



HELLENIC REPUBLIC

Ministry of Economy and Finance

General Secretariat of Public Investments and PA

Special Service of Planning, Coordination and Monitoring of the  
Implementation of Financial Mechanisms of the European

Economic Area – National Focal Point

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**This document is the working translation of the Ref.no 5999 - 29-03-2024 (ΑΔΑ: 96Γ3Η-ΜΒΩ)  
Modification of the Open Call for the Bilateral Fund of EEA FM 2014-2021.  
In case of inconsistencies, the original document in Greek language prevails.**

**OPEN CALL FOR PROPOSALS  
IN THE CONTEXT OF THE  
EUROPEAN ECONOMIC AREA FINANCIAL MECHANISM (EEA FM) 2014-2021  
(EEA FM 2014-2021)**

**BILATERAL FUND**

Having regard to the legal framework :

**[List of legal Framework]**

**The Secretary General of Public Investments and NSRF  
I N V I T E S**

The eligible entities to submit proposals of initiatives for funding under the Bilateral Fund of the European Economic Area Financial Mechanism (EEA FM) 2014-2021, as follows:

**A. LEGAL FRAMEWORK**

1. The implementation of the Bilateral Fund initiatives under this call fall under the following legal framework of the EEA Financial Mechanism 2014-2021 and of the Bilateral Fund in particular and is binding:

(a) the Protocol 38c to the EEA Agreement on the EEA Financial Mechanism (2014-2021);

- (b) the Regulation on the implementation of the EEA Financial Mechanism 2014-2021 (hereinafter referred to as the “Regulation”);
  - (c) the Memorandum of Understanding on the Implementation of the EEA Financial Mechanism 2014-2021 (hereinafter referred to as the “MoU”), entered into between the Donor States and the Beneficiary State; the Bilateral Fund Agreement the Work Plan, as foreseen in the Bilateral Fund Agreement and adopted by the Joint Committee of the Bilateral Fund
  - (d) the bilateral and all other guidelines adopted by the Donors in accordance with the Regulation, as applied for the Bilateral Fund.
2. Alongside the EEA FM 2014-2021 legal framework, the national legal Framework applies, as in:
- (a) Joint Ministerial Decree 46317/2022 (B’ 2447) which sets up the Management and Control System and transposes the Regulation and the MoU
  - (b) Ministerial Decree 30773/2022 (B’ 1503) for financing of the Bilateral Fund through the Public Investments Program which transposes also the Bilateral Fund Agreement
  - (c) The Manual of Procedures as annex to the Management and Control System and especially its appendix for the Bilateral Fund projects

Legal framework documents are available at [www.eeagrants.gr](http://www.eeagrants.gr) and [www.eeagrants.org](http://www.eeagrants.org)

## **B. BILATERAL FUND**

In the context of Memorandum of Understanding –MoU, for the EEA Grants 2014 - 2021 the Beneficiary State sets aside a sum at least equal to 2% of the total EEA FM 2014-2021 funding, so that a fund may be established to enhance bilateral relations between Donor Countries and the Beneficiary State. The exact amount is stipulated in the Memorandum of Understanding (MoU). According to the MoU modification, approved on 15/3/2024 the budget allocated for the Bilateral Fund amounts to €4.155.000 and is 100% financed by the EEA Grants 2014-2021.

The Bilateral Fund is a flexible financing resource used to support initiatives aiming at strengthening relations between the Donor Countries Iceland, Liechtenstein, Norway and Greece as the Beneficiary State, so that they may enhance their cooperation strategy, networking and exchange of knowledge between their entities. The Fund should further strengthen political, professional, social and economic ties and lay foundations between the Donors and Greece.

## **c. CALL FOR PROPOSALS**

### **1. SUBJECT, TERMS AND CONDITIONS**

#### **1.1 Aim**

This call for proposals aims to provide a widely communicated platform for initiative proposals and selection which have a high potential to contribute to the objectives of the EEA FM 2014-2021 and of the Bilateral Fund and in particular to improve and strengthen the bilateral relations between Greece and Norway.

All terms and conditions of the call, including the budget, might be modified as long as the call is active, upon approval by the Joint Committee of the Bilateral Fund. Modifications of the call will be published as the original at [www.eeagrants.gr](http://www.eeagrants.gr)

## 1.2 Main terms and conditions

- Total call budget for funding initiatives is €1.419.040. In case that additional funds will be allocated to the call, a modification of the call will be published in the same means as of those of original call publication
- Maximum grant per initiative is €80.000. In exceptional cases, under a well-documented justification in relation to the evaluation criteria, JCBF may examine and approve selection of projects beyond this line.
- Every initiative should be implemented by the cooperation of at least 2 partners –one from Greece and one from Norway- while the participation of more partners is recommended. For the facilitation of the management, it is recommended that the Greek partner will take the role of the Project/Initiative promoter.
- Proposals for initiatives submitted before the current modification and have not been evaluated yet, remain eligible, however they have to be adjusted to comply with the terms of the current modification. The National Focal Point will inform these candidate promoters accordingly.
- The initiatives' grant will be funded by 100% by the EEA Grants and the payments to promoters will be executed through the Public Investments Program, with application through the National Focal Point.

## 1.3 Eligible entities:

The entities falling under the following categories, may apply /participate as promoters or partners:

- Central government, regional and local authorities
- Universities, research and scientific bodies
- Other Entities of Public Law
- Non-Governmental Organisations, Chambers and Professional associations, etc
- Other entities actively involved in, and effectively contributing to areas and goals addressed by the initiative proposal
- The National Focal Point for the implementation of a project for bilateral activities, as foreseen in the Bilateral Fund Workplan. The proposal of the NFP falls under the terms and conditions of the Call including the grant budget up to €80.000. The amount €62.040 allocated to NFP in the Workplan is added and included in the overall budget of the Call, as stated above.

At the stage of the proposal submission and selection for funding, a letter of intent by the partners of the project should be submitted. After the selection and before the commencement of implementation, a project partnership agreement must be signed between the promoter and partner(s) of each project. A template for Initiative partnership agreement in english can be found at <https://eeagrants.org/resources/2014-2021-bilateral-guideline-annex-6-partnership-agreement-template>

## 1.4 Eligible sectors and policy areas

Initiatives from all policy sectors and thematic areas which can showcase added value for the Bilateral Fund objectives and the countries might deem interesting bilaterally to explore, may be eligible for funding. The Joint Committee for the Bilateral Fund may prioritize initiatives which fall under the priority sectors of the BlueBook of EEA Grants 2014-2021, namely:

#### **Innovation, Research, Education and Competitiveness**

1. Business Development, Innovation and SMEs
2. Research
3. Education, Scholarships, Apprenticeships and Youth Entrepreneurship
4. Work-life Balance

#### **Social Inclusion, Youth Employment and Poverty Reduction**

5. European Public Health Challenges
6. Roma Inclusion and Empowerment
7. Children and Youth at Risk
8. Youth Participation in the Labour Market
9. Local Development and Poverty Reduction

#### **Environment, Energy, Climate Change and Low Carbon Economy**

10. Environment and Ecosystems
11. Renewable Energy, Energy Efficiency, Energy Security
12. Climate Change Mitigation and Adaptation

#### **Culture, Civil Society, Good Governance and Fundamental Rights and Freedoms**

13. Cultural Entrepreneurship, Cultural Heritage and Cultural Cooperation
14. Civil Society
15. Good Governance, Accountable Institutions, Transparency
16. Human Rights – National Implementation

#### **Justice and Home Affairs**

17. Asylum and Migration
18. Correctional Services and Pre-trial Detention
19. International Police Cooperation and Combating Crime
20. Effectiveness and Efficiency of the Judicial System, Strengthening Rule of Law
21. Domestic and Gender-based Violence
22. Disaster Prevention and Preparedness

### **1.5 Eligibility of expenditure**

- 1 Expenditure related to the following activities are eligible for funding::

(a) Activities aiming at strengthening the bilateral relations between the Donor countries and Greece

(b) Any actions pertaining to cooperation with partners from the Donor Countries for drawing up and submitting a proposal, further to this call for proposals (the eligible amount for this category of action shall not exceed € 2.000,00 per submitted proposal)

(c) Networking, exchanges, exchange and transfer of knowledge, technology, experiences and best practices between bodies in Greece and bodies in Norway or/and international organizations

(d) Activities to strengthen the collaboration and the exchange of knowhow and good practices between the National Focal Points and respective entities in other Beneficiaries States and Donor countries, as well as of the International Organizations under the condition that at least one entity from the donor countries participates.

The above activities can be implemented through actions that may, indicatively, be related, but not restricted to the following:

- Technical cooperation schemes and exchange of expertise
- Secondments, practical training, short-term training
- Workshops and seminars on topics of mutual interest
- Educational excursions and visits
- Reports, studies, research projects, data collection
- Campaigns, reports and promotional material

- 2 The first and last day of eligibility of each initiative will be stated in the project/initiative contract. As the first date of eligibility will be the date of the JCBF decision for the specific project grant award. In case of expenditure related to preparation of project application, eligibility will start by the date of this call publication. The final date of eligibility for the Bilateral Fund expenditure is 30 April 2025.
- 3 Travel costs, including subsistence allowance per day, for the Greek public sector are ruled by national provisions, valid also for EEA Grants.
- 4 Indirect expenditure (overheads) may be eligible for the promoter and the partners. A project's indirect expenditure shall have to reflect a fair allocation of the Project Promoter's /Partner general (operating) expenses. The Project Promoters/Partners may recognize the indirect expenditure adopting one of the following methods:
  - I. based on the actual indirect expenditure for those Project Promoters/Partners owning an analytical accounting system for indirect expenditure identification,
  - II. by a 25% flat rate on the total direct expenditure, excluding the direct eligible expenditure for subcontracting and the expenses for the resources made available by third parties not using the Project Promoters'/Partner facilities,
  - III. by a 15% flat rate on the direct eligible personnel expenses without any requirement for the National Focal Point to carry out a calculation on the applicable rate determination,
  - IV. by a flat rate applied on direct eligible expenditure based on the existing methods and respective rates being valid in the European Union policies for similar projects and Project Promoters

In case that indirect costs are included in the proposal, there must be also submitted the necessary justification, as per the method chosen and where necessary (method ii) the method of calculation. The calculation method of indirect expenditure incurred by a Project Promoter's Partner is foreseen in the cooperation agreement between the Project Promoter and the project's Partner/Partners. The submitted proposal must include all the necessary documentation, according to the method adopted by the promoter and partners.

- 5 Other rules of eligibility as per Articles 8.2., 8.4, 8.7, 8.8, 8.12, 8.15, and 8.16 of the Regulation are applied mutatis mutandis to the initiatives under this call

## 1.6 Implementation system

The Bilateral Fund implementation falls under the Management and Control System at the national level, which is set in effect by a Joint Ministerial Decree, accompanied by a Manual of Procedures which sets the procedures, workflows and templates for the day to day implementation. The Management and Control System (Joint Ministerial Decree and Manual of Procedures) are available at <https://www.eeagrants.gr/>

As regards specifically to the Bilateral Fund initiatives implementation, the main provisions are included in the Manual of Procedures, Operational areas II \_Project Monitoring. Rules and provisions specific to the BF are included in Manual of Procedures Annex for the Bilateral Fund.

Especially under this modification/ call, as the implementation period expires on 30 April 2025 and so the timeline for the projects under this call will be very tight and strict, the below provisions aim to the best possible flexibility, efficiency and effectiveness of the implementation:

1. A draft Decision for the Implementation by own means (AYIM), will be submitted with the initiative proposal. It will be a decision of the responsible body/person of the implementing body/project promoter, which will lay down all the implementation plan, with work packages, project team names and costs, timeline, internal mechanism of certification of deliverables & expenditures, etc. The NFP may request the elaboration of the Decision AYIM after the Selection Decision (Project contract) and before it gives approval to the promoter.
2. The promoter may start implementation by own means from the first day of eligibility of the initiative, which is set as the date of JCBF decision to award the grant and before the Project contract (Selection Decision) and/or the approval of Decision AYIM, as long as the deliverables and the expenditure will comply with the Selection Decision and the AYIM.
3. All deliverables and expenditure (incl. team members and costs) must be included in the Decision AYIM. In case that incurred expenditure included in the Declaration forms was not included as team member or unit cost in the AYIM in effect by the time it was incurred, it still can be accepted and certified, if the promoter submits reasonable justification and a modified AYIM to include it. The initial as well as the modified AYIM must be submitted and approved by the NFP and must be submitted every time that basic information changes related to deliverables, expenditure and timeline
4. Immediately after the Project contract the project promoter submits the signed partnership agreements which must be submitted again if modified. The partnership agreements are approved by the NFP.

5. The projects may receive the funding in 2 instalments. The first payment up to 80% of the initiative budget may take place, upon the request of the promoter, immediately after the approval of the Decision AYIM. The second payment will be processed only after most part (approx. 70%) of the first payment is submitted in the Declaration forms as incurred expenditure.
6. In case that the promoter submits a Declaration form with expenditure paid by own resources for more than 60% of the project budget, then the promoter may receive the entire grant in one instalment.
7. Any amount paid in advance to the promoter or partner of the initiative but not actually incurred must be reimbursed according to the NFP instructions.
8. The 2 grant instalments must be paid no later of the end date of eligibility on 30 April 2025 and by this date also all initiative's expenditure must be incurred. After the final date of eligibility of expenditures in initiatives, no costs are eligible. "Incurred" means that the invoices need to have been issued, paid, and the subject matter delivered or services performed.
9. Costs for which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility if the costs are paid within 30 days of the final date of eligibility – meaning at latest until 30 May 2025 (or earlier for projects that end before 30 April 2025).
10. If an initiative cannot be completed before the final date of eligibility, only costs associated with completed viable and identifiable components of it may be considered eligible and included in the final Closure decision of it as a partially completed initiative. All funds paid to the promoter that do not correspond to expenditure for viable and identifiable components of the initiative, will be reimbursed.
11. For verification of expenditure and financial reporting purposes, promoters and partners of initiatives financed under this call may submit to the NFP a 'report by an independent auditor and/or a report issued by a competent and independent public officer as proof of expenditure (ref. Article 8.12 of the Regulations) as long as their use complies with principles of proportionality, efficiency and effectiveness. The costs of such reports are eligible and must be included in the budget of the initiative. The expenditure will be included in the Declaration of Expenditure form. In the case that the report is foreseen according to the initiative proposal and initiative project contract, then the activities' end date will be set no further than 31 December 2024, so that adequate time is available for the report to be issued until the end date of eligibility on 30 April 2025.

### **Joint Committee for the Bilateral Fund**

Further to the Management and Control System, a vital element for the management and implementation of the Bilateral Fund is the Joint Committee for the Bilateral Fund-JCBF as foreseen in the legal framework. Its tasks, inter alia, include: (a) discussing matters of bilateral interests, identifying initiatives and reviewing the overall progress towards reaching the objective of strengthened bilateral relations; (b) adopting the Work Plan for the fund for bilateral relations to be discussed at the annual meeting; and (c) identifying and allocating bilateral funds to programmes of bilateral interest. For the

current call, the JCBF decides and approves its terms and conditions as well as approves the evaluation of the proposals and decides for the selection or rejection of the initiatives for funding. The JCBF might ask the contribution of external experts, in order to take its decisions, at any stage of this call.

NFP will inform and notify JCBF and FMO for all developments in the context of this call.

## 2. PROPOSALS SUBMISSION

1. Each candidate promoter can submit more than one proposals. However, in the case that one proposal of the candidate promoter is selected for funding, this might be a criterion of the evaluation for the next proposals.
2. The candidate Initiative Promoters shall submit their proposals exclusively electronically through the national EEA Management Information System 2014-2021 (hereinafter EEA MIS). For this purpose, it is required for them to have a personal user account (user name and password) for access to be obtained to the EEA MIS by:
  - The Initiative Promoter's executives in order to complete the Project's (Initiative's) Technical Bulletin
  - The Initiative Promoter's legal representative for the proposal's submission, who may authorize the system's user for that purpose.

If the Initiative Promoter does not already possess a Promoter's account in the MIS, an application should be submitted, in accordance with the instructions, to the electronic address [https://logon.ops.gr/ops\\_sec/register](https://logon.ops.gr/ops_sec/register), prior to the proposal's submission. The registration requires usually 1-3 working days.

3. The proposals are submitted through the EEA MIS to the electronic address [logon.ops.gr](https://logon.ops.gr) on the day following the publication date of this call for proposals (start date for proposals submission), time 00:00', until, exclusively 31-10-2024 (proposals submission expiry date), time 23:59'.
4. The proposal is submitted to the EEA MIS by the Initiative Promoter's legal representative (personal user account of the legal representative). Upon successful proposal submission, the Initiative Promoter is informed accordingly through the EEA MIS.
5. The proposal is submitted in Greek. Two annexes, the letter of intent and/or the partnership agreement may be submitted in English. A translation in English of the technical bulletin will also be submitted.
6. In the case of documents/files for which an electronic attachment/submission is technically not feasible (e.g. maps, drawings etc), the Initiative Promoter shall be bound to send them to the National Focal Point to the address: Ministry of Economy & Finance, Special Service ' for of EEA GRANTS- National Focal Point, 23-25 Lekka str. ATHENS GREECE , [contact-eeagrants@minfin.gr](mailto:eeagrants@minfin.gr) within 10 working days from the proposal's electronic submission date by the Initiative Promoter Note that the relevant documents/files should be handed over to the above mentioned Special Service and be assigned a reference number within the days specified, on the recipient's exclusive responsibility.



7. Any proposals beyond the above specified time limits and any applications for which no electronic submission to the EEA MIS has been made shall not be accepted.
8. The Initiative's Technical Bulletin constitutes the Initiative Promoter's proposal and is exclusively completed in electronic form made available to the EEA MIS. This call for proposals includes Guidelines on filling in the Initiative's Technical Bulletin fields.
9. The proposal's submission serves also as an application for funding by the potential Initiative promoter.

An integral part of the proposal are the following supporting documents that accompany the Initiative's Technical Bulletin: *(For documents that can be identified by the Government Gazette number/issue/publication date or by the on line publication number, it may be possible, instead of submitting a copy, the Initiative promoter to report the above data and a concise description in a list of documents):*

- I. Documentation about the candidate Initiative Promoters such as the legal form, the competencies, the mandate, the policy and/or research interests and so on
- II. A Draft Decision for the Implementation by own means (AYIM), if required. It will be a decision of the responsible body/person of the implementing body/ Initiative promoter, which will lay down all the implementation plan, with work packages, team members, timeline, internal mechanism of certification of deliverables & expenditures etc.
- III. Letter(s) of intent and/or Initiative partnership agreement(s), pursuant to article 7.7 of the Regulation of the Joint Ministerial Decision on the EEA FM 2014-2021. The letter and the agreement should be drawn up in English for Partners from Donor countries. A template for Initiative partnership agreement in english can be found at <https://eeagrants.org/resources/2014-2021-bilateral-guideline-annex-6-partnership-agreement-template> In case that at the stage of selection is submitted a letter of intent, then the full Initiative partnership agreement must be submitted right after Initiative contract and before the implementation commencement.
- IV. A detailed implementation timetable of the Initiative
- V. A detailed budget
- VI. A communication plan
- VII. An English version of the Technical Bulletin
- VIII. Any other document considered necessary by the candidates
- IX. Any supporting documentation/documents are submitted in a pdf file format, as an attachment to the Initiative's Technical Bulletin. The analysis for the net income calculation is submitted in a .ods (open document) or .csv (comma separated values) file format.

### 3. EVALUATION AND SELECTION FOR GRANT AWARD

National Focal Point is competent for the operation of the evaluation procedure.

Following the proposal submission by the candidate Initiative Promoter, the proposal is evaluated with the “first come first served” evaluation procedure, according to the date and time of submission in two stages, as described below:

### **Stage A': Assessment on the basis of administrative and eligibility criteria**

The assessment on the basis of administrative and eligibility criteria for each proposal is carried out by the National Focal Point staff. The respective checklist is signed by the staff official who carried out the assessment (Manual of Procedures, Template A.I.3\_1 Checklist of completeness assessment).

The National Focal Point may request from the applicant additional information/documents to justify/clarify compliance with the criteria of this stage. This additional documentation should be submitted in 5 working days from the date of request. If the additional information/documents are not submitted in due time, the proposal is rejected. Any omissions regarding the signatures required by the call for proposal or the suggested Initiative's budget beyond the funding limits, fixed by the call, cannot be corrected in the context of additional information/documents.

The evaluation shall take the form of a YES/NO answer. For a proposal to be considered as being positively assessed in Stage A', it should score YES in all criteria.

In case of negative assessment, the NFP will report to the JCBF for final decision. In case that a proposal is rejected in this stage, it is returned to the corresponding Initiative promoter via the MIS, along with justification of rejection.

In the case of rejection, objections and appeals are examined by JCBF. For this task, JCBF may seek and decide based on expert(s)' contribution and a formal decision and answer shall be communicated to the Initiative Promoter no later than 20 working dates after the formal submission of the objection/appeal.

The candidate Initiative promoter may resubmit new proposal adjusted accordingly which will be assessed and evaluated according to the date of new submission.

The proposals which pass successfully the Stage A of assessment are processed to Stage B of evaluation.

The list of criteria assessed at this stage are:

#### **Administrative criteria:**

- The application for funding has been submitted within the deadline set by the Call (date and time) and in accordance with the foreseen submission method.
- All required documents are submitted and dully signed
- All information in the documents submitted is sufficiently clear and comprehensible

#### **Eligibility Criteria:**

- Compliance with the EEA FM 2014-2021 implementation principles and values

- Eligibility of the applicant promoter
- Partnership with eligible partner
- Eligibility of the budget
- Eligible timeline

The “first come, first served” priority line will remain active between the modifications of the call.

**Stage B': Evaluation of proposals conducted in accordance with the evaluation criteria.**

The Evaluation Stage B' takes place for those proposals assessed positively at stage A.

At Stage B', the evaluation of every proposal is carried out by two (2) evaluators/experts who might be either of the NFP staff or/and outsourcing experts. Evaluators will be assigned by a decision of the Secretary General of Public Investments and NSRF. Each proposal will be evaluated, based on the relevant criteria, as further below in this call.

During Stage B', the evaluators through NFP may ask additional information/clarifications via a similar procedure like the one mentioned during the evaluation stage A'. Note that this additional documentation may only refer to clarifications of information submitted with the proposal. In cases of obvious error, documents might be requested in the correct form. If the additional data are submitted overdue, the proposal is rejected.

For every proposal, each evaluator fills in and signs the respective evaluation sheet - checklist (Manual of Procedures, Template A.I.3\_2 Sheet of proposal Evaluation).

There are 9 criteria for the evaluation at this stage. Each criterion is evaluated with a scale 1 to 3 and they are all summed up to a total score. The higher the score, the better selectability for the Initiative to be awarded the grant.

The list of criteria evaluated at this stage are:

1. Contribution to the EEA FM 2014-2021 and Bilateral Fund objectives and priorities
2. The objectives of the initiative are specific, measurable, achievable, relevant and time bound
3. Comprehensiveness of activities and deliverables (clear and complete description, budget allocation, resources, timeline, etc.)
4. Feasibility - realistic possibility of implementation in relation to factors such as complexity, timeline, deliverables and so on
5. Effectiveness and suitability of the implementation methodology
6. Extent of bilateral engagement (nr of partners and diversity of geographic and expertise representation)
7. Level and significance of expertise exchanged
8. Contribution to sustainable and longstanding networking and results

9. No previously selected/implemented initiatives of the same thematic area/promoters or partners

The evaluation sheets will be forwarded to the JCBF. The total score of the Evaluation Sheet is a supportive tool for the JCBF to take the final decision for the selection of the initiative.

JCBF discusses the results of Stage B evaluation and takes the final decision of Initiatives's selection and grant award. In this process, JCBF can either confirm the experts' evaluation rating and ranking or further evaluate upon firm justification based on criteria, such as:

- Donor and/or Beneficiary state policy priorities
- Complementarity or duplication with other programmes/ Initiative s of the EEA grants in Greece
- Contribution to the diversity of policy sectors, entities and regions covered by the Bilateral Fund.

The JCBF might request modification of the proposal in order to select them for funding.

The results of the evaluation and the decision of the JCBF for Initiative s' selection and grant award are communicated to the applicants. In the case of rejection, the candidate Promoters are given the possibility to submit an objection within 10 days. Objections and appeals are examined by JCBF.

Should for any reason whatsoever a grant is not awarded to a selected proposal, the budget remains available for reallocation to grant in the context of the call.

Following the finalization of the evaluation and the selection procedure, NFP takes over all the necessary procedures according to the Management and Control System for the Decision of grant award (Initiative contract) and further implementation procedures.

#### **4. COMMUNICATION-INFORMATION**

For detailed information on the proposals' submission, the filling in of the Initiative's Technical Bulletin and other clarifications, kindly contact Ms Eleni Kontaxaki, 2103258818 [e.kontaxaki@mou.gr](mailto:e.kontaxaki@mou.gr) and Gabriela Michail, 2103258816, [gmichail@mou.gr](mailto:gmichail@mou.gr) and also at [contact-eeagrants@mou.gr](mailto:contact-eeagrants@mou.gr) at the National Focal Point. Questions and Answers and all necessary clarification will be uploaded to [www.eeagrants.gr](http://www.eeagrants.gr). The aforementioned website is a key communication tool for this Call. The Call, all documents attached, any possible modifications of the call as well as the progress and results of the call will be communicated through the site. At the site are also available all the documents related to the Legal Framework.

#### **ATTACHMENTS:**

1. Annex I: Initiative Promoters' Liabilities (Annex of the Award of the Grant Decision)
2. Form E.I.1\_2: Template of the Initiative's Technical Bulletin
3. Form O\_E.I.1\_2: instructions for its completion of the Technical Bulletin

4. Form E.I.1.4: Template of a Draft Decision for the Implementation of a Subproject by Own Means
5. Form "Calculation of net income for EEA FM 2014-2021 projects", if necessary
6. Guidelines on the calculation of net income for the EEA FM 2014-2021 Programme projects
7. Form E.I.1\_5: Project File Keeping Status
8. Form E.I.2\_5: Draft Decision of the Grant award (Initiative contract)
9. Template of Initiative partnership agreement

The attachments 2 to 9 are available on the electronic address:

[www.eeagrants.gr](http://www.eeagrants.gr)

## **ANNEX I: PROJECT PROMOTERS' LIABILITIES (to be further elaborated/adjusted for promoters of Bilateral Fund, where necessary)**

### **1. COMPLIANCE WITH THE EEA FM RULES, WITH THE EU & NATIONAL RULES**

- (i) To respect the EEA FM 2014-2021 regulatory framework, the EU and National legislation when implementing the project, in particular with regard to public procurement, sustainable development, state aids, the principles of human integrity, freedom, democracy, equality, respect of human rights, including the rights of minority groups.

### **2. PROJECT IMPLEMENTATION**

- (i) To respect the timetables of the project and the individual subprojects' implementation. To secure the project's operating output, taking all necessary measures for that purpose, based on the regulatory framework of the body running and maintaining the project and its corresponding responsibilities, in case the Body operating and maintaining the project does not coincide with its project promoter.
- (ii) To get approval from the National Focal Point for the tendering, awarding and public contracts modification procedures. In case of modification of projects/subprojects implemented on own means, the project promoter shall be bound to submit an examination request for the modification of an implementation decision on own means.
- (iii) To promptly inform the National Focal Point on the project's progress, particularly with regard to the preparatory actions for its implementation and to send all relevant documents regarding the physical and economic implementation of the project until its completion, in accordance with the management and control system procedures.
- (iv) To take all the necessary actions so as to update the EEA Management Information System with the data and documents of the project being implemented; in particular, the data, planning and implementation documents required for the financial management, the monitoring of the natural and economic object and the indicators, their verifications, the audits, the projects' evaluation and in general the project's audit trail.
- (v) To secure the accuracy, quality and completeness of data submitted to the EEA MIS, complying with the time frame foreseen in the relevant provisions and to carry out the interconnection of its Information Systems with the EEA-MIS for the automatic data submission, if required.

### **3. PROJECT FINANCING**

- (i) To operate a certification mechanism for the project implementation, ensuring the effective quantitative and qualitative control of materials, services and the final deliverable and to apply internal payment audit procedures to ensure their legitimacy and regularity.
- (ii) To keep a separate account for the project where all expenditure shall be recorded corresponding fully to the one declared to the National Focal Point, through the Expenditure Statement Bulletins.
- (iii) To submit (if it is required due to the project's nature) to the National Focal Point and the Certification Authority, upon the project completion,
  - a) data on the interest arising from the financial management of allocated resources,
  - b) an updated financial analysis for the net income calculation, regarding the projects generating net income, should it be required,
  - c) data on annual basis by the project promoter for a three-year period after the project completion, in case it is not possible to make a revenue estimate in advance for such project; or to submit those data until the document submission deadline for the Programme closing, depending on which date comes before,

- d) in case of a project generating net income only during its implementation and such income had not been taken into consideration during the project inclusion in the Programme, the Project Promoter shall be bound to declare such income, the latest in the final Expenditure Statement Bulletin being submitted.

#### **4. VISITS-VERIFICATIONS-AUDITS**

- (i) The Project Promoter shall be liable to hand over, if requested, throughout the project implementation and for as long as it is necessary, all documents, supporting documentation and project data to the National Focal Point, the Certification Authority, the Audit Authority, the National Focal Point and all auditing bodies of Greece and the EEA FM Committee.
- (ii) To accept on-the-spot audits by all competent auditing bodies, both at the project promoter's headquarters as well as at the project implementation premises and to facilitate the audit, submitting any data pertaining to the project implementation, upon request.

#### **5. PUBLICITY**

The Project Promoter shall be bound to accept the National Focal Point's publishing the project on the web portal [www.eeagrants.gr](http://www.eeagrants.gr), as foreseen in Annex III of the EEA FM Regulation, in Greek and in English.

As laid down in article 2.3. of Annex III of the EEA FM 2014-2021 Regulation, the Project Promoter shall be also bound to implement the content of the Communication Plan that has been submitted in its proposal.

The Project Promoter shall be at least bound to:

- a) Promote the EEA FM 2014-2021 official emblem in all information and publicity actions, with reference to the EEA FM 2014-2021 that supports the project.
- b) Upload on its web site, if there is any, the project's data, such as brief description, depending on the level of support, objectives and outcomes, underscoring the financing support by the EEA FM.
- c) Place a poster with project-related information in other projects not falling under the obligation of placing signs or plates.

#### **6. PROJECT PROMOTERS KEEPING DATA AND SUPPORTING DOCUMENTS**

- (i) (a) To keep and update a project file with all the data pertaining to the project's implementation until its completion, its final payment and operation. All the supporting documents regarding the expenditure and the accounting audits for a two-year-period shall be kept in the project's file, as of December 31st after the submission of accounts that include the completed project's final expenditure. The above data and supporting documents are kept either in the form of original or updated copies of the originals, or in commonly accepted data authorities, including the electronic publications of original documents or documents existing only in electronic form.
- (ii) To communicate to the competent National Focal Point the Form E.I.1\_6 "Project File Keeping Status", where are recorded, inter alia, the identity and address of any body keeping data and documents as well as the form of keeping such data, the latest upon submission of the first Expenditure Statement Bulletin.
- (iii) To respect specific terms or restrictions set by the special institutional framework for the project implementation or stipulated by the National Focal Point.

#### **7. SPECIFIC TERMS**

Project Promoters as regards the purchase of equipment only minor equipment items may will be eligible only if a well documented need will be presented. In such a case a project promoter shall be liable to:

- - a) keep the equipment in its possession for at least five years after the project completion and to keep on using the equipment for the benefit of the project's general objectives for the same period of time,
  - (b) maintain the equipment duly insured against damage, such as fire, theft or other regularly insurable events during the project implementation and at least for five years upon the project completion
  - (c) own appropriate resources for the equipment maintenance for at least five years after the project completion
- In case of projects whereby the implementation involves selection of bodies or/and natural persons by the Project Promoter, based on the call for expression of interest, for which the necessary information (e.g description of selection procedure, criteria etc) was not examined during evaluation, the Project Promoter shall be bound to get an approval from the National Focal Point of the call for expression of interest addressed to bodies or/and natural persons, prior to its publication, as well as for any important modification thereof
- At the end of the project, the Beneficiary shall submit a report to the National Focal Point on the eventual impact of the project on further investment, as regards the dissemination of similar knowledge for innovative technologies and solutions in water management.