



EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B – Creativity, Citizens, EU values and Joint operations
B.3 – Citizens and EU Values

GRANT AGREEMENT

Project 101215614 — SEPSRU

PREAMBLE

This **Agreement** ('the Agreement') is **between** the following parties:

on the one part,

the **European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

and

on the other part,

1. 'the coordinator':

OBEC VELKE RIPNANY (Velke Ripnany), PIC 938879200, established in POSTOVA 461, VELKE RIPNANY 956 07, Slovakia,

Unless otherwise specified, references to 'beneficiary' or 'beneficiaries' include the coordinator and affiliated entities (if any).

If only one beneficiary signs the grant agreement ('mono-beneficiary grant'), all provisions referring to the 'coordinator' or the 'beneficiaries' will be considered — mutatis mutandis — as referring to the beneficiary.

The parties referred to above have agreed to enter into the Agreement.

By signing the Agreement and the accession forms, the beneficiaries accept the grant and agree to implement the action under their own responsibility and in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

The Agreement is composed of:

Preamble

Terms and Conditions (including Data Sheet)

Annex 1	Description of the action ¹
Annex 2	Estimated budget for the action
Annex 3	Accession forms (if applicable) ²
Annex 3a	Declaration on joint and several liability of affiliated entities (if applicable) ³
Annex 4	Model for the financial statements
Annex 5	Specific rules (if applicable)

¹ Template published on [Portal Reference Documents](#).

² Template published on [Portal Reference Documents](#).

³ Template published on [Portal Reference Documents](#).

TERMS AND CONDITIONS

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DATA SHEET

1. General data

Project summary:

Project summary
The project "Spolu pre Európu: Plán solidarity, rovnosti a udržateľnosti" (Together for Europe: A Roadmap for Solidarity, Equality and Sustainability) is a three-day international gathering of citizens from seven partner municipalities and cities coming from 6 European countries, aimed at strengthening European solidarity, gender equality and sustainable development. The main objective of the project is to create a platform for mutual learning and exchange of best practices between participants from different countries. Participants will engage in interactive workshops, discussions and symbolic activities that promote mutual understanding, sharing of experiences and cooperation to address current challenges. The project emphasizes inclusion and non-discrimination, with a particular focus on empowering women, young people and community activists. It ensures equal opportunities for all participants through measures to promote accessibility and gender equality. The short-term impact of the project is to increase the awareness and skills of the participants in the themes of European values, gender equality and sustainable development. In the medium term, it is expected that participants will apply the knowledge gained in their local governments, thus contributing to positive change and strengthening local civic engagement. In the long term, the project lays the foundations for lasting cooperation between the partner municipalities, strengthens their networks and improves their quality of life through the implementation of concrete initiatives. The project thus contributes to deepening European solidarity and cooperation, reduces inequalities between women and men and promotes active citizenship. In addition to mutual learning, it also includes elements of awareness-raising and information dissemination, thus promoting the long-term impact and sustainability of its results across the EU.

Keywords:

- Democratic engagement and civic participation
- European identity
- Solidarity
- Town twinning
- Municipalities
- Cultural diversity and heritage
- gender equality, environmental sustainability

Project number: 101215614

Project name: Spolu pre Európu: Plán solidarity, rovnosti a udržateľnosti

Project acronym: SEPSRU

Call: CERV-2024-CITIZENS-TOWN-TT

Topic: CERV-2024-CITIZENS-TOWN-TT

Type of action: CERV Lump Sum Grants

Granting authority: European Education and Culture Executive Agency

Grant managed through EU Funding & Tenders Portal: Yes (eGrants)

Project starting date: first day of the month following the entry into force date

Project end date: starting date + months of duration

Project duration: 11 months

Consortium agreement: No

2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	Velke Ripnany	OBEC VELKE RIPNANY	SK	938879200	40 590.00
2	AP	Dabrowa	GMINA DABROWA	PL	938615554	0.00
3	AP	Zeletice	Obec Zeletice	CZ	917587700	0.00
4	AP	Prijepolje	MZ Spotnica, Prijepolje	RS	938749317	0.00
5	AP	SFW Pinkafeld	Stadtfeuerwehr Pinkafeld	AT	936488344	0.00
6	AP	Szanda	SZANDA KOZSEG ONKORMANYZATA	HU	938920425	0.00
7	AP	Bajina Basta	Municipality of Bajina Basta	RS	917536290	0.00
Total						40 590.00

Coordinator:

- OBEC VELKE RIPNANY (Velke Ripnany)

3. Grant**Maximum grant amount, total estimated eligible costs and contributions and funding rate:**

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
40 590.00	40 590.00

Grant form: Lump Sum**Grant mode:** Action grant**Budget categories/activity types:** Lump sum contributions**Cost eligibility options:** n/a**Budget flexibility:** No**4. Reporting, payments and recoveries****4.1 Continuous reporting** (art 21)**Deliverables:** see Funding & Tenders Portal Continuous Reporting tool**4.2 Periodic reporting and payments****Reporting and payment schedule** (art 21, 22):

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	n/a
					Final payment	90 days from
1	1	11	Periodic report	60 days after end of reporting period		



Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
						receiving periodic report

Prefinancing payments and guarantees: n/a

Reporting and payment modalities (art 21, 22):

Mutual Insurance Mechanism (MIM): No

Restrictions on distribution of initial prefinancing: The prefinancing may be distributed only if the minimum number of beneficiaries set out in the call conditions (if any) have acceded to the Agreement and only to beneficiaries that have acceded.

Interim payment ceiling (if any): 100% of the maximum grant amount

No-profit rule: n/a

Late payment interest: ECB + 3.5%

Bank account for payments:

SK230200000000003428192 SUBASKBXXXX

Conversion into euros: n/a

Reporting language: Language of the Agreement or other EU official language, if specified in the call conditions

4.3 Certificates (art 24): n/a

4.4 Recoveries (art 22)

First-line liability for recoveries:

Beneficiary termination: Beneficiary concerned

Final payment: Coordinator

After final payment: Beneficiary concerned

Joint and several liability for enforced recoveries (in case of non-payment):

Limited joint and several liability of other beneficiaries — up to the maximum grant amount of the beneficiary

Joint and several liability of affiliated entities — n/a

5. Consequences of non-compliance, applicable law & dispute settlement forum

Applicable law (art 43):

Standard applicable law regime: EU law + law of Belgium

Dispute settlement forum (art 43):

Standard dispute settlement forum:

EU beneficiaries: EU General Court + EU Court of Justice (on appeal)



Non-EU beneficiaries: Courts of Brussels, Belgium (unless an international agreement provides for the enforceability of EU court judgements)

6. Other

Specific rules (Annex 5): Yes

Standard time-limits after project end:

Confidentiality (for X years after final payment): 5

Record-keeping (for X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Reviews (up to X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Audits (up to X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Extension of findings from other grants to this grant (no later than X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Impact evaluation (up to X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

CHAPTER 1 GENERAL

ARTICLE 1 — SUBJECT OF THE AGREEMENT

This Agreement sets out the rights and obligations and terms and conditions applicable to the grant awarded for the implementation of the action set out in Chapter 2.

ARTICLE 2 — DEFINITIONS

For the purpose of this Agreement, the following definitions apply:

Actions — The project which is being funded in the context of this Agreement.

Grant — The grant awarded in the context of this Agreement.

EU grants — Grants awarded by EU institutions, bodies, offices or agencies (including EU executive agencies, EU regulatory agencies, EDA, joint undertakings, etc.).

Participants — Entities participating in the action as beneficiaries, affiliated entities, associated partners, third parties giving in-kind contributions, subcontractors or recipients of financial support to third parties.

Beneficiaries (BEN) — The signatories of this Agreement (either directly or through an accession form).

Affiliated entities (AE) — Entities affiliated to a beneficiary within the meaning of Article 187 of EU Financial Regulation 2018/1046⁴ which participate in the action with similar rights and obligations as the beneficiaries (obligation to implement action tasks and right to charge costs and claim contributions).

Associated partners (AP) — Entities which participate in the action, but without the right to charge costs or claim contributions.

Purchases — Contracts for goods, works or services needed to carry out the action (e.g. equipment, consumables and supplies) but which are not part of the action tasks (see Annex 1).

Subcontracting — Contracts for goods, works or services that are part of the action tasks (see Annex 1).

In-kind contributions — In-kind contributions within the meaning of Article 2(36) of EU Financial

⁴ For the definition, see Article 187 Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 ('EU Financial Regulation') (OJ L 193, 30.7.2018, p. 1): "**affiliated entities** [are]:

- (a) entities that form a sole beneficiary [(i.e. where an entity is formed of several entities that satisfy the criteria for being awarded a grant, including where the entity is specifically established for the purpose of implementing an action to be financed by a grant)];
- (b) entities that satisfy the eligibility criteria and that do not fall within one of the situations referred to in Article 136(1) and 141(1) and that have a link with the beneficiary, in particular a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation".

Regulation 2018/1046, i.e. non-financial resources made available free of charge by third parties.

Fraud — Fraud within the meaning of Article 3 of EU Directive 2017/1371⁵ and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995⁶, as well as any other wrongful or criminal deception intended to result in financial or personal gain.

Irregularities — Any type of breach (regulatory or contractual) which could impact the EU financial interests, including irregularities within the meaning of Article 1(2) of EU Regulation 2988/95⁷.

Grave professional misconduct — Any type of unacceptable or improper behaviour in exercising one's profession, especially by employees, including grave professional misconduct within the meaning of Article 136(1)(c) of EU Financial Regulation 2018/1046.

Applicable EU, international and national law — Any legal acts or other (binding or non-binding) rules and guidance in the area concerned.

Portal — EU Funding & Tenders Portal; electronic portal and exchange system managed by the European Commission and used by itself and other EU institutions, bodies, offices or agencies for the management of their funding programmes (grants, procurements, prizes, etc.).

CHAPTER 2 ACTION

ARTICLE 3 — ACTION

The grant is awarded for the action **101215614 — SEPSRU** ('action'), as described in Annex 1.

ARTICLE 4 — DURATION AND STARTING DATE

The duration and the starting date of the action are set out in the Data Sheet (see Point 1).

CHAPTER 3 GRANT

ARTICLE 5 — GRANT

5.1 Form of grant

⁵ Directive (EU) 2017/1371 of the European Parliament and of the Council of 5 July 2017 on the fight against fraud to the Union's financial interests by means of criminal law (OJ L 198, 28.7.2017, p. 29).

⁶ OJ C 316, 27.11.1995, p. 48.

⁷ Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1).

The grant is an action grant⁸ which takes the form of a lump sum grant for the completion of work packages.

5.2 Maximum grant amount

The maximum grant amount is set out in the Data Sheet (see Point 3) and in the estimated budget (Annex 2).

5.3 Funding rate

Not applicable

5.4 Estimated budget, budget categories and forms of funding

The estimated budget for the action (lump sum breakdown) is set out in Annex 2.

It contains the estimated eligible contributions for the action (lump sum contributions), broken down by participant and work package.

Annex 2 also shows the types of contributions (forms of funding)⁹ to be used for each work package.

5.5 Budget flexibility

Budget flexibility does not apply; changes to the estimated budget (lump sum breakdown) always require an amendment (see Article 39).

Amendments for transfers between *work packages* are moreover possible only if:

- the work packages concerned are not already completed (and declared in a financial statement) and
- the transfers are justified by the technical implementation of the action.

ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS

6.1 and 6.2 General and specific eligibility conditions

Lump sum contributions are eligible ('eligible contributions'), if:

- (a) they are set out in Annex 2 and
- (b) the work packages are completed and the work is properly implemented by the beneficiaries and/or the results are achieved, in accordance with Annex 1 and during in the period set out in Article 4 (with the exception of work/results relating to the submission of the final periodic report, which may be achieved afterwards; see Article 21)

They will be calculated on the basis of the amounts set out in Annex 2.

⁸ For the definition, see Article 180(2)(a) EU Financial Regulation 2018/1046: '**action grant**' means an EU grant to finance "an action intended to help achieve a Union policy objective".

⁹ See Article 125 EU Financial Regulation 2018/1046.

6.3 Ineligible contributions

‘Ineligible contributions’ are:

- (a) lump sum contributions that do not comply with the conditions set out above (see Article 6.1 and 6.2)
- (b) lump sum contributions for activities already funded under other EU grants (or grants awarded by an EU Member State, non-EU country or other body implementing the EU budget), except for the following case:
 - (i) Synergy actions: not applicable
- (c) other:
 - (i) country restrictions for eligible costs: not applicable.

6.4 Consequences of non-compliance

If a beneficiary declares lump sum contributions that are ineligible, they will be rejected (see Article 27).

This may also lead to other measures described in Chapter 5.

CHAPTER 4 GRANT IMPLEMENTATION

SECTION 1 CONSORTIUM: BENEFICIARIES, AFFILIATED ENTITIES AND OTHER PARTICIPANTS

ARTICLE 7 — BENEFICIARIES

The beneficiaries, as signatories of the Agreement, are fully responsible towards the granting authority for implementing it and for complying with all its obligations.

They must implement the Agreement to their best abilities, in good faith and in accordance with all the obligations and terms and conditions it sets out.

They must have the appropriate resources to implement the action and implement the action under their own responsibility and in accordance with Article 11. If they rely on affiliated entities or other participants (see Articles 8 and 9), they retain sole responsibility towards the granting authority and the other beneficiaries.

They are jointly responsible for the *technical* implementation of the action. If one of the beneficiaries fails to implement their part of the action, the other beneficiaries must ensure that this part is implemented by someone else (without being entitled to an increase of the maximum grant amount and subject to an amendment; see Article 39). The *financial* responsibility of each beneficiary in case of recoveries is governed by Article 22.

The beneficiaries (and their action) must remain eligible under the EU programme funding the grant

for the entire duration of the action. Lump sum contributions will be eligible only as long as the beneficiary and the action are eligible.

The **internal roles and responsibilities** of the beneficiaries are divided as follows:

(a) Each beneficiary must:

- (i) keep information stored in the Portal Participant Register up to date (see Article 19)
- (ii) inform the granting authority (and the other beneficiaries) immediately of any events or circumstances likely to affect significantly or delay the implementation of the action (see Article 19)
- (iii) submit to the coordinator in good time:
 - the prefinancing guarantees (if required; see Article 23)
 - the financial statements and certificates on the financial statements (CFS): not applicable
 - the contribution to the deliverables and technical reports (see Article 21)
 - any other documents or information required by the granting authority under the Agreement
- (iv) submit via the Portal data and information related to the participation of their affiliated entities.

(b) The coordinator must:

- (i) monitor that the action is implemented properly (see Article 11)
- (ii) act as the intermediary for all communications between the consortium and the granting authority, unless the Agreement or granting authority specifies otherwise, and in particular:
 - submit the prefinancing guarantees to the granting authority (if any)
 - request and review any documents or information required and verify their quality and completeness before passing them on to the granting authority
 - submit the deliverables and reports to the granting authority
 - inform the granting authority about the payments made to the other beneficiaries (report on the distribution of payments; if required, see Articles 22 and 32)
- (iii) distribute the payments received from the granting authority to the other beneficiaries without unjustified delay (see Article 22).

The coordinator may not delegate or subcontract the above-mentioned tasks to any other beneficiary or third party (including affiliated entities).

However, coordinators which are public bodies may delegate the tasks set out in Point (b)(ii) last

indent and (iii) above to entities with ‘authorisation to administer’ which they have created or which are controlled by or affiliated to them. In this case, the coordinator retains sole responsibility for the payments and for compliance with the obligations under the Agreement.

Moreover, coordinators which are ‘sole beneficiaries’¹⁰ (or similar, such as European research infrastructure consortia (ERICs)) may delegate the tasks set out in Point (b)(i) to (iii) above to one of their members. The coordinator retains sole responsibility for compliance with the obligations under the Agreement.

The beneficiaries must have **internal arrangements** regarding their operation and co-ordination, to ensure that the action is implemented properly.

If required by the granting authority (see Data Sheet, Point 1), these arrangements must be set out in a written **consortium agreement** between the beneficiaries, covering for instance:

- the internal organisation of the consortium
- the management of access to the Portal
- different distribution keys for the payments and financial responsibilities in case of recoveries (if any)
- additional rules on rights and obligations related to background and results (see Article 16)
- settlement of internal disputes
- liability, indemnification and confidentiality arrangements between the beneficiaries.

The internal arrangements must not contain any provision contrary to this Agreement.

ARTICLE 8 — AFFILIATED ENTITIES

Not applicable

ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION

9.1 Associated partners

The following entities which cooperate with a beneficiary will participate in the action as ‘associated partners’:

- **GMINA DABROWA (Dabrowa)**, PIC 938615554
- **Obec Zeletice (Zeletice)**, PIC 917587700
- **MZ Spotnica, Prijepolje (Prijepolje)**, PIC 938749317
- **Stadtfeuerwehr Pinkafeld (SFW Pinkafeld)**, PIC 936488344

¹⁰ For the definition, see Article 187(2) EU Financial Regulation 2018/1046: “Where several entities satisfy the criteria for being awarded a grant and together form one entity, that entity may be treated as the **sole beneficiary**, including where it is specifically established for the purpose of implementing the action financed by the grant.”

- **SZANDA KOZSEG ONKORMANYZATA (Szanda)**, PIC 938920425
- **Municipality of Bajina Basta (Bajina Basta)**, PIC 917536290

Associated partners must implement the action tasks attributed to them in Annex 1 in accordance with Article 11. They may not charge contributions to the action (no lump sum contributions) and the costs for their tasks are not eligible (may not be included in the estimated budget in Annex 2).

The tasks must be set out in Annex 1.

The beneficiaries must ensure that their contractual obligations under Articles 11 (proper implementation), 12 (conflict of interests), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) also apply to the associated partners.

The beneficiaries must ensure that the bodies mentioned in Article 25 (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.) can exercise their rights also towards the associated partners.

9.2 Third parties giving in-kind contributions to the action

Other third parties may give in-kind contributions to the action (i.e. personnel, equipment, other goods, works and services, etc. which are free-of-charge), if necessary for the implementation.

Third parties giving in-kind contributions do not implement any action tasks. They may not charge contributions to the action (no lump sum contributions) and the costs for the in-kind contributions are not eligible (may not be included in the estimated budget in Annex 2).

The third parties and their in-kind contributions should be set out in Annex 1.

9.3 Subcontractors

Subcontractors may participate in the action, if necessary for the implementation.

Subcontractors must implement their action tasks in accordance with Article 11. The beneficiaries' costs for subcontracting are considered entirely covered by the lump sum contributions for implementing the work packages (irrespective of the actual subcontracting costs incurred, if any).

The beneficiaries must ensure that their contractual obligations under Articles 11 (proper implementation), 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) also apply to the subcontractors.

The beneficiaries must ensure that the bodies mentioned in Article 25 (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.) can exercise their rights also towards the subcontractors.

9.4 Recipients of financial support to third parties

If the action includes providing financial support to third parties (e.g. grants, prizes or similar forms of support), the beneficiaries must ensure that their contractual obligations under Articles 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) also apply to the third parties receiving the support (recipients).

The beneficiaries must also ensure that the bodies mentioned in Article 25 (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.) can exercise their rights also towards the recipients.

ARTICLE 10 — PARTICIPANTS WITH SPECIAL STATUS

10.1 Non-EU participants

Participants which are established in a non-EU country (if any) undertake to comply with their obligations under the Agreement and:

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC¹¹
- for the controls under Article 25: allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the bodies mentioned in that Article (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.).

Special rules on dispute settlement apply (see Data Sheet, Point 5).

10.2 Participants which are international organisations

Participants which are international organisations (IOs; if any) undertake to comply with their obligations under the Agreement and:

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: to use either independent public officers or external auditors which comply with comparable standards as those set out in EU Directive 2006/43/EC
- for the controls under Article 25: to allow for the checks, reviews, audits and investigations by the bodies mentioned in that Article, taking into account the specific agreements concluded by them and the EU (if any).

For such participants, nothing in the Agreement will be interpreted as a waiver of their privileges or immunities, as accorded by their constituent documents or international law.

Special rules on applicable law and dispute settlement apply (see Article 43 and Data Sheet, Point 5).

10.3 Pillar-assessed participants

¹¹ Directive 2006/43/EC of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts or similar national regulations (OJ L 157, 9.6.2006, p. 87).

Pillar-assessed participants (if any) may rely on their own systems, rules and procedures, in so far as they have been positively assessed and do not call into question the decision awarding the grant or breach the principle of equal treatment of applicants or beneficiaries.

‘Pillar-assessment’ means a review by the European Commission on the systems, rules and procedures which participants use for managing EU grants (in particular internal control system, accounting system, external audits, financing of third parties, rules on recovery and exclusion, information on recipients and protection of personal data; see Article 154 EU Financial Regulation 2018/1046).

Participants with a positive pillar assessment may rely on their own systems, rules and procedures, in particular for:

- record-keeping (Article 20): may be done in accordance with internal standards, rules and procedures
- currency conversion for financial statements (Article 21): may be done in accordance with usual accounting practices
- guarantees (Article 23): for public law bodies, prefinancing guarantees are not needed
- certificates (Article 24):
 - certificates on the financial statements (CFS): may be provided by their regular internal or external auditors and in accordance with their internal financial regulations and procedures
 - certificates on usual accounting practices (CoMUC): are not needed if those practices are covered by an ex-ante assessment

and use the following specific rules, for:

- recoveries (Article 22): in case of financial support to third parties, there will be no recovery if the participant has done everything possible to retrieve the undue amounts from the third party receiving the support (including legal proceedings) and non-recovery is not due to an error or negligence on its part
- checks, reviews, audits and investigations by the EU (Article 25): will be conducted taking into account the rules and procedures specifically agreed between them and the framework agreement (if any)
- impact evaluation (Article 26): will be conducted in accordance with the participant’s internal rules and procedures and the framework agreement (if any)
- grant agreement suspension (Article 31): certain costs incurred during grant suspension are eligible (notably, minimum costs necessary for a possible resumption of the action and costs relating to contracts which were entered into before the pre-information letter was received and which could not reasonably be suspended, reallocated or terminated on legal grounds)
- grant agreement termination (Article 32): the final grant amount and final payment will be calculated taking into account also costs relating to contracts due for execution only after termination takes effect, if the contract was entered into before the pre-information letter was received and could not reasonably be terminated on legal grounds

- liability for damages (Article 33.2): the granting authority must be compensated for damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Agreement only if the damage is due to an infringement of the participant's internal rules and procedures or due to a violation of third parties' rights by the participant or one of its employees or individual for whom the employees are responsible.

Participants whose pillar assessment covers procurement and granting procedures may also do purchases, subcontracting and financial support to third parties (Article 6.2) in accordance with their internal rules and procedures for purchases, subcontracting and financial support.

Participants whose pillar assessment covers data protection rules may rely on their internal standards, rules and procedures for data protection (Article 15).

The participants may however not rely on provisions which would breach the principle of equal treatment of applicants or beneficiaries or call into question the decision awarding the grant, such as in particular:

- eligibility (Article 6)
- consortium roles and set-up (Articles 7-9)
- security and ethics (Articles 13, 14)
- IPR (including background and results, access rights and rights of use), communication, dissemination and visibility (Articles 16 and 17)
- information obligation (Article 19)
- payment, reporting and amendments (Articles 21, 22 and 39)
- rejections, reductions, suspensions and terminations (Articles 27, 28, 29-32)

If the pillar assessment was subject to remedial measures, reliance on the internal systems, rules and procedures is subject to compliance with those remedial measures.

Participants whose assessment has not yet been updated to cover (the new rules on) data protection may rely on their internal systems, rules and procedures, provided that they ensure that personal data is:

- processed lawfully, fairly and in a transparent manner in relation to the data subject
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed and
- processed in a manner that ensures appropriate security of the personal data.

Participants must inform the coordinator without delay of any changes to the systems, rules and procedures that were part of the pillar assessment. The coordinator must immediately inform the granting authority.

Pillar-assessed participants that have also concluded a framework agreement with the EU, may moreover — under the same conditions as those above (i.e. not call into question the decision awarding the grant or breach the principle of equal treatment of applicants or beneficiaries) — rely on provisions set out in that framework agreement.

SECTION 2 RULES FOR CARRYING OUT THE ACTION

ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION

11.1 Obligation to properly implement the action

The beneficiaries must implement the action as described in Annex 1 and in compliance with the provisions of the Agreement, the call conditions and all legal obligations under applicable EU, international and national law.

11.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 12 — CONFLICT OF INTERESTS

12.1 Conflict of interests

The beneficiaries must take all measures to prevent any situation where the impartial and objective implementation of the Agreement could be compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect interest ('conflict of interests').

They must formally notify the granting authority without delay of any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation.

The granting authority may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

12.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28) and the grant or the beneficiary may be terminated (see Article 32).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 13 — CONFIDENTIALITY AND SECURITY

13.1 Sensitive information

The parties must keep confidential any data, documents or other material (in any form) that is identified as sensitive in writing ('sensitive information') — during the implementation of the action and for at least until the time-limit set out in the Data Sheet (see Point 6).

If a beneficiary requests, the granting authority may agree to keep such information confidential for a longer period.

Unless otherwise agreed between the parties, they may use sensitive information only to implement the Agreement.

The beneficiaries may disclose sensitive information to their personnel or other participants involved in the action only if they:

- (a) need to know it in order to implement the Agreement and
- (b) are bound by an obligation of confidentiality.

The granting authority may disclose sensitive information to its staff and to other EU institutions and bodies.

It may moreover disclose sensitive information to third parties, if:

- (a) this is necessary to implement the Agreement or safeguard the EU financial interests and
- (b) the recipients of the information are bound by an obligation of confidentiality.

The confidentiality obligations no longer apply if:

- (a) the disclosing party agrees to release the other party
- (b) the information becomes publicly available, without breaching any confidentiality obligation
- (c) the disclosure of the sensitive information is required by EU, international or national law.

Specific confidentiality rules (if any) are set out in Annex 5.

13.2 Classified information

The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/444¹² and its implementing rules).

Deliverables which contain classified information must be submitted according to special procedures agreed with the granting authority.

Action tasks involving classified information may be subcontracted only after explicit approval (in writing) from the granting authority.

¹² Commission Decision 2015/444/EC, Euratom of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

Classified information may not be disclosed to any third party (including participants involved in the action implementation) without prior explicit written approval from the granting authority.

Specific security rules (if any) are set out in Annex 5.

13.3 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 14 — ETHICS AND VALUES

14.1 Ethics

The action must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles.

Specific ethics rules (if any) are set out in Annex 5.

14.2 Values

The beneficiaries must commit to and ensure the respect of basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).

Specific rules on values (if any) are set out in Annex 5.

14.3 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 15 — DATA PROTECTION

15.1 Data processing by the granting authority

Any personal data under the Agreement will be processed under the responsibility of the data controller of the granting authority in accordance with and for the purposes set out in the Portal Privacy Statement.

For grants where the granting authority is the European Commission, an EU regulatory or executive agency, joint undertaking or other EU body, the processing will be subject to Regulation 2018/1725¹³.

¹³ 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 (OJ L 295, 21.11.2018, p. 39).

15.2 Data processing by the beneficiaries

The beneficiaries must process personal data under the Agreement in compliance with the applicable EU, international and national law on data protection (in particular, Regulation 2016/679¹⁴).

They must ensure that personal data is:

- processed lawfully, fairly and in a transparent manner in relation to the data subjects
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed and
- processed in a manner that ensures appropriate security of the data.

The beneficiaries may grant their personnel access to personal data only if it is strictly necessary for implementing, managing and monitoring the Agreement. The beneficiaries must ensure that the personnel is under a confidentiality obligation.

The beneficiaries must inform the persons whose data are transferred to the granting authority and provide them with the Portal Privacy Statement.

15.3 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 16 — INTELLECTUAL PROPERTY RIGHTS (IPR) — BACKGROUND AND RESULTS — ACCESS RIGHTS AND RIGHTS OF USE

16.1 Background and access rights to background

The beneficiaries must give each other and the other participants access to the background identified as needed for implementing the action, subject to any specific rules in Annex 5.

‘Background’ means any data, know-how or information — whatever its form or nature (tangible or intangible), including any rights such as intellectual property rights — that is:

- (a) held by the beneficiaries before they acceded to the Agreement and

¹⁴ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (‘GDPR’) (OJ L 119, 4.5.2016, p. 1).

(b) needed to implement the action or exploit the results.

If background is subject to rights of a third party, the beneficiary concerned must ensure that it is able to comply with its obligations under the Agreement.

16.2 Ownership of results

The granting authority does not obtain ownership of the results produced under the action.

‘Results’ means any tangible or intangible effect of the action, such as data, know-how or information, whatever its form or nature, whether or not it can be protected, as well as any rights attached to it, including intellectual property rights.

16.3 Rights of use of the granting authority on materials, documents and information received for policy, information, communication, dissemination and publicity purposes

The granting authority has the right to use non-sensitive information relating to the action and materials and documents received from the beneficiaries (notably summaries for publication, deliverables, as well as any other material, such as pictures or audio-visual material, in paper or electronic form) for policy information, communication, dissemination and publicity purposes — during the action or afterwards.

The right to use the beneficiaries’ materials, documents and information is granted in the form of a royalty-free, non-exclusive and irrevocable licence, which includes the following rights:

- (a) **use for its own purposes** (in particular, making them available to persons working for the granting authority or any other EU service (including institutions, bodies, offices, agencies, etc.) or EU Member State institution or body; copying or reproducing them in whole or in part, in unlimited numbers; and communication through press information services)
- (b) **distribution to the public** (in particular, publication as hard copies and in electronic or digital format, publication on the internet, as a downloadable or non-downloadable file, broadcasting by any channel, public display or presentation, communicating through press information services, or inclusion in widely accessible databases or indexes)
- (c) **editing or redrafting** (including shortening, summarising, inserting other elements (e.g. meta-data, legends, other graphic, visual, audio or text elements), extracting parts (e.g. audio or video files), dividing into parts, use in a compilation)
- (d) **translation**
- (e) **storage** in paper, electronic or other form
- (f) **archiving**, in line with applicable document-management rules
- (g) the right to authorise **third parties** to act on its behalf or sub-license to third parties the modes of use set out in Points (b), (c), (d) and (f), if needed for the information, communication and publicity activity of the granting authority and
- (h) **processing**, analysing, aggregating the materials, documents and information received and **producing derivative works**.

The rights of use are granted for the whole duration of the industrial or intellectual property rights concerned.

If materials or documents are subject to moral rights or third party rights (including intellectual property rights or rights of natural persons on their image and voice), the beneficiaries must ensure that they comply with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the rights holders concerned).

Where applicable, the granting authority will insert the following information:

“© – [year] – [name of the copyright owner]. All rights reserved. Licensed to the [name of granting authority] under conditions.”

16.4 Specific rules on IPR, results and background

Specific rules regarding intellectual property rights, results and background (if any) are set out in Annex 5.

16.5 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such a breach may also lead to other measures described in Chapter 5.

ARTICLE 17 — COMMUNICATION, DISSEMINATION AND VISIBILITY

17.1 Communication — Dissemination — Promoting the action

Unless otherwise agreed with the granting authority, the beneficiaries must promote the action and its results by providing targeted information to multiple audiences (including the media and the public), in accordance with Annex 1 and in a strategic, coherent and effective manner.

Before engaging in a communication or dissemination activity expected to have a major media impact, the beneficiaries must inform the granting authority.

17.2 Visibility — European flag and funding statement

Unless otherwise agreed with the granting authority, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge the EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate):



Funded by the
European Union



Co-funded by the
European Union



Funded by the
European Union



Co-funded by the
European Union

The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text.

Apart from the emblem, no other visual identity or logo may be used to highlight the EU support.

When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.

For the purposes of their obligations under this Article, the beneficiaries may use the emblem without first obtaining approval from the granting authority. This does not, however, give them the right to exclusive use. Moreover, they may not appropriate the emblem or any similar trademark or logo, either by registration or by any other means.

17.3 Quality of information — Disclaimer

Any communication or dissemination activity related to the action must use factually accurate information.

Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them.”

17.4 Specific communication, dissemination and visibility rules

Specific communication, dissemination and visibility rules (if any) are set out in Annex 5.

17.5 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 18 — SPECIFIC RULES FOR CARRYING OUT THE ACTION

Not applicable

SECTION 3 GRANT ADMINISTRATION

ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS

19.1 Information requests

The beneficiaries must provide — during the action or afterwards and in accordance with Article 7 — any information requested in order to verify eligibility of the lump sum contributions declared, proper implementation of the action and compliance with the other obligations under the Agreement.

The information provided must be accurate, precise and complete and in the format requested, including electronic format.

19.2 Participant Register data updates

The beneficiaries must keep — at all times, during the action or afterwards — their information stored in the Portal Participant Register up to date, in particular, their name, address, legal representatives, legal form and organisation type.

19.3 Information about events and circumstances which impact the action

The beneficiaries must immediately inform the granting authority (and the other beneficiaries) of any of the following:

- (a) **events** which are likely to affect or delay the implementation of the action or affect the EU's financial interests, in particular:
 - (i) changes in their legal, financial, technical, organisational or ownership situation (including changes linked to one of the exclusion grounds listed in the declaration of honour signed before grant signature)
 - (ii) linked action information: not applicable
- (b) **circumstances** affecting:
 - (i) the decision to award the grant or
 - (ii) compliance with requirements under the Agreement.

19.4 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 20 — RECORD-KEEPING

20.1 Keeping records and supporting documents

The beneficiaries must — at least until the time-limit set out in the Data Sheet (see Point 6) — keep records and other supporting documents to prove the proper implementation of the action (proper implementation of the work and/or achievement of the results as described in Annex 1) in line with the accepted standards in the respective field (if any); beneficiaries do not need to keep specific records on the actual costs incurred.

The records and supporting documents must be made available upon request (see Article 19) or in the context of checks, reviews, audits or investigations (see Article 25).

If there are on-going checks, reviews, audits, investigations, litigation or other pursuits of claims under the Agreement (including the extension of findings; see Article 25), the beneficiaries must keep these records and other supporting documentation until the end of these procedures.

The beneficiaries must keep the original documents. Digital and digitalised documents are considered originals if they are authorised by the applicable national law. The granting authority may accept non-original documents if they offer a comparable level of assurance.

20.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, lump sum contributions insufficiently substantiated will be ineligible (see Article 6) and will be rejected (see Article 27), and the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 21 — REPORTING

21.1 Continuous reporting

The beneficiaries must continuously report on the progress of the action (e.g. **deliverables, milestones, outputs/outcomes, critical risks, indicators**, etc; if any), in the Portal Continuous Reporting tool and in accordance with the timing and conditions it sets out (as agreed with the granting authority).

Standardised deliverables (e.g. progress reports not linked to payments, reports on cumulative expenditure, special reports, etc; if any) must be submitted using the templates published on the Portal.

21.2 Periodic reporting: Technical reports and financial statements

In addition, the beneficiaries must provide reports to request payments, in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2):

- for additional prefinancings (if any): **an additional prefinancing report**
- for interim payments (if any) and the final payment: a **periodic report**

The prefinancing and periodic reports include a technical and financial part.

The technical part includes an overview of the action implementation. It must be prepared using the template available in the Portal Periodic Reporting tool.

The financial part of the additional prefinancing report includes a statement on the use of the previous prefinancing payment.

The financial part of the periodic report includes:

- the financial statement (consolidated statement for the consortium)
- the explanation on the use of resources (or detailed cost reporting table): not applicable
- the certificates on the financial statements (CFS): not applicable.

The **financial statement** must contain the lump sum contributions indicated in Annex 2, for the work packages that were completed during the reporting period.

For the last reporting period, the beneficiaries may exceptionally also declare partial lump sum contributions for work packages that were not completed (e.g. due to force majeure or technical impossibility).

Lump sum contributions which are not declared in a financial statement will not be taken into account by the granting authority.

By signing the financial statement (directly in the Portal Periodic Reporting tool), the coordinator confirms (on behalf of the consortium) that:

- the information provided is complete, reliable and true
- the lump sum contributions declared are eligible (in particular, the work packages have been completed, that the work has been properly implemented and/or the results were achieved in accordance with Annex 1; see Article 6)
- the proper implementation and/or achievement can be substantiated by adequate records and supporting documents (see Article 20) that will be produced upon request (see Article 19) or in the context of checks, reviews, audits and investigations (see Article 25).

In case of recoveries (see Article 22), beneficiaries will be held responsible also for the lump sum contributions declared for their affiliated entities (if any).

21.3 Currency for financial statements and conversion into euros

The financial statements must be drafted in euro.

21.4 Reporting language

The reporting must be in the language of the Agreement, unless otherwise agreed with the granting authority (see Data Sheet, Point 4.2).

21.5 Consequences of non-compliance

If a report submitted does not comply with this Article, the granting authority may suspend the payment deadline (see Article 29) and apply other measures described in Chapter 5.

If the coordinator breaches its reporting obligations, the granting authority may terminate the grant or the coordinator's participation (see Article 32) or apply other measures described in Chapter 5.

ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE

22.1 Payments and payment arrangements

Payments will be made in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2).

They will be made in euro to the bank account indicated by the coordinator (see Data Sheet, Point 4.2) and must be distributed without unjustified delay (restrictions may apply to distribution of the initial prefinancing payment; see Data Sheet, Point 4.2).

Payments to this bank account will discharge the granting authority from its payment obligation.

The cost of payment transfers will be borne as follows:

- the granting authority bears the cost of transfers charged by its bank
- the beneficiary bears the cost of transfers charged by its bank
- the party causing a repetition of a transfer bears all costs of the repeated transfer.

Payments by the granting authority will be considered to have been carried out on the date when they are debited to its account.

22.2 Recoveries

Recoveries will be made, if — at beneficiary termination, final payment or afterwards — it turns out that the granting authority has paid too much and needs to recover the amounts undue.

The general liability regime for recoveries (first-line liability) is as follows: At final payment, the coordinator will be fully liable for recoveries, even if it has not been the final recipient of the undue amounts. At beneficiary termination or after final payment, recoveries will be made directly against the beneficiaries concerned.

Beneficiaries will be fully liable for repaying the debts of their affiliated entities.

In case of enforced recoveries (see Article 22.4):

- the beneficiaries will be jointly and severally liable for repaying debts of another beneficiary under the Agreement (including late-payment interest), if required by the granting authority (see Data Sheet, Point 4.4)
- affiliated entities will be held liable for repaying debts of their beneficiaries under the Agreement (including late-payment interest), if required by the granting authority (see Data Sheet, Point 4.4).

22.3 Amounts due

22.3.1 Prefinancing payments

The aim of the prefinancing is to provide the beneficiaries with a float.

It remains the property of the EU until the final payment.

For **initial prefinancements** (if any), the amount due, schedule and modalities are set out in the Data Sheet (see Point 4.2).

For **additional prefinancements** (if any), the amount due, schedule and modalities are also set out in the Data Sheet (see Point 4.2). However, if the statement on the use of the previous prefinancing payment shows that less than 70% was used, the amount set out in the Data Sheet will be reduced by the difference between the 70% threshold and the amount used.

Prefinancing payments (or parts of them) may be offset (without the beneficiaries' consent) against amounts owed by a beneficiary to the granting authority — up to the amount due to that beneficiary.

For grants where the granting authority is the European Commission or an EU executive agency, offsetting may also be done against amounts owed to other Commission services or executive agencies.

Payments will not be made if the payment deadline or payments are suspended (see Articles 29 and 30).

22.3.2 Amount due at beneficiary termination — Recovery

In case of beneficiary termination, the granting authority will determine the provisional amount due for the beneficiary concerned.

This will be done on the basis of work packages already completed in previous interim payments. Payments for ongoing/not yet completed work packages which the beneficiary was working on before termination (if any) will therefore be made only later on, with the next interim or final payments when those work packages have been completed.

The **amount due** will be calculated in the following step:

Step 1 — Calculation of the total accepted EU contribution

Step 1 — Calculation of the total accepted EU contribution

The granting authority will first calculate the 'accepted EU contribution' for the beneficiary, on the basis of the beneficiary's lump sum contributions for the work packages which were approved in previous interim payments.

After that, the granting authority will take into account grant reductions (if any). The resulting amount is the 'total accepted EU contribution' for the beneficiary.

The **balance** is then calculated by deducting the payments received (if any; see report on the distribution of payments in Article 32), from the total accepted EU contribution:

$$\begin{aligned} &\{\text{total accepted EU contribution for the beneficiary} \\ &\text{minus} \\ &\{\text{prefinancing and interim payments received (if any)}\} \}. \end{aligned}$$

If the balance is **negative**, it will be **recovered** in accordance with the following procedure:

The granting authority will send a **pre-information letter** to the beneficiary concerned:

- formally notifying the intention to recover, the amount due, the amount to be recovered and the reasons why and
- requesting observations within 30 days of receiving notification.

If no observations are submitted (or the granting authority decides to pursue recovery despite the observations it has received), it will confirm the amount to be recovered and ask this amount to be paid to the coordinator (**confirmation letter**).

22.3.3 Interim payments

Interim payments reimburse the eligible lump sum contributions claimed for work packages implemented during the reporting periods (if any).

Interim payments (if any) will be made in accordance with the schedule and modalities set out the Data Sheet (see Point 4.2).

Payment is subject to the approval of the periodic report and the work packages declared. Their approval does not imply recognition of compliance, authenticity, completeness or correctness of their content.

Incomplete work packages and work packages that have not been delivered or cannot be approved will be rejected (see Article 27).

The **interim payment** will be calculated by the granting authority in the following steps:

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the interim payment ceiling

Step 1 — Calculation of the total accepted EU contribution

The granting authority will first calculate the ‘accepted EU contribution’ for the action for the reporting period, by calculating the lump sum contributions for the approved work packages.

After that, the granting authority will take into account grant reductions from beneficiary termination (if any). The resulting amount is the ‘total accepted EU contribution’.

Step 2 — Limit to the interim payment ceiling

The resulting amount is then capped to ensure that the total amount of prefinancing and interim payments (if any) does not exceed the interim payment ceiling set out in the Data Sheet (see Point 4.2).

Interim payments (or parts of them) may be offset (without the beneficiaries’ consent) against amounts owed by a beneficiary to the granting authority — up to the amount due to that beneficiary.

For grants where the granting authority is the European Commission or an EU executive agency, offsetting may also be done against amounts owed to other Commission services or executive agencies.

Payments will not be made if the payment deadline or payments are suspended (see Articles 29 and 30).

22.3.4 Final payment — Final grant amount — Revenues and Profit — Recovery

The final payment (payment of the balance) reimburses the remaining eligible lump sum contributions claimed for the implemented work packages (if any).

The final payment will be made in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2).

Payment is subject to the approval of the final periodic report and the work packages declared. Their approval does not imply recognition of compliance, authenticity, completeness or correctness of their content.

Work packages (or parts of them) that have not been delivered or cannot be approved will be rejected (see Article 27).

The **final grant amount for the action** will be calculated in the following steps:

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the maximum grant amount

Step 3 — Reduction due to the no-profit rule

Step 1 — Calculation of the total accepted EU contribution

The granting authority will first calculate the ‘accepted EU contribution’ for the action for all reporting periods, by calculating the lump sum contributions for the approved work packages.

After that, the granting authority will take into account grant reductions (if any). The resulting amount is the ‘total accepted EU contribution’.

Step 2 — Limit to the maximum grant amount

Not applicable

Step 3 — Reduction due to the no-profit rule

Not applicable

The **balance** (final payment) is then calculated by deducting the total amount of prefinancing and interim payments already made (if any), from the final grant amount:

$$\begin{aligned} &\{\text{final grant amount} \\ &\text{minus} \\ &\{\text{prefinancing and interim payments made (if any)}\}\}. \end{aligned}$$

If the balance is **positive**, it will be **paid** to the coordinator.

The final payment (or part of it) may be offset (without the beneficiaries' consent) against amounts owed by a beneficiary to the granting authority — up to the amount due to that beneficiary.

For grants where the granting authority is the European Commission or an EU executive agency, offsetting may also be done against amounts owed to other Commission services or executive agencies.

Payments will not be made if the payment deadline or payments are suspended (see Articles 29 and 30).

If the balance is **negative**, it will be **recovered** in accordance with the following procedure:

The granting authority will send a **pre-information letter** to the coordinator:

- formally notifying the intention to recover, the final grant amount, the amount to be recovered and the reasons why
- requesting observations within 30 days of receiving notification.

If no observations are submitted (or the granting authority decides to pursue recovery despite the observations it has received), it will confirm the amount to be recovered (**confirmation letter**), together with a **debit note** with the terms and date for payment.

If payment is not made by the date specified in the debit note, the granting authority will **enforce recovery** in accordance with Article 22.4.

22.3.5 Audit implementation after final payment — Revised final grant amount — Recovery

If — after the final payment (in particular, after checks, reviews, audits or investigations; see Article 25) — the granting authority rejects lump sum contributions (see Article 27) or reduces the grant (see Article 28), it will calculate the **revised final grant amount** for the beneficiary concerned.

The **beneficiary revised final grant amount** will be calculated in the following step:

Step 1 — Calculation of the revised total accepted EU contribution

Step 1 — Calculation of the revised total accepted EU contribution

The granting authority will first calculate the 'revised accepted EU contribution' for the beneficiary, by calculating the 'revised accepted contributions'.

After that, it will take into account grant reductions (if any). The resulting 'revised total accepted EU contribution' is the beneficiary revised final grant amount.

If the revised final grant amount is lower than the beneficiary's final grant amount (i.e. its share in the final grant amount for the action), it will be **recovered** in accordance with the following procedure:

The **beneficiary final grant amount** (i.e. share in the final grant amount for the action) is calculated as follows:

$$\frac{\{\text{total accepted EU contribution for the beneficiary}\}}{\text{divided by}}$$

total accepted EU contribution for the action}
 multiplied by
 final grant amount for the action}.

The granting authority will send a **pre-information letter** to the beneficiary concerned:

- formally notifying the intention to recover, the amount to be recovered and the reasons why and
- requesting observations within 30 days of receiving notification.

If no observations are submitted (or the granting authority decides to pursue recovery despite the observations it has received), it will confirm the amount to be recovered (**confirmation letter**), together with a **debit note** with the terms and the date for payment.

Recoveries against affiliated entities (if any) will be handled through their beneficiaries.

If payment is not made by the date specified in the debit note, the granting authority will **enforce recovery** in accordance with Article 22.4.

22.4 Enforced recovery

If payment is not made by the date specified in the debit note, the amount due will be recovered:

- (a) by offsetting the amount — without the coordinator or beneficiary's consent — against any amounts owed to the coordinator or beneficiary by the granting authority.

In exceptional circumstances, to safeguard the EU financial interests, the amount may be offset before the payment date specified in the debit note.

For grants where the granting authority is the European Commission or an EU executive agency, debts may also be offset against amounts owed by other Commission services or executive agencies.

- (b) by drawing on the financial guarantee(s) (if any)
- (c) by holding other beneficiaries jointly and severally liable (if any; see Data Sheet, Point 4.4)
- (d) by holding affiliated entities jointly and severally liable (if any, see Data Sheet, Point 4.4)
- (e) by taking legal action (see Article 43) or, provided that the granting authority is the European Commission or an EU executive agency, by adopting an enforceable decision under Article 299 of the Treaty on the Functioning of the EU (TFEU) and Article 100(2) of EU Financial Regulation 2018/1046.

The amount to be recovered will be increased by **late-payment interest** at the rate set out in Article 23.5, from the day following the payment date in the debit note, up to and including the date the full payment is received.

Partial payments will be first credited against expenses, charges and late-payment interest and then against the principal.

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2015/2366¹⁵ applies.

For grants where the granting authority is an EU executive agency, enforced recovery by offsetting or enforceable decision will be done by the services of the European Commission (see also Article 43).

22.5 Consequences of non-compliance

22.5.1 If the granting authority does not pay within the payment deadlines (see above), the beneficiaries are entitled to **late-payment interest** at the reference rate applied by the European Central Bank (ECB) for its main refinancing operations in euros, plus the percentage specified in the Data Sheet (Point 4.2). The ECB reference rate to be used is the rate in force on the first day of the month in which the payment deadline expires, as published in the C series of the *Official Journal of the European Union*.

If the late-payment interest is lower than or equal to EUR 200, it will be paid to the coordinator only on request submitted within two months of receiving the late payment.

Late-payment interest is not due if all beneficiaries are EU Member States (including regional and local government authorities or other public bodies acting on behalf of a Member State for the purpose of this Agreement).

If payments or the payment deadline are suspended (see Articles 29 and 30), payment will not be considered as late.

Late-payment interest covers the period running from the day following the due date for payment (see above), up to and including the date of payment.

Late-payment interest is not considered for the purposes of calculating the final grant amount.

22.5.2 If the coordinator breaches any of its obligations under this Article, the grant may be reduced (see Article 28) and the grant or the coordinator may be terminated (see Article 32).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 23 — GUARANTEES

23.1 Prefinancing guarantee

If required by the granting authority (see Data Sheet, Point 4.2), the beneficiaries must provide (one or more) prefinancing guarantee(s) in accordance with the timing and the amounts set out in the Data Sheet.

The coordinator must submit them to the granting authority in due time before the prefinancing they are linked to.

The guarantees must be drawn up using the template published on the Portal and fulfil the following conditions:

¹⁵ Directive (EU) 2015/2366 of the European Parliament and of the Council of 25 November 2015 on payment services in the internal market, amending Directives 2002/65/EC, 2009/110/EC and 2013/36/EU and Regulation (EU) No 1093/2010, and repealing Directive 2007/64/EC (OJ L 337, 23.12.2015, p. 35).

- (a) be provided by a bank or approved financial institution established in the EU or — if requested by the coordinator and accepted by the granting authority — by a third party or a bank or financial institution established outside the EU offering equivalent security
- (b) the guarantor stands as first-call guarantor and does not require the granting authority to first have recourse against the principal debtor (i.e. the beneficiary concerned) and
- (c) remain explicitly in force until the final payment and, if the final payment takes the form of a recovery, until five months after the debit note is notified to a beneficiary.

They will be released within the following month.

23.2 Consequences of non-compliance

If the beneficiaries breach their obligation to provide the prefinancing guarantee, the prefinancing will not be paid.

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 24 — CERTIFICATES

Not applicable

ARTICLE 25 — CHECKS, REVIEWS, AUDITS AND INVESTIGATIONS — EXTENSION OF FINDINGS

25.1 Granting authority checks, reviews and audits

25.1.1 Internal checks

The granting authority may — during the action or afterwards — check the proper implementation of the action and compliance with the obligations under the Agreement, including assessing lump sum contributions, deliverables and reports.

25.1.2 Project reviews

The granting authority may carry out reviews on the proper implementation of the action and compliance with the obligations under the Agreement (general project reviews or specific issues reviews).

Such project reviews may be started during the implementation of the action and until the time-limit set out in the Data Sheet (see Point 6). They will be formally notified to the coordinator or beneficiary concerned and will be considered to start on the date of the notification.

If needed, the granting authority may be assisted by independent, outside experts. If it uses outside experts, the coordinator or beneficiary concerned will be informed and have the right to object on grounds of commercial confidentiality or conflict of interest.

The coordinator or beneficiary concerned must cooperate diligently and provide — within the deadline requested — any information and data in addition to deliverables and reports already submitted. The granting authority may request beneficiaries to provide such information to it directly. Sensitive information and documents will be treated in accordance with Article 13.

The coordinator or beneficiary concerned may be requested to participate in meetings, including with the outside experts.

For **on-the-spot visits**, the beneficiary concerned must allow access to sites and premises (including to the outside experts) and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the review findings, a **project review report** will be drawn up.

The granting authority will formally notify the project review report to the coordinator or beneficiary concerned, which has 30 days from receiving notification to make observations.

Project reviews (including project review reports) will be in the language of the Agreement, unless otherwise agreed with the granting authority (see Data Sheet, Point 4.2).

25.1.3 Audits

The granting authority may carry out audits on the proper implementation of the action and compliance with the obligations under the Agreement.

Such audits may be started during the implementation of the action and until the time-limit set out in the Data Sheet (see Point 6). They will be formally notified to the beneficiary concerned and will be considered to start on the date of the notification.

The granting authority may use its own audit service, delegate audits to a centralised service or use external audit firms. If it uses an external firm, the beneficiary concerned will be informed and have the right to object on grounds of commercial confidentiality or conflict of interest.

The beneficiary concerned must cooperate diligently and provide — within the deadline requested — any information (including complete accounts, individual salary statements or other personal data) to verify compliance with the Agreement. Sensitive information and documents will be treated in accordance with Article 13.

For **on-the-spot** visits, the beneficiary concerned must allow access to sites and premises (including for the external audit firm) and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the audit findings, a **draft audit report** will be drawn up.

The auditors will formally notify the draft audit report to the beneficiary concerned, which has 30 days from receiving notification to make observations (contradictory audit procedure).

The **final audit report** will take into account observations by the beneficiary concerned and will be formally notified to them.

Audits (including audit reports) will be in the language of the Agreement, unless otherwise agreed with the granting authority (see Data Sheet, Point 4.2).

25.2 European Commission checks, reviews and audits in grants of other granting authorities

Where the granting authority is not the European Commission, the latter has the same rights of checks, reviews and audits as the granting authority.

25.3 Access to records for assessing simplified forms of funding

The beneficiaries must give the European Commission access to their statutory records for the periodic assessment of simplified forms of funding which are used in EU programmes.

25.4 OLAF, EPPO and ECA audits and investigations

The following bodies may also carry out checks, reviews, audits and investigations — during the action or afterwards:

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013¹⁶ and No 2185/96¹⁷
- the European Public Prosecutor's Office (EPPO) under Regulation 2017/1939
- the European Court of Auditors (ECA) under Article 287 of the Treaty on the Functioning of the EU (TFEU) and Article 257 of EU Financial Regulation 2018/1046.

If requested by these bodies, the beneficiary concerned must provide full, accurate and complete information in the format requested (including complete accounts, individual salary statements or other personal data, including in electronic format) and allow access to sites and premises for on-the-spot visits or inspections — as provided for under these Regulations.

To this end, the beneficiary concerned must keep all relevant information relating to the action, at least until the time-limit set out in the Data Sheet (Point 6) and, in any case, until any ongoing checks, reviews, audits, investigations, litigation or other pursuits of claims have been concluded.

25.5 Consequences of checks, reviews, audits and investigations — Extension of findings

25.5.1 Consequences of checks, reviews, audits and investigations in this grant

Findings in checks, reviews, audits or investigations carried out in the context of this grant may lead to rejections (see Article 27), grant reduction (see Article 28) or other measures described in Chapter 5.

Rejections or grant reductions after the final payment will lead to a revised final grant amount (see Article 22).

Findings in checks, reviews, audits or investigations during the action implementation may lead to a request for amendment (see Article 39), to change the description of the action set out in Annex 1.

¹⁶ Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF) and repealing Regulation (EC) No 1073/1999 of the European Parliament and of the Council and Council Regulation (Euratom) No 1074/1999 (OJ L 248, 18/09/2013, p. 1).

¹⁷ Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15/11/1996, p. 2).

Checks, reviews, audits or investigations that find systemic or recurrent errors, irregularities, fraud or breach of obligations in any EU grant may also lead to consequences in other EU grants awarded under similar conditions ('extension to other grants').

Moreover, findings arising from an OLAF or EPPO investigation may lead to criminal prosecution under national law.

25.5.2 Extension from other grants

Findings of checks, reviews, audits or investigations in other grants may be extended to this grant, if:

- (a) the beneficiary concerned is found, in other EU grants awarded under similar conditions, to have committed systemic or recurrent errors, irregularities, fraud or breach of obligations that have a material impact on this grant and
- (b) those findings are formally notified to the beneficiary concerned — together with the list of grants affected by the findings — within the time-limit for audits set out in the Data Sheet (see Point 6).

The granting authority will formally notify the beneficiary concerned of the intention to extend the findings and the list of grants affected.

If the extension concerns **rejections of lump sum contributions**: the notification will include:

- (a) an invitation to submit observations on the list of grants affected by the findings
- (b) the request to submit revised financial statements for all grants affected
- (c) the correction rate for extrapolation, established on the basis of the systemic or recurrent errors, to calculate the amounts to be rejected, if the beneficiary concerned:
 - (i) considers that the submission of revised financial statements is not possible or practicable or
 - (ii) does not submit revised financial statements.

If the extension concerns **grant reductions**: the notification will include:

- (a) an invitation to submit observations on the list of grants affected by the findings and
- (b) the **correction rate for extrapolation**, established on the basis of the systemic or recurrent errors and the principle of proportionality.

The beneficiary concerned has **60 days** from receiving notification to submit observations, revised financial statements or to propose a duly substantiated **alternative correction method/rate**.

On the basis of this, the granting authority will analyse the impact and decide on the implementation (i.e. start rejection or grant reduction procedures, either on the basis of the revised financial statements or the announced/alternative method/rate or a mix of those; see Articles 27 and 28).

25.6 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, lump sum contributions insufficiently

substantiated will be ineligible (see Article 6) and will be rejected (see Article 27), and the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 26 — IMPACT EVALUATIONS

26.1 Impact evaluation

The granting authority may carry out impact evaluations of the action, measured against the objectives and indicators of the EU programme funding the grant.

Such evaluations may be started during implementation of the action and until the time-limit set out in the Data Sheet (see Point 6). They will be formally notified to the coordinator or beneficiaries and will be considered to start on the date of the notification.

If needed, the granting authority may be assisted by independent outside experts.

The coordinator or beneficiaries must provide any information relevant to evaluate the impact of the action, including information in electronic format.

26.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the granting authority may apply the measures described in Chapter 5.

CHAPTER 5 CONSEQUENCES OF NON-COMPLIANCE

SECTION 1 REJECTIONS AND GRANT REDUCTION

ARTICLE 27 — REJECTION OF CONTRIBUTIONS

27.1 Conditions

The granting authority will — at interim payment, final payment or afterwards — reject any lump sum contributions which are ineligible (see Article 6), in particular following checks, reviews, audits or investigations (see Article 25).

The rejection may also be based on the extension of findings from other grants to this grant (see Article 25).

Ineligible lump sum contributions will be rejected.

27.2 Procedure

If the rejection does not lead to a recovery, the granting authority will formally notify the coordinator or beneficiary concerned of the rejection, the amounts and the reasons why. The coordinator or beneficiary concerned may — within 30 days of receiving notification — submit observations if it disagrees with the rejection (payment review procedure).

If the rejection leads to a recovery, the granting authority will follow the contradictory procedure with pre-information letter set out in Article 22.

27.3 Effects

If the granting authority rejects lump sum contributions, it will deduct them from the lump sum contributions declared and then calculate the amount due (and, if needed, make a recovery; see Article 22).

ARTICLE 28 — GRANT REDUCTION

28.1 Conditions

The granting authority may — at beneficiary termination, final payment or afterwards — reduce the grant for a beneficiary, if:

- (a) the beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.), or
- (b) the beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5).

The amount of the reduction will be calculated for each beneficiary concerned and proportionate to the seriousness and the duration of the errors, irregularities or fraud or breach of obligations, by applying an individual reduction rate to their accepted EU contribution.

28.2 Procedure

If the grant reduction does not lead to a recovery, the granting authority will formally notify the coordinator or beneficiary concerned of the reduction, the amount to be reduced and the reasons why. The coordinator or beneficiary concerned may — within 30 days of receiving notification — submit observations if it disagrees with the reduction (payment review procedure).

If the grant reduction leads to a recovery, the granting authority will follow the contradictory procedure with pre-information letter set out in Article 22.

28.3 Effects

If the granting authority reduces the grant, it will deduct the reduction and then calculate the amount due (and, if needed, make a recovery; see Article 22).

SECTION 2 SUSPENSION AND TERMINATION

ARTICLE 29 — PAYMENT DEADLINE SUSPENSION

29.1 Conditions

The granting authority may — at any moment — suspend the payment deadline if a payment cannot be processed because:

- (a) the required report (see Article 21) has not been submitted or is not complete or additional information is needed
- (b) there are doubts about the amount to be paid (e.g. ongoing extension procedure, queries about eligibility, need for a grant reduction, etc.) and additional checks, reviews, audits or investigations are necessary, or
- (c) there are other issues affecting the EU financial interests.

29.2 Procedure

The granting authority will formally notify the coordinator of the suspension and the reasons why.

The suspension will **take effect** the day the notification is sent.

If the conditions for suspending the payment deadline are no longer met, the suspension will be **lifted** — and the remaining time to pay (see Data Sheet, Point 4.2) will resume.

If the suspension exceeds two months, the coordinator may request the granting authority to confirm if the suspension will continue.

If the payment deadline has been suspended due to the non-compliance of the report and the revised report is not submitted (or was submitted but is also rejected), the granting authority may also terminate the grant or the participation of the coordinator (see Article 32).

ARTICLE 30 — PAYMENT SUSPENSION

30.1 Conditions

The granting authority may — at any moment — suspend payments, in whole or in part for one or more beneficiaries, if:

- (a) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed or is suspected of having committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.), or

- (b) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5).

If payments are suspended for one or more beneficiaries, the granting authority will make partial payment(s) for the part(s) not suspended. If suspension concerns the final payment, the payment (or recovery) of the remaining amount after suspension is lifted will be considered to be the payment that closes the action.

30.2 Procedure

Before suspending payments, the granting authority will send a **pre-information letter** to the beneficiary concerned:

- formally notifying the intention to suspend payments and the reasons why and
- requesting observations within 30 days of receiving notification.

If the granting authority does not receive observations or decides to pursue the procedure despite the observations it has received, it will confirm the suspension (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.

At the end of the suspension procedure, the granting authority will also inform the coordinator.

The suspension will **take effect** the day after the confirmation notification is sent.

If the conditions for resuming payments are met, the suspension will be **lifted**. The granting authority will formally notify the beneficiary concerned (and the coordinator) and set the suspension end date.

During the suspension, no prefinancing will be paid to the beneficiaries concerned. For interim payments, the periodic reports for all reporting periods except the last one (see Article 21) must not contain any financial statements from the beneficiary concerned (or its affiliated entities). The coordinator must include them in the next periodic report after the suspension is lifted or — if suspension is not lifted before the end of the action — in the last periodic report.

ARTICLE 31 — GRANT AGREEMENT SUSPENSION

31.1 Consortium-requested GA suspension

31.1.1 Conditions and procedure

The beneficiaries may request the suspension of the grant or any part of it, if exceptional circumstances — in particular *force majeure* (see Article 35) — make implementation impossible or excessively difficult.

The coordinator must submit a request for **amendment** (see Article 39), with:

- the reasons why

- the date the suspension takes effect; this date may be before the date of the submission of the amendment request and
- the expected date of resumption.

The suspension will **take effect** on the day specified in the amendment.

Once circumstances allow for implementation to resume, the coordinator must immediately request another **amendment** of the Agreement to set the suspension end date, the resumption date (one day after suspension end date), extend the duration and make other changes necessary to adapt the action to the new situation (see Article 39) — unless the grant has been terminated (see Article 32). The suspension will be **lifted** with effect from the suspension end date set out in the amendment. This date may be before the date of the submission of the amendment request.

During the suspension, no prefinancing will be paid. Moreover, no work may be done. Ongoing work packages must be interrupted and no new work packages may be started.

31.2 EU-initiated GA suspension

31.2.1 Conditions

The granting authority may suspend the grant or any part of it, if:

- (a) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed or is suspected of having committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.), or
- (b) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5)
- (c) other:
 - (i) linked action issues: not applicable
 - (ii) additional GA suspension grounds: not applicable.

31.2.2 Procedure

Before suspending the grant, the granting authority will send a **pre-information letter** to the coordinator:

- formally notifying the intention to suspend the grant and the reasons why and

- requesting observations within 30 days of receiving notification.

If the granting authority does not receive observations or decides to pursue the procedure despite the observations it has received, it will confirm the suspension (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.

The suspension will **take effect** the day after the confirmation notification is sent (or on a later date specified in the notification).

Once the conditions for resuming implementation of the action are met, the granting authority will formally notify the coordinator a **lifting of suspension letter**, in which it will set the suspension end date and invite the coordinator to request an amendment of the Agreement to set the resumption date (one day after suspension end date), extend the duration and make other changes necessary to adapt the action to the new situation (see Article 39) — unless the grant has been terminated (see Article 32). The suspension will be **lifted** with effect from the suspension end date set out in the lifting of suspension letter. This date may be before the date on which the letter is sent.

During the suspension, no prefinancing will be paid. Moreover, no work may be done. Ongoing work packages must be interrupted and no new work packages may be started.

The beneficiaries may not claim damages due to suspension by the granting authority (see Article 33).

Grant suspension does not affect the granting authority's right to terminate the grant or a beneficiary (see Article 32) or reduce the grant (see Article 28).

ARTICLE 32 — GRANT AGREEMENT OR BENEFICIARY TERMINATION

32.1 Consortium-requested GA termination

32.1.1 Conditions and procedure

The beneficiaries may request the termination of the grant.

The coordinator must submit a request for **amendment** (see Article 39), with:

- the reasons why
- the date the consortium ends work on the action ('end of work date') and
- the date the termination takes effect ('termination date'); this date must be after the date of the submission of the amendment request.

The termination will **take effect** on the termination date specified in the amendment.

If no reasons are given or if the granting authority considers the reasons do not justify termination, it may consider the grant terminated improperly.

32.1.2 Effects

The coordinator must — within 60 days from when termination takes effect — submit a **periodic report** (for the open reporting period until termination).

The granting authority will calculate the final grant amount and final payment on the basis of the

report submitted and taking into account the lump sum contributions for activities implemented before the end of work date (see Article 22). Partial lump sum contributions for work packages that were not completed (e.g. due to technical reasons) may exceptionally be taken into account.

If the granting authority does not receive the report within the deadline, only lump sum contributions which are included in an approved periodic report will be taken into account (no contributions if no periodic report was ever approved).

Improper termination may lead to a grant reduction (see Article 28).

After termination, the beneficiaries' obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

32.2 Consortium-requested beneficiary termination

32.2.1 Conditions and procedure

The coordinator may request the termination of the participation of one or more beneficiaries, on request of the beneficiary concerned or on behalf of the other beneficiaries.

The coordinator must submit a request for **amendment** (see Article 39), with:

- the reasons why
- the opinion of the beneficiary concerned (or proof that this opinion has been requested in writing)
- the date the beneficiary ends work on the action ('end of work date')
- the date the termination takes effect ('termination date'); this date must be after the date of the submission of the amendment request.

If the termination concerns the coordinator and is done without its agreement, the amendment request must be submitted by another beneficiary (acting on behalf of the consortium).

The termination will **take effect** on the termination date specified in the amendment.

If no information is given or if the granting authority considers that the reasons do not justify termination, it may consider the beneficiary to have been terminated improperly.

32.2.2 Effects

The coordinator must — within 60 days from when termination takes effect — submit:

- (i) a **report on the distribution of payments** to the beneficiary concerned
- (ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work
- (iii) a second **request for amendment** (see Article 39) with other amendments needed (e.g.

reallocation of the tasks and the estimated budget of the terminated beneficiary; addition of a new beneficiary to replace the terminated beneficiary; change of coordinator, etc.).

The granting authority will calculate the amount due to the beneficiary on the basis of the reports submitted in previous interim payments (i.e. beneficiary's lump sum contributions for completed and approved work packages).

Lump sum contributions for ongoing/not yet completed work packages will have to be included in the periodic report for the next reporting periods when those work packages have been completed.

If the granting authority does not receive the report on the distribution of payments within the deadline, it will consider that:

- the coordinator did not distribute any payment to the beneficiary concerned and that
- the beneficiary concerned must not repay any amount to the coordinator.

If the second request for amendment is accepted by the granting authority, the Agreement is **amended** to introduce the necessary changes (see Article 39).

If the second request for amendment is rejected by the granting authority (because it calls into question the decision awarding the grant or breaches the principle of equal treatment of applicants), the grant may be terminated (see Article 32).

Improper termination may lead to a reduction of the grant (see Article 31) or grant termination (see Article 32).

After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

32.3 EU-initiated GA or beneficiary termination

32.3.1 Conditions

The granting authority may terminate the grant or the participation of one or more beneficiaries, if:

- (a) one or more beneficiaries do not accede to the Agreement (see Article 40)
- (b) a change to the action or the legal, financial, technical, organisational or ownership situation of a beneficiary is likely to substantially affect the implementation of the action or calls into question the decision to award the grant (including changes linked to one of the exclusion grounds listed in the declaration of honour)
- (c) following termination of one or more beneficiaries, the necessary changes to the Agreement (and their impact on the action) would call into question the decision awarding the grant or breach the principle of equal treatment of applicants
- (d) implementation of the action has become impossible or the changes necessary for its continuation would call into question the decision awarding the grant or breach the principle of equal treatment of applicants



- (e) a beneficiary (or person with unlimited liability for its debts) is subject to bankruptcy proceedings or similar (including insolvency, winding-up, administration by a liquidator or court, arrangement with creditors, suspension of business activities, etc.)
- (f) a beneficiary (or person with unlimited liability for its debts) is in breach of social security or tax obligations
- (g) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has been found guilty of grave professional misconduct
- (h) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed fraud, corruption, or is involved in a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking
- (i) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) was created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin (or created another entity with this purpose)
- (j) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.)
- (k) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5)
- (l) despite a specific request by the granting authority, a beneficiary does not request — through the coordinator — an amendment to the Agreement to end the participation of one of its affiliated entities or associated partners that is in one of the situations under points (d), (f), (e), (g), (h), (i) or (j) and to reallocate its tasks, or
- (m) other:
 - (i) linked action issues: not applicable
 - (ii) additional GA termination grounds: not applicable.

32.3.2 Procedure

Before terminating the grant or participation of one or more beneficiaries, the granting authority will send a **pre-information letter** to the coordinator or beneficiary concerned:

- formally notifying the intention to terminate and the reasons why and
- requesting observations within 30 days of receiving notification.

If the granting authority does not receive observations or decides to pursue the procedure despite the observations it has received, it will confirm the termination and the date it will take effect (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.

For beneficiary terminations, the granting authority will — at the end of the procedure — also inform the coordinator.

The termination will **take effect** the day after the confirmation notification is sent (or on a later date specified in the notification; ‘termination date’).

32.3.3 Effects

(a) for **GA termination**:

The coordinator must — within 60 days from when termination takes effect — submit a **periodic report** (for the last open reporting period until termination).

The granting authority will calculate the final grant amount and final payment on the basis of the report submitted and taking into account the lump sum contributions for activities implemented before termination takes effect (see Article 22). Partial lump sum contributions for work packages that were not completed (e.g. due to technical reasons) may exceptionally be taken into account.

If the grant is terminated for breach of the obligation to submit reports, the coordinator may not submit any report after termination.

If the granting authority does not receive the report within the deadline, only lump sum contributions which are included in an approved periodic report will be taken into account (no contributions if no periodic report was ever approved).

Termination does not affect the granting authority’s right to reduce the grant (see Article 28) or to impose administrative sanctions (see Article 34).

The beneficiaries may not claim damages due to termination by the granting authority (see Article 33).

After termination, the beneficiaries’ obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

(b) for **beneficiary termination**:

The coordinator must — within 60 days from when termination takes effect — submit:

- (i) a **report on the distribution of payments** to the beneficiary concerned
- (ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work

- (iii) a **request for amendment** (see Article 39) with any amendments needed (e.g. reallocation of the tasks and the estimated budget of the terminated beneficiary; addition of a new beneficiary to replace the terminated beneficiary; change of coordinator, etc.).

The granting authority will calculate the amount due to the beneficiary on the basis of the reports submitted in previous interim payments (i.e. beneficiary's lump sum contributions for completed and approved work packages).

Lump sum contributions for ongoing/not yet completed work packages will have to be included in the periodic report for the next reporting periods when those work packages have been completed.

If the granting authority does not receive the report on the distribution of payments within the deadline, it will consider that:

- the coordinator did not distribute any payment to the beneficiary concerned and that
- the beneficiary concerned must not repay any amount to the coordinator.

If the request for amendment is accepted by the granting authority, the Agreement is **amended** to introduce the necessary changes (see Article 39).

If the request for amendment is rejected by the granting authority (because it calls into question the decision awarding the grant or breaches the principle of equal treatment of applicants), the grant may be terminated (see Article 32).

After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS

ARTICLE 33 — DAMAGES

33.1 Liability of the granting authority

The granting authority cannot be held liable for any damage caused to the beneficiaries or to third parties as a consequence of the implementation of the Agreement, including for gross negligence.

The granting authority cannot be held liable for any damage caused by any of the beneficiaries or other participants involved in the action, as a consequence of the implementation of the Agreement.

33.2 Liability of the beneficiaries

The beneficiaries must compensate the granting authority for any damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Agreement, provided that it was caused by gross negligence or wilful act.

The liability does not extend to indirect or consequential losses or similar damage (such as loss of profit, loss of revenue or loss of contracts), provided such damage was not caused by wilful act or by a breach of confidentiality.

ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES

Nothing in this Agreement may be construed as preventing the adoption of administrative sanctions (i.e. exclusion from EU award procedures and/or financial penalties) or other public law measures, in addition or as an alternative to the contractual measures provided under this Agreement (see, for instance, Articles 135 to 145 EU Financial Regulation 2018/1046 and Articles 4 and 7 of Regulation 2988/95¹⁸).

SECTION 4 FORCE MAJEURE

ARTICLE 35 — FORCE MAJEURE

A party prevented by force majeure from fulfilling its obligations under the Agreement cannot be considered in breach of them.

‘Force majeure’ means any situation or event that:

- prevents either party from fulfilling their obligations under the Agreement,
- was unforeseeable, exceptional situation and beyond the parties’ control,
- was not due to error or negligence on their part (or on the part of other participants involved in the action), and
- proves to be inevitable in spite of exercising all due diligence.

Any situation constituting force majeure must be formally notified to the other party without delay, stating the nature, likely duration and foreseeable effects.

The parties must immediately take all the necessary steps to limit any damage due to force majeure and do their best to resume implementation of the action as soon as possible.

CHAPTER 6 FINAL PROVISIONS

ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES

36.1 Forms and means of communication — Electronic management

EU grants are managed fully electronically through the EU Funding & Tenders Portal (‘Portal’).

All communications must be made electronically through the Portal in accordance with the Portal Terms and Conditions and using the forms and templates provided there (except if explicitly instructed otherwise by the granting authority).

¹⁸ Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1).

Communications must be made in writing and clearly identify the grant agreement (project number and acronym).

Communications must be made by persons authorised according to the Portal Terms and Conditions. For naming the authorised persons, each beneficiary must have designated — before the signature of this Agreement — a ‘legal entity appointed representative (LEAR)’. The role and tasks of the LEAR are stipulated in their appointment letter (see Portal Terms and Conditions).

If the electronic exchange system is temporarily unavailable, instructions will be given on the Portal.

36.2 Date of communication

The sending date for communications made through the Portal will be the date and time of sending, as indicated by the time logs.

The receiving date for communications made through the Portal will be the date and time the communication is accessed, as indicated by the time logs. Formal notifications that have not been accessed within 10 days after sending, will be considered to have been accessed (see Portal Terms and Conditions).

If a communication is exceptionally made on paper (by e-mail or postal service), general principles apply (i.e. date of sending/receipt). Formal notifications by registered post with proof of delivery will be considered to have been received either on the delivery date registered by the postal service or the deadline for collection at the post office.

If the electronic exchange system is temporarily unavailable, the sending party cannot be considered in breach of its obligation to send a communication within a specified deadline.

36.3 Addresses for communication

The Portal can be accessed via the Europa website.

The address for paper communications to the granting authority (if exceptionally allowed) is the official mailing address indicated on its website.

For beneficiaries, it is the legal address specified in the Portal Participant Register.

ARTICLE 37 — INTERPRETATION OF THE AGREEMENT

The provisions in the Data Sheet take precedence over the rest of the Terms and Conditions of the Agreement.

Annex 5 takes precedence over the Terms and Conditions.

The Terms and Conditions take precedence over the Annexes other than Annex 5.

Annex 2 takes precedence over Annex 1.

ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES

In accordance with Regulation No 1182/71¹⁹, periods expressed in days, months or years are calculated from the moment the triggering event occurs.

The day during which that event occurs is not considered as falling within the period.

‘Days’ means calendar days, not working days.

ARTICLE 39 — AMENDMENTS

39.1 Conditions

The Agreement may be amended, unless the amendment entails changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants.

Amendments may be requested by any of the parties.

39.2 Procedure

The party requesting an amendment must submit a request for amendment signed directly in the Portal Amendment tool.

The coordinator submits and receives requests for amendment on behalf of the beneficiaries (see Annex 3). If a change of coordinator is requested without its agreement, the submission must be done by another beneficiary (acting on behalf of the other beneficiaries).

The request for amendment must include:

- the reasons why
- the appropriate supporting documents and
- for a change of coordinator without its agreement: the opinion of the coordinator (or proof that this opinion has been requested in writing).

The granting authority may request additional information.

If the party receiving the request agrees, it must sign the amendment in the tool within 45 days of receiving notification (or any additional information the granting authority has requested). If it does not agree, it must formally notify its disagreement within the same deadline. The deadline may be extended, if necessary for the assessment of the request. If no notification is received within the deadline, the request is considered to have been rejected.

An amendment **enters into force** on the day of the signature of the receiving party.

An amendment **takes effect** on the date of entry into force or other date specified in the amendment.

ARTICLE 40 — ACCESSION AND ADDITION OF NEW BENEFICIARIES

¹⁹ Regulation (EEC, Euratom) No 1182/71 of the Council of 3 June 1971 determining the rules applicable to periods, dates and time-limits (OJ L 124, 8/6/1971, p. 1).

40.1 Accession of the beneficiaries mentioned in the Preamble

The beneficiaries which are not coordinator must accede to the grant by signing the accession form (see Annex 3) directly in the Portal Grant Preparation tool, within 30 days after the entry into force of the Agreement (see Article 44).

They will assume the rights and obligations under the Agreement with effect from the date of its entry into force (see Article 44).

If a beneficiary does not accede to the grant within the above deadline, the coordinator must — within 30 days — request an amendment (see Article 39) to terminate the beneficiary and make any changes necessary to ensure proper implementation of the action. This does not affect the granting authority's right to terminate the grant (see Article 32).

40.2 Addition of new beneficiaries

In justified cases, the beneficiaries may request the addition of a new beneficiary.

For this purpose, the coordinator must submit a request for amendment in accordance with Article 39. It must include an accession form (see Annex 3) signed by the new beneficiary directly in the Portal Amendment tool.

New beneficiaries will assume the rights and obligations under the Agreement with effect from the date of their accession specified in the accession form (see Annex 3).

Additions are also possible in mono-beneficiary grants.

ARTICLE 41 — TRANSFER OF THE AGREEMENT

In justified cases, the beneficiary of a mono-beneficiary grant may request the transfer of the grant to a new beneficiary, provided that this would not call into question the decision awarding the grant or breach the principle of equal treatment of applicants.

The beneficiary must submit a request for **amendment** (see Article 39), with

- the reasons why
- the accession form (see Annex 3) signed by the new beneficiary directly in the Portal Amendment tool and
- additional supporting documents (if required by the granting authority).

The new beneficiary will assume the rights and obligations under the Agreement with effect from the date of accession specified in the accession form (see Annex 3).

ARTICLE 42 — ASSIGNMENTS OF CLAIMS FOR PAYMENT AGAINST THE GRANTING AUTHORITY

The beneficiaries may not assign any of their claims for payment against the granting authority to any third party, except if expressly approved in writing by the granting authority on the basis of a reasoned, written request by the coordinator (on behalf of the beneficiary concerned).

If the granting authority has not accepted the assignment or if the terms of it are not observed, the assignment will have no effect on it.

In no circumstances will an assignment release the beneficiaries from their obligations towards the granting authority.

ARTICLE 43 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES

43.1 Applicable law

The Agreement is governed by the applicable EU law, supplemented if necessary by the law of Belgium.

Special rules may apply for beneficiaries which are international organisations (if any; see Data Sheet, Point 5).

43.2 Dispute settlement

If a dispute concerns the interpretation, application or validity of the Agreement, the parties must bring action before the EU General Court — or, on appeal, the EU Court of Justice — under Article 272 of the Treaty on the Functioning of the EU (TFEU).

For non-EU beneficiaries (if any), such disputes must be brought before the courts of Brussels, Belgium — unless an international agreement provides for the enforceability of EU court judgements.

For beneficiaries with arbitration as special dispute settlement forum (if any; see Data Sheet, Point 5), the dispute will — in the absence of an amicable settlement — be settled in accordance with the Rules for Arbitration published on the Portal.

If a dispute concerns administrative sanctions, offsetting or an enforceable decision under Article 299 TFEU (see Articles 22 and 34), the beneficiaries must bring action before the General Court — or, on appeal, the Court of Justice — under Article 263 TFEU.

For grants where the granting authority is an EU executive agency (see Preamble), actions against offsetting and enforceable decisions must be brought against the European Commission (not against the granting authority; see also Article 22).

ARTICLE 44 — ENTRY INTO FORCE

The Agreement will enter into force on the day of signature by the granting authority or the coordinator, depending on which is later.

SIGNATURES

For the coordinator

For the granting authority

ANNEX 1



Citizens, Equality, Rights and Values Programme (CERV)

Description of the action (DoA)

Part A

Part B

DESCRIPTION OF THE ACTION (PART A)

COVER PAGE

Part A of the Description of the Action (DoA) must be completed directly on the Portal Grant Preparation screens.

PROJECT	
Grant Preparation (General Information screen) — Enter the info.	
Project number:	101215614
Project name:	Spolu pre Európu: Plán solidarity, rovnosti a udržateľnosti
Project acronym:	SEPSRU
Call:	CERV-2024-CITIZENS-TOWN-TT
Topic:	CERV-2024-CITIZENS-TOWN-TT
Type of action:	CERV-LS
Service:	EACEA/B/03
Project starting date:	first day of the month following the entry into force date
Project duration:	11 months

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PROJECT SUMMARY

Project summary

Grant Preparation (General Information screen) — Provide an overall description of your project (including context and overall objectives, planned activities and main achievements, and expected results and impacts (on target groups, change procedures, capacities, innovation etc)). This summary should give readers a clear idea of what your project is about.

Use the project summary from your proposal.

The project "Spolu pre Európu: Plán solidarity, rovnosti a udržateľnosti" (Together for Europe: A Roadmap for Solidarity, Equality and Sustainability) is a three-day international gathering of citizens from seven partner municipalities and cities coming from 6 European countries, aimed at strengthening European solidarity, gender equality and sustainable development. The main objective of the project is to create a platform for mutual learning and exchange of best practices between participants from different countries.

Participants will engage in interactive workshops, discussions and symbolic activities that promote mutual understanding, sharing of experiences and cooperation to address current challenges. The project emphasizes inclusion and non-discrimination, with a particular focus on empowering women, young people and community activists. It ensures equal opportunities for all participants through measures to promote accessibility and gender equality.

The short-term impact of the project is to increase the awareness and skills of the participants in the themes of European values, gender equality and sustainable development. In the medium term, it is expected that participants will apply the knowledge gained in their local governments, thus contributing to positive change and strengthening local civic engagement. In the long term, the project lays the foundations for lasting cooperation between the partner municipalities, strengthens their networks and improves their quality of life through the implementation of concrete initiatives.

The project thus contributes to deepening European solidarity and cooperation, reduces inequalities between women and men and promotes active citizenship. In addition to mutual learning, it also includes elements of awareness-raising and information dissemination, thus promoting the long-term impact and sustainability of its results across the EU.

LIST OF PARTICIPANTS

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

Number	Role	Short name	Legal name	Country	PIC
1	COO	Velke Ripnany	OBEC VELKE RIPNANY	SK	938879200
2	AP	Dabrowa	GMINA DABROWA	PL	938615554
3	AP	Zeletice	Obec Zeletice	CZ	917587700
4	AP	Prijepolje	MZ Spotnica, Prijepolje	RS	938749317
5	AP	SFW Pinkafeld	Stadtfeuerwehr Pinkafeld	AT	936488344
6	AP	Szanda	SZANDA KOZSEG ONKORMANYZATA	HU	938920425
7	AP	Bajina Basta	Municipality of Bajina Basta	RS	917536290

LIST OF WORK PACKAGES

Work packages						
Grant Preparation (Work Packages screen) — Enter the info.						
Work Package No	Work Package name	Lead Beneficiary	Effort (Person-Months)	Start Month	End Month	Deliverables
WP1	SEPSRU	1 - Velke Ripnany	1.00	1	6	D1.1 – The meeting of citizens of the twin villages and towns of Veľké Ripňany in Veľké Ripňany, Slovakia

Work package WP1 – SEPSRU

Work Package Number	WP1	Lead Beneficiary	1 - Velke Ripnany
Work Package Name	SEPSRU		
Start Month	1	End Month	6

Objectives

- Strengthening European solidarity and identity
- Promoting gender equality and the role of women in society
- Promoting sustainable development and environmental protection
- Involving young people and community activists
- Creating sustainable networks and cooperation
- Communicating the project and disseminating its results
- Ensuring the ethics and safety of the project
- Overall project management, risk management and controls

Description

Work Package 1 is essentially the entire work plan of the "Together for Europe: A Roadmap for Solidarity, Equality and Sustainability" project, with the acronym SEPSRU, and is divided into 9 tasks, followed by 5 milestones and 1 deliverable.

Work Package 1, entitled SEPSRU, which is the acronym of the whole project, includes all tasks related to the organisation of the event and its activities, such as: expert discussions, cultural activities, gender analysis and its integration into the project activities, and ensures the communication of the project and the dissemination of its results. This work package includes all activities and tasks related to strengthening international cooperation and involving citizens in debates on the future of Europe.

This work package covers the entire duration of the project, from M1 to M6.

STAFF EFFORT

Staff effort per participant <i>Grant Preparation (Work packages - Effort screen) — Enter the info.</i>		
Participant	WP1	Total Person-Months
1 - Velke Ripnany	1.00	1.00
Total Person-Months	1.00	1.00

LIST OF DELIVERABLES

Deliverables Grant Preparation (Deliverables screen) — Enter the info. The labels used mean: Public — fully open (automatically posted online) Sensitive — limited under the conditions of the Grant Agreement EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444						
Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	The meeting of citizens of the twin villages and towns of Veľké Ripňany in Veľké Ripňany, Slovakia	WP1	1 - Velke Ripnany	DATA — data sets, microdata, etc	PU - Public	6

Deliverable D1.1 – The meeting of citizens of the twin villages and towns of Veľké Ripňany in Veľké Ripňany, Slovakia

Deliverable Number	D1.1	Lead Beneficiary	1 - Velke Ripnany
Deliverable Name	The meeting of citizens of the twin villages and towns of Veľké Ripňany in Veľké Ripňany, Slovakia		
Type	DATA — data sets, microdata, etc	Dissemination Level	PU - Public
Due Date (month)	6	Work Package No	WP1

Description
Title of the event: Together for Europe: a Roadmap for Solidarity, Equality and Sustainability Date and place: September 25 - 27, 2025, Velke Ripnany, Slovakia Estimated number of international participants: 170 as follows: Dabrowa (PL) - 35, Zeletice (CZ) - 60, Szanda (HU) - 20, SFW Pinkafeld (AT) - 10, Prijapolje (RS) - 20, Bajina Basta (RS) - 25 Estimated number of local participants: 300 Programme of activities: September 25, 2025 (Day 1) Welcome and introduction to solidarity and diversity 10:00 - 12:00: Arrival of participants and registration 12:00 - 13:30: Welcome lunch 14:00 - 15:30: Official opening of the programme 16:00 - 17:30: Civic dialogue "Solidarity and Europe" 18:00 - 19:00: Cultural Evening: Presentation of cultural heritage - I. Cultural Evening: Presentation of Cultural Heritage - Part II 19:30 - 21:00: Joint Dinner 21:00 - 22:00: Cultural Evening: Presentation of Cultural Heritage - Part II 22:00 - 00:00: Networking, music production - open space for discussion and exchange of experiences in the field of culture and traditions. September 26, 2025 (Day 2) The role of women and the environment in the context of Europe's future 08:30 - 09:30: Breakfast 10:00 - 12:00: Workshop "The role of women in European society" 13:00 - 14:30: Lunch 15:00 - 17:00: Panel discussion: Environmental challenges for local governments and sustainable development 18:00 - 19:30: Joint activity: Planting trees of European friendship 20:00 - 00:00: Musical evening September 27, 2025 (Day 3) Drawing up conclusions and strengthening cooperation 08:30 - 09:30: Breakfast 10:00 - 11:30: Workshop "The Future of Europe" (drawing up conclusions from the discussions) 11:30 - 12:30: Lunch 12:30 - 13:45: Drawing up the Joint Action Plan "Together for Europe: A Roadmap for Solidarity, Equality and Sustainability" 13: 45 - 14:15 Closing of the programme - awarding of certificates of participation and thanking the participants for their active participation ADDITIONAL ACTIVITIES (during breaks or if desired): - Guided tour of the municipality and the surrounding area with a focus on cultural heritage and history. - Leisure activities (sports, hiking). - Information stands on European solidarity projects, which will also be present during the Citizens' Dialogue "Solidarity and Europe", and opportunities for EU citizens. Objectives and expected results: 1. Strengthening solidarity and European identity: - to create a space for citizens from different European towns and cities to exchange experiences and discuss solidarity and European identity.

- to promote mutual understanding and cooperation between municipalities in order to deepen European solidarity and awareness.

2. Promoting gender equality and the role of women in society:

- to provide a platform for discussion on the role of women in European society and their contribution to local communities.

- to share examples of good practice and propose measures to strengthen the role of women in decision-making processes and community participation.

- to contribute to a gradual change in the perception of gender equality in societies that are deeply influenced by conservative values, thus promoting inclusive dialogue and cooperation between citizens of different cultures and religious traditions.

3. Promote sustainable development and environmental responsibility:

- to raise awareness of environmental challenges and sustainable practices among communities and citizens.

- to promote the exchange of knowledge and experience on sustainable solutions at the local level, including eco-tourism and natural resource conservation.

4. Strengthening civic participation and engagement:

- Involving citizens in discussions and activities aimed at strengthening their role in the local and European context.

- promoting active citizenship through joint projects and initiatives at local level.

Dissemination activities:

PRE-EVENT PROMOTION:

Target group: participants from partner municipalities, local public in Slovakia and media.

Channels and formats: social networks (FB, IG) and websites of project partners, information provided to print and online local media, especially Slovak media. Creation of online invitations and invitations in the form of A2 posters.

Content: brief presentation of the objectives and importance of the project, introduction of the event programme and invitation to participate.

DISSEMINATION OF RESULTS DURING THE EVENT:

Target group: participants of the event, representatives of local authorities, media.

Channels and formats: direct involvement of participants in discussions and workshops, live broadcasting of key moments on social networks and regional TV in Slovakia.

Content: interactive discussions, exchange of experiences, visual representation of activities (e.g. tree planting)/ photos and short videos of the event.

DISSEMINATION OF RESULTS AFTER THE EVENT:

Target audience: general public, policy makers (at least 2 MEPs/MPs will be informed about the project results), civil society organisations (at least 1 civil society organisation will be informed about the project results).

Channels and formats: report on the results of the event, article in local and regional print and online media, especially Slovak, videos and infographics shared on social network profiles and project partners' websites.

Content: main findings and conclusions from the discussions, examples of good practices, the action plan "Together for Europe: A Roadmap for Solidarity, Equality and Sustainability" and stories/references from participants.

Outputs: Event Description Sheet (EDS) published on the project partners websites

Description of the event: format: in-site, language of the event: Slovak with interpretation into English (in case of need identified in advance also into other languages and sign language), invitation: electronic, programme - electronic, invitation and programme also in the form of a poster (printed form) distributed in the surroundings of the village of Veľké Ripňany, signed attendance list of foreign participants of the event together with the local ones, attendance list of media, target group: citizens of Veľké Ripňany and its surroundings and PP, expected number of foreign participants: min. 170, duration of the event: 3 days, event report/evaluation report: final project report to EACEA, training package, presentations, feedback questionnaire

LIST OF MILESTONES

Milestones					
Grant Preparation (Milestones screen) — Enter the info.					
Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date (month)
1	Schedule of the Event	WP1	1 - Velke Ripnany	The schedule of the event in Velké Ripňany has been elaborated and finally agreed, the invitation with the programme of events in Velké Ripňany for the public has been published, the minutes of the project coordination meetings (min. 10) in English language are stored by the beneficiary.	2
2	Official opening of the event in Velké Ripňany	WP1	1 - Velke Ripnany	Media invitation: electronic, including agenda, signed media attendance list, photos from the event, completed event feedback questionnaire.	4
3	Symbolic planting of European friendship trees	WP1	1 - Velke Ripnany	Invitation to the public (for the whole meeting): electronic, agenda: within the invitation, signed attendance list of foreign project participants of the event including domestic ones, photos and video of the activity, completed feedback questionnaire from the event.	4
4	Ceremonial closing of the event in Velké Ripňany, i.e. awarding certificates of participation and thanking foreign participants for their active participation	WP1	1 - Velke Ripnany	invitation to the event/project in Velké Ripňany to the project's associated partners, including the programme in electronic form and in the form of posters distributed in the wider surroundings of the municipality of Velké Ripňany, signed attendance list, photographs and video recording from the event, completed feedback questionnaire from the event.	4
5	Action Plan "Together for Europe: an agenda for solidarity, equality and sustainability"	WP1	1 - Velke Ripnany	The Action Plan "Together for Europe: A Roadmap for Solidarity, Equality and Sustainability" document itself in English, minutes of the group work from the workshop	6

Milestones					
Grant Preparation (Milestones screen) — Enter the info.					
Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date (month)
				"Developing a Joint Action Plan "Together for Europe: A Roadmap for Solidarity, Equality and Sustainability", including awarding of certificates of participation, photographs	

LIST OF CRITICAL RISKS

Critical risks & risk management strategy			
Grant Preparation (Critical Risks screen) — Enter the info.			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
1	n/a for Town Twinning	WP1	n/a for Town Twinning

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

Note: Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	Spolu pre Európu: Plán solidarity, rovnosti a udržateľnosti
Project acronym:	SEPSRU
Coordinator contact:	Jozef Krištof, Obec Veľké Ripňany

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#PRJ-SUM-PS@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

PROJECT SUMMARY

Project summary

See Abstract (Application Form Part A).

#SPRJ-SUM-PS\$# #REL-EVA-RE@# #PRJ-OBJ-PO@#

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives

Describe the background and rationale of the project.

How is the project relevant to the scope of the call? How does the project address the general objectives of the call?

What is the project's contribution to the priorities of the call?

Which target groups will be supported/assisted by/in the project. Why have you chosen to focus on them?

POZADIE A ODÔVODNENIE PROJEKTU

Projekt "Spolu pre Európu: Plán solidarity, rovnosti a udržateľnosti" vzniká v kontexte prehlbovania európskej solidarity a integrácie v období, keď Európska únia čelí rôznym výzvam, ako sú sociálna nerovnosť, migrácia, populizmus a klimatická kríza. V snahe posilniť európske hodnoty a identitu, je dôležité vytvárať priestor pre diskusiu a spoluprácu medzi obcami a mestami rôznych krajín. Projekt sa snaží podporiť vzájomné pochopenie, rešpekt a solidaritu medzi občanmi Európy, s dôrazom na diverzitu a inklúziu.

Tento projekt je založený na spolupráci siedmich partnerských miest a obcí z rôznych európskych krajín, ktoré majú spoločný cieľ zdieľať skúsenosti, osvedčené postupy a diskutovať o témach ako sú solidarita, rovnosť, úloha žien v spoločnosti, ochrana životného prostredia a udržateľný rozvoj. Uskutočnenie projektu v obci Veľké Ripňany je príkladom podpory malých miest a obcí v ich snahe prispievať k európskej integrácii a posilňovať aktívne občianstvo na miestnej úrovni.

VZŤAH K VÝZVE CERV-2024-CITIZENS-TOWN-TT

Projekt úzko súvisí s rozsahom výzvy CERV-2024-CITIZENS-TOWN-TT, ktorá sa zameriava na podporu miest a obcí pri rozvoji a prehlbovaní ich vzťahov, posilňovaní európskeho občianstva a participácie občanov. Projekt reaguje na všeobecné ciele tejto výzvy tým, že:

- Posilňuje aktívne občianstvo a participáciu: Prostredníctvom workshopov, diskusií a aktivít vytvára platformu pre občanov z rôznych krajín na aktívnu účasť a dialóg o dôležitých európskych témach.
- Podporuje európsku solidaritu a porozumenie: Prezentuje a diskutuje o hodnotách solidarity a rozmanitosti v európskom kontexte, čo prispieva k posilňovaniu spoločného európskeho povedomia.
- Buduje siete medzi mestami a obcami: Zapojenie viacerých obcí a miest z rôznych krajín vytvára priestor pre dlhodobú spoluprácu a výmenu skúseností, čím posilňuje európsku integráciu na miestnej úrovni.

Prínos projektu k prioritám výzvy spočíva v podpore solidarity a rovnosti v rámci EÚ, v prehlbovaní vzájomného porozumenia medzi občanmi rôznych kultúr a národností, a v podpore aktívnej účasti občanov v miestnom a európskom kontexte.

CIEĽOVÉ SKUPINY PROJEKTU

Projekt sa zameriava na nasledujúce cieľové skupiny:

- Obyvatelia partnerských miest a obcí: Cieľovou skupinou sú občania z obcí, miest a členovia 1 mestského spolku zapojených do projektu: Dabrowa (PL), Želetice (CZ), Szanda (HU), Prijepolje, Bajina Bašta (RS) a Mestský hasičský zbor Pinkafeld (AT). Projekt ich zapája do

diskusí/občianskeho dialógu a ďalších aktivít, čím im poskytuje možnosť priamo sa podieľať na budovaní európskeho občianstva a solidarity.

- Ženy a ženské organizácie: Projekt kladie dôraz na úlohu žien v európskej spoločnosti, s cieľom posilniť ich postavenie a účasť v komunitách. Zapojenie ženských organizácií, ako sú občianske združenie Želetické ženy a Woman Forum zo Srbska, je kľúčové pre podporu rodovej rovnosti.
- Mladi ľudia a komunitní aktivisti: Projekt vytvára priestor pre mladých ľudí a komunitných aktivistov na zapojenie sa do dialógu o budúcnosti Európy, čím podporuje ich aktívne občianstvo a participáciu.
- Zástupcovia miestnych samospráv: Účasť zástupcov samospráv z partnerských obcí umožňuje výmenu osvedčených postupov v oblasti solidarity, udržateľnosti a inklúzie, čo môže viesť k implementácii konkrétnych opatrení na miestnej úrovni.

Výber týchto cieľových skupín je motivovaný snahou o podporu inklúzie, posilnenie úlohy žien v spoločnosti a zapojenie širokého spektra občanov do diskusií o európskych hodnotách a budúcnosti EÚ. Projekt sa zameriava na podporu aktívneho občianstva a posilňovanie európskeho povedomia prostredníctvom priamej účasti občanov na medzinárodnom dialógu a výmene skúseností.

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives *(n/a for Programme Contact Points)*

Provide a needs assessment. A need is a gap between what is and what should/ would be helpful or useful.

The needs assessment should be your starting point. Specify what needs will be addressed and how they have been identified. It should be specific and focus on the actual needs of the target group. It should include relevant, reliable data and, a robust analysis clearly demonstrating the need for the action (therefore, avoid references to generic statements and information about the problems and needs of the target group). The needs assessment should incorporate gender equality issues and non-discrimination considerations that identify the differences between and among women and men, girls and boys, in terms of their relative position in society and the distribution of resources, opportunities, constraints and power in a given context. The data supporting the needs assessment should be disaggregated by sex, as well as age or disability, whenever possible. You can refer to existing research, studies and previous projects that already demonstrate the need for action.

If your project is supported by a public authority, annex the Letter of support.

POSÚDENIE POTRIEB

Projekt "Spolu pre Európu: Plán solidarity, rovnosti a udržateľnosti" reaguje na viaceré potreby, ktoré vyplývajú z aktuálnych výziev, ktorým čelia európske komunity. Identifikované potreby vychádzajú z analýzy situácie v partnerských obciach a mestách, ako aj z celoeurópskych trendov a štúdií v oblasti solidarity, rodovej rovnosti a udržateľného rozvoja.

- **Solidarita a európska identita**

Existujúca situácia: V posledných rokoch dochádza k nárastu sociálnej a politickej polarizácie v Európe, čo oslabuje pocit solidarity medzi občanmi rôznych krajín. Vnímanie Európskej únie a európskej identity je často ovplyvnené nacionalizmom, nedostatkom informácií a negatívnymi stereotypmi.

Potrebná zmena: Existuje potreba posilniť európsku identitu a solidaritu prostredníctvom priamej interakcie občanov z rôznych krajín a kultúr. Je dôležité podporovať výmenu skúseností, pochopenie a spoluprácu na miestnej úrovni, čo môže prispieť k prekonávaniu predsudkov a budovaniu spoločného európskeho povedomia.

- **Rodová rovnosť a úloha žien v spoločnosti**

Existujúca situácia: Hoci je rodová rovnosť jednou z kľúčových hodnôt EÚ, v mnohých európskych krajinách a komunitách stále existujú nerovnosti medzi mužmi a ženami, pokiaľ ide o prístup k príležitostiam, zdroje. Napríklad ženy sú často nedostatočne zastúpené v miestnych samosprávach a komunitných organizáciách, čo obmedzuje ich vplyv na rozhodovanie.

Na Slovensku, podobne ako v niektorých regiónoch Poľska, Maďarska a Srbska, najmä na vidieku, spoločnosť je silne ovplyvnená konzervatívnymi hodnotami, ktoré sú zakorenené v katolicizme. Táto silná katolícka tradícia často prispieva k udržiavaniu tradičných rodových rolí a môže viesť k odporu voči témam súvisiacim s rodovou rovnosťou, najmä pri použití termínu "gender". Táto situácia vytvára výzvu pre zavádzanie a diskusiu o rodovej rovnosti, pretože tieto komunity môžu vnímať snahy o zmenu ako ohrozenie svojich tradičných hodnôt a spôsobu života.

Potrebná zmena: Je potrebné zvýšiť účasť žien v komunitách a rozhodovacích procesoch, posilniť ich postavenie a podnietiť širšiu diskusiu o úlohe žien v spoločnosti. To si vyžaduje vzdelávanie a zdieľanie osvedčených postupov medzi obcami a komunitami.

Ďalej je potrebné citlivo a postupne prinášať tému rodovej rovnosti do komunít ako sú obce na Slovensku, v Poľsku, Maďarsku a Srbsku, pričom sa zameriame na pozitívne aspekty a prínosy, ktoré môže posilnenie úlohy žien priniesť pre celú komunitu. Diskusia by sa mala viesť spôsobom, ktorý rešpektuje miestne hodnoty a tradície, no zároveň zdôrazňuje význam rovnakých príležitostí pre ženy a mužov. Cieľom je predstaviť tému rodovej rovnosti tak, aby bola vnímaná ako prínos pre celú spoločnosť, napríklad prostredníctvom zdieľania príkladov dobrej praxe z iných obcí a miest.

- **Udržateľný rozvoj a ochrana životného prostredia**

Existujúca situácia: Environmentálne výzvy, ako je klimatická zmena, znečistenie a úbytok biodiverzity, majú priamy vplyv na kvalitu života v európskych obciach a mestách. Mnohé komunity sa snažia prejsť k udržateľnejším praktikám, no často im chýbajú znalosti, zdroje a koordinácia.

Potrebná zmena: Je potrebné podporovať environmentálne vzdelávanie a výmenu skúseností medzi komunitami o tom, ako prispievať k udržateľnému rozvoju na miestnej úrovni. To zahŕňa zvyšovanie povedomia o ekologických iniciatívach, podpora udržateľného turizmu a ochrany prírodných zdrojov.

- **Zapojiť občanov a posilniť miestnu participáciu**

Existujúca situácia: V niektorých komunitách je nízka úroveň občianskej participácie, čo môže viesť k nedostatku angažovanosti a slabšiemu vplyvu občanov na miestne rozhodovanie.

Potrebná zmena: Potreba posilniť aktívne občianstvo a zapojiť obyvateľov do miestnych iniciatív, čím sa vytvorí silnejší pocit spolupatričnosti a spoločného úsilia o pozitívne zmeny.

ŠPECIFICKÉ CIELE PROJEKTU

Na základe vyššie uvedených potrieb sú špecifické ciele projektu definované takto:

1. Posilnenie solidarity a európskej identity:

- Vytvoriť priestor pre občanov z rôznych európskych obcí a miest na výmenu skúseností a diskusiu o solidarite a európskej identite.
- Podporiť vzájomné porozumenie a spoluprácu medzi obcami s cieľom prehĺbiť európsku solidaritu a povedomie.

2. Podpora rodovej rovnosti a úlohy žien v spoločnosti:

- Poskytnúť platformu pre diskusiu o úlohe žien v európskej spoločnosti a ich prínose k miestnym komunitám.
- Zdieľať príklady dobrej praxe a navrhnúť opatrenia na posilnenie úlohy žien v rozhodovacích procesoch a komunitnej participácii.
- prispieť k postupnej zmene vnímania rodovej rovnosti v spoločnostiach, ktoré sú hlboko ovplyvnené konzervatívnymi hodnotami a podporiť tak inkluzívny dialóg a spoluprácu medzi občanmi rôznych kultúr a náboženských tradícií.

3. Podpora udržateľného rozvoja a environmentálnej zodpovednosti:

- Zvýšiť povedomie o environmentálnych výzvach a udržateľných postupoch medzi obcami a občanmi.
- Podporiť výmenu znalostí a skúseností o udržateľných riešeniach na miestnej úrovni, vrátane ekologického turizmu a ochrany prírodných zdrojov.

4. Posilnenie občianskej participácie a angažovanosti:

- Zapojenie občanov do diskusií a aktivít zameraných na posilnenie ich úlohy v miestnom a európskom kontexte.
- Podpora aktívneho občianstva prostredníctvom spoločných projektov a iniciatív na miestnej úrovni.

ÚDAJE PODPORUJÚCE POSÚDENIE POTRIEB

Štúdie a výskumy v oblasti európskej solidarity, rodovej rovnosti a environmentálnej udržateľnosti ukazujú, že tieto témy sú kritické pre budúci rozvoj Európy. Napríklad správy Európskej komisie o rodovej rovnosti naznačujú pretrvávajúce rozdiely medzi mužmi a ženami v oblasti zamestnanosti, vzdelávania a účasti

na rozhodovaní. Ďalšie výskumy zdôrazňujú potrebu miestnych akcií na riešenie environmentálnych problémov a posilnenie občianskej participácie.

Projekt sa zameriava na konkrétne skupiny občanov vrátane žien, mládeže a komunitných aktivistov, pričom zahŕňa rodové otázky a otázky nediskriminácie. Účasť občanov z rôznych krajín a kultúr prispieva k vytvoreniu diverzifikovaného a inkluzívneho priestoru pre diskusiu a spoluprácu.

#@COM-PLE-CP@#

1.3 Complementarity with other actions and innovation — European added value

Complementarity with other actions and innovation (n/a for Programme Contact Points)

Explain how the project builds on the results of past activities carried out in the field and describe its innovative aspects. Explain how the activities are complementary to other activities carried out by other organisations.

Illustrate the European dimension of the activities: trans-national dimension of the project; impact/interest for a number of EU countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among EU countries, etc.

Which countries will benefit from the project (directly and indirectly and why have you chosen them)? Where will the activities take place?

Clarify to what extent the project builds on synergies with other EU projects. If applicable, explain to what extent your project builds on previous project results in this field (state of play, relation to existing/recent developments, approaches, achievements, other EU programmes).

Note: The project should also complement or add benefits to the EU Member States' interventions in the area of gender equality and non-discrimination mainstreaming.

NADVÄZNOSŤ NA PREDCHÁDZAJÚCE ČINNOSTI A INOVAČNÉ ASPEKTY

Projekt "Spolu pre Európu: Plán solidarity, rovnosti a udržateľnosti" nadväzuje na dlhodobé aktivity v oblasti posilňovania medzinárodnej spolupráce medzi partnerskými obcami a mestami. Doterajšie projekty v týchto obciach/mestech sa zameriavali na kultúrnu výmenu, posilňovanie občianskej participácie a podporu miestnych iniciatív.

Predložený projekt inovuje tým, že rozširuje zameranie na súčasné výzvy, ako sú: solidarita v kontexte európskej identity, rodová rovnosť, udržateľný rozvoj a ochrana životného prostredia. Inovačný aspekt projektu spočíva v jeho komplexnom prístupe, ktorý prepája tieto témy a podporuje ich vzájomné obohacovanie prostredníctvom interakcie medzi účastníkmi z rôznych krajín.

EURÓPSKY ROZMER AKTIVÍT PROJEKTU

Projekt má výrazný nadnárodný rozmer, keďže sa do neho zapojili obce a mestá zo 6 krajín EÚ a to: Slovenska, Česka, Maďarska, Srbska, Poľska a Rakúska. Týmto projekt prispieva k európskemu dialógu a posilňuje spoluprácu medzi týmito krajinami v oblastiach, ktoré sú relevantné pre celú EÚ, ako sú rodová rovnosť, environmentálna udržateľnosť a občianska participácia. Výsledky projektu majú potenciál byť aplikovateľné aj v iných krajinách EÚ, pretože ponúkajú model, ako zapojiť občanov do diskusie o európskych hodnotách a výzvach. Tento model môže byť prispôbený rôznym lokálnym kontextom a podporiť cezhraničnú spoluprácu medzi obcami a mestami v rámci EÚ.

KRAJINY, KTORÉ BUDÚ MAŤ Z PROJEKTU PROSPECH

Priame výhody z projektu budú mať krajiny, ktorých obce a mestá sú zapojené do projektu: Slovensko, Česká republika, Maďarsko, Srbsko, Poľsko a Rakúsko. Tieto krajiny boli vybrané na základe existujúcich partnerských vzťahov obce Veľké Ripňany s obcami Želetice, Szanda a Dabrowa a na základe úspešných minulých spoluprác s Mestským hasičským zborom Pinkafeld a mestom Bajina Bašta. Projekt sa bude uskutočňovať v obci Veľké Ripňany na Slovensku, čo poskytne účastníkom priestor na osobný kontakt a výmenu skúseností v medzinárodnom prostredí. Nepriame výhody môžu z projektu mať aj ďalšie krajiny EÚ prostredníctvom zdieľania výstupov a osvedčených postupov, ktoré môžu byť použité ako inšpirácia pre podobné iniciatívy.

SYNERGIE S INÝMI PROJEKTMI EÚ

Projekt využíva synergie s inými iniciatívami a programami EÚ, ktoré sa zameriavajú na podporu aktívneho občianstva, posilňovanie európskej identity a rovnosti. Nadväzuje na projekty zamerané na podporu kultúrnej výmeny, vzdelávania a medzinárodnej spolupráce, ktoré boli realizované v partnerských obciach a mestách. Tento projekt integruje tieto témy a rozširuje ich zameranie o aktuálne výzvy ako: udržateľnosť a ochrana životného prostredia, rodová rovnosť a solidarita v kontexte európskej identity. Tým prispieva aj k napĺňaniu cieľov EÚ v oblasti rodovej rovnosti a nediskriminácie tým, že podporuje účasť žien v komunitách a zdôrazňuje potrebu inkluzívneho prístupu k riešeniu spoločenských výziev.



Projekt tak nielenže nadväzuje na existujúce úspechy a skúsenosti, ale aj rozvíja nové prístupy a synergie s cieľom posilniť európsku spoluprácu a solidaritu.

#SCOM-PL-CP\$# #SPRJ-OBJ-PO\$# #SREL-EVA-RE\$# #@QUA-LIT-QL@# #@CON-MET-CM@#

2. QUALITY

2.1 Concept and methodology

Concept and methodology

Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives. Include ethical and safety considerations to ensure that target groups are not subjected to harm in any way.

Note: Methodology is not a list of activities but are instruments, approaches that will be used, applied and created.

Projekt "Spolu pre Európu: Plán solidarity, rovnosti a udržateľnosti" je založený na participatívnom a interaktívnom prístupe, ktorý kladie dôraz na priamu účasť občanov z rôznych európskych obcí a miest. Metodika projektu je navrhnutá tak, aby podporovala vzájomné učenie, výmenu skúseností a kolektívne hľadanie riešení. Kľúčovými nástrojmi a prístupmi, ktoré budú použité, sú:

- Občiansky dialóg, diskusia s odbornou facilitáciou (3x)- projekt využíva občiansky dialóg ako hlavný nástroj pre diskusiu o témach solidarity, rovnosti a udržateľnosti. Skúsení facilitátori budú viesť diskusie tak, aby všetci účastníci mali možnosť vyjadriť svoje názory a skúsenosti. Tento prístup umožňuje vytvoriť bezpečné prostredie pre otvorenú výmenu názorov a posilňuje schopnosť účastníkov pochopiť a rešpektovať rôzne perspektívy.
- Workshopová metóda (3x) - workshopy sú navrhnuté tak, aby účastníkom poskytli príležitosť na interaktívne učenie a spoluprácu. Skupinová práca v rámci workshopov umožní účastníkom identifikovať výzvy a spoločne vypracovať konkrétne návrhy na riešenie problémov, ako napríklad posilnenie úlohy žien v komunitách alebo ochrana životného prostredia.
- Kultúrna výmena a prezentácia najlepších postupov (6) - projekt zahŕňa prezentácie kultúrneho dedičstva a úspešných projektov z partnerských obcí. Tento prístup slúži na posilnenie vzájomného porozumenia a obohatenie účastníkov o nové nápady a inšpirácie. Ukazuje praktické spôsoby, ako môžu byť hodnoty solidarity a udržateľnosti integrované do miestnych komunít.
- Symbolické aktivity (1x) - ako je výsadba siedmich „stromov Európskeho priateľstva“ slúžia na vytvorenie konkrétnych prejavov solidarity a spolupráce. Tieto aktivity podporujú pocit spolupatričnosti a pripomínajú dôležitosť ochrany prírodného a kultúrneho dedičstva. Aktivita je nielen symbolická, ale i praktická, nakoľko prináša aj konkrétne výhody pre miestne prostredie a podporuje komunitnú angažovanosť.
- Ceremoniály (2x) - ako oficiálne otvorenie projektu a jeho záverečné ukončenie s udelením diplomov o účasti môžu pôsobiť formálne, ale majú významný vplyv na dosiahnutie cieľov projektu. Poskytujú projektu totiž štruktúru, uznanie a motiváciu pre účastníkov. Podporujú vytváranie pozitívnej atmosféry a posilňujú pocit spolupatričnosti a úspechu, čo je kľúčové pre dosiahnutie dlhodobých cieľov projektu.

VHODNOSŤ METODOLÓGIE/METODICKÉHO PRÍSTUPU NA DOSIAHNUTIE CIEĽOV PROJEKTU

Tento participatívny a interaktívny prístup je vhodný pre dosiahnutie cieľov projektu, pretože:

- Podporuje aktívne občianstvo. Občiansky dialóg a workshopy umožňujú účastníkom aktívne sa zapojiť do diskusie a rozhodovania, čím posilňujú ich pocit zodpovednosti a angažovanosti v rámci európskej komunity.
- Zohľadňuje diverzitu. Metodika je navrhnutá tak, aby rešpektovala a integrovala rôzne kultúrne, sociálne a ekonomické kontexty účastníkov, čím podporuje vzájomné učenie a porozumenie.
- Umožňuje praktické uplatnenie. Prezentácia najlepších postupov a symbolické aktivity poskytujú účastníkom konkrétne príklady a inšpirácie, ktoré môžu uplatniť vo svojich vlastných komunitách.

ETICKÉ A BEZPEČNOSTNÉ HL'ADISKÁ



Projekt kladie dôraz na etické a bezpečnostné hľadiská, aby sa zabezpečilo, že cieľové skupiny nebudú vystavené ujme:

- Vytvára bezpečné prostredie pre diskusiu. T.j. všetky diskusie a workshopy budú vedené tak, aby sa zabezpečilo rešpektovanie rôznych názorov a podporovalo sa inkluzívne prostredie. Facilitátori budú vyškolení na to, aby dokázali identifikovať a riešiť potenciálne konflikty alebo napätie.
- Zabezpečí citlivý prístup k kontroverzným témam. T. j. pri diskusiách o citlivých témach, ako je rodová rovnosť, bude použitý prístup, ktorý je rešpektujúci voči kultúrnym a náboženským presvedčeniam účastníkov. Témy budú prezentované tak, aby podporovali otvorený a konštruktívny dialóg.
- Zaručí ochranu osobných údajov a súkromia. T. j. všetky údaje a osobné informácie účastníkov budú spracovávané v súlade s príslušnými predpismi o ochrane osobných údajov. Účastníci budú informovaní o tom, ako budú ich údaje použité, a bude im poskytnutá možnosť vyjadriť súhlas.

Celková metodológia projektu je navrhnutá tak, aby umožnila dosiahnutie cieľov projektu prostredníctvom aktívnej účasti a spolupráce účastníkov, pričom zohľadňuje ich bezpečnosť, etické hľadiská a diverzitu skúseností a perspektív.

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2.2 Consortium set-up

Consortium cooperation and division of roles (if applicable) (n/a for Town Twinning and Programme Contact Points)

Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?

In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.

Note: When building your consortium you should think of organisations that can help you reach objectives and solve problems.

Insert text

2.3 Project teams, staff and experts

Project teams and staff

Describe the project teams and how they will work together to implement the project.

List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. and describe briefly their tasks. Provide CVs of all key actors (if required).

Note: Please ensure a gender-balanced representation in the composition of project teams and staff performing the action.

Name and function	Organisation	Role/tasks/professional profile and expertise
Jozef Krištof, starosta obce Veľké Ripňany	Obec Veľké Ripňany, Slovensko	P. Jozef Krištof bude Chief Project Manager (CPM). Bude zodpovedný hlavne za riadenie projektu a koordináciu s projektovými partnermi (PP), teda pravidelnú komunikáciu a koordináciu s PP, riadenie rizík, monitorovanie a kontrolu kvality, vrátane zabezpečenia dodržiavania časového harmonogramu. P. Krištof je starostom obce. Má rozsiahle skúsenosti nielen s riadením obce, ale aj s projektovým manažmentom.



Magdaléna Bosá, prednostka Obecného úradu (OcÚ) Veľké Ripňany	Obec Veľké Ripňany, Slovensko	Projektová manažérka za obec Veľké Ripňany. Bude zodpovedná prípravu a plánovanie podujatia, koordináciu projektového tímu zloženého z interným kapacít organizátora/prijímateľa finančnej pomoci. Pod jej vedením bude vytvorený detailný harmonogram podujatia, vrátane všetkých workshopov, diskusií, kultúrneho programu a ďalších aktivít projektu. Bude zodpovedná za personálne zabezpečenie/pokrytie projektových aktivít/rečníkov ako i facilitátorov a logistiku podujatia (ubytovanie, stravovanie, prepravu a vybavenie). Je zodpovedná za rodové vyváženie rečníkov jednotlivých programových vstupov a to spolu s facilitátorkami, p. Varšavovou a p. Borbélyovou. Pani Magdaléna Bosá bola zodpovedná za mnohé projekty realizované obcou, čiže disponuje bohatými skúsenosťami s úspešnou organizáciou a realizáciou viacerých veľkých projektov/projektovým manažmentom.
Veronika Blahová, odborná pracovníčka OcÚ Veľké Ripňany	Obec Veľké Ripňany, Slovensko	Technická koordinátorka projektu. Spolu so Štefanom Glosom bude zodpovedná za komunikáciu, propagáciu a šírenie výsledkov projektu (vypracovanie komunikačnej stratégie, zdieľanie obsahu a výsledkov na sociálnych sieťach, webových stránkach, v miestnych médiách, u PP, ďalšiu komunikáciu s PP a plánovanie nadväzujúcich aktivít), technické vybavenie projektu, ako je materiálno-technické vybavenie (stoly, stoličky, pódium, ozvučenie, osvetlenie, webová stránka atď.) a zabezpečenie foto- a videodokumentácie z podujatia. Veronika Blahová má bohaté skúsenosti v oblasti zabezpečovania technického vybavenia obce Veľké Ripňany a jej projektov.
Štefan Glos, zástupca starostu obce	Obec Veľké Ripňany, Slovensko	Technický manažér projektu. Spolu s Veronikou Blahovou bude zodpovedný za komunikáciu, propagáciu a šírenie výsledkov projektu (vypracovanie komunikačnej stratégie, zdieľanie obsahu a výsledkov na sociálnych sieťach, webových stránkach, v miestnych médiách, u PP, ďalšiu komunikáciu s PP a plánovanie nadväzujúcich aktivít), technické vybavenie projektu, ako je materiálno-technické vybavenie (stoly, stoličky, pódium, ozvučenie, osvetlenie, webová stránka atď.) a zabezpečenie foto- a videodokumentácie z podujatia. Štefan Glos má taktiež bohaté skúsenosti v oblasti zabezpečovania technického vybavenia obce Veľké Ripňany a jej projektov.
Agnieszka Ziółkowska, starosta obce Dabrowa	Vidiecka samospráva Dabrowa, Poľsko	Projektový manažér za vidiecku samosprávu Dabrowa zlučujúcu 14 samostatných obcí z Poľska. Lektori budú zodpovední za jednotlivé prezentácie, workshopy, diskusie. Budú sa aktívne podieľať na príprave projektových aktivít, projektových tém. Títo lektori sú skúsení odborníci vo svojom odbore a majú bohaté skúsenosti s lektorovaním/vzdelávaním.
Pavel Planéta, starosta obce Želetice	Obec Želetice, Česká republika	Projektový manažér za obec Želetice z Českej republiky. Zodpovedá za zabezpečenie účastníkov podujatia vo Veľkých Ripňanoch, za propagáciu projektu, šírenie jeho výsledkov v Želeticiach a za celkovú spoluprácu na projekte s jeho príjemcom a ďalšími PP. Taktiež nesie zodpovednosť za realizáciu rodovej analýzy a integrácie rodového hľadiska v rámci projektu (príprava a realizácia dotazníkov pred a po podujatí min. medzi zahraničnými účastníkmi projektu, monitorovanie účasti podľa pohlavia a identifikácia a riešenie prípadnej rodovej nerovnosti/zaujatosti počas podujatia). Zodpovedá za zabezpečenie programového vstupu do kultúrneho programu 1. dňa a rečníka/rečníčky do workshopu „Úloha žien v európskej spoločnosti“.



Ivana Varšavová, samostatná referentka OcÚ Veľké Ripňany	Obec Veľké Ripňany, Slovensko	Spolu s Katarínou Borbélyovou facilitátorka a uvádzačka všetkých projektových aktivít/programových vstupov podujatia. Spolu-zodpovedá za dodržiavanie časového harmonogramu podujatia a odbornú facilitáciu všetkých jeho diskusií (2), prezentácií (2), workshopov (3), občianskeho dialógu (1) a moderáciu ceremoniálov (2), symbolickej aktivity (1) a kultúrneho programu (4 vstupy). Spolu s Magdalénou Bosou a spolu-facilitátorkou Katarínou Borbélyovou bude zodpovedná za rodové vyváženie jednotlivých panelov, diskusií a ďalších projektových aktivít. Ivana Varšavová je skúsená odborníčka vo svojom odbore a má bohaté skúsenosti s lektorovaním/vzdelávaním a moderovaním podujatí.
Katarína Borbélyová, kultúrna referentka OcÚ Veľké Ripňany	Obec Veľké Ripňany, Slovensko	Spolu s Ivanou Varšavovou je facilitátorka a moderátorka všetkých projektových aktivít/programových vstupov podujatia. Spolu-zodpovedá za dodržiavanie časového harmonogramu podujatia a odbornú facilitáciu všetkých jeho diskusií (2), prezentácií (2), workshopov (3), občianskeho dialógu (1) a moderáciu ceremoniálov (2), symbolickej aktivity (1) a kultúrneho programu (4 vstupy). Spolu s Magdalénou Bosou a spolu-facilitátorkou Ivanou Varšavovou bude zodpovedná za rodové vyváženie jednotlivých panelov, diskusií a ďalších projektových aktivít. Katarína Borbélyová je skúsená odborníčka vo svojom odbore a má bohaté skúsenosti s lektorovaním/vzdelávaním a moderovaním podujatí.
Daniela Chalániová, matrikárka na OcÚ Veľké Ripňany	Obec Veľké Ripňany	Administrátorka projektu. Spolu s Alžbetou Medekovou bude zodpovedná za administratívu spojenú s projektom, ďalej za registráciu zahraničných účastníkov a účastníkov projektu na mieste, tvorbu správ z jednotlivých aktivít, zapisovanie ich priebehu, zber spätných väzieb/vyplnených dotazníkov, ich vyhodnotenie a vyúčtovanie výdavkov súvisiacich s realizáciou projektu. Samostatne bude zodpovedná za zabezpečenie etiky, bezpečnosti a ochrany údajov v rámci projektu, t. j. za zavedenie opatrení na ochranu osobných údajov v súlade s GDPR, bude dohliadať nad zabezpečením ochrany práv detí, ak budú tieto súčasťou podujatia, poskytovanie informácií účastníkom podujatia o ich právach a zabezpečenie bezpečného prostredia v mieste podujatia. Daniela Chalániová má bohaté skúsenosti s administráciou a vyúčtovaním projektov,
Alžbeta Medeková, pracovníčka spoločného stavebného úradu na OcÚ Veľké Ripňany	Obec Veľké Ripňany	Administrátorka projektu. Spolu s Danielou Chalániovou bude zodpovedná za administratívu spojenú s projektom, za registráciu zahraničných účastníkov a účastníkov projektu na mieste, tvorbu správ z jednotlivých aktivít, zapisovanie počas jednotlivých aktivít projektu, zber spätných väzieb/vyplnených dotazníkov, ich vyhodnotenie a vyúčtovanie výdavkov súvisiacich s realizáciou projektu. Samostatne zodpovedá za oblasť hodnotenia projektu a získanie a spracovanie spätnej väzby od účastníkov projektu (min. zahraničných), vyhodnotenie úspešnosti podujatia na základe stanovených merateľných ukazovateľov, vrátane rodového hľadiska a vypracovanie záverečnej správy. Alžbeta Medeková má bohaté skúsenosti s administráciou a vyúčtovaním projektov,
Zatiaľ neurčená	Mesto Prijepolje, Srbsko	Projektová manažérka za mesto Prijepolje zo Srbska. Zodpovedá za zabezpečenie účastníkov podujatia vo Veľkých Ripňanoch, za propagáciu projektu, šírenie jeho výsledkov v meste Prijepolje a za celkovú spoluprácu na projekte s jeho príjemcom a ďalšími PP. Taktiež nesie zodpovednosť za organizáciu a realizáciu odbornej časti podujatia, t. j. za realizáciu jeho odborných diskusií, workshopov



		zameraných na témy solidarity, rodovej rovnosti a udržateľnosti, zapojenie skúsených facilitátorov, teda ich briefing v týchto témach, nakoľko mesto Prijepolje má bohaté skúsenosti vo všetkých týchto oblastiach. Dohliada na zabezpečenie inkluzívneho prostredia pre všetkých účastníkov a zaznamenávanie poznámok z jednotlivých projektových aktivít. Zodpovedá za zabezpečenie rečníkov/rečníčiek do nasledovných odborných programových vstupov: občiansky dialóg „Solidarita a Európa“, workshop „Úloha žien v európskej spoločnosti“, panelová diskusia „Environmentálne výzvy pre samosprávy a udržateľný rozvoj.“
Zatiaľ neurčený,	Mesto Bajina Bašta, Srbsko	Projektový manažér za mesto Bajina Bašta zo Srbska. Zodpovedá za zabezpečenie účastníkov podujatia vo Veľkých Ripňanoch, za propagáciu projektu, šírenie jeho výsledkov v meste Bajina Bašta a za celkovú spoluprácu na projekte s jeho príjemcom a ďalšími PP. Zodpovedá za zabezpečenie rečníka/rečníčky do panelovej diskusie „Environmentálne výzvy pre samosprávy a udržateľný rozvoj“.
Zatiaľ neurčený	Mestský hasičský zbor Pinkafeld, Rakúsko	Projektový manažér za Mestský hasičský zbor Pinkafeld z Rakúska. Zodpovedá za zabezpečenie účastníkov podujatia vo Veľkých Ripňanoch, za propagáciu projektu, šírenie jeho výsledkov v meste Pinkafelde a za celkovú spoluprácu na projekte s jeho príjemcom a ďalšími PP. Zodpovedá za zabezpečenie rečníkov/rečníčiek a prezentácií (v prípade potreby) do nasledovných odborných programových vstupov: workshopu „Úloha žien v európskej spoločnosti“ vo vzťahu k hasičskému zboru, ako vnímajú hasičky a panelovej diskusie „Environmentálne výzvy pre samosprávy a udržateľný rozvoj,“ prečo im ako organizácii záleží na tom, aby ich mesto bolo environmentálne a zabezpečenie rečníka z mesta Pinkafeld.
Tóth Tamás László, starosta obce Szanda	Obec Szanda, Maďarsko	Projektový manažér za obec Szanda z Maďarska. Zodpovedá za zabezpečenie účastníkov podujatia vo Veľkých Ripňanoch, za propagáciu projektu, šírenie jeho výsledkov v obci Szanda a za celkovú spoluprácu na projekte s jeho príjemcom a ďalšími PP. Taktiež nesie zodpovednosť za realizáciu kultúrnej zložky podujatia, teda za zabezpečenie 4 kultúrnych výmen v rámci podujatia a 2 prezentácií. Zodpovedá za zabezpečenie rečníka/rečníčky do občianskeho dialógu „Solidarita a Európa“, kde by mal zástupca obce hovoriť najmä o solidarite voči tamojšej rómskej menšine (5%), prípadne narastajúcej ukrajinskej menšine.

Outside resources (subcontracting, seconded staff, etc)

If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).

If there is subcontracting, please also complete the table in section 4. Moreover, ensure that subcontractors are aware of gender mainstreaming and non-discrimination mainstreaming.

Projekt neplánuje v rámci svojej realizácie subdodávky. Projektový tím je skúseným projektovým tímom, ktorý má relatívne bohaté skúsenosti s realizáciou podobných projektov.

2.4 Consortium management and decision-making

Consortium management and decision-making (if applicable) *(n/a for Town Twinning and Programme Contact Points)*

Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.

Note: The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.

Insert text

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2.5 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy

Describe the measures planned to ensure that the project implementation is of high quality and completed in time.

Describe the methods to ensure good quality, monitoring, planning and control.

Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.

Note: The monitoring and evaluation strategy should also incorporate gender and non-discrimination considerations in order to measure changes and assess impact on gender equality issues. The indicators should be gender responsive so that they can measure gender equality changes over time. For instance, a gender responsive indicator can measure the increase in women's rate of employment or changes in social attitudes towards gender roles in work-life balance. The evaluation should be participatory and inclusive to all stakeholders, ensuring that women's and men's voices are prevalent throughout the entire evaluation process.

PLÁN RIADENIA PROJEKTU A ZABEZPEČENIE KVALITY

Projekt bude riadený prostredníctvom jasnej štruktúry a rozdelenia úloh, ktorá zabezpečí efektívnu koordináciu a realizáciu všetkých aktivít. Riadiaci tím bude pozostávať zo zástupcov obce Veľké Ripňany a partnerov z každej zapojenej obce alebo mesta. Kľúčové opatrenia na zabezpečenie kvality a včasného ukončenia projektu zahŕňajú:

- **Plánovanie a kontrola** - Projekt bude mať podrobný harmonogram s definovanými časovými míľnikmi pre každú aktivitu. Riadiaci tím bude pravidelne monitorovať pokrok a zabezpečí, že všetky aktivity sa uskutočnia v súlade s plánom. Akékoľvek odchýlky od plánu budú okamžite riešené a budú prijaté potrebné opatrenia na ich nápravu.
- **Komunikácia a koordinácia** - Efektívna komunikácia medzi všetkými partnermi je kľúčová pre úspešné riadenie projektu. Bude zavedený systém pravidelných stretnutí riadiaceho tímu a komunikačných kanálov (napr. e-mail, videokonferencie), ktoré umožnia zdieľanie informácií a riešenie prípadných problémov včas.
- **Zabezpečenie kvality** - Na kontrolu kvality budú použité štandardizované postupy a nástroje, vrátane kontrolných zoznamov a pravidelného hodnotenia kvality jednotlivých aktivít. Zabezpečí sa, že všetky výstupy projektu spĺňajú stanovené kritériá kvality a prispievajú k dosiahnutiu cieľov projektu.

METÓDY HODNOTENIA A UKAZOVATELE

Projekt bude hodnotený prostredníctvom kombinácie kvantitatívnych a kvalitatívnych ukazovateľov, ktoré umožnia monitorovať jeho dosah a vplyv:

Kvantitatívne ukazovatele:

- **Počet účastníkov:** Cieľová hodnota je účasť **minimálne 170 občanov** zo zahraničných zapojených obcí a miest. Účasť bude rozdelená podľa pohlavia a veku s cieľom zhodnotiť, do akej miery sa projekt podarilo zapojiť rôzne demografické skupiny. **Cieľová hodnota počtu účastníkov podujatia vo Veľkých Ripňanoch vrátane domáceho publika je 470 občanov EU.**



- **Počet nepriamych účastníkov projektu:** Cieľová hodnota je **37630 občanov EÚ**. Táto cieľová hodnota bude dosiahnutá prostredníctvom komunikačnej kampane a šírenia výsledkov projektu detailne opísanej v časti 3.2.
- **Počet aktivít projektu:** minimálne **15 projektových aktivít ako: workshopy, občiansky dialóg/diskusie, kultúrne výmeny/prezentácie, ceremoniály a symbolická aktivita** sa uskutočnia počas trvania projektu, pričom cieľom je zapojiť všetkých účastníkov do aktívnej diskusie.

Kvalitatívne ukazovatele:

- **Zmena v postojoch a povedomí:** Prostredníctvom dotazníkov pred a po projekte sa bude merať zmena v postojoch účastníkov k témam solidarity, rodovej rovnosti a udržateľnosti. **Cieľom je zvýšiť povedomie a pochopenie týchto tém u najmenej 70% účastníkov.**
- **Úroveň spokojnosti účastníkov:** Spätná väzba od účastníkov bude zbieraná počas a po ukončení projektu, aby sa zhodnotila ich spokojnosť s obsahom, organizáciou a výsledkami projektu.

Rodovo citlivé ukazovatele:

- **Zapojenie žien a mužov:** Bude sledovaná rovnováha medzi pohlaviami v počte účastníkov a aktívnych prispievateľov do diskusií a workshopov. Cieľom je zabezpečiť rovnakú účasť a zastúpenie žien aj mužov, pričom aspoň 50% účastníkov by mali tvoriť ženy.
- **Zvýšenie povedomia o rodovej rovnosti:** Prostredníctvom hodnotenia účastníkov sa bude zisťovať zmena v pochopení a postoji k rodovým otázkam. Cieľom je dosiahnuť, aby minimálne 60% účastníkov prejavilo lepšie porozumenie a pozitívnejší postoj k rodovej rovnosti (na základe zhodnotenia pre- a post-testy vybraných projektových aktivít).

STRATÉGIA MONITOROVANIA A HODNOTENIA

Monitorovanie a hodnotenie projektu bude realizované priebežne počas celého trvania projektu a po jeho ukončení:

- **Priebežné monitorovanie:** Riadiaci tím bude pravidelne sledovať pokrok a vykonávať priebežné hodnotenie aktivít, vrátane zberu údajov a spätnej väzby od účastníkov. Toto umožní identifikovať akékoľvek problémy alebo potreby úprav v reálnom čase.
- **Záverečné hodnotenie:** Po ukončení projektu sa uskutoční komplexné hodnotenie, ktoré zahŕňa analýzu všetkých kvantitatívnych a kvalitatívnych ukazovateľov. Záverečná správa bude obsahovať hodnotenie dosiahnutých cieľov, vplyvu projektu na cieľové skupiny a odporúčania pre budúce aktivity.
- **Participatívny prístup:** Do procesu hodnotenia budú zapojení všetci relevantní účastníci projektu, vrátane zástupcov obcí, facilitátorov, zahraničných účastníkov projektu a domácich účastníkov projektových aktivít, aby sa zabezpečilo inkluzívne a komplexné zhodnotenie projektu. Tento prístup umožní získať rôzne perspektívy a zhodnotiť vplyv projektu na otázky rodovej rovnosti a nediskriminácie.

Táto stratégia monitorovania a hodnotenia zabezpečí, že projekt bude realizovaný s vysokou kvalitou a že jeho výsledky budú merané a hodnotené tak, aby prispievali k cieľom projektu a vytvárali trvalý pozitívny dopad na doň zapojené komunity.

#SPRJ-MGT-PMS# #@FIN-MGT-FM@#

2.6 Cost effectiveness and financial management**Cost effectiveness and financial management (n/a for prefixed Lump Sum Grants)**

Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.

Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed within the consortium.

⚠️ *Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost effective.*

Insert text

#SFIN-MGT-FMS# #@RSK-MGT-RM@#

2.7 Risk management

Critical risks and risk management strategy (n/a for Town Twinning)

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.

Note: Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management. The strategy should also incorporate risk mitigation measures that redress any gender inequalities and multiple discriminatory effects in project implementation. For instance, to ensure full participation of target groups in project activities, gender, age or disability-specific constraints should be taken into account. The target groups may face more than one barrier to access project activities (accessibility barriers; language barriers, availability of childcare provision, etc.). Therefore, it is essential to identify these risks and undertake preventive measures in order to ensure full participation of women and men in all their diversity in project design and implementation.

Risk No	Description of risk	Work package No	Proposed risk-mitigation measures

#SRSK-MGT-RMS# #SQUA-LIT-QLS# #@IMP-ACT-IA@#

3. IMPACT

3.1 Impact and ambition

Impact and ambition

Define the short, medium and long-term effects of the project.

Who are the target groups? How will the target groups benefit concretely from the project and what would change for them? In what way will the gap identified be reduced? How will the activities contribute to improve the situation (difference between starting point/state of play and the situation after the end of the project?) How will the activities contribute to the promotion and advancement of gender equality and non-discrimination mainstreaming?

Does the project aim to trigger change/innovation? If so, describe them and the degree of ambition (progress beyond the status quo).

Note: Results/outcomes are immediate changes that materialise for the target groups after the end of the project (e.g. improved knowledge, increased awareness). Results/outcomes are different to deliverables. Deliverables are activities undertaken and outputs produced with the resources allocated to the project, e.g. training courses, conferences, manuals, video etc.

When defining expected results/outcomes and deliverables please consider if and how they will reduce, maintain, or increase inequalities between women and men, boys and girls, in all their diversity. What gender, age and disability differentiated results can be expected? How expected results will affect women and men, boys and girls from a range of diverse social groups, differently?

KRÁTKODOBÉ, STREDNODOBÉ A DLHODOBÉ ÚČINKY PROJEKTU

Krátkodobé účinky (ihneď po skončení projektu):

- Zvýšenie povedomia a vedomostí: Účastníci projektu získajú nové poznatky a porozumenie o témach solidarity, rodovej rovnosti, udržateľného rozvoja a občianskej participácie. Očakáva sa, že minimálne 70% účastníkov prejaví lepšie pochopenie týchto tém.
- Budovanie siete a spolupráce: Projekt vytvorí priestor pre nadviazanie nových kontaktov a spolupráce medzi občanmi a predstaviteľmi partnerských obcí. Toto posilní cezhraničnú komunikáciu a vymieňanie skúseností.
- Podpora kultúrneho porozumenia: Prostredníctvom prezentácií kultúrneho dedičstva a interakcií účastníkov sa zvýši vzájomné pochopenie a rešpekt medzi rôznymi kultúrami a komunitami.

Strednodobé účinky (6-12 mesiacov po projekte):

- Implementácia osvedčených postupov: Účastníci budú motivovaní aplikovať získané poznatky a osvedčené postupy vo svojich vlastných obciach a komunitách, čo povedie k reálnym zmenám,



napríklad k zvýšeniu participácie žien v miestnych komunitách alebo k realizácii environmentálnych iniciatív.

- Zlepšenie rodovej rovnosti: Prostredníctvom zvýšenia povedomia a zdieľania príkladov dobrej praxe sa očakáva posun v postojoch k rodovej rovnosti, čo môže viesť k väčšiemu zapojeniu žien do miestnych samospráv a verejného života. Konkrétnym merateľným výsledkom by mohlo byť zvýšenie účasti žien v komunitných projektoch o 10-20% v partnerských obciach.
- Posilnenie aktívneho občianstva: Projekt podporí občiansku angažovanosť a participáciu, čo môže viesť k vzniku nových miestnych iniciatív zameraných na solidaritu, udržateľnosť a rovnosť.

Dlhodobé účinky (1-3 roky po projekte):

- Trvalý vplyv na miestne komunity: Projekt prispeje k posilneniu miestnych komunít tým, že podporí trvalé partnerstvá a spoluprácu medzi obcami, ktoré budú pokračovať v aktivitách zameraných na európske hodnoty, solidaritu a udržateľný rozvoj.
- Zmena v postojoch a hodnotách: V dlhodobom horizonte sa očakáva, že sa zníži rozdiel v postojoch k rodovej rovnosti a solidarite, čím sa v partnerských obciach vytvorí inkluzívnejšie a rovnnejšie prostredie. Očakáva sa zlepšenie v oblasti rovnováhy medzi pracovným a súkromným životom, napríklad prostredníctvom zvýšenia miery zamestnanosti žien alebo podpory rovných rodových rolí.
- Šírenie vplyvu: Úspešné výstupy a skúsenosti z projektu môžu slúžiť ako model pre ďalšie obce a regióny v EÚ, čím sa prispieva k širšiemu európskemu dialógu a zmene.

Cieľové skupiny a konkrétny prospech

Cieľovými skupinami projektu sú:

- Občania partnerských obcí a miest: Získajú lepšie pochopenie európskych hodnôt a aktuálnych výziev. Projekt im poskytne nástroje a inšpirácie na aktívne zapojenie sa do svojej komunity.
- Ženy a ženské organizácie: Projekt podporí účasť žien v diskusiách a aktivitách, čím posilní ich postavenie a zvýši povedomie o dôležitosti rodovej rovnosti. To môže viesť k zvýšeniu ich angažovanosti v miestnych iniciatívach a rozhodovacích procesoch.
- Miestne samosprávy: Predstavitelia miestnych samospráv získajú nové poznatky a osvedčené postupy v oblasti solidarity, udržateľnosti a inklúzie, ktoré môžu implementovať vo svojich komunitách.
- Mladí ľudia a komunitní aktivisti: Projekt poskytne mladým ľuďom a komunitným aktivistom priestor na účasť v medzinárodnom dialógu, zvýšenie povedomia o európskych hodnotách a získanie zručností v občianskej angažovanosti. Umožní im nadviazať siete s rovesníkmi z iných krajín a získať prístup k nástrojom pre efektívne plánovanie a realizáciu miestnych iniciatív, čím posilní ich úlohu ako aktívnych občanov a lídrov vo svojich komunitách.

Zníženie identifikovaného rozdielu a zlepšenie situácie

- Solidarita a európska identita: Aktivity projektu prispievajú k prekonávaniu predsudkov a posilneniu európskeho povedomia tým, že podporia otvorený dialóg a výmenu skúseností medzi občanmi z rôznych krajín.
- Rodová rovnosť: Projekt bude pracovať na znížení rozdielov medzi mužmi a ženami tým, že podporí rovnaké príležitosti a zvýši povedomie o význame rodovej rovnosti. Zmena sa očakáva najmä v postoji k úlohe žien v spoločnosti a v ich zapojení do komunitných aktivít.
- Udržateľnosť: Prezentácia a realizácia konkrétnych environmentálnych iniciatív prispeje k zvýšeniu povedomia a k pozitívnym zmenám v miestnych komunitách v oblasti ochrany životného prostredia a udržateľného rozvoja.

Podpora a pokrok v oblasti rodovej rovnosti a nediskriminácie

Projekt priamo podporuje rodovú rovnosť tým, že vytvára platformu pre diskusiu o úlohe žien v spoločnosti a zdieľa príklady dobrej praxe v tejto oblasti. Zameriava sa na zapojenie žien do všetkých aktivít a podporuje ich účasť v komunitných rozhodovacích procesoch. Tým prispeje k zmene postojov a podporí pokrok v oblasti rovnosti medzi ženami a mužmi v zúčastnených obciach.

Zmena a inovácia

Projekt má ambíciu vyvolať pozitívnu zmenu a inovácie v miestnych komunitách:

- Zmena v postojoch: Prostredníctvom interaktívnych diskusií a vzájomného učenia sa projekt snaží zmeniť postoje k solidarite, rodovej rovnosti a udržateľnosti.
- Inovácie v prístupe: Projekt predstavuje inovatívny prístup tým, že integruje rôzne témy a podporuje ich vzájomné obohacovanie, čo môže viesť k vytváraniu nových, integrovaných riešení na lokálnej úrovni.

Očakávané výsledky diferencované podľa pohlavia, veku a zdravotného postihnutia

- Rodovo citlivé výsledky: Očakáva sa zvýšenie účasti a angažovanosti žien v komunitných aktivitách a zlepšenie v oblasti rodovej rovnováhy v miestnych iniciatívach.
- Vekové skupiny: Projekt bude sledovať zapojenie rôznych vekových skupín, pričom cieľom je dosiahnuť rovnomernú účasť mladých ľudí, dospelých aj seniorov, aby sa podporila medzigeneračná výmena a spolupráca.
- Osoby so zdravotným postihnutím: Projekt je navrhnutý inkluzívne, aby umožnil účasť aj osobám so zdravotným postihnutím, čím prispieva k podpore nediskriminácie a rovnosti príležitostí pre všetkých.

#SIMP-ACT-IAŠ# #@COM-DIS-VIS-CDV@#

3.2 Communication, dissemination and visibility

Communication, dissemination and visibility of funding

Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.

Describe how the visibility of EU funding will be ensured.

Communication and dissemination activities should also contribute to the promotion of gender equality and non-discrimination. Communication materials should use gender inclusive language and positive visual representations. E.g.: when developing videos or leaflets ensure that women and men, in all their diversity, are equally represented in a non-stereotypical fashion and portrayed in active empowered roles. In addition, consider using communication channels that they are accessible to general audience, in particular to persons with disabilities, or people from marginalised groups.

Projekt "Spolu pre Európu: Plán solidarity, rovnosti a udržateľnosti" zahŕňa komplexnú komunikačnú stratégiu s cieľom propagovať aktivity a výsledky projektu a zabezpečiť ich maximálny vplyv. Komunikačné a diseminačné aktivity sú zamerané na informovanie cieľových skupín, relevantných zainteresovaných strán, tvorcov politik a širokej verejnosti.

KOMUNIKAČNÉ A DISEMINAČNÉ AKTIVITY:

Propagácia pred podujatím:

Cieľová skupina: účastníci z partnerských obcí, verejnosť a médiá.

Kanály a formáty: sociálne siete (FB, IG), webové stránky zúčastnených obcí/miest, a informácie do tlačných a online lokálnych a miestnych médií. Vytvorenie online pozvánok, pozvánok vo forme plagátov A2.

Obsah: stručná prezentácia cieľov a významu projektu, predstavenie programu podujatia a pozvanie na účasť.

Šírenie výsledkov počas podujatia:

Cieľová skupina: účastníci podujatia, zástupcovia miestnych samospráv, médiá.

Kanály a formáty: priame zapojenie účastníkov do diskusií a workshopov, živé vysielanie kľúčových momentov na sociálnych sieťach a v regionálnej TV.

Obsah: interaktívne diskusie, výmeny skúseností, vizuálne zobrazenie aktivít (napr. výsadba stromov)/ fotografie a krátke videá z priebehu podujatia.

Šírenie výsledkov po podujatí:

Cieľová skupina: široká verejnosť, tvorcovia politik, organizácie občianskej spoločnosti.

Kanály a formáty: správa o výsledkoch podujatia, článok v miestnych a regionálnych tlačných a online médiách, videá a infografiky zdieľané na profiloch sociálnych sietí a webových stránkach zúčastnených samospráv.

Obsah: hlavné zistenia a závery z diskusií, príklady osvedčených postupov, akčný plán „Spolu pre Európu: Plán solidarity, rovnosti a udržateľnosti“ a príbehy/referencie účastníkov.

Konkrétny dopad v číslach tejto komunikácie bude nasledovný:



Sociálne siete: Na propagáciu projektu sa využijú oficiálne kontá zúčastnených miest a obcí na Facebooku a Instagrame. Napríklad, na Facebooku profily zapojených miest/obcí sleduje: Veľké Ripňany 1400, Behynce – Časť obce Veľké Ripňany 871, Dabrowa 676, dobrovoľní hasiči Pinkafeld 3700, Szanda 1100, Želetice 417, Bajina Bašta 7700 a Prijepolje 12000 občanov. Na Instagrame budú príspevky zdieľané cez profily dobrovoľných hasičov z Pinkafeldu (344 sledovateľov) a mesta Prijepolje (1764 sledovateľov). Každý partner projektu sa bude snažiť osloviť svojich občanov pravidelnými príspevkami, pričom celkový dosah aktívnych sledovateľov vymenovaných profilov na sociálnych sieťach je 29972. 1 príspevok o projekte môže organicky zasiahnuť 5 – 10% z tohto množstva, čo v prípade plánovaných 3 príspevkov bude **7500 – 15000 občanov EÚ**. Za merný budeme považovať najnižší možný dosah.

Tlačené médiá a televízia: Projekt bude komunikovaný najmä prostredníctvom regionálnych novín a to: My Topoľčianske noviny (náklad 3000) a to v jeho troch číslach roku 2025, kde prvé dve budú zamerané na propagáciu aktivít projektu a tretie na prezentáciu jeho výsledkov. Ďalej bude projekt komunikovaný v min. jednom výtlačku a Pardon Topoľčany (náklad 35000). TV Central s dennou sledovanosťou 500 000 divákov bude tiež významným kanálom pre šírenie informácií o projekte, čím sa zabezpečí široký dosah. Z týchto čísiel môže cca 5% zachytiť informáciu o projekte, nakoľko projekt má výrazne lokálny charakter. Takto projekt môže osloviť až **27200 občanov EÚ** v mieste jeho konania, teda na Slovensku.

Webová stránka projektu: Bude vytvorená webová stránka projektu, ktorá nebude samostatná, pôjde o podstránku webovej stránky obce Veľké Ripňany, teda organizátora projektu. Webová stránka podujatia bude slúžiť ako hlavný zdroj informácií o jeho aktivitách, priebehu a jeho výsledkoch. Stránka bude udržiavaná v slovenskom jazyku s prekladom vybraných častí do angličtiny. Odhaduje sa, že stránka osloví približne 20% obyvateľov obce, teda cca 420 občanov EÚ. Stránka podujatia bude prepojená s webovými stránkami ostatných zapojených miest/obcí do projektu, to znamená, že ich webové stránky budú v prípade projektom organizovaného podujatia na ňu odkazovať. To znamená, že jej návštevnosť môže byť 5% z celkového množstva obyvateľov miest/obcí zo zahraničia (31985 podľa SODB 2021), t. j. cca 1600 občanov EÚ. To znamená, že samotná webstránka podujatia môže koordinovaným prístupom partnerov projektu osloviť spolu až **2020 občanov EÚ**.

Tlačené plagáty: Obec Veľké Ripňany za účelom zvýšenia návštevnosti podujatia Spolu pre Európu: Plán solidarity, rovnosti a udržateľnosti (25.-27.09.2025) pripraví plagáty o veľkosti A2, ktoré budú distribuované v obci samotnej a v jeho bezprostrednom okolí. Ich cieľom bude osloviť najmä deti 1. stupňa na miestnej základnej škole a seniorov, teda tých ktorí zvyčajne majú limitovaný prístup k internetu. Konkrétne ich distribuuje a inštaluje v počte cca 10 ks v obci a, 40 plagátov do 10 susedných obcí. Tie môžu mať min. zásah 10% z celkového počtu ich obyvateľov, čo je cca 910 obyvateľov, čo je cca **910 občanov EÚ** (podľa SODB 2021 žilo v okrese Topoľčany na vidieku, resp. v 53 obciach 45628 obyvateľov).

Samotné aktivity projektu (15)/1 veľké podujatie vo Veľkých Ripňanoch (SK): Projekt organizuje 15 aktivít s miestnym dosahom. Tieto sú zamerané na podporu sietí a zvyšovanie povedomia o EÚ. Celkovo sa môže podujatia Spolu pre Európu: Plán solidarity, rovnosti a udržateľnosti zúčastniť min. **470 účastníkov/občanov EÚ, z toho 170 bude pochádzať zo zahraničia, konkrétne z 5 európskych krajín: Česká republika, Maďarsko, Poľsko, Rakúsko a Srbsko**. Pôjde o obyvateľov 3 miest a 3 obcí, pričom mesto z Rakúska je zastúpené svojim spolkom - Mestským hasičským zborom Pinkafeld.

ZVIDITEĽNENIE FINANCOVANIA EÚ:

- Všetky komunikačné materiály, online pozvánky, plagáty, prezentácie, videá a záverečná správa, budú obsahovať logo EÚ a upozornenie na to, že projekt bol financovaný z prostriedkov EÚ.
- Počas otváracieho a záverečného ceremonálu bude zmienka o financovaní EÚ a o dôležitosti európskeho partnerstva pre realizáciu projektu.
- Na webových stránkach a profiloch na sociálnych sieťach (FB a IG) bude jednoznačne uvedené, že projekt bol podporený EÚ, spolu s odkazmi na stránky EÚ programov.

PODPORA RODOVEJ ROVNOSTI A NEDISKRIMINÁCIE:

- Všetky komunikačné materiály budú používať rodovo inkluzívny jazyk a zobrazovať ženy, mužov a ďalšie rodové identity v nestereotypných rolách. Budú prezentované v rôznych kontextoch, ktoré zdôrazňujú ich aktívne zapojenie a prínos.
- Zabezpečí sa, že všetky komunikačné kanály a materiály sú prístupné širokej verejnosti, vrátane osôb so zdravotným postihnutím a ľudí z marginalizovaných skupín. To zahŕňa použitie titulkov vo videách, jasný a jednoduchý jazyk v textoch, a zváženie potreby prekladu do rôznych jazykov.

Tieto komunikačné a diseminačné aktivity zabezpečia, že projekt osloví široké spektrum cieľových skupín a zainteresovaných strán, čím podporí jeho dlhodobý vplyv a prispieva k zviditeľneniu financovania EÚ a

podpore základných hodnôt ako rodová rovnosť a nediskriminácia. **Projekt priamo osloví min. 470 občanov EÚ a ďalších 37630 nepriamo.**

#SCOM-DIS-VIS-CDV\$# #SUS-CON-SC@#

3.3 Sustainability and continuation

Sustainability, long-term impact and continuation

Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained? What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used? Are there any possible synergies/complementarities with other (EU funded) activities that can build on the project results?

NÁSLEDNÉ KROKY PO SKONČENÍ FINANCOVANIA EÚ

Po ukončení projektu a vyčerpaní financovania z EÚ sa plánujú viaceré kroky na zabezpečenie trvalého vplyvu a pokračovania projektu:

- Zdieľanie výsledkov a osvedčených postupov: Výstupy projektu, vrátane získaných poznatkov, najlepších postupov a konkrétnych akčných plánov, budú zdokumentované a zdieľané medzi všetkými partnerskými obcami a mestami. Tieto materiály budú prístupné aj širšej verejnosti a iným európskym komunitám, napríklad prostredníctvom online platformy alebo publikácie.
- Pokračovanie spolupráce medzi partnerskými obcami: Projekt vytvoril základy pre dlhodobú spoluprácu medzi zapojenými obcami a mestami. Plánuje sa pokračovať v týchto partnerských vzťahoch prostredníctvom pravidelných stretnutí, výmeny skúseností a spoločných aktivít zameraných na témy ako solidarita, rodová rovnosť a udržateľnosť.
- Podpora miestnych iniciatív: Účastníci projektu budú povzbudení k realizácii lokálnych iniciatív, ktoré vychádzajú z tém a výsledkov projektu. Miestne samosprávy budú podporovať tieto iniciatívy prostredníctvom poskytovania zdrojov, priestorov a prípadného finančného alebo organizačného zabezpečenia.

ZABEZPEČENIE A UDRŽANIE VPLYVU PROJEKTU

Na udržanie vplyvu projektu budú implementované nasledujúce opatrenia:

- Vytvorenie trvalej siete: Vytvorením trvalej siete partnerských obcí a miest, ktorá bude naďalej fungovať po skončení projektu, sa zabezpečí dlhodobá výmena informácií a spolupráca. Táto sieť bude slúžiť ako platforma pre spoločné projekty, konzultácie a zdieľanie zdrojov.
- Inklúzia projektu do miestnych politík: Výstupy projektu, najmä akčné plány a odporúčania, budú prezentované miestnym samosprávam s cieľom ich začlenenia do miestnych stratégií a politík. Napríklad implementácia opatrení na podporu rodovej rovnosti alebo udržateľného rozvoja môže byť začlenená do dlhodobých plánov rozvoja obcí.
- Vzdelávanie a šírenie informácií: Pokračovanie v šírení informácií a zvyšovaní povedomia o témach projektu prostredníctvom vzdelávacích aktivít, verejných diskusií a mediálnych kampaní. To pomôže udržať záujem komunity a zabezpečiť trvalý dopad.

ČASTI PROJEKTU, KTORÉ BY MALI POKRAČOVAŤ ALEBO BYŤ ZACHOVANÉ

- Medzinárodná spolupráca a výmena skúseností: Pokračovanie v budovaní vzťahov medzi partnerskými obcami prostredníctvom pravidelných stretnutí, výmeny skúseností a spoločných projektov.
- Podpora lokálnych iniciatív: Udržiavanie a rozvoj miestnych projektov, ktoré vzniknú v dôsledku tohto projektu, napríklad iniciatívy zamerané na zlepšenie rodovej rovnosti alebo udržateľnosti v komunitách.
- Vzdelávacie aktivity: Zachovanie a rozvoj vzdelávacích programov zameraných na témy solidarity, rovnosti a udržateľnosti pre občanov a predstaviteľov samospráv.

AKO SA DOSIAHNE TZV. ČIASTKOVÝ FOLLOW-UP PROJEKTU A POTREBNÉ ZDROJE

- Organizačné a finančné zdroje: Pokračovanie v spolupráci medzi obcami bude vyžadovať organizačné úsilie a niektoré finančné prostriedky, napríklad na organizáciu stretnutí a výmeny

skúseností. Tieto zdroje môžu byť získané z miestnych rozpočtov, sponzoringu alebo prostredníctvom ďalších grantov EÚ.

- Lídri a ambasádori projektu: Identifikácia a podpora miestnych lídrov alebo ambasádorov projektu, ktorí budú aktívne pracovať na jeho udržateľnosti a šírení výsledkov v rámci svojich komunít.
- Online platformy a médiá: Využitie online platforiem, sociálnych médií a miestnych médií na šírenie výsledkov a zapojenie širšej komunity do diskusie o témach projektu.

VYUŽITIE VÝSLEDKOV

Výsledky projektu, vrátane osvedčených postupov a odporúčaní, budú použité na vytvorenie **vzdelávacích materiálov a príručiek**, ktoré môžu slúžiť ako zdroje pre ďalšie komunity, školy a organizácie v EÚ.

Skúsenosti a poznatky získané počas projektu budú použité ako **inšpirácia pre ďalšie iniciatívy a projekty** zamerané na posilnenie európskej solidarity, rodovej rovnosti a udržateľného rozvoja.

MOŽNÉ SYNERGIE S INÝMI AKTIVITAMI FINANCOVANÝMI EÚ

Projekt má potenciál vytvoriť synergie s inými aktivitami a programami financovanými EÚ, ako sú:

- Erasmus+ programy: Výsledky projektu môžu byť využité na rozvoj medzinárodných výmenných programov pre študentov a mládež, ktoré sa zameriavajú na témy solidarity a európskeho občianstva.
- Program LIFE: Skúsenosti s environmentálnymi iniciatívami v rámci projektu môžu byť začlenené do projektov zameraných na ochranu prírody a udržateľný rozvoj, financovaných programom LIFE.
- Horizont Európa: Výsledky projektu môžu byť využité v kontexte výskumných projektov, ktoré sa zaoberajú otázkami sociálnej súdržnosti, rovnosti a udržateľného rozvoja.

Týmto spôsobom projekt zabezpečí, že jeho vplyv bude pretrvávať aj po skončení financovania EÚ a bude slúžiť ako základ pre ďalšie iniciatívy a projekty v Európe.

#SSUS-CON-SCS#

#@WRK-PLA-WP@#

4. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

4.1 Work plan

Work plan

Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).

Pracovný plán projektu “Spolu pre Európu: Plán solidarity, rovnosti a udržateľnosti” je štruktúrovaný do jedného komplexného pracovného balíka, ktorý je rozdelený do niekoľkých 9 úloh (Tasks) a následných 9 míľnikov (Milestones) a 12 výstupov (Deliverables). Tento pracovný balík pokrýva celé trvanie projektu, od M1 po M11.

Work Package 1: SEPSRU pokrýva všetky úlohy súvisiace s organizáciou podujatí, odborných diskusií, kultúrnych aktivít, rodovú analýzu a jej integráciu do aktivít projektu a zabezpečuje komunikáciu projektu a šírenie jeho výsledkov. V tomto pracovnom balíku sú všetky aktivity a úlohy prepojené s cieľom posilniť medzinárodnú spoluprácu a zapojenie občanov do diskusií o budúcnosti Európy.

4.2 Work packages, activities, resources and timing

WORK PACKAGES

Work packages

This section concerns a detailed description of the project activities.

*Group your activities into work packages. **A work package means a major sub-division of the project.** For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.*

Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.

For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name). For prefixed Lump Sum Grants, each event should be one work package.

Work packages covering financial support to third parties (⚠ only allowed if authorised in the Call document) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).

⚠ Please limit the number of work packages and reduce the number of deliverables (max 10 to 15 for the entire project). (n/a for prefixed Lump Sum Grants).

⚠ Enter each activity/milestone/output/outcome/deliverable only once (under one work package).

 Ensure consistence with the detailed budget table/calculator (if applicable). (n/a for prefixed Lump Sum Grants)

Objectives

List the specific objectives to which the work package is linked.

Activities and division of work (WP description)

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.

Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating **in bold** the task leader.

Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

Note:

In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of the work package.

The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted (see Model Grant Agreement).

If there is subcontracting, please also complete the table below.

Milestones and deliverables (outputs/outcomes)

Milestones are control points in the project that help to chart progress (e.g. completion of a key deliverable allowing the next phase of the work to begin). Use them only for major outputs in complex projects, otherwise leave the section empty. Please limit the number of milestones by work package.

Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items or internal working papers, meeting minutes, etc. Limit the number of deliverables (and their data volume) to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open ( automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#). For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.

Work Package 1

Work Package 1: SEPSRU					
Duration:		M1 – M11	Lead Beneficiary:		Obec Velké Ripňany
Objectives					
▪ Posilnenie európskej solidarity a identity ▪ Podpora rodovej rovnosti a úlohy žien v spoločnosti ▪ Podpora udržateľného rozvoja a ochrany životného prostredia ▪ Zapojenie mladých ľudí a komunitných aktivistov ▪ Vytváranie trvalých sietí a spolupráce ▪ Komunikácia projektu a šírenie jeho výsledkov ▪ Zabezpečenie etiky a bezpečnosti projektu ▪ Celkové riadenie projektu, riadenie rizík a kontroly					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1	Príprava a plánovanie podujatia	• Vytvorenie detailného harmonogramu podujatia vrátane všetkých workshopov, diskusií a kultúrnych aktivít. • Koordinácia s partnermi a facilitátormi na príprave prezentácií a workshopov. • Zabezpečenie logistických aspektov podujatia, ako je ubytovanie, stravovanie, preprava a vybavenie.	Obec Velké Ripňany (SK) Obec Želetice (ČR) Mesto Prijepolje (RS) Mestský hasičský zbor Pinkafeld (AT) Obec Szanda (HU) Mesto Bajina Bašta (RS) Vidiecka samospráva Dabrowa (PL)	BEN AP AP AP AP AP AP	No
T1.2	Organizácia a realizácia odbornej časti podujatia: diskusií (2x), workshopov (3x) a občianskeho dialógu (1)	• Organizácia tematických diskusií a workshopov zameraných na solidaritu, rodovú rovnosť a udržateľnosť. • Zapojenie skúsených facilitátorov na vedenie diskusií a zabezpečenie	Obec Velké Ripňany (SK) Obec Želetice (ČR) Mesto Prijepolje (RS)	BEN AP AP	No

		inkluzívneho prostredia pre všetkých účastníkov. Zber a zaznamenávanie poznatkov a osvedčených postupov v rámci aktivít.	Mestský hasičský zbor Pinkafeld (AT) Obec Szanda (HU) Mesto Bajina Bašta (RS) Vidiecka samospráva Dabrowa (PL)	AP AP AP AP	
T1.3	Organizácia kultúrnej zložky podujatia (4 kultúrne výmeny a 2 prezentácie)	- Koordinácia a realizácia 4 kultúrnych výmen medzi účastníkmi, vrátane prezentácií kultúrneho dedičstva z rôznych krajín. - Zabezpečenie 2 prezentácií miestnych tradícií a remesiel s cieľom podporiť vzájomné pochopenie a zdieľanie kultúrnych hodnôt.	Obec Veľké Ripňany (SK) Obec Želetice (ČR) Mesto Prijepolje (RS) Mestský hasičský zbor Pinkafeld (AT) Obec Szanda (HU) Mesto Bajina Bašta (RS) Vidiecka samospráva Dabrowa (PL)	BEN AP AP AP AP AP AP	No
T1.4	Organizácia symbolickej aktivity a ceremoniálov projektu	- Príprava a realizácia symbolickej aktivity, ako je výsadba „Európskeho priateľstva“, na posilnenie solidarity a spolupráce medzi obcami. - Organizácia otváracieho a záverečného ceremoniálu, vrátane udelenia certifikátov o účasti a poďakovania účastníkom.	Obec Veľké Ripňany (SK) Obec Želetice (ČR) Mesto Prijepolje (RS) Mestský hasičský zbor Pinkafeld (AT) Obec Szanda (HU) Mesto Bajina Bašta (RS) Vidiecka samospráva Dabrowa (PL)	BEN AP AP AP AP AP AP	No
T1.5	Rodová analýza a integrácia rodového hľadiska	- Realizácia rodovej analýzy pred a počas podujatia na posúdenie potrieb a úrovne zapojenia žien, mužov a iných rodových identít (prostredníctvom dotazníkov zaslaných min. zahraničným účastníkom pred a po), - Monitorovanie účasti a príspevkov účastníkov podľa pohlavia, aby sa zabezpečila rovnováha a rovnaké príležitosti na zapojenie (prezenčné listiny) - Identifikácia a riešenie prípadných rodových nerovností alebo zaujatostí počas aktivít a diskusií (odstraňovanie	Obec Veľké Ripňany (SK) Obec Želetice (ČR) Mesto Prijepolje (RS) Mestský hasičský zbor Pinkafeld (AT) Obec Szanda (HU) Mesto Bajina Bašta (RS) Vidiecka samospráva Dabrowa (PL)	BEN AP AP AP AP AP AP	No

		bariér napr. pre mamičky s deťmi v kočíkoch)			
T1.6	Komunikácia, propagácia a šírenie výsledkov projektu	• Vypracovanie a implementácia komunikačnej stratégie na zvýšenie informovanosti o podujatí. • Vytváranie a zdieľanie obsahu prostredníctvom sociálnych médií, webových stránok a miestnych médií. • Dokumentácia, šírenie výsledkov a záverov z podujatia medzi širšou verejnosťou, vrátane zdieľania osvedčených postupov s ďalšími samospravami a organizáciami. • Podpora ďalšej komunikácie a spolupráce medzi partnerskými obcami po skončení podujatia a plánovanie následných aktivít na podporu existujúcej siete/partnerstva.	Obec Veľké Ripňany (SK) Obec Želetice (ČR) Mesto Prijepolje (RS) Mestský hasičský zbor Pinkafeld (AT) Obec Szanda (HU) Mesto Bajina Bašta (RS) Vidiecka samospráva Dabrowa (PL)	BEN AP AP AP AP AP AP	No
T1.7	Zabezpečenie etiky, bezpečnosti a ochrany údajov	• Zavedenie opatrení na ochranu osobných údajov účastníkov v súlade s GDPR. • Zabezpečenie ochrany a rešpektovania práv detí, ak sú súčasťou podujatia. • Poskytovanie informácií účastníkom o ich právach a zabezpečenie bezpečného prostredia pre všetkých.	Obec Veľké Ripňany (SK) Obec Želetice (ČR) Mesto Prijepolje (RS) Mestský hasičský zbor Pinkafeld (AT) Obec Szanda (HU) Mesto Bajina Bašta (RS) Vidiecka samospráva Dabrowa (PL)	BEN AP AP AP AP AP AP	No
T1.8	Riadenie projektu a koordinácia s partnermi	• Koordinácia a komunikácia: Pravidelná komunikácia a koordinácia s partnerskými obcami a mestami. • Riadenie rizík: Identifikácia potenciálnych rizík spojených s podujatím a vypracovanie plánov na ich riešenie. Rýchle reagovanie na nepredvídané situácie a prijímanie opatrení na ich zmiernenie. • Monitorovanie: Monitorovanie priebehu podujatia a riešenie akýchkoľvek vzniknutých problémov.	Obec Veľké Ripňany (SK) Obec Želetice (ČR) Mesto Prijepolje (RS) Mestský hasičský zbor Pinkafeld (AT) Obec Szanda (HU) Mesto Bajina Bašta (RS) Vidiecka samospráva Dabrowa (PL)	BEN AP AP AP AP AP AP	No

		Kontrola kvality: Zabezpečenie hladkého priebehu podujatia v súlade s plánom a zabezpečenie kvality aktivít.				
T1.9	Hodnotenie projektu a spätná väzba	- Zber okamžitej spätnej väzby od účastníkov počas a po skončení podujatia. - Vyhodnotenie úspešnosti podujatia na základe stanovených ukazovateľov a cieľov, vrátane rodového hľadiska. - Vypracovanie záverečnej správy obsahujúcej výsledky, osvedčené postupy a odporúčania pre budúce aktivity.	Obec Veľké Ripňany (SK) Obec Želetice (ČR) Mesto Prijepolje (RS) Mestský hasičský zbor Pinkafeld (AT) Obec Szanda (HU) Mesto Bajina Bašta (RS) Vidiecka samospráva Dabrowa (PL)	BEN AP AP AP AP AP AP	No	
Milestones and deliverables (outputs/outcomes)						
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS1	Harmonogram podujatia	1	Obec Veľké Ripňany (SK)	Ukončenie prípravnej fázy projektu (T1.1). Výstupom tohto míľniku je dokument - kompletný harmonogram s podrobným rozpisom všetkých aktivít, workshopov a kultúrnych výmen. Tento bude elektronický, bude distribuovaný v anglickom jazyku, v prípade potreby budú vyhotovené potrebné jazykové mutácie, približný počet strán: min. 2, odhadovaný počet kópií/jazykových mutácií: max. 7 (len v prípade potreby)	M8	Pozvánka: elektronická formou emailu, jazyk: angličtina, zápisy z jednotlivých stretnutí (min. 10), samotný dokument Harmonogram podujatia vo Veľkých Ripňanoch (min. 2 strany).
MS2	Oficiálne otvorenie programu	1	Obec Veľké Ripňany (SK)	Zahájenie 3-dňového stretnutia občanov partnerských samospráv obce Veľké Ripňany na Slovensku. Zabezpečenie účasti primátorov/starostov, prípadne ich zástupcov a zabezpečenie ich 10–minútovej prezentácie o ich obci/meste, jej/jeho pokroku od posledného stretnutia. Zabezpečenia účasti novinárov, najmä z radov lokálnych a	M10	pozdvanica vrátane programu: elektronická a vo forme plagátov na celé podujatie, prezenčná listina podpísaná min. 170 zahraničnými účastníkmi, dotazník spätnej väzby, fotografie, videozáznam,

				regionálnych médií. Zabezpečenie účasti publika z radov občanov Veľkých Ripňan a Behyniec a zahraničných PP. Cieľová skupina sú: zástupcovia médií, zástupcovia samospráv zúčastnených miest a obcí, ich občania. Predpokladaný počet účastníkov: 6 (za médiá), trvanie podujatia: 1,5 hodiny, 7 prezentácií,		záverečná správa projektu pre EACEA
MS3	Občiansky dialóg „Solidarita a Európa“	1	Obec Veľké Ripňany (SK)	Vrchol odbornej časti podujatia a zároveň vrchol podujatia, čo sa týka témy solidarita. Ide o kľúčovú tému hlavného projektového výstupu akčného plánu Spolu pre Európu. formát: in-site, jazyk podujatia: slovenský s tlmočením do angličtiny (v prípade potreby identifikovanej vopred aj do iných jazykov a posunkovej reči), cieľová skupina: občania Veľkých Ripňan a okolia, Dabrowa, Želetíc, Prijepolja, Bajinej Bašty, Pinkafeldu a Szandy, predpokladaný počet zahraničných účastníkov: 170, trvanie podujatia: 1.5 hodiny.	M10	pozdávka vrátane programu: elektronická a vo forme plagátov na celé podujatie, prezenčná listina podpísaná min. 170 zahraničnými účastníkmi, dotazník spätnej väzby, pre-a post-testy na vyhodnotenie zmeny vo vnímaní rodovej rovnosti a európskej solidarity, fotografie, videozáznam, skeny prác jednotlivých skupín na flipchartových papieroch a záverečná správa projektu pre EACEA
MS4	Workshop „Úloha žien v európskej spoločnosti“	1	Obec Veľké Ripňany (SK)	Vrchol podujatia, čo sa týka témy rodová rovnosť. Ide o kľúčovú tému hlavného projektového výstupu akčného plánu Spolu pre Európu. formát: in-site, jazyk podujatia: slovenský s tlmočením do angličtiny (v prípade potreby identifikovanej vopred aj do iných jazykov a posunkovej reči), cieľová skupina: občania Veľkých Ripňan a okolia, Dabrowa, Želetíc, Prijepolja, Bajinej Bašty, Pinkafeldu	M10	pozdávka vrátane programu: elektronická a vo forme plagátov na celé podujatie, prezenčná listina podpísaná min. 170 zahraničnými účastníkmi, dotazník spätnej väzby, pre-a post-testy na vyhodnotenie zmeny vo vnímaní rodovej rovnosti

				a Szandy, predpokladaný počet zahraničných účastníkov: 170, trvanie podujatia: 2 hodiny.		a európskej solidarity, fotografie, videozáznam, skeny prác jednotlivých skupín na flipchartových papieroch a záverečná správa projektu pre EACEA
MS5	Diskusia „Environmentálne výzvy pre samosprávy a udržateľný rozvoj“	1	Obec Veľké Ripňany (SK)	Vrchol podujatia, čo sa týka témy udržateľnosť vrátane ochrany životného prostredia. Ide o kľúčovú tému hlavného projektového výstupu akčného plánu Spolu pre Európu. formát: in-site, jazyk podujatia: slovenský s tlmočením do angličtiny (v prípade potreby identifikovanej vopred aj do iných jazykov a posunkovej reči), cieľová skupina: občania Veľkých Ripňan a okolia, Dabrowa, Żeletc, Prijepolja, Bajinej Bašty, Pinkafeldu a Szandy, predpokladaný počet zahraničných účastníkov: 170, trvanie podujatia: 1.5 hodiny.	M10	pozvánka vrátane programu: elektronická a vo forme plagátov na celé podujatie, prezenčná listina podpísaná min. 170 zahraničnými účastníkmi, dotazník spätnej väzby, fotografie, videozáznam, záverečná správa projektu pre EACEA
MS6	Symbolická výsadba stromov Európskeho priateľstva	1	Obec Veľké Ripňany (SK)	Vrchol projektu v podobe spoločného zasadenia 7 stromov (7 projektovými partnermi) v miestnom parku. Trvalý odkaz projektu a jeho hlavných tém, predovšetkým solidarity. formát: in-site, jazyk podujatia: slovenský s tlmočením do angličtiny (v prípade potreby identifikovanej vopred aj do iných jazykov a posunkovej reči), cieľová skupina sú: zástupcovia samospráv zúčastnených miest a obcí, ich občania, zástupcovia médií. Predpokladaný počet účastníkov: 30, trvanie podujatia: 1,5 hodiny.	M10	pozvánka vrátane programu: elektronická a vo forme plagátov na celé podujatie, prezenčná listina podpísaná min. 170 zahraničnými účastníkmi, fotografie, videozáznam, záverečná správa projektu pre EACEA

MS7	Kultúrny program 2. dňa	1	Obec Veľké Ripňany (SK)	Vrchol kultúrnej časti programu. formát: in-site, jazyk podujatia: slovenský s tlmočením do angličtiny (v prípade potreby identifikovanej vopred aj do iných jazykov a posunkovej reči), cieľová skupina: občania Veľkých Ripňan a okolia, Dabrowa, Želetíc, Prijepolja, Bajinej Bašty, Pinkafeldu a Szandy, predpokladaný počet zahraničných účastníkov: 170, trvanie podujatia: 4 hodiny.	M10	pozdávka vrátane programu: elektronická a vo forme plagátov na celé podujatie, prezenčná listina podpísaná min. 170 zahraničnými účastníkmi, fotografie, videozáznam, záverečná správa projektu pre EACEA,
MS8	Vypracovanie spoločného akčného plánu „Spolu pre Európu: Plán solidarity, rovnosti a udržateľnosti“ (workshop)	1	Obec Veľké Ripňany (SK)	Vrchol pracovnej časti, čo sa týka zabezpečenia podkladov pre vypracovanie akčného plánu Spoločne pre Európu. Tu sa dajú dokopy všetky tri témy akčného plánu a zároveň sa tu zosumarizuje všetok odborný program celého 3-dňového stretnutia partnerských samospráv obce Veľké Ripňany na Slovensku. formát: in-site, jazyk podujatia: slovenský s tlmočením do angličtiny (v prípade potreby identifikovanej vopred aj do iných jazykov a posunkovej reči), cieľová skupina: občania Veľkých Ripňan a okolia, Dabrowa, Želetíc, Prijepolja, Bajinej Bašty, Pinkafeldu a Szandy, predpokladaný počet zahraničných účastníkov: 170, trvanie podujatia: 1,25 hodiny.	M10	pozdávka vrátane programu: elektronická a vo forme plagátov na celé podujatie, prezenčná listina podpísaná min. 170 zahraničnými účastníkmi, dotazník spätnej väzby, pre- a post-testy na vyhodnotenie zmeny vo vnímaní rodovej rovnosti a európskej solidarity, fotografie, videozáznam, skeny prác jednotlivých skupín na flipchartových papieroch a záverečná správa projektu pre EACEA
MS9	Ukončenie programu – odovzdávanie certifikátov o účasti a	1	Obec Veľké Ripňany (SK)	Zabezpečenie účasti primátorov/starostov, prípadne ich zástupcov a odovzdanie certifikátu o účasti každému z nich (7). Zabezpečenie účasti publika z radov	M10	pozdávka vrátane programu: elektronická a vo forme plagátov na celé podujatie, prezenčná listina

	poďakovanie účastníkom podujatia za ich aktívnu účasť			občanov Veľkých Ripňan a Behyniec a zahraničných PP. formát: in-site, jazyk podujatia: slovenský s tlmočením do angličtiny (v prípade potreby identifikovanej vopred aj do iných jazykov a posunkovej rečí), cieľová skupina: občania Veľkých Ripňan a okolia, Dabrowa, Želetíc, Prijepolja, Bajinej Bašty, Pinkafeldu a Szandy, predpokladaný počet zahraničných účastníkov: 170, trvanie podujatia: 0,5 hodiny.			podpísaná min. 170 zahraničnými účastníkmi, fotografie, videozáznam, záverečná správa projektu pre EACEA, skeny 7 certifikátov (v 6 jazykových mutáciách: slovenčina, čeština, poľština, nemčina, slovinčina, maďarčina a srbčina)
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1	Komunikačný plán	1	Obec Velké Ripňany (SK)	[R — Document]	[SEN — Sensitive]	M6	formát: elektronický, jazyky: slovenský a anglický, približný počet strán: min. 3, odhadovaný počet kópií mutácií: 0
D1.2	Prezentácia pokroku, vývoja na stretnutí zúčastnených obcí/miest a spolku v rámci programového vstupu Oficiálne otvorenie programu	1	Obec Velké Ripňany (SK)	[R — presentations]	[PU — Public]	M10	formát: in-site, jazyk podujatia: slovenský s tlmočením do angličtiny (v prípade potreby identifikovanej vopred aj do iných jazykov a posunkovej rečí), pozvánka vrátane programu: elektronická a vo forme plagátov na celé podujatie, podpísaná prezenčná listina, občania Veľkých Ripňan a okolia, Dabrowa, Želetíc, Prijepolja, Bajinej Bašty,

							Pinkafeldu a Szandy, predpokladaný počet zahraničných účastníkov: 170, trvanie podujatia: 1,5 hodiny, správa z podujatia/hodnotiaca správa: v rámci záverečnej správy projektu pre EACEA, 7 prezentácií, fotografie, videozáznam.
D1.3	Prezentačné stánky na stretnutí zúčastnených samospráv/spolku na tému Solidarita v rámci programového vstupu Občiansky dialóg „Solidarita a Európa“	1	Obec Velké Ripňany (SK)	[R — presentations]	[PU — Public]	M10	formát: in-site, jazyk podujatia: slovenský s tlmočením do angličtiny (v prípade potreby identifikovanej vopred aj do iných jazykov a posunkovej reči), pozvánka vrátane programu: elektronická a vo forme plagátov na celé podujatie, podpísaná prezenčná listina, občania Veľkých Ripňan a okolia, Dabrowa, Želetíc, Přijepolja, Bajinej Bašty, Pinkafeldu a Szandy, predpokladaný počet zahraničných účastníkov: 170, trvanie podujatia: 1,5 hodiny, správa z podujatia/hodnotiaca správa: v rámci záverečnej správy projektu pre EACEA, fotografie, videozáznam.

D1.4	Vystúpenie folklórneho súboru Ripín z Veľkých Ripňan (SK) – súčasť večerného kultúrneho programu 1. dňa	1	Obec Velké Ripňany (SK)	[DEC —pictures and videos]	[PU — Public]	M10	formát: in-site, jazyk podujatia: slovenský s tlmočením do angličtiny (v prípade potreby identifikovanej vopred aj do iných jazykov a posunkovej reči), pozvánka vrátane programu: elektronická a vo forme plagátov na celé podujatie, podpísaná prezenčná listina, občania Veľkých Ripňan a okolia, Dabrowa, Želetíc, Prijepolja, Bajinej Bašty, Pinkafeldu a Szandy, predpokladaný počet zahraničných účastníkov: 170, trvanie podujatia: 0,5 hodiny, správa z podujatia/hodnotiaca správa: v rámci záverečnej správy projektu pre EACEA, fotografie, videozáznam.
D1.5	Vystúpenie občianskeho združenia Želetické ženy (CZ) – súčasť večerného kultúrneho programu 1. dňa	1	Obec Velké Ripňany (SK)	[DEC —pictures and videos]	[PU — Public]	M10	formát: in-site, jazyk podujatia: slovenský s tlmočením do angličtiny (v prípade potreby identifikovanej vopred aj do iných jazykov a posunkovej reči), pozvánka vrátane programu: elektronická a vo forme plagátov na celé podujatie, podpísaná prezenčná listina, občania Veľkých Ripňan a okolia,

							Dabrowa, Żeletić, Prijepolja, Bajinej Bašty, Pinkafeldu a Szandy, predpokladaný počet zahraničných účastníkov: 170, trvanie podujatia: 0,5 hodiny, správa z podujatia/hodnotiaca správa: v rámci záverečnej správy projektu pre EACEA, fotografie, videozáznam.
D1.6	Vystúpenie Spolku na zachovanie tradícií Dudások (Szanda, HU) – súčasť večerného kultúrneho programu 1. dňa	1	Obec Velké Ripňany (SK)	[DEC —pictures and videos]	[PU — Public]	M10	formát: in-site, jazyk podujatia: slovenský s tlmočením do angličtiny (v prípade potreby identifikovanej vopred aj do iných jazykov a posunkovej reči), pozvánka vrátane programu: elektronická a vo forme plagátov na celé podujatie, podpísaná prezenčná listina, občania Veľkých Ripňan a okolia, Dabrowa, Żeletić, Prijepolja, Bajinej Bašty, Pinkafeldu a Szandy, predpokladaný počet zahraničných účastníkov: 170, trvanie podujatia: 2 hodiny, správa z podujatia/hodnotiaca správa: v rámci záverečnej správy projektu pre EACEA, fotografie, videozáznam.

D1.7	Networking pri Dychovke Ripňančanke	1	Obec Veľké Ripňany (SK)	[DEC —pictures and videos]	[PU — Public]	M10	formát: in-site, jazyk podujatia: slovenský s tlmočením do angličtiny (v prípade potreby identifikovanej vopred aj do iných jazykov a posunkovej reči), pozvánka vrátane programu: elektronická a vo forme plagátov na celé podujatie, podpísaná prezenčná listina, občania Veľkých Ripňan a okolia, Dabrowa, Želetíc, Prijepolja, Bajinej Bašty, Pinkafeldu a Szandy, predpokladaný počet zahraničných účastníkov: 170, trvanie podujatia: 2 hodiny, správa z podujatia/hodnotiaca správa: v rámci záverečnej správy projektu pre EACEA, fotografie, videozáznam.
D1.8	Workshop „Budúcnosť Európy“ (spracovnaie záverov z diskusií)	1	Obec Veľké Ripňany (SK)	[DATA — <i>data</i> set]	[PU — Public]	M10	formát: in-site, jazyk podujatia: slovenský s tlmočením do angličtiny (v prípade potreby identifikovanej vopred aj do iných jazykov a posunkovej reči), pozvánka vrátane programu: elektronická a vo forme plagátov na celé podujatie, podpísaná prezenčná listina, občania Veľkých Ripňan a okolia,

							Dabrowa, Żeletić, Prijepolje, Bajinej Bašty, Pinkafeldu a Szandy, predpokladaný počet zahraničných účastníkov: 170, trvanie podujatia: 2 hodiny, správa z podujatia/hodnotiaca správa: v rámci záverečnej správy projektu pre EACEA, dotazník spätnej väzby, fotografie, videozáznam, skeny prác jednotlivých skupín na flipchartových papieroch.
D1.9	Akčný plán „Spolu pre Európu: Plán solidarity, rovnosti a udržateľnosti“	1	Obec Velké Ripňany (SK)	[R — Document]	[PU — Public]	M11	formát: elektronický aj tlačný, jazykové mutácie: 7 (slovensky, česky, maďarsky, poľsky, srbsky, nemecky a anglicky), približný počet strán: 6, odhadovaný počet kópií publikácií: 140 (do každého zúčastneného mesta/obce 20 ks)
D1.10	Záverečná správa podujatia	1	Obec Velké Ripňany (SK)	[DEC —report submitted on the EU F&T portal, including the necessary annexes]	[SEN — Sensitive]	M11	formát: elektronický, jazyk: anglicky, približný počet strán: min. 10, odhadovaný počet kópií: 2 (podaná správa a skrátená verzia na zverejnenie na webových stránkach všetkých PP)

D1.11	Min. 5 výstupov v lokálnych a regionálnych médiách o projekte/výsledkoch projektu	1	Obec Veľké Ripňany (SK)	[DATA — <i>data</i> set]	[PU — Public]	M10	formát: elektronický, (v prípade tlačeneho výstupu/výstrižku bude tento prevedený do elektronickej formy skenovaním), jazyk: prevažne slovenský, avšak môže byť i maďarský, srbský, český, nemecký a poľský. Pôjde min. o 5 súborov, pričom 1 môže mať viac strán
D1.12	Stretnutie občanov partnerských obcí a miest obce Veľké Ripňany vo Veľkých Ripňanoch na Slovensku (25.-27.09.2025)	1	Obec Veľké Ripňany (SK)	DATA — <i>data</i> set	[PU — Public]	M11	formát: in-site, jazyk podujatia: slovenský s tlmočením do angličtiny (v prípade potreby identifikovanej vopred aj do iných jazykov a posunkovej reči), pozvánka: elektronická, program - elektronický, pozvánka a program aj vo forme plagátu (tlačená forma) distribuovaného v okolí obce Veľké Ripňany, podpísaná prezenčná listina, cieľová skupina: občania Veľkých Ripňan a okolia a PP, predpokladaný počet zahraničných účastníkov: 170, trvanie podujatia: 3dni, správa z podujatia/hodnotiaca správa: záverečná správa projektu pre EACEA, balík zápisov z koordinačných porád, poznámok z odborných

							aktivít projektu a skeny flipchartových zýpisov, prezentácie, fotografie, dotazník spätnej väzby, pre-a post-testy na vyhodnotenie zmeny vo vnímaní rodovej rovnosti a európskej solidarity
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Estimated budget — Resources														
Participant	Costs <i>(n/a for Lump Sum Grants)</i>													
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accommodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties		E. Indirect costs	Total costs
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants	X EUR	X EUR	X EUR
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X prizes	X EUR	X EUR	X EUR
Total	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants X prizes	X EUR	X EUR	X EUR

For Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; see [Portal Reference Documents](#))

Work Package ...

To insert work packages, copy WP1 as many times as necessary.

Staff effort (n/a for Lump Sum Grants)

Staff effort per work package

Fill in the summary on work package information and effort per work package. Make sure the figures are consistent with the section estimated budget from each work package (if applicable). There is no automatic reconciliation function across the different tables within this document.

Work Package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Start Month	End Month	Person-Months
1						
					Total Person-Months	

Staff effort per participant

Fill in the effort per work package and Beneficiary/Affiliated Entity.

Please indicate the number of person/months over the whole duration of the planned work. Make sure the figures are consistent with the section estimated budget from each work package (if applicable). There is no automatic reconciliation function across the different tables within this document.

Identify the work-package leader for each work package by showing the relevant person/month figure in **bold**.

Participant	WP1	WP2	WP...	Total Person-Months
[name]				
[name]				

Total Person-Months				
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Subcontracting (n/a for prefixed Lump Sum Grants)

Subcontracting

Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).
Subcontracting — Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.
Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.
Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks). Make sure that subcontractors are aware of the principles of gender mainstreaming and non-discrimination mainstreaming.

Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					

Other issues:
If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.

Insert text

Timetable

Timetable (projects up to 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.
Note: Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.

ACTIVITY	MONTHS																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Task 1.1 - Príprava a plánovanie podujatia																								
Task 1.2 - Organizácia a realizácia odbornej časti podujatia																								
Task 1.3 - Organizácia kultúrnej zložky podujatia																								
Task 1.4 - Organizácia symbolickej aktivity a ceremoniálov projektu																								
Task 1.5 - Rodová analýza a integrácia rodového hľadiska																								
Task 1.6 - Komunikácia, propagácia a šírenie výsledkov projektu																								
Task 1.7 - Zabezpečenie etiky, bezpečnosti a ochrany údajov																								
Task 1.8 - Riadenie projektu a koordinácia s partnermi																								
Task 1.9 - Hodnotenie projektu a spätná väzba																								

Timetable (projects of more than 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: Use actual calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.

ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Task 1.1 - ...																								
Task ...																								

#SWRK-PLA-WPS#

#@ETH-ICS-EI@#

5. OTHER

5.1 Ethics and EU values

Ethics and EU values

Describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them.

Describe how you will ensure gender and non-discrimination mainstreaming in the project cycle. This means integrating gender equality and non-discrimination considerations in the design, implementation, monitoring and evaluation of project activities. Projects activities should be pro-active and contribute to the equal empowerment of women and men, girls and boys, in all their diversity, and ensure that they achieve their full potential, enjoy the same rights and opportunities. Gender and non-discrimination mainstreaming are a key mechanism for achieving gender equality and combating multiple and intersecting discrimination. In the delivery of project activities gender mainstreaming shall be ensured by systematically monitoring access, participation, and benefits among different genders, and by incorporating remedial action that redresses any gender inequalities and discriminatory effects in implementation of planned activities. The activities shall also seek to reduce levels of discrimination suffered by particular groups (as well as those at risk of multiple discrimination) and to improve equality outcomes for individuals.

If your project has a direct or indirect impact on children and their rights, indicate it clearly here. Make sure that your project is based on a child rights approach, i.e. that all the rights of the EU Charter of Fundamental Rights and the United Nations Convention on the Rights of the Child (UNCRC) and the Optional protocols, are promoted, respected, protected and fulfilled. The project should address children as rights holders and should ensure their participation in the design and implementation of the project. If you will have direct contacts with children you will have to provide a child protection policies in line with the [Keeping Children Safe Child Safeguarding Standards](#).

Explain how you intend to address privacy/data protection issues related to data collection, analysis and dissemination.

Outline measures to be taken and the policies in place to guarantee full compliance with the EU values mentioned in Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights.

MOŽNÉ ETICKÉ PROBLÉMY A OPATRENIA NA ICH RIEŠENIE

Rodová citlivosť a diverzita názorov: Keďže projekt zahŕňa diskusie na citlivé témy, ako je rodová rovnosť, existuje riziko vzniku napätia alebo nesúhlasu, najmä v komunitách, kde sú konzervatívne hodnoty silne zakorenené. Na riešenie tohto problému bude projekt využívať skúsených facilitátorov, ktorí budú viesť diskusie s rešpektom k rôznym názorom a zabezpečia inkluzívne a bezpečné prostredie pre všetkých účastníkov. Témy budú prezentované citlivo, s dôrazom na rešpektovanie miestnych kultúr a tradícií, pričom sa bude zdôrazňovať pozitívny prínos rovnosti pre celú spoločnosť.

Nediskriminácia: Projekt bude zabezpečovať, že všetky aktivity budú inkluzívne a prístupné pre všetkých bez ohľadu na pohlavie, vek, etnický pôvod, zdravotné postihnutie, náboženské presvedčenie alebo iný status. Pri realizácii projektu budú zavedené opatrenia na odstránenie akejkoľvek formy diskriminácie a podporu rovnakých príležitostí pre všetkých účastníkov.

Zachovanie súkromia a ochrana údajov: Projekt bude zbierať údaje o účastníkoch (napr. pre účely hodnotenia a monitorovania) v súlade s platnými predpismi o ochrane osobných údajov. Účastníci budú informovaní o tom, aké údaje budú zhromažďované, ako budú použité a uchovávané, a bude im poskytnutá možnosť súhlasiť s ich spracovaním. Osobné údaje budú anonymizované a použité len pre účely projektu, pričom budú prijaté opatrenia na zabezpečenie ich bezpečného uchovania.

UPLATŇOVANIE RODOVÉHO HL'ADISKA A NEDISKRIMINÁCIE

- bude zabezpečené začlenením rodového hľadiska do všetkých fáz projektu:
 - o **Návrh a plánovanie:** Pri navrhovaní a plánovaní projektu (po jeho schválení) boli/budú zohľadnené rodové otázky s cieľom zabezpečiť rovnakú účasť a zastúpenie žien aj mužov vo všetkých aktivitách. Cieľom tohto je dosiahnuť minimálne 50% zastúpenie žien medzi účastníkmi podujatia, facilitátormi, účastníkmi diskusných panelov a workshopov.
 - o **Realizácia:** Počas realizácie budú facilitátori aktívne podporovať účasť žien, mužov a rôznych sociálnych skupín. Diskusie budú vedené tak, aby všetci účastníci mali príležitosť vyjadriť svoje názory a skúsenosti. V prípade identifikácie nerovností alebo diskriminačných postojov budú prijaté okamžité nápravné opatrenia, napríklad formou citlivého nasmerovania diskusie alebo individuálnej podpory účastníkov.
 - o **Monitorovanie a hodnotenie:** Rodový aspekt bude integrovaný do monitorovania a hodnotenia projektu. Získané údaje budú analyzované s ohľadom na rodové rozdiely, aby sa zistilo, do akej miery projekt prispel k zníženiu nerovností medzi ženami a



mužmi. Na základe tejto analýzy budú navrhnuté odporúčania pre ďalšie iniciatívy a projekty zapojených samospráv.

Nediskriminácia znamená v rámci predloženého projektu najmä zabezpečenie rovnakých príležitostí pre všetkých účastníkov projektu. Aktivity sú/budú navrhnuté tak, aby boli prístupné aj pre osoby so zdravotným postihnutím, čo bude zahŕňať možné úpravy prostredia/miestností a poskytnutie potrebných pomôcok. V prípade akýchkoľvek zistených foriem diskriminácie budú prijaté opatrenia na ich odstránenie a zabezpečenie inkluzívneho prostredia.

OCHRANA PRÁV DETÍ A MLADÝCH ĽUDÍ

Ak sa na aktivitách projektu zúčastnia deti alebo mladí ľudia, projekt sa zaviazá k ochrane ich práv v súlade s Chartou základných práv EÚ a Dohovorom OSN o právach dieťaťa a to prostredníctvom svojho koordinátora a hlavného príjemcu finančnej pomoci – obce Veľké Ripňany. Účasť detí bude vždy dobrovoľná a za súhlasu ich rodičov alebo zákonných zástupcov.

V prípade priameho kontaktu projektu s deťmi, je zavedená politika ochrany detí v súlade so štandardmi Keeping Children Safe. Všetci zúčastnení pracovníci hlavného organizátora – obce Veľké Ripňany pracujúci na projekte budú vyškolení v oblasti ochrany detí a deti budú zapojené do aktivít v bezpečnom a rešpektujúcom prostredí.

OPATRENIA NA OCHRANU SÚKROMIA A ÚDAJOV

Čo sa týka zberu a analýzy údajov, všetky údaje zhromaždené počas projektu budú spracúvané v súlade so všeobecným nariadením o ochrane údajov (GDPR). Účastníci projektu/podujatia budú informovaní o zbere údajov, účeloch ich použitia a možnostiach ochrany ich súkromia. Osobné údaje budú anonymizované, aby sa chránila identita účastníkov.

Čo sa týka šírenia/diseminácie výsledkov projektu, pri tomto procese projekt zabezpečí, že všetky prezentované údaje a informácie budú anonymizované a nebudú obsahovať osobné identifikovateľné údaje. Akékoľvek zverejnenie fotografií alebo citátov účastníkov bude realizované len s ich výslovným súhlasom.

SÚLAD S HODNOTAMI EÚ

Projekt je plne v súlade s hodnotami EÚ uvedenými v článku 2 Zmluvy o Európskej únii a článku 21 Charty základných práv EÚ. Snaží sa podporovať:

- Rovnosť - projekt kladie dôraz na podporu rodovej rovnosti a boj proti diskriminácii. Aktivity sú navrhnuté tak, aby podporovali rovnaké postavenie a príležitosti pre všetkých účastníkov.
- Úctu k ľudským právam - projekt rešpektuje práva všetkých účastníkov, vrátane práva na súkromie, ochranu údajov a slobodu prejavu. Pri práci s deťmi a mladými ľuďmi sa bude dôsledne dodržiavať prístup založený na právach dieťaťa.
- Dôstojnosť - projekt vytvára inkluzívne a bezpečné prostredie, ktoré rešpektuje dôstojnosť všetkých účastníkov a zabezpečuje, že všetky hlasy, bez ohľadu na pohlavie, vek, etnický pôvod alebo zdravotné postihnutie, budú počuté a rešpektované.

Týmto spôsobom projekt nielenže rieši otázky rodovej rovnosti a nediskriminácie v súlade s hodnotami EÚ, ale aktívne prispieva k ich propagácii a uplatňovaniu v praxi.

#SETH-ICS-EIS# #@SEC-URI-SU@#

5.2 Security

Security

Not applicable.

#\$SEC-URI-SU\$# #@DEC-LAR-DL@#

6. DECLARATIONS

Double funding	
Information concerning other EU grants for this project	YES/NO
 Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).	
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	YES
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	YES

Financial support to third parties (if applicable)
If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project's objectives.
Nerelevantné vo vzťahu k predloženému projektu.

#SDEC-LAR-DLS#

ANNEXES

LIST OF ANNEXES

Standard

Detailed budget table/Calculator (annex 1 to Part B) — *mandatory for Lump Sum Grants (see [Portal Reference Documents](#))*

CVs (annex 2 to Part B) — *mandatory, if required in the Call document*

Annual activity reports (annex 3 to Part B) — *mandatory, if required in the Call document*

List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document*

Special

Other annexes (annex 5 to Part B) — *mandatory, if required in the Call document*

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	01.04.2021	Initial version (new MFF).
2.0	01.06.2022	Consolidation, formatting and layout changes. Tags added.

CERV Programme - Citizens engagement and participation strand: Town Twinning	
Estimated EU contribution	
ATTENTION: The list of events has to correspond with the list of work-packages described in part B and the events listed in part C. Please use the same order! 1 EVENT = 1 WORK-PACKAGE	
Project title:	Spolu pre Európu: Plán solidarity, rovnosti a udržateľnosti

Version 2023 10 19

Event (Work Package) Number	Country of the event	City	Number of International direct participants	Number of direct participants	Lump Sum (automatic)
1	Slovakia	Veľké Ripňany	161/175	300	EUR 40,590
2					
3					
4					
5					
6					

ANNEX 2

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

Forms of funding	Estimated EU contribution	
	Estimated eligible lump sum contributions (per work package)	Maximum grant amount ¹
	WP1 SEPSRU	
	Lump sum contribution	
	a	b = a
1 - Velke Ripnany	40 590.00	40 590.00
2 - Dabrowa		
3 - Zeletice		
4 - Prijepolje		
5 - SFW Pinkafeld		
6 - Szanda		
7 - Bajina Basta		
Σ consortium	40 590.00	40 590.00

¹ The 'maximum grant amount' is the maximum grant amount fixed in the grant agreement (on the basis of the sum of the beneficiaries' lump sum shares for the work packages).

FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

EU contribution												
Eligible lump sum contributions (per work package)												Requested EU contribution
	WP1 [name]	WP2 [name]	WP3 [name]	WP4 [name]	WP5 [name]	WP6 [name]	WP7 [name]	WP8 [name]	WP9 [name]	WP10 [name]	WP [XX]	
Forms of funding	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	
Status of completion	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	PARTIALLY COMPLETED	PARTIALLY COMPLETED	COMPLETED	NOT COMPLETED	
	a	b	c	d	e	f	g	h	i	j	k	l = a + b+ c+ d+ e+ f+ g+ h+ i+ j+ k
1 – [short name beneficiary]												
1.1 – [short name affiliated entity]												
2 – [short name beneficiary]												
2.1 – [short name affiliated entity]												
X – [short name associated partner]												
Total consortium												

The consortium hereby confirms that:

The information provided is complete, reliable and true.

The lump sum contributions declared are eligible (in particular, the work packages have been completed and the work has been properly implemented and/or the results were achieved; see Article 6).

The proper implementation of the action/achievement of the results can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 19, 21 and 25).

ANNEX 5

SPECIFIC RULES

INTELLECTUAL PROPERTY RIGHTS (IPR) — BACKGROUND AND RESULTS — ACCESS RIGHTS AND RIGHTS OF USE (— ARTICLE 16)

Rights of use of the granting authority on results for information, communication, dissemination and publicity purposes

The granting authority also has the right to exploit non-sensitive results of the action for information, communication, dissemination and publicity purposes, using any of the following modes:

- **use for its own purposes** (in particular, making them available to persons working for the granting authority or any other EU service (including institutions, bodies, offices, agencies, etc.) or EU Member State institution or body; copying or reproducing them in whole or in part, in unlimited numbers; and communication through press information services)
- **distribution to the public** in hard copies, in electronic or digital format, on the internet including social networks, as a downloadable or non-downloadable file
- **editing** or **redrafting** (including shortening, summarising, changing, correcting, cutting, inserting elements (e.g. meta-data, legends or other graphic, visual, audio or text elements extracting parts (e.g. audio or video files), dividing into parts or use in a compilation
- **translation** (including inserting subtitles/dubbing) in all official languages of EU
- **storage** in paper, electronic or other form
- **archiving** in line with applicable document-management rules
- the right to authorise **third parties** to act on its behalf or sub-license to third parties, including if there is licensed background, any of the rights or modes of exploitation set out in this provision
- **processing**, analysing, aggregating the results and **producing derivative works**
- **disseminating** the results in widely accessible databases or indexes (such as through ‘open access’ or ‘open data’ portals or similar repositories, whether free of charge or not.

The beneficiaries must ensure these rights of use for the whole duration they are protected by industrial or intellectual property rights.

If results are subject to moral rights or third party rights (including intellectual property rights or rights of natural persons on their image and voice), the beneficiaries must ensure that they

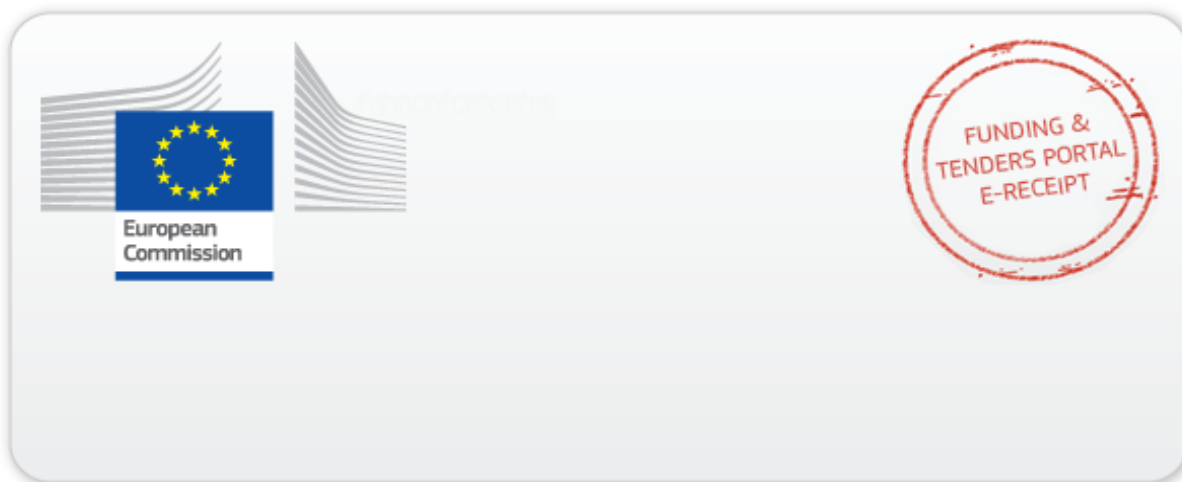
comply with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the rights holders concerned).

COMMUNICATION, DISSEMINATION AND VISIBILITY (— ARTICLE 17)

Additional communication and dissemination activities

The beneficiaries must engage in the following additional communication and dissemination activities:

- present the project (including project summary, coordinator contact details, list of participants, European flag and funding statement and project results) on the beneficiaries' websites or social media accounts
- for actions involving **publications**, mention the action and the European flag and funding statement on the cover or the first pages following the editor's mention
- for actions involving public **events**, display signs and posters mentioning the action and the European flag and funding statement
- upload the public **project results** to the Rights and Values Project Results platform, available through the Funding & Tenders Portal.



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