



**EUROPEAN COMMISSION**  
Directorate-General for Justice and Consumers  
JUST.H – Horizontal Affairs  
**H.3 – Budget, Programmes and Financial Management**

## **GRANT AGREEMENT**

### **Project 101132274 — Sudna siet SR**

#### **PREAMBLE**

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

**on the one part,**

the **European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

**and**

**on the other part,**

1. 'the coordinator':

**MINISTERSTVO SPRAVODLIVOSTI SLOVENSKEJ REPUBLIKY (Justice)**, PIC 889128385, established in Račianska ul. 71, Bratislava 813 11, 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<sup>1</sup>
- Annex 2 Estimated budget for the action
- Annex 3 Accession forms (if applicable)<sup>2</sup>
- Annex 3a Declaration on joint and several liability of affiliated entities (if applicable)<sup>3</sup>
- Annex 4 Model for the financial statements
- Annex 5 Specific rules (if applicable)

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<sup>1</sup> Template published on [Portal Reference Documents](#).

<sup>2</sup> Template published on [Portal Reference Documents](#).

<sup>3</sup> Template published on [Portal Reference Documents](#).

## TERMS AND CONDITIONS

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## DATA SHEET

### 1. General data

Project summary:

Project summary
<p>Private International Law Division (hereinafter “PILD”) as a part of the Ministry of Justice of the Slovak Republic (hereinafter “Ministry”) is the contact point of the European Judicial Network (hereinafter “EJN”). Pursuant to the Decree no. 36/2010 of the Ministry of Justice of the Slovak republic the PILD is the main contact point of the national judicial network, notably Judicial Network of the Civil Law Matters of the Slovak Republic (hereinafter “Network”). The Network consists of the main contact point which is PILD and of contact points from different courts, which are judges or judicial clerks of every district court, regional court and the Supreme court. Each of these courts appoints one contact point (i.e. 63 contact points together) and normally appoints an alternate (currently, there are additional 39 alternate members of the Network). After new law on judicial reform enters into force (1.6.2023), it is foreseen that the Network will have 60 contact points (usually with additional alternate members). In order to achieve the better visibility and strengthening of the Network we propose various activities which will be focused inter alia on training of the current and also new contact points of the Network. One of the goals of the project is to have designated contact points at courts with comprehensive theoretical knowledge about legal instruments of EU law as well as its practical application with focus on a good practice. Another goal is to give the Network a visibility, so judges or judicial clerks would seek help from the contact point in order to discuss the case and application of EU law. The crucial goal is to ensure a consistent and uniform application of EU law by regular meetings of the Network as well as by other means. We expect the contact points to share and to distribute outcomes and results of the project to judges, judicial trainees and judicial clerks. At the same time, the main contact point (PILD) shall send project outcomes</p>

Keywords:

- Sudna siet SR

Project number: 101132274

Project name: Posilnenie Súdnej siete pre občianske veci Slovenskej republiky a zvýšenie povedomia o jej existencii a členoch

Project acronym: Sudna siet SR

Call: JUST-2023-JCOO

Topic: JUST-2023-JCOO

Type of action: JUST Lump Sum Grants

Granting authority: European Commission-EU

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

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

Project end date: starting date + months of duration

Project duration: 24 months

Consortium agreement: Yes

### 2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	Justice	MINISTERSTVO SPRAVODLIVOSTI SLOVENSKEJ REPUBLIKY	SK	889128385	302 204.00
<b>Total</b>						302 204.00

Coordinator:



– MINISTERSTVO SPRAVODLIVOSTI SLOVENSKEJ REPUBLIKY (Justice)

### 3. Grant

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

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
302 204.00	302 204.00

**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
1	1	24	Periodic report	60 days after end of reporting period	Final payment	90 days from receiving periodic report

**Prefinancing payments and guarantees:**

Prefinancing payment		Prefinancing guarantee		
Type	Amount	Guarantee amount	Division per participant	
Prefinancing 1 (initial)	241 763.20	n/a	1 - Justice	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:

SK8781800000007000690760 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 2018/1046<sup>4</sup> 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

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<sup>4</sup> 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 2017/1371<sup>5</sup> and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995<sup>6</sup>, 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 2988/95<sup>7</sup>.

**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 **101132274 — Sudna siet SR** ('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**

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<sup>5</sup> 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).

<sup>6</sup> OJ C 316, 27.11.1995, p. 48.

<sup>7</sup> 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 grant<sup>8</sup> 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)<sup>9</sup> 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.

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<sup>8</sup> 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”.

<sup>9</sup> 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’<sup>10</sup> (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).

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<sup>10</sup> 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/EC<sup>11</sup>
- 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.).

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<sup>11</sup> 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 2015/444<sup>12</sup> 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

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<sup>12</sup> 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 2018/1725<sup>13</sup>.

### **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 2016/679<sup>14</sup>).

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.

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<sup>13</sup> 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).

<sup>14</sup> 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**

Not applicable

## **SECTION 3 GRANT ADMINISTRATION**

### **ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS**

#### **19.1 Information requests**

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

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

#### **19.2 Participant Register data updates**

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

#### **19.3 Information about events and circumstances which impact the action**

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

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

#### **19.4 Consequences of non-compliance**

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

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

### **ARTICLE 20 — RECORD-KEEPING**

#### **20.1 Keeping records and supporting documents**

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

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

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

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

#### **20.2 Consequences of non-compliance**

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

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

## ARTICLE 21 — REPORTING

### 21.1 Continuous reporting

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

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

### 21.2 Periodic reporting: Technical reports and financial statements

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

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

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

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

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

The financial part of the periodic report includes:

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

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

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

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

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

- the information provided is complete, reliable and true

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

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

### **21.3 Currency for financial statements and conversion into euros**

The financial statements must be drafted in euro.

### **21.4 Reporting language**

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

### **21.5 Consequences of non-compliance**

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

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

## **ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE**

### **22.1 Payments and payment arrangements**

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

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

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

The cost of payment transfers will be borne as follows:

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

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

## 22.2 Recoveries

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

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

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

In case of enforced recoveries (see Article 22.4):

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

## 22.3 Amounts due

### 22.3.1 Prefinancing payments

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

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

For **initial 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:

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

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:

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

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 2015/2366<sup>15</sup> applies.

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

## 22.5 Consequences of non-compliance

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

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

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

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

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<sup>15</sup> 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).

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, unless otherwise agreed with the granting authority (see Data Sheet, Point 4.2).

### 25.1.3 Audits

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

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

The granting authority may use its own audit service, delegate audits to a centralised service or use



external audit firms. If it uses an external firm, the beneficiary concerned will be informed and have the right to object on grounds of commercial confidentiality or conflict of interest.

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

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

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

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

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

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

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

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

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

## **25.3 Access to records for assessing simplified forms of funding**

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

## **25.4 OLAF, EPPO and ECA audits and investigations**

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

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013<sup>16</sup> and No 2185/96<sup>17</sup>
- the European Public Prosecutor's Office (EPPO) under Regulation 2017/1939

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<sup>16</sup> 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).

<sup>17</sup> 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).



- 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 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 2988/95<sup>18</sup>).

### **SECTION 4 FORCE MAJEURE**

#### **ARTICLE 35 — FORCE MAJEURE**

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<sup>18</sup> 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).

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).

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 1182/71<sup>19</sup>, periods expressed in days, months or years are calculated from the moment the triggering event occurs.

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

‘Days’ means calendar days, not working days.

## **ARTICLE 39 — AMENDMENTS**

### **39.1 Conditions**

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

Amendments may be requested by any of the parties.

### **39.2 Procedure**

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<sup>19</sup> 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).



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**



# **Justice Programme (JUST)**

## **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.

<b>PROJECT</b>	
<i>Grant Preparation (General Information screen) — Enter the info.</i>	
<b>Project number:</b>	101132274
<b>Project name:</b>	Posilnenie Súdnej siete pre občianske veci Slovenskej republiky a zvýšenie povedomia o jej existencii a členoch
<b>Project acronym:</b>	Sudna siet SR
<b>Call:</b>	JUST-2023-JCOO
<b>Topic:</b>	JUST-2023-JCOO
<b>Type of action:</b>	JUST-LS
<b>Service:</b>	JUST/H/03
<b>Project starting date:</b>	first day of the month following the entry into force date
<b>Project duration:</b>	24 months

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## PROJECT SUMMARY

### Project summary

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

*Use the project summary from your proposal.*

Private International Law Division (hereinafter “PILD”) as a part of the Ministry of Justice of the Slovak Republic (hereinafter “Ministry”) is the contact point of the European Judicial Network (hereinafter “EJN”).

Pursuant to the Decree no. 36/2010 of the Ministry of Justice of the Slovak republic the PILD is the main contact point of the national judicial network, notably Judicial Network of the Civil Law Matters of the Slovak Republic (hereinafter “Network”). The Network consists of the main contact point which is PILD and of contact points from different courts, which are judges or judicial clerks of every district court, regional court and the Supreme court. Each of these courts appoints one contact point (i.e. 63 contact points together) and normally appoints an alternate (currently, there are additional 39 alternate members of the Network). After new law on judicial reform enters into force (1.6.2023), it is foreseen that the Network will have 60 contact points (usually with additional alternate members).

In order to achieve the better visibility and strengthening of the Network we propose various activities which will be focused inter alia on training of the current and also new contact points of the Network.

One of the goals of the project is to have designated contact points at courts with comprehensive theoretical knowledge about legal instruments of EU law as well as its practical application with focus on a good practice.

Another goal is to give the Network a visibility, so judges or judicial clerks would seek help from the contact point in order to discuss the case and application of EU law.

The crucial goal is to ensure a consistent and uniform application of EU law by regular meetings of the Network as well as by other means.

We expect the contact points to share and to distribute outcomes and results of the project to judges, judicial trainees and judicial clerks. At the same time, the main contact point (PILD) shall send project outcomes

## LIST OF PARTICIPANTS

### PARTICIPANTS

*Grant Preparation (Beneficiaries screen) — Enter the info.*

Number	Role	Short name	Legal name	Country	PIC
1	COO	Justice	MINISTERSTVO SPRAVODLIVOSTI SLOVENSKEJ REPUBLIKY	SK	889128385

## LIST OF WORK PACKAGES

<b>Work packages</b>						
<i>Grant Preparation (Work Packages screen) — Enter the info.</i>						
<b>Work Package No</b>	<b>Work Package name</b>	<b>Lead Beneficiary</b>	<b>Effort (Person-Months)</b>	<b>Start Month</b>	<b>End Month</b>	<b>Deliverables</b>
WP1	Riadenie a koordinácia projektu	1 - Justice	24.00	1	24	D1.1 – Progress report
WP2	Odborné činnosti	1 - Justice	25.00	1	24	D2.1 – Vyhodnotenie dotazníkov D2.2 – Stretnutie Siete D2.3 – Spoločné pracovné stretnutie Sietí SR a ČR D2.4 – Platforma na komunikáciu kontaktných bodov D2.5 – Zbierka praktických prípadov D2.6 – Zbierka informácií o možnostiach zabezpečenia právnej pomoci D2.7 – Elektronická brožúra pre nový kontaktný bod D2.8 – Stáž vybraných kontaktných bodov D2.9 – Stáž MS SR v ČR a opačne D2.10 – Účasť hlavného kontaktného bodu SR na 2 národných fórach organizovaných inými subjektmi D2.11 – Vyhodnotenie dotazníkov 2 D2.12 – Pravidelné vydávanie newslettera D2.13 – Vydávanie odborných článkov v oblasti medzinárodného práva súkromného D2.14 – Reklamné predmety

## Work package WP1 – Riadenie a koordinácia projektu

<b>Work Package Number</b>	WP1	<b>Lead Beneficiary</b>	1 - Justice
<b>Work Package Name</b>	Riadenie a koordinácia projektu		
<b>Start Month</b>	1	<b>End Month</b>	24

<b>Objectives</b>
<ul style="list-style-type: none"> <li>- Zabezpečiť koordináciu činností projektu vrátane komunikácie s Európskou Komisiou.</li> <li>- Zabezpečiť finančné riadenie projektu. Zabezpečiť monitorovanie a hodnotenie činností a výstupov projektu.</li> </ul>

<b>Description</b>
<p>T1.1. Koordinácia činností projektu: Projektový tím bude z technického hľadiska spolupracovať pri realizácii aktivity 2 s odborným tímom, ktorý bude pripravovať a uskutočňovať jednotlivé odborné činnosti a podujatia, či iné odborné výstupy tejto aktivity. Zároveň bude zabezpečovať technickú komunikáciu s Európskou Komisiou.</p> <p>T1.2. Finančné riadenie projektu: Projektový tím bude priebežne kontrolovať kontrolu výšku a hospodárnosť čerpania finančných prostriedkov na základe komunikácie s odborným tímom, ktorý bude predkladať finančné podklady k jednotlivým činnostiam a podujatiam, resp. iným výstupom aktivity 2, ako aj výkaz výkazy činností samotných odborných zamestnancov.</p> <p>T1.3. Monitorovanie a hodnotenie činností a výstupov projektu: Projektový tím bude priebežne monitorovať dodržiavanie časového harmonogramu a dosahovanie výsledkov projektu na základe komunikácie s odborným tímom, ktorý bude predkladať podklady a výstupy jednotlivých činností a podujatí, ako sú pozvánky, prezenčné listiny, prezentácie expertov, poprípade dotazníky o spokojnosti jednotlivých účastníkov podujatí, 1 exemplár z každej vydanej publikácie, kópie vyplnených elektronických dotazníkov mapujúcich povedomie o Sieti atď.</p>

## Work package WP2 – Odborné činnosti

<b>Work Package Number</b>	WP2	<b>Lead Beneficiary</b>	1 - Justice
<b>Work Package Name</b>	Odborné činnosti		
<b>Start Month</b>	1	<b>End Month</b>	24

<b>Objectives</b>
<ol style="list-style-type: none"> <li>1. zabezpečenie informácií/údajov formou elektronického dotazníka pre sudcov, VSÚ a justičných stážistov so zameraním na zistenie viditeľnosti Siete a zistenia povedomia pracovníkov v súdnicte o jej existencii (december 2023);</li> <li>2. jedno zasadnutie Siete: <ul style="list-style-type: none"> <li>o jeseň (september-október) 2024</li> <li>o jedna Konferencia Siete ČR+SR</li> <li>o jeseň (september-október) 2025</li> </ul> </li> <li>3. účasť lektorov na uvedených zasadnutiach: <ul style="list-style-type: none"> <li>o 2 národní experti na spoločnej konferencii ČR + SR na jeseň 2025 (september-október),</li> <li>o 5 zahraniční experti z krajín EU na jednom zasadnutí Siete jeseň (september-október) 2024 a na spoločnej konferencii ČR + SR na jeseň 2025 (september-október);</li> </ul> </li> <li>4. účasť členov súdnej siete ČR (tzv. Vnitřní soudní síť), prípadne zamestnancov ústredných orgánov ČR na spoločnej konferencii na jeseň 2025 (september-október) s predpokladaným počtom približne 25 účastníkov z ČR a 50 účastníkov SR;</li> <li>5. vytvorenie/zabezpečenie platformy na komunikáciu medzi kontaktnými bodmi tak, aby si kontaktné body mohli navzájom poskytovať „osvedčené postupy“ (good practice) ohľadne uplatňovania nástrojov EÚ za účelom zabezpečenia účinného a jednotného uplatňovania nástrojov EÚ (zdieľaný priečinok na intranete, webové sídlo MS SR) – (júl/august 2024);</li> </ol> <p>vydanie elektronických publikácií:</p> <ul style="list-style-type: none"> <li>o zberka praktických prípadov a relevantných rozhodnutí súdneho dvora EÚ (v slovenskom jazyku);</li> <li>o zberka informácií o možnostiach zabezpečenia právnej pomoci vo vzťahu k členským štátom EÚ aj so vzormi žiadostí zamerané na potreby súdov (zamerané na doručovanie písomností, vykonávanie dôkazov, zisťovanie pobytu v cudzine,</li> </ul>

získovanie cudzieho práva) vrátane zbierky právnych predpisov týkajúcich sa medzinárodného práva súkromného (aktuálny text zákona o medzinárodnom práve súkromnom a procesnom, relevantných nariadení EÚ, relevantných multilaterálnych a bilaterálnych zmlúv ktoré uplatňuje SR) (august/september 2025);

o elektronická brožúra pre nový kontaktný bod, obsahom ktorej budú základné informácie o Sieti na národnej aj európskej úrovni a informácie o úlohách kontaktného bodu na súde a jeho možnostiach pri aplikácii nástrojov EÚ a pri žiadostiach o právnu pomoc voči členským štátom EÚ (marec/apríl 2024);

o newsletter adresovaný kontaktným bodom minimálne každých 6 mesiacov, obsahom ktorého budú aktuálne informácie v oblasti justičnej spolupráce v civilných veciach;

o príprava a zverejnenie odborných informácií v oblasti medzinárodného práva súkromného a ich elektronická distribúcia kontaktným bodom;

6. zabezpečenie informácií/údajov formou elektronického dotazníka pre VSÚ, sudcov, justičných čakaťel'ov so zameraním na zistenie viditeľnosti Siete a zistenia povedomia pracovníkov v súdnictve o jej existencii (august/september 2025);

7. absolvovanie stáže vybraných kontaktných bodov v trvaní maximálne 2 týždňov na MS SR a zamestnancov hlavného kontaktného bodu (OMPS) na súdoch SR (maximálne 8 osôb v priebehu trvania celého projektu);

8. absolvovanie stáže jedného hlavného kontaktného bodu na Ministerstve spravodlivosti Českej republiky a jedného kontaktného bodu z Ministerstva spravodlivosti Českej republiky na MS SR v trvaní 1 týždeň;

9. účasť hlavného kontaktného bodu SR na 2 národných fórach organizovaných inými organizáciami (napr. na konferenciách, stretnutiach sudcov, stretnutiach Slovenskej advokátskej komory, Notárskej komory SR, Slovenskej Komory exekútorov a pod.) zameraná na propagáciu Siete (v priebehu trvania celého projektu).

## Description

T2.1 Zabezpečenie informácií/údajov formou elektronického dotazníka: Odborný tím osloví formou elektronického dotazníka sudcov, VSÚ a justičných čakaťel'ov na začiatku a na konci projektu s účelom zistiť viditeľnosti Siete a zistenia povedomia pracovníkov v súdnictve o jej existencii.

T2.2 Organizácia zasadnutí Siete: Odborný tím zorganizuje počas realizácie projektu jedno zasadnutie Siete a jednu spoločnú konferenciu Sietí ČR a SR s cieľom vzájomnej spolupráce, dialógu, výmeny skúseností, výmeny informácií a osvedčených postupov a rozvoja pracovných metód medzi kontaktnými bodmi Siete, a to za účasti 2 národných a 5 zahraničných expertov z krajín EU na rôznych zasadnutiach Siete so zameraním na správne uplatňovanie nástrojov EÚ, a na ktorých by kontaktné body informovali aj o možnostiach a spôsoboch vzdelávania v rámci „European Judicial Training Network

T2.3 Zabezpečenie vytvorenia platformy na komunikáciu medzi kontaktnými bodmi: Projektový tím zabezpečí vytvorenie platformy na komunikáciu medzi kontaktnými bodmi, tak, aby si kontaktné body mohli navzájom poskytovať „osvedčené postupy“ (good practice) ohľadne uplatňovania nástrojov EÚ za účelom zabezpečenia účinného a jednotného uplatňovania nástrojov EÚ (zdieľaný priečinok na intranete, webové sídlo MS SR)

T2.4 Vydanie elektronickej zbierky praktických prípadov, zbierky informácií o možnostiach zabezpečenia právnej pomoci a vydanie elektronickej brožúry pre nový kontaktný bod: Odborný tím zabezpečí vydanie elektronickej zbierky praktických prípadov a relevantných rozhodnutí súdneho dvora EÚ a zbierky informácií o možnostiach zabezpečenia právnej pomoci vo vzťahu k členským štátom EÚ aj so vzormi žiadostí zamerané na potreby súdov (zamerané na doručovanie písomností, vykonávanie dôkazov, získavanie pobytu v cudzine, získavanie cudzieho práva) vrátane zbierky právnych predpisov týkajúcich sa medzinárodného práva súkromného (aktuálny text zákona o medzinárodnom práve súkromnom a procesnom, relevantných nariadení EÚ, relevantných multilaterálnych a bilaterálnych zmlúv ktoré uplatňuje SR).

Odborný tím vytvorí elektronickú brožúru, obsahom ktorej budú základné informácie o Sieti na národnej aj európskej úrovni a informácie o úlohách kontaktného bodu na súde a jeho možnostiach pri aplikácii nástrojov EÚ a pri žiadostiach o právnu pomoc voči členským štátom EÚ.

T2.5 Zabezpečenie stáže vybraných kontaktných bodov: Projektový tím zabezpečí absolvovanie stáže vybraných kontaktných bodov v trvaní maximálne 2 týždňov na MS SR a zamestnancov hlavného kontaktného bodu (OMPS) na súdoch SR (maximálne 8 osôb v priebehu trvania celého projektu)

T2.6 Zabezpečenie výmennej stáže medzi MS SR a Ministerstvom Českej republiky: Projektový tím zabezpečí absolvovanie stáže jedného zamestnanca hlavného kontaktného bodu z MS SR na Ministerstve spravodlivosti Českej republiky a jedného kontaktného bodu z Ministerstva spravodlivosti Českej republiky na MS SR v trvaní 1 týždeň.

T2.7 Pravidelné vydávanie newsletter: Odborný tím vydá v elektronickej podobe, minimálne raz za šesť mesiacov, newsletter s aktuálnymi informáciami o justičnej spolupráci v civilných veciach

T2.8 Vydanie odborných článkov v oblasti medzinárodného práva súkromného: Odborný tím vydá v elektronickej podobe a následne zašle kontaktným bodom na súdoch odborné články v oblasti medzinárodného práva súkromného.

T2.9 Spoločné dvojdnové pracovné stretnutie Sietí SR a ČR: Projektový tím zabezpečí organizáciu spoločného




dvojdňového pracovného stretnutia Sietí SR a ČR s účelom navzájom si vymeniť skúsenosti s aplikovaním právnych nástrojov EÚ ako aj poznatky ohľadne good practice.

T2.10 Účasť hlavného kontaktného bodu SR na 2 národných fórach organizovaných inými organizáciami: Projektový tím zabezpečí účasť hlavného kontaktného bodu SR na 2 národných fórach organizovaných inými organizáciami (napr. na konferenciách, stretnutiach sudcov, stretnutiach Slovenskej advokátskej komory, Notárskej komory SR, Slovenskej Komory exekútorov a pod.) s cieľom propagovať Sieť a jej úlohy.

## STAFF EFFORT

<b>Staff effort per participant</b>			
<i>Grant Preparation (Work packages - Effort screen) — Enter the info.</i>			
<b>Participant</b>	<b>WP1</b>	<b>WP2</b>	<b>Total Person-Months</b>
1 - Justice	24.00	25.00	49.00
<b>Total Person-Months</b>	24.00	25.00	49.00

## LIST OF DELIVERABLES

<b>Deliverables</b>						
<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 <a href="#">2015/444</a></i>						
<b>Deliverable No</b>	<b>Deliverable Name</b>	<b>Work Package No</b>	<b>Lead Beneficiary</b>	<b>Type</b>	<b>Dissemination Level</b>	<b>Due Date (month)</b>
D1.1	Progress report	WP1	1 - Justice	R — Document, report	SEN - Sensitive	13
D2.1	Vyhodnotenie dotazníkov	WP2	1 - Justice	R — Document, report	SEN - Sensitive	2
D2.2	Stretnutie Siete	WP2	1 - Justice	R — Document, report	SEN - Sensitive	11
D2.3	Spoločné pracovné stretnutie Sietí SR a ČR	WP2	1 - Justice	R — Document, report	SEN - Sensitive	21
D2.4	Platforma na komunikáciu kontaktných bodov	WP2	1 - Justice	DEC — Websites, patent filings, videos, etc	SEN - Sensitive	11
D2.5	Zbierka praktických prípadov	WP2	1 - Justice	R — Document, report	PU - Public	17
D2.6	Zbierka informácií o možnostiach zabezpečenia právnej pomoci	WP2	1 - Justice	R — Document, report	PU - Public	17
D2.7	Elektronická brožúra pre nový kontaktný bod	WP2	1 - Justice	R — Document, report	PU - Public	5
D2.8	Stáž vybraných kontaktných bodov	WP2	1 - Justice	R — Document, report	SEN - Sensitive	23
D2.9	Stáž MS SR v ČR a opačne	WP2	1 - Justice	R — Document, report	SEN - Sensitive	23
D2.10	Účasť hlavného kontaktného bodu SR na 2 národných fórach organizovaných inými subjektmi	WP2	1 - Justice	R — Document, report	PU - Public	23

**Deliverables**

*Grant Preparation (Deliverables screen) — Enter the info.*

*The labels used mean:*

*Public — fully open (⚠ automatically posted online)*

*Sensitive — limited under the conditions of the Grant Agreement*

*EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#)*

<b>Deliverable No</b>	<b>Deliverable Name</b>	<b>Work Package No</b>	<b>Lead Beneficiary</b>	<b>Type</b>	<b>Dissemination Level</b>	<b>Due Date (month)</b>
D2.11	Vyhodnotenie dotazníkov 2	WP2	1 - Justice	R — Document, report	SEN - Sensitive	24
D2.12	Pravidelné vydávanie newslettera	WP2	1 - Justice	R — Document, report	PU - Public	24
D2.13	Vydávanie odborných článkov v oblasti medzinárodného práva súkromného	WP2	1 - Justice	R — Document, report	PU - Public	24
D2.14	Reklamné predmety	WP2	1 - Justice	R — Document, report	PU - Public	24

### Deliverable D1.1 – Progress report

<b>Deliverable Number</b>	D1.1	<b>Lead Beneficiary</b>	1 - Justice
<b>Deliverable Name</b>	Progress report		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	13	<b>Work Package No</b>	WP1

<b>Description</b>
Monitorovacia správa založená na vzore Európskej komisie bude predložená v Anglickom jazyku a bude poskytovať informácie o stave realizácie projektu.

### Deliverable D2.1 – Vyhodnotenie dotazníkov

<b>Deliverable Number</b>	D2.1	<b>Lead Beneficiary</b>	1 - Justice
<b>Deliverable Name</b>	Vyhodnotenie dotazníkov		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	2	<b>Work Package No</b>	WP2

<b>Description</b>
Zabezpečenie informácií/údajov formou elektronického dotazníka: Odborný tím osloví formou elektronického dotazníka sudcov, VSÚ a justičných čakatel'ov na začiatku projektu s účelom zistiť viditeľnosti Sieťe a zistenia povedomia pracovníkov v súdnictve o jej existencii a či majú oslovené subjekty reálnu skúsenosť s využitím služieb Sieťe. Počet osôb oslovených dotazníkom cca 1500 (Sudcovia, VSU, Justiční čakatelia) Dotazník bude obsahovať 10 - 15 otázok vrátane štatistických. Analýza súčasného stavu informovanosti o sieťi bude predložená v PDF formáte v slovenskom a anglickom jazyku v rozsahu minimálne 2 strany + prílohy (dotazník).

### Deliverable D2.2 – Stretnutie Sieťe

<b>Deliverable Number</b>	D2.2	<b>Lead Beneficiary</b>	1 - Justice
<b>Deliverable Name</b>	Stretnutie Sieťe		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	11	<b>Work Package No</b>	WP2

<b>Description</b>
Odborný tím zorganizuje počas realizácie projektu jedno zasadnutie Sieťe s cieľom vzájomnej spolupráce, dialógu, výmeny skúseností, výmeny informácií a osvedčených postupov a rozvoja pracovných metód medzi kontaktnými bodmi Sieťe, a to za účasti 5 zahraničných expertov z krajín EÚ, ktorí by poskytli informácie a skúsenosti s uplatňovaním nástrojov EÚ, a ktorí by kontaktné body informovali aj o možnostiach a spôsoboch vzdelávania v rámci „European Judicial Training Network“ Miesto stretnutia nebolo konkrétne určené avšak s najväčšou pravdepodobnosťou sa zrealizuje v Omšeni. Realizácia v 11. resp. 12. mesiaci Pozvánka, program, prezenčná listina - podpísaná všetkými zúčastnenými, dotazník - spätná väzba. Zápisnica so stretnutia Sieťe. Všetky dokumenty budú poskytnuté v PDF formáte v slovenskom jazyku. Cieľová skupina – sudcovia, VSÚ. Počet odhadovaných účastníkov – 50. Trvanie udalosti – 2 dni.

### Deliverable D2.3 – Spoločné pracovné stretnutie Sietí SR a ČR

<b>Deliverable Number</b>	D2.3	<b>Lead Beneficiary</b>	1 - Justice
<b>Deliverable Name</b>	Spoločné pracovné stretnutie Sietí SR a ČR		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	21	<b>Work Package No</b>	WP2

Description
<p>Odborný tím zorganizuje počas realizácie projektu jednu spoločnú konferenciu Sietí ČR a SR s cieľom vzájomnej spolupráce, dialógu, výmeny skúseností, výmeny informácií a osvedčených postupov a rozvoja pracovných metód medzi kontaktnými bodmi Siete, a to za účasti 2 národných a 5 zahraničných expertov z krajín EU, ktorí poskytnú informácie a skúsenosti s uplatňovaním nástrojov EÚ, a ktorí kontaktné body informujú o možnostiach a spôsoboch vzdelávania v rámci „European Judicial Training Network“</p> <p>Miesto stretnutia nebolo konkrétne určené avšak s najväčšou pravdepodobnosťou sa zrealizuje v Omšeni.</p> <p>Realizované v 21. respktíve 22. mesiaci</p> <p>Pozvánka, program, prezenčná listina - podpísaná všetkými zúčastnenými, dotazník - spätná väzba. Zápisnica so stretnutia Siete. Všetky dokumenty budú poskytnuté v PDF formáte v slovenskom jazyku.</p> <p>Cieľová skupina – sudcovia, VSÚ.</p> <p>Počet odhadovaných účastníci – 75</p> <p>Trvanie udalosti – 2 dni.</p> <p>Predmetná spoločné stretnutie (konferencia) je súčasťou pracovných krokov T2.2 a T2.9.</p>

### Deliverable D2.4 – Platforma na komunikáciu kontaktných bodov

<b>Deliverable Number</b>	D2.4	<b>Lead Beneficiary</b>	1 - Justice
<b>Deliverable Name</b>	Platforma na komunikáciu kontaktných bodov		
<b>Type</b>	DEC — Websites, patent filings, videos, etc	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	11	<b>Work Package No</b>	WP2

Description
<p>Projektový tím zabezpečí vytvorenie platformy na komunikáciu medzi kontaktnými bodmi, tak, aby si kontaktné body mohli navzájom poskytovať „osvedčené postupy“ (good practice) ohľadne uplatňovania nástrojov EÚ za účelom zabezpečenia účinného a jednotného uplatňovanie nástrojov EÚ (zdieľaný prístup na intranete, webové sídlo MS SR).</p> <p>Realizované do 11. respktíve do 12. mesiaca</p> <p>Poskytneme PrintScreen nakoľko informácie budú zverejnené na zabezpečenej platforme ku ktorej majú prístup iba justiční pracovníci a všetci zamestnanci rezortu spravodlivosti.</p> <p>Krátku správu k aktivite v slovenskom jazyku.</p> <p>Predpokladáme že oslovíme spolu cca 1500 osôb.</p>

### Deliverable D2.5 – Zbierka praktických prípadov

<b>Deliverable Number</b>	D2.5	<b>Lead Beneficiary</b>	1 - Justice
<b>Deliverable Name</b>	Zbierka praktických prípadov		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	17	<b>Work Package No</b>	WP2

Description
<p>Odborný tím zabezpečí vydanie elektronickej zbierky praktických prípadov a relevantných rozhodnutí súdneho dvora EÚ (týkajúcich sa najmä doručovania písomností, vykonávania dôkazov, zisťovania pobytu v cudzine, zisťovania cudzieho práva).</p> <p>Realizované do 17. respektíve 18. teho mesiaca</p> <p>Elektronická publikácia (v slovenskom jazyku)v celkovom rozsahu cca 50 strán.</p> <p>Cieľovou skupinou pre ktorú je zbierka určená je: súdny a justičný pracovníci .</p> <p>Zverejnenie zbierky bude zabezpečené na Platforme na komunikáciu kontaktných bodov.</p>

## Deliverable D2.6 – Zbierka informácií o možnostiach zabezpečenia právnej pomoci

<b>Deliverable Number</b>	D2.6	<b>Lead Beneficiary</b>	1 - Justice
<b>Deliverable Name</b>	Zbierka informácií o možnostiach zabezpečenia právnej pomoci		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	17	<b>Work Package No</b>	WP2

Description
<p>Odborný tím zabezpečí vydanie zbierky informácií o možnostiach zabezpečenia právnej pomoci vo vzťahu k členským štátom EÚ aj so vzormi žiadostí zamerané na potreby súdov (zamerané na doručovanie písomností, vykonávanie dôkazov, zisťovanie pobytu v cudzine, zisťovanie cudzieho práva) vrátane zbierky právnych predpisov týkajúcich sa medzinárodného práva súkromného (aktuálny text zákona o medzinárodnom práve súkromnom a procesnom, relevantných nariadení EÚ, relevantných multilaterálnych a bilaterálnych zmlúv ktoré uplatňuje SR).</p> <p>Realizované do 17. respektíve 18. teho mesiaca</p> <p>Elektronická publikácia (v slovenskom jazyku)v celkovom rozsahu cca 200 strán.</p> <p>Cieľovou skupinou pre ktorú je zbierka určená je: súdny a justičný pracovníci</p> <p>Zverejnenie zbierky bude zabezpečené na Platforme na komunikáciu kontaktných bodov.</p>

## Deliverable D2.7 – Elektronická brožúra pre nový kontaktný bod

<b>Deliverable Number</b>	D2.7	<b>Lead Beneficiary</b>	1 - Justice
<b>Deliverable Name</b>	Elektronická brožúra pre nový kontaktný bod		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	5	<b>Work Package No</b>	WP2

Description
<p>Odborný tím vytvorí elektronickú brožúru, obsahom ktorej budú základné informácie o Sieti na národnej aj európskej úrovni a informácie o úlohách kontaktného bodu na súde a jeho možnostiach pri aplikácii nástrojov EÚ a pri žiadostiach o právnu pomoc voči členským štátom EÚ.</p> <p>Realizované do 5. respektíve 6. teho mesiaca</p> <p>Elektronická publikácia (v slovenskom jazyku) v celkovom rozsahu cca 3-5 strán.</p> <p>Cieľovou skupinou pre ktorú je zbierka určená je: kontaktné body na jednotlivých súdoch</p> <p>Zverejnenie zbierky bude zabezpečené na Platforme na komunikáciu kontaktných bodov.</p>

### Deliverable D2.8 – Stáž vybraných kontaktných bodov

<b>Deliverable Number</b>	D2.8	<b>Lead Beneficiary</b>	1 - Justice
<b>Deliverable Name</b>	Stáž vybraných kontaktných bodov		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	23	<b>Work Package No</b>	WP2

Description
<p>Zabezpečenie stáže vybraných kontaktných bodov a hlavného kontaktného bodu: absolvovanie stáže vybraných kontaktných bodov v trvaní maximálne 2 týždňov na MS SR a zamestnancov hlavného kontaktného bodu (OMPS) na súdoch SR (maximálne 8 osôb v priebehu trvania celého projektu) - 5 osôb z kontaktných bodov absolvuje stáž na MS SR a 3 osoby hlavného kontaktného bodu (MS SR) absolvuje stáž na vybranom súde.</p> <p>Realizované do 23. respktíve do 24. mesiaca</p> <p>Správa zo stáže, prezenčná listina, dotazník - spätná väzba. Všetko v PDF formáte v slovenskom jazyku.</p> <p>Cieľová skupina – kontaktné body na jednotlivých súdoch a hlavný kontaktný bod.</p> <p>Počet odhadovaných účastníkov – 8 (5+3).</p> <p>Trvanie udalosti – 10 pracovných dní/1 osoba.</p>

### Deliverable D2.9 – Stáž MS SR v ČR a opačne

<b>Deliverable Number</b>	D2.9	<b>Lead Beneficiary</b>	1 - Justice
<b>Deliverable Name</b>	Stáž MS SR v ČR a opačne		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	23	<b>Work Package No</b>	WP2

Description
<p>Zabezpečenie výmennej stáže medzi MS SR a Ministerstvom Českej republiky: absolvovanie stáže jedného zamestnanca hlavného kontaktného bodu z MS SR na Ministerstve spravodlivosti Českej republiky a jedného kontaktného bodu z Ministerstva spravodlivosti Českej republiky na MS SR v trvaní 1 týždeň.</p> <p>Realizované do 23. respktíve 24. teho mesiaca</p> <p>Správa zo stáže, prezenčná listina, dotazník - spätná väzba. Všetko v PDF formáte v slovenskom jazyku alebo českom jazyku.</p> <p>Cieľová skupina – kontaktné body na jednotlivých súdoch.</p> <p>Počet odhadovaných účastníkov – 2.</p> <p>Trvanie udalosti – 5 pracovných dní/1 osoba.</p>

### Deliverable D2.10 – Účasť hlavného kontaktného bodu SR na 2 národných fórach organizovaných inými subjektmi

<b>Deliverable Number</b>	D2.10	<b>Lead Beneficiary</b>	1 - Justice
<b>Deliverable Name</b>	Účasť hlavného kontaktného bodu SR na 2 národných fórach organizovaných inými subjektmi		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	23	<b>Work Package No</b>	WP2

Description
Účasť hlavného kontaktného bodu SR na 2 národných fórach organizovaných inými organizáciami (napr. na



konferenciách, stretnutiach sudcov, stretnutiach Slovenskej advokátskej komory, Notárskej komory SR, Slovenskej Komory exekútorov a pod.) s cieľom propagovať Siete a jej úlohy.  
 Realizované do 23. respektíve 24. tého mesiaca  
 Pozvánka, program, správa z podujatia. Všetko v PDF formáte v slovenskom jazyku.  
 Počet odhadovaných účastníkov – 2.  
 Počet udalostí – 2.  
 Trvanie 1 udalosti – 2 dni.

## Deliverable D2.11 – Vyhodnotenie dotazníkov 2

<b>Deliverable Number</b>	D2.11	<b>Lead Beneficiary</b>	1 - Justice
<b>Deliverable Name</b>	Vyhodnotenie dotazníkov 2		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	24	<b>Work Package No</b>	WP2

### Description

Zabezpečenie informácií/údajov formou elektronického dotazníka: Odborný tím osloví formou elektronického dotazníka sudcov, VSÚ a justičných čakatel'ov pred ukočením projektu s účelom zistiť progres vo viditeľnosti Siete a zistenia povedomia pracovníkov v súdnictve o jej existencii a či oslovené subjekty reálne využili služby Siete.  
 Počet osôb oslovených dotazníkom cca 1500(Sudcovia, VSU,Justiční čakatelia)  
 Dotazník bude obsahovať 10 - 15 otázok vrátane štatistických.  
 Analýza súčasného stavu informovanosti o sieti bude predložená v PDF formáte v slovenskom a anglickom jazyku v rozsahu minimálne 2 strany + prílohy (dotazník).

## Deliverable D2.12 – Pravidelné vydávanie newslettera

<b>Deliverable Number</b>	D2.12	<b>Lead Beneficiary</b>	1 - Justice
<b>Deliverable Name</b>	Pravidelné vydávanie newslettera		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	24	<b>Work Package No</b>	WP2

### Description

Odborný tím vydá v elektronickej podobe, minimálne raz za šesť mesiacov, newsletter s aktuálnymi informáciami o justičnej spolupráci v civilných veciach.  
 Newsletter bude vydávaný v PDF formáte v Slovenskom jazyku.  
 Cieľovou skupinou sú justiční pracovníci (sudcovia, vyšší súdny úradníci a justičný stážisti) cca 1500 osôb .  
 Výstupom aktivity bude poskytnutie newslettera v PDF formáte.

## Deliverable D2.13 – Vydávanie odborných článkov v oblasti medzinárodného práva súkromného

<b>Deliverable Number</b>	D2.13	<b>Lead Beneficiary</b>	1 - Justice
<b>Deliverable Name</b>	Vydávanie odborných článkov v oblasti medzinárodného práva súkromného		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	24	<b>Work Package No</b>	WP2

Description
<p>Odborný tím vydá v elektronickej podobe a následne zašle kontaktným bodom na súdoch odborné články v oblasti medzinárodného práva súkromného.</p> <p>Odborné články (v maximálnom počte 3) budú vydávané v PDF formáte v Slovenskom jazyku a publikované na webovom sídle MS SR. Rozsah jedného odborného článku 5-10 strán.</p> <p>Cieľovou skupinou sú justiční pracovníci (sudcovia, vyšší súdny úradníci a justičný stážisti) cca 1500 osôb a široká verejnosť.</p> <p>Výstupom aktivity bude odborný článok v PDF formáte a odkaz na zverejnený článok.</p>

### Deliverable D2.14 – Reklamné predmety

<b>Deliverable Number</b>	D2.14	<b>Lead Beneficiary</b>	1 - Justice
<b>Deliverable Name</b>	Reklamné predmety		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	24	<b>Work Package No</b>	WP2

Description
<p>Zviditeľnenie financovania EÚ projektu bude zabezpečená prostredníctvom tlačových správ, umiestnenia 2 ks bannerov na vyhradených miestach, rozdáním súhrne 1750 ks rôznych reklamných predmetov s logom EÚ na plánovaných stretnutiach Siete, resp. spoločnej konferencie Sietí SR a ČR.</p>

## LIST OF MILESTONES

<b>Milestones</b>					
<i>Grant Preparation (Milestones screen) — Enter the info.</i>					
<b>Milestone No</b>	<b>Milestone Name</b>	<b>Work Package No</b>	<b>Lead Beneficiary</b>	<b>Means of Verification</b>	<b>Due Date (month)</b>
1	Počet oslovených osôb	WP2	1 - Justice	Cieľom projektu je zamerať sa na všetky kontaktné body Siete na súdoch SR a ich náhradníkov, t. j. aktuálne 102 osôb. Očakáva sa zapojenie 50 % kontaktných bodov a ich náhradníkov.	24
2	Počet zrealizovaných stretnutí	WP2	1 - Justice	Budú zorganizované dve stretnutia : - 1 zasadnutie Siete: o jeseň (september-október) 2024 - 1 Konferencia Siete ČR+SR o jeseň (september-október) 2025 Predpokladáme aspoň 50 percentnú účasť kontaktných bodov a ich náhradníkov.	24
3	Monitorovanie aktivít projektu	WP1	1 - Justice	Priebežné monitorovanie aktivít projektu, sledovanie plnenia plánovaných aktivít a plnenia cieľov, prehodnotenie rizík projektu.	13

## LIST OF CRITICAL RISKS

<b>Critical risks &amp; risk management strategy</b>			
<i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
<b>Risk number</b>	<b>Description</b>	<b>Work Package No(s)</b>	<b>Proposed Mitigation Measures</b>
1	Nedostatočný záujem o stáž na MS SR zo	WP2	Všetky kontaktné body vrátane náhradníkov na jednotlivých súdoch budú informovaní

<b>Critical risks &amp; risk management strategy</b>			
<i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
<b>Risk number</b>	<b>Description</b>	<b>Work Package No(s)</b>	<b>Proposed Mitigation Measures</b>
	strany kontaktných bodov na jednotlivých súdoch Pravdepodobnosť – malá Riziko - nízke		o možnosti stáže a jej obsahovej náplni v dostatočnom časovom predstihu, a to aj na jednotlivých zasadnutiach Siete. Náklady súvisiace s pobytom na stáži ako ubytovanie a cestovné budú hradené finančne zabezpečené z projektu, čím sa zníži finančná náročnosť organizácie vysielajúcej zamestnanca na stáž.
2	Nedostatočný záujem o účasť na zasadnutí Siete a spoločnej konferencie ČR + SR zo strany kontaktných bodov na jednotlivých súdoch Pravdepodobnosť – stredná Riziko - stredné	WP2	Všetky kontaktné body vrátane náhradníkov na jednotlivých súdoch budú informovaní o príprave zasadnutia Siete a spoločnej konferencii ČR +SR, o obsahovej náplni a účasti príslušných expertov v dostatočnom časovom predstihu. Účastníkom na zasadnutiach Siete budú z prostriedkov uhradené cestovné náklady a stravná jednotka a ak budú spĺňať podmienku nároku na ubytovanie bude im z prostriedkov projektu uhradená aj táto položka.
3	Nedostatočný počet respondentov pri vyplňaní elektronických dotazníkov najmä na začiatku realizácie projektu Pravdepodobnosť – stredná Riziko - stredné	WP2	Sudcom, VSÚ a justičným čakateľom bude spolu so zaslaním elektronických dotazníkov priložená informácia o cieľoch tohto projektu.

## TECHNICAL DESCRIPTION (PART B)

PROJECT	
<b>Project name:</b>	Posilnenie Súdnej siete pre občianske veci Slovenskej republiky a zvýšenie povedomia o jej existencii a členoch
<b>Project acronym:</b>	Sudna siet SR
<b>Coordinator contact:</b>	Ministerstvo spravodlivosti Slovenskej republiky Račianska 71 Bratislava 813 11 Slovenská republika <a href="https://www.justice.gov.sk/">https://www.justice.gov.sk/</a>

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## 1. RELEVANCE

### 1.1 Background and general objectives

Odbor medzinárodného práva súkromného (ďalej aj „OMPS“) Ministerstva spravodlivosti Slovenskej republiky (ďalej aj „MS SR“) vykonáva funkciu kontaktného bodu Európskej justičnej siete (ďalej aj “EJN”). Zároveň je OMPS v zmysle Inštrukcie



Ministerstva spravodlivosti Slovenskej republiky č. 36/2010 hlavným kontaktným bodom vnútroštátnej justičnej siete, ktorou je v podmienkach Slovenskej republiky Súdna sieť pre občianske veci Slovenskej republiky (ďalej aj „Sieť“). Sieť je tvorená najmä hlavným kontaktným bodom (OMPS) a kontaktnými bodmi na jednotlivých súdoch, ktorými sú sudcovia alebo vyšší súdni úradníci (ďalej aj „VSÚ“) všetkých okresných a krajských súdov a Najvyššieho súdu Slovenskej republiky. Každý súd je v sieti zastúpený jedným kontaktným bodom (t. j. celkovo 63 kontaktných bodov), spravidla s určením jeho náhradníka (aktuálne je zo strany súdov určených 39 náhradných kontaktných bodov).

Vzhľadom na už schválenú zmenu súdnej mapy SR a reorganizáciu súdnych pracovísk považujeme realizáciu projektu v tomto čase za osobitne prínosnú. Po nadobudnutí účinnosti zmien súdnej mapy bude mať sieť 60 kontaktných bodov (spravidla s určením náhradníka).

Jedným z cieľov projektu je mať na súdoch kontaktné body s ucelenými a rozsiahlymi teoretickými vedomosťami o všetkých nástrojoch, ktoré im právo EÚ ponúka, a to v spojení s informáciami o praktickom uplatňovaní týchto nástrojov so zameraním sa na „osvedčené postupy“ (good practice). Kontaktné body by po uskutočnení projektu mali byť výrazne nápomocné pri účinnom a jednotnom uplatňovaní nástrojov EÚ v oblasti justičnej spolupráce v občianskych a obchodných veciach. Vzhľadom na už schválenú zmenu súdnej mapy SR a reorganizáciu súdnych pracovísk považujeme realizáciu projektu v tomto čase za osobitne prínosnú.

Ďalším z cieľov projektu by malo byť zviditeľnenie Siete v rámci súdnej moci SR tak, aby sudcovia, resp. VSÚ, na svojom súde vo väčšej miere využívali možnosť konzultovať svoj postup pri uplatňovaní práva EÚ s kontaktným bodom.

Kľúčovým cieľom projektu je zabezpečiť jednotné uplatňovanie práva EÚ na Slovensku a to prostredníctvom pravidelných zasadnutí Siete ako aj iných prostriedkov.

V neposlednom rade je cieľom projektu zabezpečiť jednotné uplatňovanie práva EÚ na SR, a to prostredníctvom pravidelných zasadnutí Siete ako aj iných prostriedkov (napr. vydanie zbierky praktických prípadov a relevantných rozhodnutí súdneho dvora EÚ, vydanie zbierky informácií o možnostiach zabezpečenia právnej pomoci vo vzťahu k členským štátom EÚ aj so vzormi žiadostí zameranými na potreby súdov vrátane zbierky právnych predpisov týkajúcich sa medzinárodného práva súkromného, sťažie na MS SR), ďalej prostredníctvom poskytnutia potrebných informácií o všetkých relevantných právnych nástrojoch EÚ ako aj informácií o praktickom uplatňovaní týchto nástrojov so zameraním sa na „osvedčené postupy“ (good practice). Uvedený cieľ sa má okrem iného zabezpečiť výmenou, zhromažďovaním a zdieľaním znalostí a informácií prostredníctvom novovytvorenej informačnej platformy na webovom sídle MS SR alebo zdieľaného priečinka.



Očakáva sa, že kontaktné body siete budú sprostredkovať výstupy a výsledky projektu sudcom, justičným stážistom a VSÚ. Zároveň hlavný kontaktný bod (OMPS) sprostredkuje výstupy a výsledky projektu ostatným členom Európskej justičnej siete pre občianske a obchodné veci (ďalej iba „EJN“) za SR, ktorými sú:

- styčný sudca pre oblasť rodinného práva;
- zástupcovia ústredných orgánov určených v nástrojoch EÚ:
  - Centrum pre medzinárodnoprávnu ochranu detí a mládeže,
  - Centrum právnej pomoci;
- zástupcovia stavovských organizácií:
  - Slovenská advokátska komora,
  - Notárska komora Slovenskej republiky,
  - Slovenská komora exekútorov.

### **Personálne obsadenie:**

Kvalifikované riadenie projektu bude zabezpečené interným zamestnancom Odboru koordinácie finančných iniciatív, mechanizmov a projektov MS SR (Martina Servanská – projektový manažér) toho času v pracovnom pomere, ktorý bude zabezpečovať projektové a finančné riadenie projektu, monitorovanie projektu, jeho publicitu a všetky ostatné súvisiace činnosti. Zároveň bude zabezpečovať komunikáciu s Európskou komisiou (ďalej len „EK“) vrátane podania žiadosti, kontrolovať činnosť odborných zamestnancov v projekte a kvantitatívne naplnenie výstupov projektu.

Činnosti súvisiace so zabezpečením odbornej aktivity projektu budú zabezpečovať interní zamestnanci Sekcie medzinárodného práva v rozsahu jedného plného úväzku s tým, že tieto práce budú rozdelené medzi viacerých zamestnancov podľa ich expertízy. Všetci zamestnanci sú v pracovnom pomere so žiadateľom a jedná sa konkrétne o nasledovné personálne obsadenie:

1. Zuzana Jávorská Saxová – odborný zamestnanec
2. Martina Kállayová – odborný zamestnanec
3. Mária Nemcová – odborný zamestnanec
4. Gabriela Rošková – odborný zamestnanec
5. Martina Vos Krišková – odborný zamestnanec

Lektorskú činnosť v rámci projektu budú zabezpečovať 2 národní experti a 5 zahraniční experti.

Lektorskú činnosť ohľadom rôznych právnych oblastí na jednom zasadnutí Siete a spoločnej konferencii Sietí ČR + SR budú zabezpečovať 2 národní experti a 5 zahraniční experti v daných oblastiach z krajín EÚ.

Spolupráca so zahraničnými expertmi je nevyhnutná z dôvodu, aby bolo pokryté čo najväčšie spektrum problematiky v oblasti dobrej praxe ako i zdieľania informácií. Lektorskú činnosť ohľadom rôznych právnych oblastí na zasadnutí Siete a spoločnej konferencii Sietí ČR + SR budú zabezpečovať 2 národní experti a 5 zahraniční experti v daných oblastiach.

**Typ cieľovej skupiny:**

Kontaktné body Siete, sudcovia, VSÚ, justiční stážisti, notári.

## 1.2 Needs analysis and specific objectives

Vzhľadom na stále častejšiu mobilitu obyvateľstva v rámci EÚ, ktorej logickým následkom je aj častejšie uplatňovanie právnych predpisov EÚ v rámci konaní s cudzím prvkom považujeme zabezpečenie správneho a efektívneho uplatňovania právnych nástrojov EÚ v oblasti justičnej spolupráce a medzinárodného práva súkromného v súčasnosti za kľúčové. V súvislosti s tým je žiaduce, aby mal konajúci súd prostredníctvom kontaktného bodu dostatočný prehľad o možnom využití vhodných nástrojov EÚ, a teda mohol tieto nástroje účelným spôsobom využiť. Nezanedbateľným aspektom konaní s cudzím prvkom je tiež časový aspekt, keďže takéto konania sú často časovo veľmi náročné. Očakávané zefektívnenie a zrýchlenie civilných konaní s cudzím prvkom ako dôsledok správneho a efektívneho uplatňovania právnych nástrojov EÚ prispeje aj k zlepšeniu vnímania justície verejnosťou.

**Východisková situácia**

OMPS vykonáva funkciu kontaktného bodu EJM a aj funkciu hlavného kontaktného bodu Siete. Sieť bola vytvorená v roku 2010 najmä za účelom účinného zapojenia Slovenskej republiky do činnosti EJM a zjednodušenia a skvalitnenia justičnej spolupráce v občianskych veciach na vnútroštátnej úrovni a tiež vo vzťahu k justičným orgánom ostatných členských štátov EÚ. Sieť je tvorená okrem hlavného kontaktného bodu (OMPS) najmä kontaktnými bodmi na jednotlivých súdoch, ktorými sú sudcovia alebo VSÚ všetkých okresných a krajských súdov a Najvyššieho súdu Slovenskej republiky.

Posilnenie a zviditeľnenie Siete prostredníctvom navrhovaného projektu by napomohlo k zintenzívneniu účinného zapojenia Slovenskej republiky do činnosti EJM (ktorá je zriadená na základe *Rozhodnutia Rady z 28. mája 2001 o vytvorení Európskej justičnej siete pre občianske a obchodné veci*), spolupráce medzi súdmi na vnútroštátnej úrovni a tým aj spolupráce vo vzťahu k justičným orgánom ostatných členských štátov EÚ.

**Posúdenie potrieb**

Vzhľadom na významný nárast počtu právnych nástrojov EÚ v oblasti občianskych a obchodných vecí, resp. ich revízií v posledných rokoch je pre správne fungovanie Siete potrebné pravidelne informovať kontaktné body Siete o nových právnych nástrojoch EÚ, resp. ich zmenách, tak aby boli kontaktné body informované o dôvodoch, ktoré viedli k novým, resp. zmeneným nástrojom, o ich dôsledkoch a





praktickom využívaní so zameraním sa na „osvedčené postupy“ (good practice).

V praxi OMPS opakovane nastáva situácia, že prijíma všeobecné žiadosti od súdov o poskytnutie informácii, ktorá už kontaktným bodom na súdoch zaslaná bola. Z týchto opakovaných žiadostí a reakcií zo strany súdov vyplýva, že sudcovia, resp. VSÚ, či justiční stážisti nemajú informáciu o existencii Siete, a teda ani informáciu, kto vykonáva funkciu kontaktného bodu na ich súde. Vzhľadom na uvedené je vnímaná potreba zviditeľniť Sieť v rámci súdnej moci SR, tak aby sudcovia, resp. VSÚ či justiční stážisti vedeli kto vykonáva funkciu kontaktného bodu na ich súde a zároveň vo väčšej miere využívali možnosť konzultovať svoj postup pri uplatňovaní práva EÚ s týmto kontaktným bodom Siete.

Z informácií, ktoré sú OMPS dostupné v súvislosti s vykonávaním funkcie hlavného kontaktného bodu Siete vyplýva, že súdy SR často uplatňujú právne nástroje EÚ odlišne, zvolením iných postupov. V súvislosti s uvedeným je vnímaná potreba zabezpečenia jednotného uplatňovania uvedených nástrojov zo strany súdov SR zvlášť naliehavo.

### **Relevantnosť**

Realizovanie projektu by malo okrem iného zabezpečiť, aby kontaktné body na súdoch disponovali ucelenými a rozsiahlymi teoretickými vedomosťami o všetkých nástrojoch, ktoré im právo EÚ ponúka, a to v spojení s informáciami o praktickom uplatňovaní týchto nástrojov so zameraním sa na „osvedčené postupy“ (good practice). Tieto osvedčené postupy by mohli potom v spolupráci s ostatnými sudcami, resp. VSÚ a justičnými čakateľmi na ich súde implementovať v bežnej praxi súdu.

Ďalej, posilnením viditeľnosti Siete by sa zabezpečilo lepšie povedomie o Sieti ako takej a tiež o konkrétnych kontaktných bodov na jednotlivých súdoch. Zviditeľnenie Siete a kontaktného bodu by tiež malo za následok účinnejšie a hlavne jednotnejšie využívanie právnych nástrojov EÚ v oblasti justičnej spolupráce v občianskych a obchodných veciach. Posilnením viditeľnosti Siete by sa zvýšili predpoklady na dosiahnutie jednotného uplatňovania nástrojov EÚ v oblasti justičnej spolupráce v občianskych a obchodných veciach zo strany súdov SR.

Posilnenie a zviditeľnenie Siete bude zabezpečené najmä prostredníctvom:

- vzájomnej spolupráce, dialógu, výmeny skúseností, výmeny informácií a osvedčených postupov, a rozvoja pracovných metód medzi kontaktnými bodmi na pravidelných tematických stretnutiach;
- publikačnej činnosti, ktorej výsledky budú distribuované v elektronickej forme všetkým sudcom a VSÚ, ako aj iným osobám, ktoré vykonávajú súvisiace činnosti, akými sú napr. Centrum pre medzinárodnoprávnu ochranu detí a mládeže, notári, advokáti a pod.;
- činností zameraných na šírenie a zvyšovanie povedomia o Sieti a o nástrojoch EÚ v oblasti justičnej spolupráce a medzinárodného práva súkromného a jeho



- správneho uplatňovania (napr. účasť lektorov na zasadnutí Siete, účasť hlavného kontaktného bodu SR na národných fórach organizovaných inými organizáciami, absolvovanie stáže vybraných kontaktných bodov na MS SR);
- plného zapojenia všetkých členov Siete so zameraním na zabezpečenie interakcie na vnútroštátnej úrovni;
  - výmeny, zhromažďovania a zdieľania znalostí a informácií prostredníctvom informačných nástrojov (napr. vytvorenie platformy na komunikáciu medzi kontaktnými bodmi tak, aby si kontaktné body mohli navzájom poskytovať „osvedčené postupy“ - good practice);
  - zberu údajov (napr. zabezpečenie informácií/údajov so zameraním na zistenie viditeľnosti Siete a zistenia povedomia pracovníkov v súdnictve o jej existencii).

### 1.3 Complementarity with other actions and innovation — European added value

#### **Výsledky a dopad**

Sieť funguje už od roku 2010 a svojimi aktivitami sa snaží zabezpečiť lepšiu spoluprácu medzi slovenskými súdmi a súdmi iných členských štátov ako aj jednotné uplatňovanie nástrojov EU. Uvedené činnosti vykonáva najmä formou pravidelných stretnutí siete (1 krát ročne) a poskytovaním nezáväzných stanovísk pre súdy v konaní s medzinárodným prvkom. Prax však ukázala, že vedomosť o Sieti nie je dostatočná medzi sudcami a ostatnými zamestnancami súdov a postupy súdov pri uplatňovaní nástrojov EU nie sú vždy rovnaké. Z uvedeného dôvodu je potrebné rozšíriť aktivity hlavného kontaktného bodu o ďalšie metódy (napr. publikačná činnosť, medzinárodní lektori, spoločné stretnutie Siete s ČR).

Cieľom projektu je zamerať sa na všetky kontaktné body Siete na súdoch SR a ich náhradníkov, t. j. aktuálne 102 osôb. Samozrejme ich účasť bude dobrovoľná a očakáva sa zapojenie 50 % kontaktných bodov a ich náhradníkov.

Projekt bude realizovaný ako národný projekt bez účasti partnera. V rámci projektu je však plánované jedno spoločné dvojdnovej konferencie Sietí Českej republiky a Slovenskej republiky, ktoré by sa malo uskutočniť na území SR. Spoločné stretnutie Sietí SR a ČR sa navrhuje z dôvodu obdobných problémov pri vykonávaní právnych nástrojov EÚ v praxi súdov SR a ČR (vzhľadom na obdobnú právnu kultúru) a taktiež vzhľadom na jazykovú dispozíciu t. j. možnosti komunikácie v štátnom jazyku oboch členských štátov (vzhľadom na skutočnosť, že nie všetky kontaktné body ovládajú jednotný cudzí jazyk). Navrhované stretnutie má ambíciu okrem iného navzájom si vymeniť skúsenosti s aplikovaním právnych nástrojov EÚ a navzájom si vymeniť poznatky ohľadne good practice (osvedčených postupov).

V rámci projektu sa predpokladá s účasťou 5 zahraničných expertov z EU na jednom



zasadnutí Siete.

## 2. QUALITY

### 2.1 Concept and methodology

#### **Metodika**

Ciele projektu budú zabezpečené najmä prostredníctvom:

- vzájomnej spolupráce, dialógu, výmeny skúseností, výmeny informácií a osvedčených postupov a rozvoja pracovných metód medzi kontaktnými bodmi na pravidelných tematických stretnutiach;
- publikačnej činnosti, ktorej výsledky budú distribuované v elektronickej forme všetkým sudcom a VSÚ, ako aj iným osobám, ktoré vykonávajú súvisiace činnosti, akými sú napr. kontaktné body na súdoch, Centrum pre medzinárodnoprávnu ochranu detí a mládeže, notári a pod.;
- činností zameraných na šírenie a zvyšovanie povedomia o Sieti a o nástrojoch EÚ v oblasti justičnej spolupráce a medzinárodného práva súkromného a jeho správneho uplatňovania (napr. účasť lektorov na zasadnutí Siete, účasť hlavného kontaktného bodu SR na národných fórach organizovaných inými organizáciami, absolvovanie stáže vybraných kontaktných bodov na MS SR);
- plného zapojenia všetkých členov Siete so zameraním na zabezpečenie interakcie na vnútroštátnej úrovni;
- výmeny, zhromažďovania a zdieľania znalostí a informácií prostredníctvom informačných nástrojov (napr. vytvorenie platformy na komunikáciu medzi kontaktnými bodmi tak, aby si kontaktné body mohli navzájom poskytovať „osvedčené postupy“ - good practice);
- zberu údajov (napr. zabezpečenie informácií/údajov so zameraním na zistenie viditeľnosti Siete a zistenia povedomia pracovníkov v súdnictve o jej existencii).

Uvedené činnosti umožnia dosiahnuť ciele projektu, a to s čo najmenším zaťažením kontaktných bodov na súdoch, tak aby mohli aj naďalej vykonávať všetky ich pracovné povinnosti bez obmedzenia, t. j. v rovnakom režime ako je tomu v súčasnosti.

### 2.2 Consortium management and decision-making

Projektový tím bude v spolupráci s odborným tímom vypracovávať monitorovacie správy, vyhotovovať mesačné správy členov riadiaceho projektového tímu, evidovať a vyhodnocovať mesačné správy odborného tímu o vlastnej činnosti pri realizácii



Aktivity 1, zabezpečovať koordináciu činnosti a implementácia projektu, viesť príslušnú projektovú dokumentáciu, zabezpečovať archiváciu a podieľať sa na priebežnom vyhodnocovaní indikátorov, pripravovať podklady pre realizáciu jednotlivých častí aktivity, spolupracovať na zabezpečení publicity, monitorovania a hodnotenia projektu.

### 2.3 Project management, quality assurance and monitoring and evaluation strategy

#### **Projektový tím**

Kvalifikované riadenie projektu bude zabezpečené projektovým manažérom (minimálne jedna osoba na 100% úväzok) Odboru koordinácie finančných iniciatív, mechanizmov a projektov MS SR, (Martina Servanská – projektový manažér) toho času v pracovnom pomere, ktorá bude zabezpečovať projektové, finančné riadenie projektu, koordinácia a riadenie projektového tímu, koordinácia a metodická činnosť v oblasti efektívneho nakladania s finančnými prostriedkami na realizáciu monitorovanie projektu a publicity, riadenie rizík v rámci realizácie projektu ako i všetky ostatné súvisiace činnosti. Zároveň budú zabezpečovať komunikáciu s EK, kontrolovať plnenie činností odbornými zamestnancami projektu ich koordináciu vrátane podpory pri príprave pracovných zmlúv a dodatkov k pracovným zmlúvám, vypracovávanie podkladov k vyplácaniu mzdy, vykazovanie činnosti. Projektový manažér bude tiež vykonávať kontrolu dodržiavania Dohody o grante, časového harmonogramu projektu a dosahovanie čiastkových cieľov a sledovanie kvantitatívneho naplnenie výstupov projektu

#### **Odborný tím**

Činnosti súvisiace so zabezpečením odbornej aktivity projektu budú zabezpečovať viacerí interní zamestnanci Sekcie medzinárodného práva v rozsahu jedného plného úväzku s tým, že tieto práce budú rozdelené medzi zamestnancov podľa ich expertízy. Všetci zamestnanci sú v pracovnom pomere so žiadateľom a jedná sa konkrétne o nasledovné personálne obsadenie:

1. Zuzana Jávorská Saxová – odborný zamestnanec
2. Martina Kállayová – odborný zamestnanec
3. Mária Nemcová – odborný zamestnanec
4. Gabriela Rošková – odborný zamestnanec
5. Martina Vos Krišková – odborný zamestnanec

Lektorskú činnosť ohľadom rôznych právnych oblastí na zasadnutí Siete a spoločnej konferencie Sietí ČR a SR budú zabezpečovať 2 národní experti, 5 zahraniční experti z krajín Európskej únie.

Projektový tím bude priebežne monitorovať dodržiavanie časového harmonogramu a dosahovanie výsledkov projektu na základe komunikácie s odborným tímom, ktorý



bude predkladať podklady a výstupy jednotlivých činností a podujatí, ako sú pozvánky, prezenčné listiny, prezentácie expertov, poprípade dotazníky o spokojnosti jednotlivých účastníkov podujatí, 1 exemplár z každej elektronicky vydanéj publikácie na pevnom fyzickom nosiči (CD-ROM/USB kľúč), kópie vyplnených elektronických dotazníkov mapujúcich povedomie o Sieti atď., ďalej výkaz činností samotných odborných zamestnancov, a to aj v súvislosti s finančným zabezpečením projektu.

- informácie/údaje získané formou elektronického dotazníka pre sudcov, VSÚ a justičných čakaťelov so zameraním na zistenie viditeľnosti Siete a zistenia povedomia pracovníkov v súdnictve o jej existencii v decembri 2023 budú porovnané s týmito údajmi získanými v auguste/septembri 2025.

Dotazník bude obsahovať 10 - 15 otázok vrátane štatistických

Predpokladáme, že na konci realizácie projektu sa dosiahne 70 % informovanosť o Sieti medzi pracovníkmi v súdnictve.

- zabezpečenie informácií/údajov formou elektronického dotazníka pre sudcov, VSÚ a justičných stážistov so zameraním na zistenie viditeľnosti Siete a zistenia povedomia pracovníkov v súdnictve o jej existencii (december 2023);
- 1 zasadnutie Siete:
  - jeseň (september-október) 2024  
Predpokladáme, že všetky zasadnutia Siete sa uskutočnia s aspoň 50 percentnou účasťou kontaktných bodov a ich náhradníkov
- 1 Konferencia Siete ČR+SR
  - jeseň (september-október) 2025
  - spoločná dvojdňová konferencia Sietí ČR a SR s predpokladaným počtom približne 75 účastníkov (september/október 2025).

Predpokladáme, že spoločná dvojdňová konferencia Sietí ČR a SR organizovaná v závere realizácie projektu sa uskutoční s aspoň 50 percentnou účasťou kontaktných bodov a ich náhradníkov.

- vytvorenie/zabezpečenie platformy na komunikáciu medzi kontaktnými bodmi tak, aby si kontaktné body mohli navzájom poskytovať „osvedčené postupy“ (good practice) ohľadne uplatňovania nástrojov EÚ za účelom zabezpečenia účinného a jednotného uplatňovanie nástrojov EÚ (zdieľaný priečinok na intranete, webové sídlo MS SR) - (júl/august 2024).



Predpokladáme vytvorenie platformy na komunikáciu medzi kontaktnými bodmi, a to v polovici realizácie projektu, čo je dostatočná časová rezerva na jej prípadné technické úpravy.

- vydanie elektronických publikácií:
- zbierka praktických prípadov a relevantných rozhodnutí súdneho dvora EÚ (v slovenskom jazyku);
- zbierka informácií o možnostiach zabezpečenia právnej pomoci vo vzťahu k členským štátom EÚ aj so vzormi žiadostí zamerané na potreby súdov (zamerané na doručovanie písomností, vykonávanie dôkazov, zisťovanie pobytu v cudzine, zisťovanie cudzieho práva) vrátane zbierky právnych predpisov týkajúcich sa medzinárodného práva súkromného (aktuálny text zákona o medzinárodnom práve súkromnom a procesnom, relevantných nariadení EÚ, relevantných multilaterálnych a bilaterálnych zmlúv ktoré uplatňuje SR) (august/september 2025);
- elektronická brožúra pre nový kontaktný bod (marec/apríl 2024);elektronický newsletter adresovaný kontaktným bodom minimálne každých 6 mesiacov, obsahom ktorého budú aktuálne informácie v oblasti justičnej spolupráce v civilných veciach;
- zverejnenie odborných článkov v oblasti medzinárodného práva súkromného a ich elektronická distribúcia kontaktným bodom (máj/jún 2024);

Predpokladáme vydanie 2 elektronických zbierok v druhej polovici realizácie projektu, čo zároveň umožňuje ich kvalitnú prípravu a prípadné zohľadnenie pripomienok a požiadaviek kontaktných bodov.

- absolvovanie stáže vybraných kontaktných bodov v trvaní maximálne 2 týždňov na MS SR a zamestnancov hlavného kontaktného bodu (OMPS) na súdoch SR a absolvovanie stáže jedného zamestnanca hlavného kontaktného bodu (MS SR) trvaní 1 týždeň na Ministerstve spravodlivosti Českej republiky a kontaktného bodu z Českej republiky na MS SR.

Predpokladáme účasť 8 osôb kontaktných bodov a hlavného kontaktného bodu na stáži v priebehu trvania celého projektu.

- účasť hlavného kontaktného bodu SR na dvoch národných fórach organizovaných inými organizáciami (napr. na konferenciách, stretnutiach sudcov, stretnutiach Slovenskej advokátskej komory, Notárskej komory SR, Slovenskej Komory exekútorov a pod.) zameraná na propagáciu Siete.

Predpokladáme účasť hlavného kontaktného bodu SR na dvoch národných fórach v



priebehu trvania celého projektu.

Projekt nepodporuje žiadnu formu diskriminácie. Priama ani nepriama diskriminácia nie je možná, keďže všetky podmienky sú dopredu stanovené. V projekte sa budú rešpektovať princípy nediskriminácie, rodovej rovnosti a rovnosti príležitostí pre všetkých, tak aby bola zabezpečená rovnaká možnosť pre všetkých bez rozdielu pohlavia zapojiť sa a byť na pracovných pozíciách v prípade, že spĺňali kvalifikačné predpoklady jednotlivých pracovných pozícií. Pozývanie na jednotlivé zasadnutia bude prebiehať elektronicky a všetky podmienky účasti na aktivite sú dopredu zadané pre všetkých. Podmienky nemajú diskriminačný charakter. Účasť na zasadnutiach je umožnená pre každého z kontaktných bodov bez ohľadu na pohlavie, rasový, národnostný alebo etnický pôvod, náboženské vierovyznanie, zdravotného postihnutia, veku alebo sexuálnej orientácie.

## 2.4 Cost effectiveness and financial management

Náklady na mzdy zamestnancov, t. j. 1 projektový manažér (minimálne jedna osoba na 100% úväzok), viacerých odborných zamestnancov ako ekvivalent 1 plného pracovného úväzku a 2 národných expertov vykonávajúcich lektorskú činnosť a 5 zahraničných expertov z krajín Európskej únie, pozostávajú z odmeny vyplatenej na základe dohody o prácach vykonávaných mimo pracovného pomeru alebo hrubej mzdy na základe služobnej zmluvy a povinných odvodov zamestnávateľa na sociálne a zdravotné poistenie. Výška odmeny alebo hrubej mzdy bola pre jednotlivé kategórie zamestnancov stanovená na základe analýzy mzdovej politiky žiadateľa za posledné dva roky.

Náklady na cestovné pre 50 účastníkov na 1 zasadnutí Siete, pre 75 účastníkov na spoločnej konferencii Sietí SR a ČR, pre 8 účastníkov stáží, pre 1 účastníka stáže na Ministerstve spravodlivosti Českej republiky, pre 1 účastníka stáže na MS SR, pre 2 národných expertov, pre 5 zahraničných expertov, pre všetkých zainteresovaných zamestnancov Sekcie medzinárodného práva zúčastňujúcich sa na zasadnutí Siete a Konferencie Sietí ČR + SR a na 2 národných fórach i organizátora (projektový manažér) zúčastňujúceho sa zasadnutí Siete a Konferencie Sietí a na zahraničnej služobnej ceste za účelom koordinačného stretnutia implementácie projektu na základe „LUMP SUM FUNDING in DG JUSTICE, Grant management“

Náklady na cestovné sa uplatňujú aj na účasť projektového manažéra a odborného tímu na všetkých realizovaných aktivitách (Zasadnutie Siete a Konferencia Siete ČR+SR) a taktiež potreba cestovania pre prípadné technické zabezpečenia realizácie aktivít projektu.

Náklady na ubytovanie pre 50 na 1 zasadnutí Siete, pre 75 účastníkov na spoločná konferencia Sietí ČR + SR, pre 8 účastníkov stáží, pre 1 účastníka stáže na





Ministerstve spravodlivosti Českej republiky, pre 1 účastníka stáže na MS SR, pre 2 národných expertov, pre 5 zahraničných expertov, pre všetkých zainteresovaných zamestnancov Sekcie medzinárodného práva zúčastňujúcich sa na zasadnutí Siete a Zasadnutia Siete SR + ČR a na 2 národných fórach i organizátora (projektový manažér) zúčastňujúceho sa zasadnutia Siete a Konferencie Sietí a na zahraničnej služobnej ceste za účelom koordinačného stretnutia pri implementácie projektu a na základe „LUMP SUM FUNDING in DG JUSTICE, Grant management“

Náklady na stravné pre 50 účastníkov na 1 zasadnutí Siete, pre 75 účastníkov na spoločnej konferencii Sietí ČR a SR, pre 8 účastníkov stáží, pre 1 účastníka stáže na Ministerstve spravodlivosti Českej republiky, pre 1 účastníka stáže na MS SR, pre 2 národných expertov, pre 5 zahraničných expertov, pre všetkých zainteresovaných zamestnancov Sekcie medzinárodného práva zúčastňujúcich sa na zasadnutí Siete a Konferencie Sietí ČR a SR a na 2 národných fórach a tiež pre organizátora (projektový manažér) zúčastňujúceho sa zasadnutí Siete a Konferencie Sietí a na zahraničnej služobnej ceste za účelom koordinačného stretnutia pri implementácie projektu boli stanovené na základe nasledovného kľúča:

- pre účastníkov podujatí zo Slovenskej republiky sa vychádzalo zo zákona č. 283/2002 Z. z. o cestovných náhradách a Opatrenia č. 432/2022 Z. z. Opatrenie Ministerstva práce, sociálnych vecí a rodiny Slovenskej republiky o sumách stravného;
- pre účastníkov zo zahraničia na základe „LUMP SUM FUNDING in DG JUSTICE, Grant management“;
- pre stáž v Českej republike na základe „LUMP SUM FUNDING in DG JUSTICE, Grant management“.

Náklady na ostatné tovary a služby boli stanovené na základe najnižšej ceny stanovenej na základe prieskumu trhu troch relevantných poskytovateľov formou internetového prieskumu (prenájom miestnosti, tlmočnicke služby z AJ jazyka, prenájom tlmočnickej techniky a reklamné predmety z logom EU + 2x banner). Zabezpečenie občerstvenia pre účastníkov stretnutí Siete, resp. konferencie Sietí ČR a SR na základe Opatrenia č. 432/2022 Z. z. Opatrenie Ministerstva práce, sociálnych vecí a rodiny Slovenskej republiky o sumách stravného .

Všetky spomínané náklady boli taktiež stanovené v súlade s prílohou tejto výzvy týkajúcou sa finančných pravidiel poskytnutia grantu.

### 3. IMPACT

#### 3.1 Impact and ambition

**Výsledky/výstupy aktivít:**





- zabezpečenie informácií/údajov formou elektronického dotazníka pre sudcov, VSÚ a justičných stážistov so zameraním na zistenie viditeľnosti Siete a zistenia povedomia pracovníkov v súdnictve o jej existencii (december 2023);
- 1 zasadnutie Siete:
  - o jeseň (september-október) 2024
- 1 Konferencia Siete ČR+SR
  - o jeseň (september-október) 2025
- účasť lektorov na uvedených zasadnutiach:
  - o 2 národní experti na spoločnej konferencii ČR + SR na jeseň 2025 (september-október),
  - o 5 zahraniční experti z krajín EU na jednom zasadnutí Siete jeseň (september-október) 2024 a na spoločnej konferencii ČR + SR na jeseň 2025 (september-október);
- účasť členov súdnej siete ČR (tzv. Vnitřní soudní síť), prípadne zamestnancov ústredných orgánov ČR na spoločnej konferencii na jeseň 2025 (september-október) predpokladaným počtom približne 25 účastníkov z ČR a 50 účastníkov SR;
- vytvorenie/zabezpečenie platformy na komunikáciu medzi kontaktnými bodmi tak, aby si kontaktné body mohli navzájom poskytovať „osvedčené postupy“ (good practice) ohľadne uplatňovania nástrojov EÚ za účelom zabezpečenia účinného a jednotného uplatňovania nástrojov EÚ (zdieľaný priečinok na intranete, webové sídlo MS SR) – (júl/august 2024);
- vydanie elektronických publikácií (v slovenskom jazyku):
  - o zbierka praktických prípadov a relevantných rozhodnutí súdneho dvora EÚ;
  - o zbierka informácií o možnostiach zabezpečenia právnej pomoci vo vzťahu k členským štátom EÚ aj so vzormi žiadostí zamerané na potreby súdov (zamerané na doručovanie písomností, vykonávanie dôkazov, zisťovanie pobytu v cudzine, zisťovanie cudzieho práva) vrátane zbierky právnych predpisov týkajúcich sa medzinárodného práva súkromného (aktuálny text zákona o medzinárodnom práve súkromnom a procesnom, relevantných nariadení EÚ, relevantných multilaterálnych a bilaterálnych zmlúv ktoré uplatňuje SR) (august/september 2025);
  - o elektronická brožúra pre nový kontaktný bod, obsahom ktorej budú základné informácie o Sieti na národnej aj európskej úrovni a informácie o úlohách kontaktného bodu na súde a jeho možnostiach pri aplikácii nástrojov EÚ a pri žiadostiach o právnu pomoc voči členským štátom EÚ (marec/apríl 2024);
  - o newsletter adresovaný kontaktným bodom minimálne každých 6 mesiacov, obsahom ktorého budú aktuálne informácie v oblasti justičnej spolupráce v civilných veciach;
  - o príprava a zverejnenie odborných informácií v oblasti medzinárodného práva súkromného a ich elektronická distribúcia kontaktným bodom;



- zabezpečenie informácií/údajov formou elektronického dotazníka pre VSÚ, sudcov, justičných čakateľov so zameraním na zistenie viditeľnosti Siete a zistenia povedomia pracovníkov v súdnictve o jej existencii (august/september 2025);
- absolvovanie stáže vybraných kontaktných bodov v trvaní maximálne 2 týždňov na MS SR a zamestnancov hlavného kontaktného bodu (OMPS) na súdoch SR (maximálne 8 osôb v priebehu trvania celého projektu);
- absolvovanie stáže jedného zamestnanca hlavného kontaktného bodu na Ministerstve spravodlivosti Českej republiky a jedného kontaktného bodu EJM z Ministerstva spravodlivosti Českej republiky na MS SR v trvaní 1 týždeň;
- účasť hlavného kontaktného bodu SR na 2 národných fórach organizovaných inými organizáciami (napr. na konferenciách, stretnutiach sudcov, stretnutiach Slovenskej advokátskej komory, Notárskej komory SR, Slovenskej Komory exekútorov a pod.) zameraná na propagáciu Siete (v priebehu trvania celého projektu).

Očakáva sa, že kontaktné body siete budú sprostredkovať výstupy a výsledky projektu sudcom, justičným stážistom a VSÚ. Zároveň hlavný kontaktný bod (OMPS) sprostredkuje výstupy a výsledky projektu ostatným členom Európskej justičnej siete pre občianske a obchodné veci (ďalej iba „EJM“) za SR, ktorými sú:

- styčný sudca pre oblasť rodinného práva;
- zástupcovia ústredných orgánov určených v nástrojoch EÚ:
  - Centrum pre medzinárodnoprávnu ochranu detí a mládeže,
  - Centrum právnej pomoci;
- zástupcovia stavovských organizácií:
  - Slovenská advokátska komora,
  - Notárska komora Slovenskej republiky,
  - Slovenská komora exekútorov.

Čo sa týka viditeľnosti Siete, t. j. vedomosti sudcov, VSÚ a justičných čakateľov o Sieti, cieľom projektu je zabezpečiť 70 % vedomosť o existencii Siete a kontaktného bodu na konkrétnom súde.

Jednotné uplatňovanie práva EÚ by sa malo počas a po ukončení projektu rozšíriť ako dôsledok aktívnej činnosti členov Siete a interakcie na vnútroštátnej úrovni a s tým spojenou výmenou, zhromažďovaním a zdieľaním znalostí a informácií prostredníctvom informačných nástrojov (napr. vytvorenie platformy na komunikáciu medzi kontaktnými bodmi tak, aby si kontaktné body mohli navzájom poskytovať „osvedčené postupy“ uplatňovania právnych nástrojov EÚ na súdoch SR). Vzhľadom na skutočnosť, že v súčasnosti sa takáto výmena, zhromažďovanie a zdieľanie znalostí a informácií prostredníctvom informačných nástrojov v rámci Siete v praxi neuplatňuje, cieľom je dosiahnuť pravidelnú vzájomnú komunikáciu medzi všetkými kontaktnými bodmi, a tým aj rozvoj ich pracovných metód.



### Cieľové skupiny

Kontaktné body Siete, sudcovia, VSÚ, justiční stážisti, notári.

#### Zhrnutie výstupov:

1. Vyhodnotenie dotazníkov – v 2. mesiaci realizácie aktivít projektu
2. Stretnutie siete - v 11.respektíve 12. tom mesiaci realizácie aktivít projektu
3. Spoločné pracovné stretnutie Sietí SR a ČR – v 21. respektíve v 22. mesiaci realizácie aktivít projektu
4. Platforma na komunikáciu kontaktných bodov – v 11. tom mesiaci realizácie aktivít projektu
5. Zbierka praktických prípadov – do 17.teho respektíve 18.teho mesiaca trvania projektu
6. Zbierka informácií o možnostiach zabezpečenia právnej pomoci - realizácia do 17. respektíve 18. toho mesiaca trvania aktivít projektu
7. Elektronická brožúra pre nový kontaktný bod - realizácia do 5. respektíve 6. toho mesiaca trvania aktivít projektu
8. Stáž vybraných kontaktných bodov - zrealizované do 23. respektíve do 24. mesiaca trvania aktivít projektu
9. Stáž MS SR v ČR a opačne - realizácia do 23. respektíve 24. toho mesiaca trvania aktivít projektu
10. Účasť hlavného kontaktného bodu SR na 2 národných fórach organizovanými inými subjektmi - realizácia do 23. respektíve 24. toho mesiaca trvania aktivít projektu
11. Vyhodnotenie dotazníkov 2 - v 24. mesiaci realizácie aktivít projektu
12. Pravidelné vydávanie newslettera – minimálne raz za 6 mesiacov – 4x za trvanie aktivít projektu
13. Vydávanie odborných článkov v oblasti medzinárodného práva súkromného – do konca realizácie aktivít projektu maximálne 3 odborné články.

### 3.2 Communication, dissemination and visibility

Šírenie a komunikácia v súvislosti s projektom bude zabezpečená najmä prostredníctvom:

1. vzájomnej spolupráce, dialógu, výmeny skúseností, výmeny informácií a osvedčených postupov a rozvoja pracovných metód medzi kontaktnými



- bodmi na pravidelných tematických stretnutiach Siete;
2. publikačnej činnosti, ktorej výsledky budú elektronicky distribuované všetkým sudcom a VSÚ, ako aj iným osobám, ktoré vykonávajú súvisiace činnosti, akými sú napr. kontaktné body na súdoch, Centrum pre medzinárodnoprávnu ochranu detí a mládeže, notári a pod.;
  3. činností zameraných na šírenie a zvyšovanie povedomia o Sieti a o nástrojoch EÚ v oblasti medzinárodného práva súkromného a jeho správneho uplatňovania (napr. účasť lektorov na zasadnutí Siete, účasť hlavného kontaktného bodu SR na národných fórach organizovaných inými organizáciami, absolvovanie stáže vybraných kontaktných bodov na MS SR);
  4. výmeny, zhromažďovania a zdieľania znalostí a informácií prostredníctvom platformy na komunikáciu medzi kontaktnými bodmi tak, aby si kontaktné body mohli navzájom poskytovať „osvedčené postupy“ - good practice;
  5. zberu informácií/údajov so zameraním na zistenie viditeľnosti Siete a zistenia povedomia pracovníkov v súdnictve o jej existencii.

Zviditeľnenie financovania EÚ projektu bude zabezpečená prostredníctvom tlačových správ, umiestnenia 2 ks bannerov na vyhradených miestach, rozdáním súhrne 1750 ks rôznych reklamných predmetov s logom EÚ na plánovaných stretnutiach Siete, resp. spoločnej konferencie Sietí SR a ČR.

### 3.3 Sustainability and continuation

Vzhľadom na skutočnosť že Sieť funguje už od roku 2010, jej fungovanie bude zabezpečené aj po skončení projektu minimálne v rovnakom rozsahu ako funguje od roku 2010 do súčasnosti, pokiaľ sa jedná o jej organizačné a finančné zabezpečenie. Uvedené znamená, že fungovanie Siete bude zabezpečovať MS SR prostredníctvom OMPS, prípadne určených zodpovedných kontaktných bodov za OMPS (minimálne dvaja zamestnanci). Hlavný kontaktný bod (OMPS) bude dbať, aby každý súd alebo pracovisko súdu malo určený jeden kontaktný bod a aby na súde bola zabezpečená informovanosť o Sieti. Aj naďalej budú zodpovedné kontaktné body organizovať jedenkrát do roka stretnutie Siete pre všetky kontaktné body, na ktorých predstavujú aktuálne témy z oblasti justičnej spolupráce v občianskych veciach resp. medzinárodného práva súkromného. V prípade, že sa stretnutie nepodarí zorganizovať, pošle hlavný kontaktný bod (OMPS) newsletter s dôležitými informáciami všetkým kontaktným bodom. Kontaktné body následne tento newsletter rozpošlú svojim kolegom na danom súde, čím sa zabezpečí viditeľnosť Siete, jej ciele a úlohy aj do budúcnosti.

Všetky hmotné výstupy projektu budú využívané v činnosti Siete aj naďalej a budú prínosom pre fungovanie Siete aj v budúcnosti. Hlavný kontaktný bod (OMPS) budú aktualizovať elektronické zbierky, ktoré sú výstupmi tohto projektu. Tieto zbierky budú zverejnené na intranete a o aktualizácii budú kontaktné body informované emailom. Hlavný kontaktný bod (OMPS) zabezpečí, aby súdy boli pravidelne (na zasadnutiach alebo formou newslettera) informované o existencii týchto



elektronických zbierok.

Činnosť siete bude financovaná vysielajúcimi organizáciami (t. j. pri štátnych zamestnancoch MS SR a pri sudcoch a VSÚ súdmi SR, ktoré vysielajú kontaktné body na stretnutia Siete).

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

##### 4.1 Work plan

Posilnenie a zviditeľnenie Siete bude zabezpečené najmä prostredníctvom:

- vzájomnej spolupráce, dialógu, výmeny skúseností, výmeny informácií a osvedčených postupov a rozvoja pracovných metód medzi kontaktnými bodmi na pravidelných tematických stretnutiach;
- publikačnej činnosti, ktorej výsledky budú distribuované v elektronickej forme všetkým sudcom a VSÚ, ako aj iným osobám, ktoré vykonávajú súvisiace činnosti, akými sú napr. kontaktné body na súdoch, Centrum pre medzinárodnoprávnu ochranu detí a mládeže, notári a pod.;
- činností zameraných na šírenie a zvyšovanie povedomia o Sieti a o nástrojoch EÚ v oblasti justičnej spolupráce a medzinárodného práva súkromného a jeho správneho uplatňovania (napr. účasť lektorov na zasadnutí Siete, účasť hlavného kontaktného bodu SR na národných fórach organizovaných inými organizáciami, absolvovanie stáže vybraných kontaktných bodov na MS SR);
- plného zapojenia všetkých členov Siete so zameraním na zabezpečenie interakcie na vnútroštátnej úrovni;
- výmeny, zhromažďovania a zdieľania znalostí a informácií prostredníctvom informačných nástrojov (napr. vytvorenie platformy na komunikáciu medzi kontaktnými bodmi tak, aby si kontaktné body mohli navzájom poskytovať „osvedčené postupy“ - good practice);
- zberu údajov (napr. zabezpečenie informácií/údajov so zameraním na zistenie viditeľnosti Siete a zistenia povedomia pracovníkov v súdnictve o jej existencii).

## Timetable

Timetable (projects up to 2 years)																								
<i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i>																								
<b>Note:</b> 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
Riadenie a koordinácia projektu																								
D1.1 Progress report																								
Odborné činnosti																								
D2.1 Vyhodnotenie dotazníkov																								
D2.2 Stretnutie siete																								
D2.3 Spoločné pracovné stretnutie Sietí SR a ČR																								
D2.4 Platforma na komunikáciu kontaktných bodov																								
D2.5 Zbierka praktických prípadov																								
D2.6 Zbierka informácií o																								





## 5. OTHER

### 5.1 Ethics and EU values

#### **Etika**

Eventuálne etické problémy, ktoré môžu vzniknúť pri implementácii projektu: čestné a “ghost” autorstvo, zavádzajúce a nepresné informácie v abstrakte, vynechanie kľúčových informácií v publikáciách, citačné chyby.

Pri publikačnej činnosti sa bude dbať na dodržiavanie etických pravidiel so zreteľom na vylúčenie fabrikácie a plagiátorstva a na finálnu úpravu dokumentov bude dohliadať zamestnanec vykonávajúci editorskú činnosť, grafickú a jazykovú úpravu finálneho textu.

Každý účastník pred jeho vstupom do projektu podpíše Informovaný súhlas a bude jasne a zrozumiteľne informovaný o cieľoch tohto projektu, o potenciálnych rizikách a prínosoch, ako aj o možnosti účastníka v ktoromkoľvek momente z neho slobodne bez akýchkoľvek následkov vystúpiť, eventuálne sa ho vôbec nezúčastniť, ako aj právo mať prístup k svojim dátam a prípadne predložiť sťažnosť.

Pri zbere údajov sa bude účastník projektu riadiť podľa platnej legislatívy t. j. zbierať a používať len relevantné údaje na určené účely, používať presné dáta, neuchovať dáta dlhšie ako je potrebné, spracovávať údaje v súlade s pravidlami ochrany osobných údajov (GDPR).

#### **Uplatňovanie rodového hľadiska**

Na Slovensku už dlhšiu dobu existujú aktivity, ktoré rôznymi spôsobmi prispievajú k práci v oblasti rodovej politiky.

Na odstraňovanie nerovností a podporu rodovej rovnosti vo vyššie uvedených oblastiach sa v medzinárodnom kontexte vypracoval duálny prístup, ktorým sa Slovenská republika riadi a ktorý predstavuje na jednej strane konkrétne politiky osobitne zamerané na nápravu situácií spôsobených nerovnosťami medzi mužmi a ženami a na druhej strane gender mainstreaming (uplatňovanie rodového hľadiska). Uplatňovanie rodového hľadiska plánujeme zabezpečiť zvýšením povedomia o problematike u odbornej a laickej verejnosti, obmedzením diskriminácie na základe pohlavia (zmierňovanie vplyvu rodových stereotypov), zlepšením poznatkovej bázy o existujúcej situácii v oblasti rodovej rovnosti na trhu práce, uplatňovaním existujúcej legislatívy, slovenskej a európskej, vo vzťahu k rovnakému zaobchádzaniu na základe pohlavia v praxi.

Projekt nepodporuje žiadnu formu diskriminácie. Priama ani nepriama diskriminácia nie je možná, keďže všetky podmienky sú dopredu stanovené. V projekte sa budú rešpektovať princípy nediskriminácie, rodovej rovnosti a rovnosti príležitostí pre všetkých, tak aby bola zabezpečená rovnaká možnosť pre všetkých bez rozdielu pohlavia zapojiť sa a byť na pracovných pozíciách v prípade, že spĺňali kvalifikačné predpoklady jednotlivých pracovných pozícií. Pozývanie na jednotlivé zasadnutia bude prebiehať elektronicky a všetky podmienky účasti na aktivite sú dopredu zadané pre všetkých. Podmienky nemajú diskriminačný charakter. Účasť na zasadnutiach je umožnená pre každého z kontaktných bodov bez ohľadu na pohlavie,





rasový, národnostný alebo etnický pôvod, náboženské vierovyznanie, zdravotného postihnutia, veku alebo sexuálnej orientácie.

**Práva mainstreamingu dieťaťa** - Nerelevantné.

Pri realizácii projektu sa bude postupovať v súlade s **Nariadením EÚ parlamentu a Rady (EÚ) 2016/679 o ochrane fyzických osôb pri spracúvaní osobných údajov a o voľnom pohybe takýchto údajov, ktorým sa zrušuje smernica 95/46/ES (všeobecné nariadenie o ochrane údajov)** a taktiež v súlade so zákonom č. 18/2018 Z. z. o ochrane osobných údajov a o zmene a doplnení niektorých zákonov.

Počas realizácie projektu sa nebude pracovať so žiadnymi informáciami EÚ, ktoré by boli potrebné utajiť alebo prijať v súvislosti s nimi akékoľvek iné osobitné bezpečnostné opatrenia.

## 6. DECLARATIONS

Double funding	
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	YES
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	YES

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	26.10.2023	<p>1.1 Background and general objectives, str. 3 – Doplnené:</p> <ol style="list-style-type: none"> <li>1. Kvalifikované riadenie projektu bude zabezpečené interným zamestnancom Odboru koordinácie finančných iniciatív, mechanizmov a projektov MS SR (Martina Servanská – projektový manažér) toho času v pracovnom pomere.</li> <li>2. Všetci zamestnanci sú v pracovnom pomere so žiadateľom a jedná sa konkrétne o nasledovné personálne obsadenie: <ol style="list-style-type: none"> <li>1.Zuzana Jávorská Saxová – odborný zamestnanec</li> <li>2.Martina Kállayová – odborný zamestnanec</li> <li>3.Mária Nemcová – odborný zamestnanec</li> <li>4.Gabriela Rošková – odborný zamestnanec</li> <li>5.Martina Vos Krišková – odborný zamestnanec</li> </ol> </li> <li>3. Spolupráca so zahraničnými expertmi je nevyhnutná z dôvodu, aby</li> </ol>



		bolo pokryté čo najväčšie spektrum problematiky v oblasti dobrej praxe ako i zdieľania informácií. Lektorskú činnosť ohľadom rôznych právnych oblastí na zasadnutí Siete a spoločnej konferencii Sietí ČR + SR budú zabezpečovať 2 národný experti a 5 zahraniční experti v daných oblastiach.
1.0	26.10.2023	<p>2.3 Project management, quality assurance and monitoring and evaluation strategy, str. 8.:</p> <p>1. (Martina Servanská – projektový manažér) toho času v pracovnom pomere, ktorá bude zabezpečovať projektové, finančné riadenie projektu, koordinácia a riadenie projektového tímu, koordinácia a metodická činnosť v oblasti efektívneho nakladania s finančnými prostriedkami na realizáciu monitorovanie projektu a publicitu, riadenie rizík v rámci realizácie projektu ako i všetky ostatné súvisiace činnosti. Zároveň budú zabezpečovať komunikáciu s EK, kontrolovať plnenie činností odbornými zamestnancami projektu ich koordináciu vrátane podpory pri príprave pracovných zmlúv a dodatkov k pracovným zmluvám, vypracovávanie podkladov k vyplácaniu mzdy, vykazovanie činnosti. Projektový manažér bude tiež vykonávať kontrolu dodržiavania Dohody o grante, časového harmonogramu projektu a dosahovanie čiastkových cieľov a sledovanie kvantitatívneho naplnenie výstupov projektu</p> <p>2. Všetci zamestnanci sú v pracovnom pomere so žiadateľom a jedná sa konkrétne o nasledovné personálne obsadenie:</p> <ol style="list-style-type: none"> <li>1.Zuzana Jávorská Saxová – odborný zamestnanec</li> <li>2.Martina Kállayová – odborný zamestnanec</li> <li>3.Mária Nemcová – odborný zamestnanec</li> <li>4.Gabriela Rošková – odborný zamestnanec</li> <li>5.Martina Vos Krišková – odborný zamestnanec</li> </ol> <p>Str. 9 : Dotazník bude obsahovať 10 - 15 otázok vrátane štatistických</p>
1.0	26.10.2023	<p>2.4 Cost effectiveness and financial management, str. 11:</p> <p>Náklady na cestovné sa uplatňujú aj na účasť projektového manažéra a odborného tímu na všetkých realizovaných aktivitách (Zasadnutie Siete a Konferencia Siete ČR+SR) a taktiež potreba cestovania pre prípadné technické zabezpečenia realizácie aktivít projektu.</p>
1.0	26.10.2023	<p>3.1 Impact and ambition, str. 15:</p> <p>Zhrnutie výstupov:</p> <ol style="list-style-type: none"> <li>1. Vyhodnotenie dotazníkov – v 2. mesiaci realizácie aktivít projektu</li> <li>2. Stretnutie siete - v 11.respektíve 12. tom mesiaci realizácie aktivít projektu</li> <li>3. Spoločné pracovné stretnutie Sietí SR a ČR – v 21. respektíve v 22. mesiaci realizácie aktivít projektu</li> <li>4. Platforma na komunikáciu kontaktných bodov – v 11. tom mesiaci realizácie aktivít projektu</li> <li>5. Zbierka praktických prípadov – do 17.teho respektíve</li> </ol>



		<p>18.teho mesiaca trvania projektu</p> <ol style="list-style-type: none"> <li>6. Zbierka informácií o možnostiach zabezpečenia právnej pomoci - realizácia do 17. respektíve 18. teho mesiaca trvania aktivít projektu</li> <li>7. Elektronická brožúra pre nový kontaktný bod - realizácia do 5. respektíve 6. teho mesiaca trvania aktivít projektu</li> <li>8. Stáž vybraných kontaktných bodov - zrealizované do 23. respektíve do 24. mesiaca trvania aktivít projektu</li> <li>9. Stáž MS SR v ČR a opačne - realizácia do 23. respektíve 24. teho mesiaca trvania aktivít projektu</li> <li>10. Účasť hlavného kontaktného bodu SR na 2 národných fórach organizovanými inými subjektmi - realizácia do 23. respektíve 24. teho mesiaca trvania aktivít projektu</li> <li>11. Vyhodnotenie dotazníkov 2 - v 24. mesiaci realizácie aktivít projektu</li> <li>12. Pravidelné vydávanie newslettera – minimálne raz za 6 mesiacov – 4x za trvanie aktivít projektu</li> <li>13. Vydávanie odborných článkov v oblasti medzinárodného práva súkromného – do konca realizácie aktivít projektu maximálne 3 odborné články.</li> </ol>
1.0	26.10.2023	<i>Vložená tabuľka - Timetable</i>



## ANNEXES

**14. LIST OF PREVIOUS PROJECTS****LIST OF PREVIOUS PROJECTS**

<b>List of previous projects</b>						
<i>Please provide a list of your EU-funded projects for the last 4 years.</i>						
Participant	EU Programme Name	Project Reference No and Title	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
The Ministry of Justice of SR	Program for the support of structural reforms 2017-2020	Program to support structural reforms – Project Insolvency		BEN		<a href="https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/granty-europskej-unie/program-na-podporu-strukturalnych-reforiem-projekt-insolventnost/">https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/granty-europskej-unie/program-na-podporu-strukturalnych-reforiem-projekt-insolventnost/</a>
The Ministry of Justice of SR	CEF Telecom 2018	2018-SK-IA-0151 e-CODEX	11/2018-12/2020	BEN	186 390,00 €	<a href="https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/granty-europskej-unie/e-codex/">https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/granty-europskej-unie/e-codex/</a>

The Ministry of Justice of SR	CEF Telecom 2018	2017-SK-AI-0005	1/2019-8/2019	BEN	167 400,00 €	N/A
The Ministry of Justice of SR	EEA Grants - Iceland Liechtenstein Norway grants	Increasing the effectiveness of the judiciary through the protection/empowrment of victims and vulnerable parties	10/2019-4/2024	BEN	1 200 000,00 €	<a href="https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/granty-ehp-a-norska/zvysovane-ucinnosti-sudnictva-prostrednictvom-ochrany-posilnenia-postavenia-obeti-a-zranitelnych-stran/">https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/granty-ehp-a-norska/zvysovane-ucinnosti-sudnictva-prostrednictvom-ochrany-posilnenia-postavenia-obeti-a-zranitelnych-stran/</a>
The Ministry of Justice of SR	Operational programme – Informatization of society	ITMS Nm: 21110120026; Electronic collection of laws (Slov-Lex)	5/2013-9/2015	BEN	9 499 980,14 €	<a href="https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/elektronicka-zbierka-zakonov-slov-lex/">https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/elektronicka-zbierka-zakonov-slov-lex/</a>
The Ministry of Justice of SR	Operational programme – Informatization of society	ITMS Nm: Electronic monitoring services of accused and convicted persons (ESMO)	4/2014-9/2015	BEN	26 945 900,00 €	<a href="https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/elektronicke-sluzby-monitoringu-obvinenych-a-odsudenych-osob-esmo/">https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/elektronicke-sluzby-monitoringu-obvinenych-a-odsudenych-osob-esmo/</a>
The Ministry of Justice of SR	Operational programme – Integrated infrastructure	ITMS2014+ Nm: 311071A088; Register of bankrupts – 2. phase;	3/2015-12/2018	BEN	5 893 590,00 €	<a href="https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/informacny-system-register-upadcov-is-ru/">https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/informacny-system-register-upadcov-is-ru/</a>
The Ministry of Justice of SR	Operational programme – Informatization of society	ITMS Nm: 21110120061; The project of building the application architecture and security infrastructure of the Departmentt of the Ministry of Justice of the Slovak Republic – 1. phase	4/2015-12/2015	BEN	10 056 536,40 €	<a href="https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/projekt-budovania-aplikacnej-architektury-a-bezpecnostnej-infrastruktury-rezortu-ministerstva-spravodlivosti-sr/">https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/projekt-budovania-aplikacnej-architektury-a-bezpecnostnej-infrastruktury-rezortu-ministerstva-spravodlivosti-sr/</a>
The Ministry of Justice of SR	Operational programme – Integrated infrastructure	ITMS2014+ Nm: 311071BLZ3; Small improvements to eGovernment services of the Ministry of Justice of the Slovak Republic	2/2022-6/2023	BEN	999 070,88 €	<a href="https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/male-zlepsenia-egov-sluzieb-ministerstva-spravodlivosti-slovenskej-republiky/">https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/male-zlepsenia-egov-sluzieb-ministerstva-spravodlivosti-slovenskej-republiky/</a>
The Ministry of Justice of SR	Operational programme – Informatization of society	ITMS Nm: 21110120052; Development of electronic judicial services (RESS)	12/2013-12/2015	BEN	27 179 049,89 €	<a href="https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/rozvoj-elektronickych-sluzieb-sudnictva-ress/">https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/rozvoj-elektronickych-sluzieb-sudnictva-ress/</a>
The Ministry of Justice of SR	Operational programme – Integrated infrastructure	ITMS2014+ Nm: 311071BWM6; RESS data management	10/2022-9/2023	BEN	491 923,20 €	<a href="https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/manazment-">https://www.justice.gov.sk/agenta-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/manazment-</a>



						udajov-ress/
The Ministry of Justice of SR	Operational programme – Integrated infrastructure	ITMS2014+ Nm: 311071W053; Migration of the e-mail system of the Ministry of Justice of the Slovak Republic	10/2021-11/2022	BEN	122 740,66 €	<a href="https://www.justice.gov.sk/agen-da-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/migracia-systemu-elektronickej-posty-ministerstva-spravodlivosti-sr-do-iaas-pokracovanie/">https://www.justice.gov.sk/agen-da-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/migracia-systemu-elektronickej-posty-ministerstva-spravodlivosti-sr-do-iaas-pokracovanie/</a>
The Ministry of Justice of SR	Operational programme – Effective public administration	ITMS2014+ Nm: 314021AJI2; Building and strengthening alternative resolution of court disputes through mediation and effective use of restorative justice tools in the Slovak Republic	12/2020-6/2023	BEN	1 199 981,96 €	<a href="https://www.justice.gov.sk/agen-da-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/budovanie-a-posilnenie-alternativneho-riesenia-sudnych-sporov-prostrednictvom-mediacie-a-efektivneho-vyuzivania-nastrojov-restorativnej-justicie-v-slovenskej-republike/">https://www.justice.gov.sk/agen-da-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/budovanie-a-posilnenie-alternativneho-riesenia-sudnych-sporov-prostrednictvom-mediacie-a-efektivneho-vyuzivania-nastrojov-restorativnej-justicie-v-slovenskej-republike/</a>
The Ministry of Justice of SR	Operational programme – Effective public administration	ITMS2014+ Nm: 314021CLB3; Implementation of measures to support structural reform and optimization of processes in the family law agenda	1/2022-12/2023	BEN	4 606 794,24 €	<a href="https://www.justice.gov.sk/agen-da-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/implementacia-opatreni-na-podporu-reformy-struktury-a-optimalizacie-procesov-v-rodinnopravnej-agende/">https://www.justice.gov.sk/agen-da-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/implementacia-opatreni-na-podporu-reformy-struktury-a-optimalizacie-procesov-v-rodinnopravnej-agende/</a>
The Ministry of Justice of SR	Operational programme – Effective public administration	ITMS2014+ Nm: 314021H108; Building and strengthening of analytical capacities in the department of justice and introduction of key knowledge systems of the department;	3/2017-3/2022	BEN	2 973 943,83 €	<a href="https://www.justice.gov.sk/agen-da-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/budovanie-a-posilnenie-analytickych-kapacit-v-rezorte-spravodlivosti-a-zavedenie-krucovych-znalosti-systemov-rezortu/">https://www.justice.gov.sk/agen-da-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/budovanie-a-posilnenie-analytickych-kapacit-v-rezorte-spravodlivosti-a-zavedenie-krucovych-znalosti-systemov-rezortu/</a>
The Ministry of Justice of SR	Operational programme – Effective public administration	Process-organizational audit of the Ministry of Justice of the Slovak Republic and selected organizations of the Department of Justice and audit of the exercise of judicial power	8/2016-5/2023	BEN	8 392 062,50 €	<a href="https://www.justice.gov.sk/agen-da-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/procesno-organizacny-audit-ministerstva-spravodlivosti-sr-a-vybranych-organizacii-rezortu-spravodlivosti-a-audit-vykonu-sudnej-moci/">https://www.justice.gov.sk/agen-da-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/procesno-organizacny-audit-ministerstva-spravodlivosti-sr-a-vybranych-organizacii-rezortu-spravodlivosti-a-audit-vykonu-sudnej-moci/</a>
The Ministry of Justice of SR	Operational programme – Effective public administration	Business register and life situations of entrepreneurs	3/2017-11/2023	BEN	1 199 651,64 €	<a href="https://www.justice.gov.sk/agen-da-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/obchodny-register-a-zivotne-situacie-podnikatelov/">https://www.justice.gov.sk/agen-da-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/obchodny-register-a-zivotne-situacie-podnikatelov/</a>
The Ministry of Justice of SR	Operational programme – Effective public	Introduction of the Common Quality Assessment System (CAF	7/2017-1/2021	BEN	2 153 356,63 €	<a href="https://www.justice.gov.sk/agen-da-ministerstva/nase-projekty/europske-strukturalne-">https://www.justice.gov.sk/agen-da-ministerstva/nase-projekty/europske-strukturalne-</a>



	administration	model)				a-investicne-fondy/zavedenie-spolocneho-systemu-hodnotenia-kvality-model-caf/
The Ministry of Justice of SR	Operational programme – Effective public administration	Education of employees of the Department of Justice and acquisition of professional knowledge	2/2018-9/2023	BEN	1 865 528,60 €	<a href="https://www.justice.gov.sk/agenda-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/vzdelavanie-zamestnancov-rezortu-spravodlivosti-a-ziskavanie-odbornych-znalosti/">https://www.justice.gov.sk/agenda-ministerstva/nase-projekty/europske-strukturalne-a-investicne-fondy/vzdelavanie-zamestnancov-rezortu-spravodlivosti-a-ziskavanie-odbornych-znalosti/</a>

**ANNEX 2****ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION**

<b>Forms of funding</b>	<b>Estimated EU contribution</b>		
	<b>Estimated eligible lump sum contributions (per work package)</b>		<b>Maximum grant amount<sup>1</sup></b>
	<b>WP1 Riadenie a koordinácia projektu</b>	<b>WP2 Odborné činnosti</b>	
	Lump sum contribution	Lump sum contribution	
a	b	c = a + b	
<b>1 - Justice</b>	93 878.00	208 326.00	302 204.00

<sup>1</sup> 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]		
[ 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]	[ Lump sum contribution// Financing not linked to costs]	
Forms of funding												
Status of completion	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	PARTIALLY COMPLETED	PARTIALLY COMPLETED	COMPLETED	NOT COMPLETED	
	a	b	c	d	e	f	g	h	i	j	k	$l = a + b + c + d + e + f + g + h + i + j + k$
1 – [short name beneficiary]												
1.1 – [short name affiliated entity]												
2 – [short name beneficiary]												
2.1 – [short name affiliated entity]												
X – [short name associated partner]												
Total consortium												

The consortium hereby confirms that:

The information provided is complete, reliable and true.

The lump sum contributions declared are eligible (in particular, the work packages have been completed and the work has been properly implemented and/or the results were achieved; see Article 6).

The proper implementation of the action/achievement of the results can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 19, 21 and 25).

## ANNEX 5

### SPECIFIC RULES

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

##### **Rights of use of the granting authority on results for information, communication, dissemination and publicity purposes**

The granting authority also has the right to exploit non-sensitive results of the action for information, communication, dissemination and publicity purposes, using any of the following modes:

- **use for its own purposes** (in particular, making them available to persons working for the granting authority or any other EU service (including institutions, bodies, offices, agencies, etc.) or EU Member State institution or body; copying or reproducing them in whole or in part, in unlimited numbers; and communication through press information services)
- **distribution to the public** in hard copies, in electronic or digital format, on the internet including social networks, as a downloadable or non-downloadable file
- **editing** or **redrafting** (including shortening, summarising, changing, correcting, cutting, inserting elements (e.g. meta-data, legends or other graphic, visual, audio or text elements extracting parts (e.g. audio or video files), dividing into parts or use in a compilation
- **translation** (including inserting subtitles/dubbing) in all official languages of EU
- **storage** in paper, electronic or other form
- **archiving** in line with applicable document-management rules
- the right to authorise **third parties** to act on its behalf or sub-license to third parties, including if there is licensed background, any of the rights or modes of exploitation set out in this provision
- **processing**, analysing, aggregating the results and **producing derivative works**
- **disseminating** the results in widely accessible databases or indexes (such as through ‘open access’ or ‘open data’ portals or similar repositories, whether free of charge or not.

The beneficiaries must ensure these rights of use for the whole duration they are protected by industrial or intellectual property rights.

If results are subject to moral rights or third party rights (including intellectual property rights or rights of natural persons on their image and voice), the beneficiaries must ensure that they

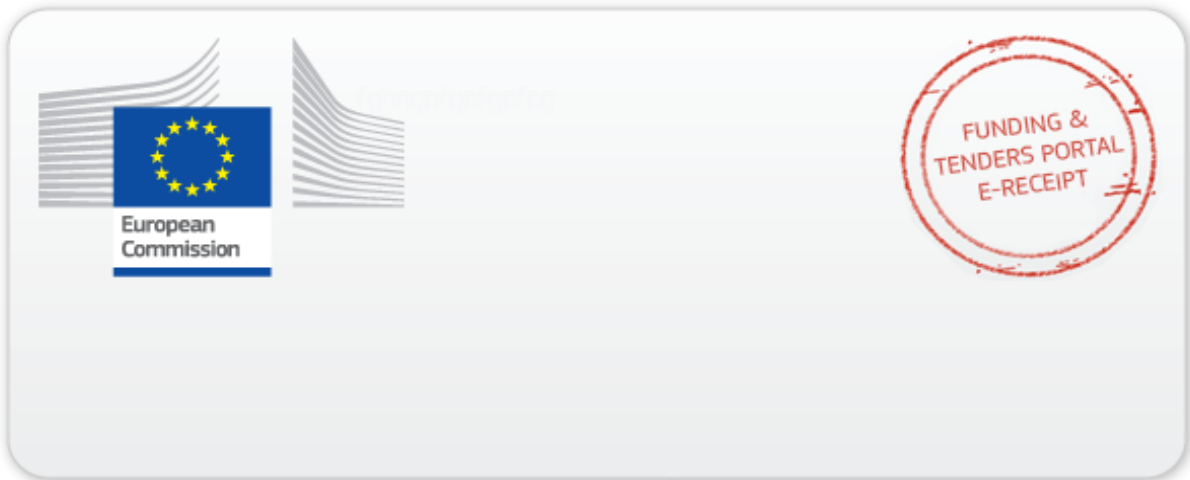
comply with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the rights holders concerned).

## **COMMUNICATION, DISSEMINATION AND VISIBILITY (— ARTICLE 17)**

### **Additional communication and dissemination activities**

The beneficiaries must engage in the following additional communication and dissemination activities:

- present the project (including project summary, coordinator contact details, list of participants, European flag and funding statement and project results) on the beneficiaries' websites or social media accounts
- for actions involving **publications**, mention the action and the European flag and funding statement on the cover or the first pages following the editor's mention
- for actions involving public **events**, display signs and posters mentioning the action and the European flag and funding statement
- upload the public **project results** to the Justice Programme Project Results platform, available through the Funding & Tenders Portal.



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