



**Subject: Questions & Answers on the activation of the Emergency Support Instrument in the context of the COVID-19 Pandemic – DG ECHO Mobility Package May 2021**

**TABLE OF CONTENTS**

1.	GENERAL INFORMATION ON THE ESI MOBILITY PACKAGE: .....	4
1.1.	Implementation of the “Mobility Package” under the Emergency Support Instrument .....	4
1.1.1.	What is the ESI “Mobility Package”? .....	4
1.1.2.	What has been achieved so far?.....	4
1.1.3.	What is the new invitation to submit applications?.....	4
1.2.	Common parameters to all three actions .....	4
1.2.1.	What are the support modalities? .....	4
1.2.2.	What are the conditions for eligibility? .....	5
1.2.3.	If a project has received funding from another EU instrument, can the ESI Mobility Package cover the remaining costs?.....	5
1.2.4.	Who can apply for support?.....	5
1.2.5.	Can private entities (NGOs, private for-profit companies) or international organisations apply for support? .....	5
1.2.6.	What is the role of national focal points in the implementation of the ESI Mobility Package? .....	6
1.2.7.	How to apply?.....	6
1.2.8.	For grants, can the funding be used to support operations that are already completed? .....	6
1.2.9.	Are there visibility obligations linked to ESI Mobility Package?.....	7
1.2.10.	What are the visibility obligations for operations that are already completed? .....	7
1.3.	Parameters for support to cargo transport of COVID-19 vaccination-related equipment and COVID-19 therapeutics (Action 1).....	8
1.3.1.	The transport of which items is eligible for support?.....	8
1.3.2.	Can I apply for ESI Mobility Package support to transport items purchased under the Joint Procurement Agreement?.....	8
1.3.3.	How to apply? What is the timeline for applications?.....	8

1.3.4.	What is the implementation period of grants for cargo transport? .....	8
1.3.5.	What are “ongoing and future operations”? .....	8
1.3.6.	How is funding distributed among Member States? .....	8
1.4.	Parameters for support to transfer of patients and transport of medical personnel and teams (Actions 2 and 3).....	9
1.4.1.	What are the eligible operating costs?.....	9
1.4.2.	What types of patients are eligible for support? .....	9
1.4.3.	How to apply? What is the timeline for applications?.....	9
1.4.4.	What is the implementation period for grants for support to transfer of patients and transport of medical personnel and teams? .....	10
1.4.5.	How is funding distributed among Member States? .....	10
2.	PARAMETERS RELATED TO THE USE OF THE COMMISSION’S TRANSPORT BROKER .....	10
2.1.	How does the use of the Commission’s transport broker work? How fast can it be activated?.....	10
2.2.	What are the next steps once the transport operations is completed by the Commission’s transport broker?.....	10
3.	PARAMETERS RELATED TO APPLICATIONS, AWARD AND PAYMENT OF GRANT AGREEMENTS .....	11
3.1.	Applications.....	11
3.1.1.	Do applicants need to register for ABAC? .....	11
3.1.2.	If an applicant is submitting multiple applications, do they only need to submit the financial identification, legal entity form and declaration on honour once, or for every single application?.....	11
3.1.3.	Is there a template to explain whether the action relates to the public benefit and fits within the national response plan?.....	11
3.1.4.	What if agreements signed with subcontractors do not distinguish between the costs of transportation and the costs of purchase of the items? .....	11
3.2.	Award and signature of grant agreements .....	12
3.2.1.	When will I know if my application has been successful and what has been awarded? .....	12
3.2.2.	What is the deadline for the signature of the Grant Agreement?.....	12
3.2.3.	Should the grant agreement be received in hard copy or could it be sent via e-mail? .....	12
3.2.4.	Should the Grant Agreement and its associated documents be filled out by hand? .....	12

3.3.	Submission of Final Reports and Requests for Payment.....	12
3.3.1.	Does the national focal point distribute funds to applicants, or will the Commission reimburse the applicants directly?.....	12
3.3.2.	What does the final report consist of? .....	12
3.3.3.	What is the deadline for sending the Final Report including the request for payment?.....	13
3.3.4.	Should the Final Report be submitted via courier or via email? .....	13
3.3.5.	Should the final report consist of information regarding the eligible amount or the full amount requested? .....	13
3.3.6.	In the Technical Implementation Report, which details are required regarding the route of the transport? .....	13
3.3.7.	Does the Final Report need to be channelled through the ESI Mobility Package Focal Points? .....	13
3.3.8.	Can unpaid invoices be included? .....	13
3.3.9.	What evidence is needed for the proof of payment? .....	14
3.3.10.	If applicants have already submitted the Certificate on the Financial Statement prior to completing the project, are they required to resubmit this document? .....	14
3.3.11.	Concerning the Certificate on the Financial Statement, which authority is competent to certify this document?.....	14
3.3.12.	Are the costs of the auditor service for a Certificate on Financial Statement eligible? .....	14
3.3.13.	What is the implementation period of the operation?.....	14
3.3.14.	Are personnel time sheets required as part of the final report?.....	14

The present set of Q&As is shared for information purposes only.

## **1. GENERAL INFORMATION ON THE ESI MOBILITY PACKAGE:**

### **1.1. Implementation of the “Mobility Package” under the Emergency Support Instrument**

#### *1.1.1. What is the ESI “Mobility Package”?*

In line with the Financing Decision adopted on 24 April 2020, the Commission has implemented the following three actions under the Emergency Support Instrument (ESI), which relate primarily to transport, referred to as the ESI “Mobility Package”:

1. **Cargo transport** (e.g. assistance and medical items, COVID-19 vaccination-related equipment and therapeutics) to the EU from third countries and within the EU;
2. Facilitation of **transfer of patients** within the EU and from the EU to third countries;
3. Facilitation of **transport of medical personnel and teams**, within the EU and into the EU from third countries, as well as operational support for mobile medical response capacities.

There is no element of priority between the three actions, the Commission will pursue the implementation of all three with the same importance and urgency.

#### *1.1.2. What has been achieved so far?*

Under the first invitation to submit applications, the Commission awarded approximately EUR 150 million in support of 49 projects to cargo transport of medical equipment and supplies into the EU, via over 1 000 flights and over 500 road and sea transports. This strand of action for cargo transport closed on 10 July 2020.

In addition, funding has so far been awarded to 8 projects to transport 285 medical personnel and 34 patients. More applications for transfer of patients and transport of medical personnel and teams are being processed.

#### *1.1.3. What is the new invitation to submit applications?*

On 5 May 2021, the Commission launched a new invitation to submit applications for transport support under the ESI Mobility Package. It is a new strand of action: support to cargo transport of COVID-19 vaccination-related equipment and COVID-19 therapeutics. Support for transfer of patients and transport of medical personnel and medical teams is still available and is largely unchanged compared to the previous invitation to submit applications.

### **1.2. Common parameters to all three actions**

#### *1.2.1. What are the support modalities?*

The two support modalities are:

- **Use of the Commission’s transport broker:** the Commission will directly implement a transport operation upon request of the applicant, making payment directly to the broker.

- **Grant Agreement:** Reimbursement of costs incurred for transport (and operational support for mobile medical response capacities) organised by applicants.

For support to transfer of patients, support will only be available via the award of grants (no possibility to request the use of the Commission's transport broker) given the urgency and complexity of such operations. For support to transport of medical personnel and teams and cargo transport, both modalities are available (use of the Commission's transport broker and the award of grants).

#### *1.2.2. What are the conditions for eligibility?*

In order to be eligible for support, operations must:

- be directly related to the response to the COVID-19 emergency;
- be of public benefit and fit into the national response plan;
- be cross-border;
- be consistent with sound financial management; and
- have not received other EU funding related to transport.

Due to the dynamic nature of the situation and therefore the response needs, the Commission reserves the right to update the applicable conditions and procedures. Any such changes will be communicated to interested parties.

#### *1.2.3. If a project has received funding from another EU instrument, can the ESI Mobility Package cover the remaining costs?*

In order to be eligible for ESI support under the three actions, operations cannot have received other EU funding. Therefore, if a Member State's operation receives funding from another EU instrument, it will not be eligible for ESI Mobility Package funding.

#### *1.2.4. Who can apply for support?*

Funding under the three actions will only be available to the 27 EU Member States in line with Article 1(2) of the Emergency Support Instrument. Applicants from the United Kingdom are no longer eligible following the end of the transition period under the Withdrawal Agreement (31 December 2020).

Any EU Member State authority (national, regional and local authorities, and other public bodies) are eligible for support.

#### *1.2.5. Can private entities (NGOs, private for-profit companies) or international organisations apply for support?*

No. The Commission will provide funding and support only to Member States' authorities, given the significant needs of Member States. This is any Member State public authority (national, regional, and local authorities and other public bodies).

*1.2.6. What is the role of national focal points in the implementation of the ESI Mobility Package?*

The role of national focal points is to channel requests from applicants to the Commission via email and to enter a short summary into the Common Emergency Communication and Information System (CECIS). They will be asked to give an opinion confirming whether the proposed action is of public benefit and fits into the national response plan of the Member State.

National focal points will **not** be asked to:

- fill the application form: this will be done by the applicant;
- compile tables of all the individual requested transport operations;
- perform an overall assessment on the eligibility of the request: this will be done by the Commission.

National focal points for the ESI Mobility Package are the Member States' national civil protection authorities, except for two Member States where focal points are health authorities. For more information on national focal points, please contact us at [ECHO-ESI@ec.europa.eu](mailto:ECHO-ESI@ec.europa.eu).

*1.2.7. How to apply?*

All templates and technical documents for application have been sent to the national focal points and are available on CECIS in the sidebar under Administrative → Documents. Member State authorities interested in applying can contact [ECHO-ESI@ec.europa.eu](mailto:ECHO-ESI@ec.europa.eu) for further details.

Requests for funding will be submitted by the national focal point via email to [ESI@ec.europa.eu](mailto:ESI@ec.europa.eu). The time the request is sent by email will be considered the official submission time. In parallel, information on the request should be entered into the Common Emergency Communication and Information System (CECIS), for which an emergency has been opened titled “Emergency Support Instrument (ESI) Mobility Package”.<sup>1</sup> CECIS is a platform provided by the Commission for national civil protection authorities to communicate, supported by the 24/7 Emergency Response Coordination Centre (ERCC).

*1.2.8. For grants, can the funding be used to support operations that are already completed?*

- For grants for support to cargo transport of COVID-19 vaccination-related equipment and COVID-19 therapeutics: support to transport operations already completed is possible. Expenditure will be eligible for transport that arrived at the country of final destination between 1 January 2021 and 30 September 2021, and which were contracted no later than 30 June 2021. The Commission will prioritise ongoing and future operations (i.e. transport operations which arrived at the country of final destination between 30 June and 30 September 2021).

---

<sup>1</sup> Member States should enter the summary of application in CECIS, in the information transmission case titled “Emergency Support Instrument (ESI) Mobility Package” by creating a new entry for their country in the request overview.

- For grants for support to transfer of patients and transport of medical personnel and teams: Requests can be made for past or future actions, but expenditure will only be eligible for transport that arrived at the country of destination on or after 24 April 2020.

*1.2.9. Are there visibility obligations linked to ESI Mobility Package?*

Yes, there is an obligation to ensure appropriate public awareness of interventions funded by the EU. Member States receiving funding under the Emergency Support Instrument Mobility Package should:

- Publicise in national and regional media and on social media channels the funding received from the Emergency Support Instrument;
- When possible, display the EU Emblem on means of transport and/or medical personnel transported.

Visibility costs are eligible for grants for future operations. For more information, see Annex I on the visibility requirements in the Guidance Note. For any questions and for reporting on these visibility obligations once completed, please contact [echo-comm-cp@ec.europa.eu](mailto:echo-comm-cp@ec.europa.eu).

*1.2.10. What are the visibility obligations for operations that are already completed?*

For operations where funding is provided retroactively, the following communication actions still apply, to be taken retroactively:

- An announcement of the operation under the ESI to the national and regional media in the Member State. The press text must clearly state that the action is funded by the European Union, and can include, where relevant, a quote from a Commission representative. This national press communication, as well as examples of subsequent media coverage, should be sent to [echo-comm-cp@ec.europa.eu](mailto:echo-comm-cp@ec.europa.eu).
- When promoting the operations on the authority's social media channels, the relevant Commission's social media accounts should be tagged (@eu\_echo for Twitter and Instagram; @ec.humanitarian.aid for Facebook). However, in any social media communication, the Commission should always be referred to as the EU or the European Union.

Given the requirement to include a reference to European Union support, the communication action has indeed to take place retroactively after the positive funding decision was given by the EU. This communication action shall take place in a timely manner to ensure a clear link for the public, between the operation carried out to respond to a crisis and the communication action via media / social media channels.

### **1.3. Parameters for support to cargo transport of COVID-19 vaccination-related equipment and COVID-19 therapeutics (Action 1)**

#### *1.3.1. The transport of which items is eligible for support?*

Via the ESI Mobility Package, the Commission can support the transport of COVID-19 vaccination-related equipment (e.g. syringes, needles, personnel protective equipment, masks, etc. – but not vaccine doses themselves) and COVID-19 therapeutics (COVID-19 medicines).

#### *1.3.2. Can I apply for ESI Mobility Package support to transport items purchased under the Joint Procurement Agreement?*

Member State authorities can apply under the ESI Mobility Package for the refund of the transport costs of goods purchased as part of the effort to combat COVID-19, including items purchased under the Joint Procurement Agreement.

#### *1.3.3. How to apply? What is the timeline for applications?*

Applications for cargo transport must be submitted by email to [ECHO-ESI@ec.europa.eu](mailto:ECHO-ESI@ec.europa.eu) by the national focal point from 05 May 2021 09:00 CET.

There is no deadline for applications for requesting the use of the Commission's transport broker. The deadline for applications for grants is 30 June 2021 17:00 CET. For grants, if an applicant wishes to request support for different transport operations, the Commission requires the applicant to group these different transport operations into a single individual application. Individual applications for grants requesting an amount totalling less than EUR 50 000 will not be accepted (an individual application may contain requests for support for several transport operations).

#### *1.3.4. What is the implementation period of grants for cargo transport?*

Support for cargo transport is available via grants for transport operations which arrived at the country of final destination between 1 January 2021 and 30 September 2021, and which were contracted no later than 30 June 2021. The Commission will prioritise ongoing and future operations (i.e. transport operations which arrived at the country of final destination between 30 June and 30 September 2021).

#### *1.3.5. What are “ongoing and future operations”?*

Concerning applications for grants, ongoing and future operations are considered those where the transport operations arrived at the country of final destination between 30 June and 30 September 2021.

#### *1.3.6. How is funding distributed among Member States?*

For the use of the Commission's transport broker: The allocation of funding will take place on a first-come first-served basis. Funding will be allocated to applications that meet the conditions for eligibility in the order in which they are received via email (sent to [ECHO-ESI@ec.europa.eu](mailto:ECHO-ESI@ec.europa.eu)). The time the request is sent by email will be considered the official submission time. Applications will be processed as quickly as possible. No Member State can receive more than 25% of the overall total available allocation for the use of the broker.



For grants: after the deadline for applications has passed (i.e. 30 June 2021), an indicative repartition of the available funds will be calculated between Member States that have applied to ensure an equitable distribution of funds.

#### **1.4. Parameters for support to transfer of patients and transport of medical personnel and teams (Actions 2 and 3)**

##### *1.4.1. What are the eligible operating costs?*

In the case of transport of medical personnel, as well as transport costs, the Commission may cover operating costs for mobile medical response capacities, defined as any mobile unit of medical personnel, as appropriately supported by all required equipment and supplies, capable of delivering the intended medical assistance and relief. This funding can be for an initial maximum duration of 3 months (renewable under express approval from the Commission).

Operating costs may include all the costs of running a capacity during an operation that are necessary to make it operationally effective. Such costs may encompass, as appropriate, costs related to personnel, transport, logistics, consumables and supplies, maintenance, as well as other costs necessary to ensure the effective use of such capacities.

##### *1.4.2. What types of patients are eligible for support?*

Under the ESI Mobility Package, transfer of COVID-19 and non-COVID-19 patients are both eligible. In the case of transfer of non-COVID-19 patients, the operations must respect the following conditions:

- 1) Medical treatment for the non-COVID-19 patient(s) is critical, and cannot be postponed or delayed;
- 2) The country/region is suffering from a high number of COVID-19 cases.

Transport costs for repatriation of deceased patients from a Member State where they have been transferred for COVID-19 treatment to the Member State of origin is eligible under the ESI Mobility Package.

##### *1.4.3. How to apply? What is the timeline for applications?*

Member States should follow the application process explained in question 2.2.6 when applying for support for actions related to transfer of patients and transport of medical personnel and teams. In addition, in line with the Commission's [Guidelines on EU Emergency Assistance in Cross-Border Cooperation in Healthcare related to the COVID-19 crisis](#), the Commission encourages the competent authority of the Member State in need of assistance to notify other Member States and the European Commission through the Early Warning and Response System (EWRS), which national health authorities have access to.

When submitting a request for funding for transfer of non-COVID-19 patients, applicants must declare the following in the grant application form:

- Medical treatment for the non-COVID-19 patient(s) is critical, and cannot be postponed or delayed;

- The country/region is suffering from a high number of COVID-19 cases.

Due to the emergency nature of this type of operations, there is no deadline for applications. Member State authorities may apply for funding for support to transfer of patients and transport of medical personnel when needs arise.

*1.4.4. What is the implementation period for grants for support to transfer of patients and transport of medical personnel and teams?*

In the case of transport costs for medical teams and personnel, as well as for transport of patients, expenditure will be eligible for transport that arrived in the country of destination on or after 24 April 2020.

For operating costs of medical personnel and teams, equally operations that started on or after 24 April 2020 will be eligible (including if the operation was part of a broader operation that began before 24 April 2020). This funding can be for an initial maximum duration of 3 months (renewable under express approval from the Commission).

*1.4.5. How is funding distributed among Member States?*

The allocation of funding will take place on a first-come first-served basis. Funding will be allocated to applications that meet the conditions for eligibility in the order in which they are received via email (sent to [ECHO-ESI@ec.europa.eu](mailto:ECHO-ESI@ec.europa.eu)). The time the request is sent by email will be considered the official submission time.

## **2. PARAMETERS RELATED TO THE USE OF THE COMMISSION'S TRANSPORT BROKER**

### **2.1. How does the use of the Commission's transport broker work? How fast can it be activated?**

The use of the Commission's transport broker is a very easy and operational tool.

Upon request of the applicant and if the requests meet all the eligibility criteria, the Commission will activate its transport broker to implement the requested transport operation. The broker will propose a transport solution to the applicant within 72 hours. The applicant will then need to confirm the acceptance of the proposed transport solution within 24 hours.

All information requested in the application form should be provided to ensure a swift operational support. Missing information would slow down the process of requesting the use of the Commission's transport broker.

### **2.2. What are the next steps once the transport operations is completed by the Commission's transport broker?**

Once the transport operation performed by the Commission's broker has finished, a declaration will be sent to the applicant for their signature to verify the acceptance and receipt of transport services funded by the European Commission.

### **3. PARAMETERS RELATED TO APPLICATIONS, AWARD AND PAYMENT OF GRANT AGREEMENTS**

#### **3.1. Applications**

##### *3.1.1. Do applicants need to register for ABAC?*

Applicants need to have their details registered in ABAC. This is usually a relatively simple process. If an applicant is not already registered, they should fill out the legal entity form and the bank account identification form by following the links provided in the Grant Application request form and sending these to the Commission with the Grant Application. By filling out these documents, the relevant details will be registered in the ABAC system.

##### *3.1.2. If an applicant is submitting multiple applications, do they only need to submit the financial identification, legal entity form and declaration on honour once, or for every single application?*

As there is only one applicant for the financial identification, the legal entity form only needs to be sent once, if the applicant is not already registered with the Commission.

Regarding the Declaration on Honour, the applicant is only required to submit the declaration once. The applicant is not required to submit this if the same declaration has already been submitted for the purposes of a Civil Protection award procedure, provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year.

##### *3.1.3. Is there a template to explain whether the action relates to the public benefit and fits within the national response plan?*

The application forms require the national focal point to confirm that i) the action is part of the national response to the COVID-19 emergency, ii) the action has a public benefit and only for cargo transport iii) the action is for cargo transport of COVID-19 vaccination-related equipment and/or COVID-19 therapeutics. The Member State focal point decides how it determines if the action meets these points, and the level of detail they feel is necessary to provide in the application form to support this. No further documentation is required; however, the Member State may provide complementary information if it wishes. There is no separate form or template for this.

##### *3.1.4. What if agreements signed with subcontractors do not distinguish between the costs of transportation and the costs of purchase of the items?*

The claim for the reimbursement of the transport costs must indicate the specific amount dedicated to each transport operation. If the transport costs are not presented in a separate invoice, the breakdown of transport costs must be identifiable. If there is no separate invoice for transport, the Member State will be asked to provide an explanatory note provided by the service provider clearly specifying the transport costs.

### **3.2. Award and signature of grant agreements**

*3.2.1. When will I know if my application has been successful and what has been awarded?*

Following the deadline for submission of applications (i.e. 30 June 2021 for grants for cargo transport, no deadline for applications for transfer of patients and transport of medical personnel and teams), there is an indicative timeline of 30 days for the Commission to evaluate the applications, followed by a period of up to 30 days for the Commission to inform applicants on the outcome of their application.

*3.2.2. What is the deadline for the signature of the Grant Agreement?*

Applicants are requested to return one copy of the Grant Agreement, dated and signed (and initialled on the right bottom corner of each page) by your authorised representative within 15 calendar days of receipt of the Cover Letter.

*3.2.3. Should the grant agreement be received in hard copy or could it be sent via e-mail?*

The Grant Agreement must be received in hard copy by courier. In case you have the possibility to sign the amendment using a qualified electronic signature (QES), it may be signed electronically by your authorised representative. Please note that only the qualified electronic signature (QES) within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted.

*3.2.4. Should the Grant Agreement and its associated documents be filled out by hand?*

The Grant Agreement and its associated documents can be filled in by hand or electronically.

### **3.3. Submission of Final Reports and Requests for Payment**

*3.3.1. Does the national focal point distribute funds to applicants, or will the Commission reimburse the applicants directly?*

The Commission will reimburse successful applicants directly. The national focal point does not need to act as a distributor.

*3.3.2. What does the final report consist of?*

Following the award of a grant and completion of the action, beneficiaries should send the Commission the Final Report. The Final Report consists of:

- invoices and proof of payment;
- Annex IV: the technical implementation report;
- and Annex V: the financial statement (including the payment request).
- For projects receiving grants of more than EUR 750 000, Annex VI: the certificate on the financial statement should also be sent to the Commission.

*3.3.3. What is the deadline for sending the Final Report including the request for payment?*

Ideally, the Final Report will accompany the Grant Agreement. However, the Final Report can follow after the Grant Agreement. It must arrive within 60 calendar days of the end of the action. The payment can be processed more quickly the sooner the Final Report is received.

*3.3.4. Should the Final Report be submitted via courier or via email?*

Beneficiaries are required to submit the Final Report either in hard copy via courier or electronically. If sending the Final Report electronically, the Commission can read .pdf and .jpeg files. Applicants may send these documents in a zip file, with a table of contents, to help the Commission understand which invoice correlates to which operation. Applicants are requested to keep the original versions of the documents in case of future auditing.

*3.3.5. Should the final report consist of information regarding the eligible amount or the full amount requested?*

Beneficiaries are requested to provide information on the total eligible costs in the Final Report. This is the eligible amount stated in the Grant Agreement in Section I.2.2. The eligibility period is defined in point I.2.3 of the Grant Agreement.

*3.3.6. In the Technical Implementation Report, which details are required regarding the route of the transport?*

The route description only needs to specify the details of departure and arrival of the transport.

*3.3.7. Does the Final Report need to be channelled through the ESI Mobility Package Focal Points?*

Beneficiaries must channel their paperwork directly to the Commission, without first channelling the paperwork through the Mobility Package Focal point. They may put the focal point in copy for information.

*3.3.8. Can unpaid invoices be included?*

Only costs incurred during the duration of the action or work programme are eligible, thus the cost must be generated during the lifetime of the action. However, this does not necessarily mean that the cost has to be paid by the beneficiary or recorded in its accountancy during that lifetime.

It may be that some costs have not been paid when the request for payment of the balance is sent, in particular because the beneficiary is waiting for the balance of the grant in order to be able to pay this expenditure. This situation is acceptable if the services of the authorising officer responsible have made sure that a debt exists (invoice or equivalent) for services or goods actually supplied during the lifetime of the action and the final cost is known.

*3.3.9. What evidence is needed for the proof of payment?*

On the proof of payment, we require evidence that the payment has been made, for example, a bank transfer. An invoice is proof that costs have been generated, and the contract is proof of contractual obligations between the parties, therefore is not sufficient in this case.

*3.3.10. If applicants have already submitted the Certificate on the Financial Statement prior to completing the project, are they required to resubmit this document?*

The certificate on the financial statement must be produced after the period that generated the eligible final costs. Therefore, beneficiaries that have sent a Certificate on the Financial Statement at the application stage will need to make a new certificate and send it to the Commission.

*3.3.11. Concerning the Certificate on the Financial Statement, which authority is competent to certify this document?*

Article I.4.4.d of the Grant Agreement states that the “certificate must be produced by an approved auditor or, in case of public bodies, by a competent and independent public officer and drawn up in accordance with Annex VI”.

*3.3.12. Are the costs of the auditor service for a Certificate on Financial Statement eligible?*

For grants where a Certificate on Financial Statement is required for the final report, the costs of the auditor service are eligible, even if not budgeted. However, the Commission cannot increase the maximum EU contribution amount in the Grant Agreement.

*3.3.13. What is the implementation period of the operation?*

The implementation period is defined in point I.2.2 of the Grant Agreement.

*3.3.14. Are personnel time sheets required as part of the final report?*

We ask you to fill in personnel details and costs in Annex V, but it is not obligatory to send timesheets at this point. The Commission may ask for them at a later stage.

\*\*\*

For any further questions or suggestions, contact the Commission at: [ECHO-ESI@ec.europa.eu](mailto:ECHO-ESI@ec.europa.eu)