

EUROPEAN COMMISSION
DIRECTORATE-GENERAL HUMANITARIAN AID AND CIVIL PROTECTION - ECHO

11. 12. 2012

ECHO A - Strategy, Policy and International Co-operation
A/5 - Civil Protection Policy, Prevention, Preparedness and Disaster Risk Reduction

Brussels, 20 November 2012
ECHO A5/HD

Catherine Chronaki
FORTH
N. Plastira 100
70013 Heraklion
Greece

By e-mail: Chronaki@ics.forth.gr

By DHL: Catherine CHRONAKI
+ 30 2810 391691

Ref.: Civil Protection Financial Instrument - 2012 Call for proposals for preparedness and prevention projects

Subject: Your proposal 2012/PREP/14- "NEREIDS"

Dear Ms. Chronaki,

The Commission has approved a grant for your proposal "NEREIDS: Embracing Innovation for Preparedness in Civil Protection & Marine Pollution". I have the pleasure of sending you two originals of the grant agreement already signed by the responsible Authorising Officer. Would you please have the two agreements **signed and dated** with the mention "**read and approved**" by **an authorized person by 31 December 2012**. One signed original should be returned to the following address:

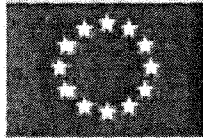
European Commission
Directorate-General for Humanitarian Aid and Civil Protection - ECHO
Document Management Sector
Rue d'Arlon 88 - Office 03/05
BE-1049 Brussels

You may not, under any circumstances or procedures, introduce changes in the agreement transmitted for signature. The grant agreement shall be considered concluded and shall enter into force on the date of receipt by DG ECHO of one original, duly signed by both parties.

Yours sincerely,

Hans DAS
Head of Unit

Enclosure: Two copies of the grant agreement



**European Commission
DG ECHO**

Grant Agreement

Embracing Innovation for Preparedness in Civil Protection &

Marine Pollution

Acronym: NEREIDS

ECHO/SUB/2012/638494



GRANT AGREEMENT

N° ECHO/SUB/2012/638494

The European Union (“the Union”), represented by the European Commission (“the Commission”), itself represented for the purposes of signature of this agreement by

Forename and name **Mr Hans DAS**

Function, DG/service **Head of unit**

of the one part, and

Full official name **Foundation for Research and Technology-Hellas**

Official address in full **N. Plastira 100,
70013 Heraklion,
Greece**

(“the coordinating beneficiary”), represented for the purposes of signature of this agreement by

Forename and name **Prof Costas FOTAKIS**

Function **Chairman of the Board of Directors of FORTH**

and the following “associated beneficiaries”:

- Cyprus Civil Defence – Nicosia, Republic of Cyprus
- Technological Educational Institute of Crete – Heraklion, Greece
- Decentralised Administration of Crete – Civil Protection Directorate - Heraklion, Greece
- Department of Fisheries and Marine Research, Ministry of Agriculture, Natural Resources and Environment – Limassol, Cyprus
- Cardiff University – Cardiff, United Kingdom
- Hellenic Red Cross – Division of Samaritans, Rescuers and Lifeguards – Athens, Greece
- Oceanography Center, University of Cyprus – Aglanzia-Nicosia, Cyprus

- Ubilabs GmbH – Hamburg, Germany
- National Emergency Medical Services – Heraklion, Greece

who have conferred powers of attorney for the purposes of the signature of the agreement to the representative of the coordinating beneficiary

of the other part,

HAVE AGREED

The **special provisions** and **common provisions** set out below and the following **Annexes**:

- | | |
|------------------|--|
| Annex I | Description of the proposal and budget |
| Annex II | Guidelines for technical reports |
| Annex III | Standard payment request and financial statement |
| Annex IV | Standard audit report <u>NOT APPLICABLE</u> |
| Annex V | Financial identification of the coordinating beneficiary |

SPECIAL PROVISIONS

Article 1

Financial support from Council Decision 2007/162/EC, Euratom of 05/03/2007 establishing a Civil Protection Financial Instrument is hereby granted to project proposal entitled "**Embracing Innovation for Preparedness in Civil Protection & Marine Pollution**" (**Acronym: NEREIDS**), received in **June 2012**, ("**the project**") as described in Annex I. The grant is governed by the terms and conditions set out in the Special Provisions, the Common Provisions and the annexes to the agreement which the coordinating beneficiary hereby declares that he has taken note of and accepts.

The coordinating beneficiary accepts the grant and undertakes to do everything in its power to carry out the project, as described in Annex I, acting on its own responsibility.

Article 2

This agreement shall enter into force on the date when the last of the two parties signs.

The project shall run for **24** months from **01/01/2013 to 31/12/2014**.

The total eligible cost of the project is estimated at **EUR 537.425,00**, as shown in the provisional budget in Annex I. The provisional budget shall give a detailed breakdown of the costs that are eligible for Community funding under the terms of Article 24 of the Common Provisions as well as the breakdown of all sources of finance. The financial support from the Community is hereby set at **75,00 %** of the total eligible cost mentioned in Annex I with a maximum of **EUR 403069,00**. The final amount of the grant is determined as defined in Article 27 of the Common Provisions.

SIGNATURES

For the beneficiary:

Name:

Prof Costas FOTAKIS

Function:

**Chairman of the Board of
Directors of FORTH**

Signature:

Done at place:

Heraklion

Date:

18/12/2012

Read and approved

For the Commission


Name:

Mr Hans DAS

Function:

Head of unit

Signature:



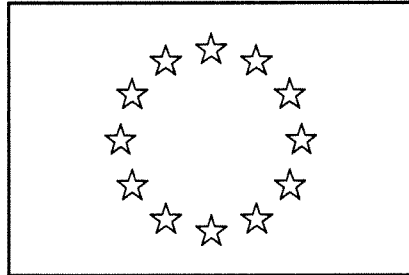
Done at place:

Brussels

Date:

6/12/2012

In duplicate in English



COMMON PROVISIONS

**applicable to action grants funded under the
Civil Protection Financial Instrument**

Council Decision of 5 March 2007

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COMMON PROVISIONS

PART I - Legal and Administrative Provisions

Article 1 - References

All Civil Protection projects shall be carried out in accordance with, in order of precedence:

- Council Decision 2007/162/EC, Euratom of 5 March 2007 establishing a Civil Protection Financial Instrument¹,
- The special provisions of the grant agreement sent for signature to the coordinating beneficiary,
- These common provisions included in the grant agreement,
- The project proposal (hereinafter referred to as "the project") identified in the grant agreement (Annex I),

which form an integral part of the grant agreement.

Article 2 - Responsible Commission service and correspondence

- 2.1 For the purposes of implementation of the provisions set out below, the Commission shall be represented by the Directorate-General for the Humanitarian Aid and Civil Protection - ECHO in the person of its authorising officer or authorising officer by sub-delegation.
- 2.2 All correspondence must bear the identification number and project title. All correspondence, including the requests for payment and the statements of expenditure and income, must be sent to the following address:

**European Commission
Directorate-General Humanitarian Aid and Civil Protection - ECHO
Unit ECHO.A.5 – Civil Protection Policy, Prevention, Preparedness and
Disaster Risk Reduction
Document Management Sector
Rue d'Arlon 88 – Office 03/05
B-1049 Bruxelles**

Mail shall be considered to have been received by the Commission on the date on which it is formally registered by the responsible Commission unit referred above.

Article 3 - Participants

Civil Protection projects may involve four types of "participants", depending on their roles and obligations:

- coordinating beneficiary,

¹ OJ L 71, 10.3.2007, p.9

- associated beneficiary(ies).
- co-financier(s).
- sub-contractor(s).

Article 4 - Role and obligations of the coordinating beneficiary

- 4.1 The coordinating beneficiary shall be solely legally and financially responsible to the Commission for the full implementation of the project measures in order to achieve the project objectives.
- 4.2 The coordinating beneficiary, through the mandate annexed to the grant agreement, is granted power of attorney by the associated beneficiaries, to act in their name and for their account in signing the grant agreement and its possible subsequent amendments with the European Commission.
- 4.3 The coordinating beneficiary accepts all the provisions of the agreement with the Commission.
- 4.4 By virtue of the mandate signed, the coordinating beneficiary alone is entitled to receive funds from the Commission and distribute the amounts corresponding to the associated beneficiaries' participation in the project and as specified in the agreements established with the associated beneficiaries as stipulated in Article 4.8.
- 4.5 Whenever an associated beneficiary/co-financier reduces its financial contribution, it shall be incumbent upon the coordinating beneficiary, in agreement with its associated beneficiaries, to find the necessary resources to ensure correct implementation of the project. In no case shall the Commission increase its contribution or the rate of co-financing.
- 4.6 Notwithstanding the provisions in Article 23, the coordinating beneficiary shall contribute financially to the project.
- 4.7 The coordinating beneficiary shall be the single point of contact for the Commission and shall be the only participant to report directly to the Commission on the technical and financial progress of the project. The coordinating beneficiary shall therefore provide to the Commission all the necessary reports, in accordance with Article 11.
- 4.8 The coordinating beneficiary shall conclude with all associated beneficiaries agreements describing their technical and financial participation in the project. Such agreements shall be fully compatible with the grant agreement signed with the Commission, shall make a precise reference to the present Common Provisions and shall have, as a minimum, the contents described in the Guidelines issued by the Commission. They shall be signed by the coordinating beneficiary and the associated beneficiaries and notified to the Commission within three months from the starting date of the project. The provisions of the grant agreement, including the mandate (Articles 5.2 and 5.3), shall take precedence over any other agreement between the associated beneficiary and the coordinating beneficiary which may have an effect on the implementation of the above agreement between the co-ordinator and the Commission.

Article 5 - Role and obligations of associated beneficiaries

- 5.1 The associated beneficiaries are exclusively the organisations identified as such in the project and committed to the project implementation through relevant forms. The coordinating beneficiary shall sign with the associated beneficiaries the

agreement foreseen in Article 4.8 and be directly involved in the technical implementation of one or more tasks of the project.

- 5.2 The associated beneficiary, through the mandate annexed to the grant agreement, grants power of attorney to the coordinating beneficiary, to act in his name and for his account in signing the grant agreement and its possible subsequent amendments with the European Commission. Accordingly, the associated beneficiary mandates the coordinating beneficiary to take full legal responsibility for the implementation of the agreement.
- 5.3 The associated beneficiary accepts all the provisions of the agreement with the European Commission, in particular all provisions affecting the associated beneficiary and the coordinating beneficiary. In particular, he acknowledges that, by virtue of the mandate signed, the coordinating beneficiary alone is entitled to receive funds from the Commission and distribute the amounts corresponding to the associated beneficiary's participation in the action.
- 5.4 The associated beneficiary shall do everything in his power to help the coordinating beneficiary fulfil the coordinating beneficiary's obligations under the grant agreement. In particular, the associated beneficiary hereby shall provide to the co-ordinating beneficiary whatever documents or information (technical and financial) may be required, as soon as possible after receiving the request from the coordinating beneficiary.
- 5.5 Each associated beneficiary must contribute financially to the project and shall benefit from the financial contribution from the Commission in the conditions stipulated in the agreement foreseen in Article 4.8.
- 5.6 The associated beneficiaries shall not report directly to the Commission on the technical and financial progress unless explicitly requested to do so by the Commission.

Article 6 - Common obligations for both the coordinating beneficiary and the associated beneficiaries

- 6.1 The coordinating beneficiary and the associated beneficiaries shall maintain up-to-date books of account, in accordance with the normal accounting conventions imposed on them by law and existing regulations. For the sake of traceability of expenditure and income, an analytical accounting system (cost centre accounting) shall be put in place. The coordinating beneficiary and the associated beneficiaries shall retain, throughout the project and for at least five years after the end of the project, all appropriate supporting documentation for all expenditure, income and revenue for the project as reported to the Commission, such as tender documents, invoices, purchase orders, proof of payments, salary slips, time sheets and any other documents used for the calculation and presentation of costs. This documentation shall be clear, precise and effective and shall be submitted to the Commission when requested. The coordinating beneficiary shall retain copies of all supporting documents of all the associated beneficiaries.
- 6.2 The coordinating beneficiary and the associated beneficiaries shall ensure that all invoices include a clear reference to the project, linking them to the analytical accounting system.
- 6.3 The coordinating beneficiary and the associated beneficiaries shall ensure that the Union support is publicised, as detailed in Article 12.

- 6.4 The coordinating beneficiary and the associated beneficiaries shall share freely the know-how necessary for implementation of the project.
- 6.5 The coordinating beneficiary shall not act, in the context of the project, as sub-contractor or supplier to the associated beneficiaries. The associated beneficiaries shall not act, in the context of the project, as sub-contractor or supplier to the coordinating beneficiary or other associated beneficiaries.

Article 7 - Project co-financiers

- 7.1 Co-financiers shall only contribute financially to the project, shall not be directly involved in the technical implementation of the project and shall not benefit from the Union funding.
- 7.2 The coordinating beneficiary and/or its associated beneficiaries shall conclude with co-financiers any agreements necessary to ensure co-funding, provided these do not infringe the obligations of the coordinating beneficiary and/or associated beneficiaries, as stated in the grant agreement.

Article 8 - Sub-contractors

- 8.1 For specific tasks of a fixed duration, a project may also include sub-contractors, who shall not be considered as associated beneficiaries.
- 8.2 Sub-contractors shall provide external services to the coordinating beneficiary and/or associated beneficiaries, who shall pay the full price corresponding to the service provided.
- 8.3 Sub-contractors shall make no financial investment in the project and, therefore, shall not benefit from any intellectual property rights arising from the project.
- 8.4 Any public coordinating beneficiary/associated beneficiary must award sub-contracts in accordance with the applicable rules on public tendering, in conformity with Union Directives on public tendering procedures.

Any private coordinating beneficiary / associated beneficiary shall award the contract to the bid offering best value for money; in doing so it shall observe the principles of transparency and equal treatment of potential sub-contractors and shall take care to avoid any conflict of interest.

The rules referred to in the previous two paragraphs shall also apply in case of purchase of durable goods.

- 8.5 All invoices issued by sub-contractors shall bear a clear reference to the Civil Protection project (i.e. number and title or short title) and to the order/subcontract issued by the coordinating beneficiary/associated beneficiary. All invoices shall also be sufficiently detailed as to allow identification of single items covered by the service delivered (i.e. clear description and cost of each item).

Article 9 - Civil liability

- 9.1 The Commission may not, under any circumstances or for any reason whatsoever, be held liable in the event of claims deriving from the grant agreement concerning any damage or injury while the project is being carried out. No claim for compensation or repayment accompanying such a complaint shall be accepted by the Commission.

- 9.2 The coordinating beneficiary shall exonerate the Commission from any liability connected to the relationship with their associated beneficiaries or to the agreements signed in this context.
- 9.3 The coordinating beneficiary and associated beneficiaries shall assume sole liability towards third parties, including for damage of any kind sustained by them while the project is being carried out.

Article 10 - Conflict of interest

- 10.1 The coordinating beneficiary and all associated beneficiaries undertake to take all the necessary measures to prevent any risk of conflicts of interest which could affect the impartial and objective performance of the grant agreement. Such conflicts of interest could arise in particular as a result of economic interest, political or national affinity, family or emotional reasons, or any other shared interest.
- 10.2 Any situation constituting or likely to lead to a conflict of interest during the performance of the grant agreement must be brought to the attention of the Commission, in writing, without delay. The coordinating beneficiary and all associated beneficiaries shall, without delay, take whatever steps are necessary to rectify this situation. The Commission reserves the right to check that the measures taken are appropriate and may itself take further action if this is deemed necessary.

Article 11 - Technical implementation reports

- 11.1 The Commission can request information concerning the technical and/ or financial management at any time.

The coordinating beneficiary must regularly inform the Commission on the progress and on the achievements of the Civil Protection project through the submission of the following reports:

- One or more progress reports to be delivered on the dates specified in Annex II;
- One final report, to be delivered within three months of the project end;
- For projects with both a duration exceeding 24 months and a Union contribution of more than € 500.000, one mid-term report, which has to be delivered together with the request for mid-term pre-financing after the threshold defined in Article 27.5 has been reached and at least nine months before the project end date.

All reports shall be submitted in English in one paper copy and in an electronic version.

- 11.2 The form and contents of the reports shall be in accordance with the Guidelines issued by the Commission in Annex II.

All reports shall contain the necessary information for the Commission to evaluate the state of implementation of the project, the respect of the work plan, the financial situation of the project and whether the project's objectives have been achieved or are still achievable. Mid-term and final reports shall also contain the information described in the relevant Articles 11.3 and 11.4.

- 11.3 Mid-term report

In addition to the information required in Article 11.2, the mid-term report shall contain a statement of expenditure and income and sufficient information to allow for a preliminary assessment of the eligibility of costs incurred so far.

11.4 *Final report*

In addition to the information required in Article 11.2, the final report shall contain a statement of expenditure and income and all the information necessary for the Commission to evaluate the eligibility of costs incurred and the sustainability in the future of the project results.

Article 12 - Communication actions, publicity for Union support and audio-visual products

12.1 The coordinating beneficiary and associated beneficiaries shall publicise the project and its results, always mentioning the Union support received. Details of this activity shall be given in each activity report.

Any communication or publication by the beneficiary, in any form and medium, shall indicate that sole responsibility lies with the author and that the Commission is not responsible for any use that may be made of the information therein.

12.2 The coordinating beneficiary and associated beneficiaries shall acknowledge the support given by the Union in all documents and media produced in the framework of the project. For audio-visual material, the credits at the beginning and/or at the end shall include an explicit and readable mention of the Union support (e.g. "With the contribution of the Civil Protection Financial Instrument of the European Union").

12.3 Notwithstanding the provisions of Article 18, the Commission shall be authorised to publish, in whatever form and in whatever medium, including the Internet, all the information related to the project or produced by the project that it considers relevant, namely

- the beneficiary's name and the address,
- the subject and purpose of the grant,
- the amount granted and the proportion of the action's total cost covered by the funding.

Upon a reasoned and duly substantiated request by the beneficiary, the Commission may agree to forgo such publicity if disclosure of the information indicated above would risk compromising the beneficiary's security or prejudicing his commercial interests

12.4 The coordinating beneficiary and associated beneficiaries shall grant the Commission the non-exclusive right to reproduce, to dub if necessary, to distribute or to use any audio-visual document produced by the project, completely or partly, without time limit, for non-commercial purposes, including during public events. Nevertheless, the Commission shall not be considered as "co-producer". The Commission reserves the right to use the photographs submitted in the various reports referred to in Article 11 to illustrate any information material it produces. It undertakes to credit these by indicating the project reference number.

Article 13 - Spatial data

Electronic tools, which include spatial data and are produced in the frame of a Civil Protection project, shall comply with the Directive 2007/2/EC of the European Parliament and of the Council of 14 March 2007 establishing an Infrastructure for Spatial Information in the European Union (INSPIRE)².

Article 14 - Amendment to the agreement

- 14.1 The coordinating beneficiary shall inform the Commission, in the technical reports or by letter, of any changes to the project as detailed in the grant agreement. Changes that would fundamentally alter the overall objectives of the project, that would call into question the grant award decision or that would be contrary to the equal treatment of applicants will not be accepted.
- 14.2 When the changes are substantial, written additional agreement by the Commission must be issued. Substantial changes are:
- Significant changes to the nature or content of actions and/or deliverables;
 - Changes of the legal status of the coordinating beneficiary or of an associated beneficiary;
 - Changes to the project partnership structure;
 - Changes to the duration of the project;
 - Changes to the provisional project budget, increasing by more than 10 % and € 30 000 the costs foreseen in one or more categories of expenditure. They shall not apply to the category of "overheads", for which the limit stipulated in Article 24.7 may not be exceeded.
- 14.3 In the cases foreseen in Article 14.2 the coordinating beneficiary shall submit a formal request for changes. The modified parts of the proposal must be attached. When a request for changes includes modifications of the project partnership and/or of the budget made available by an associated beneficiary or a co-financier, the associated beneficiary / co-financier involved shall also sign the modification request. The Commission reserves the right to accept or to refuse the request and may decide not to take into consideration any request received later than two months before the end of the project.

Article 15 - Delayed performance

- 15.1 The starting date of a project is the date indicated in the special provisions of the grant agreement, irrespective of the dates of signature of the grant agreement or of the payment of the first pre-financing.
- 15.2 The coordinating beneficiary shall inform the Commission, without delay and with full details, of any event that is liable to obstruct or delay the performance of the project. The parties concerned shall agree on the measures to be taken.
- 15.3 The Commission reserves the right to terminate the grant agreement or cancel the grant, where a significant delay would occur, that would lead to a reduction in the value of the results.

² OJ L 108, 25.4.2007, p. 1.

Article 16 - Postponement of the end date

- 16.1 A postponement of the end date of a project may be granted only in unforeseeable, exceptional circumstances, which make the implementation of one of more project actions impossible for a certain period of time.
- 16.2 A request for postponement of the end date of a project must include sufficient information for the Commission to assess the justification for the delays and the feasibility of a revised work plan. The Commission reserves the right to accept or to refuse the request and may decide not to take into consideration any request received later than two months before the end of the project.

Article 17 - Reduction in performances and technical failures

The Commission reserves the right to reduce as appropriate the Union co-financing if substantial quantitative or qualitative reductions occur in the implementation of project actions.

Article 18 - Termination of the project

- 18.1 The Commission may terminate the grant agreement, without any indemnity on its part:
- should the coordinating beneficiary, for no valid technical or economic reason, fail to fulfil a substantial obligation incumbent on him under the terms of the grant agreement;
 - in the event of *force majeure* or if the action has been suspended as a result of exceptional circumstances;
 - if it becomes clear that the project will not achieve its objectives; or
 - if the coordinating beneficiary is responsible for substantial irregularities in the management of a project.
- 18.2 For the purpose of the termination of a project, the Commission shall apply a standard procedure or an urgent procedure.
- 18.3 Standard procedure
- The Commission will send a first registered letter in which it indicates that the termination procedure has been initiated, explains the reasons for this, enjoins the coordinating beneficiary to comply with the obligations set by the grant agreement and invites him to reply within thirty days of receipt of this first letter;
 - After evaluation of any comments submitted by the coordinating beneficiary, the Commission will either annul or suspend the termination procedure, or send a second registered letter in which it will notify the coordinating beneficiary that the project is terminated and set the new end date of the project.
- If the Commission does not receive a reply to its first letter within thirty days from the date of its receipt the project is considered to have ended on that deadline.
- In all cases where the procedure ends in termination of the project, a final report is due within three months of the new end date of the project.
- 18.4 Urgent procedure

The Commission may terminate the grant agreement, with immediate effect, without notice and without paying compensation of any kind if:

- The coordinating beneficiary is declared bankrupt, is wound up or is the object of similar proceedings;
- The coordinating beneficiary deliberately made false or incomplete statements to obtain the Union financial contribution provided for in the agreement;
- The coordinating beneficiary has, intentionally or by negligence, committed a substantial irregularity in performing the agreement, which causes or might cause a loss to the Union budget;
- The coordinating beneficiary commits fraud, corruption or any other illegal activity, to the detriment of the Union's financial interests; or
- The coordinating beneficiary is found guilty of an offence involving his professional conduct by a judgement having the force of *res judicata* or is guilty of grave professional misconduct proven by any justified means.

In this case, the Commission will notify the coordinating beneficiary through a registered letter that the project is terminated with immediate effect. A final report is due within three months of the new end date of the project.

- 18.5 Termination of the grant agreement for financial irregularities shall be without prejudice to the application of other administrative measures or penalties which may be imposed in accordance with Council Regulation (EU, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Union's financial interests³.

In the event of termination of the grant agreement, the Commission may demand full or partial repayment of amounts already paid. Only the information available at the end of the procedures described in Articles 18.3 and 18.4 will be considered to determine the amount of eligible expenditure.

- 18.6 The coordinating beneficiary may terminate the project at any time by giving formal written notice, provided valid economic or technical reasons exist. The coordinating beneficiary shall be under an obligation to present a final report, at the latest three months after the above mentioned formal written notice, outlining the status of the implementation of the project and the reasons for termination, together with a final statement of expenditure and income, on the basis of which the Commission will determine the amount of eligible expenditure. If no reasons are given or if the Commission does not accept the reasons, the coordinating beneficiary shall be deemed to have terminated this agreement improperly and the Commission may ask for repayment of amounts already paid.

Article 19 - Confidentiality

The Commission and the coordinating beneficiary/associated beneficiaries undertake to preserve the confidentiality of any document, information or other material communicated to them in confidence, disclosure of which could harm another party. The parties shall remain bound by this obligation beyond the closing date of the project. The personal data included in the project will be placed on an electronic management tool, which is made available to the Commission and to other Union institutions, which are

³ OJ L 312, 23.12.1995, p. 1.

bound by a confidentiality agreement. This management tool is used exclusively to manage projects financed by the Directorate-General for the Environment.

Article 20 - Protection of data

- 20.1 The coordinating beneficiary has the right to access data and information in possession of the Commission which concern its project, and to request possible corrections.
- 20.2 The Commission, the coordinating beneficiary and the associated beneficiaries will respect Regulation (EU) 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 Union institutions and bodies and on the free movement of such data⁴.
- 20.3 Notwithstanding the provisions of Article 19, the coordinating beneficiary shall be aware of the obligations set by the Regulation (EU) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents⁵.

Article 21 - Ownership and exploitation of results

- 21.1 The coordinating beneficiary and/or its associated beneficiaries shall be the owners of documents, possibly patentable or patented inventions and expertise obtained pursuant to the project.
- 21.2 The Commission, with a view to promoting the use of techniques or models favourable to the environment, attaches great importance to the coordinating beneficiary making these documents, patents and know-how available in the Union as soon as they are available, on non-discriminatory and reasonable commercial conditions.
- 21.3 The Commission expects the coordinating beneficiary and/or its associated beneficiaries to comply with Article 21.2 for a period of five years after termination of the project.
- 21.4 Should the coordinating beneficiary, for no legitimate reason, refuse to give access to these products or to grant licences under these conditions, the Commission reserves the right to apply the rules in Article 18 or, if the project has ended, to demand full or partial repayment of the Union contribution.

Article 22 - Law applicable and competent court

The Union contribution shall be governed by the terms of the grant agreement, the Union law applicable and, on a subsidiary basis, by the law of Belgium relating to grants.

The coordinating beneficiary may bring legal proceedings regarding decisions by the Commission concerning the application of the provisions of the grant agreement and the arrangements for implementing it before the General Court of the European Union and, in the event of an appeal, the Court of Justice.

⁴ OJ L 8, 12.1.2001, p. 1.

⁵ OJ L 145, 31.5.2001, p. 43.

PART II - Financial provisions

Article 23 - Union financial contribution to the project

- 23.1 The amount of the Union financial contribution shall be determined by applying the percentage specified in the grant agreement to the eligible costs incurred.
- 23.2 Under no circumstances may the total amount paid by the Commission to the coordinating beneficiary exceed the maximum amount set for the Union contribution in the grant agreement, even if the total actual eligible costs of a project exceed the budget set in the grant agreement.
- The coordinating beneficiary shall ensure that no other direct or indirect Union funding is used to co-finance the project. If such a situation occurs during implementation of the project the coordinating beneficiary must inform the Commission without delay about the measures it intends to take to comply with its obligation. The independent auditor provided for in Article 31 shall check the sources of the project financing.
- 23.3 Notwithstanding the obligations set in Articles 4.6 and 5.5, the coordinating beneficiary and the associated beneficiaries accept that the Union contribution may not have the purpose or effect of producing a profit. Profit shall be defined as a surplus of receipts over the costs of the project when the request is made for final payment.
- 23.4 Receipts are defined as funds received from the Commission, associated beneficiaries and co-financiers and direct revenues generated, exclusively and directly, by the project (such as participation fees for conferences, etc).
- The coordinating beneficiary must ensure that any receipts generated by and during the implementation of the project shall be counted as direct revenue to the project.
- Such direct revenue shall always be declared and the Commission shall reduce its financial contribution in order to balance total income against total expenses.
- 23.5 Without prejudice to the right to terminate the agreement under Article 18, and without prejudice to the right of the Commission to apply the penalties referred to in Article 26, if an action is not implemented or is implemented poorly, partially or late, the Commission may proportionally reduce the Union contribution initially provided for in line with the actual implementation of the action on the terms laid down in the grant agreement.
- 23.6 The bank account or sub-account used by the coordinating beneficiary must make it possible to identify funds paid by the Commission. If the funds paid to this account yield interest or equivalent benefits under the law of the State on whose territory the account is opened, such interest or benefits shall, if they are generated by pre-financing payments, be recovered by the Commission as specified in Article 23.7.
- 23.7 The coordinating beneficiary shall inform the Commission of the amount of any interest or equivalent benefits yielded by the pre-financing amount it has received from the Commission. This notification must be made when the request for payment of the balance of the grant is made. The interest shall not be treated as direct revenue for the project and will be recovered by the Commission by offsetting it against the payment of the balance.

In addition, where the pre-financing payment exceeds € 750 000 the interest or equivalent benefits yielded at end of any calendar year will be communicated by the coordinating beneficiary to the Commission by 31 January in the subsequent year. Such interest will be recovered by way of a recovery order.

As an exception to the previous two paragraphs, where the pre-financing payment is lower than € 50 000 interest accrued will not be due to the Commission.

Interest yielded by pre-financing paid to Member States is not due to the Commission.

- 23.8 The coordinating beneficiary and its associated beneficiaries, if any, accept that the Union financial contribution shall not constitute a claim on the Commission and may not, therefore, be assigned to any other body or transferred to a third party in any way.

Article 24 - Eligible costs

- 24.1 To be considered eligible, costs must be:

- provided for in the budget of the project or have been authorised through an amendment to the grant agreement;
- directly linked to, and necessary for, carrying out the project covered by the grant agreement;
- reasonable and comply with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- compliant with applicable tax and social legislation; and
- actually incurred during the lifetime of the project, as defined in the grant agreement, be recorded in the coordinating beneficiary's or any associated beneficiaries' accounts or tax documents, and be identifiable and controllable.

A cost shall be considered as incurred during the lifetime of the project when the:

- legal obligation to pay was contracted after the signature of the grant agreement by the Commission;
- implementation of the corresponding action started after the start date for the project and was completed before the end date (the only exceptions are the cost of the bank guarantee covering the period after the signature of the grant agreement and before the start of the project and for the six months after the project end date and the cost of the independent audit referred to in Article 31); and
- cost has been fully paid before the submission of the final financial statement of expenditure and income.

- 24.2 Personnel costs shall be charged in respect of the actual time devoted to the project. They shall be calculated on the basis of the actual gross salary or wages plus obligatory social charges and any other statutory costs included in the remuneration, but excluding any other cost. The time, which each employee spends working on the project, shall be recorded on a timely basis using timesheets or an equivalent time registration system established and certified regularly by the coordinating beneficiary / associated beneficiary.

Service contracts with individuals may be charged to this category on condition that the individual concerned works in the coordinating beneficiary's/associated beneficiary's premises and under its supervision and provided that such practice

complies with the relevant national legislation. The time which each individual spends working on the project, shall be recorded on a timely basis using timesheets or an equivalent time registration system established and certified regularly by the coordinating beneficiary / associated beneficiary. The eligible cost shall equal the actual payment made to the individual concerned in relation to the project.

The salary costs of civil servants may be considered only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken.

24.3 Travel and subsistence costs shall be charged in accordance with the internal rules of the coordinating beneficiary or associated beneficiary.

24.4 Sub-contracting/ External assistance costs relate to sub-contracting costs (work undertaken by external companies, renting of equipment or infrastructure, etc.).

Costs related to the purchase or leasing (as opposed to renting) of durable equipment or consumables supplied under subcontract shall not be charged to the budget item for sub-contracting/ external assistance. These costs shall be declared separately under the appropriate budget headings.

The costs of auditing by an independent auditor are charged to this category.

24.5 Equipment: Depreciation charges relating to durable goods shall be considered only when the durable goods are:

- placed on the coordinating beneficiary's or associated beneficiary's inventory of durable goods,
- treated as capital expenditure in accordance with the tax and accounting rules applicable to the coordinating beneficiary or associated beneficiaries in the project,
- purchased or leased at normal market rates.

The coordinating beneficiary/ associated beneficiary shall apply its internal accounting standard/ rules to calculate the eligible depreciation charge, taking into account the type of equipment, the date of its purchase/ manufacture/ lease, the duration of the project and the rate of actual use for the purposes of the project. The independent auditor as required by Article 31 shall confirm that the actual depreciation charges which are recorded in coordinating beneficiary's / associated beneficiary's accounting systems are reported as project expenses.

The depreciation charges relating to equipment acquired before the starting date of the project shall be considered to be included in the "overheads" cost category.

24.6 Other direct costs mean any costs necessary for the project, not falling within a defined category. Expenses listed must be verifiable and not above the actual costs. The costs incurred in effecting the bank guarantee, when required by the Commission, are charged to this category.

This category also includes expenditure on consumable material, related to the purchase, manufacture, repair or use of any material, goods or equipment which is:

- not included on the inventory of durable goods of the coordinating beneficiary or associated beneficiaries in the project;

- not treated as capital expenditure in accordance with the tax and accounting rules applicable to the coordinating beneficiary or associated beneficiaries in the project;
- specifically related to implementation of the project (however general office consumables/supplies are considered to be included in the "overheads" cost category).

24.7 Overheads shall be eligible for flat-rate funding of a maximum of 7% of the total amount of eligible direct costs actually incurred. They need not be supported by accounting documents. They shall be eligible as costs, other than eligible direct costs, intended to cover general indirect costs needed to employ, manage, accommodate and support directly or indirectly the personnel working on the project.

Article 25 - Ineligible costs

The following costs shall not be regarded as eligible and therefore are not included by the Commission in the calculation of the total eligible cost:

- any cost incurred for an action which benefits from aid under other Union financial instruments;
- costs incurred in relation to activities not foreseen in the project or to modifications of actions, for which the written additional agreement foreseen in Article 14 was not issued;
- costs for which a coordinating beneficiary and / or associated beneficiary already receives an operating grant from the Commission during the period in question;
- costs in any category of expenditure over and above that foreseen in the budget plus 10% and € 30 000 (as referred to in Article 14.2);
- invoicing between associated beneficiaries and between associated beneficiaries and the coordinating beneficiary;
- costs which result from transactions between departments of associated beneficiaries or of the coordinating beneficiary except where it can be proven that such transactions represent the best value for money and exclude all elements of profit, VAT and overheads;
- exchange rate losses;
- unnecessary or wasteful outlays;
- distribution, marketing and advertising expenses to promote products or commercial activities, except where specifically indicated in the project;
- any provisions for possible future losses or liabilities;
- interest charges;
- doubtful debts;
- financial expenses or costs related to finding / obtaining alternative sources of co-financing;
- entertainment expenses, except such expenses accepted as being wholly and exclusively necessary for carrying out the work under the project;
- any costs relating to other projects financed by third parties;

- assets and services donated, including voluntary work;
- travel and accommodation expenses and any form of remuneration in the name of agents of the Union institutions;
- investments in major infrastructure;
- fundamental scientific research;
- licence or patent fees or other fees related to the protection of intellectual property rights.

This list is not exhaustive.

Article 26 - Financial penalties

By virtue of the Financial Regulation applicable to the general budget of the Union⁶, any coordinating beneficiary declared to be in grave breach of its obligations shall be liable to financial penalties of between 2% and 10% of the value of the grant in question, with due regard for the principle of proportionality. The coordinating beneficiary shall be notified in writing through a registered letter of any decision by the Commission to apply such financial penalties.

Article 27 - Methods of payment

- 27.1 The financial contribution from the Union shall be paid in two or three instalments.
- 27.2 For projects with a Union contribution of no more than € 500.000 or a duration of no more than 24 months, a single pre-financing payment, equivalent to 60 % of the maximum Union financial contribution shall be made within 45 days of the date when the last of the two parties, i.e. the Commission, signs the agreement. For these projects, no further pre-financing payment shall be made.
- 27.3 For projects exceeding both a Union contribution of € 500.000 and a duration of 24 months, a first pre-financing payment, equivalent to 40 % of the maximum Union financial contribution shall be made within 45 days of the date when the last of the two parties, i.e. the Commission, signs the agreement.
- 27.4 Depending on the coordinating beneficiary's financial viability as evaluated during the selection phase, a guarantee issued by a bank or an insurance company may be requested by the Commission during the revision phase. This guarantee will equal the amount of the first pre-financing and will cover the duration of the project plus six months. Its validity will be extended in the event of extension of the project. In exceptional cases this guarantee could be replaced by joint and several guarantees by a third party. The guarantee is to be in the format set out in the Guidance provided by the Commission.
- 27.5 A mid-term pre-financing payment, equivalent to 30% of the maximum Union financial contribution, will be paid for projects to which Article 27.3 applies. This payment will be made on condition that at least 150% of the first pre-financing payment has been consumed and that the payment has been requested at least nine months before the project end date. The payment shall be made after the approval, by the Commission, of mid-term technical report and the statement of expenditure and income provided for in Article 11.

⁶ OJ L 248, 16.9.2002, p. 1 and OJ L 390, 30.12.2006, p. 1.

To approve the mid-term technical report and the mid-term statement of expenditure and make the payment, the Commission shall have 105 days commencing on the date of the receipt of:

- a signed request for payment stating the name and address of the coordinating beneficiary, the name and address of the bank, the bank account details, the amount requested, the project reference number and any reference specified by the coordinating beneficiary to identify payment;
- the official registration number, organisation, name and address of the auditor when required by Article 31;
- the corresponding statement of expenditure and income and the mid-term report (Article 11).

If no comments are received from the Commission by this deadline, the mid-term technical report shall be deemed to have been approved. Approval of the report accompanying the request for payment shall in no way imply the recognition of the regularity or of the authenticity, completeness and correctness of the declarations and of the information they contain.

- 27.6 The balance (final payment) shall be made after the approval, by the Commission, of both the final technical report and the statement of expenditure and income provided for in Article 11.

To approve the final technical report and the final statement of expenditure and make the payment, the Commission shall have 105 days commencing on the date of receipt of:

- a signed payment request stating the name and address of the coordinating beneficiary, the name and address of the bank, the bank account details, the amount requested, the project reference number and any reference specified by the coordinating beneficiary to identify payment;
- the corresponding statement of expenditure and income covering the entire project period and the final report (Article 11);
- an audit report if required by Article 31.

If no comments are received from the Commission by this deadline, the final report shall be deemed to have been approved. Approval of the report accompanying the request for payment shall in no way imply the recognition of the regularity or of the authenticity, completeness and correctness of the declarations and of the information they contain.

- 27.7 The Commission may suspend or reject the payment request within the 105-day period, counting from the date of receipt of the request for payment and the other documents required under Articles 27.5 or 27.6. The Commission must give the coordinating beneficiary written notification of suspension.

- 27.8 If the abovementioned payment periods have been suspended, the time remaining shall begin to run again from the date when the additional information required is received.

- 27.9 In case of rejection of either the financial or technical part of the reports, the 105-day period shall begin to run again from the date of receipt of the new reports.

Article 28 - General provisions on payments

- 28.1 Commission payments shall be made in Euro (€).

- 28.2 All payments shall be made in the name of the coordinating beneficiary to the bank account indicated in Annex V. Any change of account must be immediately communicated to the Commission.
- 28.3 The payment shall be considered made on the day it is debited from the Commission's bank account.
- 28.4 On expiry of the period for payment specified in Articles 27.2, 27.3, 27.5 and 27.6, and without prejudice to Articles 27.7, 27.8 and 27.9, the beneficiary is entitled to interest on the late payment at the rate applied by the European Central Bank for its main refinancing operations in euros, plus three and a half points; the reference rate to which the increase applies shall be the rate in force on the first day of the month of the final date for payment, as published in the C series of the Official Journal of the European Union. This provision shall not apply to recipients of a grant which are public authorities of the Member States of the Union.

Interest on late payment shall cover the period from the final date for payment, exclusive, up to the date of payment as defined in Article 28.3, inclusive. The interest shall not be treated as a receipt for the action for the purposes of determining the final grant within the meaning of Article 23.4. The suspension of payment by the Commission may not be considered as late payment.

By way of exception, when the interest calculated in accordance with the provisions of the first and second subparagraphs is lower than or equal to € 200, it shall be paid to the beneficiary only upon demand submitted within two months of receiving late payment.

- 28.5 If any amount is unduly paid to the coordinating beneficiary or if recovery is justified under the terms of the agreement, the coordinating beneficiary undertakes to repay the Commission the sum in question on whatever terms and by whatever date it may specify.
- 28.6 In the event of termination of the grant agreement in the cases specified in Article 18 the Commission may request full or partial repayment of sums paid to the coordinating beneficiary. The Commission shall determine the manner and the time limits for such full or partial repayment and will apply a criterion of proportionality.
- 28.7 Should the coordinating beneficiary fail to repay such amounts within the time limit set by the Commission, the Commission may increase the sums due by adding interest at the rate applied by the European Central Bank to its main refinancing operations plus three and a half percentage points. The reference rate to which the increase applies shall be the rate in force on the first day of the month of the final date for payment, as published in the C series of the Official Journal of the European Union.
- 28.8 Bank charges occasioned by the repayment of sums due to the Commission shall be borne entirely by the coordinating beneficiary.
- 28.9 The debit note drawn up by the Commission and transmitted to the coordinating beneficiary owing a repayment to the Commission shall be enforceable within the meaning of Article 299 of the Treaty on the functioning of the European Union.
- 28.10 If payment has not been made by the due date, sums owed to the Commission may be recovered by offsetting them against any sums owed to the coordinating beneficiary, after informing him accordingly by registered letter with advice of delivery or equivalent, or by calling in the financial guarantee provided in accordance with Article 27.4. In exceptional circumstances, justified by the

necessity to safeguard the financial interests of the Union, the Commission may recover by offsetting before the due date of the payment. The coordinating beneficiary's prior consent shall not be required.

Article 29 - Statement of expenditure and income

- 29.1 Statements of expenditure and income shall be submitted on the occasion of mid-term and final reports. They shall cover the same time period as the corresponding technical report.
- 29.2 Statements of expenditure and income shall be presented in accordance with the Guidance to be provided by the Commission. They shall be transmitted to the Commission in one paper copy and in an electronic version.
- 29.3 The coordinating beneficiary shall certify that information contained in requests for payment is full, reliable and true, that the financial documents submitted to the Commission comply with the common provisions, that the costs declared are the actual costs and that all receipts have been declared.
- 29.4 Documents justifying expenditure (e.g. invoices, time sheets) do not have to be annexed to the statement of expenditure and income. The coordinating beneficiary shall, however, if requested, provide the Commission with all details, including invoices, which it might need for evaluation of the expenditure and of the corresponding activity report.
- 29.5 Only the Euro (€) shall be used in the statement of expenditure and income. The coordinating beneficiary or an associated beneficiary having their accounts in other currencies shall convert amounts into Euro using the exchange rate published in

InforEuro (<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>)

for the month in which the statement of expenditure and income is presented to the Commission or in which the expenditure was incurred, i.e. the month in which the expenditure is paid.

Article 30 - Value added tax

- 30.1 When the coordinating beneficiary or any of its associated beneficiaries is not in a position to recover the VAT paid under the project, this amount shall be considered eligible expenditure.
- 30.2 For VAT charges to be considered eligible the coordinating beneficiary must prove with legal documents that it and/or its associated beneficiaries must pay and may not recover the VAT for the assets and services required for the project.

Article 31 - Independent financial audit

- 31.1 An independent auditor, nominated by the coordinating beneficiary, shall verify the final statement of expenditure and income provided to the Commission for projects with a maximum Union contribution of € 750.000 or more, when the cumulative amount of requests for payment is at least € 325.000.
- 31.2 The auditor shall verify compliance with national legislation and accounting rules and certify that all costs incurred comply with this grant agreement. The auditor shall also check the sources of the project financing, and in particular that co-financing does not stem from other Union financial instruments. The work to be

performed must be in accordance with, and in the format of, the Guidance provided by the Commission.

Article 32 - Commission financial audit

- 32.1 The Commission, or any representative authorised by the Commission, may audit a coordinating beneficiary or associated beneficiary at any time during the project implementation period and up to five years after the final payment of the Union contribution, as referred to in Article 27.6.
- 32.2 The audit shall be carried out on a confidential basis.
- 32.3 The Commission or any authorised representative shall have access to the documentation required to ascertain the eligibility of the costs of the participants in the project, such as invoices, payroll extracts, purchase orders, proof of payment, time sheets and any other documents used for the calculation and presentation of costs.
- 32.4 The Commission shall take appropriate steps to ensure that its authorised representatives treat confidentially the data to which they have access or which are provided to them.
- 32.5 The Commission may verify the use made of the Union's financial contribution by the coordinating beneficiary and associated beneficiaries.
- 32.6 Information on the findings of the audit shall be sent to the coordinating beneficiary. The coordinating beneficiary may communicate its observations to the Commission within one month of receiving it. The Commission may decide not to take into account any observations conveyed after the deadline.
- 32.7 On the basis of the conclusions of the audit, the Commission shall take all appropriate measures it considers necessary, including the issuing of a recovery order regarding all or part of the payments made by it.
- 32.8 The Court of Auditors may verify the use made of the Union's financial contribution in the framework of this grant agreement, on the basis of its own procedures.
- 32.9 By virtue of Council Regulation (Euratom, EU) No 2185/96⁷ and Regulation (EU) No 1073/1999 of the European Parliament and of the Council⁸, the European Anti-Fraud Office (OLAF) may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by Union law for the protection of the financial interests of the Union against fraud and other irregularities. Where appropriate, the inspection findings may lead to recovery decisions by the Commission.

Article 33 - Checks and inspections

- 33.1 The coordinating beneficiary and the associated beneficiaries undertake to allow Commission staff and persons authorised by the Commission appropriate access to their sites or premises where the project is being carried out and to all documents relating to the technical and financial management of the operation. Access by persons authorised by the Commission may be subject to

⁷ OJ L 292, 15.11.1996, p. 2.

⁸ OJ L 136, 31.5.1999, p. 1.

confidentiality arrangements to be agreed between the Commission and the coordinating beneficiary.

- 33.2 Such checks may be initiated up to five years after the final payment as referred to in Article 27.6.
- 33.3 Such checks shall be carried out on a confidential basis.
- 33.4 Coordinating beneficiaries and associated beneficiaries shall provide appropriate assistance to the Commission or its authorised representatives.

Article 34 - State aid

Any aid granted by the State or through State resources to the project covered by this agreement must comply with the rules laid down in Articles 87 and 88 of the EU Treaty.

Annex I

Description of the action and budget

**Sections A, T and F of the application form
*(if applicable: after revision)***

(If applicable: Clarification requests and replies)

Form A1

EUROPEAN COMMISSION

ECHO DG

FOR COMMISSION USE ONLY

Proposal n°

PROJECT

Project title (max. 60 characters): **NEREIDs: Embracing Innovation for Preparedness in Civil Protection & Marine Pollution**

Project acronym (max. 25 characters):

NEREIDs.....

The project will be implemented in the following country (ies): ...Greece, Cyprus, UK, Germany

Starting date:1/1/2013..... Ending date:31/12/2014..... Duration in months (max 24): 24 months

COORDINATING BENEFICIARY AND ASSOCIATED BENEFICIARIES

Name of coordinating beneficiary (CO): FORTH-Institute of Computer Science, Heraklion, Crete, Greece (FORTH)

Name of associated beneficiary (AB1): Civil Defence, Ministry of Interior, Cyprus (CCD)

Name of associated beneficiary (AB2): Technological Educational Institute, Heraklion, Crete, Greece (TEI-CRETE)

Name of associated beneficiary (AB3): Directorate of Civil Protection, Decentralised Authority of Crete, Greece (CP-CRETE)

Name of associated beneficiary (AB4): Department of Fishing and Marine Research, Ministry of Agriculture, Natural Resources, and Environment, Cyprus (DFMR)

Name of associated beneficiary (AB5): Cardiff University, (CU)

Name of associated beneficiary (AB6): Hellenic Red Cross - Division of Samaritans, Rescuers and Lifeguards, Greece (HRC-DSRL)

Name of associated beneficiary (AB7): Oceanography Center, University of Cyprus, Cyprus (OC-UCY)

Name of associated beneficiary (AB8): Ubilabs, Germany (Ubilabs)

Name of associated beneficiary (AB9): National Emergency Medical Services, Crete, Greece (EMS-Crete)

PROJECT BUDGET AND REQUESTED EC FUNDING

Total project eligible cost: 537425 €

EC financial contribution requested: 403069 € (=75% of total eligible costs)

PROJECT POLICY AREA / THEME

PREVENTION (please choose only one category):

- Actions assessing the costs and benefits of risk prevention measures.
- Actions developing risk assessments, hazard identification and risk modelling, including actions linked to the development of risk management plans.
- Actions developing innovative solutions for financing disaster prevention.

PREPAREDNESS

- Actions aimed at cross-border civil protection and marine pollution cooperation for direct response to natural and man-made disasters, which may affect critical cross-border infrastructures between two participating countries or which require specific technical skills or know-how;.
- Actions aimed at enhancing operational cooperation in the European Civil Protection Mechanism, enabling participating states to develop, exercise and register multinational modules (composed of personnel from at least two Participating States); The objective is to develop multinational civil protection modules which could be deployed in emergencies therefore the relevant national central civil protection authorities will have to agree to the development and later registration of the modules in CECIS (form A8).
- Actions aimed at increasing the participating states preparedness for the coastal consequences of marine pollution accidents.
- Actions aimed at increasing the Participating States' preparedness for receiving assistance.
- Actions aimed at using and developing e-learning tools for spreading knowledge about civil protection and marine pollution in Participating States.
- Actions aimed at limiting the consequences of emergencies through sharing experience and best practices on developing and making use of situational reports.

Form A2

COORDINATING BENEFICIARY DECLARATION

The undersigned hereby certifies that:

1. The specific actions listed in this proposal do not and will not receive aid from the Structural Funds or other European Union financial instruments. In the event that any such funding will be made available after the submission of the proposal or during the implementation of the project, my organisation will immediately inform the European Commission.
2. My organisation has not been served with bankruptcy orders, nor has it received a formal summons from creditors. My organisation is not in any of the situations listed in Articles 93.1 and 94 of Council Regulation 1605/2002 of 25/06/2002 (OJ L248 of 16/09/2002).
3. My organisation will coordinate the implementation of the following actions A, C, D, E, F, G. with an estimated total cost of **134606,00€**.
4. My organisation will contribute **33651,50€** to the project.
5. Should one or more associated beneficiary or co-financier reduce or withdraw its financial contribution, my organisation will ensure that a corresponding additional contribution is made available.
6. My organisation will conclude with the associated beneficiaries and co-financiers any agreements necessary for the completion of the work, provided these do not infringe on their obligations, as stated in the grant agreement with the European Commission. Such agreements will be based on the model proposed by the European Commission. They will describe clearly the tasks to be performed by each associated beneficiary and define the financial arrangements.
7. I am aware that my organisation is solely legally and financially responsible to the Commission for the implementation of the project (Article 4 of the Common Provisions).

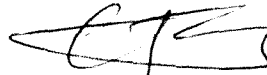
I am legally authorised to sign this statement on behalf of my organisation.

I have read in full the Common Provisions (attached to the Model Grant Agreement provided with the application files).

I certify to the best of my knowledge that the statements made in this proposal are true and the information provided is correct.

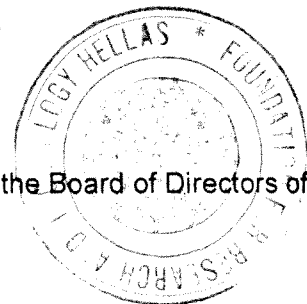
At FORTH..... on (date) 28-5-2012.....

Signature for the Coordinating Beneficiary:



Name of Coordinating Beneficiary Organisation: FORTH

Name(s) and status of signatory: Prof Costas Fotakis, Chairman of the Board of Directors of FORTH



ASSOCIATED BENEFICIARY DECLARATION AND MANDATE

The undersigned hereby certifies that:

1. My organisation has not been served with bankruptcy orders, nor has it received a formal summons from creditors. My organisation is not in any of the situations listed in Articles 93.1 and 94 of Council Regulation 1605/2002 of 25/06/2002 (OJ L248 of 16/09/2002).
2. My organisation will lead implementation the following actions D, F and will participate in the implementation of actions B, C, E, G, with an estimated total cost of **109140€**.
3. My organisation will contribute **27285€** to the project. My organisation will conclude with the coordinating beneficiary an agreement necessary for the completion of the work, provided this does not infringe on our obligations, as stated in the grant agreement with the European Commission. This agreement will be based on the model proposed by the European Commission. It will describe clearly the tasks to be performed by my organisation and define the financial arrangements.
4. For the purposes of the implementation of the agreement regarding this project between the European Commission and the coordinating beneficiary:
 - a) My organisation grants power of attorney to the coordinating beneficiary, to act in our name and for our account in signing the above-mentioned agreement and its possible subsequent riders with the European Commission. Accordingly, my organisation hereby mandates the coordinating beneficiary to take full legal responsibility for the implementation of such an agreement.
 - b) My organisation hereby confirms that we have taken careful note of and accept all the provisions of the above agreement with the European Commission, in particular all provisions affecting my organisation and the coordinating beneficiary. In particular, my organisation acknowledges that, by virtue of this mandate, the co-ordinator alone is entitled to receive funds from the Commission and distribute to my organisation the amount corresponding to our participation in the action.
 - c) My organisation hereby agrees to do everything in our power to help the coordinating beneficiary fulfil his obligations under the above agreement. In particular, my organisation hereby agrees to provide him whatever documents or information may be required, as soon as possible after receiving his request.
 - d) The provisions of the above agreement, including this mandate, shall take precedence over any other agreement between my organisation and the coordinating beneficiary which may have an effect on the implementation of the above agreement between the coordinating beneficiary and the Commission.

I am legally authorised to sign this statement on behalf of my organisation.

I have read in full the Common Provisions (attached to the Model Grant Agreement provided with the application files).

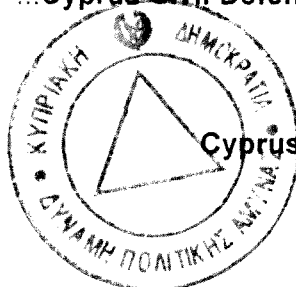
I certify to the best of my knowledge that the statements made in this proposal are true and the information provided is correct.

At **Nicosia**..... on (date)....**23/5/2010**.....

Signature for the Associated Beneficiary:

Name of Associated Beneficiary Organisation: ...**Cyprus Civil Defence**.....

Name(s) and status of signatory:



Maria Papa

Cyprus Civil Defence Commissioner

ASSOCIATED BENEFICIARY DECLARATION AND MANDATE

The undersigned hereby certifies that:

1. My organisation has not been served with bankruptcy orders, nor has it received a formal summons from creditors. My organisation is not in any of the situations listed in Articles 93.1 and 94 of Council Regulation 1605/2002 of 25/06/2002 (OJ L248 of 16/09/2002).
2. My organisation will be leading the implementation of NERIADs Task B (fully support of the Risk assessment Methodology, Analysis of Typical Scenarios) and will be core participant in Task C (eLearning tools - skills development by providing educational material) and other relevant actions as appropriate with an estimated total cost of 69550€
3. My organisation will contribute 17387.5€ in personnel costs to the project. My organisation will conclude with the coordinating beneficiary an agreement necessary for the completion of the work, provided this does not infringe on our obligations, as stated in the grant agreement with the European Commission. This agreement will be based on the model proposed by the European Commission. It will describe clearly the tasks to be performed by my organisation and define the financial arrangements.
4. For the purposes of the implementation of the agreement regarding this project between the European Commission and the coordinating beneficiary:
 - a) My organisation grants power of attorney to the coordinating beneficiary, to act in our name and for our account in signing the above-mentioned agreement and its possible subsequent riders with the European Commission. Accordingly, my organisation hereby mandates the coordinating beneficiary to take full legal responsibility for the implementation of such an agreement.
 - b) My organisation hereby confirms that we have taken careful note of and accept all the provisions of the above agreement with the European Commission, in particular all provisions affecting my organisation and the coordinating beneficiary. In particular, my organisation acknowledges that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the Commission and distribute to my organisation the amount corresponding to our participation in the action.
 - c) My organisation hereby agrees to do everything in our power to help the coordinating beneficiary fulfil his obligations under the above agreement. In particular, my organisation hereby agrees to provide him whatever documents or information may be required, as soon as possible after receiving his request.
 - d) The provisions of the above agreement, including this mandate, shall take precedence over any other agreement between my organisation and the coordinating beneficiary which may have an effect on the implementation of the above agreement between the coordinating beneficiary and the Commission.

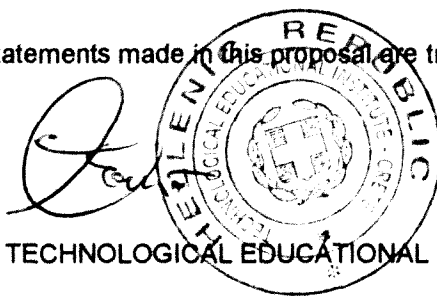
I am legally authorised to sign this statement on behalf of my organisation.

I have read in full the Common Provisions (attached to the Model Grant Agreement provided with the application files).

I certify to the best of my knowledge that the statements made in this proposal are true and the information provided is correct.

At HERAKLION on 22/05/2012

Signature for the Associated Beneficiary:



Name of Associated Beneficiary Organisation: TECHNOLOGICAL EDUCATIONAL INSTITUTE OF CRETE

Name(s) and status of signatory:

PROFESSOR KAPETANAKIS EVANGELOS
PRESIDENT

ASSOCIATED BENEFICIARY DECLARATION AND MANDATE

The undersigned hereby certifies that:

1. My organisation has not been served with bankruptcy orders, nor has it received a formal summons from creditors. My organisation is not in any of the situations listed in Articles 93.1 and 94 of Council Regulation 1605/2002 of 25/06/2002 (OJ L248 of 16/09/2002).
2. My organisation will implement the following actions B (Risk assessment), D (Regional, National, International Collaboration), E (Evaluation of eLearning), with an estimated total cost of **41730 €**.
3. My organisation will contribute **10432.5€** to the project. My organisation will conclude with the coordinating beneficiary an agreement necessary for the completion of the work, provided this does not infringe on our obligations, as stated in the grant agreement with the European Commission. This agreement will be based on the model proposed by the European Commission. It will describe clearly the tasks to be performed by my organisation and define the financial arrangements.
4. For the purposes of the implementation of the agreement regarding this project between the European Commission and the coordinating beneficiary:
 - a) My organisation grants power of attorney to the coordinating beneficiary, to act in our name and for our account in signing the above-mentioned agreement and its possible subsequent riders with the European Commission. Accordingly, my organisation hereby mandates the coordinating beneficiary to take full legal responsibility for the implementation of such an agreement.
 - b) My organisation hereby confirms that we have taken careful note of and accept all the provisions of the above agreement with the European Commission, in particular all provisions affecting my organisation and the coordinating beneficiary. In particular, my organisation acknowledges that, by virtue of this mandate, the co-ordinator alone is entitled to receive funds from the Commission and distribute to my organisation the amount corresponding to our participation in the action.
 - c) My organisation hereby agrees to do everything in our power to help the coordinating beneficiary fulfil his obligations under the above agreement. In particular, my organisation hereby agrees to provide him whatever documents or information may be required, as soon as possible after receiving his request.
 - d) The provisions of the above agreement, including this mandate, shall take precedence over any other agreement between my organisation and the coordinating beneficiary which may have an effect on the implementation of the above agreement between the coordinating beneficiary and the Commission.

I am legally authorised to sign this statement on behalf of my organisation.

I have read in full the Common Provisions (attached to the Model Grant Agreement provided with the application files).

I certify to the best of my knowledge that the statements made in this proposal are true and the information provided is correct.

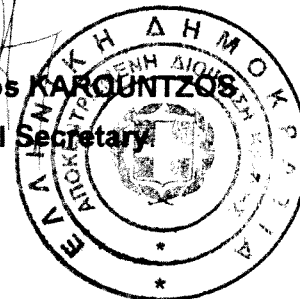
Heraklio, Crete, GR on (date) May 23rd, 2012

Signature for the Associated Beneficiary:

Name of Associated Beneficiary Organisation: **Mr. Athanassios KAROUNTZOS**

Name(s) and status of signatory:

General Secretary



ASSOCIATED BENEFICIARY DECLARATION AND MANDATE

The undersigned hereby certifies that:

1. My organisation has not been served with bankruptcy orders, nor has it received a formal summons from creditors. My organisation is not in any of the situations listed in Articles 93.1 and 94 of Council Regulation 1605/2002 of 25/06/2002 (OJ L248 of 16/09/2002).
2. My organisation will implement the following actions B, D, E, F , with an estimated total cost of **20009,00 €**.
3. My organisation will contribute **5002,25€** to the project in time-effort of personnel assigned to the project. My organisation will conclude with the coordinating beneficiary an agreement necessary for the completion of the work, provided this does not infringe on our obligations, as stated in the grant agreement with the European Commission. This agreement will be based on the model proposed by the European Commission. It will describe clearly the tasks to be performed by my organisation and define the financial arrangements.
4. For the purposes of the implementation of the agreement regarding this project between the European Commission and the coordinating beneficiary:
 - a) My organisation grants power of attorney to the coordinating beneficiary, to act in our name and for our account in signing the above-mentioned agreement and its possible subsequent riders with the European Commission. Accordingly, my organisation hereby mandates the coordinating beneficiary to take full legal responsibility for the implementation of such an agreement.
 - b) My organisation hereby confirms that we have taken careful note of and accept all the provisions of the above agreement with the European Commission, in particular all provisions affecting my organisation and the coordinating beneficiary. In particular, my organisation acknowledges that, by virtue of this mandate, the co-ordinator alone is entitled to receive funds from the Commission and distribute to my organisation the amount corresponding to our participation in the action.
 - c) My organisation hereby agrees to do everything in our power to help the coordinating beneficiary fulfil his obligations under the above agreement. In particular, my organisation hereby agrees to provide him whatever documents or information may be required, as soon as possible after receiving his request.
 - d) The provisions of the above agreement, including this mandate, shall take precedence over any other agreement between my organisation and the coordinating beneficiary which may have an effect on the implementation of the above agreement between the coordinating beneficiary and the Commission.

I am legally authorised to sign this statement on behalf of my organisation.

I have read in full the Common Provisions (attached to the Model Grant Agreement provided with the application files).

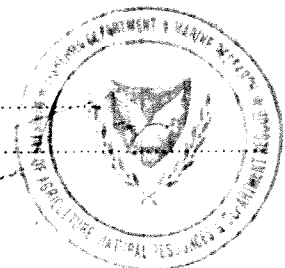
I certify to the best of my knowledge that the statements made in this proposal are true and the information provided is correct.

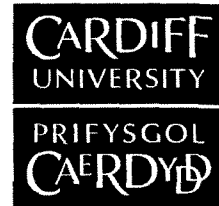
At Paris on (date) 29 May 2012

Signature for the Associated Beneficiary:

Name of Associated Beneficiary Organisation: LEZUS 2012/12

Name(s) and status of signatory: D. Z. ...





Cardiff University
7th Floor
30 - 36 Newport Road
Cardiff CF24 0DE
Wales UK
Tel Ffôn +44(0)29 2087 5834
Fax Ffacs +44(0)29 2087 4189
Prifysgol Caerdydd
Llawr 7
30 - 36 Heol Casnewydd
Caerdydd CF24 0DE
Cymru Y Deyrnas Gyfunol

Form A3

ASSOCIATED BENEFICIARY DECLARATION AND MANDATE

The undersigned hereby certifies that:

1. My organisation has not been served with bankruptcy orders, nor has it received a formal summons from creditors. My organisation is not in any of the situations listed in Articles 93.1 and 94 of Council Regulation 1805/2002 of 25/06/2002 (OJ L248 of 16/09/2002).
2. My organisation will contribute to the implementation the following actions B, C, E with an estimated total cost of **42800 €**.
3. My organisation will contribute **10700€** to the project in man-effort. My organisation will conclude with the coordinating beneficiary an agreement necessary for the completion of the work, provided this does not infringe on our obligations, as stated in the grant agreement with the European Commission. This agreement will be based on the model proposed by the European Commission. It will describe clearly the tasks to be performed by my organisation and define the financial arrangements.
4. For the purposes of the implementation of the agreement regarding this project between the European Commission and the coordinating beneficiary:
 - a) My organisation grants power of attorney to the coordinating beneficiary, to act in our name and for our account in signing the above-mentioned agreement and its possible subsequent riders with the European Commission. Accordingly, my organisation hereby mandates the coordinating beneficiary to take full legal responsibility for the implementation of such an agreement.
 - b) My organisation hereby confirms that we have taken careful note of and accept all the provisions of the above agreement with the European Commission, in particular all provisions affecting my organisation and the coordinating beneficiary. In particular, my organisation acknowledges that, by virtue of this mandate, the co-ordinator alone is entitled to receive funds from the Commission and distribute to my organisation the amount corresponding to our participation in the action.
 - c) My organisation hereby agrees to do everything in our power to help the coordinating beneficiary fulfil his obligations under the above agreement. In particular, my organisation hereby agrees to provide him whatever documents or information may be required, as soon as possible after receiving his request.
 - d) The provisions of the above agreement, including this mandate, shall take precedence over any other agreement between my organisation and the coordinating beneficiary which may have an effect on the implementation of the above agreement between the coordinating beneficiary and the Commission.

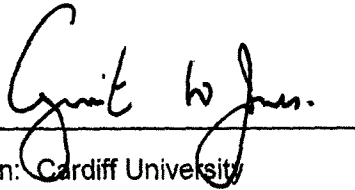
I am legally authorised to sign this statement on behalf of my organisation.

I have read in full the Common Provisions (attached to the Model Grant Agreement provided with the application files).

I certify to the best of my knowledge that the statements made in this proposal are true and the information provided is correct.

At Cardiff on 25 May 2012

Signature for the Associated Beneficiary:



Name of Associated Beneficiary Organisation: Cardiff University

Name(s) and status of signatory: Geraint W Jones

Director, Research and Commercial Division



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ASSOCIATED BENEFICIARY DECLARATION AND MANDATE

The undersigned hereby certifies that:

1. My organisation has not been served with bankruptcy orders, nor has it received a formal summons from creditors. My organisation is not in any of the situations listed in Articles 93.1 and 94 of Council Regulation 1605/2002 of 25/06/2002 (OJ L248 of 16/09/2002).
2. My organisation will implement the following actions Task C (elearning tools), Task D (training), Task G (Dissemination) with an estimated total cost of **20009,00€**.
3. My organisation will contribute **5002,25€** in personnel costs to the project. My organisation will conclude with the coordinating beneficiary an agreement necessary for the completion of the work, provided this does not infringe on our obligations, as stated in the grant agreement with the European Commission. This agreement will be based on the model proposed by the European Commission. It will describe clearly the tasks to be performed by my organisation and define the financial arrangements.
4. For the purposes of the implementation of the agreement regarding this project between the European Commission and the coordinating beneficiary:
 - a) My organisation grants power of attorney to the coordinating beneficiary, to act in our name and for our account in signing the above-mentioned agreement and its possible subsequent riders with the European Commission. Accordingly, my organisation hereby mandates the coordinating beneficiary to take full legal responsibility for the implementation of such an agreement.
 - b) My organisation hereby confirms that we have taken careful note of and accept all the provisions of the above agreement with the European Commission, in particular all provisions affecting my organisation and the coordinating beneficiary. In particular, my organisation acknowledges that, by virtue of this mandate, the co-ordinator alone is entitled to receive funds from the Commission and distribute to my organisation the amount corresponding to our participation in the action.
 - c) My organisation hereby agrees to do everything in our power to help the coordinating beneficiary fulfil his obligations under the above agreement. In particular, my organisation hereby agrees to provide him whatever documents or information may be required, as soon as possible after receiving his request.
 - d) The provisions of the above agreement, including this mandate, shall take precedence over any other agreement between my organisation and the coordinating beneficiary which may have an effect on the implementation of the above agreement between the coordinating beneficiary and the Commission.

I am legally authorised to sign this statement on behalf of my organisation.

I have read in full the Common Provisions (attached to the Model Grant Agreement provided with the application files).

I certify to the best of my knowledge that the statements made in this proposal are true and the information provided is correct.

At Athens on 23 May 2012

Signature for the Associated Beneficiary:

Name of Associated Beneficiary Organisation: Hellenic Red Cross, Division of Samaritans Rescuers and Lifeguards

Name and status of signatory: IOANNIS MAKRISSAKIS DIVISION DIRECTOR



IOANNIS P. MAKRISSAKIS

Form A3

ASSOCIATED BENEFICIARY DECLARATION AND MANDATE

The undersigned hereby certifies that:

1. My organisation has not been served with bankruptcy orders, nor has it received a formal summons from creditors. My organisation is not in any of the situations listed in Articles 93.1 and 94 of Council Regulation 1605/2002 of 25/06/2002 (OJ L248 of 16/09/2002).
2. My organisation will implement the following actions TASK B and TASK F with an estimated total cost of =54570=€
3. My organisation will contribute=13642=€ in personnel costs to the project. My organisation will conclude with the coordinating beneficiary an agreement necessary for the completion of the work, provided this does not infringe on our obligations, as stated in the grant agreement with the European Commission. This agreement will be based on the model proposed by the European Commission. It will describe clearly the tasks to be performed by my organisation and define the financial arrangements.
4. For the purposes of the implementation of the agreement regarding this project between the European Commission and the coordinating beneficiary:
 - a) My organisation grants power of attorney to the coordinating beneficiary, to act in our name and for our account in signing the above-mentioned agreement and its possible subsequent riders with the European Commission. Accordingly, my organisation hereby mandates the coordinating beneficiary to take full legal responsibility for the implementation of such an agreement.
 - b) My organisation hereby confirms that we have taken careful note of and accept all the provisions of the above agreement with the European Commission, in particular all provisions affecting my organisation and the coordinating beneficiary. In particular, my organisation acknowledges that, by virtue of this mandate, the co-ordinator alone is entitled to receive funds from the Commission and distribute to my organisation the amount corresponding to our participation in the action.
 - c) My organisation hereby agrees to do everything in our power to help the coordinating beneficiary fulfil his obligations under the above agreement. In particular, my organisation hereby agrees to provide him whatever documents or information may be required, as soon as possible after receiving his request.
 - d) The provisions of the above agreement, including this mandate, shall take precedence over any other agreement between my organisation and the coordinating beneficiary which may have an effect on the implementation of the above agreement between the coordinating beneficiary and the Commission.

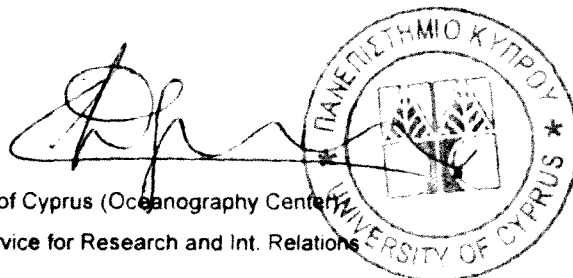
I am legally authorised to sign this statement on behalf of my organisation.

I have read in full the Common Provisions (attached to the Model Grant Agreement provided with the application files).

I certify to the best of my knowledge that the statements made in this proposal are true and the information provided is correct.

At Nicosia, Cyprus, on May 21st, 2012

Signature for the Associated Beneficiary: Evis Drousiotis



Name of Associated Beneficiary Organisation: University of Cyprus (Oceanography Center)

Name and status of signatory: Evis Drousiotis, Officer, Service for Research and Int. Relations

ASSOCIATED BENEFICIARY DECLARATION AND MANDATE

The undersigned hereby certifies that:

1. My organisation has not been served with bankruptcy orders, nor has it received a formal summons from creditors. My organisation is not in any of the situations listed in Articles 93.1 and 94 of Council Regulation 1605/2002 of 25/06/2002 (OJ L248 of 16/09/2002).
2. My organisation will participate in the implementation the following actions C1, D, E3 with an estimated total cost of **25000 €**.
3. My organisation will contribute **6250€** to the project. My organisation will conclude with the coordinating beneficiary an agreement necessary for the completion of the work, provided this does not infringe on our obligations, as stated in the grant agreement with the European Commission. This agreement will be based on the model proposed by the European Commission. It will describe clearly the tasks to be performed by my organisation and define the financial arrangements.
4. For the purposes of the implementation of the agreement regarding this project between the European Commission and the coordinating beneficiary:
 - a) My organisation grants power of attorney to the coordinating beneficiary, to act in our name and for our account in signing the above-mentioned agreement and its possible subsequent riders with the European Commission. Accordingly, my organisation hereby mandates the coordinating beneficiary to take full legal responsibility for the implementation of such an agreement.
 - b) My organisation hereby confirms that we have taken careful note of and accept all the provisions of the above agreement with the European Commission, in particular all provisions affecting my organisation and the coordinating beneficiary. In particular, my organisation acknowledges that, by virtue of this mandate, the co-ordinator alone is entitled to receive funds from the Commission and distribute to my organisation the amount corresponding to our participation in the action.
 - c) My organisation hereby agrees to do everything in our power to help the coordinating beneficiary fulfil his obligations under the above agreement. In particular, my organisation hereby agrees to provide him whatever documents or information may be required, as soon as possible after receiving his request.
 - d) The provisions of the above agreement, including this mandate, shall take precedence over any other agreement between my organisation and the coordinating beneficiary which may have an effect on the implementation of the above agreement between the coordinating beneficiary and the Commission.

I am legally authorised to sign this statement on behalf of my organisation.

I have read in full the Common Provisions (attached to the Model Grant Agreement provided with the application files).

I certify to the best of my knowledge that the statements made in this proposal are true and the information provided is correct.

At Hamburg on (date) 22th of May 2012

Signature for the Associated Beneficiary:

Name of Associated Beneficiary Organisation: Ubilabs

Name(s) and status of signatory: JENS WILLE, Managing Director

Ubilabs Location Based Media
 Juliusstraße 25
 22769 Hamburg, Germany
 www.ubilabs.net

Form A3

ASSOCIATED BENEFICIARY DECLARATION AND MANDATE

The undersigned hereby certifies that:

1. My organisation has not been served with bankruptcy orders, nor has it received a formal summons from creditors. My organisation is not in any of the situations listed in Articles 93.1 and 94 of Council Regulation 1605/2002 of 25/06/2002 (OJ L248 of 16/09/2002).
2. My organisation will contribute to the implementation of the following actions actions B (Risk assessment), D (Regional, National, International Collaboration), E (Evaluation of eLearning), F(Incident Database), G (Dissemination) with an estimated total cost of 20008,00€.
3. My organisation will contribute 5002.25€ to the project. My organisation will conclude with the coordinating beneficiary an agreement necessary for the completion of the work, provided this does not infringe on our obligations, as stated in the grant agreement with the European Commission. This agreement will be based on the model proposed by the European Commission. It will describe clearly the tasks to be performed by my organisation and define the financial arrangements.
4. For the purposes of the implementation of the agreement regarding this project between the European Commission and the coordinating beneficiary:
 - a) My organisation grants power of attorney to the coordinating beneficiary, to act in our name and for our account in signing the above-mentioned agreement and its possible subsequent riders with the European Commission. Accordingly, my organisation hereby mandates the coordinating beneficiary to take full legal responsibility for the implementation of such an agreement.
 - b) My organisation hereby confirms that we have taken careful note of and accept all the provisions of the above agreement with the European Commission, in particular all provisions affecting my organisation and the coordinating beneficiary. In particular, my organisation acknowledges that, by virtue of this mandate, the co-ordinator alone is entitled to receive funds from the Commission and distribute to my organisation the amount corresponding to our participation in the action.
 - c) My organisation hereby agrees to do everything in our power to help the coordinating beneficiary fulfil his obligations under the above agreement. In particular, my organisation hereby agrees to provide him whatever documents or information may be required, as soon as possible after receiving his request.
 - d) The provisions of the above agreement, including this mandate, shall take precedence over any other agreement between my organisation and the coordinating beneficiary which may have an effect on the implementation of the above agreement between the coordinating beneficiary and the Commission.

I am legally authorised to sign this statement on behalf of my organisation.

I have read in full the Common Provisions (attached to the Model Grant Agreement provided with the application files).

I certify to the best of my knowledge that the statements made in this proposal are true and the information provided is correct.

At Heraklion on 24/05/2012

Signature for the Associated Beneficiary:

Name of Associated Beneficiary Organisation: EKAB

Name(s) and status of signatory: Dr. Dimitris Yourvahakis, Director EKAB-Crete

COORDINATING BENEFICIARY PROFILE

Coordinating Beneficiary Profile Information			
Short Name	FORTH		Participant ref. CO
Legal information on the Coordinating Beneficiary			
Legal Name	Foundation for Research and Technology- Hellas		Legal Status
VAT No	090101655		Public
Legal Registration No	PD432/87		Private
Registration Date	23/11/1987		Natural person <input checked="" type="checkbox"/>
			International organisation
Legal address of the Coordinating Beneficiary			
Street Name and No	N. Plastira 100		PO Box
Post Code	70013	Town/City	Heraklion
Country Code	GR	Country Name	Greece
Coordinating Beneficiary contact person information (only if different to above)			
Title	Mrs	Function	Senior Software Engineer
Surname	Chronaki		First Name Catherine
Department / Service Name	Institute of Computer Science		
Street Name and No	N. Plastira 100		PO Box
Post Code	70013	Town/City	Heraklion
Country	Greece		
Telephone No	0030-2810-391691	Fax No	0030-2810-391428
E-mail	Chronaki@ics.forth.gr	Website	www.ics.forth.gr
Coordinating Beneficiary details			
Number of employees			1007
Number of employees in department conducting project			6
Is Your Organisation independent (Yes or No)			Yes
If No, please indicate legal name(s) of owner(s) who own 25 % or more			
Is Your Organisation affiliated to any other participant(s) in the project? (Yes or No)	No		
If Yes, please indicate Participant Short Name(s) and character of affiliations(s)			
Brief description of the structure and the activities of the Coordinating Beneficiary			
<p>The Foundation for Research and Technology – Hellas (FORTH) is one of the largest research centres of Greece with well - organised facilities and a highly qualified staff. The research and technological focus of the foundation is centered on selected areas of great scientific, social, and economic interest. The Institute of Computer Science (ICS) with the Computational Medicine Laboratory (CML) will be involved and contribute to the current project. ICS, since its establishment in 1983, is a pioneering contributor towards the deployment and adoption of Information Society Technologies in Greece and plays a leading role in worldwide efforts towards the development of an Information Society accessible and acceptable by all citizens. The CML lab at FORTH-ICS has established a tradition of internationally acknowledged excellence in conducting high-level R&D work and in developing innovative systems and services. Its research activities focus on the development of innovative computer methods and tools in the area of medical and biomedical informatics, ehealth, m-Health, medical imaging and bioinformatics. Recently the lab is also focusing its R&D activities on health early warning, emergency management and geolocalization systems. It has engaged in the SAFE civil protection exercise in 2007 (20 organizations/300 volunteers), and EU POSEIDON 2011, exercising the activation of the EU civil protection mechanism.</p>			

ASSOCIATED BENEFICIARY PROFILE (Complete for each Associated Beneficiary)

Associated Beneficiary Profile Information			
Short Name	CCD	Participant ref.	AB1
Legal information on the Associated Beneficiary			
Legal Name	Cyprus Civil Defence	Legal Status	
VAT No	90003446W	Public	<input checked="" type="checkbox"/>
Legal Registration No		Private	<input type="checkbox"/>
Registration Date	03/04/2008	Natural person	<input type="checkbox"/>
		International organisation	<input type="checkbox"/>
Legal address of the Associated Beneficiary			
Street Name and No	Pericleous Street 63	PO Box	23830
Post Code	2021	Town/City	Nicosia
Country Code	CY	Country Name	Republic of Cyprus
Associated Beneficiary contact person information (only if different to above)			
Title	Mrs	Function	Civil Defence Officer
Surname	Mala	First Name	Mikaella
Department / Service Name	Cyprus Civil Defence/General Headquarters		
Street Name and No	Pericleous 63	PO Box	23830
Post Code	2021	Town/City	Nicosia
Country	Cyprus		
Telephone No	+357 22403413	Fax No	+357 22315638
E-mail	mmalal@cd.moi.gov.cy	Website	www.moi.gov.cy/cd
Associated Beneficiary details			
Annual turnover	4836664,00 Euro	Last Financial Year	2012
Number of employees	72		
Number of employees in department conducting project	3		
Is Your Organisation independent (Yes or No)	NO		
If No, please indicate legal name(s) of owner(s) who own 25 % or more	Department of Ministry of Interior, Republic of Cyprus		
Is Your Organisation affiliated to any other participant(s) in the project? (Yes or No)	Yes		
If Yes, please indicate Participant Short Name(s) and character of affiliations(s)	Department of Fisheries and Marine Research, Oceanography Center University of Cyprus		
Brief description of the structure and the activities of the Associated Beneficiary			
Cyprus Civil Defence (CCD) is the governmental agency in charge of the protection of the people of Cyprus under the auspices of the Ministry of the Interior of the Republic of Cyprus.			
It has a long line of experience in disaster relief for natural disasters, which occurred on the island of Cyprus such as earthquakes, forest fires, draughts, floods, and severe rainstorms.			
Cyprus, through CCD, actively participates in the Community Civil Protection Mechanism and harmonizes, where necessary, national policies and programmes with the Acquis Communautaire. CCD, German Federal Agency for Technical Relief(THW) and Johanniter have established a tradition of cooperation since 2006 by conducting the EU Assessment Mission Courses on Cyprus.			

ASSOCIATED BENEFICIARY PROFILE (Complete for each Associated Beneficiary)

Associated Beneficiary Profile Information				
Short Name	TEI-CRETE		Participant ref.	AB 2
Legal information on the Associated Beneficiary				
Legal Name	TECHNOLOGICAL EDUCATIONAL INSTITUTE OF CRETE		Legal Status	
VAT No	EL090042189		Public	<input checked="" type="checkbox"/>
Legal Registration No	35991		Private	<input type="checkbox"/>
Registration Date	28/03/1991		Natural person	<input type="checkbox"/>
			International org	<input type="checkbox"/>
Legal address of the Associated Beneficiary				
Street Name and No	ESTAVROMENOS		PO Box	1939
Post Code	71004	Town/City	HERAKLION	
Country Code		Country Name	GREECE	
Associated Beneficiary contact person information (only if different to above)				
Title	PRESIDENT	Function	PROFESSOR	
Surname	KAPETANAKIS	First Name	EVANGELOS	
Department / Service Name				
Street Name and No	ESTAVROMENOS		PO Box	1939
Post Code	71004	Town/City	HERAKLION	
Country	GREECE			
Telephone No	+30 2810 379300	Fax No	+30 2810 379340	
E-mail	ekapet@staff.teicrete.gr	Website	www.teicrete.gr	
Associated Beneficiary details				
Annual turnover	3.500.000,00€		Last Financial Year	2011
Number of employees	405			
Number of employees in department conducting project	15			
Is Your Organisation independent (Yes or No)	YES			
If No, please indicate legal name(s) of owner(s) who own 25 % or more				
Is Your Organisation affiliated to any other participant(s) in the project? (Yes or No)	NO			
If Yes, please indicate Participant Short Name(s) and character of affiliations(s)				
Brief description of the structure and the activities of the Associated Beneficiary				
<p>TECHNOLOGICAL EDUCATIONAL INSTITUTE (T.E.I.) CRETE Stavromenos, P.O. Box 1939, Heraklion, Crete, GR71004 Greece Tel: +30 2810 379 335-7 Fax: +30 2810 319281, Email: career@career.teicrete.gr</p> <p>TEI Crete is a Public Educational Institution. It is part of the Hellenic Tertiary Education since 1983 and one of the 40 Higher Education establishments as of 2011. Its Mission includes Undergraduate Education consisting of 18 First Degree Courses, Postgraduate Education, research and direct contribution to regional and broader development, through lifelong learning, high profile technological and consultancy services to the industry, and technology transfer. TEI Crete, with its ca. 460 highly qualified teaching staff and fully adequate technical and clerical staff, provides high quality education (documented by all external evaluators) to more than 14.600 students. Education is delivered at the base campus in Heraklion city and at 5 branches in towns of Crete (Chania, Rethymnon, Aghios Nicolaos, Ierapetra and Siteia). Degree Courses comprise Engineering and Informatics, Business Administration and Economics, Agriculture, Health and Welfare. The Institute and Schools administration concentrate of the efficacy of the study programmes, learning outcomes, publicity of the degrees, successful graduate placements, the top quality student halls and the 6 restaurants of the Institute. Local communities fully support the branches of the Institute and the resident students. There are limitless opportunities for active student participation in research and development projects (TEI Crete has the top success rate and recognition in research among its peers), for student exchanges with over 100 foreign universities and for paid work at the Institute laboratories. Graduates can also continue with Postgraduate Studies at the Institute or at cooperating Universities in Greece and abroad, with the active support of TEI Crete professors. Spiritual, artistic and entertainment activities in and around the Institute are varied and shared by students and staff, with the financial support of TEI Crete. Personal care and advice is provided to new incoming students by the International Office and skilled staff at the Schools.</p> <p>The beginning of the academic year 1999 – 2000 marked the the operation of the new Department of Natural Resources and Environment at the Branch of Chania of the TEI of Crete with an organised programme of degree studies, which has been designed in accordance with modern understanding and basic aims being the study, the design, the development and the valorization of technologies which are currently being used for the correct management of Natural Resources. In particular the graduates of the Department will be able to demonstrate a complete training in the technologies which are related with the management of Renewable Energy Resources, of Water Resources and of the Environment. Over the last years the researchers of the Department of Natural Resources and Environment have participated in a variety of research projects (https://www.chania.teicrete.gr/department-of-natural-resources-a-environment-en/). To ensure higher impact of its work TEI Crete will subcontract part of its work to the Hellenic Center of Marine Research (Mr. Perivoliotis).</p>				

ASSOCIATED BENEFICIARY PROFILE (Complete for each Associated Beneficiary)

Associated Beneficiary Profile Information			
Short Name	CP-CRETE	Participant ref.	AB3
Legal information on the Associated Beneficiary			
Legal Name	DECENTRALISED ADMINISTRATION OF CRETE – CIVIL PROTECTION DIRECTORATE		Legal Status
VAT No	090306519	Public	<input checked="" type="checkbox"/>
Legal Registration No		Private	<input type="checkbox"/>
Registration Date		Natural person	<input type="checkbox"/>
		International organisation	<input type="checkbox"/>
Legal address of the Associated Beneficiary			
Street Name and No	Kountourioti Squqre	PO Box	
Post Code	71305	Town/City	Heraklion
Country Code	GR	Country Name	Greece
Associated Beneficiary contact person information (only if different to above)			
Title	Dr	Function	Director
Surname	Kritsotakis	First Name	Marinos
Department / Service Name	Civil Protection Directorate		
Street Name and No	Kountourioti	PO Box	
Post Code	71305	Town/City	Heraklion
Country	Greece		
Telephone No	+30281340136	Fax No	+30281340198
E-mail	m.kritsotakis@apdkritis.gov.gr	Website	
Associated Beneficiary details			
Annual turnover		Last Financial Year	
Number of employees			400
Number of employees in department conducting project			5
Is Your Organisation independent (Yes or No)			yes
If No, please indicate legal name(s) of owner(s) who own 25 % or more			
Is Your Organisation affiliated to any other participant(s) in the project? (Yes or No)			
If Yes, please indicate Participant Short Name(s) and character of affiliations(s)			
Brief description of the structure and the activities of the Associated Beneficiary			
<p>The Decentralized administration of Crete is one of the seven (7) Greek Regional Administrations that comprise the decentralized units of central government. Their main role is to implement the central state policy at the regional level. The decentralized administration of Crete is divided in three general directorates. The main aim of directorate of civil protection of Crete is the protection of life, health and property of the citizens, the protection of the environment from natural, technological and other disasters and the minimisation of these disasters' impact. In particular, the directorate of civil protection of Crete is responsible at the regional scale for: the coordination of all regional units (Army, Public Security Forces and other bodies and - in case of emergency - of all the relevant Public Services), the confrontation of natural and technological disasters; the technical support of the "regional decision body" in the case of a major disaster; and the planning to confront any natural or human induced risk</p>			

ASSOCIATED BENEFICIARY PROFILE (Complete for each Associated Beneficiary)

Associated Beneficiary Profile Information			
Short Name	DFMR	Participant ref.	AB04
Legal information on the Associated Beneficiary			
Legal Name	Department of Fisheries and Marine Research, Ministry of Agriculture, Natural Resources, and Environment, Cyprus		Legal Status
VAT No	90000155Q		Public <input checked="" type="checkbox"/>
Legal Registration No	91003		Private <input type="checkbox"/>
Registration Date	01/07/1992		Natural person <input type="checkbox"/>
			International organisation <input type="checkbox"/>
Legal address of the Associated Beneficiary			
Street Name and No	Bethlehem 101	PO Box	
Post Code	1416	Town/City	Nicosia
Country Code	CY	Country Name	CYPRUS
Associated Beneficiary contact person information (only if different to above)			
Title	Mr	Function	Pollution Coordinator
Surname	Ioannou	First Name	Marinos
Department / Service Name	Department of Fisheries and Marine Research		
Street Name and No	Voukourestiou Kai Theodoktou Corner – 2 nd Floor	PO Box	51305
Post Code	3505	Town/City	Limassol
Country	Cyprus		
Telephone No	+257 25 827280	Fax No	+357 25 305543
E-mail	maioannou@dfmr.moa.gov.cy	Website	http://www.moa.gov.cy/moa/dfmr/dfmr.nsf/DMLindex_en/DMLindex_en?OpenDocument
Associated Beneficiary details			
Annual turnover		Last Financial Year	
Number of employees			69
Number of employees in department conducting project			2
Is Your Organisation independent (Yes or No)			YES
If No, please indicate legal name(s) of owner(s) who own 25 % or more			
Is Your Organisation affiliated to any other participant(s) in the project? (Yes or No)			
If Yes, please indicate Participant Short Name(s) and character of affiliations(s)			
Brief description of the structure and the activities of the Associated Beneficiary			
<p>After Cyprus became an Independent Republic in 1960, the new State included fisheries development in the development policies of the governments. As a result the Department of Fisheries was founded in 1964 within the Ministry of Agriculture and Natural Resources; its mandate was the development of fisheries and the rational management of marine resources in general.</p> <p>In the year 2000, the Department was renamed to Department of Fisheries and Marine Research (DFMR) because of the significant expansion of scientific research in its various aspects of activities to broader scopes and objectives. Over the years, the Department of Fisheries and Marine Research developed activities in multidisciplinary fields, concerning the sustainable use of marine resources, the development and sound management of fisheries and aquaculture, the marine ecology, the protection of endangered species and habitats, physical and chemical oceanography, and the prevention and combat of marine pollution. Furthermore, within the framework of the fisheries development, the Department promotes supporting programmes to the fishermen including, inter alia, the construction of fishing shelters. It is also responsible for the enforcement of the relative Legislation.</p>			

ASSOCIATED BENEFICIARY PROFILE (Complete for each Associated Beneficiary)

Associated Beneficiary Profile Information			
Short Name	CU	Participant ref.	AB5
Legal information on the Associated Beneficiary			
Legal Name	Cardiff University	Legal Status	
VAT No	GB615	Public	<input checked="" type="checkbox"/>
Legal Registration No	N/A (Established by Royal Charter)	Private	<input type="checkbox"/>
Registration Date	N/A	Natural person	<input type="checkbox"/>
		International organisation	<input type="checkbox"/>
Legal address of the Associated Beneficiary			
Street Name and No	RACDV, 30-36 Newport Road	PO Box	-
Post Code	CF24 0DE	Town/City	Cardiff
Country Code	UK	Country Name	United Kingdom
Associated Beneficiary contact person information (only if different to above)			
Title	Dr	Function	Research Lecturer
Surname	Alves	First Name	Tiago
Department / Service Name	School of Earth and Ocean Sciences		
Street Name and No	Main Buidling, Museum Avenue	PO Box	-
Post Code	CF10 3AT	Town/City	Cardiff
Country	United Kingdom		
Telephone No	+44(0)29 208 76754	Fax No	
E-mail	AlvesT@cardiff.ac.uk	Website	www.cardiff.ac.uk
Associated Beneficiary details			
Annual turnover	£429 million	Last Financial Year	2010
Number of employees	5249		
Number of employees in department conducting project	72		
Is Your Organisation independent (Yes or No)	Yes		
If No, please indicate legal name(s) of owner(s) who own 25 % or more			
Is Your Organisation affiliated to any other participant(s) in the project? (Yes or No)	No		
If Yes, please indicate Participant Short Name(s) and character of affiliations(s)			
Brief description of the structure and the activities of the Associated Beneficiary			
<p>Cardiff University is one of Britain's major centres of higher education. It has a history of service and achievement dating from 1883, and continues to build on its reputation as an international centre for research and teaching. Having gained national and international standing, Cardiff University's vision is to be recognised as a world-leading university and to achieve the associated benefits for its students, staff and all other stakeholders. In addition, external teaching quality assessments consistently rank the University among the best in the UK. Research is undertaken in all of Cardiff's academic schools and departments, many of which have international reputations for excellence in their field. Each year, the University spends approximately 100 million Euros on research and the infrastructure to support research. Research grants and contracts are obtained from a wide range of sponsoring organisations, including the UK Research Councils, charities, industry and commerce, UK Government departments, European bodies and overseas organisations. Cardiff has extensive experience of European Framework (RTD) and other programmes and has frequently acted as the Co-ordinator for such projects. Currently, Cardiff has a portfolio of over 100 EC-funded projects and European research funding makes up around 25% of the University's new grants and contracts awarded annually.</p>			

ASSOCIATED BENEFICIARY PROFILE (Complete for each Associated Beneficiary)

Associated Beneficiary Profile Information			
Short Name	HRC-DSRL		Participant ref. AB6
Legal information on the Associated Beneficiary			
Legal Name	HELLENIC RED CROSS – DIVISION OF SAMARITANS, RESCUERS and LIFEGUARDS		Legal Status
VAT No	090001670		Public <input type="checkbox"/>
Legal Registration No	KO George A': 44/27-6-1877		Private <input checked="" type="checkbox"/>
Registration Date	10-6-1877		Natural person <input type="checkbox"/>
			International organisation <input type="checkbox"/>
Legal address of the Associated Beneficiary			
Street Name and No	LYKABITTOY 1		PO Box
Post Code	106 72	Town/City	ATHENS
Country Code	GR	Country Name	HELLAS
Associated Beneficiary contact person information (only if different to above)			
Title	MR	Function	HRC-DSRL INSTRUCTOR
Surname	TZIKAS	First Name	GEORGIOS - IOANNIS
Department / Service Name	HELLENIC RED CROSS – DIVISION OF SAMARITANS, RESCUERS and LIFEGUARDS		
Street Name and No	3 RD SEPTEMBER St 21		PO Box
Post Code	104 32	Town/City	ATHENS
Country	HELLAS		
Telephone No	+302105248132	Fax No	+302105231480
E-mail	info@samarites.gr	Website	www.samarites.gr
Associated Beneficiary details			
Annual turnover		Last Financial Year	
Number of employees			520
Number of employees in department conducting project			18
Is Your Organisation independent (Yes or No)			Yes
If No, please indicate legal name(s) of owner(s) who own 25 % or more			
Is Your Organisation affiliated to any other participant(s) in the project? (Yes or No)			
If Yes, please indicate Participant Short Name(s) and character of affiliations(s)			
Brief description of the structure and the activities of the Associated Beneficiary			
<p>The mission of Volunteer Samaritan, Rescuer and Lifeguards Corps of the Hellenic Red Cross is to train and provide First Aid, Rescue and Lifeguard Services.</p> <p>The HRC-DSRL has implemented civil protection teams and participated in civilian education and training, as well as Search and Rescue Operations and in confrontation of disasters where, when and as needed.</p> <p>The HRC-DSRL has over 4.000 active Volunteers in First Aid, Rescue, Lifeguarding, Instructors and scientific collaborators in every region of Greece. The Volunteer Samaritan, Rescuer and Lifeguard system is supervised by German Red Cross. All the First Aid and Rescuer Instructors are certified by the German Red Cross.</p> <p>The HRC-DSRL is recognised by the National General Secretariat of Civil Protection and is a Full Member of International Lifesaving Federation and the Hellenic Agency for the Protection of Nature and Sea Environment, etc</p> <p>The HRC-DSRL is operational 24 hours per day 365 days per year, it interferes in Greece and abroad.</p> <p>In the frame of the project 'NEREID' HRC-DSRL will collaborate with the other partners in</p>			

development of ICT in Marine Pollution preparedness training and participate / organise training for civil protection volunteers and professionals, and also will participate in the exercises of the project.

ASSOCIATED BENEFICIARY PROFILE (Complete for each Associated Beneficiary)

Associated Beneficiary Profile Information			
Short Name	OC-UCY	Participant ref.	AB7
Legal information on the Associated Beneficiary			
Legal Name	OCEANOGRAPHY CENTER, UNIVERSITY OF CYPRUS	Legal Status	
VAT No	90001673W	Public	<input checked="" type="checkbox"/>
Legal Registration No	LAW 144/1989	Private	<input type="checkbox"/>
Registration Date	28/7/1989	Natural person	<input type="checkbox"/>
		International organisation	<input type="checkbox"/>
Legal address of the Associated Beneficiary			
Street Name and No	University Ave. 1	PO Box	20537
Post Code	2109	Town/City	Aglantzia-Nicosia
Country Code	CY	Country Name	Cyprus
Associated Beneficiary contact person information (only if different to above)			
Title	Mr.	Function	Officer
Surname	Drousiotis	First Name	Evis
Department / Service Name	Service for Research and International Relations		
Street Name and No	University Ave. 1	PO Box	20537
Post Code	2109	Town/City	Aglantzia-Nicosia
Country	Cyprus		
Telephone No	+35722894296	Fax No	+35722894472
E-mail	adevis@ucy.ac.cy	Website	www.oceanography.ucy.ac.cy
Associated Beneficiary details			
Annual turnover	135,000,000	Last Financial Year	2011
Number of employees	1400		
Number of employees in department conducting project	30		
Is Your Organisation independent (Yes or No)	YES		
If No, please indicate legal name(s) of owner(s) who own 25 % or more			
Is Your Organisation affiliated to any other participant(s) in the project? (Yes or No)			
If Yes, please indicate Participant Short Name(s) and character of affiliations(s)			
Brief description of the structure and the activities of the Associated Beneficiary			
<p>The Oceanography Centre at the University of Cyprus (OC-UCY) activities include numerical models (flow, oil spill and general pollutant dispersion and sea state predictions), satellite remote sensing, in-situ monitoring and operational oceanography. OC-UCY is a member in EuroGOOS, MedGOOS, MOON, CIESM, and Marine Board of ESF. OC-UCY has been an active partner in many EU-funded projects related to the ocean forecasts and oil spill predictions in the European seas, such as MyOCEAN, ECOOP, MERSEA, MFSTEP, MEDESS4MS, etc. OC-UCY has developed and operates CYCOFOS, the Cyprus Coastal Ocean Forecasting and Observing System, which provides operationally, forecasts for sea currents, sea temperature, waves and oil slicks detection and predictions. Moreover, the MEDSLIK oil spill model was developed and operated by OC-UCY in the Mediterranean, the Black and Baltic seas. OC-UCY assisted the local, regional and EU response agencies and the decision makers during several oil pollution crisis by providing predictions on the movement and the weathering of the oil spilled, as for example during the biggest so far oil spill pollution crisis, that of Lebanon in summer 2006. Moreover, OC-UCY provides regularly oil spill predictions to response agencies, upon their request or following EMSA or and REMPEC warning reports.</p>			

ASSOCIATED BENEFICIARY PROFILE (Complete for each Associated Beneficiary)

Associated Beneficiary Profile Information			
Short Name	Ubilabs		Participant ref. AB8
Legal information on the Associated Beneficiary			
Legal Name	Ubilabs GmbH		Legal Status
VAT No	DE254519704		Public <input type="checkbox"/>
Legal Registration No	Handelsregister Hamburg: HRB 110269		Private <input checked="" type="checkbox"/>
Registration Date	22.3.2007		Natural person <input type="checkbox"/>
			International organisation <input type="checkbox"/>
Legal address of the Associated Beneficiary			
Street Name and No	Juliusstr. 25		PO Box
Post Code	22769	Town/City	Hamburg
Country Code		Country Name	Germany
Associated Beneficiary contact person information (only if different to above)			
Title	Dipl. Ing.	Function	Managing Director
Surname	Wille	First Name	Jens
Department / Service Name			
Street Name and No	Juliusstr. 25		PO Box
Post Code	22769	Town/City	Hamburg
Country	Germany		
Telephone No	+49 40 6094661-24	Fax No	+49 40 6094661-66
E-mail	wille@ubilabs.net	Website	www.ubilabs.net
Associated Beneficiary details			
Annual turnover	490000	Last Financial Year	2010
Number of employees	10		
Number of employees in department conducting project	3		
Is Your Organisation independent (Yes or No)	yes		
If No, please indicate legal name(s) of owner(s) who own 25 % or more	-		
Is Your Organisation affiliated to any other participant(s) in the project? (Yes or No)	no		
If Yes, please indicate Participant Short Name(s) and character of affiliations(s)	-		
Brief description of the structure and the activities of the Associated Beneficiary			
<p>Ubilabs is a new media company specialized in consulting, customization and the integration of Google Maps. Since 2007 Ubilabs develops custom web applications and mobile apps with location-based context for clients such as Swiss Post, carpooling.com, Deutsche Telekom, XING and Goretex. Ubilabs is a Google Maps Authorised reseller and official Geo Enterprise Partner.</p> <p>Ubilabs will honor a subcontract to Johanniter-Unfall-Hilfe e.V. (Johanniter) to facilitate their participation in the training and evaluation activities of the project.</p>			

ASSOCIATED BENEFICIARY PROFILE (Complete for each Associated Beneficiary)

Associated Beneficiary Profile Information			
Short Name	EMS-Crete		Participant ref. AB09
Legal information on the Associated Beneficiary			
Legal Name	Εθνικό Κέντρο Άμεσης Βοήθειας (National Emergency Medical Services)		Legal Status
VAT No	090073326		Public <input checked="" type="checkbox"/>
Legal Registration No	TERMA ODOU YGHEIAS & MESOGEION, ATHENS		Private <input type="checkbox"/>
Registration Date	ΠΔ 376/1988		Natural person <input type="checkbox"/>
			International organisation <input type="checkbox"/>
Legal address of the Associated Beneficiary			
Street Name and No	DIASTAYROSI VOUTON-STAYRAKION, HERAKLION		PO Box 71201
Post Code	71201	Town/City	HERAKLION
Country Code		Country Name	GREECE
Associated Beneficiary contact person information (only if different to above)			
Title	Dr	Function	Director
Surname	Vourvahakis	First Name	Dimitris
Department / Service Name	EKAB-Crete		
Street Name and No	DIASTAYROSI VOUTON-STAYRAKION, HERAKLION		PO Box
Post Code	71201	Town/City	Heraklion
Country	Crete, GREECE		
Telephone No	+302810377212	Fax No	2810377208
E-mail	dcarmae@gmail.com	Website	www.ekab.gr
Associated Beneficiary details			
Annual turnover		Last Financial Year	
Number of employees			
Number of employees in department conducting project			
Is Your Organisation independent (Yes or No)			
If No, please indicate legal name(s) of owner(s) who own 25 % or more			
Is Your Organisation affiliated to any other participant(s) in the project? (Yes or No)			
If Yes, please indicate Participant Short Name(s) and character of affiliations(s)			
Brief description of the structure and the activities of the Associated Beneficiary			
<p>The National Emergency Medical Services (EMS) was established as a public entity in 1985 (N.1579/85) under the auspices of the Ministry of Health and Social Solidarity. The mission of EMS is to coordinate the provision of medical care in emergency situation, and in so needed transfer patients to healthcare facilities. It is the only official state body in Greece, to provide Emergency services, Prehospital Medicine and Nursing Care. EMS all develops and proposes programs in the field of Emergency Medical Response, Prehospital Emergency Medicine and Nursing Care. NEMS is also the only official state body in Greece entrusted with the management and massive casualties in the development of a Special Unit for Disaster Medicine (SUDK). EMS-Crete will be EMS department participating in the NEREIDs proposal.</p> <p>EMS-Crete has established for several Professional Training Center for Emergency Medicine, which so far has trained more than 2000 rescuers. EMS-Crete will use NEREIDs to reach out to a larger group of people using advanced training methods to facilitate knowledge retention and skills development.</p>			

NOTIFICATION OF THE COMPETENT NATIONAL CIVIL PROTECTION / MARINE POLLUTION AUTHORITY

(for Coordinating Beneficiary)

Name: [name of the national central civil protection/marine pollution authority]
 [name of the department in national central civil protection/marine pollution authority]
MINISTRY OF CITIZEN PROTECTION/HELLENIC COAST GUARD HEADQUARTERS/MARINE ENVIRONMENT PROTECTION DIRECTORATE

Contact person: [name of the contact person in the national authority]
 [position/rank]
Lieutenant Commander H.C.G MARI Aspasia

Full address: [street/P.O. Box] **AKTI BASILIADI**
 [town] **PIRAEUS**
 [country] **GREECE**
 [phone] **+30 210 4064117**
 [Fax] **+30 210 4220440**
 [E-mail] **diphap@hcg.gr**

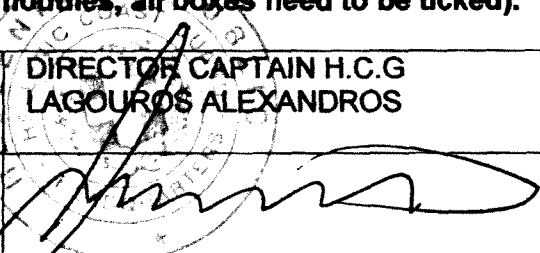
The project: *NEREIDs: Embracing Innovation for Preparedness in Civil Protection & Marine Pollution*

Lead by: FORTH-Institute of Computer Science

The National Central Civil Protection Authority

- Has been informed about the submission of the above mentioned project for the Prevention and preparedness call 2012
- Agrees to the development of a module
- Agrees to the registration of a module in the CECIS

(For the preparedness section, objective 2 – developing and exercising multinational modules, all boxes need to be ticked).

Name:	DIRECTOR CAPTAIN H.C.G
Status/title:	LAGOUROS ALEXANDROS
Signature	
Date	24-05-2012 , PIRAEUS GREECE
Place	

SECTION T:

**Objective, actions
and expected results
Project planning and
structure**

SUMMARY OF THE PROJECT (Maximum 1 page)

Summary: The “Deepwater Horizon” oil spill in the Gulf of Mexico highlights the value of cross-border civil protection and marine pollution preparedness, cooperation, and training, given the current oil and gas drilling activities in SA Mediterranean and the devastating economic and ecological effects of a technological disaster in coasts of such unique natural beauty. The NEREIDs proposal aims to strengthen civil protection and marine pollution preparedness and cooperation among Greece and Cyprus, building on international standards, best practices, and innovative Information and Communication Technologies (ICT). An eLearning platform building on innovative concepts of online games, mobile technologies & apps will train professionals and volunteers in plans and best practices supported by R&D in Greece, UK, and Germany. Risk assessment techniques supported by cooperation of marine research centres in Greece, Cyprus and the UK, and an incident database including descriptions of incidents in a standard format will provide the basis for Skills development on cross-border cooperation and synergies, the Host Nation Support (HNS) guidelines, and collaboration among professionals and Red Cross and Johanniter-Unfall-Hilfe volunteers. Two table-top exercises, multiple information days, and a final conference organized by civil protection & marine pollution authorities, will provide engagement opportunities for members of the European Civil Protection Mechanism (ECPM). Three evaluation workshops will support co-operative design of training material for skills development and knowledge retention.

Detailed objectives:

- (a) **advance cross-border civil protection and marine pollution cooperation** for direct response to natural, technological and man-made disasters which require specific technical skills or know-how.
- (b) **contribute to the education and skills development** of professionals and volunteers aiming to increase the preparedness of participating states for the coastal consequences of marine pollution accidents.
- (c) **improve preparedness** for receiving assistance in line with the HNS Guidelines adopted on Dec 2, 2010.
- (d) **adopt novel e-learning** techniques for spreading knowledge about civil protection and marine pollution in ECPM states.
- (e) **improve skills in combatting marine pollution** encouraging adoption of best practices on standardized situational reporting.
- (f) **create an incident data base of best practices** based on **standardized situational reports** highlighting outstanding response and common errors by teams involved. This database will be the basis for eLearning courses, social games, and training tools.
- (g) **assess an evaluation framework** measuring aptitude, skills development, and knowledge retention.

Actions and means involved: The proposal activities will concentrate on the following main lines of work:

- (a) **Advance cross-border civil protection and marine pollution cooperation** for direct response to natural and man-made disasters which require specific technical skills or know-how. These actions will engage Greece and Cyprus and an international advisory board. Additionally expert groups will be assembled with participation of experts from members of the ECPM and the South East Mediterranean and internationally. Plans will be exchanged and harmonized in the course of table-top exercises, engaging HNS, risk assessment, and ICT tools.
- (b) **Cooperatively design, implement and promote continuous education and skills development** aiming to increase preparedness of ECPM states for the coastal consequences of marine pollution accidents engaging professionals and volunteers (NGOs). Specific actions that will be employed include aligning plans, encouraging participation in training and preparedness courses, table top exercises, as well as best practices from Europe and worldwide.
- (c) **Increase preparedness for receiving assistance.** Cyprus Civil Defence will coordinate activities targeting at raising awareness, which will be in line with the HNS guidelines adopted on Dec 2, 2010. Cooperation with the Dutch DGV will be sought through their participation in the table-top exercises and the Advisory Board.
- (d) **Engage innovative use of ICT and of e-learning** for spreading knowledge about civil protection and marine pollution in member states. Expert centers in risk assessment (TEI-Crete, Oceanography Center in Cyprus, and Cardiff University) will deliver comprehensive risk assessment models based on incident reports to be used in games, eLearning and mobile (m-)Learning applications developed by FORTH(Gr) and Ubilabs (De). Civil Protection (Crete), Civil Defence (Cy), the Dpt of Fisheries & Marine Research (Cy), and National Emergency Medical Services (GR) will support the development of educational material to train public officials and volunteers, enhancing their knowledge and coordination capacity. Emergency Medical Services (Crete), Red Cross, and Johanniter-Unfall-Hilfe (engaged through Ubilabs) will support training among volunteers and professionals aiming at **reaching out to at least 800-1000 persons over 18 months**. Techniques that will be used in this context and for further diffusion include webinars, crowd sourcing and the social web. The **multilingual** material created will be shared with ECPM members.
- (e) **boost preparedness potential reducing the impact of emergencies** by sharing experience and best practices on developing and making use of situational reports. NEREIDs will **build on established methodologies and international standards** such as those by the IMO to **create** a multi-modal incident database of recent pollution events and best practices in containing them. The format will incorporate risk assessment information leading to an extended **standardized format for situational reports** highlighting outstanding response, and common errors will be developed and promoted among stakeholders.
- (g) **create an evaluation framework** using principles from the EU competence framework to evaluate the impact of eLearning methods and used on Knowledge retention in three evaluation workshops.

Expected results: (a) Advanced planning and preparedness for EU civil protection operations, building on risk assessment and standardized incident reports. (b) Increased effectiveness of transnational cooperation in HNS, by improving the knowledge of professionals and volunteers and disseminating best practices to all ECPM members. (c) Novel multilingual **educational materials** available in electronic format for training and retraining of professionals and volunteers to all members of the ECPM. (d) Wide awareness of best practices and shared **common incident database** to be used for training and refresh courses.

Project tasks and updated schedule (Gantt Chart / network)

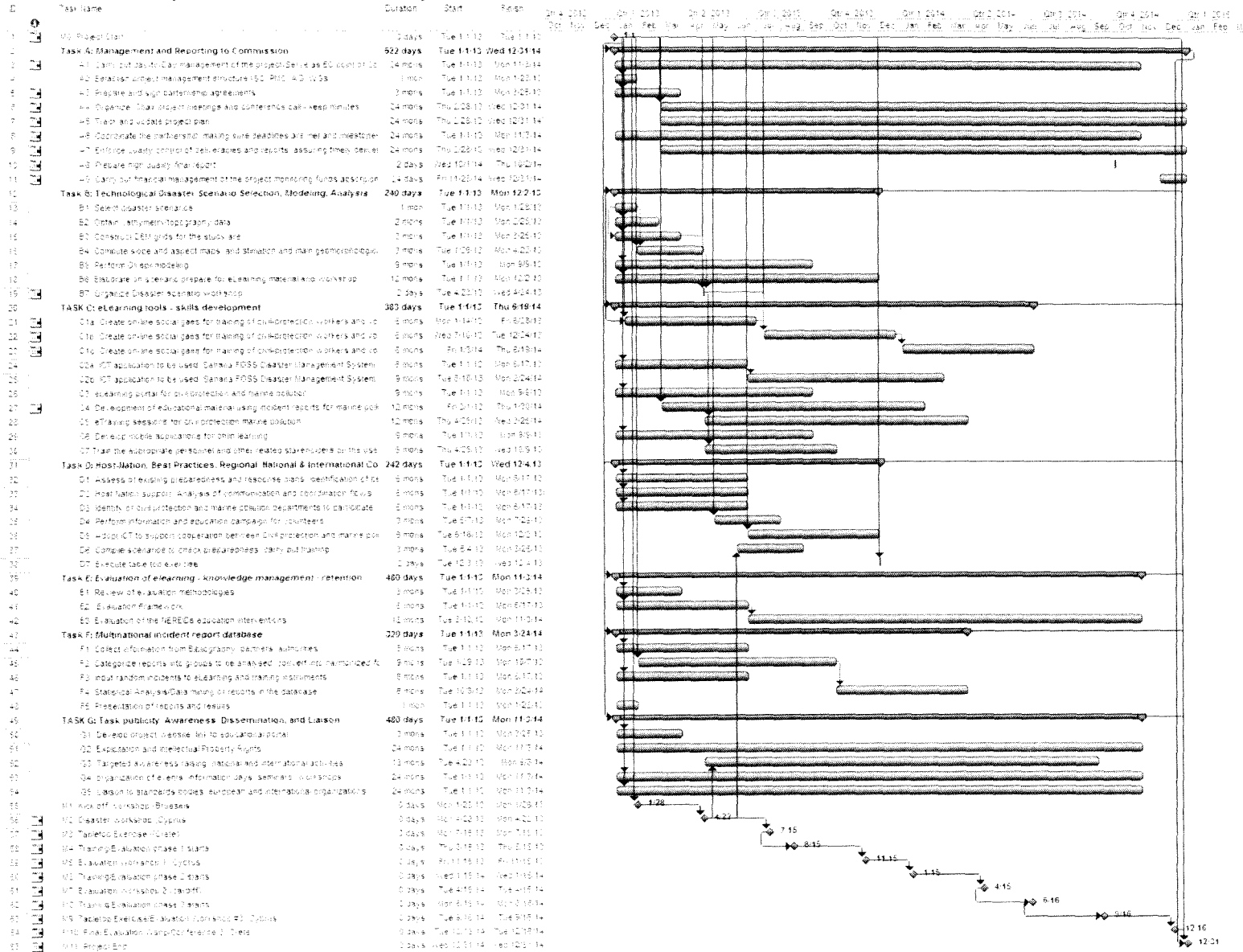
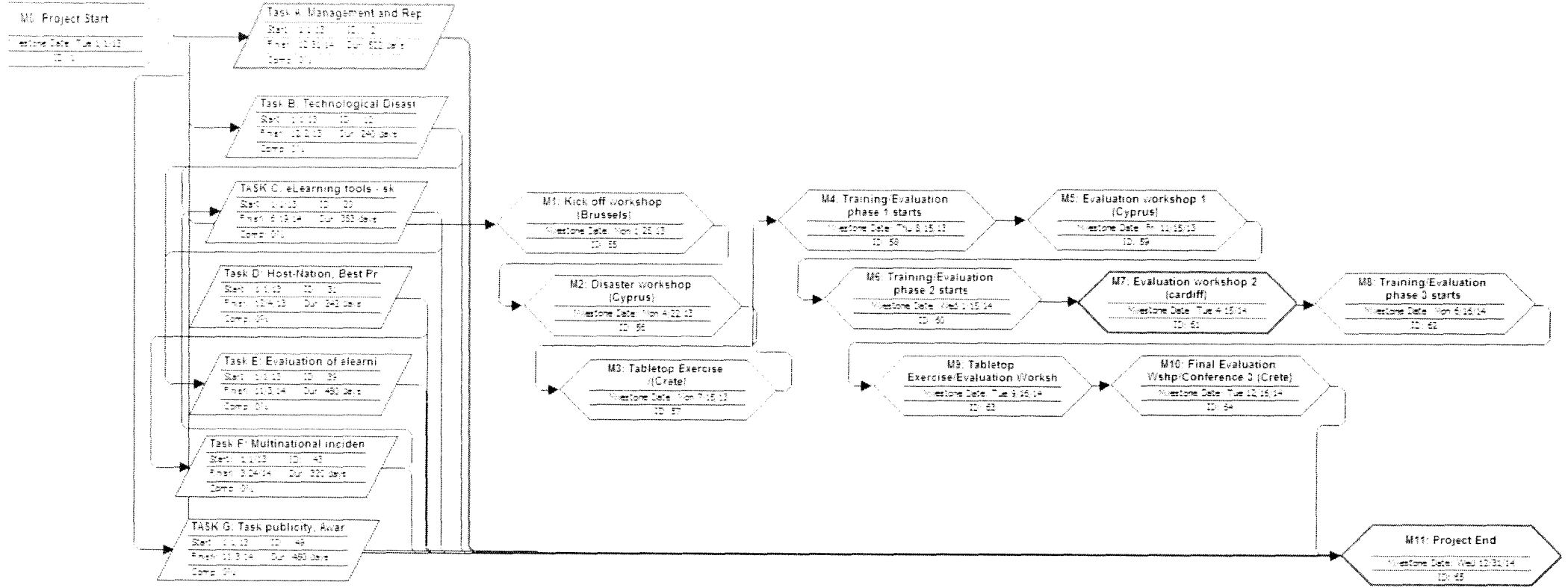


Figure 1: Gantt Chart for the Nereids project



60

Figure 2: Task Network Diagram

m T2

Project Acronym		NEREIDs				
Task ID	Task Title	Start Date	End Date	Actions	Deliverables	
TASK A	Task management and Reporting to the commission (T0-T24)	T0	T24	<ul style="list-style-type: none"> To serve as the single point of reference for the Commission To establish the project management structure: steering committee, advisory group, working groups To administer the project, consortium agreement, partnership agreements, collect financial and management, and technical implementation progress reports To organize and coordinate teleconferences and project meetings To continually track and update the project plan taking measures for mitigating risks. To coordinate the partnership and monitor progress of their activities making sure that deadlines are respected and milestones are timely reached To enforce quality control of the deliverables and reports, assuring timely reporting to the Commission To prepare a high quality consolidated technical report To carry out day to day and financial management of the project monitoring funds absorption and ensure wise and efficient use of resources To carry out communication among partners, and other interested parties in Europe and world-wide 	<ul style="list-style-type: none"> A.1.1-A.1.24: Meeting Minutes A.2: Participant Agreements A.3: Year 1 Progress Implementation Report A.4: Final Technical Implementation Report 	
TASK B	Technological Disaster Scenario Selection, Modeling, Analysis	T0	T24	<p>Select disaster scenarios</p> <p>Create DEM grids (from bathymetry/topography data) of the study areas</p> <p>Process of DEM to produce integrated slope and aspect maps and define main geomorphological features of the study area(s).</p> <p>Perform Oil spill modelling using MEDSLIK and POSEIDON OSP</p> <p>Elaborate on scenario prepare for eLearning material and workshop</p> <p>Organize Disaster scenario workshop</p>	<ul style="list-style-type: none"> Refine Technological Disaster Scenario DEM maps (from bathymetry/topography data) for each study area: Geomorphological maps of the study area(s) Oil spill dispersion maps 	

Project Acronym	NEREIDs
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Task ID	Task Title	Start Date	End Date	Actions	Deliverables
TASK C	eLearning tools - skills development	T0	T12	<ul style="list-style-type: none"> • Development of educational material using incident reports for marine pollution • Modify, configure, customize and use "Sahana FOSS Disaster Management System" • eLearning portal for civil protection and marine pollution • Create an online social game for marine pollution • Development of mobile application for online learning (mLearning) • Train the appropriate personnel and other related stakeholders on the use of the ICT applications for eLearning • eTraining sessions for civil protection marine pollution 	<ul style="list-style-type: none"> • The ICT applications to support spreading knowledge about civil protection and marine pollution • Training using "NEREIDs": usage manuals • Evaluation of training tools from ICT perspective
TASK D	Host-Nation support, Best Practices, Regional, National & International Cooperation	T0	T24	<ul style="list-style-type: none"> • Assessment of existing preparedness and response plans in participating countries • Host-Nation: Analysis of communication & coordination flows. • Identification of civil protection and marine pollution departments to participate in the preparation phase. Carry out training activities • Perform an information and educational campaign for the public, Train & Mobilize volunteer organizations in Greece, Cyprus, and other EU regions. • Acquiring information and communication technology (ICT) to support this cooperation among participating CP and MP authorities through monitor and communications systems in the context of training and Host nation support • Refine scenario scripts based on detailed actions to be taken by the organisations in order to check their level of preparedness. • Organize Table Top Exercise with the participation of all the engaged departments/organisations in each country 	<ul style="list-style-type: none"> • D1d Analysis of Civil Protection and Marine Pollution procedures in Cyprus, Greece, Germany • D2d Identification of Departments that are involved in the planning, preparedness and response phases and their training needs, in relation to Host Nation support - modification of emergency plans • D3d Evaluation of the whole process

Project Acronym		NEREIDs			
Task ID	Task Title	Start Date	End Date	Actions	Deliverables
TASK E	Evaluation of learning objectives - knowledge management / retention	T18	T24	<ul style="list-style-type: none"> Review of Evaluation Methodologies for training in Civil & Marine Protection Evaluation framework for training in Civil and Marine Protection Evaluation of the NEREIDs interventions 	<ul style="list-style-type: none"> Review of Evaluation Methodologies for training in Civil & Marine Protection Evaluation Framework for training in Civil and Marine Protection Evaluation of the NEREID interventions in the context of the EU competence framework Recommendations on the adoption of eLearning and social media in civil and marine protection training
TASK F	Multinational incident report database	T6	T24	<ul style="list-style-type: none"> Collect information. Categorize reports into groups to be analysed; convert into harmonized format. Input random incidents to eLearning and training instruments Statistical Analysis/Data mining of incident reports in the database Evaluation of the database, Presentation of reports and results 	<ul style="list-style-type: none"> Report with the incidents and other statistical details from 1950 in Mediterranean Sea area, EU and worldwide Evaluation of the harmonized incident database
TASK G	Task Publicity, Awareness, Dissemination & Liaison	T0	T24	<ul style="list-style-type: none"> Develop project website; link to education portal Exploitation and Intellectual Property rights Targeted awareness raising, national and international activities organization of events, information days, seminars, workshops Standardization 	<ul style="list-style-type: none"> Dissemination plans Project Web site Proceedings of the NEREIDs Workshops G4d Report of the targeted Awareness raising activities Report on standardization efforts Report on intellectual property rights and exploitation

Project Acronym		NEREIDs	T3a - Task Form
Task ID	A	Task Title	Task management and reporting to the commission
Objectives			
<p>The main aim of this task is to guarantee that the Project NEREIDs will be efficiently and effectively managed to deliver the objectives of the project in a timely manner.</p> <p>Specific actions in this task that spans the duration of the project (T0 to T0+24) aim:</p> <ol style="list-style-type: none"> 1. To serve as the single point of reference for the Commission 2. To establish the project management structure: steering committee, advisory group, working groups 3. To administer the project, consortium agreement, partnership agreements, collect financial and management, and technical implementation progress reports 4. To organize and coordinate teleconferences and project meetings 5. To continually track and update the project plan taking measures for mitigating risks. 6. To coordinate the partnership and monitor progress of their activities making sure that deadlines are respected and milestones are timely reached 7. To enforce quality control of the deliverables and reports, assuring timely reporting to the Commission 8. To prepare a high quality consolidated technical report 9. To carry out day to day and financial management of the project monitoring funds absorption and ensure wise and efficient use of resources 10. To carry out communication among partners, and other interested parties in Europe and world-wide <p>Task Leader: Mrs Catherine Chronaki (Project Coordinator), Participants: All partners Participants: CB (FORTH), AB1 (CCD), AB2 (TEI-Crete), AB7 (OC-CY) [as task leaders, members of the steering committee] all as members of the Management Board.</p>			
DESCRIPTION			

Action A1: Serve as the single point of reference to the European Commission

Est. effort 10%

The coordinator will serve as the single point of reference for the Commission, communicating all issues that may be raised in the execution of the project and communicating to the partners all relevant information within 48 hours via email or fax.

Expected results: Successful communication between the partnership and the European Commission to attain the objectives of NEREIDs in an efficient and effective

Constraints and assumptions: The Associated Beneficiaries will not contact the EC representative directly.

Responsible for implementing it: CB (FORTH)

Action will be subcontracted: No

Action A2: Establish the project management structure: steering committee, advisory group, working groups

Est effort 5%

This proposal includes a large number of associated beneficiaries directly through project participation or indirectly through experts and membership to the International Advisory Board. This can be quite demanding from a project management point of view and requires a flexible and effective project management structure.

The proposal has received letters of support included in the appendix, from the ministry of energy in Cyprus (responsible for relevant oil and gas exploration activities), DGV in the Netherlands (responsible for the preparation of the HNS guidelines), SAHANA (disaster management system), the Hellenic institute of hydrocarbons, and the Cyprus Marine Environment Protection Association.

To ensure the smooth implementation of the project, CB (FORTH) will establish a five-member team comprising the coordinator, project manager, along with administrative, financial, and legal support within a month of the project start date. The main decision body of the NEREIDs project will be Project Management Board, comprising one representative from each Associated Beneficiary, the Coordinator (Mrs Chronaki, FORTH) and the Project Manager (Mr. Kontoyiannis, FORTH). The Steering Committee (or Executive Committee) will comprise the Leaders of tasks A, B, C, D, E, F, G. Each task leader will establish a working group to facilitate implementation of the project.

The steering committee will have monthly Skype calls to monitor progress and will be advised by an International Advisory Board. The AB and task leaders will propose one or more external experts to the advisory group (AG). The AG will convene approximately every six months, unless project milestones require other engagement. The costs of travel for the AG will be covered by the project budget. The AG will monitor the interim results of the project and assure the high quality of project deliverables and reports. No remuneration will be provided to the members of the AG.

Expected results: High quality deliverables, effective management of the project.

Constraints and assumptions: Achieving consensus with ABs

Responsible for implementing it: CB (FORTH) with support from all ABs.

Action will be subcontracted: No

Action A3: To administer the project, partnership agreements, collect financial and management, and technical implementation progress reports

Est effort 15%

In the first three months of the project partnership agreements will be drawn between CB (FORTH) and each of the associated beneficiaries. The partnership agreements will layout the ground rules for this project, building on significant experience with EC-funding projects and the link between funding and project deliverables.

Expected results: CB and AB will know their rights and responsibilities.

Constraints and assumptions: None

Responsible for implementing it: CB (FORTH) with support from ABs

Action will be subcontracted: No

Action A4: To organize and coordinate teleconferences and project meetings

Est. Effort 20%

CB and Task Leaders will organise and coordinate teleconferences using Skype or other widely available low-costs methods to achieve cost-effective implementation of project activities. CB (FORTH) will be responsible to organize monthly calls with the Steering Committee of task leaders to make sure that the work plan is followed and milestones are reached on time. At least quarterly, organize face to face project management board meetings by Skype or collocated with another project event, to save resources. Task leaders will organize their WG meetings and post their minutes to the protected part of project web-site.

Expected results: Timely achievement of project milestones, shared understanding on goals and objectives. Preparation of agendas, minutes, and actions will be supported by the coordinator and task leaders. The steering committee will meet at least on a monthly basis using Skype. Task leaders will establish their own schedule and work-plan. The coordinator will also schedule meeting of the steering committee with the advisory board, sharing results with the management board.

Constraints and assumptions: Task leaders are competent manager

Responsible for implementing it: CB (FORTH) and Task Leaders (CCD, OC-Cy, TEI-Crete)

Action will be subcontracted: No

Action A5: To continually track and update the project plan taking measures for mitigating risks.

Est. effort: 5%

CB (FORTH) represented by the NEREIDs project coordinator and project manager will follow closely the implementation of the project, tracking milestones, providing advance notifications and alerts to partners, and last but not least update the plan if the need to do so arises.

Expected results: Up-to-date project plan, Gantt chart and resource use shared with the project board and the European Commission.

Constraints and assumptions: None

Responsible for implementing it: CB (FORTH)

Action will be subcontracted: No

Action A6: To coordinate the partnership and monitor progress of their activities making sure that deadlines are respected and milestones are timely reached

Est. effort: 10%

Monitor progress of the project as a whole. Contact regularly the Abs to ensure that the project implementation proceeds according to plan.

Expected results: Efficient management of the project.

Constraints and assumptions: None

Responsible for implementing it: CB (FORTH)

Action will be subcontracted: No

Action A7: To enforce quality control of the deliverables and reports, assuring timely reporting to the Commission

Est. effort: 10%

The AG and experts associated with Tasks will support this activity along with the Task leaders. All the deliverables will be internally and externally reviewed. All deliverables will be reviewed by at least three partners and at least on external expert.

Expected results: Quality Deliverables

Constraints and assumptions: the CB and Abs will deliver to the expectations.

Responsible for implementing it: Partnership with support from the AB and AG.

Action will be subcontracted: No

Action A8: To prepare a high quality consolidated technical report

Est. effort: 10%

Task leaders will provide a final report presenting the deliverables of their tasks. These task reports will be consolidated along with cumulative administrative and financial data to create the final report. The final report will be evaluated by the Advisory Group.

Expected results: A high quality final report

Constraints and assumptions: The CB and ABs deliver to the expectations

Responsible for implementing it: CB with support from the Steering Committee and the WGs.

Action will be subcontracted: No

Action A9: To carry out day to day and financial management of the project monitoring funds absorption and ensure wise and efficient use of resources

Est. effort: 5%

The coordinator will collaborate closely with the financial officer, both members of the CB team assigned to the project to track the resources consumed by the CB and Abs, associating payments to delivery of results.

Expected results: Effective use of project budget to achieve project results.

Constraints and assumptions: ABs are not responsive. Mitigation strategy: topic will escalate to the Steering Committee and the Project Management Board. Appropriate statements will be added to the partnership agreement.

Responsible for implementing it: CB (FORTH)

Action will be subcontracted: No

Action A10: To carry out communication among partners, and other interested parties in Europe and world-wide

Est. effort: 10%

CB will make sure that partners communicate effectively and collaborate productively to achieve the results of the NEREIDs. Partnerships will be pursued to achieve higher impact for the project.

Expected results: Wide dissemination of project results; achievement of project objectives

Constraints and assumptions: Ability of the Advisory Group and partnership to identify and respond to opportunities.

Responsible for implementing it: CB (FORTH) supported by the Project Steering Committee

Action will be subcontracted: No

Form T3b

Project Acronym		NEREIDs	T3b- Task Form			Page 1 of maximum 10 (1 task per page)
Task ID	A	Task Title	Management and Coordination			
Start Date	T0	End Date	T27	Duration	27m	
Deliverable Date	Deliverable Description					
Monthly	A.1.1-A.1.24: Meeting Minutes of Steering Committee (monthly), Project Management Board (quarterly), advisory board (biannually).					
TO+3	A.2: Participant Agreements					
TO+12	A.3: Midterm Progress Implementation Report					
TO+27	A.4: Final Technical Implementation Report					

Form T3a

Project Acronym		NEREIDs	T3a - Task Form
Task ID	B	Task Title	Technological Disaster Scenario Selection, Modeling, Analysis
Objectives			
Main Objectives			
Produce a scientifically sound scenario of a Technological disaster, including critical infrastructure threats and oil spill expansion			
The following actions will be taken			
<ul style="list-style-type: none"> • Select the disaster scenarios • Obtain bathymetry/topography data of the study area(s) • Carry out slope and aspect maps, estimation of the main geomorphological features • Oil spill modelling • Elaborate on the disaster scenario, prepare for workshop • Disaster Scenario Workshop 			
Task Leader: Prof. Eleni Kokinou, TEI Crete, Greece Participants: CB (FORTH), AB1 (CCD), AB2 (TEI-CRETE), AB3 (CP-CRETE), AB4 (DFMR), AB5 (CU), AB6 (HRC-DSRL), AB7 (OC-CY), AB8 (Ubilabs), AB9 (EMS-Crete)			
DESCRIPTION			

Action B1: Select disaster scenarios**Est. Effort: 5%**

A disaster scenario will be selected that is sufficiently great to overwhelm the capacities of the affected country. Oil spills produced from explosions on the oil and gas production platforms (Piper Alpha, 1978; Montara, 2009 and the BP Deepwater Horizon spill, 2010) or sea accidents of tankers (<http://www.lenntech.com/environmental-disasters.htm#5>. Major oil spills of the 20th and 21st century) comprise a major environmental and financial threat. The confirmation of significant quantities of hydrocarbons in Cyprus and the scientific estimates of equally significant quantities in the south and southwest of the Greek island of Crete are intensively discussed in the last 2-3 years. Combined sources from qualified institutions (i.e., The U.S. Geological Survey, BEICIP/FANLAB, the Institut Français du Pétrole) and entities of science (i.e., Paper by Bruneton, Konofagos and Foscolos titled "[Cretan Gas Fields – A new perspective for Greece's hydrocarbon resources](#)") estimate that the Levantine Basin, the Nile Delta Cone, the Eratosthenes Continental Block, the Herodotus Basin and the Mediterranean Ridge, may hold more than 50 trillion cubic meters (tcm) of natural gas. Additionally the ship traffic in the area of Eastern Mediterranean is very intense. Although many spills are contained and cleaned up by the party responsible for the spill, some spills require assistance from local and state agencies. The selected scenario will be based on this event.

A lot of information is available in literature regarding the oil spills produced from explosions on oil and gas production platforms as well accidents of tankers (Emergencies, Accidents, and Spills," Office of Solid Waste and Emergency Response, U.S. Environmental Protection Agency, <http://www.epa.gov/oswer/emergencies.htm>; "Responding to Oil Spills," U.S. Environmental Protection Agency, <http://www.epa.gov/oilspill/response.htm>; Shahir et al. Security Informatics 2012, 1:4). Pate-Cornel M.E (1993) studied the accident occurred on board of the offshore platform Piper Alpha in July 1988 killed 167 people and cost billions of dollars in property damage. She analyzed the accident scenario using the risk analysis framework, determined which human decision and actions influenced the occurrence of the basic events, and then identified the organizational roots of these decisions and actions. These organizational factors are generalizable to other industries and engineering systems. However, detailed oil spill modelling still lacks, in order to be conclusive to the scenario selection.

Expected results: A set of realistic technological disaster scenarios for the study area.

Responsible for implementing it: AB2 (TEI-Crete)

Participants: AB5 (CU), AB7 (OCY-CY)

Constraints and assumptions: The information related to the oil spill scenario will be based on the most recent work published in literature.

Action will be subcontracted: No

Action B2: Create DEM grids (from bathymetry/topography data) of the study area(s)**Est. Effort: 20%**

An oil spill scenario firstly requires the appropriate selection of a Digital Elevation Model (DEM). DEM data specify topography and bathymetry data within a well-defined x, y coordinate system. DEM data sets are typically obtained from a range of sources, many of which do not use the same reference framework. A number of useful GIS tools will be used to convert data from one system to another and to eliminate discrepancies between the various datasets. For example, it is typical to experience significant discrepancies in the shoreline data when comparing and combining datasets in the GIS, and there are cases that accurate shoreline data need to be extracted from very high resolution data or in situ measurements in order to be used for the accurate coupling of topography and bathymetry data.

Shuttle Radar Topography Mission (SRTM) 90m topography DEM is available online at <http://srtm.csi.cgiar.org/>. The higher resolution topography data will be sought from governmental agencies. Topography data will be also obtained from the Hellenic Army Service.

Bathymetry data are also available online through ETOPO1 Global Relief Model. ETOPO1 is a 1 arc-minute global relief model of Earth's surface that integrates land topography and ocean bathymetry. Bathymetry data will be also obtained from the Hellenic Navy Hydrographic Service.

Combined topography and bathymetry data will be integrated using GIS. This will be done in the Department of Natural Resources and Environment of the Technological Educational Institute of Crete.

Expected results: DEM grids for the study area(s).

Constraints and assumptions: The bathymetry/topography accuracy will depend on the available data, spatial resolution and possibly the collection date.

Responsible partner: AB2 (TEI-Crete)

Participants: AB5 (CU), AB7 (OC-CY)

Action will be subcontracted: No

Action B3: Process of DEM to produce integrated slope and aspect maps and define main geomorphological features of the study area(s)**Est. Effort: 30%**

Digital elevation models (DEMs) and DEM analysis methods are used for geological fault recognition as about 90% of fault geomorphic indices can be defined quantitatively (Kokinou et al., 2012, Geol. Soc. Am. Bulletin, doi:10.1130/B30492.1), that is closely related to the estimation of the geomorphological features in the study area(s). There are techniques of perspective views (Campagna et al., 1991), thalwegs revealing (Eliason and Eliason, 1987), land surface gradient and aspect mapping (Onorati et al., 1992), and reflectance mapping (Schowengerdt and Glass, 1983). Slope and aspect maps comprise an excellent tool for the recognition of the geomorphological features.

The results of the above approximation should include information about the sea-bottom and near coast morphological structure that will be later combined with information concerning the direction and speed of the wind and sea currents from on line databases (for example <http://poseidon.hcmr.gr/>) in order to define how an oil spill will expand and which of the near coast areas will be mainly affected. This information can be used by emergency managers and urban planners primarily to establish a preparedness plan or an alert system.

The Department of Natural Resources and Environment of TEI Crete performs Risk assessment using GIS techniques in combination with geomorphological studies. Ass. Professor Eleni Kokinou, while in the Technical University of Crete and now in the Technological Educational Institute Crete has developed geomodels concerning the crust structure of Ionian sea (Kokinou et al., 2003; 2005; 2006) and further the Cretan and Libyan seas (Kokinou and Kamberis, 2009; Kokinou et al., 2012) useful for the hydrocarbon exploration and exploitation in the pre-mentioned areas.

Expected results: Slope-aspect maps and estimation of the geomorphology in the study area(s)

Constraints and assumptions: The Constraints and assumptions will be the one of the pre-mentioned approximation

and the accuracy of the bathymetry/topography data.

Responsible partner: TEI-Crete

Participants: AB5 (CU)

Action will be subcontracted: No

Action B4: Perform Oil spill modelling for the study area(s)**Est. Effort: 30%**

Oil spill modelling will be elaborated using well established oil split model software (MEDSLIK, POSEIDON). These two models used in on-going projects of EU to establish the MEDESS4M framework, in collaboration with respected agencies. The Oceanographic Centre of University of Cyprus along with the Hellenic Centre for Marine Research (Institute of Oceanography) will provide reliable atmospheric, oceanographic and sea state forecasting results, for the Cyprus and Greek seas. Such maps are of great importance for emergency responders, transportation agencies and for real-time dissemination of public

information. Such maps indicate the direction of an oil spill expansion and show which near-coast areas will be mainly affected. These maps will be used for planning the scenario. OC-UCY will generate those maps.

Expected results: Oil spill dispersion maps.

Constraints and assumptions: The accuracy of the Oil spill dispersion maps will depend on the available data.

Responsible partner: AB7 (OC-UC)

Participants: AB7 (OC-CY), AB2 (TEI-Crete)

Action will be subcontracted: Partially by the Hellenic Centre for Marine Research (Institute of Oceanography, Dr. Perivoliotis)

Action B5: Elaborate on scenario prepare for eLearning material and workshop

Est. Effort: 10%

After completion of actions A.1-4, all the data and conclusions will be assessed and integrated to produce the scenario script.

TEI Crete will re-examine and re-assess tasks B.1-4 for their accuracy and consistence and will integrate them to produce the final scenario script.

Expected results: Technological Disaster scenario script.

Constraints and assumptions: The constrains and assumptions of tasks B.1-4,

Responsible partner: AB2 (TEI Crete)

Participants: AB5 (CU), AB7 (OC-CY)

Action will be subcontracted: No

Action B6: Organize Disaster scenario workshop

Est. Effort: 5%

The final stage is the scenario workshop. After the disaster scenario is selected and the corresponding risk maps are prepared, a workshop will be held in order to present and discuss the results with the partners of the project.

The workshop will be organised by the Civil Protection Authorities in Cyprus AB4 (DFMR) and AB7 (OC-CY) and invitations will be sent to all partners of the project and all civil protection authorities involved.

Expected results: Revised exercise scenario; workshop proceedings; participating organizations understand the premises of the scenario.

Constraints and assumptions: -

Responsible partner: AB2 (TEI Crete)

Participants: CB (FORTH), AB1 (CCD), AB2 (TEI-Crete), AB3 (CP-Crete), AB4 (DFMR), AB5 (CU), AB6 (HRC-DSRL), AB7 (OC-CY), AB8 (Ubilabs), AB9 (EMS-Crete)

Action will be subcontracted: No

Form T3b

Project Acronym		NEREIDs	T3b- Task Form		Page 1 of maximum 10 (1 task per page)
Task ID	B	Task Title	Technological Disaster Scenario Selection and Analysis		
Start Date	T0		T12	Duration	12m
Deliverable Date	Deliverable Description				
T0+3	Refine Technological Disaster Scenario: A realistic oil spill scenario for the study area(s) that is sufficiently great to overwhelm the capacities of the affected country				
T0+6	DEM maps (from bathymetry/topography data) for each study area: The maps contain topography and bathymetry data within a well-defined x,y coordinate system (WGS84 or GGRS1987). The bathymetry/topography accuracy will depend on the available data and spatial resolution.				
T0+6	Geomorphological maps of the study area(s) Integrated slope and aspect maps and definition of the main geomorphological features in each study area.				
T0+9	Oil spill dispersion maps Oil spill dispersion simulations using the atmospheric, oceanographic and sea state forecasting results.				
T0+7	Disaster Scenario description: A detailed scenario description with detailed information of an oil spill propagation and the most affected near-coast areas.				
T0+8	Proceedings of the exercise scenario workshop: Through report on the conclusions regarding the presentation of the Technological Disaster Scenario for the exercise, presented at the workshop. Possible refinement of the disaster scenario				

Form T3a

Project Acronym		NEREIDs	T3a - Task Form
Task ID	C	Task Title	eLearning tools - skills development
Objectives			
Main Objectives			
<ul style="list-style-type: none"> - Development of a web-based learning game that will help to enhance skills, knowledge and educate the appropriate personnel for the unexpected emergencies of marine pollution. - Development of educational material to train civil protection and marine pollution professionals, volunteers and other related stakeholders to enhance knowledge and coordination, is a key factor. Provide common good with the process of crowdsourcing, online and offline, in a form that will deliver awareness and skills to the appropriate personnel for the situation, to combine and record progress in the state of the disaster. - eTraining sessions will be organised based on ICT Technologies to deliver high-quality learning experience to remote professionals, volunteers and other related stakeholders. - Use of the web-based "Sahana FOSS Disaster Management System" to help manage a disaster, aiming to provide situation awareness, organization registry, volunteer coordination and additional features to assist and prepare the operations. - The creation of a learning environment (e-learning portal) in the field of civil protection and marine pollution for spreading knowledge with the appropriate content to reach a broader audience. - A mobile learning (mLearning) application will be developed and will be used as a tool for educating the appropriate personnel. 			
Task Leader: Mr Vasilis Kontogiannis, FORTH-Institute of Computer Science			
DESCRIPTION			

Action C1: Development of educational material using incident reports for marine pollution**Est. Effort: 20%**

Educational material will be developed for marine pollution to train civil protection and marine pollution professionals, volunteers and other related stakeholders. Techniques that will be used in this context will include novel web and crowdsourcing using tools like Twitter, Facebook, Slideshare, Dropbox, Google Docs etc. The content will be available online and offline for the purpose of education.

Expected results: To increase the knowledge and skills of civil protection and marine pollution professionals, volunteers and other related stakeholders.

Constraints and assumptions: The appropriate means and materials must be available.

Responsible for implementing it: CB (FORTH)

Participants: AB2 (TEI Crete), AB1 (CCD), AB6 (HRC-DSRL), AB5 (CU), AB4 (DFMR)

Action will be subcontracted: No

Action C2: ICT application to be used: "Sahana FOSS Disaster Management System"**Est. Effort: 10%**

"Sahana FOSS Disaster Management System" will be used in order to educate and help manage disaster coordination problems during a disaster and spread knowledge to the civil protection and marine pollution professionals, volunteers and other related stakeholders providing situation awareness, organization registry, volunteer coordination and additional features for operations. This disaster management system will be modified, configured and customized appropriately to meet the needs of civil protection and marine pollution disaster situations. The right information will be managed and shared to allow the bodies to coordinate and operate as one according to plans, for small exercises of the project. Sahana will be installed and maintained at FORTH.

Expected results: Towards an efficient distribution of support and services.

Constraints and assumptions: Available resources and customizable system.

Responsible for implementing it: AB6 (HRC-DSRL)

Participants: CB (FORTH), AB3 (CP-CRETE), AB9, AB1 (CCD), AB4 (DFMR)

Action will be subcontracted: No

Action C3: eLearning portal for civil protection and marine pollution**Est. Effort: 10%**

An eLearning portal will be developed and will be used as a tool for spreading knowledge about civil protection and marine pollution in participating states and sharing experiences. This portal will include online registration, courses timetable, preparedness valuable information and notes, Frequently Asked Questions (FAQ) section, multimedia support, training scenarios, best practices and other features. The portal will be modular leading to a structural approach to improve maintainability and extensibility. The eLearning portal will be hosted and maintained at FORTH.

Expected results: To increase the knowledge and skills of civil protection and marine pollution professionals, volunteers and other related stakeholders.

Constraints and assumptions: The appropriate means and materials must be available.

Responsible for implementing it: CB (FORTH)

Participants: AB6 (HRC-DSRL), AB1 (CCD), AB2 (TEI Crete)

Action will be subcontracted: No

Action C4: Create an online social game for marine pollution

Est. Effort: 20%

An ICT learning game (web-based) learning game will be developed as a learning tool in order to advance self-help skills for marine pollution incidents. This will give the opportunity to present and simulate processes and structured scenarios for marine pollution as quests. The presenting materials will be in a way relevant to learners and their needs. Furthermore, the players can use previous knowledge to link elements and develop a spontaneous use of the resulting information within the game. Location will be cloud hosted.

Expected results: Confirm the proper flow of the game and its effectiveness.

Constraints and assumptions: Educational appropriateness and the seamless integration of the design elements within the game.

Responsible for implementing it: AB8 (Ubilabs)

Participants: strongly involved CB (FORTH), AB6 (HRC-DSRL)

Action will be subcontracted: No

Action C5: Develop mobile application for online learning (mLearning)

Est. Effort: 20%

An application will be designed and developed for PDA / smartphone that will incorporate educational material for civil protection and marine pollution as well as guidelines and multiple choice quizzes for self-training and other useful features. The application will be available within the selected platform's online services hub (e.g. Android Google Play) or installed in the devices for the stakeholders.

Expected results: The ability to be used anywhere for the appropriate personnel and other related stakeholders, enhancing their knowledge or reminding them valuable information.

Constraints and assumptions: The appropriate means and materials must be available.

Responsible for implementing it: CB (FORTH)

Participants: AB1 (CCD), AB2 (TEI Crete), AB5 (CU), AB6 (HRC-DSRL)

Action will be subcontracted: No

Action C6: Train the appropriate personnel and other related stakeholders on the use of the ICT applications for eLearning

Est. Effort: 10%

Sufficient training will be provided to the civil protection and marine pollution professionals, volunteers and other related stakeholders in the use of novel ICT services and applications.

Expected results: To gain a more adequate grasp of technologies.

Constraints and assumptions: Availability of personnel, trainers and training material.

Responsible for implementing it: CB (FORTH)

Participants: AB6 (HRCGR), AB1 (CCD), AB3 (CP-Crete)

Action will be subcontracted: No

Action C7: eTraining sessions for civil protection and marine pollution Est. Effort: 10%

eTraining sessions will be organised using web conference solutions such as BigBlueButton, Google+, OnWebminar etc., to deliver synchronized sharing experience and collaboration over the internet between experts, volunteers, civil protection and marine pollution professionals and other related stakeholders. Training session will be organised by AB1 and AB3. The eTraining server will be hosted at FORTH or use cloud technology of the web conference solution.

Expected results: To improve skills and encouraging the cooperation and exchange of best practices

Constraints and assumptions: The appropriate means and materials must be available.

Responsible for implementing it: AB1 (CCD), AB3 (CP-Crete)

Participants: CB (FORTH), AB6 (HRC-DSRL), AB8 (Ubilabs), AB4 (DFMR)

Action will be subcontracted: No

Form T3b

Project Acronym		NEREIDs	T3b- Task Form		Page 1 of maximum 10 (1 task per page)	
Task ID	C	Task Title	eLearning tools - skills development			
Start Date	T0	End Date	T24	Duration	24m	
Deliverable Date	Deliverable Description					
Available in three phases	<p>The ICT applications to support spreading knowledge about civil protection and marine pollution</p> <p><i>eLearning tools and introduction of new ones with their functionalities to be noted for the purpose of training the appropriate personnel.</i></p>					
Available in three phases	<p>Training using "NEREID": usage manuals</p> <p><i>A handbook explaining to civil protection and marine pollution professionals, volunteers and other related stakeholders the use of the advanced ICT applications.</i></p>					
T0+24mons	<p>Evaluation of training tools from ICT perspective</p> <p><i>This report will comprise evaluation of (a) eLearning services and applications (b) eTraining service and topics (c) mLearning application (d) educational material about civil protection and marine pollution</i></p> <p><i>It will provide input to the final consolidated final report.</i></p>					

Form T3a

Project Acronym		NEREID	T3a - Task Form	
Task ID	D	Task Title	Host Nation support, Best Practices, Regional, National & International Cooperation	
Objectives				
Main Objectives				
<ul style="list-style-type: none"> - Develop a thorough shared understanding of the EU civil protection mechanism - Analyse communication and coordination flows particularly in relation to the scenario at hand - Develop the overall scenario, pointing at its objectives 				
Task Leaders: Panayiotis Liassides, Demetris Christou, CCD				
DESCRIPTION				

Action D1: Assess existing preparedness and response plans from participating countries**Est. effort: 10%**

Working groups comprising representatives of the applicant and the associated beneficiaries will assess the existing response plans and coordination within EU countries and other Mediterranean countries and the coordination between the departments of Greece and Cyprus. Input from task B will be used and emergency plans will be revised.

Expected results: Thorough understand of existing preparedness and response plans and coordination within EU countries and other Mediterranean countries and the coordination before between the departments of Greece and Cyprus.

Responsible for implementing it: AB1 (CCD)

Participants: CB (FORTH), AB3 (CP-CRETE), AB6 (HRC-DSRL), AB4 (DFMR), AB9 (EKAB), AB7 (OC-UCY)

Constraints and assumptions: Existence of the plans and risk assessment study

Action will be subcontracted: No

Action D2: Host-Nation support: Assessment of existing plans and procedures and improvement of them with the guidelines of the Host Nation Support Est. Effort: 20%

Under the guidance of project steering committee, and advisory group, working groups comprising representatives of the applicant and the associated beneficiaries will study the existing plans in relation with the procedures that will be followed and how to receive the foreign assistance and support the incoming teams during their mission within the country. The Host Nation Support will be a part of the overall Civil Protection Mechanism activities and procedures that will be followed in case of interventions. Input from task B will be used.

Expected results: Understand, verify, and improve Civil Protection Mechanism procedures in regards to preparedness and response particularly in relation to natural or manmade disasters in the participating countries. The Host Nation Support to be included in the national plans and to be tested during the table top exercises.

Responsible for implementing it: AB1 (CCD)

Participants: CB (FORTH), AB3 (CP-CRETE), AB6 (HRC-DSRL), AB4 (DFMR), AB9 (EMS-CRETE), AB7 (OC-UCY), AB6 (CU), AB8 (Ubilabs)

Constraints and assumptions: Existence of plans and national mechanisms how to support the intervention teams.

Action will be subcontracted: No

Action D3: Identify civil protection and marine pollution departments to participate in the preparation phase. Carry out training activities Est. Effort: 10%

The identification of the departments/organisations in Greece and Cyprus that are engaged in such kind of disasters. The level of their preparedness and their needs.

Expected results: All the engaged departments/organizations to know their role and the procedures not only in case of a small incident but in a big one as well where will be requested support from the EU.

Responsible for implementing it: AB1 (CCD), AB3 (CP-Crete)

Participoants: AB6 (HRC-DSRL), AB4 (DFMR), AB9 (EMS-Crete), AB7 (OC-UCY)

Constraints and assumptions: Clear Adequate input from the Advisory group, and a clear disaster scenario and risk assessment study

Action will be subcontracted: No

Action D4: Perform an information and educational campaign for the public, Train & mobilize volunteer organizations in Greece, Cyprus and other EU regions

Est. Effort 15%

The project participants through targeted informational and education campaigns will engage the appropriate means of communication in promoting the national and EU level collaboration in Civil Protection and marine Pollution issues. Civil Protection and marine pollution experts will be called to train civil protection and marine pollution members in the procedures of the mechanism.

Expected results: To improve of the transnational and cross border cooperation and communication. To facilitate familiarization of the local and regional units with EU mechanism

Responsible for implementing it: AB1 (CCD)

Participants: CB (FORTH), AB3 (CP-CRETE), AB6 (HRC-DSRL), AB4 (DFMR), AB9 (EKAB), AB7 (OC-UCY), AB6 (CU), AB8 (Ubilabs)

Constraints and assumptions: Adequate input from the Advisory group, and a clear disaster scenario and risk assessment study. Existing training material on EU civil protection mechanism

Action will be subcontracted: No

Action D5: Adopt information and communication technology (ICT) to support this cooperation among participating CP and MP authorities through monitor and communications systems in the context of training and HNS

Est. Effort: 10%

Configure communications means to enable communication among the CP and MP authorities.

Expected results: To improve of the transnational and cross border cooperation. To facilitate familiarization of the local and regional units with EU mechanism. Input from task B will be used.

Responsible for implementing it: AB1 (CCD)

Participants: CB (FORTH), AB3 (CP-Crete), AB6 (HRC-DSRL), AB4 (DFMR), AB9 (EMS-Crete), AB7(OC-UCY)

Constraints and assumptions: -

Action will be subcontracted: No

Action D6: Refine scenario scripts based on detailed actions to be taken by the organisations in order to check their level of preparedness

Est. Effort: 15%

Input from previous actions will assist the planning in regards to the civil protection and marine pollution stakeholders

Expected results: To frame a comprehensive scenario that will facilitate achieving the objectives of the project: (a) to effectively test and improve the local, regional, national and EU CP response procedures, (b) to test new applications early warning and communication systems and procedures to inform the public about emergency measures to be undertaken.

Responsible for implementing it: AB1 (CCD), AB3 (CP-CRETE)

Participants: CB (FORTH), AB6 (HRC-DSRL), AB4 (DFMR), AB9 (EMS-Crete), AB7 (OC-UCY), AB5 (CU), AB8 (Ubilabs)

Constraints and assumptions: Adequate input from the Steering Committee, Advisory group, and the Training Core Group, as well as a clear disaster scenario and thorough risk assessment study.

Action will be subcontracted: No

Action D7: Organize a Table Top Exercise with the participation of all the engaged departments/organisations in each country

Est. Effort: 20%

Input from previous actions will assist the exercise execution in regards to the civil protection and marine pollution modules to be mobilized in the course of the table top exercise. Input from task B will be used.

Expected results: To frame a comprehensive scenario that will facilitate achieving the objectives of the project: (a) to effectively test and improve the local, regional, national and EU CP response procedures, (b) to test new applications early warning and communication systems and procedures to inform the public about emergency measures to be undertaken.

Responsible for implementing it: AB1 (CCD), AB3 (CP-CRETE)

Participants: CB (FORTH), AB6 (HRC-DSRL), AB4 (DFMR), AB9 (EMS-Crete), AB7 (OC-UCY), AB5 (CU), AB8 (Ubilabs)

Constraints and assumptions: Adequate input from the Steering Committee, Advisory group, and the Exercise Core Group, as well as a clear disaster scenario and thorough risk assessment study.

Action will be subcontracted: No

Form T3b

Project Acronym		NEREIDs		T3b- Task Form		Page 1 of maximum 10 (1 task per page)	
Task ID	D	Task Title	Host Nation, Regional, National & International Cooperation				
Start Date	T0	End Date	T24	Duration	24m		
Deliverable Date		Deliverable Description					
T0 + 12 months		D1d Analysis of Civil Protection and Marine Pollution procedures in Cyprus, Greece, Germany, United Kingdom and Netherlands					
T0 + 18 months		D2d Identification of Departments that are involved in the planning, preparedness and response phases and their training needs, in relation to Host Nation support					
T0 + 24 months		D3d Evaluation of the whole process					

Form T3a

Project Acronym	NEREIDs	T3a - Task Form
Task ID	E	Task Title
Evaluation of learning objectives - knowledge management / retention		
Objectives		
Main Objectives		
<ul style="list-style-type: none"> • Collect information on existing evaluation methodologies for multimodal training and social media in civil and marine protection • Develop a framework to evaluate the impact of training and retraining based on a mixed of technologies eLearning, online games, table top exercises • Evaluate the impact of the NEREIDs approach on the training of professionals and volunteers. 		
Task Leader: George Zodiatis, OC-UCY		
DESCRIPTION		

Action E1: Review of Evaluation Methodologies for training in Civil & Marine Protection**Est. Effort: 20%**

Members of the European Civil protection mechanism and organizations functioning in the area of civil protection (both professionals and volunteers) will be approached from the beginning of the project to investigate their approach to evaluating training and re-training of the workforce. The EU e-competence framework will also be investigated in relation to relevant material.

Expected results: Understanding of the methods employed in the evaluation of training using different media in civil protection; compilation of relevant indicators and success criteria.

Constraints and assumptions: The main risk would be that member of EU CP do not respond in a timely manner. The NEREIDs mitigation strategy would be to engage the members of the partnership and their direct collaborators.

Responsible for implementing it: AB7 (OC-UCY)

Participants: All

Action will be subcontracted: No

Action E2: Evaluation framework for training in Civil and Marine Protection**Est. Effort: 20%**

Based on the results of E1, a framework will be set up for the evaluation of the NEREIDs actions with response to training, as carried out in action D. This framework will provide a general evaluation approach and will comprise evaluation metrics for capacity building in risk assessment (task B), but also different online and offline activities including the use of ICT in civil protection and marine pollution. The framework will engage the notion of trainee profiles, assessment questionnaires measuring aptitude at the different stages of training, but also after training is completed.

Expected results: A valuable instrument for assessing training needs at a personal and macro scale for civil protection and aversion of marine pollution.

Constraints and assumptions: The main assumption of this action is that sufficient numbers of trainees will be available to validate the approach. However, that is quite possible as most of the organizations involved in NEREID have a consistent, regular training plan which in the course of NEREIDs will be extended to embrace training in ICT as well as eLearning to accommodate the needs of a wider possibly remotely located community.

Responsible for implementing it: AB7 (OC-UCY); Strong participation by civil protection forces and volunteers

Participants: All

Action will be subcontracted: No

Action E3: Evaluation of the NEREIDs interventions Est. Effort: 60%

The NEREIDs multifaceted interventions will be evaluated at 3 different phases with engagement of different organizations. The evaluation methodology develop in E.2 will be applied. Based on feedback from the 1st and 2nd cycle, the evaluation framework developed in E2 will be updated. Evaluation will include several components, including risk assessment, games, table top exercises, as well as configuration and use of the SAHANA system.

Expected results: Evaluation results on the application of the NEREIDs training to at least 1000 people in the participating countries (f2f and remotely) over two years among professionals, volunteers and the public

Constraints and assumptions: Continuous strong engagement of the organizations involved.

Responsible for implementing it: All partners led by AB1 (CCD)

Participants:
Action will be subcontracted: No

Form T3b

Project Acronym		NEREIDs		T3b- Task Form		Page 1 of maximum 10 (1 task per page)	
Task ID	E	Task Title	Evaluation of learning objectives - knowledge management / retention				
Start Date	T0	End Date	T24	Duration	24m		
Deliverable Date		Deliverable Description					
T0+3		E.1d Review of Evaluation Methodologies for training in Civil & Marine Protection					
T0+6, 18, 23		E.2d Evaluation Framework for training in Civil and Marine Protection					
T0+24		E.3d Evaluation of the NEREID interventions in the context of the EU competence framework					
T0+24		E.4d Recommendations on the adoption of eLearning and social media in civil and marine protection training					

Project Acronym		NEREIDs	T3a - Task Form
Task ID	F	Task Title	Multinational Incident Report Database
Objectives			
Main Objective			
<ul style="list-style-type: none"> • Develop a database with reports from incident occurred since 1950. These will enforce the authorities to be more prepared. • Include risk assessment information and best practices 			
Task leader: Mikaella Mala, AB1 (CCD)			
DESCRIPTION			

Action F1: Collect information from Bibliography, partners, authorities e.g. bibliography, internet, other countries civil protection (civil protection mechanism database) etc. Est. Effort: 20%

Reports will be from different regions. Probably the Mediterranean Sea, Europe and Worldwide as stated in literature. Established methodologies like MARPOL will be evaluated. http://www.amsa.gov.au/shipping_safety/Incident_Reporting/MARPOL73_78_Reporting.asp

Expected results: Gather information on different incidents in different regions happened since 1950 in Mediterranean countries, EU and worldwide.

Constraints and assumptions: Existence of the incident reports since 1950.

Responsible for implementing it: AB4 (DFMR)

Participants: AB3 (CP-CRETE), CB (FORTH), AB6 (HRC-DSRL), AB1 (CCD), AB9 (EMS-Crete), AB7 (OC-UCY), AB5 (CU), AB8 (Ubilabs)

Action will be subcontracted: No

Action F2: Categorize reports into groups to be analysed; convert into harmonized format. Est. Effort: 10%

Reports may be divided into different groups according to the causes, disasters, number of victims, response time, recovery time, countries that were affected, range of disaster and way of encounter

Expected results: Get significant results under relevant aspects. Various rankings depending on users request.

Constraints and assumptions: -

Responsible for implementing it: AB1 (CCD)

Participants: CB (FORTH), AB3 (CP-CRETE), AB7 (OC-UCY)

Action will be subcontracted: No

Action F3: Input random incidents to eLearning and training instruments Est. Effort: 25%

With the use of statistical programmes to have control charts. This will show information that can be compared and lead to conclusions. Input random incidents to eLearning and training instruments and check their accuracy level of management so they can be used in the future in order to increase our performance in future incidents

Expected results: Test several modelling programs in order to identify the most accurate one which will be recommended to be used in future incidents.

Constraints and assumptions: Contribution/Support from other partners that use specific programme analysis

Responsible for implementing it: AB1 (CCD), AB2 (TEI-CRETE), AB7 (OC-UCY)

Participants: -

Action will be subcontracted: No/Partially

Action F4: Statistical Analysis/Data mining of incident reports in the database Est. Effort: 25%

The statistical analysis can be used for planning and better preparedness purposes.

Expected results: Create an easy access detailed database which will be available to the public.

Constraints and assumptions: Availability of specific software

Responsible for implementing it: AB1 (CCD)

Participants: CB (FORTH), AB2 (TEI-CRETE), AB5 (CU)

Action will be subcontracted: No/Partially

Action F5: Evaluation of the database, Presentation of reports and results.

Est. Effort: 20%

The results may be present at the final training, through media, via internet

Expected results: The statistical analysis with all the findings will be presented to all the members of the engaged organizations and later on to the public.

Constraints and assumptions: Organization of a workshop/training.

Responsible for implementing it: AB1 (CCD), CB (FORTH)

Participants: All

Action will be subcontracted: No

Form T3b

Project Acronym		NEREIDs	T3b- Task Form		Page 1 of maximum 10 (1 task per page)
Task ID	F	Task Title	Multinational incident report database		
Start Date	T0	End Date	T24	Duration	24m
Deliverable Date	Deliverable Description				
Available in three phases	F.1d Report with the incidents and other statistical details from 1950 in Mediterranean Sea area, EU and worldwide				
T0+24months	F.2d Evaluation of the harmonized incident database				

Form T3a

Project Acronym		NEREIDs	T3a - Task Form
Task ID	G	Task Title	Task Publicity, Awareness, Dissemination & Liaison
Objectives			
<ul style="list-style-type: none"> • Develop and foster collaboration to promote training in civil and marine protection within & across members for EU CP • Establish a strong online presence, and visibility of project developments and results • Liaise with leading organizations in the wider area of competence building in civil and marine protection • Contribute to the development and promotion of standards • Organize Workshops to encourage knowledge sharing and establishment of common metrics 			
Task G Leader: Mrs Theano Apostolidi, -Institute of Computer Science			
DESCRIPTION			

Action G1: Develop project website; link to education portal Est. Effort: 20%

A modern attractive web site will be developed using the latest accessibility and usability guidelines and will include content developed for: Targets, Partners, Activities (workshops, working meetings...), Deliverables, Discussion forum, pictures, etc. The web site will be linked to the educational portal developed. It will be continuously updated and will serve as a first point of reference and information for all interested parties; not only for the partners but also for volunteers and other stakeholders.

Expected results: A highly visible and functional web site

Constraints and assumptions: None

Responsible for implementing it: CB (FORTH)

Participants: All

Action will be subcontracted: No

Action G2: Exploitation and Intellectual Property rights Est. Effort: 15%

This task will investigate the ways that the partnership can get maximum utility from the material developed during and after the project concerning all new tools developed (scenarios, incident database and new technologies). In this context, and concerning the new technologies, IPR, Liability, etc. need to be explored and take the appropriate steps if necessary.

Expected results: Dissemination, Exploitation and IPR plans

Constraints and assumptions: None

Responsible for implementing it: CB (FORTH)

Participants: All

Action will be subcontracted: No

Action G3: Targeted Awareness Raising, National and international activities Est. Effort: 25%

Use a wide range of means to promote the objectives of the project and increase its impact. Publish articles in local/national newspapers and magazines. Promote the political, scientific and technological knowledge and methodologies in specified scientific journals, magazines etc. Each actor will properly contribute to this task. Creation of information, leaflets, and contact for the project

Expected results: Install a regular information procedure with the regional-local-international media channels, using regular on civil Protection issues. Develop scientific and simplified articles that will achieve wider acceptance of e-Learning techniques while at the same time measuring its effectiveness over time.

Responsible of implementing it: CB (FORTH) - Participation all partners

Constraints and assumptions: Traditional official "players" are reluctant to adopt new practices and methodologies / new technologies must be properly addressed to each particular organisation/ authority participation to civil protection activities

Action will be subcontracted: No

Action G4: organization of events, information days, seminars, workshops Est. Effort: 30%

Information days will be organized throughout the project by several partners. In addition, 2 Workshops and a final Conference will be organized with invited speakers.

Expected results: Facilitate the dialogue, exchange of experiences and demonstration of new tools and scenarios, as well as creation of dissemination-information events.

Constraints and assumptions: Organise systematic exchange of experience, present proper information, disseminate results and promote cooperation and understanding.

Responsible for implementing it: CB (FORTH) will coordinate the partners in establishing the structures for this action.

Participants: All

Action will be subcontracted: No

Action G5: Standardization Est. Effort: 10%

Efforts will be devoted to the standardisation not only of the incidents database, but also of the exchange of experience and information required on such disasters. There will be cross-fertilize efforts within NEREIDs but also with other important agencies in the field like IMO, MARPOL and others in an effort to maximize the impact and visibility of NEREIDs but also to contribute to the harmonization of different approaches., that might lead to standardisation for future use and sustainability.

Expected results: Facilitate the dialogue and exchange of experiences, avoid reinventing the wheel.

Constraints and assumptions: Organise systematic exchange of experience

Responsible for implementing it: CB (FORTH) will coordinate the partners in establishing the structures for this action

Form T3b

Project Acronym		NEREIDs		T3b- Task Form		Page 1 of maximum 10 (1 task per page)	
Task ID		G		Task Title		Dissemination & Liaison	
Start Date		T0		End Date		T24	
Duration				Duration		24m	
Deliverable Date		Deliverable Description					
T0+1mons		G1d Dissemination plans: Each participant will set up a dissemination plan based on a common format which will be then harmonized stressing cross-border elements.					
T0+1months		G2d Project Web site Within a month of the start of the project a web site will be established which will be continually updated in the course of the project, Visibility within social media will be constantly pursued.					
Available 1 month after each event		G3d: Proceedings of the NEREIDs Workshops Scenario Workshop, table top exercises, evaluation and final Workshop					
Available in three phases		G4d Report of the targeted Awareness raising activities: All partners will contribute with trimester interim reports. These reports will include: <ul style="list-style-type: none"> A. Awareness raising activities: Presentations, information days, site visits, training updates etc. List (and copies) of Press Bulletins of all the European partners will be provided. B. Promotional activities of training material for competence development: Established and new channels for the promotion of NEREIDs events and courses by each partner C. Scientific engagement and adoption of scientific results List (copies) of the articles, presentations, Scientific papers, Interviews, etc This information will be updated in the web site and relevant social media					
T0+18months		G5d: Report on standardization efforts					
T0+24months		G6d: Report on intellectual property rights and exploitation					

Form T4

CONTINUATION

Continuation after the project ends:

• **What still needs to be done (which actions will have to be continued or maintained)**

Introduce these technologies in the annual workplan of civil and marine protection preparedness
Continue to update and share data from the incidence control database, sharing findings in the community of the ECPM.

• **How will this be achieved, which resources will be necessary to continue the actions?**

These actions will be achieved through the early engagement of decision makers. It is the hope of the project that within this short interval it will manage to assemble the necessary critical mass and acceptance within professional and volunteer's organizations to achieve sustainability and growth. Department of Fisheries and Marine Research (AB5) through its collaboration with Oceanography Center at the University of Cyprus and Cyprus Civil Defence and Civil Protection in Crete are eager to nurture this collaboration adopting best practices in reporting.

• **How will the equipment acquired be used?**

The equipment acquired will be used to further foster the objectives of the project towards higher awareness and capacity building in civil and marine protection.
Specifically, the equipment will be used to continue preparing lessons and webinars and ensuring the participation of wide community of civil protection and marine pollution workers and volunteers, who will be increasingly engaged with the European Civil Protection Mechanism and the HNS directive.

• **Which personnel will continue to work on the project?**

Permanent employees at AB1, AB3, AB4, AB9 will keep on working on Civil protection issues, take opportunities to present the results of this project in regular courses, promoting the objectives of the call in regards to (a) promoting innovative training and education on civil protection and marine pollution, (b) maintain and continue enriching the incident database with new models, incidents and best practices, (c) engage in training on the HNS directive.

If NEREIDS manages to break new ground as we hope it will do, then civil and marine protection partners already part of the project, but also volunteers will embrace the technology and make it part of the round of year preparedness plans.

**European Commission
Directorate General Environment**

Grant application forms

**APPLICATION FORMS
Section F**

BUDGET OF THE ACTION

Part A: Eligible cost categories	Rate %	€	Part B: Financing Plan	€	% of eligible costs
Personnel		320446	Requested EC contribution	403068	75%
Travel and subsistence		81734	Contribution of the Coordinating Beneficiary	33652	6%
Equipment		27503	Contribution of the Associated Beneficiary (ies)	100705	19%
Sub-contracting / External assistance		59800	Other sources of funding	0	0%
Other direct costs		12783	Expected direct revenues	0	0%
Indirect costs / overheads	7%	35159			
TOTAL ELIGIBLE COSTS		537425	TOTAL	537425	

For information only

"In kind" contributions / costs not included in the budget	0
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Budget breakdown of tasks (in Euro)

Cost category	Task A	Task B	Task C	Task D	Task E	Task F	Task G	Total €
Personnel	31.871	36.021	69.813	55.175	33.494	60.906	33.166	320.446
Travel and subsistence	7.176	11.970	7.527	25.377	13.035	4.443	12.208	81.734
Equipment		454		11.005	5.039	11.005		27.503
Sub-contracting / External assistance		21.575	11.375			2.000		59.800
				11.375	13.475			
Other direct costs						2.000	10.783	12.783
Indirect costs / overheads	2.733	4.901	6.210	7.205	4.553	5.625	3.931	35.159
TOTAL ELIGIBLE COSTS	41.780	74.921	94.925	110.137	69.596	85.979	60.088	537.425

Breakdown of costs per action by task

Action	Task A	Task B	Task C	Task D	Task E	Task F	Task G	Total €
1	4.178	3.746	18.985	11.014	13.919	17.196	9.013	78.051
2	4.178	14.984	9.493	22.027	13.919	8.598	6.009	79.208
3	4.178	22.476	9.493	11.014	41.757	21.495	15.022	125.434
4	4.178	22.476	18.985	16.520		21.495	18.026	101.681
5	4.178	7.492	18.985	11.014		17.196	12.018	70.882
6	4.178	3.746	9.493	16.520				33.937
7	4.178		9.493	22.027				35.698
8	4.178							4.178
9	4.178							
10	4.178							4.178
TOTAL	41.780	74.921	94.925	110.137	69.596	85.979	60.088	537.424,66

N.B. You may add extra rows if necessary

Personnel

A	B	C	D	E	F	G = E / F	H	I = G * H	J
Coordinating / Associated Beneficiary reference	Category or Name of person	Type of contract	Function in the project	Annual gross salary plus obligatory social charges	Annual number of working days	Daily rate	Number of working days assigned to the project	Total Costs €	Reference to Task ID / Action
CB-FORTH	Catherine Chronaki	PERMANENT	Coordinator Leader Task A	45000	225	200	100	20.000	A,B,C,D,E,F,G
CB-FORTH	Vassilis Kontoyiannis	PERMANENT	Proj Mngr Leader Task C	36000	225	160	144	23.054	A,B,C,D,E,F,G
CB-FORTH	Ioannis Karatzanis	PERMANENT	Engineer	28800	225	128	117	14.976	B, C, E, F
CB-FORTH	Panayiotis Argyropaidas	PERMANENT	Engineer	20000	225	89	117	10.400	C, E, F
CB-FORTH	Theano Apostolidi	PERMANENT	Leader Task G	28800	225	128	117	14.976	G, A, C
CB-FORTH	Other Support Personnel	Temporary	Administrative Support	16000	225	71	180	12.832	A, G, C
AB1-CD-CY	Mikaella Mala	PERMANENT	LEADER TASK D&F	33.000	260	127	134	17.008	A,D,F
AB1-CD-CY	Demetris Christou	PERMANENT	LEADER TASK D&F	43.000	260	165	134	22.162	D,F
AB1-CD-CY	Panayiotis Liasides	PERMANENT	LEADER TASK D&F	26.000	260	100	143	14.277	D,F
AB1-CD-CY	Other	PERMANENT	Civil Protection Officer	26.000	260	100	43	4.344	D,F
AB2-TEI	Eleni Kokinou	PERMANENT	Associate Professor	30.000	90	333	47	15.792	B1-6, C4, F1-5, G
AB2-TEI	Costas Panayiotakis	PERMANENT	Associate Professor	30.000	90	333	36	12.000	F1-5
AB2-TEI	Researcher Assoc (C level)	PERM TEMP	Researcher	30.000	90	333	36	12.000	B1-6, C4, F1-5
AB2-TEI	Researcher Asst (D level)	PERM TEMP	Researcher	26.400	90	293	17	4.916	B1-6, C4, F1-5
AB3-CP-CRETE	Senior Civil Protection Officer	PERMANENT	Civil Protection Director	22.000	220	100	51	5.092	C, D, E
AB3-CP-CRETE	Mid Civil Protection Officer (2)	PERMANENT	Civil Protection Officer	20.000	220	91	55	5.000	C, D, E
AB4-FISH-CY	Marinos Ioannou	PERMANENT	Fishing Dept Director	40.000	260	154	75	11.556	D, E, F
AB5-Cardiff	Tiago Alves	PERMANENT	Engineer	131.633	215	612	49	30.030	B, C, E, F
AB6-RC	George-Ioanis Tzikas	PERMANENT	Rescuer	22.000	220	100	104	10.407	B, C, D, E, F, G
AB7-CO_CY	Andreas Nikolaidis	Temporary	Marine Engineer	17680	260	68	180	12.240	B, C, D, E, F, G
AB7-CO_CY	Stavros Stylianou	Temporary	Computer Engineer	17500,6	260	67	180	12.116	B, D, E, F, G
AB7-CO_CY	Giorgos Zodiatis	PERMANENT	Ocean Eng Vice Director OC, Leader Task E	31200	260	120	59	7.108	B, C1, D, E, F, G
AB7-CO_CY	Giorgos Georgiou	PERMANENT	Ocean Eng Director OC, Leader Task E	41886	260	161	40	6.444	B, D, E, F, G
AB8-Ubilabs	Jens Wille	PERMANENT	Mng Director	100.000	220	455	17	7.680	C, D, E
AB8-Ubilabs	Game Designer	Temporary	Interaction Engineer	50.000	220	227	27	6.075	C, D, E
AB9-EKAB	Dimitris Vourvahakis	PERMANENT	Director EMS Services	22000	220	100	80	7.962	C, D, E
								0	
								0	
TOTAL								320.446	

Travel and subsistence

A	B	C	D	E	F=D*E	G	H=D*G	I=F+H	J
Coordinating / associated beneficiary reference	Journey from - to	Reasons for travel	Number of people travelling	Travel unit costs	Travel costs	Subsistence unit costs	Subsistence costs	Total costs €	Reference to Task ID / Action
	Heraklion-Brussels	Kick-off	4	500	2.000	696	2.784	4.784	A
	Larnaca-Brussels	Kick-off	2	500	1.000	696	1.392	2.392	A
	Heraklion-Larnaca	Scenario Workshop	2	350	700	476	952	1.652	B,F
	Heraklion-Larnaca	Scenario Workshop	2	350	700	476	952	1.652	B,F
	Heraklion-Larnaca	Scenario Workshop	2	350	700	476	952	1.652	B,F
	Cardiff-Larnaca	Scenario Workshop	1	500	500	714	714	1.214	B,F
	Heraklion-Larnaca	Scenario Workshop	1	350	350	476	476	826	B,F
	Hanover-Larnaca	Scenario Workshop	1	350	350	714	714	1.064	B,F
	Heraklion-Larnaca	Scenario Workshop	1	350	350	476	476	826	B,F
	Larnaca-Heraklion	TableTop/Proj meeting #1	3	350	1.050	444	1.332	2.382	D
	Larnaca-Heraklion	TableTop/Proj meeting #1	2	350	700	444	888	1.588	D
	Cardiff-Heraklion	TableTop/Proj meeting #1	1	500	500	666	666	1.166	D
	Larnaca-Heraklion	TableTop/Proj meeting #1	2	350	700	444	888	1.588	D
	Heraklion-Larnaca	Evaluation Workshop #1	2	350	700	476	952	1.652	B,C,D,E
	Heraklion-Larnaca	Evaluation Workshop #1	2	350	700	476	952	1.652	B,C,D,E
	Heraklion-Larnaca	Evaluation Workshop #1	3	350	1.050	476	1.428	2.478	B,C,D,E
	Cardiff-Larnaca	Evaluation Workshop #1	1	500	500	714	714	1.214	B,C,D,E
	Heraklion-Larnaca	Evaluation Workshop #1	2	350	700	476	952	1.652	B,C,D,E
	Hanover-Larnaca	Evaluation Workshop #1	1	500	500	714	714	1.214	B,C,D,E
	Heraklion-Larnaca	Evaluation Workshop #1	2	350	700	476	952	1.652	B,C,D,E
	Heraklion-Cardiff	Evaluation Workshop #2	2	500	1.000	828	1.656	2.656	B,C,D,E
	Larnaca-Cardiff	Evaluation Workshop #2	3	500	1.500	828	2.484	3.984	B,C,D,E
	Heraklion-Cardiff	Evaluation Workshop #2	2	500	1.000	828	1.656	2.656	B,C,D,E
	Heraklion-Cardiff	Evaluation Workshop #2	3	500	1.500	828	2.484	3.984	B,C,D,E

Travel and subsistence

A	B	C	D	E	F=D*E	G	H=D*G	I=F+H	J
Coordinating / Associated Beneficiary reference	Journey from - to	Reasons for travel	Number of people travelling	Travel unit costs	Travel costs	Subsistence unit costs	Subsistence costs	Total costs €	Reference to Task ID / Action
B4	Larnaca-Cardiff	Evaluation Workshop #2	1	500	500	828	828	1.328	B,C,D,E
B6	Heraklion-Cardiff	Evaluation Workshop #2	1	500	500	828	828	1.328	B,C,D,E
B7	Larnaca-Cardiff	Evaluation Workshop #2	1	500	500	828	828	1.328	B,C,D,E
B9	Heraklion-Cardiff	Evaluation Workshop #2	1	500	500	828	828	1.328	B,C,D,E
B	Heraklion-Larnaca	TableTop/Eval Wrkshp #3	3	350	1.050	476	1.428	2.478	D
B2	Heraklion-Larnaca	TableTop/Eval Wrkshp #3	2	350	700	476	952	1.652	D
B3	Heraklion-Larnaca	TableTop/Eval Wrkshp #3	3	350	1.050	476	1.428	2.478	D
B5	Cardiff-Larnaca	TableTop/Eval Wrkshp #3	1	500	500	714	714	1.214	D
B6	Heraklion-Larnaca	TableTop/Eval Wrkshp #3	2	350	700	476	952	1.652	D
B9	Heraklion-Larnaca	TableTop/Eval Wrkshp #3	2	350	700	476	952	1.652	D
B1	Larnaca-Heraklion	Final NEREIDs conference	4	350	1.400	444	1.776	3.176	E,G
B4	Larnaca-Heraklion	Final NEREIDs conference	2	350	700	444	888	1.588	E,G
B5	Cardiff-Heraklion	Final NEREIDs conference	2	500	1.000	666	1.332	2.332	E,G
B7	Larnaca-Heraklion	Final NEREIDs conference	2	350	700	444	888	1.588	E,G
B8	Hanover-Heraklion	Final NEREIDs conference	2	500	1.000	666	1.332	2.332	E,G
B	Heraklion-Conference	Presentation of NEREIDs Results	1	500	500	840	840	1.340	G
B2	Heraklion-Conference	Presentation of NEREIDs Results	2	500	1.000	840	1.680	2.680	G
B7	Larnaca-Conference site	Presentation of NEREIDs Results	2	500	1.000	840	1.680	2.680	G
TOTAL								81.734	

Equipment

A	B	C	D	E	F = D * E	G
Coordinating / Associated Beneficiary reference	Supplier/ Procedure	Description	Purchase cost	Rate %	Eligible Costs €	Reference to Task ID / Action
CB	Public procurement competitions	Tablets (4): Task C: will be used in the process of development and testing phase as well as training, Task D: to test new applications and exchange information and support ICT, Task E: in the evaluation process as a supplementary assistance, Task F: evaluating the database.	1.046	66,00%	690	D.E.F
CB	Public procurement competitions	Server(1): Will be used to host the appropriate systems such as portals, disaster management system and incident report database and other similar actions.	1.500	66,00%	990	D.E.F
CB	Public procurement competitions	Smartphones (4): Task C: will be used in the process of development and testing phase as well as training, Task D: to test new applications and exchange information and support ICT Task E: in the evaluation process in the evaluation process as a supplementary assistance, Task F: evaluating the database.	2.000	66,00%	1.320	D.E.F
AB1	Public procurement competitions	Laptop (5), This equipment can be used for the exchange of information at the Command centers, the on site command centers, for the exchange of information and the entry of data.	3.500	66,00%	2.310	D.F

Equipment

A	B	C	D	E	F = D * E	G
Coordinating / Associated Beneficiary reference	Supplier/ Procedure	Description	Purchase cost	Rate %	Eligible Costs €	Reference to Task ID / Action
AB1	Public procurement competitions	Tablet (5), This equipment can be used for the exchange of information at the Command centers, the on site command centers, for the exchange of information and the entry of data.	2.500	66,00%	1.650	D,F
AB1	Public procurement competitions	GPS (10), This equipment can be used for the finding of the different sites during the operations like base of operation, accommodation places for homeless people, search and rescue operations sites and other similar actions.	3.000	66,00%	1.980	D,F
AB1	Public procurement competitions	Geodata Camera: This Camera is very useful in order to have photos from the different operations sites which can be easily be put on a map since they have coordinates.	1.000	66,00%	660	D,F
AB1	Public procurement competitions	Software: This software will be used for the management of the incidents database and the statistical presentation of them at the website.	1.000	66,00%	660	D,F

Equipment

A	B	C	D	E	F = D * E	G
Coordinating / Associated Beneficiary reference	Supplier/ Procedure	Description	Purchase cost	Rate %	Eligible Costs €	Reference to Task ID / Action
AB1	Public procurement competitions	Video Camera: this will used to record video from the different operation sites and will be used in records afterwards.	600	66,00%	396	D.F
AB1	Public procurement competitions	Other, Consumables, Printers, Faxes, Scanners etc.	2.000	66,00%	1.320	D.F
AB3	Public procurement competitions	Laptops (5): This equipment will be used for the entry of data and the exchange of information at the Command centers and the onsite command centers as well as for dissemination activities	3.500	66,00%	2.310	D.F
AB3	Public procurement competitions	Tablets (9): This equipment will be used for the entry of data and the exchange of information at the command centers and the onsite command centers as well as for dissemination activities	2.354	66,00%	1.553	D.F
AB4	Public procurement competitions	Tablets (4): This equipment can be used for the exchange of information at the Command centers, the on site command centers, for the exchange of information and the entry of data.	2.000	66,00%	1.320	D.E. F

Equipment

A	B	C	D	E	F = D * E	G
Coordinating / Associated Beneficiary reference	Supplier/ Procedure	Description	Purchase cost	Rate %	Eligible Costs €	Reference to Task ID / Action
AB4	Public procurement competitions	Desktop (2): This equipment can be used for the exchange of information at the Command centers, the on site command centers, for the exchange of information and the entry of data.	2.000	66,00%	1.320	D. E. F
AB6	Public procurement competitions	Tablets (4): will be used for educational and reasons for the public campaign and for the courses of the volunteers and for experts and for ICT technologies in Task D. Furthermore will be used in the process of evaluation, testing and review in Task E,F.	1.046	66,00%	690	D.E.F
AB6	Public procurement competitions	Laptops (5): will be used for educational and reasons for the public campaign and for the courses of the volunteers and for experts and for ICT technologies in Task D. Furthermore will be used in the process of evaluation, testing and review in Task E,F.	2.000	66,00%	1.320	D.E.F
AB6	Public procurement competitions	Pprojectors +screen (3): educational purposes in Task D and also for presentations in information meetings as a supplementary assistance.	1.250	66,00%	825	D. E. F

Equipment

A	B	C	D	E	F = D * E	G
Coordinating / Associated Beneficiary reference	Supplier/ Procedure	Description	Purchase cost	Rate %	Eligible Costs €	Reference to Task ID / Action
AB7	Quality/Best offer	1 DELL Laptop with at least 4 or 8 GB RAM and high capacity storage devices (e.g. externals disks), Task B: prediction model installation usage and description of the application, Task E: demonstation on site and education with the use of scenarios.	1.376	66,00%	908	B. E
AB9	Public procurement competitions	Desktop (10)/Screen/tablet: Educational purposes courses, tests and any other similar actions in Task D	8.000	66,00%	5.280	D.E.F
				TOTAL	27.503	

Subcontracting/External assistance

A	B	C	D	E
Coordinating / Associated Beneficiary reference	Provider/procedure	Description of service subcontracted	Total cost €	Reference to Task ID / Action
CB	Quality/Best offer	Final Worshop/Conference (Crete) Organization costs final conference Participants 90 Lunch 20X90 1800 online publicity and promotion 300 2 Coffee Breaks 900 conference room with internet, recordig, audio visual support 1000 Total 4000	4.000	E
CB	Quality/Best offer	Advisory Board Travel Costs Advisory Board Travel costs are based on ~8 trips 625€ each (on the basis of 400€ for fare, 2 nights for 75€ each, and miscellaneous costs (incl. food & transfers) of 75€for members of the advisory board to participate in selected meetings such as evaluation works or if necessary dedicated meetings. We anticipate an advisory board of 3-4 members which will be nominated by partners. Costs will be covered upon request and detail receipts will be provided.	5.000	E
AB1	Quality/Best offer	First Workshop in Cyprus (Scenario Workshop) Participants 35 Transportation Expenses Arport-Hotel-Airport 250 Transportation Expenses Hotel-Restaurant X2 300 Transportation Expenses Visit to Essential Services 300 Lunch at the Hotel 25X35X2 1750 Dinner at a restaurant 25X35X2 1750 Presenters Air Tickets 2X350 700 Presenters Accomodation 2X100X2 400 Experts Air Tickets 3X450 1350 Experts Accomodatio 3X100X2 600 Coffee Break 175 total 5575	7.575	B

Subcontracting/External assistance

A	B	C	D	E
Coordinating / Associated Beneficiary reference	Provider/procedure	Description of service subcontracted	Total cost €	Reference to Task ID / Action
AB1	Quality/Best offer	Evaluation Workshop #1 in Cyprus Participants 20 Transportation Expenses Hotel-Restaurant X2 250 Lunch at the Hotel 20X25 500 Dinner at a restaurant 20X25x2 1000 Coffee Break 225 Total 1975	1.975	E
AB1	Quality/Best offer	Tabletop Exercise (Cyprus)/Eval Wshop/ Information Day in Cyprus Participants 36 Transportation Expenses Arport-Hotel-Airport 450,00 Transportation Expenses Hotel-Restaurant X2 300,00 Transportation Expenses Visit to Services 300,00 Lunch at the Hotel 36X25X3 2700,00 Dinner at a restaurant 36X25 1800,00 Presenters Air Tickets 3X400 1200,00 Presenters Accomodation 3X100X2 600,00 Experts/observers Air Tickets 3X500 1500,00 Experts/observers Accomodatio 3X100X2 600,00 Coffee Break 300,00 Total 9750,00	9.750	C,D7
AB1	Public Procurement (Expr of Interest)	Statistician Subcontract will be awarded based on public procurement process, best value / offer up to 2000€ to analyze incident reports of marine pollution and present relevant indicators. The cost has been estimated on the basis of 20 days at 100€ each.	2.000	F4

Subcontracting/External assistance

A	B	C	D	E
Coordinating / Associated Beneficiary reference	Provider/procedure	Description of service subcontracted	Total cost €	Reference to Task ID / Action
AB2	Dr. Perivoliotis (Hellenic Centre for Marine Research)	<p>Provide oceanographic and sea state forecasting data The intent of the NEREIDs proposal is to build on leading oceanographic expertise in Europe, without enlarging the consortium to a point that it is difficult to manage. Dr Perivoliotis from the Hellenic Center for Marine Research in Athens will actively participate in action B4 and will be responsible for the relevant deliverable/input. The estimate of the required work is 100days at 100€ per day.</p>	10.000	B4
AB3	Quality/Best offer	<p>Tabletop Exercise in Crete/Expert Support/Food Catering The region of Crete, Civil protection through an open procurement process will request offers for the organization of the exercise. The call will include travel and accommodation of experts and observers, food catering, event recording and support, etc. for approximately 40 participants. Detail receipts will be included for each item.</p>	8.000	C,D7
AB5	Quality/Best offer	<p>Evaluation Workshop #2 in Cardiff Participants 20 Transportation Expenses Hotel-Restaurant X2 0 Lunch 20X30(person x cost x number of meals) 600 Dinner at a restaurant 20x35 (person x cost x number of meals) 700 Coffee Break 200 conference room 1000 Total 2500</p>	2.500	E

Subcontracting/External assistance

A	B	C	D	E
Coordinating / Associated Beneficiary reference	Provider/procedure	Description of service subcontracted	Total cost €	Reference to Task ID / Action
AB7	Robin Lardner	preparation of the training material for the oil spill model.. Dr. Robin Lardner will be subcontracted by AB7 for the preparation of training material for the oil spill due to his extensive subject matter expertise. For reasons internal to AB7, they made a choice not to include Dr. Lardner in the financial category associated with personnel. The associated cost estimate is based on 16 days at 250€ per day.	4.000 ^B	
AB8	JUH subcontract to volunteer organization	Participation in requirements gathering /evaluation of games/eLearning JUH an outstanding volunteer organization will engage as a subcontractor or AB8 and will participate in the requirements gathering (scenario workshop) and evaluation of eLearning/games. Following negotiation with JUH the decision was to cover their engagement through subcontracting which will cover their participation in selected events and their contribution to an evaluation report. The cost of 5000Euro is bulk sum that covers up to 10 days of assessment/ evaluation for 5 people in the course of the project at 100€ per day.	5.000	C,D
TOTAL			59.800	



EUROPEAN COMMISSION

DIRECTORATE-GENERAL HUMANITARIAN AID AND CIVIL PROTECTION - ECHO

ECHO A - Strategy, Policy and International Co-operation
A/5 - Civil Protection Policy, Prevention, Preparedness and Disaster Risk Reduction

Brussels,
ECHO/HD

Catherine Chronaki
Institute of computer science
N. Plastira 100
70013 Heraklion, Greece
Email: chronaki@ics.forth.gr

Sent by e-mail only

Ref.: Civil Protection Financial Instrument - Call for proposals for preparedness and prevention projects 2012

Subject: Your proposal 2012/PREP/14 "Embracing innovation for preparedness in civil protection & marine pollution"

The Commission would like to seek further clarifications on the above-mentioned proposal. Please note that your proposal is still currently under scrutiny and no final decision on it has been taken yet. This message does not constitute any kind of commitment from the European Commission as regards your proposal.

I would be grateful if you could respond to the following questions **by Monday 15 October 2012, 16:00 at the latest.**

Please respond **by e-mail only** (no telephone calls) to the following addresses: Biljana.zuber@ec.europa.eu with copy to: Cecile.Yvan@ec.europa.eu.

Please note that, should your proposal be financed by the Commission, only real costs (= actually incurred and documented costs) will be covered by the EU grant. You may therefore consider reviewing the amounts in your proposal accordingly.

General comment: in case the replies to the following questions result in modifications to the original proposal, please provide us with the revised A, T and F forms (by e-mail). Should those modifications also result in modifications of forms requesting original signatures (namely A2 and A3); the originals should be sent as soon as possible to:

European Commission
Directorate General for Humanitarian Aid and Civil Protection –ECHO
Mr. Hans Das
HoU - Civil Protection Policy, Prevention, Preparedness and Disaster Risk Reduction Unit
Call for proposals for prevention and preparedness projects 2012 -clarifications
Rue d'Arlon 88 – Office 03/05
BE 1049 Brussels

Clarification questions regarding the financial/ administrative aspects of your project:

1. Form A1

There is a mistake in the amount of the EC financial contribution, 430.069€ instead of 403.069€. You have chosen almost all policy areas/themes in the preparedness section. As A1 form says only one category should be chosen. It is clear that your project proposal deals with more than one policy area but it needs to have focus on certain policy area. Please revise accordingly.

2. Form F4-Travel and subsistence

According to the grant application guide for the kick off meeting in Brussels and the second meeting with the Commission you should include expenses for 2 one day meetings for 3 persons maximum. You have budgeted 14 people for the meetings in Brussels. Please revise.

Subsistence unit costs are very high. Provide please calculation and justification for such high subsistence costs. If necessary revise the budget please.

Travel tickets from Larnaca to Heraklion can be purchased for less than 500€. The Commission will reimburse only economy flight tickets. Please revise traveling and subsistence costs.

3. Form F5-Equipment

Equipment costs are not explained. There is no link between the description of tasks and equipment. Please justify purchase of the equipment.

4. Form F6-Subcontracting/External assistance and form F7- Other direct costs

Provide please break down (calculation) of all costs in the table.

General comment: In the case of staff being the civil servants, please be aware of Art. 172a of the Implementing Rules, which says that the salary costs of civil servants may be considered only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned, were not undertaken, meaning that civil servants should not be double paid for the work which is covered by their regular duties.

Yours sincerely,



Hans Das
Head of unit

Cc. Biljana Zuber

To

Hans Das
Head of Unit
A/5 Civil Protection Policy, Prevention, Preparedness and Disaster Risk Reduction
ECHO A – Strategy, Policy and International Co-operation
Directorate General Humanitarian Aid and Civil Protection – ECHO
European Commission

Ref: Civil Protection Financial Instrument – Call for proposals for preparedness and prevention projects 2012

Subject: Response to request for clarification for proposal 2012/PREP14 “Embracing innovation for preparedness in civil protection and marine pollution.”

Dear Mr Das,

Thank you so much for this request for clarifications regarding the financial/administrative aspects of our NEREIDS proposal. In the paragraphs below, we explain each of the requested items in detail. For your convenience we have included the original text of the request for clarification in blue/italics.

1. FORM A1.

There is a mistake in the amount of the EC financial contribution, 430069€ instead of 403069€. You have chosen almost all policy areas/themes in the preparedness section. As A1 says only one category should be chosen. It is clear that your proposal deals with more than one policy area, but it needs to have focus on certain policy area. Please revise accordingly.

Thank you. Indeed for A1 includes a typo. **Attached you will find the revised form A1.**

Regarding the policy areas addressed by the proposal “NEREIDS: *Embracing innovation for preparedness in civil protection and marine pollution*”, in response to the guidance provided by the call for proposals¹, our proposal has been designed to include central themes as well as supporting ones. The core policy areas are:

- a) **Actions aimed at cross-border civil protection and marine pollution cooperation for direct response to natural and man-made disasters, which may affect critical cross-border infrastructures between two participating countries or which require specific technical skills or know-how.**
- b) **Actions aimed at increasing the participating states preparedness for the coastal consequences of marine pollution accidents.**

¹ Proposals can be submitted for one or more of the following general objectives. A combination of different objectives is also possible.

- c) **Actions aimed at increasing the Participating States' preparedness for receiving assistance i.e. host nation support.**

Supporting policy areas aiming at maximizing community value and sustainability of proposal results by strengthening its impact on the central policy areas and by exploiting innovative solutions and developments in standardization are:

- a) **Actions aimed at using and developing e-learning tools for spreading knowledge about civil protection and marine pollution in Participating States.**
- b) **Actions aimed at limiting the consequences of emergencies through sharing experience and best practices on developing and making use of situational reports.**

The main objectives of the proposal are indeed cross-border collaboration in civil protection and marine pollution and host nation support (The Dutch CP have promised to support us even though they are not part of the consortium and NERIADs will pay their costs). The remaining objectives and associated actions serve to support these key ones in an economic and sustainable way. As a result of these tasks, the emergency plans for Cyprus will most probably be revised, while findings will be shared with other member of the European Civil Protection Mechanism. Moreover, analytical & eLearning tools as well as a "standardized" incidence database will be developed to facilitate continuous training. Complementary actions along these objectives are foreseen to play a role both in the project validation/evaluation as well as in the long term as live resource. Finally the coordinators have significant experience in working with large consortia in civil protection.

To further clarify this in the body of the proposal we have revised relevant actions in task D to specifically address the revision and communication of emergency response plans in relation to the scenario of technological disaster including critical infrastructure and oil spill (actions D1, D2). These actions will use the results/lessons learned of task B, which will be included in tabletop exercise that will be conducted as part of task D, action D7. Furthermore, the results of this action will be used to revise e-Learning tool and fast track adoption and awareness of these revised plans in direct response and host nation support (D5).

Attached you will find the revised section T, with the relevant modifications in task D.

2. FORM F4 – Travel and Subsistence

According to the grant application guide for the kick off meeting in Brussels and the second meeting with the Commission you should include expenses for 2 one day meetings for 3 persons maximum. You have budgeted 14 people for the meetings in Brussels. Please revise.

Subsistence unit costs are very high. Provide please calculation and justification for such high subsistence costs. If necessary revise the budget please. Travel tickets from Larnaca to Heraklion can be purchased for less than 500€. The commission will reimburse only economic flight tickets. Please revise traveling and subsistence costs.

Thank for pointing out the fact that only 3 people should attend the meetings with the EC, 2 of them with the coordinating beneficiary. The travel budget has been revised accordingly.

The estimate for the air fare Heraklion-Larnaca has been revised to 350€. The estimate for the subsistence adopts the guidance of the commission in

ftp://ftp.cordis.europa.eu/pub/fp7/docs/flat-rates-subsistence_en.pdf. In any case, the costs are only estimates as only actual costs on the basis of economic fare and 3-* hotel accommodation will be reported and original receipts will be provided.

In the revised budget, associated beneficiaries now have a stronger representation in evaluation workshops and the final conference. In addition the personnel budget has been revised to absorb minor changes.

Attached you will find the revised financial forms including relevant modifications in the travel, personnel and subcontracting/external assistance forms (see point 4 below).

3. FORM F5 Equipment

Equipment costs are not explained. There is no link between the description of tasks and equipment. Please justify purchase of the equipment.

Explanation has been provided in the revised financial forms. We remain at your disposal for any further clarification should it be requested.

4. FORM F6 Subcontracting/External assistance and form F7 – Other direct Costs.

Please provide break down (calculation of all costs in the table)

Regarding the costs for the organization of the tabletop exercise the following breakdown is provided. For the remaining cost items experience from events of similar size were used to develop the budget. We remain at your disposal for further questions on this subject.

Nereids Project Cost Estimation	
Travel and Subsistence	
TableTop Exercise	Participants
	36
Transportation Expenses Arport-Hotel-Airport	450,00
Transportation Expenses Hotel-Restaurant X2	300,00
Transportation Expenses Visit to Essential Services	300,00
Lunch at the Hotel 36X25X3(person x cost x number of meals)	2700,00
Dinner at a restaurant 36X25X2(person x cost x number of meals)	1800,00
Presenters Air Tickets 3X400	1200,00
Presenters Accomodation 3X100X2	600,00
Experts/observers Air Tickets 3X500	1500,00
Experts/observers Accomodatio 3X100X2	600,00
Coffee Break	300,00
	9750,00

Please do contact us for further clarifications or questions if you have any. The short time allowed made it difficult to further refine our clarifications. However, we are more than eager to provide detailed clarification on specific items.

Yours sincerely,

Catherine Chronaki

FORTH-Institute of Computer Science.

ZUBER Biljana (ECHO)

From: ZUBER Biljana (ECHO)
Sent: Thursday 25 October 2012 13:06
To: 'chronaki@ics.forth.gr'
Cc: ZUNKER Hugo (ENTR); HOMEAG Ionut-Lucian (ECHO); CONRADSSON Ulrika (ECHO)
Subject: RE: Request for clarification proposal 2012/Prep/14

Importance: High

Dear Ms. Chronaki,

Thank you for the answers. We would still need some clarifications from you.

From F6- subcontracting/external assistance

From the clarifications you have provided it is still not clear how you calculated the amounts in the table. They are all quite high and it would be necessary to have break down of costs (calculations) for all the amounts/expenses in the table from F6. Please provide revised F6 form with the costs calculation.

It is not clear where the costs of the table top exercise 9.750€ appear in F forms?

Please provide the answers tomorrow by 12.00.

Thank you and best regards,

Biljana Zuber

European Commission

Directorate General for Humanitarian Aid and Civil Protection

ECHO A5, Civil Protection Policy Unit
Office BU-9, 02/040
Avenue de Beaulieu, 5, 1160 Brussels
Tel: +32 2 29 91804
Fax: +32 2 29 79690
e-mail: biljana.zuber@ec.europa.eu

From: chronaki@gmail.com [<mailto:chronaki@gmail.com>] **On Behalf Of** Catherine Chronaki
Sent: Monday, October 15, 2012 4:04 PM
To: ZUBER Biljana (ECHO); YVAN Cecile (ECHO)
Cc: Catherine E. Chronaki
Subject: Request for clarification proposal 2012/Prep/14

Dear Mr. Das,

Please find attached our response to your request for clarification.

We remain at your disposal for further questions or clarification should it be required.

yours sincerely,
Catherine Chronaki

--

Catherine E. Chronaki
FORTH-Institute of Computer Science
Science and Technology Park of Crete
N Plastira 100, 70013 Heraklion, Crete, Greece

To
 Biljana.Zuber
 A/5 Civil Protection Policy, Prevention, Preparedness and Disaster Risk Reduction
 ECHO A – Strategy, Policy and International Co-operation
 Directorate General Humanitarian Aid and Civil Protection – ECHO
 European Commission

Friday, October 26, 2012

Ref: Civil Protection Financial Instrument – Call for proposals for preparedness and prevention projects 2012
Subject: Response to request for clarification for proposal 2012/PREP14 “Embracing innovation for preparedness in civil protection and marine pollution.”

Dear Biljana,

Thank you for your continuing consideration of our proposal. Your request for further clarification regarding form F6 (External Assistance Subcontracting) is reflected below and in the financial forms that have been resubmitted with appropriate explanations (in Form F6). Below we include a justification overview, as well as detailed clarification for each line item.

There are three types of costs provisioned in the external assistance/subcontracting section of the budget (F6) and linked to specific actions/tasks. Firstly, there are costs associated with the organization of the scenario workshop, evaluation workshops, tabletop exercises and final conference. The costs of table top exercises are the highest as they include extended external participants and site visits.

Secondly, we have budgeted up to 5000€ for travel of the advisory board members. Individuals already considered for the advisory board are associated with the Dutch Civil Protection (i.e. Host Nation Support), the multinational consortium for the platform built in SE see region of Cyprus, High level marine officials, and a member of the Sahana Foundation.

Thirdly, there are three subcontracts which have identified expertise within specific organizations/individuals and aim to further increase the impact of NEREIDS without the overhead of further enlarging the consortium. These include the Hellenic Center for Marine Research, Johanniter Unfall Hilfe, and Dr. Robin Lardner an external consultant to the U of Cyprus expert in training material for oil spills.

The following notes reflect the rationale and further detailed explanation underlining our cost estimates for external support and subcontracting. Form F6 has been revised to include these explanations:

- **Line item 1 (CB: 4000€): Final conference organization costs** is based on conference room rental (audiovisual, recording, internet, etc), publicity, 2 coffee breaks and lunch for 90 people.

Nereids Project Cost Estimation		
External Assistance/Subcontracting		
final conference	Participants	90
Lunch 20X90(person x cost x number of meals)		1800

online publicity and promotion	300
2 Coffee Breaks	900
conference room with internet, recording, audio visual support	1000
Total	4000

- **Line item 2 (CB: 5000€): Advisory Board Travel costs** are based on ~8 trips 625€ each (on the basis of 400€ for fare, 2 nights for 75€ each, and miscellaneous costs (incl. food & transfers) of 75€ for members of the advisory board to participate in selected meetings such as evaluation works or if necessary dedicated meetings. We anticipate an advisory board of 3-4 members which will be nominated by partners. Costs will be covered upon request and detail receipts will be provided.
- **Line item 3: (AB1: 7575€): First workshop (scenario workshop) in Cyprus**

NEREIDs Subcontracting / External Support	
Scenario Workshop	Participants 35
Transportation Expenses Arport-Hotel-Airport	250
Transportation Expenses Hotel-Restaurant X2	300
Transportation Expenses Visit to Essential Services	300
Lunch at the Hotel 25X35X2(person x cost x number of meals)	1750
Dinner at a restaurant 25X35X2(person x cost x number of meals)	1750
Presenters Air Tickets 2X350	700
Presenters Accomodation 2X100X2	400
Experts Air Tickets 3X450	1350
Experts Accomodatio 3X100X2	600
Coffee Break	175
Total	5575

- **Line item 4 (AB1: 1975€): Evaluation workshop #1 Cyprus.** This item intends to cover transportation, room, coffee breaks and lunch for 20 people.

Nereids Project Cost Estimation	
Subcontracting / External Assistance	
evaluation workshop #1 (Cyprus)	Participants 20
Transportation Expenses Hotel-Restaurant X2	250
Lunch at the Hotel 20X25(person x cost x number of meals)	500
Dinner at a restaurant 20X25x2(person x cost x number of meals)	1000
Coffee Break	225
Total	1975

- **Line item 5 (AB1: 9750€): Table top exercise #1 in Cyprus**

Nereids Project Cost Estimation

Subcontracting/External assistance

TableTop Exercise #1 (Cyprus)	Participants 36
Transportation Expenses Airport-Hotel-Airport	450,00
Transportation Expenses Hotel-Restaurant X2	300,00
Transportation Expenses Visit to Essential Services	300,00
Lunch at the Hotel 36X25X3	2700,00
Dinner at a restaurant 36X25X2	1800,00
Presenters Air Tickets 3X400	1200,00
Presenters Accomodation 3X100X2	600,00
Experts/observers Air Tickets 3X500	1500,00
Experts/observers Accomodatio 3X100X2	600,00
Coffee Break	300,00
	9750,00

- **Line item 6 (AB1: 2000€): Subcontract to a statistician** will be awarded based on public procurement process, best value / offer up to 2000€ to analyze incident reports of marine pollution and present relevant indicators. The cost has been estimated on the basis of 20 days at 100€ each.
- **Line item 7 (AB2: 10000€): subcontract the Hellenic Center for Marine Research.** The intent of the NEREIDS proposal is to build on leading oceanographic expertise in Europe, without enlarging the consortium to a point that it is difficult to manage. Dr Perivoliotis from the Hellenic Center for Marine Research in Athens will actively participate in action B4 and will be responsible for the relevant deliverable/input. The estimate of the required work is 100 days at 100€ per day.
- **Line item 8 (AB3: 8000€) table top exercise Crete.** The region of Crete, Civil protection through an open procurement process will request offers for the organization of the exercise. The call will include travel and accommodation of experts and observers, food catering, event recording and support, etc. for approximately 40 participants. Detail receipts will be included for each item.

Nereids Project Cost Estimation

External assistance/subcontracting

Tablet top exercise Crete	Participants 40
Transportation Expenses Airport-Hotel-Airport	250
Transportation Expenses Hotel-Restaurant X2	250
Transportation Expenses Visit to Essential Services	250
Lunch at the Hotel 40X20X3(person x cost x number of meals)	1600
Dinner at a restaurant 40X20X2(person x cost x number of meals)	2400

Presenters Air Tickets 2X350	700
Presenters Accomodation 2X75X2	300
Experts Air Tickets 3X500	1500
Experts Accomodatio 3X75X2	450
Coffee Break	300
Total	8000

- **Line item 11 (AB8: 2500€): Evaluation workshop #2 in Cardiff**

Nereids Project Cost Estimation	
External Assistance/Subcontracting	
evaluation workshop #2	Participants 20
Transportation Expenses Hotel-Restaurant X2	0
Lunch 20X30(person x cost x number of meals)	600
Dinner at a restaurant 20x35 (person x cost x number of meals)	700
Coffee Break	200
conference room	1000
Total	2500

- **Line item 10 (AB7: 4000€) subcontract training material, model for oil spills:** AB7 has proposed to award a direct subcontract to Dr. Robin Lardner for the preparation of training material for the oil spill due to his extensive subject matter expertise. For reasons internal to AB7, they made a choice not to include Dr. Lardner in the financial category associated with personnel. The associated cost estimate is based on 16 days at 250€ per day.
- **Line item 11 (AB8: 5000€) subcontract requirements & evaluation for Johanniter Unfall Hilfe (JUH):** This is another case where we sought to engage an important organization without further enlarging the NEREIDS consortium. JUH an outstanding volunteer organization will engage as a subcontractor or AB8 and will participate in the requirements gathering (scenario workshop) and evaluation of eLearning/games. Following negotiation with JUH the decision was to cover their engagement through subcontracting which will cover their participation in selected events and their contribution to an evaluation report. The cost of 5000Euro is bulk sum that covers up to 10 days of assessment/ evaluation for 5 people in the course of the project at 100€ per day.

Please do contact us for further clarifications or questions if you have any. The short time allowed made it difficult to further refine our clarifications. However, we are more than eager to provide detailed clarification on specific items.

Yours sincerely,

Catherine Chronaki

Annex II

Guidelines for technical reports

A. Progress report(s) on the technical and financial implementation

In accordance with Article 11.1 and 11.2 of the Common Provisions, the coordinating beneficiary must regularly inform the Commission in writing on the progress of implementation of the action.

For projects with a duration of **12 months or less**, the beneficiary should deliver **one progress report half-way through the project life-cycle** counting from the start date of the project specified in Article 2 of the Special Conditions (e.g. for a 12-month project, the progress report should be delivered before the end of month 6).

For projects having a duration of **more than 12 months**, **two progress reports** should be submitted **at regular intervals** over the duration of the project (e.g. if a project duration is 15 months, the first progress report should be submitted before the end of month 5 and the second one before the end of month 10).

Progress reports should have a **maximum length of 4 pages** and have as an annex the updated **T forms (technical application forms)**, allowing the Commission to assess the project's progress.

Progress reports should contain a summary update of the project past, ongoing and planned activities and outputs. They should also contain relevant comments on project management and financial management aspects.

Progress reports should include a one-page financial summary highlighting the project expenditure incurred until the date of the progress report. Please use one of the forms provided in Annex III ("Project Cost Statement Summary" or "Consolidated Cost Statement for the Action", the latter applying in the case the project involves associated beneficiaries).

B. Structure for the Mid-term and Final Technical Implementation Report

1. Table of contents	
2. General reminder (max 1 page) of project objectives, partnership and expected deliverables.	
3. General summary of project implementation process	<ul style="list-style-type: none"> • General overview of the process • Comparative analysis of <ul style="list-style-type: none"> - initial and actual time schedule - planned and used resources - expected and actual results
4. Evaluation of project management/implementation process	<ul style="list-style-type: none"> • Positive aspects / opportunities • Internal and external difficulties encountered • Partnership/core group cooperation (as appropriate) • Cooperation with the Commission • Comments on European value added • Lessons learnt and possible improvements
5. Activities	<ul style="list-style-type: none"> • Comparison between initially planned and actually implemented activities, including monitoring, evaluation and dissemination • Qualitative evaluation of the activities
6. Presentation of the technical results and deliverables (one section per deliverable)	<ul style="list-style-type: none"> • Description of individual deliverables • Purpose of the deliverable • Evaluation of the deliverable • Value-added – in particular European value-added and transferability - of the deliverable • Dissemination
7. Evaluation of the technical results and deliverables	<ul style="list-style-type: none"> • General lessons learnt • Strengths • Possible challenges and/or improvements to be tackled through further action • Recommendations to stakeholders, partners, authorities in charge, National and EU institutions
8. Follow-up	<ul style="list-style-type: none"> • Comparison between initial and current follow-up measures • Additional follow-up approaches

Annex III

Standard payment request and financial statement

Please find in this annex an Excel workbook to be used for the financial reporting and guidelines for its completion.

In the case of a final payment, please note that the payment procedure described in Art. 27.6 Common Provisions can only start when **all** deliverables have been received by the Commission; these are the final technical implementation report (including other deliverables if applicable), the final financial statement and the request for final payment, and an audit report, if required by Art. 31 Common Provisions.

Please prepare payment request and financial statement with great care, and please respect the instructions for the completion of these financial documents as specified in the explanatory guidelines.

Please do not send payment requests for a first pre-financing as this will be paid upon signature of the grant agreement by the Commission.

An electronic version of the Excel workbook may be found under the following link:
http://ec.europa.eu/echo/civil_protection/civil/prote/pdfdocs/fullscale2009/Annex%20II%20Financial%20statement.xls

GUIDELINES FOR COMPLETING THE FINANCIAL STATEMENT FORMS FOR PAYMENT OF FURTHER PRE-FINANCING* AND FINAL BALANCE PAYMENT FOR ACTION GRANTS

* Check in Article 27.2 to 27.5 Common Provisions whether the grant agreement foresees further pre-financing payment!

Before completing the tables please read carefully the explanatory notes as follows:

- (1) For the preparation and submission of the final financial statement, **the use of the attached Excel-Workbook is compulsory**. In order to have a clear view of the budget consumption at any time during the implementation of the programme, it is recommended that you start completing the individual sheets from the beginning of the programme and update them regularly.

Please do not attach copies of invoices or time sheets to the final financial statement. You will be contacted by the Commission if supporting documents are required for the analysis of the financial statement.

- (2) Whenever requesting a payment (further pre-financing, interim or final), the following sheets of the Excel-Workbook **must be sent** to the Commission in a **paper version**:
 - the "Standard Payment Request and Financial Statement" (*completed, signed and dated by the coordinating beneficiary*).
 - the "Participant Cost Statement Summary" (*completed, signed and dated by each of the participants in the project, i.e. coordinating beneficiary and associated beneficiary/ies*).
 - the "Consolidated Cost Statement for the Action" (*completed, signed and dated by the coordinating beneficiary but only if the project involves associated beneficiary/ies*).

It is preferable (*although not obligatory*) to attach the other sheets of the Excel-Workbook in a paper version. In any case, the entire Excel-Workbook must be provided to the Commission in electronic format (in Excel, not as pdf-file), e.g. on a CD-Rom, memory stick or sent by e-mail.

- (3) The sheet "Standard Payment Request and Financial Statement" also serves as declaration of the interest yielded on the pre-financing amount. According to Article II.16.4 of the grant agreement the interest or equivalent benefits yielded by the pre-financing is not regarded as a receipt of the action, but remains the property of the Commission. At the time when the pre-financing amount is cleared by an interim or final payment, it must be reported to the Commission who will recover the interest amount or set it off against the payment.

If no interest has been yielded, please report "0" in order to avoid queries.

- (4) For payment requests for further pre-financing, please refer to sections (21) and (22) at the end of this note.
- (5) In case the project involves associated beneficiary/ies, each participant (coordinating beneficiary and each associated beneficiary) must complete an Excel-workbook to report their own individual costs. For the beneficiary there are additional instructions in section (20) at the end of this note.
- (6) For future reference remember to keep all working documents used in the preparation of the Excel-Workbook and an electronic version of it.
- (7) In all individual sheets, the Euro is used as the default national currency (and therefore, the default "exchange rate" is "1"). If the coordinating and/or associated beneficiary/ies have their accounts in other currencies, they shall convert the amounts into the Euro in accordance with Art.29.4 Common Provisions. The monthly accounting rate is published on InforEuro:

(<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>).

Each participant has the choice to convert the costs by using the monthly accounting rate established by the Commission either (1) for the month in which the statement of expenditure and income is presented to the Commission, or (2) for the month in which the expenditure was incurred.

- (8) You are requested to complete all relevant sheets, providing all details and respecting the labelling of each column. Please note that the yellow cells generally contain formulas and should not be completed (unless explicitly specified in these guidelines). In principle, you should only complete non-coloured cells. For example, in the sheet "Participant Cost Statement Summary", you should only complete the name of the participant and the amount of "indirect costs/ overheads". All other cells (in yellow) will be updated automatically when you complete the other sheets of the workbook.
- (9) The indirect costs/ overheads relate to costs which cannot be directly and exclusively allocated to the project. Typical examples of such costs are normal office supplies, office rent, telephones, IT, electricity, heating etc. This list is not exhaustive! Indirect costs / overheads are eligible up to a maximum of 7% of the total amount of eligible direct costs of each participant. It should be borne in mind that this amount cannot in absolute and relative terms exceed the actual amount or rate of indirect costs / overheads for each participant.
- (10) All amounts, where applicable, should be excluding VAT, unless the participants (coordinating and/or associated beneficiary/ies) can show that they are not able to recover VAT. In this case the amount can include VAT, but documentation must be provided for each participant (coordinating and/or associated beneficiary/ies) claiming that VAT cannot be recovered. Information on the VAT-status is requested on the sheet "participant cost statement summary".
- (11) As a general rule, in order for costs to be considered eligible, they must have been actually incurred and paid, (i.e. it must be possible to establish proof of payment = transfer of money) before the submission of the final financial statement.
- (12) Additional rows can be added to the individual sheets by using the insert rows function in excel. Please remember to insert these rows after the first and before the last row of the existing sheet in order not to disturb the formulas contained in the table. Please also re-number the sequential number column.
- (13) Sheet "personnel costs": for the calculation of the "annual gross salary", the "annual number of working time units" and the "time unit rates", you can use the following table:

A	Annual salary before tax for the relevant calendar year including 13 th (or more) month salary.	
B	+ social charges	
C	+ pension contribution	
D	+ holiday allowance	
E	+ Other	
F = sum of A to E	= annual gross salary	
G	Annual time units (*)	
H	Holidays	
I	Week-ends	
J	Bank holidays	
K = G- (H+I+J)	Annual number of working time units	
L=F/K	Time unit rate(s)	

(*) For illustration purposes, the annual number of working hours could be calculated in the following way: *from the total number of 52 weeks in a calendar year, deduct 5 weeks of holiday and 2 weeks of bank (public) holidays, which results in 45 working weeks. 5 working days per week gives 225 working days, and 7.5 hours per working day gives 1.687.5 working hours.* This calculation can of course vary since it depends on the specific conditions applicable to each individual employer. Please note that deduction of days for sickness may also be considered if applicable based on contractual terms. This would normally account for no more than 2 weeks.

- (14) If staff are employed on a contractual basis (e.g. short-term work contract), the methodology described in point 13 does not necessarily apply. The starting point should be the time unit agreed in the contract (and stated in column F) or the final amount paid according to the contract (and stated in column J neglecting that the cell contains a formula). Details of the contract should be explained in column D. An annual equivalent salary should not be calculated.
- (15) Despite the specification in columns M-Y in the sheet "Personnel", separate individual time sheets per employee involved in the project must be kept. If your organisation does not operate with time sheets, you are invited to use the model time sheet provided in a separate sheet at the end of this workbook. Please do not attach copies of the time sheets to the final financial statement. It should be stressed that time sheets are mandatory if personnel costs are to be considered as eligible for co-funding for both contractual and permanent personnel. For contractual employees a copy of the contract should be kept as a working document. Should you use in the sheet "personnel" a different time unit than for your organisation's time registration (e.g. days instead of hours), you should provide an explanation on the conversion calculation (e.g. 1 day equal to 7.5 hours/8 hours etc.).
- (16) In sheet "Equipment" it should be stressed that only depreciation costs for equipment purchased and used during the lifespan of the project should be recorded in this cost category. The description of the methodology used for the calculation of the depreciated costs (column) should indicate the various factors used in the calculation, e.g. lifespan in years, percentage of use for the project.
- (17) "In-kind" contributions and costs not included in the budget (ineligible costs) should be reported in the sheet bearing the same name. Even though these costs are not part of the calculation of the total eligible costs of the project/ action, they are, however, important when establishing whether or not any of the participants has generated a profit during the project. Please note that this category in principle could include costs from all other cost categories. Since the layout of the sheet is rather generic, please provide for each item concerned a sufficient description.
- (18) In sheet "funding from other sources", revenues from other sources than the Commission contribution and the coordinating and/ or associated beneficiaries' own financing of the project should be reported whether these revenues have already been received or if they are expected to be received. This information is important in assessing the profit situation of each participant in the project.
- (19) The sheet "calculation of payment" contains the calculation sheet for the final grant amount, but is for the *Commission use only*. It is included in the Excel-workbook for information purposes only. Even though this sheet contains formulae which calculate a possible final grant amount this calculation cannot be considered as the final amount payable until the Commission has completed its assessment of the financial statement, which may result in the re-classification or disallowance of some or all costs claimed, should these prove to be ineligible.

Instructions for coordinating beneficiaries in case one or several associated beneficiaries participate in the project.

- (20) In case there are one or several associated beneficiaries in the project, the final financial statement shall comprise an individual Excel-Workbook completed by each of the participants (i.e. coordinating beneficiary and associated beneficiary/ies). On the basis of the individual Excel workbooks, the coordinating beneficiary shall produce a "consolidated cost statement" and annex it to the payment request. The relevant table is provided in a separate sheet at the end of the work book and is named "consolidated cost statement". The coordinating beneficiary is requested to complete this sheet by adding up the summary sheet of each participant, and that will finally constitute the total costs and revenues of the project. The coordinating beneficiary is reminded that they bear the financial responsibility towards the Commission. Therefore, a system to monitor and check associated beneficiaries' expenditure is recommended.

In case the payment request relates to a further pre-financing*

*Check in Article 27 Common Provisions whether the grant agreement foresees further pre-financing payment !

- (21) The financial statement forms also serve as the documentation required to release the further pre-financing amount referred to in Article 27.5 which requires that 150 % of the pre-financing amount in article 27.3 has been consumed. This documentation has to be supplied at the same time as the mid-term report mentioned in Article 11.3 and together with the request for further pre-financing. The instructions for completing the individual forms contained in this note above also apply to the financial statement forms needed for a request for payment for further pre-financing.
- (22) When the documents in (21) are drawn up and sent to the Commission you just continue to fill in the tables until the end of the project as these should then serve as the documents referred to in (1).

Annex IV

Standard Audit Report

***NOT APPLICABLE FOR THIS GRANT
AGREEMENT !***

Annex V

Financial identification of the coordinating beneficiary



FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

http://ec.europa.eu/budget/execution/ftiers_fr.htm

ACCOUNT NAME	
ACCOUNT NAME(1)	FOUNDATION FOR RESEARCH AND TECHNOLOGY - HELLAS
ADDRESS	N. PLASTIRA STR. 100
	POSTAL ADDRESS: P.O. BOX 1385 WITH P.C. 71110
TOWN/CITY	HERAKLION CRETE
	POSTCODE 70013
COUNTRY	GREECE

CONTACT	ZINOVIA PAPATHEODOROU	
TELEPHONE	+30 2810 391522	FAX +30 2810 391555
E - MAIL	papatheo@admin.forth.gr	

BANK	
BANK NAME	PIRAEUS BANK S.A.
BRANCH ADDRESS	N. PLASTIRA STR. 100
TOWN/CITY	HERAKLION CRETE
	POSTCODE 70013
COUNTRY	GREECE
ACCOUNT NUMBER	5755-001450-564
IBAN(2)	GR12 0172 7550 0057 5500 1450 564

REMARKS: SWIFT CODE: PIRBGRA1755

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE
(Both Obligatory)(3)
E. AGOURAKIS

DATE + SIGNATURE ACCOUNT HOLDER :	
(Obligatory)	
ZINOVIA P. PΑΠΑΘΕΟΔΩΡΟΥ	
DATE	30-09-2011

(1) The name or title under which the account has been opened and not the name of the authorized agent
(2) If the IBAN Code (International Bank account number) is applied in the country where your bank is situated
(3) It is preferable to attach a copy of recent bank statement, in which event the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases

