– Return 2007
Unit B/4 (LX46 – 2/183)
E-mail address: JLS-Migration-mgt@ec.europa.eu
Fax (32.2) 29 80306

13.3. Processing of applications

The grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions

and bodies and on the free movement of such data². Replies to the questions in this form are necessary in order to assess the grant application and they will be processed solely for that purpose by the department responsible for the Return Preparatory Actions. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 195(1) of the EC Treaty and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities L 113 of 4 May 1994.

14. Submission of grant application

14.1. How to submit a grant application

Each grant application must contain:

- a printout of the **application form for Migration Management – Solidarity in action Preparatory Actions - Return 2007** duly filled in, initialled on each page and signed;
- the form **Timetable** for implementation of the project, duly filled in and signed;
- the form **Detailed budget estimate**, duly filled in, initialled and signed;
- the **Financial identification form**, duly filled in, signed and stamped by the applicant organisation and the bank where the bank account is held;
- the **Legal Entities** form, filled in, signed and stamped by the applicant organisation;
- the **Staff cost analysis sheet** recording status of staff, duly filled in, initialled and signed;
- **additional documentation** defined in the checklist attached to the application form (refer to Section 10.2. above);
- a **CD-ROM** or **diskette**, readable and not corrupted (refer to Section 10.2.).

The above-mentioned documents must be submitted in **2 paper copies (1 original and 1 copy)**.

All documentation concerning this call for proposals including the above-mentioned documents can be downloaded from the following website:

http://ec.europa.eu/justice_home/funding/intro/funding_2004_2007_en.htm

Applicants must respect thoroughly the presentation of the application, its annexes, and the order of pages.

² Official Journal L 8, 12.1.2001

For applicants who do not have access to the website versions, requests for the documents may be sent by post, fax or e-mail to the address provided in Section 13.2. Requests should be clearly addressed to :

**“JLS - Migration Management – Solidarity in Action
Preparatory Actions – Return 2007”.**

14.2. Language of the application

In order to minimise translation delays, applicants are strongly encouraged to submit applications completed in either English or French. However, applications may be submitted in any one of the official languages of the European Union.

14.3. Deadline for the call for proposals

The deadline for this call for proposals is:

28 SEPTEMBER 2007

Project applications must be sent by **registered mail**, posted no later than the above-mentioned date (according to date of postmark, or its equivalent), to the following address:

**EUROPEAN COMMISSION
DG Justice, Freedom and Security - Unit B/4
Migration Management – Solidarity in Action - Return 2007
LX46 – 2/183
B – 1049 BRUSSELS**

The envelope containing the application must be marked as follows:

**‘MIGRATION MANAGEMENT - SOLIDARITY IN ACTION -RETURN 2007 -
NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT OF THE
EUROPEAN COMMISSION’.**

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

14.4. Follow-up to the submission of applications

The Commission will register all funding applications submitted. It will send an acknowledgement of receipt to those concerned.

The Commission will then examine the applications on the basis of the eligibility, selection and award criteria described in section 10 above. It is envisaged that the Commission will complete its selection procedures in December 2007. The Commission will inform each applicant of the final decision taken, including reasons for rejection or non-eligibility, and of the next steps, and will set in motion the procedures necessary for preparation of the grant agreements for the projects selected for funding.

Data concerning the grant beneficiaries, their partners, the amount, rate of grant, and purpose of each grant and the summary of the results of the projects will be published on the internet site of DG JLS.

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time
