CALL FOR PROPOSALS
and guide for applicants

Call reference: GP/EFSA/ALPHA/2019/01
Call title: Entrusting support tasks in the area of Plant health – Commodity risk assessment for High Risk Plants
Project/Process code: ALPHA 05
Budget line: 3210

Restricted to 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 remit.

INDICATIVE PROCEDURE TIMETABLE

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date¹</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Launch date</td>
<td>02/08/2019</td>
<td>Date of publication on EFSA’s website</td>
</tr>
<tr>
<td>Deadline for applicants to raise clarification questions to EFSA</td>
<td>20/09/2019</td>
<td>If, after having read this Call for proposals and guide for applicants, you have any questions, you may address them to <a href="mailto:EFSAProcurement@efsa.europa.eu">EFSAProcurement@efsa.europa.eu</a> by indicating the Call reference.</td>
</tr>
<tr>
<td>Deadline for EFSA to reply to any clarification questions</td>
<td>24/09/2019</td>
<td>Replies will be provided on EFSA’s webpage where this Call is published and which the applicants are requested to consult regularly.</td>
</tr>
<tr>
<td>Closing date for proposals submission</td>
<td>30/09/2019</td>
<td>Estimated. 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.</td>
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<tr>
<td>Notification of the evaluation results</td>
<td>OCTOBER</td>
<td></td>
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<tr>
<td>Framework Partnership Agreement signatures</td>
<td>NOVEMBER</td>
<td>Estimated</td>
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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 CONDITIONS

1.1 LEGAL FRAMEWORK

Article 36 of the Regulation (EC) 178/2002\(^2\) 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 projects, 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) 2230/2004 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 tasks entrusted should be performed to high scientific and technical standards, efficiently (also with regard to deadlines) and independently, under the responsibility of EFSA (recital 9).

Tasks that may be entrusted by the Authority to organisations on the list of competent organisations, include those consisting of:

- 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;
- collecting and analysing data with a view to facilitating risk assessment by the Authority, including assessment tasks in the field of human nutrition in relation to Community legislation, especially the compiling and/or processing of scientific data on any substance, treatment, food or feed, preparation, organism or contaminant which may be linked with a health risk, and the collection and/or analysis of data on the exposure of Member States’ populations to a health risk associated with food or feed;
- 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,

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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.


This call is based on EFSA’s 2019 draft Work Programme for grants and operational procurements as presented in Annex IX of the draft Programming Document 2019 – 2021, available on the EFSA’s website.

1.2 BACKGROUND AND MAIN OBJECTIVE OF THE CALL

BACKGROUND

The mission of the Animal and plant health (ALPHA) Unit within EFSA 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.

The new EU plant health law, Regulation (EU) 2016/2031 on the protective measures against pests of plants, will apply from 14 December 2019. In view of the above and in accordance with Article 29 of Regulation (EC) No 178/2002, the Commission asked EFSA to provide scientific opinions in the field of plant health. In particular, EFSA has been asked to prepare and deliver risk assessments for commodities that are listed in the relevant Implementing Acts as "High risk plants, plant products and other objects". Article 42,
paragraphs 4 and 5, of Regulation (EU) 2016/2031, establishes that a risk assessment is needed as a follow-up to evaluate whether the commodities will remain prohibited, removed from the list and additional measures will be applied or removed from the list without any additional measures.

EFSA has been tasked by the European Commission DG SANTE to conduct such commodity risk assessment for High Risk Plants based on the technical dossiers submitted to the European Commission by the National Plant Protection Organisations (NPPOs) of Third Countries. Based on the trade data on past import by EU Member States of High Risk plants commodities from Third Countries, this task is expected to be ongoing, with a regular flow of dossiers in the next 2-4 years being submitted by Third Countries to the European Commission for performance of commodity risk assessment by EFSA.

The content of the technical dossiers for High Risk Plants commodities is defined in the Commission Implementing Regulation (EU) 2018/2018 of 18 December 2018 and in the EFSA Technical report on “Information required for dossiers to support demands for import of high risk plants, plant products and other objects as foreseen in Article 42 of Regulation (EU) 2016/2031”.

The methodology to be followed when evaluating such dossiers by EFSA is defined in the “Guidance on commodity risk assessment for the evaluation of high-risk plants dossiers” of the EFSA Scientific Panel on Plant Health.

An example of a commodity risk assessment with a similar approach was recently performed by EFSA for the “Commodity risk assessment of black pine (Pinus thunbergii Parl.) bonsai from Japan”.

**MAIN OBJECTIVE OF THE CALL**

This call for proposals aims to identify organisations for which tasks falling within the plant health mission of the Animal & Plant Health unit can be entrusted by EFSA. In particular, these tasks regard the commodity risk assessment and/or assessment of commodity treatments for the evaluation of the technical dossiers sent by Third Countries for High Risk Plants.

**1.3 SPECIFIC OBJECTIVES OF THE CALL**

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

**Framework Partnership Agreement:**

An FPA is a long-term cooperation, of up to 4 years, between the Authority and one or several 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 three Lots:
Lot 1 - Commodity risk assessment and/or assessment of treatments of commodities of high risk plants, plant products and other objects, within the meaning of Art. 42(1) of Regulation (EU) 2016/2031, mainly from the following 10 taxa traded mostly as plants for planting in fruit or vegetable production: Annona L., Crataegus L., Diospyros L., Ficus carica L., Malus Mill., Persea Mill., Prunus L., Sorbus L., Ullucus tuberosus Loz., Momordica L.

Lot 2 - Commodity risk assessment and/or assessment of treatments of commodities of high risk plants, plant products and other objects, within the meaning of Art. 42(1) of Regulation (EU) 2016/2031, mainly from the following 13 taxa traded mostly as plants for planting for ornamental purposes: Acacia Mill., Albizia Durazz. (with the exclusion of the species Albizia julibrissin, for which the work by EFSA is already ongoing), Baunhinia L., Berberis L., Caesalpina L., Cassia L., Cornus L., Hamamelis L., Jasminus L., Ligustrum L., Lonicera L., Nerium L., Robinia L. (with the exclusion of the species Robinia pseudacacia, for which the work by EFSA is already ongoing).

Lot 3 - Commodity risk assessment and/or assessment of treatments of commodities of high risk plants, plant products and other objects, within the meaning of Art. 42(1) of Regulation (EU) 2016/2031, mainly from the following 14 taxa traded mostly as plants for planting for forestry purposes: Acer L., Alnus Mill., Betula L., Castanea Mill., Corylus L., Fagus L., Fraxinus L., Juglans L., Populus L., Quercus L., Salix L., Taxus L., Tilia L. and Ulmus L.

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

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.

Detailed descriptions of the three lots:

Lot 1: Commodity risk assessment and/or assessment of treatments of commodities of high risk plants, plant products and other objects, within the meaning of Art. 42(1) of Regulation (EU) 2016/2031, mainly from the following 10 taxa traded mostly as plants for planting in fruit or vegetable production: Annona L., Crataegus L., Diospyros L., Ficus carica L., Malus Mill., Persea Mill., Prunus L., Sorbus L., Ullucus tuberosus Loz., Momordica L.

EFSA is expected to prepare and deliver risk assessments for the commodities that have been listed in the relevant Commission Implementing Regulation 2018/2019 as "High risk plants, plant products and other objects" according to the Regulation (EU) 2016/2031.
aim is to perform a commodity risk assessment as support for the decision of the risk manager (EC). As follow-up the risk manager will evaluate whether the commodities will remain prohibited, removed from the list and additional measures will be applied or removed from the list without any additional measures.

This task is expected to be done following the regular flow of dossiers being sent by the NPPOs of applicant Third Countries. Based on these dossiers, a commodity risk assessment and/or an assessment of treatments of commodities of high risk plants, plant products and other objects, within the meaning of Art. 42(1) of Regulation (EU) 2016/2031, will be performed, mainly from the following 10 taxa traded mostly as plants for planting in fruit or vegetable production: Annona L., Crataegus L., Diospyros L., Ficus carica L., Malus Mill., Persea Mill., Prunus L., Sorbus L., Ullucus tuberosus Loz., Momordica L.

Tasks related to this lot include:

- evaluation of commodity data (i.e. verify whether the plant has been correctly identified as stated in section 3.1 of the EFSA (2018) Technical Report³, verify whether a proper description of plant for planting, the growing media and the propagation material is provided according to section 3.2 and 3.3 of the EFSA (2018) Technical Report; verify whether the timing of agronomic practices, phenology of the crop, phytosanitary status and management, intended use, production areas and climate classification, are provided according to sections 3.7 to 3.13 of the EFSA (2018) Technical Report);
- evaluation of the identification of pests potentially associated with the commodity in the exporting country (i.e. verify whether the list of all pests potentially associated with the plant species or genus of the commodity in the exporting country has been compiled according to section 4.1 of the EFSA (2018) Technical Report; verify whether all the EU-regulated pests or non-regulated pests are included in the proper tables and all the relevant information are provided according to sections 4.2 and 4.3 of the EFSA (2018) Technical Report; verify whether for each pest that may need a phytosanitary mitigation measure or/and pose a potential risk for the EU, the required information is provided according to section 4.4 of the EFSA (2018) Technical Report);
- evaluation of the data on phytosanitary mitigation measures (i.e. verify whether the description of the phytosanitary mitigation measures of the commodity, their effectiveness, the information on phytosanitary regulation and inspection systems, the description of surveillance and monitoring systems of the pests associated with the commodity, the post-harvest process, transport system and trade information are described and/or provided according to section 5.1 to 5.5 of the EFSA (2018) Technical Report);
- evaluation of the phytosanitary mitigation measures and for each pest the relevant risk reduction options acting on the pest. Preparatory work and other activities related to the Expert Judgment on the probability that pest freedom of a consignment is achieved by the risk reduction options combination acting on the pest under consideration for each identified pest;
- development of a consolidated data sheet of the commodity including the overview of the phytosanitary measures using data from the dossier and additional data; (see example reported in Appendix 1 – Point 3);
- development of a consolidated data sheet for each actionable pest using data of the dossier and additional data (see example reported in Appendix 1 – Point 4):
  - development of pests lists for the commodity specified in the dossier (host plants at species or genus level); (see example reported in Appendix 1 – Point 2);
  - compilation of database inclusive of pests/pathogens associated with high-risk plants, plant products and other objects which are listed as plants for planting with
associated country where the pest/pathogen (depending on the commodity) can potentially be found (for more details see Appendix 1 – point 5).

- other activities needed to support and coordinate the dedicated Working Group (WG) of the EFSA PLH Panel may also be tasked (such as: organisation and reporting of WG activities; drafting, reviewing and publication of Scientific Opinions etc.).

**Lot 2:**

EFSA is expected to prepare and deliver risk assessments for the commodities that have been listed in the relevant Commission Implementing Regulation 2018/2019 as "High risk plants, plant products and other objects" according to the Regulation (EU) 2016/2031. The aim is to perform a commodity risk assessment as support for the decision of the risk manager (EC). As follow-up the risk manager will evaluate whether the commodities will remain prohibited, removed from the list and additional measures will be applied or removed from the list without any additional measures. This task is expected to be done following the regular flow of dossiers being sent by the NPPOs of applicant Third Countries. Based on these dossiers a commodity risk assessment and/or assessment of treatments of commodities of high risk plants, plant products and other objects, within the meaning of Art. 42(1) of Regulation (EU) 2016/2031, will be done mainly from the following 13 taxa traded mostly as plants for planting for ornamental purposes: *Acacia* Mill., *Albizia* Durazz. (with the exclusion of the species *Albizia julibrissin*, for which the work by EFSA is already ongoing), *Bauninia* L., *Berberis* L., *Caesalpina* L., *Cassia* L., *Cornus* L., *Hamamelis* L., *Jasminus* L., *Ligustrum* L., *Lonicera* L., *Nerium* L., *Robinia* L. (with the exclusion of the species *Robinia pseudacacia*, for which the work by EFSA is already ongoing).

Tasks related to this lot include:

- evaluation of commodity data (i.e. verify whether the plant has been correctly identified as stated in section 3.1 of the EFSA (2018) Technical Report, verify whether a proper description of plant for planting, the growing media and the propagation material is provided according to section 3.2 and 3.3 of the EFSA (2018) Technical Report; verify whether the timing of agronomic practices, phenoology of the crop, phytosanitary status and management, intended use, production areas and climate classification, are provided according to sections 3.7 to 3.13 of the EFSA (2018) Technical Report);
- evaluation of the identification of pests potentially associated with the commodity in the exporting country (i.e. verify whether the list of all pests potentially associated with the plant species or genus of the commodity in the exporting country has been compiled according to section 4.1 of the EFSA (2018) Technical Report; verify whether all the EU-regulated pests or non-regulated pests are included in the proper tables and all the relevant information are provided according to sections 4.2 and 4.3 of the EFSA (2018) Technical Report; verify whether for each pest that may need a phytosanitary mitigation measure or/and pose a potential risk for the EU, the required information is provided according to section 4.4 of the EFSA (2018) Technical Report);
• evaluation of the data on phytosanitary mitigation measures (i.e. verify whether the description of the phytosanitary mitigation measures of the commodity, their effectiveness, the information on phytosanitary regulation and inspection systems, the description of surveillance and monitoring systems of the pests associated with the commodity, the post-harvest process, transport system and trade information are described and/or provided according to section 5.1 to 5.5 of the EFSA (2018) Technical Report);
• evaluation of the phytosanitary mitigation measures and for each pest the relevant risk reduction options acting on the pest. Preparatory work and other activities related to the Expert Judgment on the probability that pest freedom of a consignment is achieved by the risk reduction options combination acting on the pest under consideration for each identified pest;
• development of a consolidated data sheet of the commodity including the overview of the phytosanitary measures using data from the dossier and additional data; (see example reported in Appendix 1 – Point 3);
• development of a consolidated data sheet for each actionable pest using data of the dossier and additional data (see example reported in Appendix 1 – Point 4):
• development of pests lists for the commodity specified in the dossier (host plants at species or genus level); (see example reported in Appendix 1 – Point 2);
• compilation of database inclusive of pests/pathogens associated with high-risk plants, plant products and other objects which are listed as plants for planting with associated country where the pest/pathogen (depending on the commodity) can potentially be found (for more details see Appendix 1 – point 5).
• other activities needed to support and coordinate the dedicated Working Group (WG) of the EFSA PLH Panel may also be tasked (such as: organisation and reporting of WG activities; drafting, reviewing and publication of Scientific Opinions etc.).

Lot 3:
Commodity risk assessment and/or assessment of treatments of commodities of high risk plants, plant products and other objects, within the meaning of Art. 42(1) of Regulation (EU) 2016/2031, mainly from the following 14 taxa traded mostly as plants for planting for forestry purposes: Acer L., Alnus Mill., Betula L., Castanea Mill., Corylus L., Fagus L., Fraxinus L., Juglans L., Populus L., Quercus L., Salix L., Taxus L., Tilia L. and Ulmus L.

EFSA is expected to prepare and deliver risk assessments for the commodities that have been listed in the relevant Commission Implementing Regulation 2018/2019 as “High risk plants, plant products and other objects” according to the Regulation (EU) 2016/2031. The aim is to perform a commodity risk assessment as support for the decision of the risk manager (EC). As follow-up the risk manager will evaluate whether the commodities will remain prohibited, removed from the list and additional measures will be applied or removed from the list without any additional measures. This task is expected to be done following the regular flow of dossiers being sent by the NPPOs of applicant Third Countries. Based on these dossiers a commodity risk assessment and/or assessment of treatments of commodities of high risk plants, plant products and other objects, within the meaning of Art. 42(1) of Regulation (EU) 2016/2031, will be done mainly from the following 14 taxa traded mostly as plants for planting for forestry purposes: Acer L., Alnus Mill., Betula L., Castanea Mill., Corylus L., Fagus L., Fraxinus L., Populus L., Quercus L., Salix L., Taxus L., Tilia L. and Ulmus L.

Tasks related to this lot include:
• evaluation of commodity data (i.e. verify whether the plant has been correctly identified as stated in section 3.1 of the EFSA (2018) Technical Report, verify whether a proper description of plant for planting, the growing media and the propagation material is provided according to section 3.2 and 3.3 of the EFSA (2018) Technical Report; verify whether the timing of agronomic practices, phenology of the crop, phytosanitary status and management, intended use, production areas and climate classification, are provided according to sections 3.7 to 3.13 of the EFSA (2018) Technical Report);

• evaluation of the identification of pests potentially associated with the commodity in the exporting country (i.e. verify whether the list of all pests potentially associated with the plant species or genus of the commodity in the exporting country has been compiled according to section 4.1 of the EFSA (2018) Technical Report; verify whether all the EU-regulated pests or non-regulated pests are included in the proper tables and all the relevant information are provided according to sections 4.2 and 4.3 of the EFSA (2018) Technical Report; verify whether for each pest that may need a phytosanitary mitigation measure or/and pose a potential risk for the EU, the required information is provided according to section 4.4 of the EFSA (2018) Technical Report);

• evaluation of the data on phytosanitary mitigation measures (i.e. verify whether the description of the phytosanitary mitigation measures of the commodity, their effectiveness, the information on phytosanitary regulation and inspection systems, the description of surveillance and monitoring systems of the pests associated with the commodity, the post-harvest process, transport system and trade information are described and/or provided according to section 5.1 to 5.5 of the EFSA (2018) Technical Report);

• evaluation of the phytosanitary mitigation measures and for each pest the relevant risk reduction options acting on the pest. Preparatory work and other activities related to the Expert Judgment on the probability that pest freedom of a consignment is achieved by the risk reduction options combination acting on the pest under consideration for each identified pest;

• development of a consolidated data sheet of the commodity including the overview of the phytosanitary measures using data from the dossier and additional data; (see example reported in Appendix 1 – Point 3);

• development of a consolidated data sheet for each actionable pest using data of the dossier and additional data (see example reported in Appendix 1 – Point 4);

• development of pests lists for the commodity specified in the dossier (host plants at species or genus level); (see example reported in Appendix 1 – Point 2);

• compilation of database inclusive of pests/pathogens associated with high-risk plants, plant products and other objects which are listed as plants for planting with associated country where the pest/pathogen (depending on the commodity) can potentially be found (for more details see Appendix 1 – point 5).

• other activities needed to support and coordinate the dedicated Working Group (WG) of the EFSA PLH Panel may also be tasked (such as: organisation and reporting of WG activities; drafting, reviewing and publication of Scientific Opinions etc.).

1.4 ELIGIBLE ORGANISATIONS AND PROFESSIONAL SELECTION CRITERIA

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.
1.5. ROLES AND RESPONSIBILITIES

For proper 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 project proposal/grant application to EFSA.

As soon as the framework partnership agreement is signed the applicant becomes the **beneficiary**. The beneficiary is liable for the technical implementation of the entrusted tasks as described in the Specific 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 tasks;
- 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 tasks;
- 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 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 in excess of 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 an FPA. The staff members will perform these tasks either in the EFSA premises in Parma, Italy, or in the premises of the beneficiary. 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 ALPHA 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 ALPHA Unit coordination team, in close collaboration with scientific officers of the ALPHA unit working on the same or similar outputs, regularly attend team 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 should however be agreed in advance with EFSA before the formal approval by the employee’s line manager in their 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 any government, authority, organisation or person outside EFSA. They shall carry out the duties assigned to them objectively and impartially.
• Shall be fully subject to the EFSA Policy on Independence\textsuperscript{12} and the Decision of the Executive Director on Competing Interest Management\textsuperscript{13}. 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 (Articles 15-16).
• Will not review their own work nor any output produced by an organisation of their country of origin.
• Shall be subject to the EFSA’s rules on prior authorisation for officials when they wish to engage in an outside activity, whether paid or unpaid, or to carry out any assignment outside 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 employees may be sent on mission if this is related to the tasks defined by the specific agreement.

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

Any mission and training expenses should be estimated in the estimated budget template for each Specific Agreement. The interest of the employee, in particular with a view to their reinstatement into their original administration after the completion of the specific agreement may also be considered when a decision is taken on whether to allow him to attend a training course.

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 3 categories according to the International Standard Classification of Occupations (ISCO-88 (COM)), in 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.
   o Manager
   o Researcher / Teacher / Trainer
   o Technical
   o 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.

\textsuperscript{12} http://www.efsa.europa.eu/sites/default/files/engage/Procurement/EFSAPolicy_independence.pdf
\textsuperscript{13} http://www.efsa.europa.eu/sites/default/files/engage/Procurement/DecisionED_CompetingInterestManagement.pdf
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

<table>
<thead>
<tr>
<th>Country</th>
<th>Manager</th>
<th>Researcher</th>
<th>Teacher</th>
<th>Technical</th>
<th>Administrative</th>
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<td>367</td>
<td>345</td>
<td>239</td>
<td>163</td>
<td></td>
</tr>
</tbody>
</table>
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 intra-muros, including the reinstallation costs in case of intra-muros assignments).

   **For example:** Staff X, Belgium Researcher (daily cost 354 €), working the whole year in EFSA premises, generates eligible staff costs 220 d * 354 € = 77,880 €, and on top of it EFSA recognises the reinstallation cost of 18,000 € (1500 € * 12 m). The coordination costs eligible on top of these intra-muros staff costs are 10% of 95,880 € = 9,588 €.

6. By derogation to point 2.2 of Annex 1, the **INDIRECT COSTS** related to the costs of staff in intra-muros 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 354 €), working the whole year in EFSA premises, generates eligible staff costs 220 d * 354 € = 77,880 €, 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 77,880 € = 3,894 € (and not 5% of sum of 79,200 € & 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 60% 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 procedure foreseen in the Framework Partnership agreement and the specific agreement. The verification of the non-profit rule does not apply to grant agreements of \( \leq 60,000 \text{ €} \).

- **Non-retroactivity**: A grant may be awarded for a project/task entrusted which has already begun provided that the applicant can demonstrate the need for starting the entrusted tasks prior to signature of the Framework Partnership 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 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 FPA’s. EFSA reserves the right to award specific agreements under these FPAs up to a maximum of 1,500,000 euro during the 4 years duration of the FPA. EFSA further reserves the right not to award Specific Agreements under the FPA without any compensation to be paid to the applicants.

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 ALPHA Unit and EFSA 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 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 Framework partnership 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 IN RELATION TO GRANT PROCEDURES**

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° 2018/1725\(^\text{14}\).

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/protection/protect_en.cfm](http://ec.europa.eu/budget/explained/management/protection/protect_en.cfm).

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

\(^{14}\) 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.
1.14 PUBLIC ACCESS TO DOCUMENTS

2. SELECTING PROPOSALS

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 is 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. This list is regularly updated by EFSA Management Board.
- The applicant is to be involved in the execution of the entrusted task with its own staff and with no sub-contracting 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 that 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.

For British applicants: Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the
grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of II.17.2.2 (a) of the grant agreement.

2.3 EXCLUSION CRITERIA

Applicant must sign a declaration on their honour certifying that they are not in one of the exclusion situations referred to in the Articles 106 of the EU Financial Regulation.

**Documents to be provided:**
- **THE DECLARATION ON HONOUR FOR EXCLUSION CRITERIA** (Annex 7) to be completed/signed by the applicant.

2.4 SELECTION CRITERIA

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** should be provided for each applicant institution. The template is available [here](#).

**Individual Declarations of Interest** 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 - Commodity risk assessment and/or assessment of treatments of commodities of high risk plants, plant products and other objects, within the meaning of Art. 42(1) of Regulation (EU) 2016/2031, mainly from the following 10 taxa traded mostly as plants for planting in fruit or vegetable production:**

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, e, f).
2. copies of recent (last 3 years) reports or other documents demonstrating evidence of the institution’s current scientific experience, related mainly to fruit or vegetable production, for each of the fields listed below:
   a. plant health/phytosanitary risk assessment, to be proven by at least one recent risk assessment in plant health (e.g. a pest risk assessment or a pest categorisation (as per ISPM 11), or a commodity risk assessment);
   b. plant entomology/acarology, to be proven by recent institute or laboratory reports or research project reports or pest monitoring reports or other form of institutional reports;
   c. plant mycology for plant pests, to be proven by institute or laboratory reports or research project reports or pest monitoring reports or other form of institutional reports;
   d. plant virology, to be proven by institute or laboratory reports or research project reports or pest monitoring reports or other form of institutional reports;
   e. plant bacteriology, to be proven by institute or laboratory reports or research project reports or pest monitoring reports or other form of institutional reports;
   f. plant nematology, to be proven by institute or laboratory reports or research project reports or pest monitoring reports or other form of institutional reports (given the low number of specialised institutions in Europe in plant nematology, the applicant can reserve the right to indicate in the application how it intends to fulfil this requirement in a later stage in case of award).

**Lot 2 - Commodity risk assessment and/or assessment of treatments of commodities of high risk plants, plant products and other objects, within the meaning of Art. 42(1) of Regulation (EU) 2016/2031, mainly from the following 13 taxa traded mostly as plants for planting for ornamental purposes: Acacia Mill., Albizia Durazz. (with the exclusion of the species Albizia julibrissin, for which the work by EFSA is already ongoing), Baunhina L., Berberis L., Caesalpina L., Cassia L., Cornus L., Hamamelis L., Jasminus L., Ligustrum L., Lonicera L., Nerium L., Robinia L. (with the exclusion of the species Robinia pseudacacia, for which the work by EFSA is already ongoing).**

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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, f).
2. Copies of recent (last 3 years) reports or other documents demonstrating evidence of the institution’s current scientific experience, related mainly to ornamentals, for each of the fields listed below:
   a. Plant health/phytosanitary risk assessment, to be proven by at least one recent risk assessment in plant health (e.g. a pest risk assessment or a pest categorisation (as per ISPM 11), or a commodity risk assessment);
   b. Plant entomology/acyrology, to be proven by recent institute or laboratory reports or research project reports or pest monitoring reports or other form of institutional reports;
   c. Plant mycology for plant pests, to be proven by institute or laboratory reports or research project reports or pest monitoring reports or other form of institutional reports;
   d. Plant virology, to be proven by institute or laboratory reports or research project reports or pest monitoring reports or other form of institutional reports;
   e. Plant bacteriology, to be proven by institute or laboratory reports or research project reports or pest monitoring reports or other form of institutional reports;
   f. Plant nematology, to be proven by institute or laboratory reports or research project reports or pest monitoring reports or other form of institutional reports (given the low number of specialised institutions in Europe in plant nematology, the applicant can reserve the right to indicate in the application how it intends to fulfil this requirement in a later stage in case of award).

**Lot 3 - Commodity risk assessment and/or assessment of treatments of commodities of high risk plants, plant products and other objects, within the meaning of Art. 42(1) of Regulation (EU) 2016/2031, mainly from the following 14 taxa traded mostly as plants for planting for forestry purposes:** Acer L., Alnus Mill., Betula L., Castanea Mill., Corylus L., Fagus L., Fraxinus L., Juglans L., Populus L., Quercus L., Salix L., Taxus L., Tilia L., Ulmus L.

Documents to be provided by the applicant:

**Operational capacity for Lot 3:** 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, f).
2. copies of recent (last 3 years) reports or other documents demonstrating evidence of the institution’s current scientific experience, related mainly to forestry plants, for each of the fields listed below:
   a. plant health/phytosanitary risk assessment, to be proven by at least one recent risk assessment in plant health (e.g. a pest risk assessment or a pest categorisation (as per ISPM 11\textsuperscript{15}), or a commodity risk assessment);
   b. plant entomology/ acarology, to be proven by recent institute or laboratory reports or research project reports or pest monitoring reports or other form of institutional reports;
   c. plant mycology for plant pests, to be proven by institute or laboratory reports or research project reports or pest monitoring reports or other form of institutional reports;
   d. plant virology, to be proven by institute or laboratory reports or research project reports or pest monitoring reports or other form of institutional reports;
   e. plant bacteriology, to be proven by institute or laboratory reports or research project reports or pest monitoring reports or other form of institutional reports;
   f. plant nematology, to be proven by institute or laboratory reports or research project reports or pest monitoring reports or other form of institutional reports (given the low number of specialised institutions in Europe in plant nematology, the applicant can reserve the right to indicate in the application how it intends to fulfil this requirement in a later stage in case of award).

2.5 AWARD CRITERIA FOR ALL LOTS

The award criteria serve to assess the quality of the proposals in relation to the objectives of the Call. The following award criteria are applicable for all lots in this 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, Article 42 of the European Regulation (EU) 2016/2031, on the protective measures against pests of plants, introduces the concept of 'high risk plants, plant products and other objects' that are identified on the basis of a preliminary assessment to be followed by a commodity risk assessment. The commodity risk assessments performed by EFSA will be based on the information provided by the National Plant Protection Organisations of non-EU countries requesting a lifting of import prohibition of a high risk commodity. Following a request of the European Commission, a guidance\textsuperscript{16} was developed to establish the methodology to be followed when performing a commodity risk assessment for high risk commodities (high risk plants, plant products and other objects). Following international standards on pest risk analysis, this guidance describes a two-step approach for the assessment of pest risk associated with a specified commodity. In the first step, pests associated with the commodity that require risk mitigation measures are identified. In the second step, the overall efficacy of proposed risk reduction options for each pest is evaluated.

For each Lot, the applicant for this grant should deliver two example outputs and a draft work plan considered to be representative of its capacity to perform the entrusted tasks under the Specific Agreement:

1. Example Output A: Pests List - The applying organisation must provide an identification of the pests potentially associated with a commodity in a non-EU Third Country (Third Country to be chosen by the applicant) of one plant species/commodity (to be chosen by the applicant from the taxa listed for each Lot


The compiled pest list for that plant species/commodity must be fully referenced and provide all the necessary information needed by EFSA for making a Commodity Assessment (see Appendix 1 Section 2 of this call) in line with what specified in the EFSA Technical Report\(^\text{15}\) and the relevant EFSA Plant Health Panel Guidance\(^\text{13}\). As an example of how to perform this task, please also refer to the Commodity risk assessment of black pine (*Pinus thunbergii* Parl.) bonsai from Japan\(^\text{17}\) published by EFSA in March 2019 (see particularly section 4 starting at page 12, and Appendix C); also suggestions on how to compile the pests-list can be found in an EFSA webinar at [https://www.efsa.europa.eu/en/events/event/190212](https://www.efsa.europa.eu/en/events/event/190212).

2. **Example Output B: Pest Datasheet** - Additionally, the applicant must provide a pest data sheet for one pest species (chosen by the applicant) included in the Pests-List of the chosen commodity produced in Example Output A. Examples of how to perform this task can be found in Appendix B of the Commodity risk assessment of black pine (*Pinus thunbergii* Parl.) bonsai from Japan\(^\text{18}\) and in Appendix 1 Section 4 of this Call.

3. **Draftwork plan** - Finally, the applicant will provide a draft practical and schematic work plan of how, in case of award of a specific agreement for one or more commodities of the lot, the applicant would generate a pests list and the pest datasheets for the relevant pests [including phases, timelines, milestones (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 commodity pest lists and data sheets, meeting EFSA quality standards.

These outputs (or where relevant, the part of the outputs of relevance for the lot applied for) will be assessed by EFSA for their 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 and completeness, in the proposed Example Output A – Pests List (Max 40 points);
2. Adequately addressing the specific objective and tasks of the Lot, particularly regarding the scope, methodology and data sources and correctness, in the proposed Example Output B – Pest Datasheet (Max 30 points);

3. Adequately addressing the specific objective and tasks of the Lot, particularly regarding clarity and feasibility of the proposed Draft Workplan (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 SUBMISSION MODALITIES

You can submit your proposal:

- either by post (registered mail) or by courier not later than 30/09/2019, in which case 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 30/09/2019 to the address indicated below. 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
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/2019/01 - 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 expected duration of procedure – time to grant:

- Applicants will be informed on the decision regarding their application at the latest by 6 months since the deadline for submission of proposals;
- Signature of the FPA will take place at the latest by 3 months from the date on which the successful applicant/s has/have been informed on the decision about their application.
Appendix 1
Example of work to be conducted by the tasking grant beneficiary in case of award of a Specific Contract by EFSA

The green text aims to provide some guidance to the tasking grant, once the section is drafted, please remove this text. When providing the below information, you can use as an example EFSA, 2018 and EFSA PLH Panel, 2019a, b.

References:


1. Information from the Dossier

1.1. Summary of the risk reduction options specified in the Dossier

Summarise all the risk reduction options (RROs) specified in the Dossier using the following table (Table 1) as an example. When referring to a specific section of the Dossier, follow the same structure used in the Dossier.

Table 1: General overview of all currently proposed risk reduction options for the commodity designated for export to the EU

<table>
<thead>
<tr>
<th>Number of the risk reduction option</th>
<th>Risk reduction options</th>
<th>Current measures in name of the applicant country</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRO1</td>
<td>Propose here the name of the RRO (e.g. Insecticide treatment of crop; Fungicide treatment of crop; Soil treatment; Protected cultivation; Pruning; Surveillance; Visual inspection; etc.)</td>
<td>Summarise here the main features of the RRO in general (e.g. active substances; indication if the specified pesticides are registered; availability of label information and treatment scheme; specific parameters for heat treatment; use of disinfected media; description of protected cultivation; description of surveillance, inspections, sampling and testing; etc.)</td>
</tr>
<tr>
<td>RRO2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Pest/pathogens potentially associated with the commodity

2.1. EU-regulated pest/pathogens associated with the commodity

Based on the information provided in the Dossier AND using additional relevant data sources provide a full list of the EU-regulated pest/pathogens associated with the commodity including the following information for each of the pest/pathogens:

(a) evidence of the presence of the pest/pathogen in the relevant applicant country

(b) evidence that the pest/pathogen uses the commodity species as a host

(c) evidence for the likelihood that one or more life stages of the pest/pathogen can be associated with the specified commodity.

Please use the pest/pathogen name according to the EU legislation and provide also the current scientific name of the pest/pathogen if different from the one specified in the EU legislation. For each pest/pathogen provide both the relevant taxonomic information and feeding guild.

2.2. Other pest/pathogens (not regulated in the EU) associated with the commodity

Based on the information provided in the Dossier AND using additional relevant data sources provide a full list of other pest/pathogens (not regulated in the EU) associated with the commodity and present in the applicant country. For each pest/pathogen provide the following information:

(a) evidence of the absence of the pest/pathogen in the EU

(b) evidence that the pest/pathogen uses the commodity species as a host

(c) evidence for the likelihood that one or more life stages of the pest/pathogen can be associated with the specified commodity

(d) evidence for the likelihood that the pest/pathogen may have an impact in the EU.

Please use the pest/pathogen name according to the EU legislation and provide also the current scientific name of the pest/pathogen if different from the one specified in the EU legislation. For each pest/pathogen provide both the relevant taxonomic information and feeding guild.

3. Data sheet of the commodity

Based on the information provided in the Dossier AND using additional relevant data sources provide a summary (i.e. short description) for the following sections:

3.1. Description of the commodity
3.2. Description of the production areas

3.3. Production and handling processes

3.3.1. Growing conditions

3.3.2. Source of planting material

3.3.3. Production cycle

3.3.4. Export procedure

3.3.5. Post-entry quarantine procedure in the EU (if relevant)

3.4. Surveillance system in the applicant country

3.5. References

Provide the list of all references used in the Data sheet of the commodity.

4. Pest/pathogen data sheets

For each specified pest/pathogen, please provide relevant information using the below template. Please use the information provided in the Dossier AND additional relevant data sources.

**Pest/pathogen scientific name**

**Organism information**

<table>
<thead>
<tr>
<th>Taxonomic information</th>
<th>Current valid name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Synonyms:</td>
</tr>
<tr>
<td></td>
<td>Name used in the EU legislation <em>(e.g. Council Directive 2000/29/EC)</em>:</td>
</tr>
<tr>
<td></td>
<td>Name used in the Dossier:</td>
</tr>
<tr>
<td></td>
<td>Order:</td>
</tr>
<tr>
<td></td>
<td>Family:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group</th>
<th><em>e.g. INS, NEM, FUN</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EPPO code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Regulated status in the EU</th>
<th>Provide here the EU legislation (including the Annex number if relevant) where the pest/pathogen is regulated. Specify if the pest/pathogen is included in the EPPO Alert list</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Pest/pathogen status in <em>(ADD APPLICANT COUNTRY)</em></th>
<th><em>e.g. present, absent, widely distributed, etc. (include the reference)</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Pest/pathogen status in the EU</th>
<th><em>e.g. present, absent, widely distributed, etc.</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Host status on <em>(COMMODITY)</em></th>
<th>Specify if the commodity species/genus is a host for the pest/pathogen.</th>
</tr>
</thead>
</table>
### PRA information

Cite here the available pest/pathogen risk assessments/pest/pathogen categorisations

### Other relevant information for the assessment

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Main type of symptoms</th>
<th>Describe the symptoms on the commodity species/genus. Estimate if the symptoms are easy or difficult to detect</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Presence of asymptomatic plants</td>
<td>If relevant provide information on asymptomatic/latent period of the pest/pathogen (specify the asymptomatic/latent period and the duration)</td>
</tr>
<tr>
<td></td>
<td>Confusion with other pathogens/pest/pathogens</td>
<td>Specify here the possibility of confusion with other pathogens/pest/pathogens including e.g. the diagnostic method by which the pest/pathogen species can be distinguished</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Host plant range</th>
<th>Provide here the host range of the pest/pathogen including and specifying the alternate hosts</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Pathways</th>
<th>Describe here the pathways the pest/pathogen can use e.g. to infect the commodity species/genus in the nursery. Provide information on the main important characteristics of the pathway (e.g. the dispersal distances, etc.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Surveillance information</th>
<th>Summarise here the information provided in the Dossier on the relevant surveillance performed by the applicant country</th>
</tr>
</thead>
</table>

### 4.1. Possibility of pest/pathogen presence in the nursery/field

The following types of potential infection sources for plants for planting in export nurseries/fields can be considered (see also Figure 1):

- pest/pathogen entry from surrounding areas,
- pest/pathogen entry with new plants,
- pest/pathogen entry or infection by growing practices.
Figure 1: General factors which can be considered for the estimation of pest/pathogen freedom

4.1.1. Possibility of entry from the surrounding environment
Provide here the main evidence for the possibility of entry of the pest/pathogen to the nursery from the surrounding environment, e.g. specifying the presence of the pest/pathogen in the country of origin; the main features of the life cycle including the pathways and dispersal/fly distances; detection of symptoms.
Uncertainties:
Describe/list here the uncertainties (including knowledge gaps) related to the above evidence.

4.1.2. Possibility of entry with new plants
Provide here the main evidence for the possibility of entry of the pest/pathogen to the nursery with new plants, e.g. summarising the information provided in the Dossier regarding the source of the plants in the nursery; if relevant specifying the procedure/treatment before the new plants enter the export nursery, possibility of asymptomatic plants being introduced, etc.
Uncertainties:
Describe/list here the uncertainties (including knowledge gaps) related to the above evidence.

4.1.3. Possibility of entry by growing practices
Provide here the main evidence for the possibility of pest/pathogen infection within the nursery (e.g. by growing practices, media and water).
Uncertainties:
Describe/list here the uncertainties (including knowledge gaps) related to the above evidence.

4.2. Information from interceptions
Provide here the information on interceptions of the pest/pathogen on the commodity for last 20 years.

4.3. Summary of the risk reduction options specific for the pest/pathogen
Provide here (e.g. using the below table) specific information on each identified risk reduction option related to the pest/pathogen. Please cover all RROs identified in the Dossier.

<table>
<thead>
<tr>
<th>Risk reduction option</th>
<th>Effect on pest/pathogen</th>
<th>Current measures in (APPLICANT COUNTRY)</th>
<th>Evaluation and uncertainties</th>
</tr>
</thead>
</table>
| RRO1                  | Use the same numbering as in the Table 1 | Yes/no | Describe here the specific RRO as applied for the specific pest/pathogen (e.g. specify the active substances and the treatment time/periods) | Describe here the evidence that the specific RRO is effective against the pest/pathogen on the commodity
Uncertainties: Describe/list here the uncertainties (including knowledge gaps) related to the above evidence |
2. Summary of the information

Provide here a summary of the above information.

<table>
<thead>
<tr>
<th>Summary of the information</th>
<th>Possibility that the pest/pathogen could enter exporting nurseries</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Summarise here the main pathways the pest/pathogen can use to enter in the exporting nursery. Explain if infected plants could be present in the nursery</td>
</tr>
<tr>
<td></td>
<td>Measures taken against the pest/pathogen and their efficacy</td>
</tr>
<tr>
<td></td>
<td>Summarise/list here the applied measures based on the above table</td>
</tr>
<tr>
<td></td>
<td>Interception records</td>
</tr>
<tr>
<td></td>
<td>Summarise/list here the interceptions</td>
</tr>
<tr>
<td></td>
<td>Shortcomings of current measures/procedures</td>
</tr>
<tr>
<td></td>
<td>Specify here the shortcomings of the current measures/procedures (e.g. no testing of asymptomatic plants, difficulties in detecting a pest/pathogen on the commodity or during a specific period, etc.)</td>
</tr>
<tr>
<td></td>
<td>Main uncertainties</td>
</tr>
<tr>
<td></td>
<td>List here the main uncertainties</td>
</tr>
</tbody>
</table>

3. References

Provide here the list of all references used in the relevant Pest/pathogen data sheet.
5. Compilation of the database

Database compilation inclusive of pests/pathogens associated with high-risk plants, plant products and other objects which are listed as plants for planting with associated country were the pest/pathogen (depending on the commodity) is expected to be found.

In order to facilitate the risk assessments for the commodities that have been listed in the relevant Commission Implementing Regulation 2018/2019 as "High risk plants, plant products and other objects" according to the Regulation (EU) 2016/2031, EFSA needs to compile a database inclusive of all the pests/pathogens which can be associated to the commodity depending on the country of origin, based on a robust literature search strategy and following the methodology that will be provided by EFSA itself.

Tasks related to this lot include:

- performance of an accurate literature search using the search string that will be provided by EFSA. The search string will help retrieving from online databases all the available scientific literature related to pests/pathogens associated to a certain commodity worldwide.
- Once retrieved, a first screening based on Title and Abstract has to be carried out in order to select and keep only the relevant manuscripts useful for the compilation of the database.
- Full Text screening has to be carried out in order to collect the available information related to pests/pathogens associated to a certain commodity.

All the data will be inserted in an associated database which will be used only for EFSA use to verify whether the lists of all pests potentially associated with the plant species or genus of the commodity in the exporting country has been compiled according to section 4 of the Technical Report and can be considered complete in order to perform the risk assessment. The database will also help in the evaluation of completeness of the search strategy used by the applicant country.