



EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

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

GRANT AGREEMENT

Project 101196934 — EPALE SK 2025-26

PREAMBLE

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

on the one part,

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

and

on the other part,

1. 'the coordinator':

STATNY INSTITUTE ODBORNEHO VZDELAVANIA (SIOV), PIC 941672606, established in BELLOVA 54/A, BRATISLAVA 837 63, Slovakia,

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

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

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

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

The Agreement is composed of:

Preamble

Terms and Conditions (including Data Sheet)

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

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

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

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

TERMS AND CONDITIONS

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DATA SHEET

1. General data

Project summary:

Project summary
<p>The project of the EPALE NSS will be implemented by the State Vocational Education Institute in Slovakia which has been acting as the EPALE NSS since 2018. The project will build on previous experience from the development of the EPALE platform and related activities, as well as cooperation with CSS and other national services. and it will be implemented in order to achieve these objectives: - To perform activities in order to support the general implementation of EPALE (cooperation with CSS and other NSSs, development of the EPALE content, recruiting and providing support to users, etc.) - To promote benefits of EPALE platform to broad public in order to increase the number of regular EPALE users, - To develop the national network of AL stakeholders, partner organizations and other potential users in events promoting AL in Europe and EPALE platform and community - To create quality content engaging broad community of users in Slovakia and promote EPALE as an acknowledged source of information and resources in adult learning, - To organize attractive events on up-to-date topics in adult education and create valuable resources (e.g. EPALE podcasts) to support attractiveness of EPALE, - To cooperate with other NSSs, national and foreign partner organizations in order to support mutual learning and good practice exchange, - To build an efficient network of EPALE ambassadors in Slovakia who contribute to the development of the platform.</p>

Keywords:

- EPALE, adult learning

Project number: 101196934

Project name: EPALE SK 2025-26

Project acronym: EPALE SK 2025-26

Call: ERASMUS-EDU-2024-EPALE-IBA

Topic: ERASMUS-EDU-2024-EPALE-IBA

Type of action: ERASMUS Lump Sum Grants

Granting authority: European Education and Culture Executive Agency

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

Project starting date: fixed date: 1 January 2025

Project end date: 31 December 2026

Project duration: 24 months

Consortium agreement: No

2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	SIOV	STATNY INSTITUTE ODBORNEHO VZDELAVANIA	SK	941672606	250 100.00
Total						250 100.00

Coordinator:

- STATNY INSTITUTE ODBORNEHO VZDELAVANIA (SIOV)

3. Grant

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

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
250 100.00	250 100.00

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

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	30 days from entry into force/ financial guarantee (if required) – whichever is the latest
					Final payment	90 days from receiving periodic report
1	1	24	Periodic report	60 days after end of reporting period		

Prefinancing payments and guarantees:

Prefinancing payment		Prefinancing guarantee		
Type	Amount	Guarantee amount	Division per participant	
Prefinancing 1 (initial)	200 080.00	n/a	1 - SIOV	n/a

Reporting and payment modalities (art 21, 22):

Mutual Insurance Mechanism (MIM): No

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

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

No-profit rule: n/a

Late payment interest: ECB + 3.5%

Bank account for payments:

SK3081800000007000064487 SPSRSKBA

Conversion into euros: n/a

Reporting language: Language of the Agreement

4.3 Certificates (art 24): n/a

4.4 Recoveries (art 22)

First-line liability for recoveries:

Beneficiary termination: Beneficiary concerned

Final payment: Coordinator

After final payment: Beneficiary concerned

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

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

Joint and several liability of affiliated entities — n/a

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

Applicable law (art 43):

Standard applicable law regime: EU law + law of Belgium

Dispute settlement forum (art 43):

Standard dispute settlement forum:

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

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

6. Other

Specific rules (Annex 5): Yes

Standard time-limits after project end:

Confidentiality (for X years after final payment): 5

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

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

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

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

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

CHAPTER 1 GENERAL

ARTICLE 1 — SUBJECT OF THE AGREEMENT

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

ARTICLE 2 — DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CHAPTER 2 ACTION

ARTICLE 3 — ACTION

The grant is awarded for the action **101196934 — EPALE SK 2025-26** ('action'), as described in Annex 1.

ARTICLE 4 — DURATION AND STARTING DATE

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

CHAPTER 3 GRANT

ARTICLE 5 — GRANT

5.1 Form of grant

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

⁶ OJ C 316, 27.11.1995, p. 48.

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

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

5.2 Maximum grant amount

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

5.3 Funding rate

Not applicable

5.4 Estimated budget, budget categories and forms of funding

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

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

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

5.5 Budget flexibility

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

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

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

ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS

6.1 and 6.2 General and specific eligibility conditions

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

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

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

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

⁹ See Article 125 EU Financial Regulation 2018/1046.

6.3 Ineligible contributions

‘Ineligible contributions’ are:

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

6.4 Consequences of non-compliance

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

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

CHAPTER 4 GRANT IMPLEMENTATION

SECTION 1 CONSORTIUM: BENEFICIARIES, AFFILIATED ENTITIES AND OTHER PARTICIPANTS

ARTICLE 7 — BENEFICIARIES

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

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

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

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

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

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

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

(a) Each beneficiary must:

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

(b) The coordinator must:

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

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

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

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

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

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

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

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

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

ARTICLE 8 — AFFILIATED ENTITIES

Not applicable

ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION

9.1 Associated partners

Not applicable

9.2 Third parties giving in-kind contributions to the action

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

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

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

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

9.3 Subcontractors

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

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

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

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

9.4 Recipients of financial support to third parties

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

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

ARTICLE 10 — PARTICIPANTS WITH SPECIAL STATUS

10.1 Non-EU participants

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

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

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



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

10.2 Participants which are international organisations

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

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

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

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

10.3 Pillar-assessed participants

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

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

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

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



- certificates on usual accounting practices (CoMUC): are not needed if those practices are covered by an ex-ante assessment

and use the following specific rules, for:

- recoveries (Article 22): in case of financial support to third parties, there will be no recovery if the participant has done everything possible to retrieve the undue amounts from the third party receiving the support (including legal proceedings) and non-recovery is not due to an error or negligence on its part
- checks, reviews, audits and investigations by the EU (Article 25): will be conducted taking into account the rules and procedures specifically agreed between them and the framework agreement (if any)
- impact evaluation (Article 26): will be conducted in accordance with the participant's internal rules and procedures and the framework agreement (if any)
- grant agreement suspension (Article 31): certain costs incurred during grant suspension are eligible (notably, minimum costs necessary for a possible resumption of the action and costs relating to contracts which were entered into before the pre-information letter was received and which could not reasonably be suspended, reallocated or terminated on legal grounds)
- grant agreement termination (Article 32): the final grant amount and final payment will be calculated taking into account also costs relating to contracts due for execution only after termination takes effect, if the contract was entered into before the pre-information letter was received and could not reasonably be terminated on legal grounds
- liability for damages (Article 33.2): the granting authority must be compensated for damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Agreement only if the damage is due to an infringement of the participant's internal rules and procedures or due to a violation of third parties' rights by the participant or one of its employees or individual for whom the employees are responsible.

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

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

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

- eligibility (Article 6)
- consortium roles and set-up (Articles 7-9)
- security and ethics (Articles 13, 14)



- IPR (including background and results, access rights and rights of use), communication, dissemination and visibility (Articles 16 and 17)
- information obligation (Article 19)
- payment, reporting and amendments (Articles 21, 22 and 39)
- rejections, reductions, suspensions and terminations (Articles 27, 28, 29-32)

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

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

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

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

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

SECTION 2 RULES FOR CARRYING OUT THE ACTION

ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION

11.1 Obligation to properly implement the action

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

11.2 Consequences of non-compliance



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

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

ARTICLE 12 — CONFLICT OF INTERESTS

12.1 Conflict of interests

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

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

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

12.2 Consequences of non-compliance

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

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

ARTICLE 13 — CONFIDENTIALITY AND SECURITY

13.1 Sensitive information

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

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

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

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

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

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

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

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

The confidentiality obligations no longer apply if:

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

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

13.2 Classified information

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

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

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

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

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

13.3 Consequences of non-compliance

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

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

ARTICLE 14 — ETHICS AND VALUES

14.1 Ethics

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

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

14.2 Values

The beneficiaries must commit to and ensure the respect of basic EU values (such as respect for

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



human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).

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

14.3 Consequences of non-compliance

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

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

ARTICLE 15 — DATA PROTECTION

15.1 Data processing by the granting authority

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

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

15.2 Data processing by the beneficiaries

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

They must ensure that personal data is:

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

¹³ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

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



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

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

15.3 Consequences of non-compliance

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

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

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

16.1 Background and access rights to background

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

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

- (a) held by the beneficiaries before they acceded to the Agreement and
- (b) needed to implement the action or exploit the results.

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

16.2 Ownership of results

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

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

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

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

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



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

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

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

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

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

16.4 Specific rules on IPR, results and background

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

16.5 Consequences of non-compliance

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

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

ARTICLE 17 — COMMUNICATION, DISSEMINATION AND VISIBILITY

17.1 Communication — Dissemination — Promoting the action

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

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

17.2 Visibility — European flag and funding statement

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



Funded by the
European Union



Co-funded by the
European Union



Funded by the
European Union



Co-funded by the
European Union

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

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

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

For the purposes of their obligations under this Article, the beneficiaries may use the emblem without first obtaining approval from the granting authority. This does not, however, give them the right to



exclusive use. Moreover, they may not appropriate the emblem or any similar trademark or logo, either by registration or by any other means.

17.3 Quality of information — Disclaimer

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

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

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

17.4 Specific communication, dissemination and visibility rules

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

17.5 Consequences of non-compliance

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

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

ARTICLE 18 — SPECIFIC RULES FOR CARRYING OUT THE ACTION

18.1 Specific rules for carrying out the action

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

18.2 Consequences of non-compliance

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

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

SECTION 3 GRANT ADMINISTRATION

ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS

19.1 Information requests

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

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

19.2 Participant Register data updates

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

19.3 Information about events and circumstances which impact the action

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

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

19.4 Consequences of non-compliance

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

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

ARTICLE 20 — RECORD-KEEPING

20.1 Keeping records and supporting documents

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

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

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

The beneficiaries must keep the original documents. Digital and digitalised documents are considered

originals if they are authorised by the applicable national law. The granting authority may accept non-original documents if they offer a comparable level of assurance.

20.2 Consequences of non-compliance

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

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

ARTICLE 21 — REPORTING

21.1 Continuous reporting

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

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

21.2 Periodic reporting: Technical reports and financial statements

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

- for additional 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:

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

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

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

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

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

22.3.3 Interim payments

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the interim payment ceiling

Step 1 — Calculation of the total accepted EU contribution

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

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

Step 2 — Limit to the interim payment ceiling

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

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

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

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

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

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the maximum grant amount

Step 3 — Reduction due to the no-profit rule

Step 1 — Calculation of the total accepted EU contribution

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

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

Step 2 — Limit to the maximum grant amount

Not applicable

Step 3 — Reduction due to the no-profit rule

Not applicable

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

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

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

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

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

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

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

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

- formally notifying the intention to recover, the final grant amount, the amount to be recovered and the reasons why

- requesting observations within 30 days of receiving notification.

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

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

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

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

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

Step 1 — Calculation of the revised total accepted EU contribution

Step 1 — Calculation of the revised total accepted EU contribution

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

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

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

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

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

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 2015/2366¹⁵ applies.

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

22.5 Consequences of non-compliance

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

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

month in which the payment deadline expires, as published in the C series of the *Official Journal of the European Union*.

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

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

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

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

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

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

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

ARTICLE 23 — GUARANTEES

23.1 Prefinancing guarantee

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

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

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

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

They will be released within the following month.

23.2 Consequences of non-compliance

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

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

ARTICLE 24 — CERTIFICATES

Not applicable

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

25.1 Granting authority checks, reviews and audits

25.1.1 Internal checks

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

25.1.2 Project reviews

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

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

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

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

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

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

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

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

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



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

25.1.3 Audits

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

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

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

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

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

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

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

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

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

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

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

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

25.3 Access to records for assessing simplified forms of funding

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

25.4 OLAF, EPPO and ECA audits and investigations

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

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

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

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

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

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

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

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

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

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

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

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



have committed systemic or recurrent errors, irregularities, fraud or breach of obligations that have a material impact on this grant and

- (b) those findings are formally notified to the beneficiary concerned — together with the list of grants affected by the findings — within the time-limit for audits set out in the Data Sheet (see Point 6).

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

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

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

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

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

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

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

25.6 Consequences of non-compliance

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

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

ARTICLE 26 — IMPACT EVALUATIONS

26.1 Impact evaluation

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

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

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

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

26.2 Consequences of non-compliance

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

CHAPTER 5 CONSEQUENCES OF NON-COMPLIANCE

SECTION 1 REJECTIONS AND GRANT REDUCTION

ARTICLE 27 — REJECTION OF CONTRIBUTIONS

27.1 Conditions

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

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

Ineligible lump sum contributions will be rejected.

27.2 Procedure

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

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

27.3 Effects

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

ARTICLE 28 — GRANT REDUCTION

28.1 Conditions

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

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

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

28.2 Procedure

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

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

28.3 Effects

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

SECTION 2 SUSPENSION AND TERMINATION

ARTICLE 29 — PAYMENT DEADLINE SUSPENSION

29.1 Conditions

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

- (a) the required report (see Article 21) has not been submitted or is not complete or additional information is needed



- (b) there are doubts about the amount to be paid (e.g. ongoing extension procedure, queries about eligibility, need for a grant reduction, etc.) and additional checks, reviews, audits or investigations are necessary, or
- (c) there are other issues affecting the EU financial interests.

29.2 Procedure

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

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

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

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

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

ARTICLE 30 — PAYMENT SUSPENSION

30.1 Conditions

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

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

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

30.2 Procedure



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

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

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

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

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

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

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

ARTICLE 31 — GRANT AGREEMENT SUSPENSION

31.1 Consortium-requested GA suspension

31.1.1 Conditions and procedure

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

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

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

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

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



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

31.2 EU-initiated GA suspension

31.2.1 Conditions

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

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

31.2.2 Procedure

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

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

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

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

Once the conditions for resuming implementation of the action are met, the granting authority will formally notify the coordinator a **lifting of suspension letter**, in which it will set the suspension end date and invite the coordinator to request an amendment of the Agreement to set the resumption date (one day after suspension end date), extend the duration and make other changes necessary to adapt the action to the new situation (see Article 39) — unless the grant has been terminated (see

Article 32). The suspension will be **lifted** with effect from the suspension end date set out in the lifting of suspension letter. This date may be before the date on which the letter is sent.

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

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

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

ARTICLE 32 — GRANT AGREEMENT OR BENEFICIARY TERMINATION

32.1 Consortium-requested GA termination

32.1.1 Conditions and procedure

The beneficiaries may request the termination of the grant.

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

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

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

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

32.1.2 Effects

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

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

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

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

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

32.2 Consortium-requested beneficiary termination

32.2.1 Conditions and procedure

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

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

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

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

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

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

32.2.2 Effects

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

- (i) a **report on the distribution of payments** to the beneficiary concerned
- (ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work
- (iii) a second **request for amendment** (see Article 39) with other amendments needed (e.g. reallocation of the tasks and the estimated budget of the terminated beneficiary; addition of a new beneficiary to replace the terminated beneficiary; change of coordinator, etc.).

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

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

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

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

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

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

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

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

32.3 EU-initiated GA or beneficiary termination

32.3.1 Conditions

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

- (a) one or more beneficiaries do not accede to the Agreement (see Article 40)
- (b) a change to the action or the legal, financial, technical, organisational or ownership situation of a beneficiary is likely to substantially affect the implementation of the action or calls into question the decision to award the grant (including changes linked to one of the exclusion grounds listed in the declaration of honour)
- (c) following termination of one or more beneficiaries, the necessary changes to the Agreement (and their impact on the action) would call into question the decision awarding the grant or breach the principle of equal treatment of applicants
- (d) implementation of the action has become impossible or the changes necessary for its continuation would call into question the decision awarding the grant or breach the principle of equal treatment of applicants
- (e) a beneficiary (or person with unlimited liability for its debts) is subject to bankruptcy proceedings or similar (including insolvency, winding-up, administration by a liquidator or court, arrangement with creditors, suspension of business activities, etc.)
- (f) a beneficiary (or person with unlimited liability for its debts) is in breach of social security or tax obligations
- (g) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has been found guilty of grave professional misconduct
- (h) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed fraud, corruption, or is involved in a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking

- (i) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) was created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin (or created another entity with this purpose)
- (j) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.)
- (k) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5)
- (l) despite a specific request by the granting authority, a beneficiary does not request — through the coordinator — an amendment to the Agreement to end the participation of one of its affiliated entities or associated partners that is in one of the situations under points (d), (f), (e), (g), (h), (i) or (j) and to reallocate its tasks, or
- (m) other:
 - (i) linked action issues: not applicable
 - (ii) additional GA termination grounds: not applicable.

32.3.2 Procedure

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

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

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

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

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

32.3.3 Effects

(a) for GA termination:

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

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

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

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

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

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

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

(b) for beneficiary termination:

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

- (i) a **report on the distribution of payments** to the beneficiary concerned
- (ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work
- (iii) a **request for amendment** (see Article 39) with any amendments needed (e.g. reallocation of the tasks and the estimated budget of the terminated beneficiary; addition of a new beneficiary to replace the terminated beneficiary; change of coordinator, etc.).

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

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

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

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

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

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

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

SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS

ARTICLE 33 — DAMAGES

33.1 Liability of the granting authority

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

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

33.2 Liability of the beneficiaries

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

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

ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES

Nothing in this Agreement may be construed as preventing the adoption of administrative sanctions (i.e. exclusion from EU award procedures and/or financial penalties) or other public law measures, in addition or as an alternative to the contractual measures provided under this Agreement (see,



for instance, Articles 135 to 145 EU Financial Regulation 2018/1046 and Articles 4 and 7 of Regulation 2988/95¹⁸).

SECTION 4 FORCE MAJEURE

ARTICLE 35 — FORCE MAJEURE

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

‘Force majeure’ means any situation or event that:

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

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

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

CHAPTER 6 FINAL PROVISIONS

ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES

36.1 Forms and means of communication — Electronic management

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

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

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

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

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

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

36.2 Date of communication

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

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

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

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

36.3 Addresses for communication

The Portal can be accessed via the Europa website.

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

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

ARTICLE 37 — INTERPRETATION OF THE AGREEMENT

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

Annex 5 takes precedence over the Terms and Conditions.

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

Annex 2 takes precedence over Annex 1.

ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES

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

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

‘Days’ means calendar days, not working days.

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

ARTICLE 39 — AMENDMENTS

39.1 Conditions

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

Amendments may be requested by any of the parties.

39.2 Procedure

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

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

The request for amendment must include:

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

The granting authority may request additional information.

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

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

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

ARTICLE 40 — ACCESSION AND ADDITION OF NEW BENEFICIARIES

40.1 Accession of the beneficiaries mentioned in the Preamble

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

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

If a beneficiary does not accede to the grant within the above deadline, the coordinator must — within



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

40.2 Addition of new beneficiaries

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

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

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

Additions are also possible in mono-beneficiary grants.

ARTICLE 41 — TRANSFER OF THE AGREEMENT

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

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

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

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

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

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

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

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

ARTICLE 43 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES

43.1 Applicable law

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

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

43.2 Dispute settlement

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

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

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

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

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

ARTICLE 44 — ENTRY INTO FORCE

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

SIGNATURES

For the coordinator

For the granting authority



ANNEX 1



Erasmus+ (ERASMUS+)

Description of the action (DoA)

Part A

Part B

DESCRIPTION OF THE ACTION (PART A)

COVER PAGE

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

PROJECT	
Grant Preparation (General Information screen) — Enter the info.	
Project number:	101196934
Project name:	EPALE SK 2025-26
Project acronym:	EPALE SK 2025-26
Call:	ERASMUS-EDU-2024-EPALE-IBA
Topic:	ERASMUS-EDU-2024-EPALE-IBA
Type of action:	ERASMUS-LS
Service:	EACEA/A/06
Project starting date:	fixed date: 1 January 2025
Project duration:	24 months

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List of critical risks 14

PROJECT SUMMARY

Project summary

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

Use the project summary from your proposal.

The project of the EPALE NSS will be implemented by the State Vocational Education Institute in Slovakia which has been acting as the EPALE NSS since 2018.

The project will build on previous experience from the development of the EPALE platform and related activities, as well as cooperation with CSS and other national services. and it will be implemented in order to achieve these objectives:

- To perform activities in order to support the general implementation of EPALE (cooperation with CSS and other NSSs, development of the EPALE content, recruiting and providing support to users, etc.)
- To promote benefits of EPALE platform to broad public in order to increase the number of regular EPALE users,
- To develop the national network of AL stakeholders, partner organizations and other potential users in events promoting AL in Europe and EPALE platform and community
- To create quality content engaging broad community of users in Slovakia and promote EPALE as an acknowledged source of information and resources in adult learning,
- To organize attractive events on up-to-date topics in adult education and create valuable resources (e.g. EPALE podcasts) to support attractiveness of EPALE,
- To cooperate with other NSSs, national and foreign partner organizations in order to support mutual learning and good practice exchange,
- To build an efficient network of EPALE ambassadors in Slovakia who contribute to the development of the platform.

LIST OF PARTICIPANTS

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

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

LIST OF WORK PACKAGES

Work packages						
Grant Preparation (Work Packages screen) — Enter the info.						
Work Package No	Work Package name	Lead Beneficiary	Effort (Person-Months)	Start Month	End Month	Deliverables
WP1	General implementation of EPALE	1 - SIOV	19.00	1	24	D1.1 – Evaluation Questionnaire template D1.2 – Promotional Items D1.3 – Technical report
WP2	Promotion of the platform, recruitment, engagement of users	1 - SIOV	79.00	1	24	D2.1 – Presentations and conclusions from National Conference and National Side event D2.2 – Presentations and conclusions from the international conferences D2.3 – After-movies D2.4 – Instructional presentations for EPALE users D2.5 – Reports from study visits
WP3	Contribution to the content of EPALE	1 - SIOV	70.00	1	24	D3.1 – EPALE Landing pages D3.2 – EPALE podcasts

Work package WP1 – General implementation of EPALE

Work Package Number	WP1	Lead Beneficiary	1 - SIOV
Work Package Name	General implementation of EPALE		
Start Month	1	End Month	24

Objectives

EPALE NSS Slovakia will perform the following activities set out in the call for proposals:

- Being a pro-active participant in the EPALE community, e.g. by monitoring users' activity and providing comments and resources where possible;
- Working in close relationship with the CSS, closely following its guidelines, responding quickly to its requests or suggestions, and attending compulsory training sessions, including online sessions;
- Participating actively in exchanging information and experiences on the NSS closed group on EPALE;
- Participating actively in collecting and sharing best practices for attracting and engaging users;
- Actively participating in the implementation and continuous improvement of the platform by proposing new ideas and initiatives as well as suggestions for topics for thematic focuses / discussions themes to be developed on EPALE, through discussions groups, blogs, or other activities;
- Helping the CSS to answer queries that concern their respective countries, and providing (technical) support to users who have difficulty using / understanding the platform, when the CSS cannot answer the query (e.g. for linguistic reasons), including translations on how to take advantage and use of the EPALE functions;
- Participating in usability tests organised by the Central Support Service and make suggestions for / give feedback on the development of the platform;
- Volunteering for participating in NSS working groups.

Description

EPALE NSS will ensure:

- proper project management,
- communication activities,
- quality assurance and evaluation activities,
- training and capacity building of EPALE NSS staff.

Work package WP2 – Promotion of the platform, recruitment, engagement of users

Work Package Number	WP2	Lead Beneficiary	1 - SIOV
Work Package Name	Promotion of the platform, recruitment, engagement of users		
Start Month	1	End Month	24

Objectives

The main objectives of the WP 2 are:

- To engage AL stakeholders and other potential users in events promoting AL in Europe and the EPALE platform and community,
- To promote benefits of the EPALE platform to broad public,
- To develop cooperation with other NSSs in order to attract attention of users and build the EPALE community, exchange of good practice and mutual learning, e.g. Central-European Cluster, partnership projects, etc.

Description

EPALE Annual Conference 2026

National Side Event /EPALE Community Conference by CSS 2025 In 2025, EPALE NSS Slovakia will organize a National Side Event within the EPALE Community Conference EPALE. The aim of the National Side Event will be one of the main topic of the Community Conference. We will provide a collective streaming and organize professional panel discussion.

Expect number of participants per National Side Event: min. 30

Form of the event: on-site

In 2026, EPALE NSS Slovakia will organize the EPALE Annual Conference for adult-learning community in Slovakia. The conference will promote activities of EPALE NSS, reflect to the main topic on EPALE platform, support discussion between invited stakeholders and participants and to support adult learning in Slovakia.

Expected number of participants per conference: min 60. participants

Form of the conference: on-site

International conferences

NSS Slovakia in cooperation with NSS Czech Republic will organize 2 international conferences during the implementing period. The aim of conferences is to engage and open discussions between international experts and adult community in Slovakia and the Czech Republic on the main topic of the conference. The main topic of the conference will reflect the main thematic focuses of EPSALE for a particular year. Participants: representatives of both NSSs, partner organisations, representatives of relevant ministries and others.

Conference in 2025 will take place in Prague (CZ) and will be organized by NSS Czech Republic.

Conference in 2026 will take place in Bratislava (SK) and will be organized by NSS Slovakia.

Expected number of participants per conference: min 60. participants

Number of international conferences: 2 (2025, 2026)

Form of the conference: on-site

International exchange seminar

We will strengthen our co-operation with NSS Czech Republic, in the form of organising and exchange seminar for EPALE ambassadors. The aim of this seminar is to exchange good practices in content creation and promotion of EPALE in these countries.

Expected number of participants per 1 seminar: min. 25 participants

Total number of seminars per project: min 1

Form of the information seminar: on-site

EPALE Information workshops

The aim of the workshops for new and existing active users is to explain EPALE functionalities and options for uploading professional content, including the dissemination activities of the Erasmus+ projects: blog post, news, events and resources.

During the workshops we will provide these information:

- How to navigate the website www.epale.sk,
- How to upload professional content: Blog post, News, Events and Resources,
- How to find a partner for an ERASMUS+ project,
- How to become a partner in an international project within ERASMUS+,
- How to find relevant information in the field of adult education,
- How to use EPALE platform on regular (daily) base

Expected number of participants per 1 informational workshop: min. 12 participants

Total number of informational workshop per project: min. 6

Form of the informational seminar: on-site

EPALE Academy

Education activity NSS EPALE Slovakia aimed to develop digital skills in the context of the use of artificial intelligence in adult learning.

A hands-on workshop that guides participants through the basics of AI and practical tips on how to use various AI tools in their practice. During workshops we will explore what AI (Artificial Intelligence) actually is and how it serves human society. We will answer the question of how and from whom artificial intelligence learns.

Target group of the workshops: adult educators and trainers

Expected number of participants per 1 workshop: min. 15 participants

Total number of workshops per project: min. 1

Form of the workshop: on-site

Duration: 3 hours

Study visits

In 2025, we plan to organise an international study visit for colleagues and ambassadors from other NSSs within the

EPALE NSS network. The aim of the activity is showcase the partner organisations with which we cooperate at national level and show good practice in EPALE development.

NSS Slovakia will participate in min. 3 study visits abroad. Participants will be the NSS EPALE Slovakia team, ambassadors and people from partner organisations. The study visits will provide us with an opportunity to exchange good practice in relation to the activities implemented within EPALE Slovakia and to discuss best practices that focus on the target groups we work with.

National ambassadors meeting

2 National ambassadors' meetings (2025, 2026) will be organized to support and motivate the team of EPALE ambassadors. The aim of this activity is to discuss how to engage users and new partners in specific regions they are working. During these events we will provide information about new technical developments of the EPALE platform. Ambassadors will exchange good practice between some regions (what really works).

Work package WP3 – Contribution to the content of EPALE

Work Package Number	WP3	Lead Beneficiary	1 - SIOV
Work Package Name	Contribution to the content of EPALE		
Start Month	1	End Month	24

Objectives

Creation of interesting, high-quality original content will remain the core element of the project in 2025-2026 in Slovakia. It will go hand-in-hand with promotion of the platform among stakeholders a key player in adult education in Slovakia (as described in WP1 and WP2).

The specific objectives of the WP are:

- to create and promote quality content engaging broad community of users in Slovakia,
- to build an efficient network of EPALE ambassadors in Slovakia who contribute to the development of the platform,
- to cooperate with national and foreign partner organizations in order to support content on EPALE,
- to promote EPALE as an acknowledged source of information and resources in adult learning.

Description

Landing pages

NSS Slovakia will promote the most interesting information in the field of AL in Slovakia, including promotion of events organised by NSS Slovakia and partner's organisation, such as: news, blogs, events, resources, etc.) in the form of a landing page in order to highlight priority of the item (min. 1 per month, min 24 within the project).

Uploads of a new high-quality content

The publishing of high quality content in various forms (news, blogs, resources and events) is one of the priorities of the NSS Slovakia team for the next period. NSS Slovakia will ensure:

- to publish a content uploaded by NSS Slovakia,
- to publish a content uploaded by users
- content produced by other NSSs to the Slovak EPALE users.

Translations of the uploaded content

NSS Slovakia will ensure translations of:

- the content produced in by NSS Slovakia into English,
- content produced by other NSSs to the Slovak EPALE users (mainly from English to Slovak).

Due to the closeness of the Slovak and Czech language, selected content will be exchanged and translated between NSSs and content produced and exchanged within the neighbouring countries.

The NSS SK will:

- translate the news, blogs and events from English into Slovak,
- translate the EPALE-newsletter to Slovak (as provided by CSS)
- translate the landing pages of the monthly theme to Slovak, min. 24 per project
- support CSS requests for updating the platform and events (as requested by CSS)
- quality check and proofread the translations by the CSS

The translations will be partly provided by the NSS staff and partly subcontracted (translating agency).

EPALE podcasts

Following the successful series of podcasts in the past period, we will continue this activity. The aim of this activity is to :

- respond to the main thematic focuses EPALE through an interview format,
- Respond to the low level of adult education in Slovakia,
- Open a discussions and find solutions to the biggest challenges in adult education in Slovakia,
- Communicate examples of good practice and focus on concrete solutions,
- To raise awareness of EPALE platform.

The target groups are: the general public, educational organisations, lecturers, teachers, EPALE users, etc.

Each episode is between 20 and 30 minutes long, hosted by members of the NSS team and EPALE ambassadors.

2025 – 6 episodes

2026 – 6 episodes

STAFF EFFORT

Staff effort per participant				
<i>Grant Preparation (Work packages - Effort screen) — Enter the info.</i>				
Participant	WP1	WP2	WP3	Total Person-Months
1 - SIOV	19.00	79.00	70.00	168.00
Total Person-Months	19.00	79.00	70.00	168.00

LIST OF DELIVERABLES

Deliverables <i>Grant Preparation (Deliverables screen) — Enter the info.</i> <i>The labels used mean:</i> <i>Public — fully open (🚩 automatically posted online)</i> <i>Sensitive — limited under the conditions of the Grant Agreement</i> <i>EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444</i>						
Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Evaluation Questionnaire template	WP1	1 - SIOV	R — Document, report	SEN - Sensitive	1
D1.2	Promotional Items	WP1	1 - SIOV	OTHER	SEN - Sensitive	15
D1.3	Technical report	WP1	1 - SIOV	R — Document, report	SEN - Sensitive	13
D2.1	Presentations and conclusions from National Conference and National Side event	WP2	1 - SIOV	R — Document, report	SEN - Sensitive	24
D2.2	Presentations and conclusions from the international conferences	WP2	1 - SIOV	R — Document, report	SEN - Sensitive	24
D2.3	After-movies	WP2	1 - SIOV	DEC — Websites, patent filings, videos, etc	SEN - Sensitive	24
D2.4	Instructional presentations for EPALE users	WP2	1 - SIOV	R — Document, report	SEN - Sensitive	24
D2.5	Reports from study visits	WP2	1 - SIOV	R — Document, report	SEN - Sensitive	24
D3.1	EPALE Landing pages	WP3	1 - SIOV	DEC — Websites, patent filings, videos, etc	SEN - Sensitive	24
D3.2	EPALE podcasts	WP3	1 - SIOV	DEC — Websites, patent filings, videos, etc	SEN - Sensitive	24

Deliverable D1.1 – Evaluation Questionnaire template

Deliverable Number	D1.1	Lead Beneficiary	1 - SIOV
Deliverable Name	Evaluation Questionnaire template		
Type	R — Document, report	Dissemination Level	SEN - Sensitive
Due Date (month)	1	Work Package No	WP1

Description
Editable and re-usable online template SK/EN

Deliverable D1.2 – Promotional Items

Deliverable Number	D1.2	Lead Beneficiary	1 - SIOV
Deliverable Name	Promotional Items		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	15	Work Package No	WP1

Description
Pens, notebooks, USB, bags, etc.

Deliverable D1.3 – Technical report

Deliverable Number	D1.3	Lead Beneficiary	1 - SIOV
Deliverable Name	Technical report		
Type	R — Document, report	Dissemination Level	SEN - Sensitive
Due Date (month)	13	Work Package No	WP1

Description
Technical report on the project activities' progress

Deliverable D2.1 – Presentations and conclusions from National Conference and National Side event

Deliverable Number	D2.1	Lead Beneficiary	1 - SIOV
Deliverable Name	Presentations and conclusions from National Conference and National Side event		
Type	R — Document, report	Dissemination Level	SEN - Sensitive
Due Date (month)	24	Work Package No	WP2

Description
Presentations and conclusions from National Conference and National Side event

Deliverable D2.2 – Presentations and conclusions from the international conferences

Deliverable Number	D2.2	Lead Beneficiary	1 - SIOV
Deliverable Name	Presentations and conclusions from the international conferences		
Type	R — Document, report	Dissemination Level	SEN - Sensitive
Due Date (month)	24	Work Package No	WP2

Description
After movie video (presentation audio from event organised by NSS EPALE Slovakia) A set of presentations from the international conferences

Deliverable D2.3 – After-movies

Deliverable Number	D2.3	Lead Beneficiary	1 - SIOV
Deliverable Name	After-movies		
Type	DEC — Websites, patent filings, videos, etc	Dissemination Level	SEN - Sensitive
Due Date (month)	24	Work Package No	WP2

Description
3 videopresentations from conferences

Deliverable D2.4 – Instructional presentations for EPALE users

Deliverable Number	D2.4	Lead Beneficiary	1 - SIOV
Deliverable Name	Instructional presentations for EPALE users		
Type	R — Document, report	Dissemination Level	SEN - Sensitive
Due Date (month)	24	Work Package No	WP2

Description
3 videopresentations from conferences

Deliverable D2.5 – Reports from study visits

Deliverable Number	D2.5	Lead Beneficiary	1 - SIOV
Deliverable Name	Reports from study visits		
Type	R — Document, report	Dissemination Level	SEN - Sensitive
Due Date (month)	24	Work Package No	WP2

Description
Written reports from study visits Slovak, English languages

Deliverable D3.1 – EPALE Landing pages

Deliverable Number	D3.1	Lead Beneficiary	1 - SIOV
Deliverable Name	EPALE Landing pages		
Type	DEC — Websites, patent filings, videos, etc	Dissemination Level	SEN - Sensitive
Due Date (month)	24	Work Package No	WP3

Description
Online uploaded t landing pages SK, EN, where appropriate

Deliverable D3.2 – EPALE podcasts

Deliverable Number	D3.2	Lead Beneficiary	1 - SIOV
Deliverable Name	EPALE podcasts		
Type	DEC — Websites, patent filings, videos, etc	Dissemination Level	SEN - Sensitive
Due Date (month)	24	Work Package No	WP3

Description
12 videopodcasts published on EPALE and EPALE SK YouTube channel

LIST OF MILESTONES

(None)

LIST OF CRITICAL RISKS

Critical risks & risk management strategy			
Grant Preparation (Critical Risks screen) — Enter the info.			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
1	Lack of commitment and support in the planned activities by the national institutions and target	WP2, WP3, WP1	Clear messaging and regular updates on the EPALE developments and NSS Slovakia achievements and activities
2	Structural changes of the organization caused by external decisions	WP2, WP3, WP1	Providing support for completing the project under the new conditions
3	Low interest of target groups in interacting on the EPALE portal	WP2, WP3, WP1	<ul style="list-style-type: none"> - Highlighting how interacting on the portal can contribute to the users' professional development - Improving support and guidance of new EPALE contributors/members, such as easy-to-find tutorials, guides, and one-to-one instructions, seminars for users, etc. to help them navigate and utilize the portal effectively. - Using off-line activities for active recruitment of the new members/users
4	Low interest of target groups to engage with EPALE offline activities	WP2, WP3, WP1	Using targeted marketing to target potential participants and highlight the events and their benefits through various channels such as social media, newsletters, and partner organizations.



Erasmus+ Programme (ERASMUS)

Application Form

Technical Description (Part B)

(ERASMUS IBAs Budget-based + LS Type I and II)

Version 1.0
25 February 2021





IMPORTANT NOTICE

What is the Application Form?

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

The Form consists of 2 parts:

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

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

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


How to prepare and submit it?


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

Character and page limits:

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

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

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

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

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system.

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

PROJECT	
Project name:	[EPALE Slovakia 2025-26]
Project acronym:	[EPALE Slovakia 2025-26]
Coordinator contact:	[Lubica Gallova], [State Vocational Education Institute]

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PROJECT SUMMARY

Project summary (in English)

See Abstract (Application Form Part A).

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives

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

Describe the background and rationale of the project.

How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call?

The project of the EPALE NSS will be implemented by the State Vocational Education Institute in Slovakia which has been acting as the EPALE NSS since 2018.

The project will build on previous experience from the development of the EPALE platform and related activities, as well as cooperation with CSS and other national services.

The work plan consists of 3 work packages implemented in order to achieve specific goals of the project.

1. **WP1: General implementation of EPALE - M1 – M24** – cooperation with EC, CSS, other NSSs, platform development
2. **WP2: Promotion of the platform, recruitment, engagement – M1 – M24** – organising events, partnership projects,
3. **Work Package 3: Contribution to the content of EPALE – M1 – M24** – development of the content of EPALE, translation and exchange of the content, building the network of ambassadors and their support

The project duration is 24 months.

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives

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

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

The project of the EPALE NSS Slovakia will be implemented in order to achieve these objectives:

- To perform activities in order to support the general implementation of EPALE (cooperation with CSS and other NSSs, development of the EPALE content, recruiting and providing support to users, etc.)
- To promote benefits of EPALE platform to broad public in order to increase the number of regular EPALE users,
- To develop the national network of AL stakeholders, partner organizations and other potential users in events promoting AL in Europe and EPALE platform and community



- To create quality content engaging broad community of users in Slovakia and promote EPALE as an acknowledged source of information and resources in adult learning,
- To organize attractive events on up-to-date topics in adult education and create valuable resources (e.g. EPALE podcasts) to support attractiveness of EPALE,
- To cooperate with other NSSs, national and foreign partner organizations in order to support mutual learning and good practice exchange,
- To build an efficient network of EPALE ambassadors in Slovakia who contribute to the development of the platform.

1.3 Complementarity with other actions and innovation — European added value

Complementarity with other actions and innovation

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

The project activities will be implemented with a goal to achieve minimum benchmarks set for Slovakia in the Invitation to submit a proposal:

- min. **250 new registered users per year**,
- min. **60 content uploads per year**.

In the context of the planned activities, we will aim to increase all KPI indicators.

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

- Cooperation and coordination – supporting motivation to engage with EPALE by relevant stakeholders/decision-makers/experts
- Networking and mutual learning – reinforced mutual cooperation, ambassador's trainings, experts study visit, conferences
- Promotion and information provision – awareness raising among stakeholders and wider public, events, study visits, job-shadowing
- Attractive events for stakeholders in adult education
 - EPALE conference in Prague and Bratislava,
 - organization of study visits for other EPALE NSSs,
 - joint organization of study visits for AL experts and ambassadors,
 - ad-hoc working meeting in order to plan and implement joint activities.

2. QUALITY

2.1 PROJECT DESIGN AND IMPLEMENTATION

2.1.1 Concept and methodology

Concept and methodology

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

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



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

- Professional competence and expertise – involvement of expert staff and experts (national and international) in the activities, such as conferences and other events, mutual learning
- Sustainability – the project will create sustainable outputs which will support AL in Slovakia and support skills development of actors involved
- Cooperation and coordination – stimulation of relationships with relevant stakeholders/decision-makers/experts
- Promotion and information provision – awareness raising among stakeholders and wider public, information materials, tools and resources
- Motivation – involvement of stakeholders and actors in building and developing the AL community in Slovakia and EU

2.1.2 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy

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

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

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

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

The project implementation and management will be performed in line with the work plan approved and the contract. Continuous internal monitoring mechanism will be in place in order to ensure early required changes – in terms of time plan, budget and results to be achieved.

At the time of drafting the application, ŠIOV has finalised the first phase of introducing the **internal quality management - CAF model** (Common Assessment Framework) and the Institute should achieve the quality label CAF Effective User by the end of 2024, which will strengthen quality assurance across the whole organization.

The budget management will be implemented in cooperation with the economic department of ŠIOV. Communication and information activities and organization of events will be based on the **Communication Strategy of the LLL Department of ŠIOV**, which states procedures as well as measurable indicators to be followed, e.g.:

Quantitative indicators:

- Number of stakeholders/partner organizations involved in the project activities
- Number of implemented information activities and events
- Number of participants from various target groups in activities and events
- Number of communication outlets
- Number of users (EPALE platform, FB, other)
-

Qualitative indicators (based mainly on feedback from participants)

- Satisfaction level of users of the support provided by the NSS SK;
- Level of commitment and involvement of experts and stakeholders in expert activities;
- Satisfaction of users/participants with the information provided;
- Satisfaction level of users/participants in the activity they participated in (80% positive feedbacks);
- Satisfaction level of information provided during activities (80% positive feedbacks).

2.1.3 Project teams, staff and experts

Project teams and staff

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

List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior



expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. and describe shortly their tasks. If required by the call, provide CVs of all key actors

Name and function	Organisation	Role/tasks	Professional profile and expertise
Lubica Gáľlová	ŠIOV	Project manager	Vice-Director of ŠIOV, a member of EQF and Europass AG, EC working group on adult education, OECD working group on VET, an experienced project manager and expert in VET. In charge of strategic planning and development.
Monika Drinková	ŠIOV	Project Coordinator	Senior expert in AL, in charge of overall coordination of EPALE Slovakia.
Peter Maľa	ŠIOV	EPALE NSS Team member	EPALE consultant, senior expert and trainer in adult education. In charge of the overall implementation of the project activities, networking and development of key outputs.
Gabriela Budayová	ŠIOV	Communication manager	A new staff member in charge of external communication and implementation of the communication strategy
EPALE ambassadors	External experts	EPALE NSS Supporting Team	External experts in adult education from the AL institutions, NGOs, academia and research supporting the NSS team

Outside resources (subcontracting, seconded staff etc)

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

If there is subcontracting, please also complete the table in section 4.

EPALE NSS will involve external experts in the activities relating to the EPALE content development as well as off-line activities, such as conferences, seminars, training in the area of adult learning. The EPALE ambassadors team was introduced in 2019 and in 2021 it helped to achieve significant results for EPALE Slovakia. Therefore, our aim is to keep the team of ambassadors and further develop their activities and cooperation with EPALE NSS Slovakia.

The team of ambassadors is composed of 5 members who represent a balanced group with varied expertise in the following areas:

- university - andragogy, with links to the business and entrepreneurship environment,
- civil-society and community development,
- adult education
- social media, networks, external communication.

2.1.4 Cost effectiveness and financial management

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

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

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

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



effective.

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

2.1.5 Risk management

Critical risks and risk management strategy

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

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

Note: *Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.*

Risk No	Description	Work package No	Proposed risk-mitigation measures
1	Lack of commitment and support in the planned activities by the national institutions and target	WP 1,2,3	Clear messaging and regular updates on the EPALE developments and NSS Slovakia achievements and activities
2	Structural changes of the organization caused by external decisions	WP 1,2,3	Providing support for completing the project under the new conditions
3	Low interest of target groups in interacting on the EPALE portal	WP 1,2,3	<ul style="list-style-type: none"> - Highlighting how interacting on the portal can contribute to the users' professional development - Improving support and guidance of new EPALE contributors/members, such as easy-to-find tutorials, guides, and one-to-one instructions, seminars for users, etc. to help them navigate and utilize the portal effectively. - Using off-line activities for active recruitment of the new members/users
4	Low interest of target groups to engage with EPALE offline activities	WP 1,2,3	Using targeted marketing to target potential participants and highlight the events and their benefits through various channels such as social media, newsletters, and partner organizations.



2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS

2.2.1 Consortium set-up

Consortium cooperation and division of roles (if applicable)

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

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

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

NA

2.2.2 Consortium management and decision-making

Consortium management and decision-making (if applicable)

Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control. **Note:** The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.

NA

3. IMPACT

3.1 Impact and ambition

Impact and ambition

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

Define the short, medium and long-term effects of the project. Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?

The project implementation will contribute to:

- **promotion** of the EPALE platform and its functions,
- development of **quality content** for the EPALE platform in the Slovak language,
- fostering **community** of adult learning professionals in Slovakia,
- increasing **visibility** of adult education in Slovakia,
- promoting **EU policies** in the area of adult learning in Slovakia,
- engaging **stakeholders and target groups** in activities related to AL,
- building **capacities** in adult learning,
- strengthening cooperation with other NSS in EU countries,
- promoting good practice examples in adult learning in Europe

Main target groups are:

- professional in adult learning - AL provides, practitioners, trainers, AL institutions managers, researchers, etc.
- policy makers - national and public institutions,
- regional governments and administrations,
- employers,
- associations, professional organizations, NGOs,
- organizations implementing EU-funded projects,
- adult learners,
- wider public.

Main stakeholders of the EPALE NSS Slovakia are:



National institutions:

- **ERASMUS+ National Agency**
- **Ministry of Education, Research, Development and Youth Slovakia**
- **NIVAM** – National Institute of Pedagogy,
- **National Bank of Slovakia**
- **Slovak Academy of Sciences**, Centre of Psychological and Political Sciences,
- **Trnava Learning City**
- **Bratislava Learning City**
- **Representation of the EC in the Slovak Republic + Europe Direct Network in Slovakia**
- **Office of the European Parliament in Slovakia**

Adult learning associations and organisations:

- Association of Adult Education Institutions in the Slovak Republic
- Euroguidance
- Association for Career Guidance and Career Development
- Lifestarter
- Academia Istropolitana NOVA
- Association of Lectures and Career Counsellors (ALKP)
- MAREENA
- AjtyvIT
- Universities/departments of andragogy
- others

3.2 Communication, dissemination and visibility

Communication, dissemination and visibility of funding

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

Describe how the visibility of EU funding will be ensured.

Communication activities are an inevitable part of the project. The objectives of the communication activities will be:

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

The target audiences for the communication activities will be:

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

Communication activities will be ensured by:



- internal EPALE NSS team
- EPALE ambassadors,
- through partnerships and cooperation with key partners and stakeholders, e.g. Erasmus+ National Agency, Association of Adult Learning Institutions in Slovakia, Ministry of Education, Science, Research and Sport SR, other cooperating organizations.

Main communication channels and tools used will include:

- web-pages (e.g. ŠIOV <https://siov.sk>)
- Facebook pages (EPALE <https://www.facebook.com/EPALE.SK>, LLL in Slovakia <https://www.facebook.com/czvsvr>, <https://www.facebook.com/Statnyinstitutodbornehovzdelavania>, others)
- newsletters (LLL in Slovakia, Trends in VET <https://siov.sk/newsletter>, Erasmus+)
- LinkedIn account <https://www.linkedin.com/company/epale-slovensko>
- EPALE NSS podcasts (published on EPALE YouTube, podcasts platforms <https://www.youtube.com/channel/UCM7ZLWzJdmhqUrEv8r5lQgQ/videos>)
- off-line activities (workshop, seminars, conferences, etc.).

3.3 Sustainability and continuation

Sustainability, long-term impact and continuation

Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?

What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?

Are there any possible synergies/complementarities with other (EU funded) activities that can build on the project results?

EPALE NSS Slovakia is a part of the Lifelong-learning Department of the State Vocational Education Institute (ŠIOV), which is also in charge of implementation of other EU initiatives in VET and adult education – esp. the European Agenda for Adult Learning, European Qualifications Framework, Europass, and EQAVET.

In addition, ŠIOV is the UNESCO-UNEVOC Centre, its staff has been a part of the OECD expert group on VET; ŠIOV is a member of the European Basic Skills Network (EBSN) and the European Forum for VET (EfVET) and other European and national associations (e.g. World Skills, PEN-Worldwide)

All these initiatives have been implemented in complementarity, ensuring the synergic effect and maximizing their impact.

In 2020, EPALE NSS was awarded a prize for popularization of adult learning in Slovakia by the Association of Adult Learning Institutions in Slovakia and it has been constantly recognized as a key subject in adult learning in Slovakia.

4. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

4.1 Work plan

Work plan

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

The work plan is in line with the call for proposals, it is based on 3 main work packages, which frame most of the activities on EPALE NSS:

WP1 - General implementation of EPALE

WP2 - Promotion of the platform, recruitment, engagement

WP3 - Contribution to the content of EPALE

4.2 Work packages and activities


WORK PACKAGES

This section concerns a detailed description of the project activities.

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

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

For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name). Please refer to the Call document/Programme Guide for specific requirements concerning the number and the typology of work packages.

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

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

Work Package 1

Work Package 1: General implementation of EPALE			
<i>Ensure consistence with the detailed budget table/calculator (if applicable). (n/a for prefixed Lump Sum Grants)</i>			
Duration:	M1 – M24	Lead Beneficiary:	ŠIOV
Objectives			
<i>List the specific objectives to which this work package is linked.</i>			
<p>EPALE NSS Slovakia will perform the following activities set out in the call for proposals:</p> <ul style="list-style-type: none"> – Being a pro-active participant in the EPALE community, e.g. by monitoring users' activity and providing comments and resources where possible; – Working in close relationship with the CSS, closely following its guidelines, responding quickly to its requests or suggestions, and attending compulsory training sessions, including online sessions; – Participating actively in exchanging information and experiences on the NSS closed group on EPALE; – Participating actively in collecting and sharing best practices for attracting and engaging users; – Actively participating in the implementation and continuous improvement of the platform by proposing new ideas and initiatives as well as suggestions for topics for thematic focuses / discussions themes to be developed on EPALE, through discussions groups, blogs, or other activities; – Helping the CSS to answer queries that concern their respective countries, and providing (technical) support to users who have difficulty using / understanding the platform, when the CSS cannot answer the query (e.g. for linguistic reasons), including translations on how to take advantage and use of the EPALE functions; – Participating in usability tests organised by the Central Support Service and make suggestions for / give feedback on the development of the platform; – Volunteering for participating in NSS working groups. <p>Adequate resources will be allocated to these activities in the estimated budget of the action including the participation in the NSS meetings and other activities during the period 2025-2026. The activities will be performed in close collaboration with the European Commission, EPALE CSS and other NSSs.</p> <p>In addition to these activities, for successful implementation of the project, EPALE NSS will ensure:</p> <ul style="list-style-type: none"> - proper project management, - communication activities, - quality assurance and evaluation activities, 			

- training and capacity building of EPALE NSS staff.

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

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

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

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

Note:

In-kind contributions: in-kind contributions against payment are allowed (in-kind contributions for free are not prohibited, but they are cost-neutral, i.e. cannot be declared as cost). Please indicate clearly whether in-kind contributions are against payment or free-of-charge.

The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted. If there is subcontracting, please also complete the table below.

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1	Project management	<p>The project implementation and management will be handled in accordance with the work plan approved and the contract. Continuous internal monitoring mechanism will be in place in order to ensure early required changes – in terms of time plan, budget and results to be achieved.</p> <p>The budget management will be implemented in cooperation with the economic department of ŠIOV. To ensure a sound implementation of the project, following indicators will be followed:</p> <p>Quantitative indicators:</p> <ul style="list-style-type: none"> - Number of stakeholders involved in the project activities - Number of implemented activities - Number of communication outlets - Number of users (EPALE platform, FB, 	ŠIOV	COO	NO

		<p>other)</p> <p>Qualitative indicators:</p> <ul style="list-style-type: none"> - Satisfaction level of users/participants in the activity they participated in (80% positive feedbacks); - Satisfaction level of information provided during activities (80% positive feedbacks). <p>Travels related to general implementation of EPALE (e.g. meetings organized by CSS/EC) and participation in CSS events (CSS Conference, EPALE Stakeholder Conference, CSS online meetings and workshops).</p> <p>Training of the NSS staff and membership free (European and national associations in VET and AL).</p>			
T1.2	Communication activities	<p>Publicity of the project activities, events and outcomes through online channels, mainly:</p> <p>Websites:</p> <ul style="list-style-type: none"> - EPALE Slovakia www.epale.sk - State Vocational Education Institute website www.siov.sk - EQAVET SK website www.okvalite.sk - Ministry of Education www.minedu.sk, - Europass SK www.Europass.sk <p>Social media (including paid campaigns):</p> <ul style="list-style-type: none"> - Facebook pages – EPALE Slovakia, ŠIOV, Europass Slovakia, Lifelong learning in EU and Slovakia, EQAVET SK - EPALE SK YouTube Channel - Online newsletters: - Trends in VET (ŠIOV), - Lifelong learning in EU and Slovakia (ŠIOV), - Erasmus+ newsletter 	ŠIOV	COO	<p>YES</p> <p>Subcontracting</p>

		<p>Involvement in the Lifelong Learning Week organised annually by the Association of Adult Learning Institutions in Slovakia (www.tcu.sk) and FESTIVAL OF SKILL organised by National Europass Centre in Slovakia in cooperation with the Ministry of education.</p> <p>Cooperation with the ERASMUS+ NA during information campaign for project applicants/implementing organisations and other activities. We will provide presentations about EPALE platform during the seminars.</p> <p>Involvement in conferences, seminars, webinars, roundtables, campaigns, etc. organised by other organisations.</p> <p>Promotional items to support visibility of EPALE - offered to participants of the events, trainings, conferences, etc. The selection of the items will include pens, bags, notebooks, roll-up, etc.</p>			
T1.3	Monitoring and evaluation activities	<p>Monitoring and evaluation will constitute an integral part of the project activities. It will be performed:</p> <ul style="list-style-type: none"> - on the completion of an activity/delivery of an output - in the periods of requested reports to the EC (interim, final) <p>Quality implementation of the project and its results will be based on these indicators:</p> <ul style="list-style-type: none"> - There are frequent evaluations (interviews and questionnaires) by experts involved - There are frequent evaluations 	ŠIOV	COO	NO

		(interviews and questionnaires, surveys, polls) by stakeholders and target groups - Internal tools are available for evaluation and monitoring of the project implementation. In case of inconsistencies revealed, early corrective measures will be adopted, e.g. budget changes, time schedule amendments, etc.			
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Milestones and deliverables (outputs/outcomes)

Milestones are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.

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

For low value grants (less or equal to 60.000 EUR), it is not necessary to include milestones.


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

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

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

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

The labels used mean:

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

Sensitive — limited under the conditions of the Grant Agreement

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

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
Not applicable.						

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
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D1.1	Evaluation Questionnaire template	1	ŠIOV	[R — Document, report]	[SEN — Sensitive]	M1	Editable and re-usable online template SK/EN
D1.2	Promotional Items	1	ŠIOV	[Other]	[PU — Public]	M15	Pens, notebooks, USB, bags, etc.

Estimated budget — Resources <i>(n/a for prefixed Lump Sum Grants)</i>														
Participant	Costs													
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accommodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties		E. Indirect costs	Total costs
[ŠIOV]	19 person months	49400 EUR	4500 EUR	18 travels	5 persons travelling	9000 EUR	6400 EUR	2350 EUR	X EUR	X EUR	X grants	X EUR	5015,50 EUR	76665,50 EUR
Total	19 person months	4500EUR	4500EUR	18 travels	5 persons travelling	9000 EUR	6400 EUR	2350 EUR	X EUR	X EUR	X grants	X EUR	5015,50 EUR	76665,50 EUR
For certain Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; see Portal Reference Documents).														

Work Package 2

Work Package 2: Promotion of the platform, recruitment, engagement of users					
<i>Ensure consistence with the detailed budget table/calculator (if applicable). (n/a for prefixed Lump Sum Grants)</i>					
Duration:	M1 – M24	Lead Beneficiary:	ŠIOV		
Objectives					
<i>List the specific objectives to which this work package is linked.</i>					
<p>The main objectives of the WP 2 are:</p> <ul style="list-style-type: none"> - To engage AL stakeholders and other potential users in events promoting AL in Europe and the EPALE platform and community, - To promote benefits of the EPALE platform to broad public, - To develop cooperation with other NSSs in order to attract attention of users and build the EPALE community, exchange of good practice and mutual learning, e.g. Central-European Cluster, partnership projects, etc. 					
Activities (what, how, where) and division of work					
<i>Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.</i>					
<i>Show who is participating in each task: Coordinator (COO), and if applicable Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader.</i>					
<i>Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.</i>					
Note:					
<i>In-kind contributions: in-kind contributions against payment are allowed (in-kind contributions for free are not prohibited, but they are cost-neutral, i.e. cannot be declared as cost). Please indicate clearly whether in-kind contributions are against payment or free-of-charge.</i>					
<i>The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted. If there is subcontracting, please also complete the table below.</i>					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP,	

				OTHER)	
T2.1	EPALE Annual Conference 2026 National Side Event /EPALE Community Conference by CSS 2025	<p>In 2025, EPALE NSS Slovakia will organize a National Side Event within the EPALE Community Conference EPALE. The aim of the National Side Event will be one of the main topic of the Community Conference. We will provide a collective streaming and organize professional panel discussion.</p> <p>Expect number of participants per National Side Event: min. 30</p> <p>Form of the event: on-site</p> <p>In 2026, EPALE NSS Slovakia will organize the EPALE Annual Conference for adult-learning community in Slovakia. The conference will promote activities of EPALE NSS, reflect to the main topic on EPALE platform, support discussion between invited stakeholders and participants and to support adult learning in Slovakia.</p> <p>Expected number of participants per conference: min 60. participants</p> <p>Form of the conference: on-site</p>	ŠIOV	COO	NO
T2.2	International conferences	<p>NSS Slovakia in cooperation with NSS Czech Republic will organize 2 international conferences during the implementing period. The aim of conferences is to engage and open discussions between international experts and adult community in Slovakia and the Czech Republic on the main topic of the conference. The main topic of the conference will reflect the main thematic focuses of EPSALE for a particular year. Participants: representatives of both NSSs, partner organisations, representatives of relevant ministries and others.</p>	ŠIOV	COO	NO

		<p>Conference in 2025 will take place in Prague (CZ) and will be organized by NSS Czech Republic.</p> <p>Conference in 2026 will take place in Bratislava (SK) and will be organized by NSS Slovakia.</p> <p>Expected number of participants per conference: min 60. participants</p> <p>Number of international conferences: 2 (2025, 2026)</p> <p>Form of the conference: on-site</p>			
T2.3	International exchange seminar	<p>We will strengthen our co-operation with NSS Czech Republic, in the form of organising and exchange seminar for EPALE ambassadors. The aim of this seminar is to exchange good practices in content creation and promotion of EPALE in these countries.</p> <p>Expected number of participants per 1 seminar: min. 25 participants</p> <p>Total number of seminars per project: min 1</p> <p>Form of the informational seminar: on-site</p>	ŠIOV	COO	NO
T2.4	EPALE Information workshops	<p>The aim of the workshops for new and existing active users is to explain EPALE functionalities and options for uploading professional content, including the dissemination activities of the Erasmus+ projects: blog post, news, events and resources.</p> <p>During the workshops we will provide these information:</p> <ul style="list-style-type: none"> - How to navigate the website www.epale.sk, - How to upload professional content: Blog 	ŠIOV	COO	NO

		<p>post, News, Events and Resources,</p> <ul style="list-style-type: none"> - How to find a partner for an ERASMUS+ project, - How to become a partner in an international project within ERASMUS+, - How to find relevant information in the field of adult education, - How to use EPALE platform on regular (daily) base <p>Expected number of participants per 1 informational workshop: min. 12 participants Total number of informational workshop per project: min. 6 Form of the informational seminar: on-site</p>			
T2.5	EPALE Academy	<p>Education activity NSS EPALE Slovakia aimed to develop digital skills in the context of the use of artificial intelligence in adult learning.</p> <p>A hands-on workshop that guides participants through the basics of AI and practical tips on how to use various AI tools in their practice. During workshops we will explore what AI (Artificial Intelligence) actually is and how it serves human society. We will answer the question of how and from whom artificial intelligence learns.</p> <p>Target group of the workshops: adult educators and trainers</p> <p>Expected number of participants per 1 workshop: min. 15 participants Total number of workshops per project: min. 1 Form of the workshop: on-site Duration: 3 hours</p>	ŠIOV	COO	NO

T2.6	Study visits	<p>In 2025, we plan to organise an international study visit for colleagues and ambassadors from other NSSs within the EPALE NSS network. The aim of the activity is showcase the partner organisations with which we cooperate at national level and show good practice in EPALE development.</p> <p>NSS Slovakia will participate in min. 3 study visits abroad. Participants will be the NSS EPALE Slovakia team, ambassadors and people from partner organisations. The study visits will provide us with an opportunity to exchange good practice in relation to the activities implemented within EPALE Slovakia and to discuss best practices that focus on the target groups we work with.</p>	ŠIOV	COO	NO
T2.7	National ambassadors meeting	<p>2 National ambassadors' meetings (2025, 2026) will be organized to support and motivate the team of EPALE ambassadors. The aim of this activity is to discuss how to engage users and new partners in specific regions they are working. During these events we will provide information about new technical developments of the EPALE platform. Ambassadors will exchange good practice between some regions (what really works).</p>	ŠIOV	COO	NO

Milestones and deliverables (outputs/outcomes)

Milestones are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.

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

For low value grants (less or equal to 60.000 EUR), it is not necessary to include milestones.

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

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

feedback questionnaire.

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

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

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Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
Not applicable.							
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D2.1	Presentations and conclusions from National Conference and National Side event	2	ŠIOV	[R — Document, report]	[PU — Public]	M24	A set of presentations from the national conferences Slovak language
D2.2	Presentations and conclusions from the international conferences After movie video (presentation audio from event organised by NSS EPALE Slovakia)	2	ŠIOV	[R — Document, report]	[PU — Public]	M24	A set of presentations from the international conferences Slovak and Czech language

D2.3	After-movies (videopresentations from 3 events)	2	ŠIOV	[DEC — Websites, patent, filings, videos, etc.]	[PU — Public]	M24	3 videopresentations from conferences
D2.4	Instructional presentations for EPALE users	2	ŠIOV	[DEC — Websites, patent, filings, videos, etc.]	[PU — Public]	M24	Video-presentations for EPALE users Slovak language
D2.5	Reports from study visits	2	ŠIOV	[R — Document, report]	[PU — Public]	M24	Written reports from study visits Slovak, English languages

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

Participant	Costs													
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accommodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties		E. Indirect costs	Total costs
[ŠIOV]	79 person months	95000 EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	45631,50 EUR	X grants	X EUR	9844,21 EUR	150475,71 EUR
Total	79 person months	9500 EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	45631,50 EUR	X grants	X EUR	9844,21 EUR	15047,71 EUR


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

Work Package 3

Work Package 3: Contribution to the content of EPALE				
<i>Ensure consistence with the detailed budget table/calculator (if applicable). (n/a for prefixed Lump Sum Grants)</i>				
Duration:	M1 – M24	Lead Beneficiary:	ŠIOV	
Objectives				
<i>List the specific objectives to which this work package is linked.</i>				
<p>Creation of interesting, high-quality original content will remain the core element of the project in 2025-2026 in Slovakia. It will go hand-in-hand with promotion of the platform among stakeholders a key player in adult education in Slovakia (as described in WP1 and WP2).</p> <p>The specific objectives of the WP are:</p> <ul style="list-style-type: none"> ▪ to create and promote quality content engaging broad community of users in Slovakia, ▪ to build an efficient network of EPALE ambassadors in Slovakia who contribute to the development of the platform, ▪ to cooperate with national and foreign partner organizations in order to support content on EPALE, ▪ to promote EPALE as an acknowledged source of information and resources in adult learning. 				
Activities (what, how, where) and division of work				
<i>Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.</i>				
<i>Show who is participating in each task: Coordinator (COO), and if applicable Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader.</i>				
<i>Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.</i>				
Note:				
<i>In-kind contributions: in-kind contributions against payment are allowed (in-kind contributions for free are not prohibited, but they are cost-neutral, i.e. cannot be declared as cost). Please indicate clearly whether in-kind contributions are against payment or free-of-charge.</i>				
<i>The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted. If there is subcontracting, please also complete the table below.</i>				
Task No	Task Name	Description	Participants	In-kind Contributions and

(continuous numbering linked to WP)			Name	Role (COO, BEN, AE, AP, OTHER)	Subcontracting (Yes/No and which)
T3.1	Landing pages	NSS Slovakia will promote the most interesting information in the field of AL in Slovakia, including promotion of events organised by NSS Slovakia and partner's organisation, such as: news, blogs, events, resources, etc.) in the form of a landing page in order to highlight priority of the item (min. 1 per month, min 24 within the project).	ŠIOV	COO	NO
T3.2	Uploads of a new high-quality content	<p>The publishing of high quality content in various forms (news, blogs, resources and events) is one of the priorities of the NSS Slovakia team for the next period. NSS Slovakia will ensure:</p> <ul style="list-style-type: none"> - to publish a content uploaded by NSS Slovakia, - to publish a content uploaded by users - content produced by other NSSs to the Slovak EPALE users. 	ŠIOV	COO	NO
T3.3	Translations of the uploaded content	<p>NSS Slovakia will ensure translations of:</p> <ul style="list-style-type: none"> - the content produced in by NSS Slovakia into English, - content produced by other NSSs to the Slovak EPALE users (mainly from English to Slovak). <p>Due to the closeness of the Slovak and Czech language, selected content will be exchanged and translated between NSSs and</p>	ŠIOV	COO	NO

		<p>content produced and exchanged within the neighbouring countries.</p> <p>The NSS SK will:</p> <ul style="list-style-type: none"> • translate the news, blogs and events from English into Slovak, • translate the EPALE-newsletter to Slovak (as provided by CSS) • translate the landing pages of the monthly theme to Slovak, min. 24 per project • support CSS requests for updating the platform and events (as requested by CSS) • quality check and proofread the translations by the CSS <p>The translations will be partly provided by the NSS staff and partly subcontracted (translating agency).</p>			
T3.4	EPALE podcasts	<p>Following the successful series of podcasts in the past period, we will continue this activity. The aim of this activity is to :</p> <ul style="list-style-type: none"> - respond to the main thematic focuses EPALE through an interview format, - Respond to the low level of adult education in Slovakia, - Open a discussions and find solutions to the biggest challenges in adult education in Slovakia, - Communicate examples of good practice and focus on concrete solutions, - To raise awareness of EPALE platform. <p>The target groups are: the general public,</p>	ŠIOV	COO	NO

		educational organisations, lecturers, teachers, EPALE users, etc. Each episode is between 20 and 30 minutes long, hosted by members of the NSS team and EPALE ambassadors. 2025 – 6 episodes 2026 – 6 episodes					
Milestones and deliverables (outputs/outcomes) <i>Milestones are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.</i> <i>Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.</i> <i>For low value grants (less or equal to 60.000 EUR), it is not necessary to include milestones.</i> Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation. <i>For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.</i> <i>For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).</i> <i>For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.</i> <i>The labels used mean:</i> <i>Public — fully open  automatically posted online on the Project Results platforms</i> <i>Sensitive — limited under the conditions of the Grant Agreement</i> <i>EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444.</i>							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification	
Not applicable.							
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)

D3.1	EPALE Landing pages	3	ŠIOV	[DEC — Websites, patent filings, videos, etc]	[PU — Public]	M24	Online uploaded t landing pages SK, EN, where appropriate
D3.2	EPALE podcasts	3	ŠIOV	[DEC — Websites, patent filings, videos, etc]	[PU — Public]	M24	12 videopodcasts published on EPALE and EPALE SK YouTube channel

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

Participant	Costs													
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accomodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties		E. Indirect costs	Total costs
[ŠIOV]	70 person months	71600 EUR	0 EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	8300 EUR	X grants	X EUR	5593 EUR	85493 EUR
Total	70 person months	71600 EUR	0 EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	8300 EUR	X grants	X EUR	5593 EUR	85493 EUR

For certain Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; see [Portal Reference Documents](#)).**Overview of Work Packages** *(n/a for Lump Sum Grants)*

Staff effort per work package						
Fill in the summary on work package information and effort per work package.						
Work Package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Start Month	End Month	Person-Months
1	General implementation of EPALE	1	ŠIOV	M1	M24	19
2	Promotion of the platform, recruitment, engagement of users	1	ŠIOV	M1	M24	79
3	Contribution to the content of EPALE	1	ŠIOV	M1	M24	70
					Total Person-Months	168

Staff effort per participant				
Fill in the effort per work package and Beneficiary/Affiliated Entity.				
Please indicate the number of person/months over the whole duration of the planned work.				
Identify the work-package leader for each work package by showing the relevant person/month figure in bold .				
Participant	WP1	WP2	WP...	Total Person-Months
[name]				
[name]				

Total Person-Months				
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Events and Meetings

Events and meetings							
This table is to be completed for events and meetings that have been mentioned as part of the activities in the work packages above Give more details on the type, location, number of persons attending, etc.							
Event No (continuous numbering linked to WP)	Participant	Description					Attendees
		Name	Type	Area	Location	Duration (days)	Number
E1.1	NSS EPALE Slovakia + interested partners (stakeholders, ambassadors, Slovakian learning city representatives, etc.)	EPALE National Side Even (during the Community Conference EPLE by CSS)	Collective streaming + panel discussion	Based on the main thematic focuses of EPALE set up for a 2025	Bratislava/Slovakia	1 day	1x40
E1.2	NSS EPALE Slovakia + interested partners (stakeholders, ambassadors, Slovakian learning city representatives, etc.)	Annual National Conference	Conference	Based on the topic on interest EPALE common and	Bratislava/Slovakia	1 day	1x60

E1.3	NSS EPALE Slovakia + NSS EPALE Czech Republic	International Conferences	Conference	Based on the topic on common interest and EPALE	Prague/Czech Republic Slovakia	2x1 day	2x60
E1.4	NSS EPALE Slovakia + NSS EPALE Czech Republic	International exchange seminar	Seminar	Exchange of good practise, strengthening cooperation networking for ambassadors	Slovakia	1 day	1x25
E1.5	NSS EPALE Slovakia + EPALE users	Information workshops	Practical workshop	How to use EPALE platform as a comprehensive tool.	Slovakian regions	6x1 day	6x12
E1.6	NSS EPALE Slovakia + EPALE users	EPALE Academy	Practical workshop	Develop digital skills in the context of the use of AI in adult learning.	Kosice, Slovakia	1 day	1x15
E1.7	NSS EPALE Slovakia + EPALE ambassadors	Ambassadors meetings	Information meetings	Capacity building, working meetings.	Bratislava, Slovakia Žilina, Slovakia	2x1 day	2x10
E1.8	NSS EPALE	Study visits	Study visit	Mutual learning and exchange of good practice	Slovakia/EU	4x2 days	10 international participants 3 x 2 SK participants

4.3 Timetable

Timetable (projects up to 2 years) Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary. Note: Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.																								
ACTIVITY	MONTHS																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Task 1.1 – Project management																								
Task 1.2 – Communication activities																								
Task 1.3 – Monitoring and evaluation																								
Task 2.1 – Annual conference + side event																								
Task 2.2 – International conferences																								
Task 2.3 – Exchange seminar																								
Task 2.4 – Informational workshops																								
Task 2.5 – EPALE Academy																								
Task 2.6 – Study visits																								
Task 2.7 – National																								

ambassadors' meeting																							
Task 3.1 – Landing pages																							
Task 3.2 – Uploads																							
Task 3.3 – Translations																							
Task 3.4 – Podcasts																							

4.4 Subcontracting

Subcontracting						
<p>Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).</p> <p>Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.</p> <p>Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants to have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.</p> <p>Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of project coordinator tasks).</p>						
Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
WP2	S1.1	Promotional costs	Promotional costs with the EPALE identity - bags, notebooks, other	4500 EUR	ŠIOV, as a public institution, has to follow public procurement procedures for every purchase of goods and services	Public procurement procedure
Other issues:			Insert text			
<p>If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</p>						



5. OTHER

5.1 Ethics

Ethics (if applicable)
Not applicable.

5.2 Security

Security
Not applicable.

6. DECLARATIONS

Double funding	
Information concerning other EU grants for this project  Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).	YES/NO
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details.	YES
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details.	YES

Financial support to third parties (if applicable)
<i>If your project requires a higher maximum amount per third party than the threshold amount set in the Call document/Programme Guide, justify and explain why this is necessary in order to fulfil your project's objectives.</i>
Insert text



ANNEXES

LIST OF ANNEXES

Standard

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

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

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

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

Special

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

LIST OF PREVIOUS PROJECTS

List of previous projects					
Please provide a list of your previous projects for the last 4 years.					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	25.02.2021	Initial version (new MFF).

ANNEX 2

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

Forms of funding	Estimated EU contribution			
	Estimated eligible lump sum contributions (per work package)			Maximum grant amount ¹
	WP1 General implementation of EPALE	WP2 Promotion of the platform, recruitment, engagement of users	WP3 Contribution to the content of EPALE	
	Lump sum contribution	Lump sum contribution	Lump sum contribution	
	a	b	c	d = a + b + c
1 - SIOV	61 331.00	120 377.00	68 392.00	250 100.00

¹ The 'maximum grant amount' is the maximum grant amount fixed in the grant agreement (on the basis of the sum of the beneficiaries' lump sum shares for the work packages).

FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

EU contribution												
Eligible lump sum contributions (per work package)												Requested EU contribution
	WP1 [name]	WP2 [name]	WP3 [name]	WP4 [name]	WP5 [name]	WP6 [name]	WP7 [name]	WP8 [name]	WP9 [name]	WP10 [name]	WP [XX]	
Forms of funding	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	
Status of completion	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	PARTIALLY COMPLETED	PARTIALLY COMPLETED	COMPLETED	NOT COMPLETED	
	a	b	c	d	e	f	g	h	i	j	k	l = a + b+ c+ d+ e+ f+ g+ h+ i+ j+ k
1 – [short name beneficiary]												
1.1 – [short name affiliated entity]												
2 – [short name beneficiary]												
2.1 – [short name affiliated entity]												
X – [short name associated partner]												
Total consortium												

The consortium hereby confirms that:

The information provided is complete, reliable and true.

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

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

ANNEX 5

SPECIFIC RULES

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

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

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

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

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

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

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

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

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

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

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

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

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

Access rights for third parties to ensure continuity and interoperability

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

COMMUNICATION, DISSEMINATION AND VISIBILITY (— ARTICLE 17)

Additional communication and dissemination activities

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

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

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

EU restrictive measures

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

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

This electronic receipt is a digitally signed version of the document submitted by your organisation. Both the content of the document and a set of metadata have been digitally sealed.

This digital signature mechanism, using a public-private key pair mechanism, uniquely binds this eReceipt to the modules of the Funding & Tenders Portal of the European Commission, to the transaction for which it was generated and ensures its full integrity. Therefore a complete digitally signed trail of the transaction is available both for your organisation and for the issuer of the eReceipt.

Any attempt to modify the content will lead to a break of the integrity of the electronic signature, which can be verified at any time by clicking on the eReceipt validation symbol.

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(<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq>)