



APPLICATION FOR RECOGNITION AS A MEMBER STATES' SPECIALISED AGENCY¹

PART I – APPLICATION FORM

IMPORTANT

Applications must be submitted in an official language of the European Union. However, in order to facilitate the assessment by the evaluators, the Application form shall be filled in either in English or in French.

1 CONTACT DETAILS OF THE APPLICANT

1.1 Official Name	
1.2 Acronym or Short Name	
1.3 Member State of Establishment	
1.4 Postal Address	
1.5 Web-site Address	
1.6 Contact Person for the Application Process & his/her Contact Details (including e-mail address)	

¹ Any personal data contained in this application form and its supporting documents shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU's institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the application procedure for recognition as a Member States' Specialised Agency, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation. Any questions or requests for corrections regarding the data submitted in connection with this application form may be addressed to: ECHO-FINANCE-LEGAL-AFFAIRS@ec.europa.eu.

2 STRUCTURE & LEGAL PERSONALITY OF THE APPLICANT

2.1 On what date was the applicant established and where? (date & place of establishment)

2.2 What is the legal nature and form of the applicant (e.g. private law entity, public law entity)? Specify the legal act under the authority of which the applicant was formally established; if the applicant is a public law entity it shall submit a copy of the relevant resolution, law, decree, decision or any other official document by which it was established and if the applicant is a private law entity it shall submit the document of legal registration in the Member State.

2.3. If the applicant is a private law entity, present its public service mission. Specify the legal act, decision, agreement or equivalent document through which the public service mission was bestowed upon the applicant by the authorities.

2.4 Explain the applicant's legal personality (i.e. its powers, privileges and limitations with regard to e.g. sustaining and exercising rights, entering into agreements, receiving external funding, justifying costs, submitting to external auditing, owning and alienating property, being subject to legal rights, liabilities, immunities, tax exemptions etc.). Make reference to the statutes, bylaws or equivalent documents which demonstrate the scope of the applicant's legal personality.

2.5 Present a general overview of the management of the applicant (i.e. any committees and any branches or field offices, including a description of the responsibilities and duties of the board of directors and the administrative entities). If available, include a table or an organisational chart. If the applicant is a private law entity, explain any structural, political or financial links between the applicant and the regional or national authorities of your Member State of establishment. Make reference to the statutes, bylaws or equivalent documents to show such links.

3 HUMANITARIAN MANDATE

3.1 Specify the core values and/or objectives of the applicant.

3.2 In which countries or regions does the applicant offer its services?
3.3 What kind of activities and services does the applicant provide? Support your answer with brief examples of sectors of intervention in the last three years (preferably in a form of a brief list). Make reference to the Activity Reports or equivalent documents.
3.4 Demonstrate the applicant's adherence to the humanitarian aid principles of Humanity, ² Neutrality, ³ Impartiality ⁴ and Independence, ⁵ as defined by the European Consensus on Humanitarian Aid, ⁶ explaining how they are effectively implemented in humanitarian aid operations carried out by the applicant. Provide examples of where these principles are listed in relevant documents such as the statutes, bylaws, codes of conduct etc. Where possible provide examples of the implementation of these principles in practice.

4 INTERNAL CONTROLS – ONLY FOR COMPLETION BY APPLICANTS WHICH ARE PRIVATE LAW ENTITIES				
4.1 Does the applicant have a specific Code of Conduct or equivalent document for staff?	YES		NO	
If yes, provide a brief overview of its content.				
4.2 Does the applicant have a specific Anti-Fraud and Corruption Policy?	YES		NO	

² The principle of humanity means that human suffering must be addressed wherever it is found, with particular attention to the most vulnerable in the population. The dignity of all victims must be respected and protected.

³ Neutrality means that humanitarian aid must not favour any side in an armed conflict or other dispute.

⁴ Impartiality denotes that humanitarian aid must be provided solely on the basis of need, without discrimination between or within affected populations.

⁵ Respect for independence means the autonomy of humanitarian objectives from political, economic, military or other objectives, and serves to ensure that the sole purpose of humanitarian aid remains to relieve and prevent the suffering of victims of humanitarian crises.

⁶ Joint Statement by the Council and the Representatives of the Governments of the Member States meeting within the Council, the European Parliament and the European Commission: The European Consensus on Humanitarian Aid. Council of European Union document reference 2008/C 25/01. (OJ C 25/01, 30.01.2008). Available at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2008:025:0001:0012:EN:PDF>

If yes, does it contain procedures on how potential suspected irregularities will be investigated?				
4.3 Where key procedures have been identified and formalised, are exceptions to those procedures also clearly defined and justified?	YES		NO	
If yes, how are the exceptions documented, who can authorise them, where are relevant procedures to this effect laid down?				
4.4 Does the applicant have an internal audit department?	YES		NO	
4.5 Are all internal financial procedures of the applicant formally documented?	YES		NO	
If yes, where and how are these internal financial procedures documented?				

5 PROCUREMENT & STOCK MANAGEMENT – ONLY FOR COMPLETION BY APPLICANTS WHICH ARE PRIVATE LAW ENTITIES				
5.1 Does the applicant have written procurement procedures?	YES		NO	
5.2 Illustrate the applicant's procurement procedures, including the related thresholds and the methodology for the assessment of tenders. Provide information at least on the following: Does the applicant use preferential bidders (excluding others from open tenders)? Does the applicant use pre-established lists of suppliers? Is there a clear distribution of responsibilities in the validation chain (if yes, describe it)? How many people verify the financial transactions? What are the thresholds (if any) for transactions (contracts, payments...) that need prior agreement by HQ/other relevant authority? Are procurement committees used and if so, when? How many people give their approval before a contract is signed? Who takes the final decision in the procurement process? How long is procurement documentation kept available after the end of the operation?				
5.3 How does the applicant proceed in cases of conflict of interest?				

5.4 Do the applicant's tender documents, standard procurement contracts and guidelines refer to minimum ethical procurement principles (Article 3.1 of the 'Principles and Procedures applicable to procurement contracts awarded within the framework of humanitarian aid actions financed by the European Union')?	YES		NO	
If yes, provide further details.				
5.5 Do the applicant's tender documents, standard procurement contracts and guidelines include anti-fraud provisions (Articles 106 and 107 of the Financial Regulation)?	YES		NO	
If yes, provide further details.				
5.6 Does the applicant use framework contracts (also called 'long term agreements') with suppliers?	YES		NO	
If yes, for what kind of products does the applicant use framework contracts? Describe the selection procedure for contract awards and the duration for these.				
5.7 How does the applicant secure equal treatment of suppliers and transparency of procurement procedures (Articles 3.3 and 3.4 of the 'Principles and Procedures applicable to procurement contracts awarded within the framework of humanitarian aid actions financed by the European Union')?				
5.8 Provide key figures (numbers and percentage) concerning the nationality of your suppliers:				
• National/local companies				
• Companies established within the European Union				
• Companies established outside of the European Union				
5.9 Does the applicant maintain a database with its suppliers, products and past orders?	YES		NO	

5.10 Does the applicant procure Medical Supplies or Medical Devices?	YES		NO	
If yes, how do the applicant's procedures compare to those in Article 4 of the 'Principles and Procedures applicable to procurement contracts awarded within the framework of humanitarian aid actions financed by the European Union'? Is the applicant licensed by any national or other authority to procure or hold medical supplies and/or medical devices?				
5.11 Does the applicant procure Food Supplies?	YES		NO	
If yes, are the applicant's procedures in line with Article 4 of the 'Principles and Procedures applicable to procurement contracts awarded within the framework of humanitarian aid actions financed by the European Union'?				
5.12 Does the applicant maintain stocks of products?	YES		NO	
If yes, what are the stocked items the applicant maintains? On what basis does the applicant manage its stocks; what are the stock keeping policy and management tools used by the applicant? What are the stock controls of the applicant? In particular if the applicant stocks Medical Supplies, Medical Devices or Food Supplies, specify the storage conditions and the applicable guidelines. How does the applicant ensure proper storage conditions as well as proper management of the use-by dates?				
5.13 What are the measures taken to ensure the security of the warehouse?				

6 PROCUREMENT & STOCK MANAGEMENT – ONLY FOR COMPLETION BY APPLICANTS WHICH ARE PUBLIC LAW ENTITIES

6.1 Is the applicant bound by EU Public Procurement Directives?	YES		NO	
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7 ADMINISTRATIVE & FINANCIAL CAPACITY

7.1 How many permanent staff members does the applicant have and how are they assigned to the different administrative entities/departments/field offices?				
7.2 How many temporary staff members does the applicant have and how are they assigned to the different administrative entities/departments/field offices (e.g. trainees, volunteers)?				
7.3 What are the main sources of funding for the applicant (governmental support, fundraising activities, private donors, local or international donors etc.)?				
7.4 Explain the financial links between the applicant and the regional or national authorities of your Member State of establishment – indicating if and how the applicant's liabilities are guaranteed by those authorities. Make reference to the relevant documentation demonstrating that the authorities will act as a guarantor to the applicant and/or a reference to the annual accounts of the applicant.				
7.5 Were the applicant's annual statutory accounts certified by a professional external auditor for the past two years?			YES	NO
7.6 Describe your accounting standards, systems and procedures (general accounting and cost accounting). What kind of general and cost accounting software do you use? How do you prevent alteration by non-authorized personnel? How often is the analysis and reconciliation of accounts formally reviewed by management?				
7.7 Management of accounting system: what technical capacity does the applicant possess to handle the accounting transactions (full time accountants, accounts management subcontracted, etc.)?				
7.8 Does the applicant have delegation rules of the financial responsibilities defined?			YES	NO
If yes, specify them.				

7.9 Financial data: fill in the relevant amounts based on data for the previous year:	
▪ Turnover (total annual operational income in EUR excluding movements in provisions/depreciation)	
▪ Percentage of the applicant's income from the Commission	
▪ Net income (result)	
▪ Current liabilities	
7.10 Describe the applicant's procedure to deal with financial surpluses.	

8 RIGHT OF ACCESS			
8.1 Do you agree to give the European Commission, or persons mandated by the European Commission, including the European Anti-Fraud Office (OLAF) and the European Court of Auditors the right to exercise their powers of control in accordance with the applicable regulatory provisions, on documents and on the spot?	YES		NO

The authorised representative of the applicant⁷	[name of authorised signatory or representative]
The applicant	[name of the organisation]
Date	
Signature	

⁷ The authorised signatory or representative shall have the authority to engage the responsibility of the organisation.

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PART II – SUPPORTING DOCUMENTS

IMPORTANT

The supporting documents listed below must be submitted in an official language of the European Union. However, in order to facilitate the assessment of the application by the evaluators, supporting documents submitted in a language other than English or French shall be accompanied by an English or French translation. Where so specified, the translation of relevant part/s of the supporting documents is sufficient. The translations do not have to be certified.

Supporting Documents	Check
1. Copy of the relevant resolution, law, decree, decision or any other official document by which the public law applicant was established or if the applicant is a private law entity, a copy of the document of legal registration in the Member State.	
2. Copy of the statutes, bylaws or equivalent documents in their original language, with a translation into English or French of part/s demonstrating the legal personality and legal powers of the applicant.	
3. If the applicant is a private law entity, copy of the legal act, decision, agreement or equivalent document through which the public service mission was bestowed upon the applicant by the relevant authorities with a translation into English and French of part/s demonstrating the existence of a public service mission.	
4. Copy of statutes, bylaws or equivalent documents in their original language with translation into English or French of part/s demonstrating the humanitarian mandate of the applicant.	
5. Copy of any code of conduct or equivalent document expressly stating the applicant's adherence to the international principles of humanitarian law i.e. the principles of humanity, neutrality, impartiality and independence in the delivery of humanitarian aid.	
6. Copy of Activity Reports of equivalent documents indicating the sectors of intervention in which the applicant has been active in the past three financial years.	
7. Results of external evaluations of humanitarian aid operations, if available.	
8. Up-to-date organisation chart of the applicant (where relevant including field offices), indicating the names and duties of persons fulfilling the main positions.	

9. If the applicant is a private law entity, a declaration signed by the relevant authorities or a copy of the relevant legislation confirming that the authorities will act as a guarantor to the applicant, e.g. with regards to the recovery of amounts due to the Commission.	
10. Annual accounts for the past two financial years. When the applicant is a private law entity, the annual accounts shall be certified by an external professional auditor.	
11. If the applicant is a private law entity, a copy of a Manual or an equivalent document containing procurement procedures used by the applicant.	