



CALL FOR PROPOSALS and guide for applicants

Call reference: GP/EFSA/ALPHA/2021/10
Call title: Supporting tasks in the area of Animal Welfare
Project/Process code: ALPHA-04
Budget line: 3210

Restricted to the list of competent organisations adopted by EFSA Management Board according to Article 36 of European Parliament and Council Regulation (EC) No 178/2002

INDICATIVE PROCEDURE TIMETABLE

Milestone	Date ¹	Comments
Launch date	20/12/2021	Date of publication on EFSA's website.
Deadline for applicants to raise clarification questions to EFSA	02/03/2022	If, after having read this Call for proposals and guide for applicants, you have any questions, you may address them to EFSAProcurement@efsa.europa.eu by indicating the Call reference.
Deadline for EFSA to reply to clarification questions	04/03/2022	Replies will be provided on EFSA's webpage where this Call is published and which the applicants are requested to consult regularly.
Deadline for submission of proposals	10/03/2022	
Notification of the evaluation results	April-May 2022	Estimated. <i>Attention: outcome of the present Call for proposals will be communicated to all applicants to the e-mail address indicated in their proposal. Accordingly, the applicants who have submitted a proposal under the present call are strongly invited to check regularly the inbox in question.</i>
Grant agreements signature	May-June 2022	Estimated

Provide EFSA with feedback:

If you considered applying to this call for proposals but finally decided not to do so, your feedback and reasoning for such a decision would be very much appreciated. Please address it to: EFSAProcurement@efsa.europa.eu. EFSA will process any feedback confidentially in order to improve the quality of its future grant calls.

¹ All times are in the time zone of the country of the EFSA.

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1. GRANT OPPORTUNITY AND CONDITIONS²

1.1 LEGAL FRAMEWORK

Article 36 of the Regulation (EC) 178/2002³ of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety foresees the possibility to financially support networking of organisations operating in the fields within the EFSA's mission.

In particular, Article 36(1) stipulates that the Authority shall promote the European networking of organisations operating in the fields within the Authority's mission. The aim of such networking is, in particular, to facilitate a scientific cooperation framework, the development and implementation of joint projects⁴ and the exchange of expertise and best practices in the fields within the Authority's mission.

On the 19th December 2006 the Management Board, acting on a proposal from the Executive Director, drew up a list of competent organisations designated by the Member States which may assist EFSA, either individually or in networks, with its mission. This list is regularly updated by EFSA's Management Board.

The Commission Regulation (EC) 2230/2004⁵ of 23 December 2004 laying down detailed rules for the implementation of the European Parliament and Council Regulation (EC) 178/2002 with regard to the network of organisations operating in the fields within the EFSA's mission specifies in Article 4 that tasks may be entrusted by the Authority to organisations on the list of competent organisations and in Article 5 that the financial support to the networking organisations shall take the form of subsidies (grants) awarded in accordance with the EFSA's financial regulation and implementing rules.

The Regulation also requires (recital 9) that tasks entrusted should be performed to high scientific and technical standards, efficiently (also with regard to deadlines) and independently, under the responsibility of EFSA.

In accordance with Article 4, tasks that may be entrusted by the Authority to organisations on the list of competent organisations, include those consisting in:

- disseminating best practices and improving methods of collecting and analysing scientific and technical data, particularly for the purposes of facilitating comparability and producing a Community-level summary;
- collecting and analysing specific data in response to a common priority, in particular the Community priorities contained in the Authority's work programmes, and in cases where the Authority's scientific assistance is urgently needed by the Commission, especially in the context of the general plan for crisis management referred to in Article 55 of Regulation (EC) No 178/2002;

² The applicant is reminded that this Call and guide for applicants contains a selection of the most important conditions for the grant implementation. For the full set of conditions the applicant is invited to consult the draft grant agreement attached to this Call.

³ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2002:031:0001:0024:EN:PDF>

⁴ Project is frequently referred to in this Call as "action", in line with EU Financial Regulation terminology.

⁵ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:379:0064:0067:EN:PDF>

- producing scientific data or works contributing to the risk assessment tasks, including assessment tasks in the field of human nutrition in relation to Community legislation, for which the Authority is responsible; this type of task must correspond to precise problems identified in the course of the work of the Authority, and in particular that of its Committee and permanent Scientific Panels, and must not duplicate Community research projects or data or contributions which it is the industry's duty to provide, especially in the context of authorisation procedures;
- preparing the Authority's scientific opinions, including preparatory work relating to the assessment of authorisation dossiers;
- preparing the harmonisation of risk assessment methods;
- sharing data of common interest, e.g. the establishing of databases;
- the tasks referred to in Articles 6 and 18(3)(b) of Regulation (EC) No 1829/2003.

The present Call for proposals and guide for applicants (hereinafter referred to as "the Call") is procedurally governed by the Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012. The present Call is based on EFSA's 2021 Work Programme for grants and operational procurements as presented in Annex XIa of the Programming Document 2021 – 2023, available on the EFSA's website⁶.

1.2 BACKGROUND AND MAIN OBJECTIVE OF THE CALL

BACKGROUND

In the context of the revision of EU legislation on animal welfare foreseen in the Farm to Fork strategy (F2F), EFSA aims at identifying institutions with the necessary scientific expertise to support EFSA's mission on the provision of scientific advice for policy making in the field of animal welfare.

The mission of the EFSA's Animal and plant health (ALPHA)⁷ Unit is to provide the EU risk managers (the European Commission, the European Parliament and the EU Member States) with risk assessment, scientific advice and scientific and technical assistance on animal health, **animal welfare** and plant health.

In 2020, the European Commission (EC) presented the F2F strategy and the Green deal legislative proposal, which sets out how to make Europe the first climate-neutral continent by 2050. It addresses comprehensively the challenges of sustainable food systems and recognises the inextricable links between healthy people, healthy societies and a healthy planet. Higher animal welfare is at the core of this strategy alongside aspects such as increased organic farming or reduced antimicrobial usage .

In this context, the EC started a comprehensive **evaluation of the animal welfare legislation**. This will include the following acts:

1. Council Directive 98/58/EC of 20 July 1998 concerning the protection of animals kept for farming purposes;
2. Council Directive 1999/74/EC of 19 July 1999 laying down minimum standards for the protection of laying hens;

⁶ https://www.efsa.europa.eu/sites/default/files/corporate_publications/files/amp2123.pdf

⁷ ALPHA unit will be replaced by BIOHAW unit from 1st January 2022 onwards. Animal welfare will be within the remit of the BIOHAW unit.

3. Council Directive 2008/119/EC of 18 December 2008 laying down minimum standards for the protection of calves³(Codified version);
4. Council Directive 2008/120/EC of 18 December 2008 laying down minimum standards for the protection of pigs⁴(Codified version);
5. Council Directive 2007/43/EC of 28 June 2007 laying down minimum rules for the protection of chickens kept for meat production;
6. Council Regulation (EC) No 1/2005 of 22 December 2004 on the protection of animals during transport and related operations and amending Directives 64/432/EEC and 93/119/EC and Regulation (EC) No 1255/976;
7. Council Regulation (EC) No 1099/2009 of 24 September 2009 on the protection of animals at the time of killing

In the frame of this **evaluation of the EU animal welfare legislation**, EFSA has been asked to provide scientific advice on animal welfare taking into account the most up-to-date scientific research and data. Recently, EFSA was asked to perform scientific assessments on the welfare of animals kept in cages for the species and categories of animals (e.g. broilers, laying hens, ducks, geese, quail, pigs, calves) identified in the European citizens' initiative (ECI) "End of the Cage Age". Already in 2020, EFSA published an up to date scientific assessment on the welfare of farmed rabbits, a species also listed in the ECI initiative. In addition, EFSA was requested to provide the most up to date information on the welfare of animals during transport (free moving animals and animals transported in cages) and during slaughter (for human consumption) and during on-farm killing. Besides these mandates, EFSA is expected to receive mandates in the same context for assessing the welfare of certain animals species or categories for which, currently, no specific EU legislation exists but envisaged for the future. These species, among others, are: beef cattle, sheep & goats, horses, turkeys, minks, raccoon dogs, foxes, certain invertebrates such as decapods and farmed fish such as carp, sea-bass, European eel, tuna, salmon and trout.

EFSA will continue its assessment of animal's welfare at killing (both slaughter and killing on farm for other purposes than human consumption) of animals and where needed assess new methods and tools of stunning and killing according to existing guidelines⁸.

MAIN OBJECTIVE

This call aims at identifying one or more organisations to which tasks falling within the mission of the ALPHA⁷ unit, **in particular on animal welfare**, can be entrusted by EFSA. Specifically, it aims at creating a pool of available expertise to support EFSA with the execution of projects on animal welfare and mandates received by the unit. These tasks regard the animal welfare risk assessments in the context of "F2F Strategy" (on farm welfare, animal welfare during transport and during slaughter and killing), and "End of Cage age" (welfare aspects specifically linked with rearing animals on cages). These tasks can involve improvement of methods for animal welfare assessment and collection and appraisal of scientific evidence.

Support to the EFSA's Animal welfare team for covering a variety of tasks as listed here:

- To support benefit assessment in addition to risk assessment and include the assessment of positive welfare and affective state of animals (i.e. emotional valence, arousal and related cognitive state);
- To provide background evidence and support drafting conclusions related to requirements laid down in F2F and related guidance documents;
- To provide scientific evidence supporting the European Citizens' Initiative End the Cage Age;
- The implementation and further development of expert knowledge elicitation in animal welfare assessment and the use of existing data on animal welfare;

⁸ <https://efsa.onlinelibrary.wiley.com/doi/full/10.2903/j.efsa.2018.5343>

- The assessment of complex interplay of internal and external factors to determine the welfare of animals (quantitative assessments) including the:
 - o The assessment of animal welfare on farm;
 - o The assessment of animal welfare during killing (both slaughter and killing on farm for other purposes than human consumption);
 - o The assessment of animal welfare during transport.

1.3 SPECIFIC OBJECTIVES OF THE CALL

The specific objective of this Call is to conclude Framework Partnership Agreements (FPA) in **two lots, each lot in cascade, to entrust the tasks described below for each lot.**

Framework Partnership Agreement:

A FPA is a long-term cooperation, of up to 4 years, between the Authority and one or more partners. It sets out the framework conditions and is subsequently implemented through Specific Agreements. The specific agreements will set out the specific conditions for performing the respective assignment.

EFSA envisages establishing Framework Partnership Agreements covering the following two lots to improve the animals welfare risk assessments:

Lot 1 – Animal welfare risk assessments & protection of animals on farm and protection of animals during transport

- o Compiling, preparing and drafting sections, based on existing literature and reports, in particular focusing on:
 - a. Description of the current husbandry systems and practices of farming animals in the EU;
 - b. Description of the most relevant welfare consequences linked to husbandry systems. Relevance needs to be motivated and tabled according to severity, duration and occurrence;
 - c. Description and characterisation of the qualitative or quantitative measures (animal based measures (ABMs)) to assess the welfare consequences. In addition, propose ABMs and preventive and corrective measures with, where possible, either qualitative (yes/no question) or quantitative (minimum/maximum) criteria (i.e. requirements to prevent and/or mitigate the welfare consequences).
 - d. The identification, description and assessment of the hazards (e.g. space allowance, journey times for transport, etc) leading to welfare consequences in each of the species and for specific exposure scenario's and the provision of measures to prevent, mitigate or correct the welfare consequences (resource and management based measures);
 - e. Animal welfare risk and/or assessment of the protection of animals during transport (caged animals and free living animals).
- o Support in executing literature searches related to common husbandry systems or practices for keeping animals in the EU;
- o Design & execute surveys on welfare issues in the EU and support in collating and analysing the results obtained from the Member States;
- o Identification of knowledge gaps and lack of evidence for the assessment of animal welfare on farm and during transport.

Scope of animal species for lot 1: any animal that is farmed for food or other purpose including laying hens, broilers, pigs, calves, beef cattle, sheep & goats, horses, turkeys,

rabbits, minks, raccoon dogs, foxes, certain invertebrates such as decapods and farmed fish such as carp, sea-bass, European eel, tuna, salmon and trout.

Lot 2 – Animal Welfare risk assessments & protection of animals during slaughter and on-farm killing

- Compiling, preparing and drafting sections, based on existing literature and reports, in particular focusing on:
 - a. Slaughter of farmed animals at slaughterhouse (for human consumption) according regulation No 1099/2009⁹:
 - i. Assess welfare across the process of slaughtering (arrival until death) according three main phases (i) pre-stunning (arrival, unloading, lairage, handling and moving) (ii) stunning (including restraint) and (iii) bleeding. For each phase a description is needed of: the welfare consequences, welfare hazards, animal based measures, corrective and preventive measures for mitigating the hazards
 - ii. Description of stunning methods (e.g. electrical, controlled atmosphere, mechanical and others if applicable).
 - b. Killing of farmed animals not for human consumption (e.g. depopulation, eradication, emergency killing, etc)
 - i. Assess welfare across the process of stunning and/or killing. For each scenario a description is needed of: the welfare consequences, welfare hazards, animal based measures, corrective and preventive measures for mitigating the hazards
 - ii. Description of stunning and killing methods (electrical, controlled atmosphere, mechanical and others if applicable).
- In case requests/mandates for the application of new stunning and killing methods (during slaughter and/or on-farm killing) would arrive, the compiling, preparing and drafting sections focusing on:
 - i. The assessment to what extent the new method is able to provide a level of animal welfare at least equivalent to that ensured by the currently allowed methods (and identification of hazards, welfare consequences and animal based measures);
 - ii. The assessment of the extent to which the use of new method is acceptable for the stunning according to the requirements of Council Regulation (EC) No 1099/2009⁹;
 - iii. The assessment of the extent to which the findings in the dossier are consistent with other sources of scientific evidence;
 - iv. Description of the requirements for the use of the new method;
 - v. Formulate conclusions on the acceptability of the new method to eventually include it in the list of Council Regulation (EC) No 1099/2009⁹.

Scope of animal species for lot 2: any animal that is farmed for food or other purpose including laying hens, broilers, pigs, calves, beef cattle, sheep & goats, horses, turkeys, rabbits, minks, raccoon dogs, foxes, certain invertebrates such as decapods and farmed fish such as carp, sea-bass, European eel, tuna, salmon and trout

The organisations applying for this call must indicate precisely in their proposal for which lot/(s) they are applying. Organisations can apply for one or all (both) lots.

Proposals for each lot will be individually evaluated by EFSA according to the award criteria indicated in section 2.5. A framework partnership agreement will be awarded by EFSA to each organisation which passes the minimum quality thresholds set out in the award criteria.

⁹ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32009R1099>

Cascade mechanism: The points awarded in the evaluation will constitute the ranking in order to establish a cascade of beneficiaries under each lot. EFSA will consult the beneficiary ranked first for the respective lot in order to conclude a specific agreement for work to be carried out.

In case the first ranked beneficiary does not accept the proposed specific agreement, the beneficiary ranked second will be consulted in accordance with the timescales mentioned below. In case the beneficiary ranked second does not accept, the cascade continues down the ranking.

1.4 ELIGIBLE ORGANISATIONS

To be eligible, the applicant must be on **the list of competent organisations** established by the Authority's Management Board in application of Article 2 the Commission Regulation (EC) No 2230/2004 laying down detailed rules for the implementation of European Parliament and Council Regulation (EC) No 178/2002 with regard to the network of organisations operating in the fields within the Authority's mission. This list is regularly updated by EFSA Management Board and is available for consultation using this link <https://efsa.force.com/competentorganisations/s/>

1.5. ROLES AND RESPONSIBILITIES

For a sound understanding of this call it is also important to have clarity on the used terminology in respect of the involved organisations and their roles.

- **The Applicant** submits the proposal/grant application to EFSA.

As soon as the the grant agreement is signed, the applicant becomes **the beneficiary**. The beneficiary is liable for the technical implementation of the entrusted task as described in the grant agreement.

Regarding **the beneficiary**, please note also the following important roles:

- Communicate with EFSA;
- Receive and answer all claims EFSA might have in relation to the implementation of the entrusted task;
- Request and review any documents or information required by EFSA and verify their completeness and correctness before passing them on to EFSA;
- Inform EFSA of any event that is likely to substantially affect the implementation of the entrusted task;
- Submit the deliverables and reports to EFSA;
- Request and receive payments from EFSA.

1.6. POSSIBILITY OF SUBCONTRACTING

Subcontracting is not permitted.

1.7 IMPLEMENTATION OF THE ENTRUSTED TASKS VIA SPECIFIC AGREEMENTS

SPECIFIC AGREEMENTS

When in EFSA a need of entrusting a task arises, a specific request will be sent to the beneficiary ranked first in the cascade for the respective lot. The specific request will describe the tasks to be entrusted and will include a description of the expertise required to perform those tasks.

The beneficiary should reply to the specific request within 10 working days and should submit one or more CVs of staff members fulfilling the expertise criteria. Within 10 working days EFSA should confirm which person has been chosen and within another 10 working days EFSA should send the specific agreement to the beneficiary for signature.

The precise scope of the specific assignment and the required profile/s of the staff who will perform the entrusted tasks will be described in the specific agreement. The specific agreement will further specify on an ad-hoc basis:

- The precise conditions for the performance of the entrusted tasks;
- The criteria to ensure that tasks are performed to high scientific and technical standards;
- The rules and procedures for ensuring that tasks are carried out with independence, integrity and respect for confidentiality.

The duration of the specific agreements will be typically 6 to 12 months.

PERFORMANCE OF ENTRUSTED TASKS

The tasks entrusted through the specific agreements (requests) will be conducted by one or more staff members of the organisations awarded a FPA. The staff members will perform these tasks either in the EFSA premises in Parma, Italy, in the premises of the beneficiary (*extra-muros*) or a combination of both. This is to be decided and specified for each specific agreement.

The tasks will be performed under the EFSA policies applicable for the respective outputs and, where relevant, in compliance with the specific procedural provision of the relevant legislation.

Should EFSA during implementation of a specific agreement identify that a staff member of the beneficiary working on an entrusted task is not performing according to expectations, EFSA has the right to request a replacement staff member from the beneficiary. The beneficiary in such a case must ensure there is a smooth handover between the outgoing and new staff member and at the same time the beneficiary shall endeavour to minimise any negative impact from such a change of staff on the execution of the entrusted task.

The ownership of the delivered outputs as a result of these tasks will be vested solely in EFSA and EFSA will be solely responsible of the results of the tasks performed. Only with **EFSA`s prior written permission** will the beneficiary be allowed to use the outputs resulting from the entrusted tasks.

The support provided by the entrusted organisations will be acknowledged in the EFSA outputs and the staff having conducted the task will be mentioned in the authorship list.

WORKING CONDITIONS OF EMPLOYEES FROM THE SELECTED ORGANISATIONS

The employees of the organisation awarded a Specific Agreement to perform the specific entrusted task (hereafter referred to as 'employees') will be working closely with the EFSA ALPHA⁷ unit considering that only specific tasks, not full outputs, will be entrusted to the organisations and that a full coherence among EFSA outputs of similar nature is essential. They will work according to the plan and timeline of the ALPHA⁷ unit, will regularly attend team and unit meetings, and will report to the Team Leader of the scientific area related to the specific agreement and entrusted tasks.

The working conditions (including remuneration, working hours, leaves, social security) applicable to the employees will remain those established by their employer. Leaves can be agreed by the home organisation and EFSA should be informed of the leave arrangements,

ideally giving one months' notice for leave of more than one week. For the benefit of the execution of the grant it is important to coordinate as much as possible with the EFSA Unit regarding the leave of experts but no formal agreement is required from EFSA before leaves are agreed by the home organisation. The 'employee' should provide EFSA with a monthly timesheet, to be approved by the EFSA team leader (Annex 10).

During the performance of the entrusting tasks, the 'employee':

- Shall carry out his duties and conduct themselves with the interests of EFSA in mind. They shall neither seek nor take instructions from their employing organisation (their employer) nor from any government, authority, organisation or person outside EFSA in relation to the execution of the specific tasks entrusted by means of a specific agreement. They shall carry out the duties assigned to them objectively and impartially.
- Shall be fully subject to the EFSA Policy on Independence¹⁰ and the Decision of the Executive Director on Competing Interest Management¹¹. They will submit a Declaration of Interest which will be screened according to the rules applicable to the external experts contributing to the EFSA's work (Articles 6-8) and the rules applicable to screening of Declarations of Interest in the context of procurement and grant awarding procedures (Article 15-16).
- Will not review their own work nor any output produced by their home organisation or by an individual from their home organisation.
- Shall inform EFSA in advance of any involvement in an outside activity related to the subject matter of work performed under the grant agreement, whether paid or unpaid, or to carry out any assignment outside EFSA.
- For the entire duration of the assignment, the individual shall refrain from engaging in any activity linked, relating to or having a connection or an impact on the tasks and/or subject matter of the grant awarded unless specifically authorised by EFSA.
- Shall refrain from any unauthorised disclosure of information received in the line of duty, unless that information has already been made public or is accessible to the public. Under Specific Agreements in this field, EFSA will grant the *employee* access to confidential information in order to perform the tasks. The *employee* will therefore be required to sign a confidentiality agreement before commencing the performance of tasks (Annex 11).

The expert may be sent on mission if this is related to the tasks defined by the grant agreement, as part of a delegation led by an EFSA official or temporary staff member, or on his own on the basis of a specific mandate given by the EFSA Executive Director. Any mission or trainings would be agreed in advance with the grant beneficiary (home organisation of the expert). Any mission and training expenses should be estimated in the estimated budget template for each specific agreement.

The employees shall be entitled to attend training courses organised by EFSA if the interest of EFSA warrants it.

The working language for performance of tasks will be English.

BUDGET FOR THE SPECIFIC AGREEMENTS

The budget for each specific agreement must be established in line with Annex 1 - Rules on eligibility of costs. To highlight some of the most important elements of Annex 1:

1. The staff assigned to the project have to be classified between these three categories according to the International Standard Classification of Occupations (ISCO-88 (COM)), in

¹⁰ http://www.efsa.europa.eu/sites/default/files/engage/Procurement/EFSAPolicy_independence.pdf

¹¹ http://www.efsa.europa.eu/sites/default/files/engage/Procurement/DecisionED_CompetingInterestManagement.pdf

function of their role in the project. In most cases it is anticipated that the category to be requested by EFSA in specific agreements will be the Researcher/Teacher/Trainer category.

- Manager
- Researcher / Teacher / Trainer
- Technical
- Administrative

2. **THE UNIT COSTS** per day for staff indicated in below table **must** be used when establishing the estimated budget for each specific agreement and when declaring the incurred costs.

The rate of the country in which the partner organisation is registered should be applied, not the rate of EFSA, Italy.

UNIT COST PER DAY IN EUROS

Country	Manager	Researcher Teacher Trainer	Technical	Administrative
Austria	4 95	334	270	214
Belgium	471	382	269	240
Bulgaria	70	63	48	33
Croatia	221	199	160	101
Cyprus	316	236	146	99
Czech Republic	149	122	88	65
Denmark	436	353	287	224
Estonia	118	86	69	49
Finland	386	267	205	171
France	463	374	274	206
Germany	452	334	238	218
Greece	207	145	103	93
Hungary	120	96	73	49
Iceland	372	338	291	187
Ireland	314	334	243	181
Italy	475	312	209	182
Latvia	90	74	59	42
Lithuania	85	71	54	39
Luxembourg	537	378	305	238
Malta	129	107	83	62
Netherlands	451	365	231	182
Norway	520	433	367	282
Poland	116	91	70	52
Portugal	274	192	130	82
Romania	134	103	80	51
Slovakia	130	105	93	75
Slovenia	255	194	156	98
Spain	340	225	173	124
Sweden	397	334	276	212
Switzerland	486	359	256	235

3. **THE NUMBER OF DAYS** spent on the project (considering that one day is composed by 8 working hours according to working day duration at EFSA) is to be indicated when establishing the estimated budget and when declaring the incurred costs. The staff budget of the project shall be obtained by multiplying the number of days proposed with the daily staff rates.
4. In addition to the salary cost, and only in case of beneficiary`s employee working in EFSA`s premises, the specific agreement will also recognise a **REINSTALLATION COST** of 1500 EUR per month, to cover the additional cost for the individual`s life in Parma and travels to and from their country of origin. In case the selected person will be travelling a distance of less than 300 km to Parma from the place of his/her regular employment at Beneficiary organisation the monthly **REINSTALLATION COST** will be recognised at level of 900 EUR per month. No allowance is foreseen in case of travel from distance of less than 50 km.

5. The general COORDINATION COSTS are eligible costs. These costs cover the cost of general management of the grant agreement by the beneficiary. These costs are to be indicated in the estimated budget at a flat rate of up to 10% of all eligible direct staff costs (both extra-muros and intramuros, including the reinstallation costs in case of intramuros assignments).

For example: Staff X, Belgium Researcher (daily cost 382€), working the whole year in EFSA premises, generates eligible staff costs $220 \text{ d} * 382 \text{ €} = 84.040 \text{ €}$, and on top of it EFSA recognises the reinstallation cost of 18.000 € (1500 € * 12 m). The coordination costs eligible on top of these intramuros staff costs are 10% of 102.040€ = 10.204€.

6. By derogation to point 2.2 of Annex 1, the INDIRECT COSTS related to the costs of staff in intramuros are eligible only up to a flat rate of 5% of those costs (excluding the reinstallation costs).

For example: Staff X, Belgium Researcher (daily cost 382 €), working the whole year in EFSA premises, generates eligible staff costs $220 \text{ d} * 382 \text{ €} = 84.040\text{€}$, and on top of it EFSA recognises the reinstallation cost of 18.000 € (1500 € * 12 m). The indirect costs eligible on top of these intramuros staff costs are 5% of 84.040€ = 4.202€ (and not 5% of sum of 84.040€ & 18.000 €).

7. The specific agreements may also foresee the missions in the estimated budget, in line with Annex 1 - Rules on eligibility of costs. Mission expenses should be estimated in the estimated budget template for each Specific Agreement.
8. Miscellaneous costs (costs arising directly from the requirements imposed by the grant agreement). EFSA will verify closely if these costs are eligible in the context of the call for proposal in question, in particular its objectives.

The above categories represent an exhaustive list of the possible eligible direct costs under this particular grant agreement.

The above indicated costs are co-financed by EFSA at 90%, see later below in part 1.9 and 1.10 for more information on co-financing principle.

1.8 PAYMENTS

Payments to the grant beneficiary will be made in accordance with the terms of the draft FPA published with this call and will be reconciled with the number of days declared in the timesheet which must be approved by EFSA. Only days actually worked for EFSA should be declared (holidays, bank holidays and days of illness should not be declared).

Importantly, **each specific agreement may foresee a pre-financing of up to 50% of the EFSA initial grant value.**

1.9 GRANT PRINCIPLES

The financial support provided by EFSA under this Call for proposals is a grant governed by the EU Financial Regulation referred to in part 1.1. Accordingly, the grant awarded following this Call must comply with the following principles:

- **Co-financing:** co-financing from a source other than the Union budget is required. The costs not covered by the EFSA grant must be financed from the applicant resources. The applicant must therefore contribute financially to the project. Additionally, there may be

also a financial contribution from another entity, but such an entity may be only a public body. Contributions from the private sector are not permitted.

- **No-profit:** A grant shall not have the purpose or effect of producing a profit within the framework of the entrusted task for the applicant. Profit is defined as a surplus of the receipts over the eligible costs incurred by the beneficiaries, at the time of request for payment of the balance. The receipts shall be limited to income generated by the project/entrusted task (likely zero in this case), as well as financial contributions specifically assigned by donors to the financing of the eligible costs. Where a profit is made, EFSA shall be entitled to recover a part of it in line with the procedure foreseen in the grant agreement. The verification of the non-profit rule does not apply to grant agreements of ≤ 60.000 €.
- **Non-retroactivity:** A grant may be awarded for a project/task entrusted which has already begun only provided that the applicant can demonstrate the need for starting the entrusted tasks prior to signature of the grant agreement. In such cases, costs eligible for financing shall not have been incurred prior to the date of submission of the grant application under this call. No grant may be awarded retrospectively for a project /tasks entrusted already completed.
- **Non-cumulative:** A project / entrusted task may only receive one grant from the EU budget. In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, the applicant shall indicate the sources and amounts of Union funding received or applied for the same project or part of the project or for its functioning during the same financial year as well as any other funding received or applied for the same project.

1.10 EFSA GRANT CONTRIBUTION

This call will result in the signature of several FPAs. EFSA reserves the right to award Specific Agreements under these FPAs up to a maximum of 660.000 EUR during the 4 years duration of the FPAs. The table below provides an estimate of the budget that EFSA may award specific agreements according the table below

	Year1	Year2	Year3	Year4	Total
Lot 1	120 k€	150k€	120k€	120k€	<i>510k€</i>
Lot 2	20 k€	70k€	30k€	30k€	<i>150k€</i>
	<i>140k€</i>	<i>220k€</i>	<i>150k€</i>	<i>150k€</i>	<i>660k€</i>

The above table is to be considered as indicative. EFSA reserves the right to shift budget over the four-year period and award Specific Agreements as and when needed according to the actual timing of the tasks where support is required.

EFSA further reserves the right not to award Specific Agreements under the FPAs without any compensation to be paid to the applicants. EFSA reserves the right to allocate unused funds from a specific lot to a different lot in case of operational need during the course of FPA implementation.

The form of Specific Agreements signed under the FPA will be based on reimbursement of a specified proportion of the total eligible project costs actually incurred (EU Financial Regulation, Article 125 (1)(f)).

The costs under Specific Agreements are co-financed by EFSA at maximum 90% of the total eligible costs.

The total amount of estimated eligible costs, as presented by the applicant in the Estimated Budget (Annex 3, see also section 1.11 below), and which serves as a basis for calculation of the initial EFSA specific grant, will be verified by EFSA before signature of the Specific Agreement. EFSA reserves the right to implement the necessary adaptations to the estimated

eligible costs in the case **the Rules on eligibility of costs** (Annex 1) were not correctly applied by the applicant.

1.11 ESTIMATED BUDGET AND ELIGIBLE COSTS

For the submission of a proposal under this Call for proposals, leading to the signature of the FPA, **no estimated budget is required**.

The estimated budget will be necessary only before the signature of the Specific Agreement. It must be established in line with **Annex 1 - the Rules on eligibility of costs**. The estimated budget must show all the costs and income which the applicant considers necessary to carry out the tasks entrusted. The Estimated budget will be in practice prepared in close cooperation with EFSA's Evidence Management unit and EFSA's Finance unit.

Estimated budget will have to be:

- sufficiently detailed to permit identification, monitoring and checking of the costs;
- balanced, i.e. total income and total costs must equal;
- consistent with the work plan;
- expressed in Euro.

Estimated budget – cost side:

- Eligible direct costs:
 1. Costs of personnel, including reinstallation cost where applicable (see part 1.7 above), and a framework partnership agreement coordination cost recognised up to 10% of other staff costs;
 2. Mission travel costs and related subsistence allowances for missions made at EFSA's request.

The above categories represent an exhaustive list of the possible eligible direct costs under this particular FPA.

- Eligible indirect costs are applicable under this FPA only in case of a beneficiary's employee working on their own premises.

Estimated budget – income side:

- Mandatory incomes:
 1. Grant requested from EFSA.
 2. Applicant's financial contribution.
- Optional incomes:
 3. Financial contributions from other public bodies.

1.12 PUBLICITY

The beneficiaries are expected to follow the rules on visibility of EFSA funding set out in Article II.8 of the grant agreement.

According to Article 38 of the EU Financial Regulation EFSA is bound to publish information on recipients of its grants at its website. Such publication shall take place no later than 30 June of the year following the financial year in which the grants were awarded and shall cover these data of the beneficiaries:

- name of the beneficiary;

- address of the beneficiary;
- subject of the grant.

1.13 PROTECTION OF PERSONAL DATA

Processing your application in the context of this grant procedure, will involve the recording and processing of personal data (i.e. the name, any CV and contact details and/or financial details of individuals contained in your application) pursuant to Regulation (EC) N° 2018/1725¹².

Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the Call and the data will be processed solely for that purpose.

Detailed information on the processing of personal data in the context of grant award procedures of EFSA is given in the [Privacy Statement](#) available on the EFSA website. This on-line privacy statement details the following:

- the legal basis, purpose and controller of the personal data processing;
- what personal information EFSA is collecting and/or further processing;
- to whom personal data is disclosed;
- what technical means are applied for data processing and way in which EFSA secures the information;
- how data subjects can access, modify and delete their information;
- how long EFSA keeps the personal data;
- the contact details for data subjects to exercise their rights;
- the right of recourse to the European Data Protection Supervisor.

Personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Articles 136 - 140 of the Financial Regulation. For more information see the Privacy Statement on:

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm).

In case the implementation of activities under the grant awarded entails the processing of personal data, the beneficiary shall comply with the relevant rules in the Grant Agreement (Annex 2) as a data processor of EFSA.

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1.14 PUBLIC ACCESS TO DOCUMENTS

In the general implementation of its activities and for the processing of grant procedures in particular, EFSA observes Regulation (EC) N° 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

2. SELECTING PROPOSALS

¹² Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

The Evaluation Committee established by EFSA specifically for this call will evaluate the submitted proposals in five steps:

1. verification of submission requirements (see 2.1)
2. eligibility criteria (see 2.2)
3. exclusion criteria (see 2.3)
4. selection criteria (see 2.4)
5. award criteria (see 2.5)

If the proposal fails at any step it is automatically excluded from further evaluation. EFSA may contact the applicant during the evaluation process if there is a need to clarify certain aspects or for the correction of clerical mistakes.

2.1 VERIFICATION OF SUBMISSION REQUIREMENTS

The following will be verified:

- The proposal was submitted within the deadline for submission of proposals.
- The proposal is submitted on the EFSA application form (Annex 4).
- The proposal is duly signed by the authorised representative of the applicant.
- The proposal is complete and includes all the supporting documents.

2.2 ELIGIBILITY CRITERIA

The following will be verified:

- The applicant must be on the list of competent organisations designated by the Member States in accordance with Art 36 of Regulation (EC) 178/2002 and Commission Regulation (EC) 2230/2004. Applicants not currently on the list may apply to be included but they must be formally accepted and included on the Art 36 list by the EFSA Management Board before the deadline for proposals for this call.
- Applicant participates in the project financially;
- The applicant is to be involved with its own staff in the execution of the entrusted task, with no subcontracting foreseen.

Documents to be provided:

- **LEGAL ENTITY FORM** (Annex 5) ([download template here](#)) to be completed and signed by the applicant. For a public body this legal entity form should be provided together with a copy of the resolution or decision establishing the public body, or other official document establishing that public body. For a private body an extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical only one of these documents is required).
- **FINANCIAL IDENTIFICATION FORM** (Annex 6) ([download template here](#)) to be completed only by the applicant.

Please note there is no need to submit these forms if they have already been submitted under another EFSA procurement or grant procedure and provided that these forms are still valid. In this case simply indicate in the application form the reference of the call under which the form/s were submitted to EFSA.

2.3 EXCLUSION CRITERIA

The applicant must sign a declaration on their honour certifying that they are not in one of the exclusion situations referred to in the Articles 136-140 of the EU Financial Regulation.

Documents to be provided:

- **THE DECLARATION ON HONOUR** (Annex 7) to be completed/signed by the applicant.

2.4 SELECTION CRITERIA

The purpose of the selection criteria is to verify the financial, operational and professional capacity of the applicant.

The applicant must have the professional resources, competencies and qualifications necessary to complete the proposed tasks as described in the specific objectives for each lot.

The following **generic documents** must be provided by the applicant for the selection criteria assessment **for each lot applied for**:

Generic evidence to be provided by the applicant:

Declaration on honour on selection criteria (Annex 8).

Simplified financial statement (applicable only for private bodies): (Annex 9), completed for at least last 2 closed financial years. Only required if the grant is requested by a private body and > 60.000 €:

Letter of commitment (if applicable): applicable only when another public body financially contributes to the project (body other than EFSA or the applicant); to be signed by the contributing public body; it serves to confirm its commitment to financially contribute to the project; no template is provided by EFSA.

Institutional Declarations of Interest (Annex 10), should be provided for each applicant institution. The template is available [here](#).

Individual Declarations of Interest (Annex 10), for the staff proposed to be assigned in the event of Specific Agreement award will only be requested prior to Specific Agreement signature. The template is available [here](#) but individuals' DoIs do not need to be submitted with the application for the FPA.

Additionally, **operational capacity for each lot** must be evidenced by the provision of the following:

Lot 1 – Animal Welfare risk assessments & protection of animals in the context of Farm 2 fork, during transport and End of Cage Age

Documents to be provided by the applicant:

Operational capacity for lot 1: prior to signature of each Specific Agreement implementing the FPA, the beneficiary will be asked to provide the CVs of the individuals who will carry out the entrusted tasks for EFSA. These CVs will be subject to the agreement of EFSA prior to the signature of any Specific Agreement. CVs do not need to be submitted for the award of the FPA.

At this stage **applicants should submit only**:

1. A signed statement confirming that, for FPA implementation, their organisation will have individuals available with the required experience in the fields listed below (a,b,c,d):
2. copies of recent (last 5 years) reports or other documents demonstrating evidence of the institution's current scientific experience mainly related to animal welfare risk assessment, for each of the fields listed below:
 - a. Animal welfare risk assessment, to be proven by at least one recent risk assessment in animal welfare at farm (any farmed species as defined in animal species in section 1.3) or during transport of animals (free moving (cattle, sheep, goats, pigs & horses) and animals in containers (e.g. poultry));
 - b. Description of welfare consequences, to be proven by recent institute report or publication in peer reviewed journal describing in detail welfare consequences and its hazards (scope: any farmed species as defined in animal species in section 1.3)
 - c. Description of ABMs, resource based measures and management based measures, to be proven by recent institute report or publication in peer reviewed journal describing in detail the use of ABMs or other measures to measure animal welfare (scope: any farmed species as defined in animal species in section 1.3)
 - d. Assessment of Animal husbandry systems, to be proven by recent institute report or publication in peer reviewed journal or research project report comparing different husbandry systems (scope: any farmed species as defined in animal species in section 1.3).

Lot 2 – Animal Welfare risk assessments & protection of animals during slaughter and killing

Documents to be provided by the applicant:

Operational capacity for lot 2: prior to signature of each Specific Agreement implementing the FPA, the beneficiary will be asked to provide the CVs of the individuals who will carry out the entrusted tasks for EFSA. These CVs will be subject to the agreement of EFSA prior to the signature of any Specific Agreement. CVs do not need to be submitted for the award of the FPA.

At this stage **applicants should submit only:**

1. A signed statement confirming that, for FPA implementation, their organisation will have individuals available with the required experience in the fields listed below (a,b,c,d,e):
2. copies of recent (last 5 years) reports or other documents demonstrating evidence of the institution's current scientific experience, related mainly to welfare risk assessment during slaughtering and killing of animals, for each of the fields listed below:
 - a. Animal welfare risk assessment during slaughter of animals for human consumption (slaughterhouse), to be proven by at least one recent risk assessment (scope: any farmed species as defined in animal species in section 1.3).
 - b. Animal welfare risk assessment during slaughter of animals for other purposes than human consumption (e.g. eradication campaigns), to be proven by at least one recent risk assessment (scope: any farmed species as defined in animal species in section 1.3).
 - c. Description stunning and killing methods during slaughter and killing (on-farm killing), to be proven by recent institute report or publication in peer reviewed journal describing in detail stunning and killing methods in farmed animals (scope: any farmed species as defined in animal species in section 1.3)
 - d. Description of ABMs to be proven by recent institute report or publication in peer reviewed journal describing in detail the use of ABMs during slaughter or on-farm killing (scope: any farmed species as defined in animal species in section 1.3)
 - e. Assessment of approved stunning methods (according Regulation (EC) No 1099/2009) and their applications, to be proven by recent institute report describing the animal welfare assessment in terms of welfare implications (i.e. pain, distress and suffering) of stunning methods at national level. at least one recent risk assessment (scope: any farmed species as defined in animal species in section 1.3).

2.5 AWARD CRITERIA

The award criteria serve to assess the quality of the proposals in relation to the objectives of the Call.

As specified in this call EFSA tasking grants enable Article 36 partners to support us in our day-to-day scientific activities. In this case, within the frame of [Article 33 of Regulation \(EC\) No 178/2002](#), as amended, laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety.

The following award criteria are applicable for all lots in this call.

For each Lot, the applicant for this grant should deliver:

- 1) **One report/assessment** on on-farm welfare (maximum 10 pages, all included)
and
- 2) **A draft work plan** considered to be representative of its capacity to perform the entrusted tasks under the specific agreement.

1. Report/assessment:

For Lot 1: Report/assessment on on-farm welfare: Welfare of horses* in different production systems. The applicant for this tasking grant should develop a structured example of a scientific report (max 10 pages) on welfare of horses raised for meat production. The report should include: i) the identification of the main husbandry systems for horses in the EU; ii) for at least one of the identified system (chosen by the applicant) the identification of the most relevant welfare consequences and iii) main hazards regarding and Animal-Based Measures (ABMs) to assess welfare of horses.

The report/assessment should include the methodology for identifying the husbandry systems, the methodology for identifying welfare consequences, hazards and ABMs. Results should be described in a structured format (outcome table) and draft conclusions and recommendations should be provided and the end of the report.

* Alternatively to horses, the applicant may choose for this report/assessment (lot 1) an other species than horses. The alternative species that could be selected must be only the following: pigs, beef cattle, dairy cattle, laying hens, broilers and farmed fish.

For Lot 2: Welfare at slaughter: Stunning methods for slaughter of horses*

The applicant for this tasking grant should develop a structured example of a scientific report (max 10 pages) on stunning methods for horses during slaughter. The report should include: i) the identification of the main stunning methods for horses in the EU; ii) for at least one stunning method (chosen by the applicant) a description of the stunning method, identification of main hazards, selection of indicators to monitor stunning efficacy. The report should include the methodology for identifying the stunning methods, the methodology for identifying hazards and indicators. Results should be described in a structured format (outcome table) and draft conclusions and recommendations should be provided and the end of the report.

* Alternatively to horses, the applicant may choose for this report/assessment (lot 2) an other species than horses. The alternative species that could be selected must be only the following: pigs, beef cattle, dairy cattle, laying hens, broilers and farmed fish.

2) Draft work plan

For Lot 1: The draft work plan should consists of a practical and schematic work plan of how, in case of award of a specific agreement the applicant would generate the output [including phases, timelines, milestones & deliverables (e.g. via a Gantt chart), tasks distribution and proposed contingency plan in case of deviations from the project programme], together with a succinct explanation on the steps to be taken by the applicant organization to ensure a timely and exhaustive delivery of a large number of sections, meeting EFSA quality standards.

For Lot 2: The draft work plan should consists of a practical and schematic work plan of how, in case of award of a specific agreement the applicant would generate the output [including phases, timelines, milestones & deliverables (e.g. via a Gantt chart), tasks distribution and proposed contingency plan in case of deviations from the project programme], together with a succinct explanation on the steps to be taken by the applicant organization to ensure a timely and exhaustive delivery of a large number of sections, meeting EFSA quality standards.

The report/assessment and the draft work plan will be assessed by EFSA for their scientific quality and relevance to the specific objectives for each lot, in particular points will be awarded for:

1. Adequately addressing the specific objective and tasks of the lot, particularly regarding the scope, methodology and data sources, search documentation, readability, clarity of conclusions and completeness, in the **proposed example report/assessment (Max 70 points)**;
2. Adequately addressing the specific objective and tasks of the Lot, particularly regarding clarity and feasibility of the proposed **draft work plan (Max 30 points)**;

In order to be considered for award, the proposal must **score a minimum of 70 points** out of a maximum possible 100 points.

Proposals which have satisfied this quality threshold will be ranked per lot in order to form the cascade of beneficiaries to whom an FPA will be awarded in each lot.

3. SUBMITTING PROPOSALS

Only one proposal should be submitted per beneficiary and your offer should indicate clearly for which lot you are applying. You may apply for one or more lots.

3.1 APPLICATION FORM

The proposal must be submitted using the **EFSA APPLICATION FORM** (Annex 4). The application form is published together with this call and must be:

- duly completed in all its parts;
- supported with all the requested annexes;
- signed by a duly authorised legal representative of the applicant.

Please note that, by submitting the proposal, the applicant accepts the procedures and conditions as described in this Call and in the documents referred to in it.

In addition to a full paper version of the application the applicant shall submit the application also on a CD/USB data storage format. The electronic version must be identical to the paper version. In case of any discrepancies between the electronic and paper version, the latter will prevail. All documents presented by the applicant become the property of EFSA and are deemed confidential.

3.2 LANGUAGE OF THE PROPOSAL AND THE SUPPORTING DOCUMENTS

Proposals may be submitted in any official language of the European Union. However, as EFSA's working language is English, the submission of proposals in English would speed up the evaluation process.

Please note that some supporting documents are required in support of the proposal. These supporting documents are an integral part of the proposal. For more information on the relevant supporting documents to be submitted with the proposal, please refer to part 2 of this Call. If these supporting documents are in a language other than English, in order to facilitate and speed up the evaluation, it would be appreciated if a reliable translation of the relevant parts of the documents into English is provided with the proposal.

3.3 HOW TO SUBMIT A PROPOSAL

You can submit your proposal:

- either by post (registered mail) or by courier not later than the deadline published in the table on page 1 of this call for proposals. The evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below. The applicant submitting a proposal by post or by courier is requested to send an informative e-mail to EFSAProcurement@efsa.europa.eu.
- or delivered by hand not later than 12.30 hours (Italian time) on the deadline for application submission published in the table on page 1 of this call for proposals. In this case, a receipt must be requested from EFSA as proof of submission, signed and dated by the staff member in EFSA Post Office who accepted the delivery. The EFSA Post Office is open from 8.30 to 12.30 Monday to Friday. It is closed on Saturdays, Sundays and EFSA holidays.

Submission by post, courier or hand to this address:

European Food Safety Authority -EFSA
For the attention of – Mrs Johanna Perello, Finance Unit (Procurement Team)
Via Carlo Magno 1/A, I –43126 Parma, Italy

Proposals must be submitted using the double envelope system. The outer envelope should be sealed with adhesive tape, signed across the seal and carry the following information:

- **"CALL FOR PROPOSALS GP/EFSA/ALPHA/2021/10 - NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT"**,
- name of the applicant,
- the posting date should be legible on the outer envelope.

3.4 EXPECTED DURATION OF PROCEDURE

Information on the expected duration of procedure – time to grant:

- Applicants will be informed of the decision regarding their application at the latest 6 months from the deadline for submission of proposals;
- Signature of the grant agreement will take place at the latest 3 months from the date on which the successful applicant has been informed of the decision on their application.