



EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.A – Erasmus+, EU Solidarity Corps
A.6 – Platforms, studies and analysis

GRANT AGREEMENT

Project 101144173 — NC AL SK 2024-2025

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':

STATNY INSTITUTE ODBORNEHO VZDELAVANIA (SIOV), PIC 941672606, established in BELLOVA 54/A, BRATISLAVA 837 63, 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 |
|--|
| <p>The work plan of the National Coordinator of the European Agenda for Adult Learning for 2024-2025 in Slovakia. The project is based on previous activities of the State Vocational Education Institute (ŠIOV) in the role of the National coordinator for adult learning agenda (NC AL) (since 2018, 2019-2020, 2022-2023) and results of the projects which ŠIOV implemented in the last years in the area of adult learning (e.g. the BLUESS project, Individual Learning Accounts in V4). The project covers all priority areas of the call for proposal, taking into account national characteristics of AL area and needs (as described in par. 1.2.). The main goal of the project is to promote skills development of adults in Slovakia in national skills policies, stakeholder's cooperation and actions. Specific goals of the project are: - To raise awareness and knowledge about European and national policies, measures and tools in adult education Online catalogue of EU policies, cooperation with national stakeholders, regional workshops - To support networking, peer learning and create opportunities for exchange about the issues of common interests in adult education Pact for Skills, Network on basic skills, study visits - To promote importance and benefits of AL to broad public The project organize a raising-awareness campaign in order to communicate importance and the value of innovative learning spaces. To support evidence-based policy making in adult learning The project will conduct research (mapping) and promote the value of innovative learning spaces for adults</p> |

Keywords:

- adult education, skills, Pact for Skills, participation of adults in learning, innovative learning spaces

Project number: 101144173

Project name: National Coordinator of the European Agenda for Adult Learning 2024-2025 in Slovakia

Project acronym: NC AL SK 2024-2025

Call: ERASMUS-EDU-2023-AL-AGENDA-IBA

Topic: ERASMUS-EDU-2023-AL-AGENDA-IBA

Type of action: ERASMUS Lump Sum Grants

Granting authority: European Education and Culture Executive Agency

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

Project starting date: fixed date: 1 January 2024

Project end date: 31 December 2025

Project duration: 24 months

Consortium agreement: No

2. Participants

List of participants:

| N° | Role | Short name | Legal name | Ctry | PIC | Max grant amount |
|--------------|------|------------|---------------------------------------|------|-----------|------------------|
| 1 | COO | ŠIOV | STATNY INŠTITUT ODBORNEHO VZDELAVANIA | SK | 941672606 | 278 788.00 |
| Total | | | | | | 278 788.00 |

Coordinator:

- STATNY INŠTITUT ODBORNEHO VZDELAVANIA (ŠIOV)

3. Grant

Maximum grant amount, total estimated eligible costs and contributions and funding rate:

| Maximum grant amount (Annex 2) | Maximum grant amount (award decision) |
|-----------------------------------|--|
| 278 788.00 | 278 788.00 |

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 | 30 days from entry into force/ financial guarantee (if required) – whichever is the latest |
| | | | | | Final payment | 90 days from receiving periodic report |
| 1 | 1 | 24 | Periodic report | 60 days after end of reporting period | | |

Prefinancing payments and guarantees:

| Prefinancing payment | | Prefinancing guarantee | | |
|--------------------------|------------|------------------------|--------------------------|-----|
| Type | Amount | Guarantee amount | Division per participant | |
| Prefinancing 1 (initial) | 223 030.40 | n/a | 1 - SIOV | 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:

SK4681800000007000409422 SPSRSKBA

Conversion into euros: n/a

Reporting language: Language of the Agreement

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 **101144173 — NC AL SK 2024-2025** ('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

Not applicable

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).

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.”

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.).

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).

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

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.

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

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).

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.

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.

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).

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).

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
- (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

18.1 Specific rules for carrying out the action

Specific rules for implementing the action (if any) are set out in Annex 5.

18.2 Consequences of non-compliance

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

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

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

For **additional prefinancings** (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:

$$\left\{ \begin{array}{l} \text{total accepted EU contribution for the beneficiary} \\ \text{divided by} \\ \text{total accepted EU contribution for the action} \end{array} \right\} \times \text{final grant amount for the action}$$

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

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).

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:

- (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.

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.

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.

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

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).

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).

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).

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).

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.

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).

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

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



Erasmus+ (ERASMUS+)

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: | 101144173 |
| Project name: | National Coordinator of the European Agenda for Adult Learning 2024-2025 in Slovakia |
| Project acronym: | NC AL SK 2024-2025 |
| Call: | ERASMUS-EDU-2023-AL-AGENDA-IBA |
| Topic: | ERASMUS-EDU-2023-AL-AGENDA-IBA |
| Type of action: | ERASMUS-LS |
| Service: | EACEA/A/06 |
| Project starting date: | fixed date: 1 January 2024 |
| Project duration: | 24 months |

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List of critical risks 14

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 work plan of the National Coordinator of the European Agenda for Adult Learning for 2024-2025 in Slovakia.

The project is based on previous activities of the State Vocational Education Institute (ŠIOV) in the role of the National coordinator for adult learning agenda (NC AL) (since 2018, 2019-2020, 2022-2023) and results of the projects which ŠIOV implemented in the last years in the area of adult learning (e.g. the BLUESS project, Individual Learning Accounts in V4).

The project covers all priority areas of the call for proposal, taking into account national characteristics of AL area and needs (as described in par. 1.2.).

The main goal of the project is to promote skills development of adults in Slovakia in national skills policies, stakeholder's cooperation and actions.

Specific goals of the project are:

- To raise awareness and knowledge about European and national policies, measures and tools in adult education

Online catalogue of EU policies, cooperation with national stakeholders, regional workshops

- To support networking, peer learning and create opportunities for exchange about the issues of common interests in adult education

Pact for Skills, Network on basic skills, study visits

- To promote importance and benefits of AL to broad public

The project organize a raising-awareness campaign in order to communicate importance and the value of innovative learning spaces.

To support evidence-based policy making in adult learning

The project will conduct research (mapping) and promote the value of innovative learning spaces for adults

LIST OF PARTICIPANTS

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

| Number | Role | Short name | Legal name | Country | PIC |
|--------|------|------------|--|---------|-----------|
| 1 | COO | SIOV | STATNY INSTITUTE ODBORNEHO VZDELAVANIA | SK | 941672606 |

LIST OF WORK PACKAGES

| Work packages <i>Grant Preparation (Work Packages screen) — Enter the info.</i> | | | | | | |
|---|---|------------------|------------------------|-------------|-----------|---|
| Work Package No | Work Package name | Lead Beneficiary | Effort (Person-Months) | Start Month | End Month | Deliverables |
| WP1 | IMPLEMENTATION OF PRIORITIES ON INCREASING ADULT PARTICIPATION IN LEARNING | 1 - SIOV | 1.00 | 6 | 20 | D1.1 – Case studies from study visits, good practice examples from EU countries |
| WP2 | SUPPORTING RELEVANT ACTORS JOINING FORCES FOR COMMON ACTIONS FOR ADULT LEARNING – PACT FOR SKILLS | 1 - SIOV | 1.00 | 1 | 18 | D2.1 – Online catalogue of European and national policies and initiatives in adult education D2.2 – Database of Pact for Skills partners and other relevant actors and stakeholders in adult education D2.3 – Pact for Skills commitment and membership |
| WP3 | INNOVATIVE LEARNING ENVIRONMENTS FOR DEVELOPING SKILLS | 1 - SIOV | 1.00 | 1 | 17 | D3.1 – Mapping report – Innovative learning environments in Slovakia D3.2 – Policy brief on innovative learning spaces D3.3 – Web-site section on innovative learning and environments D3.4 – Videos for the online campaign |
| WP4 | DISSEMINATION STRATEGY AND EU ACTIVITIES | 1 - SIOV | 1.00 | 1 | 24 | D4.1 – Promotional items |
| WP5 | PROJECT MANAGEMENT AND COORDINATION | 1 - SIOV | 1.00 | 1 | 24 | D5.1 – Periodic reporting - Interim report |

Work package WP1 – IMPLEMENTATION OF PRIORITIES ON INCREASING ADULT PARTICIPATION IN LEARNING

| | | | |
|----------------------------|--|-------------------------|----------|
| Work Package Number | WP1 | Lead Beneficiary | 1 - SIOV |
| Work Package Name | IMPLEMENTATION OF PRIORITIES ON INCREASING ADULT PARTICIPATION IN LEARNING | | |
| Start Month | 6 | End Month | 20 |

Objectives

- To involve stakeholders (national and regional level) in the activities for building environment favourable to adult learning
- To explore good practice in adult learning policies in EU

Description

Organization of study visit for stakeholders in the selected EU countries

The goal of the activity is to involve national and international stakeholder in the activities supporting their understanding of the needs for building a favourable environment for adult learning. Therefore, study visits will be organised in the EU countries, in which good practice examples can be found. Case studies will involve regional structures for lifelong learning, approaches to individual learning accounts and microcredentials, legislation, etc.

2 study visits for 2 groups of stakeholders (national institutions, regional administrations)

Work package WP2 – SUPPORTING RELEVANT ACTORS JOINING FORCES FOR COMMON ACTIONS FOR ADULT LEARNING – PACT FOR SKILLS

| | | | |
|----------------------------|---|-------------------------|----------|
| Work Package Number | WP2 | Lead Beneficiary | 1 - SIOV |
| Work Package Name | SUPPORTING RELEVANT ACTORS JOINING FORCES FOR COMMON ACTIONS FOR ADULT LEARNING – PACT FOR SKILLS | | |
| Start Month | 1 | End Month | 18 |

Objectives

- To join the Pact for Skills with the national commitment for improving provision of adults' basic skills
- To increase visibility and understanding of European policies and opportunities in the field of adult learning;

Description

1. Creating an online catalogue of European and national policies and initiatives in adult education
In order to better inform the AE community on European policies in adult education, the relevant European policies and initiatives will be collected in order to create an online catalogue.

In parallel, the national strategic documents and initiatives will be collected.

The catalogue will be created as a separate part of the web-site www.vzdelavaniedospelych.sk in the Slovak language. it is to help us identify relevant actors at national, regional as well as local levels.

Regarding the national policies and initiatives, these can be both existing as well as planned ones.

The online catalogue will be used in the implementation of relating tasks, i.e. collecting a database of regional actors; organisation of regional workshops and formulation of an own Pact for Skills commitment.

2. Formulating Pact for Skills commitment

SIOV will formulate the national commitment for the Pact for Skills and present it to the national stakeholders in order to get their support and engagement. The main partners in the PFS will be the National network for basic skills, other partners will be engaged through regional workshops and other activities,

3.Organising regional workshops with relevant actors

3 regional workshops will be organised, in the eastern, central and western part of Slovakia. The target group will be a wide range of representatives of public and private sectors.

The workshops will be a platform for networking of various actors and stakeholders and for engaging them in the national commitment for Pact for Skills as well as in further collaboration

The impact of the activity will be measured through online surveys among workshop participants in order to measure their satisfaction level and map any subsequent initiatives inspired by the project. Good practice examples will be promoted through project's dissemination activities.

Work package WP3 – INNOVATIVE LEARNING ENVIRONMENTS FOR DEVELOPING SKILLS

| | | | |
|----------------------------|--|-------------------------|----------|
| Work Package Number | WP3 | Lead Beneficiary | 1 - SIOV |
| Work Package Name | INNOVATIVE LEARNING ENVIRONMENTS FOR DEVELOPING SKILLS | | |
| Start Month | 1 | End Month | 17 |

Objectives

- To map innovative learning spaces and their contribution to adult learning in Slovakia
- To draft policy recommendations on the place of innovative learning spaces within the LLL/adult education system
- To promote the value of innovative learning spaces for adults to attract learners in non-formal, life-wide learning in a spectrum of learning and community activities

Description

Mapping of the actors involved in provision of innovative learning

The eco system of provision of innovative learning by newly founded organizations reacting to the new skills needs (also related to the labour market needs) has boosted recently. Last years can be characterized by the increase of the opportunities which many newly established nonprofit organizations or associations are providing through their activities for various target groups. These are not only the activities of nonprofit organization, but also municipalities started to implement the activities, which are focused at the improvement of the communities development in given regions (e.g. Regional innovation agencies in middle and eastern Slovakia) and part of their activities is training in skills defined as necessary to develop in the given region. Activities which they provide include: support of start-ups and creating a space for students to connect and collaborate with companies or scientists; innovation centers link sectors and try to get the best out of them; contribute to the modernization of the education system, improve cooperation between primary, secondary and higher education institutions and employers, support lifelong-learning.

In parallel, non-profit organizations actively react to communities needs by provision of innovative trainings and support e.g. for mothers at maternity leave (IT and digital skills); support of digital skills development (seniors); critical thinking and active citizenship (teachers and experts in education); entrepreneurial skills (students and teacher – Rozbehni sa); green skills (parents, students, teachers); social cohesion and community development; creating network between low skilled and companies-education opportunities; support to refugees students from Ukraine studying at HEI.

Libraries also become more and more the place where the visitors can go through the different innovative workshops or are the places where presentations, trainings or events take place, attracting new target groups and changing the mindsets how libraries should operate.

The main aim of this activity is to prepare an overview, gain an insight and network organizations and to promote and make their learning environments more visible in order to raise motivation of adult to participate actively in AE.

NC AL will map this ecosystem and provide the opportunities for networking of these stakeholders through:

Interviews, round table discussions, online questionnaire

Promotion through the campaign (good practice examples in form of videos and special space at the web-page: www.vzdelavanieidospelych.sk)

Conference on innovative learning environments and opportunities

The conference will serve as a platform for the involved stakeholders who were involved in the mapping – interviews-round table discussions, to have the opportunity to meet-network-create.

Target group: policy-makers, experts, researches in AL, academics, AL provides, trainers, number of participants: 80,

Duration of the event: 1 day,
 Web-site www.vzdelavaniedospelych.sk
 The existing website which was developed during last period on NALA project realization will be used as a platform or showcase of the network of organizations working in given area – innovative learning and education provision.

Online campaign Stories of innovation
 Campaign aimed at raising awareness of the opportunities of innovative learning in the different regions; the importance of working together - raising motivation. The campaign will be based on story-telling – interviews (videos) with actors, stakeholders, learners, etc.
 The campaign will be supported by media campaign (advertisements, paid press releases, etc.)

Study visits for NC ALs from EU member states on innovative learning spaces
 A 2-day study visit will be organized and offered to interested NC AL in EU. During study visit, selected organizations will be visited and their activities presented, discussions with the staff members, participants, regional and local authorities included

Work package WP4 – DISSEMINATION STRATEGY AND EU ACTIVITIES

| | | | |
|----------------------------|--|-------------------------|----------|
| Work Package Number | WP4 | Lead Beneficiary | 1 - SIOV |
| Work Package Name | DISSEMINATION STRATEGY AND EU ACTIVITIES | | |
| Start Month | 1 | End Month | 24 |

Objectives

The objectives of the communication will be:

- To ensure a wide dissemination of the project objectives, activities and results among the target groups and to the wider public in Slovakia and Europe
- To make the activities related to AL visible in order to create an AL-friendly environment both for key stakeholders and learners,
- To communicate, disseminate and promote the project outputs produced
- To contribute to transfer of the project results to relevant stakeholder
- To provide clear communication in order to ensure project results sustainability

Description

Online promotion of the project activities

Publication of information on the project activities, events and outcomes through online channels, mainly:

Websites:

- www.vzdelavaniedospelych.sk
- EPALE Slovakia www.epale.sk
- www.siov.sk
- EQAVET SK website www.okvalite.sk
- Ministry of Education www.minedu.sk,
- Europass SK www.Europass.sk
- UNEVOC Network,

Social media (including paid campaigns):

- Facebook pages – EPALE Slovakia, ŠIOV, Europass Slovakia, Lifelong learning in EU and Slovakia, EQAVET SK
- EPALE SK Twitter
- EPALE SK YouTube Channel

Online newsletters:

- Trends in VET (ŠIOV),
- Lifelong learning in EU and Slovakia (ŠIOV),
- Erasmus+ newsletter
- EfVET Newsletter

Promotion of the AL SK activities at events organised by other organization in Slovakia and EU
 Participation in the events on EU and national level - Involvement in the LLL Week organised annually by the Association of Adult Learning Institutions in Slovakia (www.tcu.sk)
 - Cooperation with the ERASMUS+ NA (information campaign for project applicants/implementing organisations and other activities)
 - Participation in major festivals organised by NC AL partners – e.g, Day of Europe, Pohoda Festival, Festival Learning Trnava, etc,
 - Involvement in conferences, seminars, webinars, roundtables, campaigns, etc. organised by other organisations
 - Participation in the events organised by the European Commission and other NC AL (e.g. study visits, clusters, etc.)

Organization of the Award for Contribution to LLL in Slovakia
 - In cooperation with the Ministry of Education SR and EPAL NNS, the awarding ceremony will be organized in 2024 and 2025.
 - The award will be given to an organization/personality selected by an independent board and set priorities.

Work package WP5 – PROJECT MANAGEMENT AND COORDINATION

| | | | |
|----------------------------|-------------------------------------|-------------------------|----------|
| Work Package Number | WP5 | Lead Beneficiary | 1 - SIOV |
| Work Package Name | PROJECT MANAGEMENT AND COORDINATION | | |
| Start Month | 1 | End Month | 24 |

Objectives

To ensure overall coordination of the project activities and smooth implementation of the work programme,
 To quality assure the project implantation as well as the work of the NC AL performance

Description

Coordination and implementation of the project

The NC AL team will perform internal activities in order to:

- ensure the timely and quality delivery of the activities planned and achieving planned outputs (regular internal coordination meetings, shared documents, division of tasks, etc.)
- follow the budget spending (in cooperation with the economic department of ŠIOV) and preparation of the necessary documentation for book-keeping, public procurement procedures, etc.

Ensuring quality of the activities and regular monitoring of the work-programme implementation

- The project team will set-up the monitoring system of the project activities – such as evaluation questionnaires for participants, shared documents, etc.
- The feedback will be analysed internally, and the results will be taken into account in order to improve the work.

Professional development of the NC AL staff

- Continuous development of the NC AL staff (e.g. presentation skills, lecturing skills, using innovative techniques in non-formal education, etc.)

STAFF EFFORT

| Staff effort per participant | | | | | | |
|---|------|------|------|------|------|---------------------|
| Grant Preparation (Work packages - Effort screen) — Enter the info. | | | | | | |
| Participant | WP1 | WP2 | WP3 | WP4 | WP5 | Total Person-Months |
| 1 - SIOV | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 5.00 |
| Total Person-Months | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 5.00 |

LIST OF DELIVERABLES

| Deliverables <i>Grant Preparation (Deliverables screen) — Enter the info.</i> <i>The labels used mean:</i> <i>Public — fully open (🚩 automatically posted online)</i> <i>Sensitive — limited under the conditions of the Grant Agreement</i> <i>EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444</i> | | | | | | |
|---|--|-----------------|------------------|--|---------------------|------------------|
| Deliverable No | Deliverable Name | Work Package No | Lead Beneficiary | Type | Dissemination Level | Due Date (month) |
| D1.1 | Case studies from study visits, good practice examples from EU countries | WP1 | 1 - SIOV | R — Document, report | SEN - Sensitive | 20 |
| D2.1 | Online catalogue of European and national policies and initiatives in adult education | WP2 | 1 - SIOV | DEC —Websites, patent filings, videos, etc | SEN - Sensitive | 6 |
| D2.2 | Database of Pact for Skills partners and other relevant actors and stakeholders in adult education | WP2 | 1 - SIOV | DATA — data sets, microdata, etc | SEN - Sensitive | 12 |
| D2.3 | Pact for Skills commitment and membership | WP2 | 1 - SIOV | DEC —Websites, patent filings, videos, etc | SEN - Sensitive | 4 |
| D3.1 | Mapping report – Innovative learning environments in Slovakia | WP3 | 1 - SIOV | R — Document, report | SEN - Sensitive | 17 |
| D3.2 | Policy brief on innovative learning spaces | WP3 | 1 - SIOV | R — Document, report | SEN - Sensitive | 17 |
| D3.3 | Web-site section on innovative learning and environments | WP3 | 1 - SIOV | DEC —Websites, patent filings, videos, etc | SEN - Sensitive | 17 |
| D3.4 | Videos for the online campaign | WP3 | 1 - SIOV | DEC —Websites, patent filings, videos, etc | SEN - Sensitive | 17 |
| D4.1 | Promotional items | WP4 | 1 - SIOV | OTHER | SEN - Sensitive | 24 |
| D5.1 | Periodic reporting - Interim report | WP5 | 1 - SIOV | R — Document, report | SEN - Sensitive | 13 |

Deliverable D1.1 – Case studies from study visits, good practice examples from EU countries

| | | | |
|---------------------------|--|----------------------------|-----------------|
| Deliverable Number | D1.1 | Lead Beneficiary | 1 - SIOV |
| Deliverable Name | Case studies from study visits, good practice examples from EU countries | | |
| Type | R — Document, report | Dissemination Level | SEN - Sensitive |
| Due Date (month) | 20 | Work Package No | WP1 |

| Description |
|--|
| Summary of the case studies explored during study visits in the EU countries |

Deliverable D2.1 – Online catalogue of European and national policies and initiatives in adult education

| | | | |
|---------------------------|---|----------------------------|-----------------|
| Deliverable Number | D2.1 | Lead Beneficiary | 1 - SIOV |
| Deliverable Name | Online catalogue of European and national policies and initiatives in adult education | | |
| Type | DEC — Websites, patent filings, videos, etc | Dissemination Level | SEN - Sensitive |
| Due Date (month) | 6 | Work Package No | WP2 |

| Description |
|--|
| The online catalogue online format, SK language version |

Deliverable D2.2 – Database of Pact for Skills partners and other relevant actors and stakeholders in adult education

| | | | |
|---------------------------|--|----------------------------|-----------------|
| Deliverable Number | D2.2 | Lead Beneficiary | 1 - SIOV |
| Deliverable Name | Database of Pact for Skills partners and other relevant actors and stakeholders in adult education | | |
| Type | DATA — data sets, microdata, etc | Dissemination Level | SEN - Sensitive |
| Due Date (month) | 12 | Work Package No | WP2 |

| Description |
|---|
| The database of relevant actors and stakeholders (Excel format, SK language version) |

Deliverable D2.3 – Pact for Skills commitment and membership

| | | | |
|---------------------------|---|----------------------------|-----------------|
| Deliverable Number | D2.3 | Lead Beneficiary | 1 - SIOV |
| Deliverable Name | Pact for Skills commitment and membership | | |
| Type | DEC — Websites, patent filings, videos, etc | Dissemination Level | SEN - Sensitive |

| | | | |
|-------------------------|---|------------------------|-----|
| Due Date (month) | 4 | Work Package No | WP2 |
|-------------------------|---|------------------------|-----|

| Description |
|--|
| Pact for Skills web-site registration Pact for Skills sub-page on the NC AL web-site www.vzdelavaniedospelych.sk |

Deliverable D3.1 – Mapping report – Innovative learning environments in Slovakia

| | | | |
|---------------------------|---|----------------------------|-----------------|
| Deliverable Number | D3.1 | Lead Beneficiary | 1 - SIOV |
| Deliverable Name | Mapping report – Innovative learning environments in Slovakia | | |
| Type | R — Document, report | Dissemination Level | SEN - Sensitive |
| Due Date (month) | 17 | Work Package No | WP3 |

| Description |
|---|
| The mapping report will explore innovative learning environments and opportunities in Slovakia. The overall picture of these places is fragmented, their distribution is not balanced in the SK regions, the main aim of this report to create more accurate picture of the opportunities in this area, as well as to provide networking opportunities actors/stakeholders. PDF format, 30 pages, SK + EN language versions |

Deliverable D3.2 – Policy brief on innovative learning spaces

| | | | |
|---------------------------|--|----------------------------|-----------------|
| Deliverable Number | D3.2 | Lead Beneficiary | 1 - SIOV |
| Deliverable Name | Policy brief on innovative learning spaces | | |
| Type | R — Document, report | Dissemination Level | SEN - Sensitive |
| Due Date (month) | 17 | Work Package No | WP3 |

| Description |
|---|
| Summary of key messages and policy recommendations resulting from the mapping PDF format, 2-4 pages, Online published SK + EN language version |

Deliverable D3.3 – Web-site section on innovative learning and environments

| | | | |
|---------------------------|--|----------------------------|-----------------|
| Deliverable Number | D3.3 | Lead Beneficiary | 1 - SIOV |
| Deliverable Name | Web-site section on innovative learning and environments | | |
| Type | DEC — Websites, patent filings, videos, etc | Dissemination Level | SEN - Sensitive |
| Due Date (month) | 17 | Work Package No | WP3 |

| Description |
|-------------|
|-------------|

The web-site www.vzdelavanieospelych.sk will be modified and extended of the section on innovative learning environments. It will provide an online list of organizations offering innovative learning space in Slovakia. The core information will be published in M17 and updated

Deliverable D3.4 – Videos for the online campaign

| | | | |
|---------------------------|---|----------------------------|-----------------|
| Deliverable Number | D3.4 | Lead Beneficiary | 1 - SIOV |
| Deliverable Name | Videos for the online campaign | | |
| Type | DEC — Websites, patent filings, videos, etc | Dissemination Level | SEN - Sensitive |
| Due Date (month) | 17 | Work Package No | WP3 |

Description

10 videos produced within the online campaign Stories of innovation based on story-telling

Deliverable D4.1 – Promotional items

| | | | |
|---------------------------|-------------------|----------------------------|-----------------|
| Deliverable Number | D4.1 | Lead Beneficiary | 1 - SIOV |
| Deliverable Name | Promotional items | | |
| Type | OTHER | Dissemination Level | SEN - Sensitive |
| Due Date (month) | 24 | Work Package No | WP4 |

Description

Promotional items to support visibility of AL SK. The promotional items will be offered to participants of the events, trainings, conferences, etc. The selection of the items will respect green approach – Items produced by protected workshops (e.g. natural products – teas, spices, hand-made products, etc.) with NC AL visual identity

Deliverable D5.1 – Periodic reporting - Interim report

| | | | |
|---------------------------|-------------------------------------|----------------------------|-----------------|
| Deliverable Number | D5.1 | Lead Beneficiary | 1 - SIOV |
| Deliverable Name | Periodic reporting - Interim report | | |
| Type | R — Document, report | Dissemination Level | SEN - Sensitive |
| Due Date (month) | 13 | Work Package No | WP5 |

Description

Interim report in line with the contract.

LIST OF MILESTONES

(None)

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 | Structural changes of the AL governance in Slovakia | WP4, WP1, WP2, WP3 | A sound defence of the aims and purpose of the project with stress on the EU policy context |
| 2 | Lack of interest of the target groups in proposed activities | WP4, WP1, WP2, WP3 | Clear messaging and regular updates and communications to explain the nature, purpose and impact/benefits of the planned activities |
| 3 | Project outputs do not meet expected quality | WP4, WP1, WP2, WP3, WP5 | For each output/deliverable, intermediate approval cycle will be established |
| 4 | Deviations from the time plan occur | WP4, WP1, WP2, WP3 | Diversifying tasks among the project team and regular control methods will be put in place |
| 5 | Possible exceeding of the planned budget | WP4, WP1, WP2, WP3, WP5 | Regular checks of the budget, changing funding plans if necessary or amending challenging or costly project elements |

IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:.

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.


How to prepare and submit it?


The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

Character and page limits:

- page limit normally 40 pages for calls for low value grants (60 000 or below); 70 pages for all other calls (unless otherwise provided for in the Call document/Programme Guide)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

 **This document is tagged. Be careful not to delete the tags; they are needed for the processing.**



ADMINISTRATIVE FORMS (PART A)

Part A of the Application Form must be filled out directly in the Portal Submission System screens.



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/Programme Guide (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: | National Coordinator for the implementation of the European Agenda for Adult Learning in Slovakia 2024-2025 |
| Project acronym: | NC AL SK 2024-2025 |
| Coordinator contact: | Lubica Gállová, lubica.gallova@siov.sk , State Vocational Education Institute |

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PROJECT SUMMARY

Project summary (in English)

See Abstract (Application Form Part A).

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1. RELEVANCE

1.1 Background and general objectives

Background and general objectives

Please refer to the description foreseen in the Invitation to submit a proposal under the award criterion 'Relevance'.

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?

The project is based on previous activities of the State Vocational Education Institute (ŠIOV) in the role of the National coordinator for adult learning agenda (NC AL) (since 2018, 2019-2020, 2022-2023) and results of the projects which ŠIOV implemented in the last years in the area of adult learning (e.g. the BLUESS project, Individual Learning Accounts in V4).

ŠIOV's main activities follow the thematic line from basic skills to skills for life. Within the BLUESS project, ŠIOV mapped the situation in basic skills development in Slovakia, in 2022-23 our mapping focused on skills for life provision in Slovakia. The results of these two projects are 2 mapping studies which have been used in setting policies in these areas, e.g. during the preparation of the Strategy for Lifelong Learning and Guidance 2023-2030, or for the EU Structural Funds calls. In 2023, NC AL hosted the meeting of the cluster Skills for Life composed of the national coordinators from 11 countries.

On the national level, ŠIOV has been an active part in policy making in the field of adult education in Slovakia and in networking stakeholders – e.g. it maintains the network for basic skills from 2019.

The current project will build on previous achievements and efforts to support evidence-based policies in adult education in Slovakia reflecting the EU policies and priorities.

The project covers all priority areas of the call for proposal, taking into account national characteristics of AL area and needs (as described in par. 1.2).

The main goal of the project is to promote skills development of adults in Slovakia in national skills policies, stakeholder's cooperation and actions.

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives

Please address the specific conditions set out in the Invitation to submit a proposal, if applicable.

Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address? The objectives should be clear, measurable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).

Adult education in Slovakia in general suffers from low participation (apart for an increase recorded in 2023). Slovakia performs even worse on long-term unemployment of low-qualified people, which is most evident in lower education groups. According to international measurements, more than ¼ of adults has none or only basic digital skills.

Returning low-skilled people to education later in life is problematic. In addition to motivation, it is also hampered by various barriers (social, financial, family a personal-related issues) and a less than ideal and accessible supply of appropriate learning activities. The main challenges in accessibility revolve around the financial accessibility of adult education, individuals' limited ability to identify their learning needs, and the absence of a widely available, reliable offer of quality adult education opportunities. Basic skills and skills for life (and their providers) are not given adequate attention despite their importance for the state and the labour market.

The project reacts to some of these facts through the specific goals of the project and activities:

- **To raise awareness and knowledge about European and national policies, measures and tools in adult education**

Online catalogue of EU policies, cooperation with national stakeholders, regional workshops

- **To support networking, peer learning and create opportunities for exchange about the issues of common interests in adult education**

Pact for Skills, Network on basic skills, study visits

- **To promote importance and benefits of AL to broad public**

The project organize a raising-awareness campaign in order to communicate importance and the value of innovative learning spaces.

To support evidence-based policy making in adult learning

The project will conduct research (mapping) and promote the value of innovative learning spaces for adults

#@COM-PL-CP@#

1.3 Complementarity with other actions and innovation — European added value

Complementarity with other actions and innovation

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

- Since ŠIOV fulfils also the role of EPALE NSS, Europass NC, EQF NCP and EQAVET National Reference Point, the project will be implemented in cooperation and complementarity with these EU initiatives. Since 2017, ŠIOV is also the national contact point for the European Vocational Skills Week and in 2023 implements the key events of the European Year of Skills in the sector of education in close coordination with the Ministry of Education.
- ŠIOV systematically addresses the themes of basic skills and skills for life in combination with quality assurance of adult learning and tools to support skills development, such as ILAs and micro-certificates. To do so, ŠIOV carries out other projects that provide deeper insight into the issues. In the past, it was the **BLUESS project - Blueprints for Basic Skills**

Development in Slovakia (2019-2021, EaSI Programme) – implemented as a part of the implementation of the Recommendation of the Council of the EU of 19 December 2016 Upskilling Pathways: new opportunities for adults in the Slovak Republic. In 2022-2023, the project **ONE - Networks of Quality Adult Learning** <https://www.adult-learning.eu/en/> has been implemented in order to explore the potential of networks in quality assurance of AL. The **Digital Individual Learning Accounts in V4** (<https://kifu.gov.hu/d-ila/>) aims to create a AI-based solution for ILAs.

- In 2018 - 2019, ŠIOV participated in the project of the European Commission **Mutual Learning: implementation of the recommendation Upskilling Pathways**, in which a group of Slovak experts contributed to the exchange of good practice with other EU countries.

- The project is a follow-up of the project of National coordinator implemented in 2018, 2019-2020 and it further develops its results – such as Award for LLL, Network for basic skills, and continues cooperation with key stakeholders.

#§COM-PLC-CP§# #§PRJ-OBJ-PO§# #§REL-EVA-RE§# #@QUA-LIT-QL@# #@CON-MET-CM@#

2. QUALITY

2.1 PROJECT DESIGN AND IMPLEMENTATION

2.1.1 Concept and methodology

Concept and methodology

Please address all guiding points presented in the Invitation to submit proposals under the award criterion 'Quality of the project design and implementation'.

Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives.

The project builds on these principles applied in the project activities:

- Sustainability – the project will create sustainable outputs which will enhance the AL sector
- Networking and cooperation – stimulation of relationships building with relevant stakeholders/decision-makers/experts
- Capacity building/mutual learning – trainings, experts study visit, conferences
- Promotion and information provision – awareness raising among stakeholders and wider public, information materials and resources
- Motivation – highlighting the significance of AL in Slovakia supported by the Award for LLL

#§CON-MET-CM§# #@PRJ-MGT-PM@#

2.1.2 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy

Please address the specific conditions set out in the Invitation to submit a proposal if applicable.

Describe the measures foreseen 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.

Project management

The project implementation and management will be handled in accordance with the work plan approved and the contract. Continuous internal monitoring mechanism will be in place in



order to ensure early required changes – in terms of time plan, budget and results to be achieved. .

The budget management will be implemented in cooperation with the economic department of ŠIOV.

To ensure a sound implementation of the project, following indicators will be followed:

Quantitative indicators:

- Number of participants/stakeholders in the project activities
- Number of implemented activities
- Number of participants/stakeholders participating in mutual learning
- Number of communication outlets
- Number of visitors of web-page and social media

Qualitative indicators

- Satisfaction level of AL stakeholders about the activity they participated in (80% positive feedbacks);
- Improvement of the level of awareness and information about EU policies in AL (80% positive feedbacks);
- Satisfaction level of participants in learning activities (80% positive feedbacks);
- Increased level of competences (acquired by participants in training activities (80% positive outcomes)
- Satisfaction of users/participants with the information provided (80% positive feedbacks)

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2.1.3 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 by the Call document).

| Name and function | Organisation | Role/tasks | Professional profile and expertise |
|-------------------|--------------|---------------------|--|
| Lubica Gallova | ŠIOV | Project manager | Vice-Director of ŠIOV, a member of EQF and Europass AG, OECD working group on VET, an experienced project manager and expert in VET. In charge of strategic planning and development of NC AL. |
| Alena Štefániková | ŠIOV | Project coordinator | Project manager and senior expert staff member and lecturer with experience in the projects on adult learning development and supporting marginalised and groups, (British Council, Erasmus+ NA, and various NGOs). In charge of overall coordination of the implemented activities according to the work plan |
| Katarína Šmálová | ŠIOV | Senior staff | A staff member since 2022, senior expert on AL, a former desk officer of the Erasmus+ NA. In charge of the overall implementation of the project activities, networking and development of key outputs. |
| Zuzana Izáková | ŠIOV | Senior staff | senior expert on AL, a former desk officer of the Erasmus+ NA. In charge of the overall implementation of the project activities, |



| | | | |
|--|--|--|--|
| | | | networking and development of key outputs. |
|--|--|--|--|

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.

External senior experts in different aspects of adult learning and VET will support the NC AL's team in the key outputs delivery and activities implementation – their involvement is planned in outputs of research nature (e.g. mapping and analysing the results, expert panels and conferences, etc.).

Subcontracting will be applied in the case of services of external suppliers in cases such as the provision of promotional items, printing, conference services, etc.

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2.1.4 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.

SIOV have long-term and well-proven expertise in managing public funds – either local/national or European, and in particular with reference to initiatives linked to networking, and innovation in VET. This know-how guarantees coherence of planned activities and value for money. Most of the activities will be performed by the core project staff, with minor inputs of external experts. The tasks to be subcontracted will be subject of a public procurement procedure based on the best value for money. The budget calculation is strictly related to the planned activities/work programme which guarantees both coherence of planned activities and value for money.

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2.1.5 Risk management**Critical risks and risk management strategy**

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.*

| Risk No | Description | Work package No | Proposed risk-mitigation measures |
|---------|--|-----------------------|---|
| 1 | Structural changes of the AL governance in Slovakia | W1, W2, W3, W4 | A sound defence of the aims and purpose of the project with stress on the EU policy context |



| | | | |
|---|---|-----------------------|---|
| 2 | Lack of interest of the target groups in proposed activities | W1, W2, W3, W4 | Clear messaging and regular updates and communications to explain the nature, purpose and impact/benefits of the planned activities |
| 3 | Project outputs do not meet expected quality | W1, W2, W3, W4 | For each output/deliverable, intermediate approval cycle will be established |
| 4 | Deviations from the time plan occur | W1, W2, W3, W4 | Diversifying tasks among the project team and regular control methods will be put in place |
| 5 | Possible exceeding of the planned budget | W1, W2, W3, W4 | Regular checks of the budget, changing funding plans if necessary or amending challenging or costly project elements |

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2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS

2.2.1 Consortium set-up

Consortium cooperation and division of roles (if applicable)

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.

NA

2.2.2 Consortium management and decision-making

Consortium management and decision-making (if applicable)

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.

NA

#\$CON-SOR-CS\$# # \$QUA-LIT-QL\$# #@\$IMP-ACT-IA@#

3. IMPACT

3.1 Impact and ambition

Impact and ambition



Please address each guiding points presented in the Invitation to submit under the award criterion 'Impact'.

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?

The project implementation will contribute to:

- increasing **visibility** of adult education in Slovakia,
- raising **awareness on benefits** of AL and **motivation to participate** in AL,
- creating and developing **networks** to support policy making and implementation of activities in AL,
- engaging stakeholders and target groups in **expert activities** related to AL – both national and international,
- developing **capacities** in the area of AL,
- conducting **research** of AL sector and creating sustainable resources on AL in Slovakia.
- utilizing the **foreign partners' expertise and cooperation** in developing and improving elements of the AL system in Slovakia.

Main target groups are:

- AL providers, trainers, AL institutions managements,
- policy makers - national and public institutions,
- regional administrations,
- employers,
- associations, professional organizations, NGOs,
- organizations that can be categorised as “innovative learning centres” – libraries, cultural centres, community centres, etc.
- adult learners,
- wider public.

#§IMP-ACT-IA§# #@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 will underpin the implementation of the project as a whole.

The objectives of the communication activities will be:

- To promote the key messages related to AL benefits in order to motivate and increase interest and participation among the main target groups, stakeholders and experts,
- To ensure a wide dissemination of the project objectives, activities and results among the target groups and to the wider public in Slovakia and EU,
- to contribute to; involvement in the project activities and transfer of project results to relevant stakeholders

The tools to be used for reaching the main target groups are detailed in WP5.

The target audiences for the communication activities will be:

- AL professionals; teaching/training staff, public authorities; learners, associations, NGOs; relevant stakeholders at local/national level and EU level.
- policy-makers
- AL learners
- EU-wide networks and platforms on relevant topics

#§COM-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?

- The proposed project is a follow-up of the project implemented in 2022-2023 during which the NC AL in Slovakia returned to its status from 2019 (before the forced 2-year break) and which confirmed its abilities to provide expert content, to link stakeholders and players in AL and thus contribute to the development of AL community in Slovakia.
- NC AL closely cooperates with the Ministry of Education, public institutions, regional administrations, NGOs and other stakeholders in the area of AL. These activities will continue within the new work-programme.
- The Slovak NCAL is included in the structure of the LLL Department of the State Vocational Education Institute (ŠIOV), which is also in charge of implementation of other EU initiatives in AL and VET – esp. the European Qualifications Framework, Europass, and EPALE. All these initiatives have been implemented in complementarity, ensuring the synergic effect and maximizing their impact.
- In addition, ŠIOV is also the UNESCO-UNEVOC Centre, its staff has been a part of the OECD expert group on VET; it is a member of EfVET and other European and national associations, and the quantitative and qualitative data emerging from the project implementation will be made available to members' network, providing specific communication means.
- The project will develop outputs to be implemented on the **system level** and included in the measures (e.g. legislation, LLL Strategy implementation plans, etc.) to improve and/or develop the system of AL in Slovakia,
- Establishing stakeholders' **networks** has proven to be effective practice in creating spin-off opportunities and developments at national level and outputs of the project and they will help to mainstream the tested innovation in the national context.
- The materials developed and data collected within the research activities will serve as a source for **evidence-based policy and decision-making**.

#§SUS-CON-SC§#

#@WRK-PLA-WP@#

4. WORK PLAN, 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)).

The work plan consists of 5 work packages implemented in order to achieve specific goals of the project.

WP1: **IMPLEMENTATION OF PRIORITIES ON INCREASING ADULT PARTICIPATION IN LEARNING – M6 – M20** – cooperation with national stakeholders, creating enabling conditions for LLL

WP2: **SUPPORTING RELEVANT ACTORS JOINING FORCES FOR COMMON ACTIONS FOR ADULT LEARNING – Pact for Skills – M3 – M18** – Renewal of the National network for implementation of Upskilling Pathways, Capacity building of stakeholders – network, training course, study visits

WP3: **INNOVATIVE LEARNING ENVIRONMENTS FOR DEVELOPING SKILLS – M5 – M17** – mapping of actors (including interviews, roundtables), conference, web-page, video-campaign

- WP4: **DISSEMINATION STRATEGY AND EU ACTIVITIES - M1 – M24** – information activities supporting visibility of adult education and NC AL activities – Award for LLL, web-site. Participation in the EU and national events

WP5: **PROJECT MANAGEMENT AND COORDINATION - M1 – M24** - overall coordination of the project implementation and monitoring quality of the activities and outputs

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. The last WP should be dedicated to Impact and dissemination.

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). Please refer to the Call document/Programme Guide for specific requirements concerning the number and the typology of work packages.

Work packages covering financial support to third parties ( only allowed if authorised in the Call document/Programme Guide) 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).

 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), and if applicable 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.

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. They are not needed for ERASMUS IBA projects. You can leave the section on milestones empty.

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables 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: IMPLEMENTATION OF PRIORITIES ON INCREASING ADULT PARTICIPATION IN LEARNING | | | | | |
|--|--|---|--------------|---|---|
| Duration: | M6- M20 | Lead Beneficiary: | ŠIOV | | |
| Objectives | | | | | |
| <ul style="list-style-type: none"> To involve stakeholders (national and regional level) in the activities for building environment favourable to adult learning To explore good practice in adult learning policies in EU | | | | | |
| 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 | Organization of study visit for stakeholders in the selected EU countries | <p>The goal of the activity is to involve national and international stakeholder in the activities supporting their understanding of the needs for building a favourable environment for adult learning. Therefore, study visits will be organised in the EU countries, in which good practice examples can be found. Case studies will involve regional structures for lifelong learning, approaches to individual learning accounts and microcredentials, legislation, etc.</p> <p><i>2 study visits for 2 groups of stakeholders</i></p> | ŠIOV | COO | No |

| | | | | | | | |
|---|--|---|------------------|------------------------|---------------------|----------------------------|---|
| | | (national institutions, regional administrations) | | | | | |
| 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 |
| n/a | n/a | n/a | n/a | n/a | | n/a | n/a |
| 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 | Case studies from study visits, good practice examples from EU countries | 1 | ŠIOV | [R — Document, report] | [PU — Public] | M20 | Summary of the case studies explored during study visits in the EU countries Online document |

| | | | | | | | | | | | | | | |
|--|-------------------------------|----------------------|-------------------|-------------|-----------------------|---------|--------------------|------------------|---------------|-------------------------------------|--|-------|-------------------|-------------|
| Estimated budget — Resources <i>(n/a for prefixed Lump Sum Grants)</i> | | | | | | | | | | | | | | |
| Participant | Costs | | | | | | | | | | | | | |
| | 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 |
| ŠIOV | 14 person months 6 persons | 2600 EUR 5600 EUR | 0 EUR | 10 travels | 10 persons travelling | 600 EUR | 300 EUR | 100 EUR | X EUR | X EUR | X grants | X EUR | 5600 EUR | 85 600 EUR |

| | | | | | | | | | | | | | | |
|-------|--|------------|-------|--|--|----------|----------|----------|-------|-------|--|--|----------|------------|
| Total | | 70 000 EUR | X EUR | | | 6000 EUR | 3000 EUR | 1000 EUR | X EUR | X EUR | | | 5600 EUR | 85 600 EUR |
|-------|--|------------|-------|--|--|----------|----------|----------|-------|-------|--|--|----------|------------|

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

Work Package 2

Work Package 2: SUPPORTING RELEVANT ACTORS JOINING FORCES FOR COMMON ACTIONS FOR ADULT LEARNING – PACT FOR SKILLS

| | | | |
|-----------|---------|-------------------|------|
| Duration: | M1– M18 | Lead Beneficiary: | ŠIOV |
|-----------|---------|-------------------|------|

Objectives

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

- To join the Pact for Skills with the national commitment for improving provision of adults' basic skills
- To increase visibility and understanding of European policies and opportunities in the field of adult learning;

Activities (what, how, where) and division of work

| 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) | |
| T2.1 | Creating an online catalogue of European and national policies and initiatives in | In order to better inform the AE community on European policies in adult education, the relevant European policies and initiatives will be collected in order to create an online catalogue. In parallel, the national strategic documents and initiatives | NC AL SK internal team | COO | No |

| | | | | | |
|---|---|--|---|-----------------------|---------------------|
| | adult education | <p>will be collected. The catalogue will be created as a separate part of the web-site www.vzdelavaniadospelych.sk in the Slovak language.</p> <p>it is to help us identify relevant actors at national, regional as well as local levels. Regarding the national policies and initiatives, these can be both existing as well as planned ones.</p> <p>The online catalogue will be used in the implementation of relating tasks, i.e. collecting a database of regional actors; organisation of regional workshops and formulation of an own Pact for Skills commitment.</p> | | | |
| T2.2 | Formulating Pact for Skills commitment | <p>SIOV will formulate the national commitment for the Pact for Skills and present it to the national stakeholders in order to get their support and engagement. The main partners in the PfS will be the National network for basic skills, other partners will be engaged through regional workshops and other activities,</p> | <p>AL SK internal team</p> <p>Basic skills network in SK</p> <p>Other organizations</p> | <p>COO</p> <p>BEN</p> | No |
| T2.3 | Organising regional workshops with relevant actors | <p>3 regional workshops will be organised, in the eastern, central and western part of Slovakia. The target group will be a wide range of representatives of public and private sectors.</p> <p>The workshops will be a platform for networking of various actors and stakeholders and for engaging them in the national commitment for Pact for Skills as well as in further collaboration</p> <p>The impact of the activity will be measured through online surveys among workshop participants in order to measure their satisfaction level and map any subsequent initiatives inspired by the project. Good practice examples will be promoted through project's dissemination activities.</p> | <p>ALA SK internal team</p> <p>Regional organizations</p> | <p>COO</p> <p>BEN</p> | Conference services |
| Milestones and deliverables (outputs/outcomes) | | | | | |

| Deliverable No (continuous numbering linked to | Deliverable Name | Work Package No | Lead Beneficiary | Type | Dissemination Level | Due Date (month number) | Description (including format and |
|--|------------------|--------------------|------------------|------|------------------------|-------------------------------|--------------------------------------|
|--|------------------|--------------------|------------------|------|------------------------|-------------------------------|--------------------------------------|

| WP) | | | | | | | language) |
|------|---|---|------|--|--------------------------|-----|---|
| D2.1 | Online catalogue of European and national policies and initiatives in adult education | 2 | ŠIOV | <i>[DEC - Websites, patent filings, videos, etc]</i> | <i>[PU — Public]</i> | M6 | The online catalogue online format, SK language version |
| D2.2 | Database of Pact for Skills partners and other relevant actors and stakeholders in adult education | 2 | ŠIOV | <i>[DATA — data sets, microdata, etc]</i> | <i>[SEN — Sensitive]</i> | M12 | The database of relevant actors and stakeholders (Excel format, SK language version) |
| D2.3 | Pact for Skills commitment and membership | 2 | ŠIOV | <i>[DEC -Websites, patent filings, videos, etc]</i> | <i>[PU — Public]</i> | M4 | Pact for Skills web-site registration Pact for Skills sub-page on the NC AL web-site www.vzdelavanieospelych.sk |

| Estimated budget — Resources <i>(n/a for prefixed Lump Sum Grants)</i> | | | | | | | | | | | | | | |
|--|------------------|-----------|-------------------|-------------|-----------------------|---------|-------------------|------------------|---------------|-------------------------------------|--|-------|-------------------|-------------|
| Participant | Costs | | | | | | | | | | | | | |
| | A. Personnel | | B. Subcontracting | C.1a Travel | | | C.1b Accomodation | 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 |
| ŠIOV | 14 person months | 2600 EUR | X EUR | 10 travels | 10 persons travelling | 60 EUR | 100 EUR | 40 EUR | X EUR | 9000 EUR | X grants | X EUR | 3920 EUR | 59 920 EUR |
| | 6 persons | 5600 EUR | | | | | | | | | | | | |
| Total | | 45000 EUR | | | | 600 EUR | 1000 EUR | 400 EUR | | 9000 EUR | | | 3920 EUR | 59 920 EUR |

Work Package 3

| Work Package 3: INNOVATIVE LEARNING ENVIRONMENTS FOR DEVELOPING SKILLS | | | | | |
|--|---|--|--------------|-----------------------------------|--|
| Duration: | M3 – M17 | Lead Beneficiary: | ŠIOV | | |
| Objectives <i>List the specific objectives to which this work package is linked.</i> | | | | | |
| <ul style="list-style-type: none"> To map innovative learning spaces and their contribution to adult learning in Slovakia To draft policy recommendations on the place of innovative learning spaces within the LLL/adult education system To promote the value of innovative learning spaces for adults to attract learners in non-formal, life-wide learning in a spectrum of learning and community activities | | | | | |
| Activities (what, how, where) and division of work | | | | | |
| 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) | |
| T3.1 | Mapping of the actors involved in provision of innovative learning | The eco system of provision of innovative learning by newly founded organizations reacting to the new skills needs (also related to the labour market needs) has boosted recently. Last years can be characterized by the increase of the opportunities which many newly established nonprofit organizations or associations are providing through their activities for various target groups. These are not only the activities of nonprofit organization, but also municipalities started to implement the | ŠIOV | COO | Conference services |

| | | | | | |
|--|--|---|--|--|--|
| | | <p>activities, which are focused at the improvement of the communities development in given regions (e.g. Regional innovation agencies in middle and eastern Slovakia) and part of their activities is training in skills defined as necessary to develop in the given region. Activities which they provide include: support of start-ups and creating a space for students to connect and collaborate with companies or scientists; innovation centers link sectors and try to get the best out of them; contribute to the modernization of the education system, improve cooperation between primary, secondary and higher education institutions and employers, support lifelong-learning.</p> <p>In parallel, non-profit organizations actively react to communities needs by provision of innovative trainings and support e.g. for mothers at maternity leave (IT and digital skills); support of digital skills development (seniors); critical thinking and active citizenship (teachers and experts in education); entrepreneurial skills (students and teacher – Rozbehni sa); green skills (parents, students, teachers); social cohesion and community development; creating network between low skilled and companies-education opportunities; support to refugees students from Ukraine studying at HEI.</p> <p>Libraries also become more and more the place where the visitors can go through the different innovative workshops or are the places where</p> | | | |
|--|--|---|--|--|--|

| | | | | | |
|------|---|---|------|-----|---------------------------|
| | | <p>presentations, trainings or events take place, attracting new target groups and changing the mindsets how libraries should operate.</p> <p>The main aim of this activity is to prepare an overview, gain an insight and network organizations and to promote and make their learning environments more visible in order to raise motivation of adult to participate actively in AE.</p> <p>NC AL will map this ecosystem and provide the opportunities for networking of these stakeholders through:</p> <p>Interviews, round table discussions, online questionnaire</p> <p>Promotion through the campaign (good practice examples in form of videos and special space at the web-page: www.vzdelavanieidospelych.sk)</p> | | | |
| T3.2 | Conference on innovative learning environments and opportunities | <p>The conference will serve as a platform for the involved stakeholders who were involved in the mapping – interviews-round table discussions, to have the opportunity to meet-network-create.</p> <p><i>invitation, agenda, signed presence list, target group: policy-makers, experts, researches in AL, academics, AL provides, trainers,</i></p> <p><i>number of participants: 80,</i></p> <p><i>duration of the event: 1 day,</i></p> <p><i>report of the event, training material package, presentations, evaluation report, feedback questionnaire</i></p> | ŠIOV | COO | Yes – conference services |

| | | | | | | | |
|---|---|---|------------------|-------------------------------|----------------------------|---|--------------------------------------|
| T3.3 | Web-site www.vzdelavaniedospelych.sk | The existing website Chyba! Neplatné hypertextové prepojenie. which was developed during last period on NALA project realization will be used as a platform or showcase of the network of organizations working in given area – innovative learning and education provision. | | ŠIOV | COO | No | |
| T3.4 | Online campaign Stories of innovation | Campaign aimed at raising awareness of the opportunities of innovative learning in the different regions; the importance of working together - raising motivation. The campaign will be based on story-telling – interviews (videos) with actors, stakeholders, learners, etc. The campaign will be supported by media campaign(advertisements, paid press releases, etc.) | | ŠIOV | COO | Yes – videos production Media space (advertisements, paid pressreleases) | |
| T3.5 | Study visits for NC ALs from EU member states on innovative learning spaces | A 2-day study visit will be organized and offered to interested NC AL in EU. During study visit, selected organizations will be visited and their activities presented, discussions with the staff members, participants, regional and local authorities included | | ŠIOV Other NC AL in EU | COO BEN | Yes – group bus transport | |
| 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 | |
| Not applicable. | | | | | | | |
| Deliverable No (continuous numbering linked to | Deliverable Name | Work Package No | Lead Beneficiary | Type | Dissemination Level | Due Date (month number) | Description (including format and |

| WP) | | | | | | | language) |
|------|--|---|------|------------------------------|------------------|------|--|
| D3.1 | Mapping report –State of play of innovative learning environments in Slovakia | 3 | ŠIOV | [R — Document, report] | [PU — Public] | M 17 | <p>The mapping report will explore innovative learning environments and opportunities in Slovakia. The overall picture of these places is fragmented, their distribution is not balanced in the SK regions, the main aim of this report to create more accurate picture of the opportunities in this area, as well as to provide networking opportunities actors/stakeholders.</p> <p><i>PDF format, 30 pages, SK + EN language versions</i></p> |
| D3.2 | Policy brief on innovative learning spaces | 3 | ŠIOV | [R — Document, report] | [PU — Public] | M20 | <p>Summary of key messages and policy recommendations resulting from the mapping</p> <p><i>PDF format, 2-4 pages, Online published</i></p> <p><i>SK + EN languageversion</i></p> |

| | | | | | | | |
|------|---|---|------|--|---------------|-----|---|
| D3.3 | Web-site section on innovative learning and environments | 3 | ŠIOV | [DEC - Websites, patent filings, videos, etc.] | [PU — Public] | M17 | The web-site www.vzdelavaniedospelych.sk will be modified and extended of the section on innovative learning environments. It will provide an online list of organizations offering innovative learning space in all 8 regions of Slovakia. The core information will be published in M17 and updated during the whole project |
| D3.4 | Videos for the online campaign | 3 | ŠIOV | [DEC - Websites, patent filings, videos, etc.] | [PU — Public] | M17 | 10 videos produced within the online campaign Stories of innovation based on story-telling |

Estimated budget — Resources *(n/a for prefixed Lump Sum Grants)*

| Participant | Costs | | | | | | | | | | | | | |
|-------------|------------------|-----------|-------------------|-------------|-----------------------|--------|-------------------|------------------|---------------|-------------------------------------|--|--|-------------------|-------------|
| | A. Personnel | | B. Subcontracting | C.1a Travel | | | C.1b Accomodation | 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 |
| ŠIOV | 15 person months | 2 600 EUR | 6 000 EUR | 12 travels | 12 persons travelling | 60 EUR | 100 EUR | 40 EUR | | 20 000 EUR | | | 5 894 EUR | 90 094 EUR |
| | 3 persons | 5 600 EUR | | | | | | | | | | | | |

| | | | | | | | | | | | | | | |
|-------|--|---------------|----------|--|--|------------|-------------|------------|--|---------------|--|--|-----------|------------|
| Total | | 55 800 EUR | 6000 EUR | | | 720 EUR | 1200 EUR | 480 EUR | | 20 000 EUR | | | 5 894 EUR | 90 094 EUR |
|-------|--|---------------|----------|--|--|------------|-------------|------------|--|---------------|--|--|-----------|------------|

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

Work Package 4

Work Package 4: DISSEMINATION STRATEGY AND EU ACTIVITIES

| Duration: | M1 – M24 | Lead Beneficiary: | ŠIOV | | |
|---|---|--|--------------|--|--|
| Objectives <i>List the specific objectives to which this work package is linked.</i> | | | | | |
| <p>The objectives of the communication will be:</p> <ul style="list-style-type: none"> to ensure a wide dissemination of the project objectives, activities and results among the target groups and to the wider public in Slovakia and Europe to make the activities related to AL visible in order to create an AL-friendly environment both for key stakeholders and learners, to communicate, disseminate and promote the project outputs produced to contribute to transfer of the project results to relevant stakeholder to provide clear communication in order to ensure project results sustainability | | | | | |
| Activities (what, how, where) and division of work | | | | | |
| Task No (continuous numbering linked to WP) | Task Name | Description | Participants | | In-kind Contributions and Subcontracting (Yes/No and which) |
| | | | Name | Role (COO, BEN, AL, AP, OTHER) | |
| T4.1 | Online promotion of the project activities | Publication of information on the project activities, events and outcomes through online channels, mainly: Websites: | ŠIOV | COO | |

| | | | | | |
|------|--|---|------|-----|---|
| | | <ul style="list-style-type: none"> - www.vzdelavaniedospelych.sk - EPALE Slovakia www.epale.sk - www.siov.sk - EQAVET SK website www.okvalite.sk - Ministry of Education www.minedu.sk, - Europass SK www.Europass.sk - UNEVOC Network, <p>Social media (including paid campaigns):</p> <ul style="list-style-type: none"> - Facebook pages – EPALE Slovakia, ŠIOV, Europass Slovakia, Lifelong learning in EU and Slovakia, EQAVET SK - EPALE SK Twitter - EPALE SK YouTube Channel <p>Online newsletters:</p> <ul style="list-style-type: none"> - Trends in VET (ŠIOV), - Lifelong learning in EU and Slovakia (ŠIOV), - Erasmus+ newsletter - EfVET Newsletter | | | Yes – Facebook campaigns, Mailchimp account |
| T4.2 | Promotion of the AL SK activities at events organised by other organization in Slovakia and EU Participation in the events on EU and national level | <ul style="list-style-type: none"> - Involvement in the LLL Week organised annually by the Association of Adult Learning Institutions in Slovakia (www.tcu.sk) - Cooperation with the ERASMUS+ NA (information campaign for project applicants/implementing organisations and other activities) - Participation in major festivals organised by NC AL partners – e.g., Day of Europe, Pohoda Festival, Festival Learning Trnava, etc, - Involvement in conferences, seminars, webinars, roundtables, campaigns, etc. organised by other organisations - Participation in the events organised | ŠIOV | COO | |

| | | by the European Commission and other NC AL (e.g. study visits, clusters, etc.) | | | | | |
|--|--|--|------------------|-------------|----------------------------|-------------------------------|--|
| T4.3 | Organization of the Award for Contribution to LLL in Slovakia | <ul style="list-style-type: none"> - In cooperation with the Ministry of Education SR and EPALE NNS, the awarding ceremony will be organized in 2024 and 2025. - The award will be given to an organization/personality selected by an independent board and set priorities. | ŠIOV | COO | | | |
| 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 | |
| Not applicable. | | | | | | | |
| 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) |
| D4.1 | Promotional items | 4 | ŠIOV | [OTHER] | [PU — Public] | M24 | Promotional items to support visibility of AL SK. The promotional items will be offered to participants of the events, trainings, conferences, etc. The selection of the items will respect green approach – Items produced by protected workshops (e.g. natural products – teas, spices, hand-made products, etc.) with NC AL visual identity |

| Estimated budget — Resources <i>(n/a for prefixed Lump Sum Grants)</i> | | | | | | | | | | | | | | |
|---|------------------|------------|-------------------|-------------|-----------------------|----------|--------------------|------------------|---------------|-------------------------------------|--|-------|-------------------|-------------|
| Participant | Costs | | | | | | | | | | | | | |
| | 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 |
| ŠIOV | 16 person months | 41 600 EUR | 5 000 EUR | 10 travels | 10 persons travelling | 500 EUR | 300 EUR | 100 EUR | X EUR | 8 000 EUR | X grants | X EUR | 4 452 EUR | 68 052 EUR |
| Total | | 41 600 EUR | 5 000 EUR | | | 5000 EUR | 3000 EUR | 1000 EUR | | 8 000 EUR | | | 4 452 EUR | 68 052 EUR |
| For certain Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; see Portal Reference Documents). | | | | | | | | | | | | | | |

Work Package 5

| Work Package 5: PROJECT MANAGEMENT AND COORDINATION | | | | | |
|--|-----------|--------------------------|--------------|--------------------|--|
| Duration: | M1- M24 | Lead Beneficiary: | ŠIOV | | |
| Objectives | | | | | |
| <ul style="list-style-type: none"> To ensure overall coordination of the project activities and smooth implementation of the work programme, To quality assure the project implantation as well as the work of the NC AL performance | | | | | |
| Activities and division of work (WP description) | | | | | |
| Task No (continuous numbering linked to) | Task Name | Description | Participants | | In-kind Contributions and Subcontracting (Yes/No and which) |
| | | | Name | Role (COO, BEN, | |

| WP) | | | | AE, AP, OTHER) | | | |
|--|---|---|------------------|-------------------|----------------------------|----------------------------|---|
| T5.1 | Coordination and implementation of the project | The NC AL team will perform internal activities in order to: - ensure the timely and quality delivery of the activities planned and achieving planned outputs (regular internal coordination meetings, shared documents, division of tasks, etc.) - follow the budget spending (in cooperation with the economic department of ŠIOV) and preparation of the necessary documentation for book-keeping, public procurement procedures, etc. | ŠIOV | COO | No | | |
| T5.2 | Ensuring quality of the activities and regular monitoring of the work-programme implementation | - The project team will set-up the monitoring system of the project activities – such as evaluation questionnaires for participants, shared documents, etc. - The feedback will be analysed internally, and the results will be taken into account in order to improve the work. | ŠIOV | COO | | | |
| T5.3 | Professional development of the NC AL staff | - Continuous development of the NC AL staff (e.g. presentation skills, lecturing skills, using innovative techniques in non-formal education, etc.) | ŠIOV | COO | Training courses providers | | |
| 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 | |
| Not applicable. | | | | | | | |
| 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 | Interim and final report | 1 | ŠIOV | [R — Document, report] | [SEN — Sensitive] | M12-14 | Reports to be prepared and submitted in line with the project contract agreement |
|------|---------------------------------|---|------|------------------------|-------------------|--------|--|

| Estimated budget — Resources <i>(n/a for prefixed Lump Sum Grants)</i> | | | | | | | | | | | | | | |
|---|------------------|------------|-------------------|-------------|----------------------|-------|--------------------|------------------|---------------|-------------------------------------|--|-------|-------------------|-------------|
| Participant | Costs | | | | | | | | | | | | | |
| | 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 |
| ŠIOV | 4 person months | 2 800 EUR | 0 EUR | X travels | X persons travelling | X EUR | X EUR | X EUR | X EUR | 13 887 EUR | X grants | X EUR | 2 932 EUR | 44 819 EUR |
| | 24 person months | 700 EUR | | | | | | | | | | | | |
| Total | | 28 000 EUR | | | | | | | | 13 887 EUR | | | 2 932 EUR | 44 819 EUR |
| For certain Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; see Portal Reference Documents). | | | | | | | | | | | | | | |

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. | | | | | | |
| Work Package No | Work Package Title | Lead Participant No | Lead Participant Short Name | Start Month | End Month | Person-Months |

| | | | | | | |
|---|--|--|--|--|---------------------|--|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| | | | | | 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.

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 | | | | |

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 to 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 project coordinator tasks). | | | | | | |
|---|---|--|--|--------------------------|---|---|
| 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?) |
| WP4 | S1.1 | Supply of promotional materials | Items produced by protected workshops (e.g. natural products – teas, hand-made products, etc.) with NC AL visual identity Stakeholders and general public | 5000 EUR | Not possible to ensure internally | Lowest price |
| WP3 | S1.2 | Video production | Videos produced for the online campaign Stories of innovation and Award for LLL | 10000 EUR | Not possible to ensure internally | Lowest price |
| Other issues: <i>If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</i> | | | Insert text | | | |

Events and meetings

| Events and meetings | | | |
|---|-------------|-------------|-----------|
| This table is to be completed for events and meetings that have been mentioned as part of the activities in the work packages above Give more details on the type, location, number of persons attending, etc. | | | |
| Event No (continuous numbering) | Participant | Description | Attendees |

| linked to WP) | | Name | Type | Area | Location | Duration (days) | Number |
|---------------|-----------------------|---|--------------|---|---|--------------------|--------------------------|
| E1.1 | ŠIOV | Prize for LLL awarding ceremony | event | Adult learning, awareness and visibility | Slovakia | 2 x1 | 60 |
| E2.2 | ŠIOV | Regional workshops on Pact for Skills partnership | workshop | Pact for Skills, EU policies and initiatives in adult education | Slovakia (Western, Central, Eastern Slovakia) | 3 x 1 day | 3 x 25 |
| E3.1 | ŠIOV | Roundtables – mapping innovative learning environments | Round-tables | Adult learning, innovative spaces | Slovakia | 6 | 6 x 10 |
| E3.2 | ŠIOV | Conference on innovative learning environments | Conference | Adult learning, innovative spaces | Slovakia | 1 day | 80 |
| E3.3 | ŠIOV, EU NC AL | Study visit on innovative learning environments in SK | Study visit | Adult learning, innovative spaces | Slovakia | 2 days | 15 NC AL representatives |
| E3.4 | ŠIOV, SK stakeholders | Award for contribution to Lifelong Learning | Ceremony | Lifelong learning | Slovakia | 2 x 0,5 day | 60 |

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 |
| T1.1 – Study visits for national stakeholder | | | | | | | | | | | | | | | | | | | | | | | | |
| T2.1 Online catalogue of European and national policies and initiatives in adult education | | | | | | | | | | | | | | | | | | | | | | | | |
| T2.2 Pact for Skills commitment | | | | | | | | | | | | | | | | | | | | | | | | |
| T2.3 Regional workshops with relevant actors | | | | | | | | | | | | | | | | | | | | | | | | |
| T3.1 Mapping of the actors involved in provision of innovative learning | | | | | | | | | | | | | | | | | | | | | | | | |
| T3.2 Conference on innovative learning environments and opportunities | | | | | | | | | | | | | | | | | | | | | | | | |
| T3.4 Online campaign Stories of innovation | | | | | | | | | | | | | | | | | | | | | | | | |
| T3.4 Web-site section on innovative learning spaces | | | | | | | | | | | | | | | | | | | | | | | | |
| T3.5 Study visit for NC ALs from EU member states on innovative learning spaces | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| T4.1 Online promotion of the project activities | | | | | | | | | | | | | | | | | | | | | | | | |
| T4.2 Events on EU and national level | | | | | | | | | | | | | | | | | | | | | | | | |
| T4.3 Organization of the Award for Contribution to LLL in Slovakia | | | | | | | | | | | | | | | | | | | | | | | | |
| T5.1 Coordination and implementation of the project | | | | | | | | | | | | | | | | | | | | | | | | |
| T5.2 Ensuring quality of the activities and regular monitoring | | | | | | | | | | | | | | | | | | | | | | | | |
| T5.3 Professional development of the staff | | | | | | | | | | | | | | | | | | | | | | | | |

#\$WRK-PLA-WP\$#



#@ETH-ICS-EI@#

5. OTHER

5.1 Ethics

Ethics (if applicable)

Not applicable.

#\$ETH-ICS-EI\$# #@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**

 Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).

YES/NO

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. Erasmus, 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. Erasmus, EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.

YES

Financial support to third parties (if applicable)

If your project requires a higher maximum amount per third party than the threshold amount set in the Call document/Programme Guide, justify and explain why this is necessary in order to fulfil your project's objectives.

NA

Seal of Excellence (if applicable)

If provided in the Call document, proposals that pass the evaluation but are below the budget threshold (i.e. pass the minimum thresholds but are not ranked high enough to receive funding) will be awarded a Seal of Excellence.

In this context we may share information about your proposal with other EU or national funding bodies through the Erasmus+ National Agencies.

Do you agree that your proposal (including proposal data and documentation) is shared with other EU and national funding bodies to find funding under other schemes?

YES

#\$DEC-LAR-DL\$#



ANNEXES

LIST OF ANNEXES

Standard

Detailed budget table/Calculator (annex 1 to Part B) — *mandatory for certain Lump Sum Grants (see [Portal Reference Documents](#))*

CVs (annex 2 to Part B) — *mandatory, if required in the Call document/Programme Guide*

Annual activity reports (annex 3 to Part B) — *not applicable*

List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document/Programme Guide*

Special

Other annexes — *mandatory, if required in the Call document/Programme Guide*

**LIST OF PREVIOUS PROJECTS****List of previous projects***Please provide a list of your previous projects for the last 4 years.*

| Participant | Project Reference No and Title, Funding programme | Period (start and end date) | Role (COO, BEN, AE, OTHER) | Amount (EUR) | Website (if any) |
|-------------|---|-----------------------------|----------------------------|--------------|------------------|
| [name] | | | | | |
| [name] | | | | | |
| | | | | | |

HISTORY OF CHANGES

| VERSION | PUBLICATION DATE | CHANGE |
|---------|------------------|---|
| 1.0 | 25.02.2021 | Initial version (new MFF). |
| 2.0 | 01.06.2022 | Consolidation, formatting and layout changes. Tags added. |
| | | |
| | | |
| | | |

ANNEX 2

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

| | Estimated EU contribution | | | | | Maximum grant amount ¹ |
|----------|--|---|--|--|---|-----------------------------------|
| | Estimated eligible lump sum contributions (per work package) | | | | | |
| | WP1 IMPLEMENTATION OF PRIORITIES ON INCREASING ADULT PARTICIPATION IN LEARNING | WP2 SUPPORTING RELEVANT ACTORS JOINING FORCES FOR COMMON ACTIONS FOR ADULT LEARNING – PACT FOR SKILLS | WP3 INNOVATIVE LEARNING ENVIRONMENTS FOR DEVELOPING SKILLS | WP4 DISSEMINATION STRATEGY AND EU ACTIVITIES | WP5 PROJECT MANAGEMENT AND COORDINATION | |
| | Forms of funding | Lump sum contribution | Lump sum contribution | Lump sum contribution | Lump sum contribution | |
| | a | b | c | d | e | f = a + b + c + d + e |
| 1 - SIOV | 68 480.00 | 47 936.00 | 72 075.00 | 54 442.00 | 35 855.00 | 278 788.00 |

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, publicity and dissemination 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).

Access rights for the granting authority, EU institutions, bodies, offices or agencies and national authorities to results for policy purposes

The beneficiaries must grant access to their results — on a royalty-free basis — to the granting authority, other EU institutions, bodies, offices or agencies, for developing, implementing and monitoring EU policies or programmes.

Such access rights are limited to non-commercial and non-competitive use.

The access rights also extend to national authorities of EU Member States or associated countries, for developing, implementing and monitoring their policies or programmes in this area. In this case, access is subject to a bilateral agreement to define specific conditions ensuring that:

- the access will be used only for the intended purpose and
- appropriate confidentiality obligations are in place.

Moreover, the requesting national authority or EU institution, body, office or agency (including the granting authority) must inform all other national authorities of such a request.

Access rights for third parties to ensure continuity and interoperability

Where the call conditions impose continuity or interoperability obligations, the beneficiaries must make the materials, documents and information and results produced in the framework of the action available to the public (freely accessible on the Internet under open licences or open source licences).

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 public **events**, display signs and posters mentioning the action and the European flag and funding statement
- upload the public **project results** to the Erasmus+ Project Results platform, available through the Funding & Tenders Portal.

SPECIFIC RULES FOR CARRYING OUT THE ACTION (— ARTICLE 18)

EU restrictive measures

The beneficiaries must ensure that the EU grant does not benefit any affiliated entities, associated partners, subcontractors or recipients of financial support to third parties that are

subject to restrictive measures adopted under Article 29 of the Treaty on the European Union or Article 215 of the Treaty on the Functioning of the EU (TFEU).

