



**EUROPEAN COMMISSION**  
Directorate-General for Justice and Consumers

**JUST.4 – Programme and Financial management**

## **GRANT AGREEMENT**

**Project 101087379 — HEY PEOPLE**

### **PREAMBLE**

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

**on the one part,**

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

**and**

**on the other part,**

1. 'the coordinator':

**ARETES SOCIETA COOPERATIVA (Aretés)**, PIC 951733640, established in VIA EMILIA OVEST 101, MODENA 41124, Italy,

and the following other beneficiaries, if they sign their 'accession form' (see Annex 3 and Article 40):

2. **DATEY EYRICH GMBH (DATEY)**, PIC 891162960, established in AUGUST SUSSDORF STR 12, RAMSTEIN MIESENBACH 66877, Germany,

3. **INSTITOUTO GIA TI DIAFORETIKOTITA KAI TIN ENSOMATOSI (D&I)**, PIC 888686453, established in ITHAKIS 61, ATHENS 11252, Greece,

4. **BYFACILITY SL (BYFACILITY SL)**, PIC 892215119, established in C/PUJADES 77 3 6, BARCELONA 08005, Spain,

5. **EU DIASPORA COUNCIL (EDC)**, PIC 919749539, established in KUNSKAPSUTVECKLING I NORDEN BREDBYPLAN 4, SPANGA 163 71, Sweden,

6. **SDRUZHENIE BADESHTETO SEGA (TFN)**, PIC 902152381, established in 4 VOIVODA STR., SOFIA 1225, Bulgaria,

7. **PROVINCIA DI MODENA (PROV.MODENA)**, PIC 952082937, established in VIALE MARTIRI DELLA LIBERTA 34, MODENA 41121, Italy,

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

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

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

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

The Agreement is composed of:

Preamble

Terms and Conditions (including Data Sheet)

Annex 1 Description of the action<sup>1</sup>

Annex 2 Estimated budget for the action

Annex 2a Additional information on unit costs and contributions (if applicable)

Annex 3 Accession forms (if applicable)<sup>2</sup>

Annex 3a Declaration on joint and several liability of affiliated entities (if applicable)<sup>3</sup>

Annex 4 Model for the financial statements

Annex 5 Specific rules (if applicable)

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

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

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

## TERMS AND CONDITIONS

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## DATA SHEET

### 1. General data

Project summary:

Project summary
<p>Gender segregation across sectors and occupations and across fields of study is a well-documented, deeply rooted inequality in the EU. Women still account for the majority of employment in education and human health and social work (over 70 %) and also of service, sales and clerical support workers (over 60 %). Children are exposed to gender roles from an early age. First and foremost, children are exposed to gender roles in their immediate environment through their parents, peers and teachers, but also through educational resources, media, and popular culture. Traditional gender stereotypes about roles in the professional life are perpetuated on social media and are often exacerbated online; online behavioural advertising is only an example of how social media reinforce these harmful gender stereotypes. HEY PEOPLE! project intends to tackle gender stereotypes among young people with a focus on stereotyped representations of professional roles and career opportunities on social media. Specific OBJECTIVES are: - to fight gender stereotypes on social media, with particular attention to stereotypes influencing career choices of young people; - to raise awareness about the existing online mechanisms which reinforce gender stereotypes related to the professional roles; - to promote a different way of communicating/representing gender roles related to career opportunities on social media. Main TARGET GROUPS of the project are: - Young people aged 14-25 years old; - Educators/trainers/employment counsellors working in training centers, youth organizations, public authorities and agencies dealing with education/labour policies, as well as HR managers in public and private organizations. To reach the objectives the project will: - increase awareness of communication mechanisms reinforcing harmful gender stereotypes on social media; - stimulate a different storytelling about career and job opportunities for women/men; - provide inspiring examples.</p>

Keywords:

- Tackling gender stereotypes

Project number: 101087379

Project name: HEY PEOPLE! Engaging Young PEOPLE in communicating alternative gender roles in the labour market

Project acronym: HEY PEOPLE

Call: CERV-2022-GE

Topic: CERV-2022-GE

Type of action: CERV Project Grants

Granting authority: European Commission-EU

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

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

Project end date: starting date + months of duration

Project duration: 24 months

Consortium agreement: Yes

### 2. Participants

List of participants:

Nº	Role	Short name	Legal name	Ctry	PIC	Total eligible costs (BEN and AE)	Max grant amount
1	COO	Aretés	ARETES SOCIETA COOPERATIVA	IT	951733640	98 674.33	88 806.89
2	BEN	DATEY	DATEY EYRICH GMBH	DE	891162960	77 562.16	69 805.94
3	BEN	D&I	INSTITOUTO GIA TI DIAFORETIKOTITA KAI TIN ENSOMATOSI	EL	888686453	60 942.92	54 848.62

N°	Role	Short name	Legal name	Ctry	PIC	Total eligible costs (BEN and AE)	Max grant amount
4	BEN	BYFACILITY SL	BYFACILITY SL	ES	892215119	77 872.46	70 085.21
5	BEN	EDC	EU DIASPORA COUNCIL	SE	919749539	77 859.62	70 073.65
6	BEN	TFN	SDRUZHENIE BADESHTETO SEGA	BG	902152381	58 713.04	52 841.73
7	BEN	PROV.MODENA	PROVINCIA DI MODENA	IT	952082937	47 816.16	43 034.54
8	AP	MAVERICK	Sdrujenie "Maverick"	BG	947263104	0.00	0.00
9	AP	NADEJDA-CRD	Sdrujenie "Nadejda-CRD"	BG	948994942	0.00	0.00
10	AP	Centro Ferrari	Centro culturale Francesco Luigi Ferrari	IT	940466217	0.00	0.00
11	AP	Diaspora Forum	NORDIC DIASPORA FORUM	SE	916641562	0.00	0.00
<b>Total</b>						499 440.69	449 496.58

**Coordinator:**

- ARETES SOCIETA COOPERATIVA (Aretés)

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

Total eligible costs (BEN and AE)	Funding rate (%)	Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
499 440.69	90	449 496.58	449 496.58

**Grant form:** Budget-based**Grant mode:** Action grant**Budget categories/activity types:**

- A. Personnel costs
  - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
  - A.4 SME owners and natural person beneficiaries
  - A.5 Volunteers
- B. Subcontracting costs
- C. Purchase costs
  - C.1 Travel and subsistence
  - C.2 Equipment
  - C.3 Other goods, works and services
- D. Other cost categories
  - D.1 Financial support to third parties
- E. Indirect costs

**Cost eligibility options:**

- Standard supplementary payments
- Limitation for subcontracting

- Travel and subsistence:
  - Travel: Unit or Actual costs
  - Accommodation: Unit or Actual costs
  - Subsistence: Unit or Actual costs
- Equipment: depreciation only
- Costs for providing financial support to third parties (actual cost; max amount for each recipient: EUR 60 000.00)
- Indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: Yes
- Other ineligible costs

**Budget flexibility:** Yes (no flexibility cap)

#### **4. Reporting, payments and recoveries**

##### **4.1 Continuous reporting** (art 21)

**Deliverables:** see Funding & Tenders Portal Continuous Reporting tool

##### **4.2 Periodic reporting and payments**

**Reporting and payment schedule** (art 21, 22):

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

**Prefinancing payments and guarantees:**

Prefinancing payment		Prefinancing guarantee		
Type	Amount	Guarantee amount	Division per participant	
Prefinancing 1 (initial)	359 597.26	n/a	1 - Aretés	n/a
			2 - DATEY	n/a
			3 - D&I	n/a
			4 - BYFACILITY SL	n/a
			5 - EDC	n/a
			6 - TFN	n/a
			7 - PROV.MODENA	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): 90% of the maximum grant amount

No-profit rule: Yes

Late payment interest: ECB + 3.5%

Bank account for payments:

IT52K0303212901010000000376

Conversion into euros: Double conversion

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

#### **4.3 Certificates** (art 24):

Certificates on the financial statements (CFS):

Conditions:

Schedule: interim/final payment, if threshold is reached

Standard threshold (beneficiary-level):

- financial statement: requested EU contribution to costs  $\geq$  EUR 325 000.00

#### **4.4 Recoveries** (art 22)

##### **First-line liability for recoveries:**

Beneficiary termination: Beneficiary concerned

Final payment: Coordinator

After final payment: Beneficiary concerned

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

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

Joint and several liability of affiliated entities — n/a

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

#### **Applicable law** (art 43):

Standard applicable law regime: EU law + law of Belgium

#### **Dispute settlement forum** (art 43):

Standard dispute settlement forum:

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

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

## **6. Other**

**Specific rules (Annex 5):** Yes

### **Standard time-limits after project end:**

Confidentiality (for X years after final payment): 5

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

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

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

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

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

## CHAPTER 1 GENERAL

### ARTICLE 1 — SUBJECT OF THE AGREEMENT

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

### ARTICLE 2 — DEFINITIONS

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

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

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

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

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

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

**Affiliated entities (AE)** — Entities affiliated to a beneficiary within the meaning of Article 187 of EU Financial Regulation 2018/1046<sup>4</sup> which participate in the action with similar rights and obligations as the beneficiaries (obligation to implement action tasks and right to charge costs and claim contributions).

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

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

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

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

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

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

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

**Fraud** — Fraud within the meaning of Article 3 of EU Directive 2017/1371<sup>5</sup> and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995<sup>6</sup>, as well as any other wrongful or criminal deception intended to result in financial or personal gain.

**Irregularities** — Any type of breach (regulatory or contractual) which could impact the EU financial interests, including irregularities within the meaning of Article 1(2) of EU Regulation 2988/95<sup>7</sup>.

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

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

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

## **CHAPTER 2 ACTION**

### **ARTICLE 3 — ACTION**

The grant is awarded for the action **101087379 — HEY PEOPLE** ('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**

The grant is an action grant<sup>8</sup> which takes the form of a budget-based mixed actual cost grant (i.e. a

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

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

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

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

grant based on actual costs incurred, but which may also include other forms of funding, such as unit costs or contributions, flat-rate costs or contributions, lump sum costs or contributions or financing not linked to costs).

## **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**

The funding rate for costs is 90% of the action's eligible costs.

Contributions are not subject to any funding rate.

## **5.4 Estimated budget, budget categories and forms of funding**

The estimated budget for the action is set out in Annex 2.

It contains the estimated eligible costs and contributions for the action, broken down by participant and budget category.

Annex 2 also shows the types of costs and contributions (forms of funding)<sup>9</sup> to be used for each budget category.

If unit costs or contributions are used, the details on the calculation will be explained in Annex 2a.

## **5.5 Budget flexibility**

The budget breakdown may be adjusted — without an amendment (see Article 39) — by transfers (between participants and budget categories), as long as this does not imply any substantive or important change to the description of the action in Annex 1.

However:

- changes to the budget category for volunteers (if used) always require an amendment
- changes to budget categories with lump sums costs or contributions (if used; including financing not linked to costs) always require an amendment
- changes to budget categories with higher funding rates or budget ceilings (if used) always require an amendment
- addition of amounts for subcontracts not provided for in Annex 1 either require an amendment or simplified approval in accordance with Article 6.2
- other changes require an amendment or simplified approval, if specifically provided for in Article 6.2
- flexibility caps: not applicable.

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<sup>9</sup> See Article 125 EU Financial Regulation 2018/1046.

## ARTICLE 6 — ELIGIBLE AND INELIGIBLE COSTS AND CONTRIBUTIONS

In order to be eligible, costs and contributions must meet the **eligibility** conditions set out in this Article.

### 6.1 General eligibility conditions

The **general eligibility conditions** are the following:

- (a) for actual costs:
  - (i) they must be actually incurred by the beneficiary
  - (ii) they must be incurred in the period set out in Article 4 (with the exception of costs relating to the submission of the final periodic report, which may be incurred afterwards; see Article 21)
  - (iii) they must be declared under one of the budget categories set out in Article 6.2 and Annex 2
  - (iv) they must be incurred in connection with the action as described in Annex 1 and necessary for its implementation
  - (v) they must be identifiable and verifiable, in particular recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary's usual cost accounting practices
  - (vi) they must comply with the applicable national law on taxes, labour and social security and
  - (vii) they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency
- (b) for unit costs or contributions (if any):
  - (i) they must be declared under one of the budget categories set out in Article 6.2 and Annex 2
  - (ii) the units must:
    - be actually used or produced by the beneficiary in the period set out in Article 4 (with the exception of units relating to the submission of the final periodic report, which may be used or produced afterwards; see Article 21)
    - be necessary for the implementation of the action and
  - (iii) the number of units must be identifiable and verifiable, in particular supported by records and documentation (see Article 20)
- (c) for flat-rate costs or contributions (if any):
  - (i) they must be declared under one of the budget categories set out in Article 6.2 and Annex 2

- (ii) the costs or contributions to which the flat-rate is applied must:
  - be eligible
  - relate to the period set out in Article 4 (with the exception of costs or contributions relating to the submission of the final periodic report, which may be incurred afterwards; see Article 21)
- (d) for lump sum costs or contributions (if any):
  - (i) they must be declared under one of the budget categories set out in Article 6.2 and Annex 2
  - (ii) the work must be properly implemented by the beneficiary in accordance with Annex 1
  - (iii) the deliverables/outputs must be achieved in the period set out in Article 4 (with the exception of deliverables/outputs relating to the submission of the final periodic report, which may be achieved afterwards; see Article 21)
- (e) for unit, flat-rate or lump sum costs or contributions according to usual cost accounting practices (if any):
  - (i) they must fulfil the general eligibility conditions for the type of cost concerned
  - (ii) the cost accounting practices must be applied in a consistent manner, based on objective criteria, regardless of the source of funding
- (f) for financing not linked to costs (if any): the results must be achieved or the conditions must be fulfilled as described in Annex 1.

In addition, for direct cost categories (e.g. personnel, travel & subsistence, subcontracting and other direct costs) only costs that are directly linked to the action implementation and can therefore be attributed to it directly are eligible. They must not include any indirect costs (i.e. costs that are only indirectly linked to the action, e.g. via cost drivers).

## 6.2 Specific eligibility conditions for each budget category

For each budget category, the **specific eligibility conditions** are as follows:

### **Direct costs**

#### **A. Personnel costs**

**A.1 Costs for employees (or equivalent)** are eligible as personnel costs if they fulfil the general eligibility conditions and are related to personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action.

They must be limited to salaries, social security contributions, taxes and other costs linked to the remuneration, if they arise from national law or the employment contract (or equivalent appointing act) and be calculated on the basis of the costs actually incurred, in accordance with the following method:

{daily rate for the person  
multiplied by  
number of day-equivalents worked on the action (rounded up or down to the nearest half-day)}.

The daily rate must be calculated as:

{annual personnel costs for the person  
divided by  
215}.

The number of day-equivalents declared for a person must be identifiable and verifiable (see Article 20).

The total number of day-equivalents declared in EU grants, for a person for a year, cannot be higher than 215.

The personnel costs may also include supplementary payments for personnel assigned to the action (including payments on the basis of supplementary contracts regardless of their nature), if:

- it is part of the beneficiary's usual remuneration practices and is paid in a consistent manner whenever the same kind of work or expertise is required
- the criteria used to calculate the supplementary payments are objective and generally applied by the beneficiary, regardless of the source of funding used.

**A.2 and A.3 Costs for natural persons working under a direct contract** other than an employment contract and costs for **seconded persons by a third party against payment** are also eligible as personnel costs, if they are assigned to the action, fulfil the general eligibility conditions and:

- (a) work under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed) and
- (b) the result of the work belongs to the beneficiary (unless agreed otherwise).

They must be calculated on the basis of a rate which corresponds to the costs actually incurred for the direct contract or secondment and must not be significantly different from those for personnel performing similar tasks under an employment contract with the beneficiary.

**A.4** The work of **SME owners** for the action (i.e. owners of beneficiaries that are small and medium-sized enterprises<sup>10</sup> not receiving a salary) or **natural person beneficiaries** (i.e. beneficiaries that are natural persons not receiving a salary) may be declared as personnel costs, if they fulfil the general

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<sup>10</sup> For the definition, see Commission Recommendation 2003/361/EC: micro, small or medium-sized enterprise (SME) are enterprises

- engaged in an economic activity, irrespective of their legal form (including, in particular, self-employed persons and family businesses engaged in craft or other activities, and partnerships or associations regularly engaged in an economic activity) and
- employing fewer than 250 persons (expressed in 'annual working units' as defined in Article 5 of the Recommendation) and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.

eligibility conditions and are calculated as unit costs in accordance with the method set out in Annex 2a.

**A.5** The work of **volunteers** for the action (i.e. persons who freely work for an organisation, on a non-compulsory basis and without being paid) may be declared as personnel costs, if and as declared eligible in the call conditions, if they fulfil the general eligibility conditions and are calculated as unit costs in accordance with the method set out in Annex 2a.

They:

- may not exceed the maximum amount for volunteers for the action (which corresponds to 50% of the total (ineligible and eligible) project costs and contributions estimated in the proposal)
- may not exceed the maximum amount for volunteers for each beneficiary set out in Annex 2
- may not make the maximum EU contribution to costs higher than the total eligible costs without volunteers.

If also indirect costs for volunteers are declared eligible in the call conditions, the amount of indirect costs may be added to the volunteers costs category in Annex 2, at the flat-rate set out in Point E.

## **B. Subcontracting costs**

**Subcontracting costs** for the action (including related duties, taxes and charges, such as non-deductible or non-refundable value added tax (VAT)) are eligible, if they are calculated on the basis of the costs actually incurred, fulfil the general eligibility conditions and are awarded using the beneficiary's usual purchasing practices — provided these ensure subcontracts with best value for money (or if appropriate the lowest price) and that there is no conflict of interests (see Article 12).

Beneficiaries that are 'contracting authorities/entities' within the meaning of the EU Directives on public procurement must also comply with the applicable national law on public procurement.

Subcontracting may cover only a limited part of the action.

The tasks to be subcontracted and the estimated cost for each subcontract must be set out in Annex 1 and the total estimated costs of subcontracting per beneficiary must be set out in Annex 2 (or may be approved ex post in the periodic report, if the use of subcontracting does not entail changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants; 'simplified approval procedure').

## **C. Purchase costs**

**Purchase costs** for the action (including related duties, taxes and charges, such as non-deductible or non-refundable value added tax (VAT)) are eligible if they fulfil the general eligibility conditions and are bought using the beneficiary's usual purchasing practices — provided these ensure purchases with best value for money (or if appropriate the lowest price) and that there is no conflict of interests (see Article 12).

Beneficiaries that are 'contracting authorities/entities' within the meaning of the EU Directives on public procurement must also comply with the applicable national law on public procurement.

### **C.1 Travel and subsistence**

Purchases for **travel, accommodation and subsistence** must be calculated as follows:

- travel: as unit costs in accordance with the method set out in Annex 2a if covered by Decision C(2021)35<sup>11</sup> or otherwise as costs actually incurred and in line with the beneficiary's usual practices on travel
- accommodation: as unit costs in accordance with the method set out in Annex 2a if covered by Decision C(2021)35<sup>12</sup> or otherwise as costs actually incurred and in line with the beneficiary's usual practices on travel
- subsistence: as unit costs in accordance with the method set out in Annex 2a if covered by Decision C(2021)35<sup>13</sup> or otherwise as costs actually incurred and in line with the beneficiary's usual practices on travel.

## C.2 Equipment

Purchases of **equipment, infrastructure or other assets** used for the action must be declared as depreciation costs, calculated on the basis of the costs actually incurred and written off in accordance with international accounting standards and the beneficiary's usual accounting practices.

Only the portion of the costs that corresponds to the rate of actual use for the action during the action duration can be taken into account.

Costs for **renting or leasing** equipment, infrastructure or other assets are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees.

## C.3 Other goods, works and services

Purchases of **other goods, works and services** must be calculated on the basis of the costs actually incurred.

Such goods, works and services include, for instance, consumables and supplies, promotion, dissemination, protection of results, translations, publications, certificates and financial guarantees, if required under the Agreement.

## D. Other cost categories

### D.1 Financial support to third parties

**Costs for providing financial support to third parties** (in the form of **grants, prizes** or similar forms of support; if any) are eligible, if and as declared eligible in the call conditions, if they fulfil the general eligibility conditions, are calculated on the basis of the costs actually incurred and the support is implemented in accordance with the conditions set out in Annex 1.

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<sup>11</sup> Commission Decision of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

<sup>12</sup> Commission Decision of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

<sup>13</sup> Commission Decision of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

These conditions must ensure objective and transparent selection procedures and include at least the following:

- (a) for grants (or similar):
  - (i) the maximum amount of financial support for each third party ('recipient'); this amount may not exceed the amount set out in the Data Sheet (see Point 3) or otherwise agreed with the granting authority
  - (ii) the criteria for calculating the exact amount of the financial support
  - (iii) the different types of activity that qualify for financial support, on the basis of a closed list
  - (iv) the persons or categories of persons that will be supported and
  - (v) the criteria and procedures for giving financial support
- (b) for prizes (or similar):
  - (i) the eligibility and award criteria
  - (ii) the amount of the prize and
  - (iii) the payment arrangements.

### **Indirect costs**

#### **E. Indirect costs**

**Indirect costs** will be reimbursed at the flat-rate of 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any).

### **Contributions**

Not applicable

### **6.3 Ineligible costs and contributions**

The following costs or contributions are **ineligible**:

- (a) costs or contributions that do not comply with the conditions set out above (Article 6.1 and 6.2), in particular:
  - (i) costs related to return on capital and dividends paid by a beneficiary
  - (ii) debt and debt service charges
  - (iii) provisions for future losses or debts
  - (iv) interest owed
  - (v) currency exchange losses
  - (vi) bank costs charged by the beneficiary's bank for transfers from the granting authority

- (vii) excessive or reckless expenditure
  - (viii) deductible or refundable VAT (including VAT paid by public bodies acting as public authority)
  - (ix) costs incurred or contributions for activities implemented during grant agreement suspension (see Article 31)
  - (x) in-kind contributions by third parties
- (b) costs or contributions declared 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 cases:
- (i) Synergy actions: not applicable
  - (ii) if the action grant is combined with an operating grant<sup>14</sup> running during the same period and the beneficiary can demonstrate that the operating grant does not cover any (direct or indirect) costs of the action grant
- (c) costs or contributions for staff of a national (or regional/local) administration, for activities that are part of the administration's normal activities (i.e. not undertaken only because of the grant)
- (d) costs or contributions (especially travel and subsistence) for staff or representatives of EU institutions, bodies or agencies
- (e) other :
- (i) country restrictions for eligible costs: not applicable
  - (ii) costs or contributions declared specifically ineligible in the call conditions.

## **6.4 Consequences of non-compliance**

If a beneficiary declares costs or 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**

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<sup>14</sup> For the definition, see Article 180(2)(b) of EU Financial Regulation 2018/1046: ‘**operating grant**’ means an EU grant to finance “the functioning of a body which has an objective forming part of and supporting an EU policy”.

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. Costs and 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) (if required; see Articles 21 and 24.2 and Data Sheet, Point 4.3)
  - the contribution to the deliverables and technical reports (see Article 21)
  - any other documents or information required by the granting authority under the Agreement
- (iv) submit via the Portal data and information related to the participation of their affiliated entities.

(b) The coordinator must:

- (i) monitor that the action is implemented properly (see Article 11)
- (ii) act as the intermediary for all communications between the consortium and the granting authority, unless the Agreement or granting authority specifies otherwise, and in particular:

- submit the prefinancing guarantees to the granting authority (if any)
  - request and review any documents or information required and verify their quality and completeness before passing them on to the granting authority
  - submit the deliverables and reports to the granting authority
  - inform the granting authority about the payments made to the other beneficiaries (report on the distribution of payments; if required, see Articles 22 and 32)
- (iii) distribute the payments received from the granting authority to the other beneficiaries without unjustified delay (see Article 22).

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

However, coordinators which are public bodies may delegate the tasks set out in Point (b)(ii) last indent and (iii) above to entities with ‘authorisation to administer’ which they have created or which are controlled by or affiliated to them. In this case, the coordinator retains sole responsibility for the payments and for compliance with the obligations under the Agreement.

Moreover, coordinators which are ‘sole beneficiaries’<sup>15</sup> (or similar, such as European research infrastructure consortia (ERICs)) may delegate the tasks set out in Point (b)(i) to (iii) above to one of their members. The coordinator retains sole responsibility for compliance with the obligations under the Agreement.

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

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

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

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

## ARTICLE 8 — AFFILIATED ENTITIES

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<sup>15</sup> For the definition, see Article 187(2) EU Financial Regulation 2018/1046: “Where several entities satisfy the criteria for being awarded a grant and together form one entity, that entity may be treated as the **sole beneficiary**, including where it is specifically established for the purpose of implementing the action financed by the grant.”

Not applicable

## **ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION**

### **9.1 Associated partners**

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

- **Sdrujenje "Maverick" (MAVERICK)**, PIC 947263104
- **Sdrujenje "Nadejda-CRD" (NADEJDA-CRD)**, PIC 948994942
- **Centro culturale Francesco Luigi Ferrari (Centro Ferrari)**, PIC 940466217
- **NORDIC DIASPORA FORUM (Diaspora Forum)**, PIC 916641562

Associated partners must implement the action tasks attributed to them in Annex 1 in accordance with Article 11. They may not charge costs or contributions to the action and the costs for their tasks are not eligible.

The tasks must be set out in Annex 1.

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

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

### **9.2 Third parties giving in-kind contributions to the action**

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

Third parties giving in-kind contributions do not implement any action tasks. They may not charge costs or contributions to the action and the costs for the in-kind contributions are not eligible.

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 costs for the subcontracted tasks (invoiced price from the subcontractor) are eligible and may be charged by the beneficiaries, under the conditions set out in Article 6. The costs will be included in Annex 2 as part of the beneficiaries’ costs.

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: to use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC<sup>16</sup>
- for the controls under Article 25: to allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the bodies mentioned in that Article (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.).

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

#### **10.2 Participants which are international organisations**

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

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: to use either independent public officers or

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<sup>16</sup> Directive 2006/43/EC of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts or similar national regulations (OJ L 157, 9.6.2006, p. 87).

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 the provisions set out in that framework agreement.

## **SECTION 2 RULES FOR CARRYING OUT THE ACTION**

### **ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION**

#### **11.1 Obligation to properly implement the action**

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

#### **11.2 Consequences of non-compliance**

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

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

### **ARTICLE 12 — CONFLICT OF INTERESTS**

#### **12.1 Conflict of interests**

The beneficiaries must take all measures to prevent any situation where the impartial and objective implementation of the Agreement could be compromised for reasons involving family, emotional life,

political or national affinity, economic interest or any other direct or indirect interest ('conflict of interests').

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

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

## **12.2 Consequences of non-compliance**

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

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

## **ARTICLE 13 — CONFIDENTIALITY AND SECURITY**

### **13.1 Sensitive information**

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

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

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

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

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

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

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

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

The confidentiality obligations no longer apply if:

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

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

### **13.2 Classified information**

The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/444<sup>17</sup> and its implementing rules).

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

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

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

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

### **13.3 Consequences of non-compliance**

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

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

## **ARTICLE 14 — ETHICS AND VALUES**

### **14.1 Ethics**

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

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

### **14.2 Values**

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

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<sup>17</sup> Commission Decision 2015/444/EC, Euratom of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

## ARTICLE 15 — DATA PROTECTION

### 15.1 Data processing by the granting authority

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

For grants where the granting authority is the European Commission, an EU regulatory or executive agency, joint undertaking or other EU body, the processing will be subject to Regulation 2018/1725<sup>18</sup>.

### 15.2 Data processing by the beneficiaries

The beneficiaries must process personal data under the Agreement in compliance with the applicable EU, international and national law on data protection (in particular, Regulation 2016/679<sup>19</sup>).

They must ensure that personal data is:

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

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).

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<sup>18</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

<sup>19</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC ('GDPR') (OJ L 119, 4.5.2016, p. 1).

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
- (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 EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate):



Funded by the  
European Union



Co-funded by the  
European Union



Funded by the  
European Union



Co-funded by the  
European Union

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

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

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

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

## 17.3 Quality of information — Disclaimer

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

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

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

#### **17.4 Specific communication, dissemination and visibility rules**

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

#### **17.5 Consequences of non-compliance**

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

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

### **ARTICLE 18 — SPECIFIC RULES FOR CARRYING OUT THE ACTION**

Not applicable

## **SECTION 3 GRANT ADMINISTRATION**

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

#### **19.1 Information requests**

The beneficiaries must provide — during the action or afterwards and in accordance with Article 7 — any information requested in order to verify eligibility of the costs or 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 in line with the accepted standards in the respective field (if any).

In addition, the beneficiaries must — for the same period — keep the following to justify the amounts declared:

- (a) for actual costs: adequate records and supporting documents to prove the costs declared (such as contracts, subcontracts, invoices and accounting records); in addition, the beneficiaries' usual accounting and internal control procedures must enable direct reconciliation between the amounts declared, the amounts recorded in their accounts and the amounts stated in the supporting documents
- (b) for flat-rate costs and contributions (if any): adequate records and supporting documents to prove the eligibility of the costs or contributions to which the flat-rate is applied
- (c) for the following simplified costs and contributions: the beneficiaries do not need to keep specific records on the actual costs incurred, but must keep:
  - (i) for unit costs and contributions (if any): adequate records and supporting documents to prove the number of units declared
  - (ii) for lump sum costs and contributions (if any): adequate records and supporting documents to prove proper implementation of the work as described in Annex 1
  - (iii) for financing not linked to costs (if any): adequate records and supporting documents to prove the achievement of the results or the fulfilment of the conditions as described in Annex 1
- (d) for unit, flat-rate and lump sum costs and contributions according to usual cost accounting practices (if any): the beneficiaries must keep any adequate records and supporting documents to prove that their cost accounting practices have been applied in a consistent manner, based on objective criteria, regardless of the source of funding, and that they comply with the eligibility conditions set out in Articles 6.1 and 6.2.

Moreover, the following is needed for specific budget categories:

- (e) for personnel costs: time worked for the beneficiary under the action must be supported by declarations signed monthly by the person and their supervisor, unless another reliable time-record system is in place; the granting authority may accept alternative evidence supporting the time worked for the action declared, if it considers that it offers an adequate level of assurance
- (f) additional record-keeping rules: not applicable

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, costs or 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 statements (individual and consolidated; for all beneficiaries/affiliated entities)
- the explanation on the use of resources (or detailed cost reporting table, if required)
- the certificates on the financial statements (CFS) (if required; see Article 24.2 and Data Sheet, Point 4.3).

The **financial statements** must detail the eligible costs and contributions for each budget category and, for the final payment, also the revenues for the action (see Articles 6 and 22).

All eligible costs and contributions incurred should be declared, even if they exceed the amounts indicated in the estimated budget (see Annex 2). Amounts that are not declared in the individual financial statements will not be taken into account by the granting authority.

By signing the financial statements (directly in the Portal Periodic Reporting tool), the beneficiaries confirm that:

- the information provided is complete, reliable and true
- the costs and contributions declared are eligible (see Article 6)
- the costs and contributions 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)
- for the final periodic report: all the revenues have been declared (if required; see Article 22).

Beneficiaries will have to submit also the financial statements of their affiliated entities (if any). In case of recoveries (see Article 22), beneficiaries will be held responsible also for the financial statements of their affiliated entities.

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

The financial statements must be drafted in euro.

Beneficiaries with general accounts established in a currency other than the euro must convert the costs recorded in their accounts into euro, at the average of the daily exchange rates published in the C series of the *Official Journal of the European Union* (ECB website), calculated over the corresponding reporting period.

If no daily euro exchange rate is published in the *Official Journal* for the currency in question, they must be converted at the average of the monthly accounting exchange rates published on the European Commission website (InforEuro), calculated over the corresponding reporting period.

Beneficiaries with general accounts in euro must convert costs incurred in another currency into euro according to their usual accounting practices.

#### **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. Payments (if any) will be made with the next interim or final payment.

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 for all reporting periods, by calculating the 'maximum EU contribution to costs' (applying the funding rate to the accepted costs of the beneficiary), taking into account requests for a lower contribution to costs and CFS threshold cappings (if any; see Article 24.5) and adding the contributions (accepted unit, flat-rate or lump sum contributions and financing not linked to costs, if any).

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 **positive**, the amount will be included in the next interim or final payment to the consortium.

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**).

The amounts will later on also be taken into account for the next interim or final payment.

### 22.3.3 Interim payments

Interim payments reimburse the eligible costs and contributions claimed for the implementation of the action during the reporting periods (if any).

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

Payment is subject to the approval of the periodic report. Its approval does not imply recognition of compliance, authenticity, completeness or correctness of its content.

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 calculate the ‘accepted EU contribution’ for the action for the reporting period, by first calculating the ‘maximum EU contribution to costs’ (applying the funding rate to the accepted costs of each beneficiary), taking into account requests for a lower contribution to costs, and CFS threshold cappings (if any; see Article 24.5) and adding the contributions (accepted unit, flat-rate or lump sum contributions and financing not linked to costs, if any).

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 part of the eligible costs and contributions claimed for the implementation of the action (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. Its approval does not imply recognition of compliance, authenticity, completeness or correctness of its content.

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 ‘maximum EU contribution to costs’ (applying the funding rate to the total accepted costs of each beneficiary), taking into account requests for a lower contribution to costs, CFS threshold cappings (if any; see Article 24.5) and adding the contributions (accepted unit, flat-rate or lump sum contributions and financing not linked to costs, if any).

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

If the resulting amount is higher than the maximum grant amount set out in Article 5.2, it will be limited to the latter.

### Step 3 — Reduction due to the no-profit rule

If the no-profit rule is provided for in the Data Sheet (see Point 4.2), the grant must not produce a profit (i.e. surplus of the amount obtained following Step 2 plus the action's revenues, over the eligible costs and contributions approved by the granting authority).

'Revenue' is all income generated by the action, during its duration (see Article 4), for beneficiaries that are profit legal entities.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the eligible costs approved by the granting authority (as compared to the amount calculated following Steps 1 and 2 minus the contributions).

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:

$$\left\{ \begin{array}{l} \text{final grant amount} \\ \text{minus} \\ \text{prefinancing and interim payments made (if any)} \end{array} \right\}.$$

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 costs or 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 costs’ and ‘revised accepted contributions’.

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

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

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

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

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

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

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

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

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

## 22.4 Enforced recovery

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

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

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

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

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

The amount to be recovered will be increased by **late-payment interest** at the rate set out in Article 22.5, from the day following the payment date in the debit note, up to and including the date the full payment is received.

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

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2015/2366<sup>20</sup> applies.

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

## 22.5 Consequences of non-compliance

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

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

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

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

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<sup>20</sup> Directive (EU) 2015/2366 of the European Parliament and of the Council of 25 November 2015 on payment services in the internal market, amending Directives 2002/65/EC, 2009/110/EC and 2013/36/EU and Regulation (EU) No 1093/2010, and repealing Directive 2007/64/EC (OJ L 337, 23.12.2015, p. 35).

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

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

**22.5.2** If the coordinator breaches any of its obligations under this Article, the grant may be reduced (see Article 29) 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**

### **24.1 Operational verification report (OVR)**

Not applicable

### **24.2 Certificate on the financial statements (CFS)**

If required by the granting authority (see Data Sheet, Point 4.3), the beneficiaries must provide

certificates on their financial statements (CFS), in accordance with the schedule, threshold and conditions set out in the Data Sheet.

The coordinator must submit them as part of the periodic report (see Article 21).

The certificates must be drawn up using the template published on the Portal, cover the costs declared on the basis of actual costs and costs according to usual cost accounting practices (if any), and fulfil the following conditions:

- (a) be provided by a qualified approved external auditor which is independent and complies with Directive 2006/43/EC<sup>21</sup> (or for public bodies: by a competent independent public officer)
- (b) the verification must be carried out according to the highest professional standards to ensure that the financial statements comply with the provisions under the Agreement and that the costs declared are eligible.

The certificates will not affect the granting authority's right to carry out its own checks, reviews or audits, nor preclude the European Court of Auditors (ECA), the European Public Prosecutor's Office (EPPO) or the European Anti-Fraud Office (OLAF) from using their prerogatives for audits and investigations under the Agreement (see Article 25).

If the costs (or a part of them) were already audited by the granting authority, these costs do not need to be covered by the certificate and will not be counted for calculating the threshold (if any).

### **24.3 Certificate on the compliance of usual cost accounting practices (CoMUC)**

Not applicable

### **24.4 Systems and process audit (SPA)**

Not applicable

### **24.5 Consequences of non-compliance**

If a beneficiary does not submit a certificate on the financial statements (CFS) or the certificate is rejected, the accepted EU contribution to costs will be capped to reflect the CFS threshold.

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

## **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

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<sup>21</sup> Directive 2006/43/EC of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts or similar national regulations (OJ L 157, 9.6.2006, p. 87).

the action and compliance with the obligations under the Agreement, including assessing costs and 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 (including information on the use of resources). The granting authority may request beneficiaries to provide such information to it directly. Sensitive information and documents will be treated in accordance with Article 13.

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

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

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

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

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

Project reviews (including project review reports) will be in the language of the Agreement.

### 25.1.3 Audits

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

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

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

The beneficiary concerned must cooperate diligently and provide — within the deadline requested —

any information (including complete accounts, individual salary statements or other personal data) to verify compliance with the Agreement. Sensitive information and documents will be treated in accordance with Article 13.

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

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

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

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

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

Audits (including audit reports) will be in the language of the Agreement.

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

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

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

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

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

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

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013<sup>22</sup> and No 2185/96<sup>23</sup>
- 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

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<sup>22</sup> Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF) and repealing Regulation (EC) No 1073/1999 of the European Parliament and of the Council and Council Regulation (Euratom) No 1074/1999 (OJ L 248, 18/09/2013, p. 1).

<sup>23</sup> Council Regulation (Euratom, EC) No 2185/1996 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).

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 results of reviews, audits or investigations**

### **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**

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

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

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

If the extension concerns **rejections of costs or 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, costs or 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 COSTS AND CONTRIBUTIONS**

#### **27.1 Conditions**

The granting authority will — at beneficiary termination, interim payment, final payment or afterwards — reject any costs or 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 costs or 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 costs or contributions, it will deduct them from the costs or 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 (see Article 25).

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 audit 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.

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. Costs incurred or contributions for activities implemented during grant suspension are not eligible (see Article 6.3).

### 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
- (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. Costs incurred or contributions for activities implemented during suspension are not eligible (see Article 6.3).

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 costs incurred and contributions for activities implemented before the end of work date (see Article 22). Costs relating to contracts due for execution only after the end of work are not eligible.

If the granting authority does not receive the report within the deadline, only costs and contributions which are included in an approved periodic report will be taken into account (no costs/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, the financial statement, the explanation on the use of resources, and, if applicable, the certificate on the financial statement (CFS; see Articles 21 and 24.2 and Data Sheet, Point 4.3)
- (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 report submitted and taking into account the costs incurred and contributions for activities implemented before the end of work date (see Article 22). Costs relating to contracts due for execution only after the end of work are not eligible.

The information in the termination report must also be included in the periodic report for the next reporting period (see Article 21).

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

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 from other grants to this grant; see Article 25)
- (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 costs incurred and contributions for activities

implemented before termination takes effect (see Article 22). Costs relating to contracts due for execution only after termination are not eligible.

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 costs and contributions which are included in an approved periodic report will be taken into account (no costs/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, the financial statement, the explanation on the use of resources, and, if applicable, the certificate on the financial statement (CFS; see Articles 21 and 24.2 and Data Sheet, Point 4.3)
- (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 report submitted and taking into account the costs incurred and contributions for activities implemented before termination takes effect (see Article 22). Costs relating to contracts due for execution only after termination are not eligible.

The information in the termination report must also be included in the periodic report for the next reporting period (see Article 21).

If the granting authority does not receive the termination report within the deadline, only costs and contributions included in an approved periodic report will be taken into account (no costs/contributions if no periodic report was ever approved).

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

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

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

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

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

### **SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS**

#### **ARTICLE 33 — DAMAGES**

##### **33.1 Liability of the granting authority**

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

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

##### **33.2 Liability of the beneficiaries**

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

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

#### **ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES**

Nothing in this Agreement may be construed as preventing the adoption of administrative sanctions (i.e. exclusion from EU award procedures and/or financial penalties) or other public law measures, in addition or as an alternative to the contractual measures provided under this Agreement (see, for instance, Articles 135 to 145 EU Financial Regulation 2018/1046 and Articles 4 and 7 of Regulation 2988/95<sup>24</sup>).

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<sup>24</sup> Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1).

## **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).

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

#### **36.2 Date of communication**

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

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

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

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

### **36.3 Addresses for communication**

The Portal can be accessed via the Europa website.

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

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

## **ARTICLE 37 — INTERPRETATION OF THE AGREEMENT**

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

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

Annex 2 takes precedence over Annex 1.

## **ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES**

In accordance with Regulation No 1182/71<sup>25</sup>, periods expressed in days, months or years are calculated from the moment the triggering event occurs.

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

‘Days’ means calendar days, not working days.

## **ARTICLE 39 — AMENDMENTS**

### **39.1 Conditions**

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

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<sup>25</sup> Regulation (EEC, Euratom) No 1182/71 of the Council of 3 June 1971 determining the rules applicable to periods, dates and time-limits (OJ L 124, 8/6/1971, p. 1).

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).

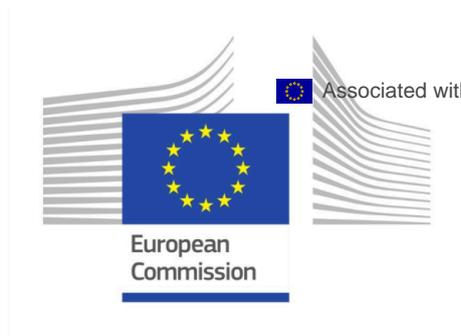
#### **ARTICLE 44 — ENTRY INTO FORCE**

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**



# **Citizens, Equality, Rights and Values Programme (CERV)**

## **Description of the action (DoA)**

**Part A**

**Part B**

## DESCRIPTION OF THE ACTION (PART A)

### COVER PAGE

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

<b>PROJECT</b>	
<i>Grant Preparation (General Information screen) — Enter the info.</i>	
<b>Project number:</b>	101087379
<b>Project name:</b>	HEY PEOPLE! Engaging Young PEOPLE in communicating alternative gender roles in the labour market
<b>Project acronym:</b>	HEY PEOPLE
<b>Call:</b>	CERV-2022-GE
<b>Topic:</b>	CERV-2022-GE
<b>Type of action:</b>	CERV-PJG
<b>Service:</b>	JUST/04
<b>Project starting date:</b>	first day of the month following the entry into force date
<b>Project duration:</b>	24 months

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List of deliverables .....	13
List of milestones (outputs/outcomes) .....	23
List of critical risks .....	24

## 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.*

Gender segregation across sectors and occupations and across fields of study is a well-documented, deeply rooted inequality in the EU. Women still account for the majority of employment in education and human health and social work (over 70 %) and also of service, sales and clerical support workers (over 60 %).

Children are exposed to gender roles from an early age. First and foremost, children are exposed to gender roles in their immediate environment through their parents, peers and teachers, but also through educational resources, media, and popular culture. Traditional gender stereotypes about roles in the professional life are perpetuated on social media and are often exacerbated online; online behavioural advertising is only an example of how social media reinforce these harmful gender stereotypes.

HEY PEOPLE! project intends to tackle gender stereotypes among young people with a focus on stereotyped representations of professional roles and career opportunities on social media.

Specific OBJECTIVES are:

- to fight gender stereotypes on social media, with particular attention to stereotypes influencing career choices of young people;
- to raise awareness about the existing online mechanisms which reinforce gender stereotypes related to the professional roles;
- to promote a different way of communicating/representing gender roles related to career opportunities on social media.

Main TARGET GROUPS of the project are:

- Young people aged 14-25 years old;
- Educators/trainers/employment counsellors working in training centers, youth organizations, public authorities and agencies dealing with education/labour policies, as well as HR managers in public and private organizations.

To reach the objectives the project will:

- increase awareness of communication mechanisms reinforcing harmful gender stereotypes on social media;
- stimulate a different storytelling about career and job opportunities for women/men;
- provide inspiring examples.

## LIST OF PARTICIPANTS

### PARTICIPANTS

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

Number	Role	Short name	Legal name	Country	PIC
1	COO	Aretés	ARETES SOCIETA COOPERATIVA	IT	951733640
2	BEN	DATEY	DATEY EYRICH GMBH	DE	891162960
3	BEN	D&I	INSTITOUTO GIA TI DIAFORETIKOTITA KAI TIN ENSOMATOSI	EL	888686453
4	BEN	BYFACILITY SL	BYFACILITY SL	ES	892215119
5	BEN	EDC	EU DIASPORA COUNCIL	SE	919749539
6	BEN	TFN	SDRUZHENIE BADESHTETO SEGA	BG	902152381

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

<b>Number</b>	<b>Role</b>	<b>Short name</b>	<b>Legal name</b>	<b>Country</b>	<b>PIC</b>
7	BEN	PROV.MODENA	PROVINCIA DI MODENA	IT	952082937
8	AP	MAVERICK	Sdrujenie "Maverick"	BG	947263104
9	AP	NADEJDA-CRD	Sdrujenie "Nadejda-CRD"	BG	948994942
10	AP	Centro Ferrari	Centro culturale Francesco Luigi Ferrari	IT	940466217
11	AP	Diaspora Forum	NORDIC DIASPORA FORUM	SE	916641562

## LIST OF WORK PACKAGES

<b>Work packages</b>						
<i>Grant Preparation (Work Packages screen) — Enter the info.</i>						
<b>Work Package No</b>	<b>Work Package name</b>	<b>Lead Beneficiary</b>	<b>Effort (Person-Months)</b>	<b>Start Month</b>	<b>End Month</b>	<b>Deliverables</b>
WP1	Project management, monitoring and evaluation	1 - Aretés	23.58	1	24	D1.1 – Project meetings D1.2 – Progress Report D1.3 – CPPs
WP2	Analysis of representation and self-representation of women and gender roles in social media, with particular attention to gender roles and stereotypes in the labour market	5 - EDC	47.74	2	12	D2.1 – Intervention model with materials for workshops D2.2 – 3-days training for facilitators D2.3 – Training for educators/trainers D2.4 – 10 local workshops involving 135 young people in 5 partner country D2.5 – 5 country reports + 1 final report D2.6 – Creative Diversity Management Communication Guidelines
WP3	Work Package 3: Challenge aimed at creating alternative storytelling to propose different representations of gender roles in the labour market	6 - TFN	26.85	12	16	D3.1 – Challenge Scenario D3.2 – Creative storytelling workshops D3.3 – Online Challenge with participation of national teams
WP4	Work Package 4: Work café with entrepreneurs and professional associations	2 - DATEY	25.21	16	22	D4.1 – 10 Work café (2 per partner country) D4.2 – 10 meetings with female entrepreneurs (2 per partner country) D4.3 – Policy Recommendations
WP5	Engagement, communication and dissemination	4 - BYFACILITY SL	38.62	1	24	D5.1 – Web landing page - online campaign D5.2 – Gamified web platform / app D5.3 – Social media channels and online campaign D5.4 – Launch events

**Work packages***Grant Preparation (Work Packages screen) — Enter the info.*

<b>Work Package No</b>	<b>Work Package name</b>	<b>Lead Beneficiary</b>	<b>Effort (Person-Months)</b>	<b>Start Month</b>	<b>End Month</b>	<b>Deliverables</b>
						D5.5 – 18 Articles published on specialized magazines D5.6 – Final conference and Exploitation plan D5.7 – Webinars/final conferences

## Work package WP1 – Project management, monitoring and evaluation

<b>Work Package Number</b>	WP1	<b>Lead Beneficiary</b>	1. Aretés
<b>Work Package Name</b>	Project management, monitoring and evaluation		
<b>Start Month</b>	1	<b>End Month</b>	24

<b>Objectives</b>
<p>Specific objectives of WP1 are:</p> <p>Provide the internal project management and the overall co-ordination of activities; Ensure the smooth and efficient running of the project; Establish effective decision making procedures; Ensure proper risks assessment and contingency measures; Ensure the achievement of optimal results within the established timeframe and budget; Ensure the project is run in compliance with legal, financial and technical CERV programme obligations.</p>

<b>Description</b>
<p>WP1 “Project management, monitoring and evaluation” is aimed at the smooth and efficient running of the project and is structured in 3 tasks:</p> <p>T1.1 PREPARATORY ACTIVITIES - Once the project will be approved ARETES (LP) will define an agreement with all the partners describing in detail the work plan and the activities they will have to carry out within the set deadlines. LP will define a set of communication channels and tools that will allow a rapid and constant dialogue with partners during the project: an official mailing list, a file sharing system (google drive or other free-use platforms).</p> <p>T1.2 PROJECT MANAGEMENT, ORGANIZATIONAL STRUCTURES AND PROCEDURES - ARETES (LP) will adopt an organizational structure which will consist of the Executive Board made up of: 1 Project manager (lead partner), 1 Financial Manager (lead partner), 1 representative per partner.</p> <p>The Executive Board (EB) will be responsible for the day-to-day management of the project. The Project manager and Financial manager will define within the first month of the project the following documents: the updated gantt and workplan, the quality management plan. Furthermore, they will define internal reporting templates and set internal reporting deadlines.</p> <p>A total number of 8 project meetings will be organized: 4 in presence + 4 online meetings. Additional online meetings (bilateral or with all the partners will be organized if necessary).</p> <p>T1.3 - MONITORING AND EVALUATION - The Quality management and Risk Assessment plan, elaborated within the first month of the project, will include a monitoring plan with qualitative and quantitative indicators that will measure among others the project impacts. The Project Manager, together with the Internal Evaluator, will define and adopt a Progress Evaluation Questionnaire. This questionnaire will be used to monitor the progress of Project’s activities and outputs according to the timetable, the achievement of qualitative and quantitative indicators. The Internal Evaluator will prepare a Quality Evaluation report to be presented to the Executive Board every 6 months.</p>

## Work package WP2 – Analysis of representation and self-representation of women and gender roles in social media, with particular attention to gender roles and stereotypes in the labour market

<b>Work Package Number</b>	WP2	<b>Lead Beneficiary</b>	5. EDC
<b>Work Package Name</b>	Analysis of representation and self-representation of women and gender roles in social media, with particular attention to gender roles and stereotypes in the labour market		
<b>Start Month</b>	2	<b>End Month</b>	12

<b>Objectives</b>
<p>Through a specific methodology based on media education approach and gamified simulation, groups of young people, in 5 partner territory, will be involved in workshops aimed at analysing the representations of gender roles in social media, focusing on professional roles. Specific objectives are:</p>

To increase young people's awareness about existing gender stereotypes in the social media and the underlying communication mechanisms, typical of social networks, which reinforce these harmful stereotypes;  
To increase awareness and capacity of educators/trainers and HR managers in tackling issues related to diversity management in educational and workplace working environments.

### Description

WP2 is structured in 6 tasks:

**T2.1 DEFINITION OF THE INTERVENTION MODEL:** programme, contents, materials and methodology - A team of 6 experts, 1 per PP, will be created in order to design the intervention Model and will work especially via email and online meetings.

They will analyse existing reports / studies /statistics /good practices of PPs about tackling gender roles stereotypes related to professional roles/labour markets.

The Model will contain activities and materials to be used during workshops for analysing social media contents with young people (Task 2.2). This document will be fundamental to sustain and transfer the intervention strategy also in other territories. For each working session the model will provide traces to be followed: list of questions to stimulate brainstorming and debates, data and statistics, working groups activities helping young people understand the hidden mechanisms of social media mechanism in reinforcing gender stereotypes.

**T2.2 TRAINING OF TRAINERS** - A short 3-days training will be organized by the WP Coordinator (EU Diaspora Council) to train 2 facilitators per partner (except Domestic Data Streamers).

The 2 facilitators will transfer the model to trainers/educators of local associations and will support them during the Model implementation with young people, providing advice and clarifications when requested.

During the training facilitators will implement the activities to learn how to replicate them with trainers/educators.

**T2.3 TRANSFER OF THE INTERVENTION STRATEGY TO EDUCATORS /TRAINERS IN EACH COUNTRY** - The facilitators of each partner will organize a cycle of 4 seminars at the local level addressed to trainers/educators of local associations working with young people.

The cycle of seminars will involve at least 10 trainers/educators per partner territory.

Trainers/educators will be selected through a public Call and selection which will take into account the following criteria.

- experience in working with young people aged 16-25;

-experience with new media, social media communication.

**T2.4 LOCAL WORKSHOPS WITH YOUNG PEOPLE** - Workshops will be realized in 5 partner territories (IT, DE, BG, GR, SW). Young people involved in the activities will be young member of local associations, aged between 16-25. In each partner territory, 2 different groups of young people, of 15 members each, will be engaged in the activities (in Germany only 15). Young people will be selected in order to create a balanced group in terms of gender, socio-economic problems, willingness to follow the activities, etc. Each group will be supervised by 3 trainers/educators; each workshop will be made up of 8 different sessions of 2/3 hours each.

**T2.5 COLLECTION AND ANALYSIS OF RESULTS** - The results of the social media analysis carried out during workshops will be collected in 5 different country reports. The reports will highlight main gender stereotypes identified by young people and main impacts of the workshops on youngsters representations and self-representations.

**T2.6 CREATION OF THE KIT “Creative Diversity Management Communication guidelines”** - The KIT will provide guidelines on how to communicate in alternative way gender roles related to the professional environment/labour market. The KIT will provide practical guidelines and tool on how to implement workshops for the social media communication analysis as well as for creative workshops planned in WP3.

## Work package WP3 – Work Package 3: Challenge aimed at creating alternative storytelling to propose different representations of gender roles in the labour market

<b>Work Package Number</b>	WP3	<b>Lead Beneficiary</b>	6. TFN
<b>Work Package Name</b>	Work Package 3: Challenge aimed at creating alternative storytelling to propose different representations of gender roles in the labour market		
<b>Start Month</b>	12	<b>End Month</b>	16

Objectives
<p>WP3 activities will be based on the Creative Diversity Management Communication Guidelines; young people involved in WP2 activities will use the guidelines to produce their alternative storytelling.</p> <p>To stimulate young people creativity to produce alternative storytelling proposing a different image and representation of gender roles (through videos, photos, web work), especially in the professional/work context;</p> <p>To increase awareness of young people about the issue of gender stereotypes related to professional roles.</p>

Description
<p>WP3 is structured in 4 tasks:</p> <p>T3.1 LAUNCH OF THE ONLINE CHALLENGE and engagement of young people in each partner territory - Taking into account the Diversity Management Communication Guidelines PPs will define the scenario of the CHALLENGE targeted to young people (not only to the groups involved in WP2). The scenario will include: - the aim of the Challenge; the rules; selection/voting procedure; final award ceremony for winners.</p> <p>T3.2 CREATIVE STORYTELLING WORKSHOPS - In each partner country (except Spain) one or more teams (until a maximum of 5 ) can join the Challenge and produce their alternative storytelling about gender roles. Each team will be supervised by 1 trainer/facilitator who will help youngsters in producing the expected output. According to the quality assurance process, coordinating organisation will monitor and evaluate all creative workshops activities and will produce an Impact Assessment report.</p> <p>T3.3 OLIVE CHALLENGE (presentation of the storytelling created and debates among national teams) - Each national team will present the output (an alternative storytelling) online (5 different sessions, one per country, in 5 different days). National teams will have the opportunity to debate and confront each other about their innovative way to represent gender roles.</p> <p>T3.4 ONLINE VOTING CAMPAIGN AND FINAL AWARD CEREMONY - DDS will realize an online campaign to disseminate the outputs of T3.3 and engage project targets in online voting to select the winning idea/proposal (at least 300 young people will be involved). The winner team will be awarded with a ceremony during the final conference.</p>

## Work package WP4 – Work Package 4: Work café with entrepreneurs and professional associations

<b>Work Package Number</b>	WP4	<b>Lead Beneficiary</b>	2. DATEY
<b>Work Package Name</b>	Work Package 4: Work café with entrepreneurs and professional associations		
<b>Start Month</b>	16	<b>End Month</b>	22

Objectives
<p>This WP is aimed to:</p> <ul style="list-style-type: none"> <li>- facilitate dialogue and debate among young people and entrepreneurs/professionals/HR managers in order to counter gender stereotypes in recruitment processes and in job search;</li> <li>- Inspire young women in undertaking non gender traditional career trough the example of women entrepreneur and female businesses.</li> </ul>

Description
<p>The WP is structures in 3 tasks:</p> <p>T4.1 Work Cafè - Each PPs will organize work café with companies, HR manager, professional associations and young people to stimulate debates about gender stereotypes in the labour market. At least 2 work café will be organized in each partner territory (except Spain) tackling gender stereotypes in different</p>

working environments/productive fields. At least 20 young people will be involved in each work café. It will be possible to follow the events through live streaming.

T4.2 INSPIRING STORIES - Each PP will organize at least 2 meetings with testimonials to inspire young people with best practices of businesses created by women.

During each event particular attention will be given to examples of women entrepreneurs who have undertaken non-traditional gender careers. At least 20 young people will be involved per event. All the events will be recorded and made available via online streaming to a wider public.

T4.3 Policy recommendations - This final document will be addressed to policy makers and professional associations with the aim to provide guidelines to counter gender stereotypes in the labour market.

## Work package WP5 – Engagement, communication and dissemination

<b>Work Package Number</b>	WP5	<b>Lead Beneficiary</b>	4. BYFACILITY SL
<b>Work Package Name</b>	Engagement, communication and dissemination		
<b>Start Month</b>	1	<b>End Month</b>	24

### Objectives

This WP is transversal to all the previous WPs with the aim to:

Define and implement a strategy of involvement and communication that accompanies each phase of the project; Engage key target groups of the project (young people, educators/trainers) in each phase of the project; Raise awareness about issues tackled by the project among key stakeholders and the wider public; Promote transfer and replication of the intervention model.

### Description

WP5 is structured in 7 tasks:

T5.1 ENGAGEMENT, COMMUNICATION AND DISSEMINATION PLAN - DD Streamers will define activities, tools, targets, timing, PP's specific responsibilities. The Engagement, Communication and Dissemination Plan will be elaborated within the first 2 months of the project and updated ongoing.

T5.2 WEB SITE IMPLEMENTATION - The project web site will be main repository of project outputs and results and the landing page for online campaigns. It will be developed in English and main sections also in partner languages.

T5.3 GAMIFIED WEB PLATFORM/APP - Design and development of a game based app/web platform targeted to young people with online quizz, infographics and data visualizations to engage young people in the different phases of the project.

T5.4 SOCIAL MEDIA MANAGEMENT - Social media channels will be used as main communication channel with young people. Main events and project results will be launched/disseminated through social media. A specific online campaign will be used to engage young people in the online Challenge (task 3.3 ) and online voting to select winner ideas. Social media will be managed by Future Now association; DDS will design and launch the online campaign.

T5.5 DISSEMINATION EVENTS - Each partner territory will define a map of key stakeholders and will organize at least 2 events during the project lifetime:

- 1 launch event, at the beginning of the project;
- 1 webinar/final conference to present and disseminate main project results and promote the replication of the model.

Each PP will contribute to communicate events and disseminate project results to its network of stakeholders at local/regional/national and EU level. A final conference will be organized during the last project meeting in Italy.

T5.6 MEDIA RELATIONS - Each PP will produce at least 3 articles to be published on specialized magazines.

T5.7 EXPLOITATION PLAN - The exploitation plan will be discussed during the final meeting in order to agree on results exploitations strategies.

## STAFF EFFORT

<b>Staff effort per participant</b>						
<i>Grant Preparation (Work packages - Effort screen) — Enter the info.</i>						
<b>Participant</b>	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>Total Person-Months</b>
1 - Aretés	7.86	9.27	4.80	5.73	5.89	33.55
2 - DATEY	2.62	7.09	3.71	7.26	4.58	25.26
3 - D&I	2.62	7.64	3.06	2.29	1.96	17.57
4 - BYFACILITY SL	2.62	1.91	4.15	1.15	13.09	22.92
5 - EDC	2.62	10.37	3.71	2.67	3.93	23.30
6 - TFN	2.62	7.64	5.24	2.67	6.55	24.72
7 - PROV.MODENA	2.62	3.82	2.18	3.44	2.62	14.68
<b>Total Person-Months</b>	23.58	47.74	26.85	25.21	38.62	162.00

## LIST OF DELIVERABLES

<b>Deliverables</b>						
<i>Grant Preparation (Deliverables screen) — Enter the info.</i>						
<i>The labels used mean:</i>						
<i>Public — fully open (⚠ automatically posted online)</i>						
<i>Sensitive — limited under the conditions of the Grant Agreement</i>						
<i>EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision <a href="#">2015/444</a></i>						
<b>Deliverable No</b>	<b>Deliverable Name</b>	<b>Work Package No</b>	<b>Lead Beneficiary</b>	<b>Type</b>	<b>Dissemination Level</b>	<b>Due Date (month)</b>
D1.1	Project meetings	WP1	1 - Aretés	OTHER	SEN - Sensitive	24
D1.2	Progress Report	WP1	1 - Aretés	R — Document, report	SEN - Sensitive	13
D1.3	CPPs	WP1	1 - Aretés	OTHER	SEN - Sensitive	2
D2.1	Intervention model with materials for workshops	WP2	1 - Aretés	R — Document, report	PU - Public	5
D2.2	3-days training for facilitators	WP2	5 - EDC	OTHER	SEN - Sensitive	6
D2.3	Training for educators/trainers	WP2	3 - D&I	OTHER	SEN - Sensitive	7
D2.4	10 local workshops involving 135 young people in 5 partner country	WP2	3 - D&I	OTHER	SEN - Sensitive	7
D2.5	5 country reports + 1 final report	WP2	5 - EDC	R — Document, report	PU - Public	11
D2.6	Creative Diversity Management Communication Guidelines	WP2	3 - D&I	R — Document, report	PU - Public	12
D3.1	Challenge Scenario	WP3	5 - EDC	R — Document, report	PU - Public	12
D3.2	Creative storytelling workshops	WP3	6 - TFN	OTHER	SEN - Sensitive	14
D3.3	Online Challenge with participation of national teams	WP3	3 - D&I	OTHER	SEN - Sensitive	15

<b>Deliverables</b>						
<i>Grant Preparation (Deliverables screen) — Enter the info.</i>						
<i>The labels used mean:</i>						
<i>Public — fully open (⚠ automatically posted online)</i>						
<i>Sensitive — limited under the conditions of the Grant Agreement</i>						
<i>EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision <a href="#">2015/444</a></i>						
<b>Deliverable No</b>	<b>Deliverable Name</b>	<b>Work Package No</b>	<b>Lead Beneficiary</b>	<b>Type</b>	<b>Dissemination Level</b>	<b>Due Date (month)</b>
D4.1	10 Work café (2 per partner country)	WP4	2 - DATEY	OTHER	SEN - Sensitive	17
D4.2	10 meetings with female entrepreneurs (2 per partner country)	WP4	6 - TFN	OTHER	SEN - Sensitive	19
D4.3	Policy Recommendations	WP4	7 - PROV.MODENA	R — Document, report	PU - Public	22
D5.1	Web landing page - online campaign	WP5	6 - TFN	DEC —Websites, patent filings, videos, etc	PU - Public	3
D5.2	Gamified web platform / app	WP5	4 - BYFACILITY SL	DEC —Websites, patent filings, videos, etc	PU - Public	8
D5.3	Social media channels and online campaign	WP5	6 - TFN	DEC —Websites, patent filings, videos, etc	PU - Public	24
D5.4	Launch events	WP5	4 - BYFACILITY SL	OTHER	SEN - Sensitive	4
D5.5	18 Articles published on specialized magazines	WP5	1 - Aretés	R — Document, report	PU - Public	24
D5.6	Final conference and Exploitation plan	WP5	1 - Aretés	R — Document, report	SEN - Sensitive	24
D5.7	Webinars/final conferences	WP5	3 - D&I	R — Document, report	SEN - Sensitive	24

### Deliverable D1.1 – Project meetings

<b>Deliverable Number</b>	D1.1	<b>Lead Beneficiary</b>	1. Aretés
<b>Deliverable Name</b>	Project meetings		
<b>Type</b>	OTHER	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	24	<b>Work Package No</b>	WP1

<b>Description</b>
4 project meetings will be organized in presence in Greece, Bulgaria, Germany and Italy. Agendas, signed participants lists.

### Deliverable D1.2 – Progress Report

<b>Deliverable Number</b>	D1.2	<b>Lead Beneficiary</b>	1. Aretés
<b>Deliverable Name</b>	Progress Report		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	13	<b>Work Package No</b>	WP1

<b>Description</b>
Report on the first implementation year.  It includes the first two Quality Evaluation reports (M6, M12) that will be prepared by the internal evaluator and will be based on data collected through the Progress Evaluation Questionnaires. Questionnaire will be used to monitor the progress of Project's activities and outputs according to the timetable, the achievement of qualitative and quantitative indicators. The Quality Evaluation reports will be presented to the Executive Board every 6 months.

### Deliverable D1.3 – CPPs

<b>Deliverable Number</b>	D1.3	<b>Lead Beneficiary</b>	1. Aretés
<b>Deliverable Name</b>	CPPs		
<b>Type</b>	OTHER	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	2	<b>Work Package No</b>	WP1

<b>Description</b>
The associated partners Maverick and NADEJDA should provide complaint Child Protection Policies before activities involving children start.

### Deliverable D2.1 – Intervention model with materials for workshops

<b>Deliverable Number</b>	D2.1	<b>Lead Beneficiary</b>	1. Aretés
<b>Deliverable Name</b>	Intervention model with materials for workshops		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public

<b>Due Date (month)</b>	5	<b>Work Package No</b>	WP2
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<b>Description</b>
<p>The Model will contain activities and materials to be used during workshops for analysing social media contents with young people (Task 2.4).</p> <p>For each working session the model will provide traces to be followed: list of questions to stimulate brainstorming and debates, data and statistics, working groups activities helping young people understand the hidden mechanisms of social media mechanism in reinforcing gender stereotypes.</p> <p>The model is designed for educators/trainers who will carry out workshops with young people. The document will be available in EN + all PP languages.</p>

### Deliverable D2.2 – 3-days training for facilitators

<b>Deliverable Number</b>	D2.2	<b>Lead Beneficiary</b>	5. EDC
<b>Deliverable Name</b>	3-days training for facilitators		
<b>Type</b>	OTHER	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	6	<b>Work Package No</b>	WP2

<b>Description</b>
<p>A short 3-days training will be organized by the WP Coordinator (EU Diaspora Council) to train 2 facilitators per partner (except Domestic Data Streamers).</p> <p>During the training facilitators will learn how to carry out workshops with young people. The facilitators will transfer the model to trainers/educators of local associations and will support them during the Model implementation with young people, providing advice and clarifications when requested.</p> <ul style="list-style-type: none"> <li>- Duration: 3 days</li> <li>- Expected number of participants: 12 educators/trainers/responsible of gender and labour market policies.</li> <li>- Target groups: educators/trainers/responsible of gender and labour market policies.</li> <li>- Invitation, agenda</li> <li>- Presentations/ training materials (EN+ PP languages)</li> <li>- Feedback questionnaires</li> <li>- Signed attendance sheets, photos of the event</li> </ul>

### Deliverable D2.3 – Training for educators/trainers

<b>Deliverable Number</b>	D2.3	<b>Lead Beneficiary</b>	3. D&I
<b>Deliverable Name</b>	Training for educators/trainers		
<b>Type</b>	OTHER	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	7	<b>Work Package No</b>	WP2

<b>Description</b>
<p>The facilitators of each partner will organize a cycle of 4 seminars at the local level addressed to trainers/educators of local associations working with young people.</p> <p>The cycle of seminars will involve at least 10 trainers/educators per partner territory (except Spain), for a total of 60 trained educators.</p> <p>Trainers/educators will be selected through a public Call and selection which will take into account the following criteria.</p> <ul style="list-style-type: none"> <li>- experience in working with young people aged 16-25;</li> </ul>

- experience with new media, social media communication.
- Duration: 1 cycle of 4 seminars per partner country (except Spain)
- Expected number of participants: 60 educators/trainers
- Target groups: educators/trainers/
- agenda
- Presentations/ training materials (EN+ PP languages)
- Feedback questionnaires
- Signed attendance sheets, photos of the event

### Deliverable D2.4 – 10 local workshops involving 135 young people in 5 partner country

<b>Deliverable Number</b>	D2.4	<b>Lead Beneficiary</b>	3. D&I
<b>Deliverable Name</b>	10 local workshops involving 135 young people in 5 partner country		
<b>Type</b>	OTHER	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	7	<b>Work Package No</b>	WP2

#### Description

The 10 workshops will be realized in 5 partner territories (IT, DE, BG, GR, SW). Young people involved in the activities will be young member of local associations, aged between 16-25. In each partner territory, 2 different groups of young people, of 15 members each, will be engaged in the activities (in Germany only 15), for a total of 135 young people involved in the activity. Young people will be selected in order to create a balanced group in terms of gender socio-economic problems, willingness to follow the activities, etc. Each group will be supervised by 3 trainers/educators; each workshop will be made up of 8 different sessions of 2/3 hours each.

- agenda
- Presentations/ training materials (EN+ PP languages)
- Feedback questionnaires
- Signed attendance sheets, photos of the event

### Deliverable D2.5 – 5 country reports + 1 final report

<b>Deliverable Number</b>	D2.5	<b>Lead Beneficiary</b>	5. EDC
<b>Deliverable Name</b>	5 country reports + 1 final report		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	11	<b>Work Package No</b>	WP2

#### Description

Country reports will contain the results of the social media analysis carried out during workshops. The reports will highlight main gender stereotypes identified by young people and main impacts of the workshops on youngsters representations and self-representations. Main results and differences among countries will be illustrated in the FINAL REPORT. Reports will be available in EN and PP languages, in digital format.

### Deliverable D2.6 – Creative Diversity Management Communication Guidelines

<b>Deliverable Number</b>	D2.6	<b>Lead Beneficiary</b>	3. D&I
<b>Deliverable Name</b>	Creative Diversity Management Communication Guidelines		

<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	12	<b>Work Package No</b>	WP2

<b>Description</b>
<p>The guidelines will explain how to communicate in alternative way gender roles related to the professional environment/ labour market. The KIT will provide practical guidelines and tools on how to implement workshops for the social media communication analysis as well as for creative workshops planned in WP3.</p> <p>Guidelines will be available in EN + all PP languages.</p> <p>Guidelines are addressed to educators, trainers, HR managers and all key stakeholders of the project.</p>

### Deliverable D3.1 – Challenge Scenario

<b>Deliverable Number</b>	D3.1	<b>Lead Beneficiary</b>	5. EDC
<b>Deliverable Name</b>	Challenge Scenario		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	12	<b>Work Package No</b>	WP3

<b>Description</b>
<p>The Challenge Scenario will be a document providing guidelines on how to organize the Challenge for young people. It will include the aim of the Challenge; the rules; selection/voting procedure; final award ceremony for winners.</p> <p>The Scenario will be available in digital format, in EN + all PP languages.</p>

### Deliverable D3.2 – Creative storytelling workshops

<b>Deliverable Number</b>	D3.2	<b>Lead Beneficiary</b>	6. TFN
<b>Deliverable Name</b>	Creative storytelling workshops		
<b>Type</b>	OTHER	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	14	<b>Work Package No</b>	WP3

<b>Description</b>
<p>In each partner country (except Spain) one or more teams of young people (until a maximum of 5) can join the Challenge and produce their alternative storytelling about gender roles. Each team will be made up of minimum 5 people.</p> <p>Each team will be supervised by 1 trainer/facilitator who will help youngsters in producing the expected output; each workshop will be structured in 4 sessions.</p> <p>According to the quality assurance process, coordinating organisation will monitor and evaluate all creative workshops activities and will produce an Impact Assessment report.</p> <ul style="list-style-type: none"> <li>- Duration: 1 workshops of 4 sessions per partner country (except Spain), each session 4h</li> <li>- Expected number of participants: 25 young people per partner country (except Spain), for a total of 125 young people</li> <li>- Target groups: young people aged 16/25</li> <li>- Signed attendance sheets, photos of the workshops</li> <li>- Outputs produced by participants (videos, stories, ecc)</li> </ul>

### Deliverable D3.3 – Online Challenge with participation of national teams

<b>Deliverable Number</b>	D3.3	<b>Lead Beneficiary</b>	3. D&I
<b>Deliverable Name</b>	Online Challenge with participation of national teams		
<b>Type</b>	OTHER	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	15	<b>Work Package No</b>	WP3

<b>Description</b>
<p>Each national team will present the output (an alternative storytelling) online. 5 different sessions (3h each), one per country, in 5 different days will be planned. National teams will have the opportunity to debate and confront each other about their innovative way to represent gender roles.</p> <p>Each online session will be open to a wider public (trainers, educators, key stakeholders) coming from all the partner countries.</p> <p>Participants records, recorded versions, screenshots.</p>

### Deliverable D4.1 – 10 Work café (2 per partner country)

<b>Deliverable Number</b>	D4.1	<b>Lead Beneficiary</b>	2. DATEY
<b>Deliverable Name</b>	10 Work café (2 per partner country)		
<b>Type</b>	OTHER	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	17	<b>Work Package No</b>	WP4

<b>Description</b>
<p>Work café will be events organized with companies, HR managers, professional associations and young people to stimulate debates about gender stereotypes in the labour market. At least N.2 work café will be organized in each partner territory (except Spain) tackling gender stereotypes in different working environments/productive fields. At least 20 young people will be involved in each work café, for a total of 200 participants among the target of young people.</p> <p>The work café will be open to a wider public and it will be possible to follow the events through live streaming.</p> <ul style="list-style-type: none"> <li>- Duration: 4hours per work café</li> <li>- Expected number of participants: minimum 200 young people aged 16/25 + key stakeholders (min.100)</li> <li>- Attendance sheets, photos of the events</li> </ul>

### Deliverable D4.2 – 10 meetings with female entrepreneurs (2 per partner country)

<b>Deliverable Number</b>	D4.2	<b>Lead Beneficiary</b>	6. TFN
<b>Deliverable Name</b>	10 meetings with female entrepreneurs (2 per partner country)		
<b>Type</b>	OTHER	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	19	<b>Work Package No</b>	WP4

<b>Description</b>
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In each partner country (except SPAIN) 2 meetings will be organized with testimonials to inspire young people with best practices of businesses created by women.

During each event particular attention will be given to examples of women entrepreneurs who have undertaken not traditional gender careers. At least 20 young people will be involved per event, for a total of minimum 200 young people.

All the events will be registered and made available via online streaming to a wider public.

- Duration: 2hours per meeting
- Expected number of participants: minimum 200 young people aged 16/25 + key stakeholders (min.100)
- Attendance sheets, photos of the events
- Inspiring stories (news+videos)

### Deliverable D4.3 – Policy Recommendations

<b>Deliverable Number</b>	D4.3	<b>Lead Beneficiary</b>	7. PROV.MODENA
<b>Deliverable Name</b>	Policy Recommendations		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	22	<b>Work Package No</b>	WP4

#### Description

POLICY RECOMMENDATIONS will be a document addressed to policy makers and key stakeholders, such as professional associations with the aim to provide guidelines to counter gender stereotypes in the labour market. The document will be available in digital format in EN + all PP languages.

### Deliverable D5.1 – Web landing page - online campaign

<b>Deliverable Number</b>	D5.1	<b>Lead Beneficiary</b>	6. TFN
<b>Deliverable Name</b>	Web landing page - online campaign		
<b>Type</b>	DEC — Websites, patent filings, videos, etc	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	3	<b>Work Package No</b>	WP5

#### Description

Web landing page for the online campaign where there will be links to the participants' website and to the online social media channels. English and main sections also in partner languages. Main deliverables and results will be also accessible through the participants' websites in national languages.

### Deliverable D5.2 – Gamified web platform / app

<b>Deliverable Number</b>	D5.2	<b>Lead Beneficiary</b>	4. BYFACILITY SL
<b>Deliverable Name</b>	Gamified web platform / app		
<b>Type</b>	DEC — Websites, patent filings, videos, etc	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	8	<b>Work Package No</b>	WP5

#### Description

The game based app/web platform will be targeted to young people and will include online quizz, infographics and data visualizations to engage young people in the different phases of the project.  
The app will be available in EN + PP languages.

### Deliverable D5.3 – Social media channels and online campaign

<b>Deliverable Number</b>	D5.3	<b>Lead Beneficiary</b>	6. TFN
<b>Deliverable Name</b>	Social media channels and online campaign		
<b>Type</b>	DEC — Websites, patent filings, videos, etc	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	24	<b>Work Package No</b>	WP5

#### Description

Social media channels will be used as main communication channel with young people. Main events and project results will be launched/disseminated through social media. A specific online campaign will be used to engage young people in the online Challenge (task 3.3) and online voting to select the winning idea/proposal (at least 300 young people will be involved in all partner countries.)  
Social media will be managed by Future Now association; DDS will design and launch the online campaign. Reach statistics to provide.

### Deliverable D5.4 – Launch events

<b>Deliverable Number</b>	D5.4	<b>Lead Beneficiary</b>	4. BYFACILITY SL
<b>Deliverable Name</b>	Launch events		
<b>Type</b>	OTHER	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	4	<b>Work Package No</b>	WP5

#### Description

Each partner territory will define a map of key stakeholders and will organize 1 LAUNCH EVENT (3h), at the beginning of the project (6 events in total).  
-min.40 participants per event (key stakeholder at the local/regional/national level)  
- attendance sheets;  
-press release of the event + photos.

### Deliverable D5.5 – 18 Articles published on specialized magazines

<b>Deliverable Number</b>	D5.5	<b>Lead Beneficiary</b>	1. Aretés
<b>Deliverable Name</b>	18 Articles published on specialized magazines		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	24	<b>Work Package No</b>	WP5

#### Description

In each partner territory 3 articles will be produced to be published on specialized magazines. Articles will be available in PP languages + EN, in digital format.

### Deliverable D5.6 – Final conference and Exploitation plan

<b>Deliverable Number</b>	D5.6	<b>Lead Beneficiary</b>	1. Aretés
<b>Deliverable Name</b>	Final conference and Exploitation plan		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	24	<b>Work Package No</b>	WP5

Description
<p>A final conference will be organized during the last project meeting in Italy.</p> <ul style="list-style-type: none"> <li>- duration: 4 hours</li> <li>- participants: minimum 50 key stakeholders at local, regional, national and EU level;</li> <li>-attendance sheets;</li> <li>- photos of the event;</li> <li>- presentations;</li> <li>- press release;</li> </ul> <p>The exploitation plan will be discussed and approved during the final meeting in order to agree on results exploitation strategies.</p>

### Deliverable D5.7 – Webinars/final conferences

<b>Deliverable Number</b>	D5.7	<b>Lead Beneficiary</b>	3. D&I
<b>Deliverable Name</b>	Webinars/final conferences		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	24	<b>Work Package No</b>	WP5

Description
<p>Each partner will organize 1 webinar/final conference (3h min) to present and disseminate main project results and promote the replication of the model (5 events in total).</p> <ul style="list-style-type: none"> <li>-min.50 participants per event (key stakeholder at the local/regional/national level)</li> <li>- attendance sheets;</li> <li>-press release of the event + photos;</li> <li>- final leaflet.</li> </ul>

## LIST OF MILESTONES

<b>Milestones</b>					
<i>Grant Preparation (Milestones screen) — Enter the info.</i>					
<b>Milestone No</b>	<b>Milestone Name</b>	<b>Work Package No</b>	<b>Lead Beneficiary</b>	<b>Means of Verification</b>	<b>Due Date (month)</b>
1	Review of the Quality Manag. And Risk Ass. Plan	WP1	1-Aretés	Minutes of the 6th project meeting (a review of the Quality Management and Risks Assessment Plan will be carried out in order to check potential critical points and problems to be overcome).	6
2	Mid term evaluation report	WP1	1-Aretés	Questionnaire to partners and target groups (for evaluation of progress of activities and quality of the output after 1 year of the project).	12
3	Completion of training for educators	WP2	5-EDC	Questionnaires administered to participants.	6
4	Completion of intervention with young people	WP2	5-EDC	Questionnaires administered to participants (young people involved in local workshops).	10
5	Creative workshops completion	WP3	6-TFN	Questionnaires administered to participants (young people involved in Creative storytelling workshops).	14
6	Voting campaign	WP3	4-BYFACILITY SL	Data on online participation	16
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## LIST OF CRITICAL RISKS

<b>Critical risks &amp; risk management strategy</b>			
<i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
<b>Risk number</b>	<b>Description</b>	<b>Work Package No(s)</b>	<b>Proposed Mitigation Measures</b>
1	Low level of participation of young people in workshops to analyse social media representations - HIGH impact, LOW probability	WP2	Trainers and youth worker will act as tutor in order to supervise and motivate the group of young people involved. The network of associated partners will ensure a greater number of participants if needed.
2	Low participation of young people in creative workshops to produce alternative storytelling - HIGH IMPACT, LOW probability	WP3	Trainers and youth worker will act as tutor in order to supervise and motivate the group of young people involved.
3	Low engagement of professional/trade associations/entrepreneurs - MEDIUM IMPACT, LOW level of probability	WP4	The visibility given to companies that are more responsible and respectful of gender policies will be a motivating factor.
4	Poor understanding of project activities, low level of cooperation with participating organizations, late execution of tasks, etc. - HIGH IMPACT; LOW level of probability	WP1	The decision-making process will be carried out on a shared basis and frequent on-line meetings will take place in order to monitor and address the progress of activities.
5	Impossibility to participate to events (project meetings, training of trainers, ecc) due to Covid restrictions - LOW IMPACT - HIGH level of probability	WP1, WP3, WP5, WP2	Online platforms and communication channels created at the beginning of the project will allow to overcome this risk

## TECHNICAL DESCRIPTION (PART B)

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## 1. RELEVANCE

### 1.1 Background and general objectives

#### Background and general objectives

*Describe the background and rationale of the project.*

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

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

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

Gender segregation in education, training and the labour market is a complex issue involving a mixture of economic and sociocultural factors and policies. It cuts across different policy domains and concerns many groups of stakeholders. The **European Commission's strategic engagement for gender equality 2016-2019** seeks to increase women's labour market participation and the equal economic independence of women and men, as well as to reduce gender gaps in pay, earnings and pensions and thus fight poverty among women.

Furthermore, the Council, in its recent conclusions on '**Enhancing the skills of women and men in the EU labour market**', stresses the importance of combating horizontal occupational segregation by gender along with measures promoting the recognition and status of sectors dominated by women. The conclusions encourage girls, boys, women and men from all backgrounds **to choose educational fields and occupations in accordance with their abilities and skills, not based on gender stereotypes**, in particular by promoting women's and girls' access to STEM educational fields and occupations and by encouraging men and boys to study and work in fields such as social services, childcare and long-term care (Council of the European Union, 2017). The Council conclusions on '**Women and the economy: Economic independence from the perspective of part-time work and self-employment**' recognise the importance of developing **gender-sensitive education and career counselling**, including by means of training, promoting a gender balance among relevant staff and undertaking media campaigns encouraging and enabling girls and boys/women and men to choose educational paths and occupations in accordance with their abilities and skills. Children are exposed to gender roles from an early age. First and foremost, children are exposed to gender roles in their immediate environment through their parents, relatives, peers, and teachers, but also through educational resources, media, and popular culture. Traditional gender stereotypes about roles in the professional life are perpetuated on social media and are often exacerbated online; online behavioural advertising is only an example of how social media reinforce these harmful gender stereotypes. In their study of young people's engagement with social networking sites in Spain, Tortajada, Araña and Martínez, note that social networking sites are spaces of risk and opportunity that are deeply affected by gender. Self-presentation in social networking sites is often modelled on gendered depictions found in advertising and other media, adapting and reproducing gender stereotypes to yield extreme forms and levels of standardisation, exaggeration and simplification. These representational strategies can contribute to spreading, popularising, and normalising gender stereotypes. **Media education should therefore consider the ways in which adolescent practices in social networking sites** are being fuelled by the consumption of other media products, including advertising, and **how this impact upon adolescent expression in and self-identity through those** (Tortajada, Araña and Martínez, 2013). Gender stereotypes are harmful because they have negative impacts on the social and employment perspectives of women who are often relegated to roles that do not fully enhance their skills.

For these reasons the project intends to **tackle gender stereotypes among young people with a focus on stereotyped representations of professional roles and career opportunities on social media.**

Specific objectives of the project are:

- to fight gender stereotypes on social media, with particular attention to stereotypes influencing career choices of young girls and boys;
- to raise awareness about the existing online mechanisms which reinforce gender stereotypes related to the professional life and career opportunities;
- to promote a different way of communicating/representing gender roles in occupations/career opportunities on social media.

Hence, the project is coherent with the objective of the Call "**Supporting, advancing and implementing comprehensive policies to promote women's full enjoyment of rights, freedom from gender stereotypes, gender equality, including work-life balance, women's empowerment and gender mainstreaming**" and addresses, in particular, the priority "**Tackling gender stereotypes, including with a focus on youth, and in advertising and the media**".

Main **TARGET GROUPS** of the project are:

- **young people aged 14-25 years old** as they are in the delicate phase of choosing their study/professional path and they are more exposed to the risk of making choices conditioned by gender stereotypes on media and social media.

Particular attention will be given to young people in difficult social and economic conditions and to immigrants, as online and offline vulnerability are interrelated (double jeopardy effect): people with lower-economic status/belonging to minorities usually have less information on "safe and aware" use of new technologies. Partners of the project directly work with young people in difficult economic and social conditions.

- **Educators/trainers/employment counsellors** working in training centers, youth organizations, public authorities and agencies dealing with labour policies, as well as **HR managers** in public and private organizations.

**The target of educators/trainers will take part in the training and workshop activities; they are part of the staff of the partner organizations as well as of the staff of the associated partners.**

**Educators, trainers, HR managers, youth organizations, public authorities and agencies dealing with labour policies will be involved in work café and will be one of the key target group of the "Creative Diversity**

*Management Communication Guidelines” which will help them in avoiding gender stereotypes in relation to professional roles. They will also be the main target of communication and dissemination activities. This involvement will help to disseminate main project results in different contexts.*

Partner organizations and associated partners are able to directly involve this target group in project activities.

The projet intends to fight gender stereotypes related to career and job opportunities by:

- increasing awareness of communication mechanisms reinforcing harmful gender stereotypes on social media (WP2 - Analysis of representation and self-representation of women and gender roles in social

- media);
- stimulating a different storytelling about career and job opportunities for women/men (WP3 - Challenge aimed at creating alternative storytelling to propose different representations of gender roles in the labour market)
  - providing role models and inspiring examples (WP4 -Road show with companies and professional associations, through the involvement of testimonials).

## 1.2 Needs analysis and specific objectives

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

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

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

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

The **EU gender equality strategy for 2020–2025** strives for a union of equality, where women and men can pursue their chosen path in life in a society free from violence and stereotypes, where leadership is shared equally and where individuals thrive in a gender-equal economy. The EU has also long demonstrated its dedication to gender equality through its international commitments, such as the Beijing Platform for Action and the United Nations 2030 agenda for sustainable development. Between 2010 and 2018, the **Gender Equality Index score rose in the EU as a whole and in all the Member States, although the pace of progress is slow overall and varies a lot by Member State. Gender segregation across sectors and occupations and across fields of study is a well-documented, deeply rooted inequality in the EU.** Women still account for the majority of employment in education and human health and social work (over 70 %) and also of service, sales and clerical support workers (over 60 %). In contrast, women are severely under-represented in certain jobs in science, technology, engineering and mathematics – for example, they account for less than one in five ICT specialists. These sectoral and occupational gender imbalances contribute to disparities in the quality of jobs held by women and men and the higher concentration of women in part-time, temporary, low-paid and precarious employment (EIGE, 2020b; Eurofound, 2015). The segregated nature of the EU labour market came into the spotlight during the COVID-19 crisis as, on the one hand, women were overrepresented in certain essential occupations (such as healthcare and social work), but, on the other hand, also accounted for a majority of workers in some of the most severely affected economic sectors and occupations (such as accommodation and food services and domestic services). **The concentration of women in the worst-affected jobs and also in precarious employment helps explain the widening of some gender disparities in the labour market during the pandemic:** for example, women account for 69 % of the job losses registered among part-time workers aged 15–64 (EIGE, 2021). With regard to young people, among **young people involved in job training there is a clear difference between girls and boys (men and women) in terms of choice of jobs:** whereas women still tend towards health, education and social care jobs (76,2% of applicants), men are more likely to seek employment in technical, economic and scientific areas (63,1% of applicants). (Source: *Vocational Training Report 2019 of the German Federal Ministry of Education and Research*). Barriers are, among other things, to be found in **the familial and wider social environmental (including peer groups), social media and advertising;** they are ground in the expectations and behaviour deriving from the cultural norms and values that are demonstrated in those environments. This leads to feelings of limited self-worth and confidence among girls and women about their abilities and usefulness. It also results in worse access to job prospects and decreased uptake of jobs in certain sectors for girls and women. This is evident right from the very early ages of job orientation activities starting in kindergarten. **Among young people regularly using social media, 57% of young men and 35 % of young women were of the opinion that women’s role was primarily to take care of the home and children** - questionnaire of 1000 young people aged 14-32. (Source: *2019 Report on “role models in social media and their effect on gender equality, Plan International, Germany*).

With regard to the different partner countries involved the project:

**In Greece** women still seem to be at a disadvantage, women violence is rising and gender stereotypes are persistent in all life sectors. With 52.5 out of 100 points, **Greece ranks last in the EU on the Gender Equality Index for 2021**. It seems that traditional roles and gender stereotypes are still persistent among the Greek society, especially in rural areas where women are more likely to hold fast to traditional notions of domesticity. In work indicator on the Gender Equality Index for 2021 the country holds the second worst position among the EU countries with 33% FTE employment for women, much lower comparing to 50% of men. Likewise, women still learn less than men.

**In Bulgaria**, the Gender Equality Index for 2020 shows that Gender inequality in employment has increased, especially for some groups. **It is much greater between people from couples with children and among those aged 25 - 49 years**. Since 2010, the risk of poverty has increased by 1 percentage point for both women and men. Poverty rates are among the highest in the EU. Most often, the people at risk of poverty are women and men with low levels of education (47% and 43%), single women (46%), women with disabilities (34 %), and women aged over 65 (35 %).

With 83.8 out of 100 points, **Sweden ranks 1st in the EU on the Gender Equality Index**. Despite being the lead in gender equality, the wage differences between genders persist; **women are under-represented on private company boards, in senior management positions, in many well-paid and influential professions and among entrepreneurs**. There's also a staggering gender wage gap between immigrant women and native-born male. The concept of intersectionality truly affects the Swedish citizens belonging to one or more marginalized groups. This interchained relationship between gender, race, and Religion really plays a huge role in determining equality in Sweden.

With 72.0 out of 100 points, **Spain ranks 8th in the EU on the Gender Equality Index**. Spain's score is 4.1 points above the EU's score. Since 2010, its score has increased by 5.6 points. A slight increase (1.9 points) has been achieved since 2017. Gender inequalities are most pronounced in the domains of time (64.0 points) and knowledge (67.6 points), although the latter is one of the highest scores among all countries (ranking 6th).

With 67.5 out of 100 points, **Germany ranks 12th in the EU on the Gender Equality Index**. Germany's score is 0.4 points below the EU's score. Gender inequalities are most pronounced in the domain of knowledge (54.0 points), and Germany ranks 25th in this domain because More women than men are studying education, health and welfare, or humanities and the arts.

With 63.5 out of 100 points, **Italy ranks 14th in the EU on the Gender Equality Index**. Its score is 4.4 points lower than the EU's score. Gender inequalities are most pronounced in the domains of power (48.8 points), time (59.3 points) and knowledge (61.9 points). Italy has the lowest score in the EU in the domain of work (63.3 points).

**Knowledge and work are domains where there is most room for improvement in the majority of partner countries involved** (Germany, Italy, Spain, Bulgaria and Greece).

The project intend to tackle gender stereotypes among young people in order to encourage and enable girls and boys/ women and men to choose educational paths and occupations in accordance with their abilities and skills and not according to the influence of gender stereotypes in these domains.

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

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

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

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

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

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

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

HEY PEOPLE! project builds on results of previous projects and initiatives carried out by partners.

In particular, **Aretès** has tested the MEDIA EDUCATION in several interventions and in the EU project “On-Off” which was aimed to prevent online Gender based violence through the development and use of specific Intervention Strategies based on Media Education and emotionally engaging methods. The methodology of the intervention can be adapted to the HEY-PEOPLE project. In Germany **DATEY** tackles gender equality in all its training activities; during training activities videos are used showing women working in what are often taken to be typical male occupations, such as technicians, carpenters, mechanics, then certain scenes are simulated in the classroom because visual and role-playing activities have a stronger impact. Furthermore, the HEY PEOPLE project will complement a series of initiatives carried out in Germany at the regional level such as the “Vocational ambassadors” initiatives (mentor younger people and answer their questions while also showing opportunities of girls to work in STEM and other areas); also there is a synergy with the “Ada-lovelace-project”, organized by the regional Ministry, which foresees 2-week workshops as part of vocation orientation programmes that connect young people to different job training programmes where they can gather practical experience; the focus is on opening up new opportunities for girls.

The project also complements with the training courses that the **Diversity&Inclusion Institute** in Greece provides to various companies on diversity management. From the communication point of view the project complements several initiatives carried out by the Spanish partner, **Domestic Data Streamers**, such as:

-“You had to be a Feminist” - An exhibition about the need of feminism nowadays; DDS created an exhibition on the topic in Catalonia along with curator, activist and writer Natza Farré. The focus was to map the current environment and bring out the daily sexism that patriarchy sadly still manages to impose; to shed some light on those topics that are still unsolved since the 70s like equal pay or the gender gap in healthcare.

- UN Women Publications; since 2020 DDS have held an extension of the Long Term Agreement with UNWOMEN to provide different design services such as design and publications, but also exhibitions. One of the first results was the graphic design of the “Primer for Parliaments on Gender Sensitive Responses to COVID-19”.

**Eu Diaspora Council** designs and implements new solutions that impact the community and society at large. EDC implements conceptual, process, product, or organizational change using modern and proven techniques which are used in seminars and formative training aimed to organizations, social workers, and youths.

The Province of Modena is promoter of the **Provincial Permanent local committee for gender policies**, aimed at planning and implementing initiatives and projects finalised at pursuing the promotion of equal opportunities, and the prevention and the fight against gender-based violence. From January to July 2020, the Province strengthened its commitment aimed at spreading effective conditions of equal opportunity between women and men in our territory, through the implementation of an information and awareness campaign, in order to prevent and combat discrimination at work and violence against women.

HEY PEOPLE! project complements also with initiatives carried out in Bulgaria by the **Future Now Association** such as the GUIDE Project “Outlining successful strategies against gender-based violence” focused on constantly-improving methods for youth work to combat it. Another example is the “Re-Group Project: Reinforced and upgraded youth group methodology on building healthy relationships” which deals mostly with gender inequality, violence, and healthy relationships in early adolescence.

Activities with the main target groups will be implemented in 5 partner countries (Italy, Greece, Bulgaria, Sweden and Germany): young people and trainers/educators will have the opportunity to meet, interact, confront about the project issues both online and in presence.

The consortium well represents the **diversified situation at the EU level** as it includes countries with very different ranking in the EU Gender Equality index: **from Sweden which ranks first to Greece which was last in the EU Gender Equality Index 2021**. However, even in the best positioned countries there is room for improvement; in Sweden for example there’s a staggering gender wage gap between immigrant women and native-born male. The concept of intersectionality truly affects the Swedish citizens belonging to one or more marginalized groups.

The different background of partners and their experience in tackling gender inequalities with young people and marginalized groups will allow a positive exchange of strategies and practices and the definition of an intervention method applicable also in other EU countries considering the geographical spread and representativeness of the partnership in terms of different situation of EU countries with regard to the gender equality issues.

With regard to its **INNOVATIVE ASPECTS the project:**

- raises awareness about the harmful communication mechanism of social media, by using the **MEDIA EDUCATION approach**, where media (social media in particular) are both content and tool; this approach is hardly used to increase awareness about harmful effects of social media on stereotyped representation of gender roles;
- combines very effective **engaging strategies** and methods such as: the **gamified scenarios** to stimulate active role playing, the active creation of storytelling by young people, and a **virtual challenge among different national teams**, thus stimulating international comparison and debate about key issues through a gamified context;
- will use **innovative communication and engagement strategies**, by developing, for example, a **gamified web app platform with an online quiz, infographics and data visualizations** to engage young people in the different phases of the project.

## 2. QUALITY

### 2.1 Concept and methodology

#### Concept and methodology

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

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

The project will use a mix of methodologies which are the more suitable to tackle gender stereotypes and stimulate debate and change of mindset among young people.

WP2 workshops will be based on a combination of two innovative approaches:

**MEDIA EDUCATION** approach (ME), an innovative methodology promoting educational paths where media are both content and tool. It is a training and learning process that strengthens people's ability to accede to communication means, analyse and evaluate their messages and techniques, produce own messages of different kinds. Media propose ideas and images influencing our idea of reality and their pervasiveness is increasing because of the spread of new technologies. However, their representation of reality is not objective. Through ME, young people will interpret and consciously judge media messages about gender roles, stereotypes and behaviours and will become more virtuous users and producers of media messages. In order to be more effective, the Model foresees interactive, experiential and emotionally engaging activities as this stimulates learning, empathy, mind-set and behavioural change. Participants are actively involved, for ex. playing a stereotype role and are stimulated to feel emotions linked to online stereotyped representations of gender roles. Young people will reflect on their feelings as audience and as involved character, become more conscious of the harmful effects of these representations.

MEDIA EDUCATION will be combined with the **SocioTherapy approach** (ST) treating diseases caused by an unaware and wrong use of new technological media (Benvenuti L., "Malattie mediali", 2002; Benvenuti L., "Lezioni di socioterapia", 2008).

The focus is on communication, meant as process aimed to influence people behaviours and relations (M. McLuhan, "The Gutenberg Galaxy: The Making of Typographic Man"; M. Prensky, "Digital Natives, Digital Immigrants", 2001). Through the analysis of behavioural change, ST will: 1) describe specific representations of different actors, different use of new technologies and personal critical capacity to deal with stereotyped representations of gender roles 2) provide information on the impact of the intervention on young people perception of project contents 3) provide feedbacks on strengths and weaknesses of the intervention.

The MEDIA EDUCATION approach will be accompanied by the use of **SIMULATION SCENARIOS** on gender roles. The simulation scenarios will be an innovative mix between real-life practices and a gamified experience, which will immerse the players in an authentic and stimulating environment. In order to realize specific scenarios partners, under the guidance of the Future Now Association, will collaborate to the following activities: Research and brainstorming of content; Create the Storyboard (structure); Design visual elements; Design scenarios; Demo meetings, testing and validation of scenarios.

WP4 (Road show with companies and professional associations, through the involvement of

testimonials) will be based on the use of “**Inspiring practices**”. The examples provided by women entrepreneurs and professionals in sectors/ roles still not easily accessible to women is an approach which is very effective in shifting mindset and encouraging young girls/boys in choosing career and educational paths not influenced by gender stereotypes.

*The target of educators and trainers will acquire methods and tools to replicate workshops based on storytelling techniques with other groups of young people.*

*HR managers, trainers/educators, responsible of labour market policies will be involved and made more aware about gender stereotypes trough:*

- *Online challenge: stakeholder representing the second target group will be invited to the online challenge and “communication products” created by young people will help to disseminate a different way of communicating about gender roles in the labour market;*
- *Work café: during work café facilitators will stimulate debates among participants in order to tackle gender stereotypes in different working environments/productive fields;*
- *Meetings with testimonials (Inspiring practices) will be aimed both at young people and at the second target group in order to disseminate good practices and success stories in different contexts and working environments.*

## 2.2 Consortium set-up

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

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

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

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

The consortium is a well-balanced mix of organizations of different nature (research organizations, NGOs, public authorities, communication company) and with expertise in several fields: social research, social innovation, education, training and capacity building, communication and engagement strategies.

In particular:

**ARETES (IT)**, project leader - has 15 years of experience in social applied research, training education and skills development. The staff involved has expertise in Media Education, SocioTherapy and EU projects. Main responsibilities include: coordination of WP1 Management and of Task 2.1 “Definition of the intervention model: programme, contents, materials and methodology to be used during the workshops”.

The **Province of MODENA**: is a public authority and deals with gender equality policies as it is promoter of the **Provincial Permanent local committee for gender policies**, aimed at planning and implementing initiatives and projects finalized at pursuing the promotion of equal opportunities, the prevention and the fight against gender-based violence. Main responsibilities include: coordination of Task 4.3 - Definition of policy recommendations aimed at policy makers and professional associations aimed at counter gender stereotypes in the labour market; Provincia of Modena, will contribute together with Aretes, to organize workshops and activities targeted to young people at the local level.

**Associated PP in Italy:** Centro Luigi Ferrari manages "In-ForMedia" which aims to: - raise awareness

of the media of school and non-school realities, - training of teachers and educators. In recent years the center has created media education workshops with about 1500 young people from different schools, collaborating with teachers, educators, animators, young people and families.

**Eu Diaspora Council (EDC)** is a non-profit organization based in Stockholm, Sweden. EDC is a research organization and has experience in initiating, planning, implementing and evaluating projects. EDC will bring to the project its expertise in SOCIAL INNOVATION, as it designs and implements new solutions that impact the community and society at large. EDC has experience in RESEARCH as well as in TRAINING and Capacity Building by using both formal and non-formal education methods in seminars, workshops, webinars, and training activities. Main responsibilities include: coordination of WP2 "Analysis of representation and self-representation of women and gender roles in social media"; task 2.2, 2.5; Task 3.1 "Launch of the online challenge Engagement of young people in each partner territory (challenge rules, objectives and final award)";

**Associated partner in Sweden: Nordic Diaspora Forum**, activities of the forum are directed to stimulate youth active citizenship and are inspired on the principles of human rights and democracy, equal opportunities; the actions undertaken by the forum aim to promote the value of social inclusion, peace and nonviolence, interculturality and to spread the message of European diversity.

The **Future Now Association (TFN)** is a Bulgarian youth NGO that implements different initiatives to contribute to the development of young people, to represent and protect the interests of young people, to support, promote, and develop democratic values of civil society and protect freedom, dignity, gender equality and inclusion of children, young people and vulnerable groups of society. The association will bring its experience in engaging, educating and training young people through the creation of suitable motivational or supplementary educational materials, relevant public policies, public discussions and enhancing structured dialogue as an innovative alternative of communication between youth and policy-makers. Main responsibilities include: coordination of WP3 "Online Challenge"; task 3.2; Task 4.2 "Inspiring Stories"; Task 5.2 "Web site implementation"; Task 5.4 "Social media".

**Associated partners in Bulgaria are:**

- "Nadejda CRD", a non-governmental organisation from Sofia, working with both youngsters with behavioural problems, people at the end of social exclusion and people with disabilities.

- SDRUJENIE MAVERICK, a NGO working with young people.

**Diversity&Inclusion (D&I)** was established in 2021 in Athens, Greece, aspiring to promote equal opportunities and diversity respect in the workplace. Its ultimate goal is to develop an inclusive labor market and society in which equal opportunities are offered to all their members, diversity is respected and no form of discrimination and intolerance takes place. The staff of D&I will bring its experience in:

- training and professional development activities for companies/organizations, equipping them with the necessary knowledge, orientation, tools and skills to successfully manage and support diversity in the workplace; - implementation of awareness raising activities & development of awareness materials, digital tools and platforms & OERs for youth workers, educators, HR managers, young people; -carrying out initiatives to fight stereotypes and discrimination and promote inclusion of all in the labor market and all the social and life sectors. Main responsibilities include: coordination of: Task 2.3, 2.4 and 2.6; Task 3.4 "Online Challenge (presentation of the storytelling created and debates among national teams).

**DATEY** is an established private training company headquartered in Germany. With a focus on skills training and labour market integration measures, DATEY works under contract for the German Ministry for Labour and its agencies, the Federal Office for Migration and Refugees as well as for other public bodies and private entities. DATEY will contribute to the project by sharing its expertise in tackling gender inequality which is a central, transversal issue in all its training classes; administrative and teaching staff address this issue in various ways with the aim of empowering all students, including young women and young men - Main responsibilities: include coordination of WP4, Task 4.1 and will collaborate with Province of Modena in elaborating "Policy Recommendation" (Task 4.3).

**DOMESTIC DATA STREAMERS (DDS)** is a for-profit strategic communication consultancy studio providing research, design and strategy services to multinational clients. DDS creates digital and analogue communication campaigns that catalyse impact through interactivity and storytelling. DDS will bring to the project its expertise in defining innovative communication and engagement strategies based on the use of infographics and data visualizations techniques, gamified web platforms/app; they will not implement activities with young people at the local level.

Main responsibilities include: coordination of Task 3.4; WP5 and main tasks of WP5.

## 2.3 Project teams, staff and experts

Project teams and staff		
<i>Describe the project teams and how they will work together to implement the project.</i>		
<i>List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. and describe briefly their tasks. Provide CVs of all key actors (if required).</i>		
<i>Note: Please ensure a gender-balanced representation in the composition of project teams and staff performing the action.</i>		
Name and function	Organisation	Role/tasks/professional profile and expertise
Giovanni Bursi	Aretès	Project manager, trainer, researcher on social sciences and humanities
Valeria Ferrarini	Aretès	Social Researcher, project manager
Simona Melli	Aretès	Social Researcher
Raffaella Fomini	Aretès,	Project manager, evaluator, trainer
Thelma Hausman	Datey	Project manager, social media manager, trainer (Media Studies)
Erica Eyrich	Datey	CEO, Expert in training and education with a focus on labour market integration
Herbert Benra	Datey	Junior Adviser, Technical and job placement expert
Vaso Bellia	Diversity&Inc	Project manager and IT expert in EU funded projects
Katerina Psicha	Diversity&Inc	Expert in communication and journalism, diversity expert
Martina Nadal	DDS	Project manager
Marta Trzaska	DDS	Project coordinator, Social Impact Manager
Natalia Santolaria	DDS	Creative Concept, social media campaign designer
Pedro Lipovetzky	DDS	Art director, creator of visual identity for the project
Zack Adam	EDC	Chairman, project manager
Mustaf Ahmed	EDC	Researcher& Trainer
Suzy Osman	EDC	Communication officer and social worker

Rosaliya Kasamska	Future Ass.	Now	Project Manager, experts in training projects for vulnerable groups
Raya Tsvetkova	Future Ass.	Now	Researcher, youth worker and project manager
Ali Honaramiz	Future Ass.	Now	Youth worker, project manager and information manager officer
Gambarini Patrizia	Prov. Modena	Of	Deputy Secretary General
Irene Calzolari	Prov. Modena	Of	EU project manager, trainer
Stefano Trota	Prov. Modena	Of	Project officer

The project will be managed and carried out by internal staff of the partner organizations. The Project leader (Aretès) will have a staff of 4 people dedicated to the project: Giovanni Bursi, project coordinator and social researcher, Valeria Ferrarini, social researcher and financial manager, Simona Melli, social researcher and Raffaella Fomini, trainer, expert in evaluation and management of EU project.

The other project partners will have a staff made up of social researchers and trainers, social and youth workers with experience in developing training and capacity building initiatives targeted to young people and vulnerable people. All the group of social researchers, trainers and youth workers will collaborate to design, implement and validate the intervention model and will carry out the activity with main target groups at the local level. The Spanish partner DDS will have a key role in designing and implementing the communication and engagement strategy and will have a key staff of communication and social media expert.

**The 70% of key staff involved in the project are women;** detailed CV of key staff are attached.

**Outside resources (subcontracting, seconded staff, etc)**

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

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

HEY PEOPLE project will be carried out by in-house staff.

**2.4 Consortium management and decision-making**

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

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

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

The consortium will adopt an organizational structure which will consist of **1 Executive Board** made up of: 1 Project manager (lead partner), 1 Financial Manager (lead partner), 1 representative per partner. The **Executive Board (EB)** will be responsible for the strategic management of the project; this involves assuming overall responsibility for implementing the work plan according to the set deadlines, identifying corrective measures in case of unexpected problems, ensure proper financial administration and implementation of the project according to the provisions contained in the Contract. The Executive Board members will meet during project meetings and when needed to solve urgent and critical aspects of the project. The Project Manager has the overall responsibility in relation to the European Commission (EC – Project Officer). On a partner level, project activities will be managed by a local project coordinator who will be also member of the Executive Board. Internal communication tools have been partially set up during the preparation phase of the proposal, such as video-calls and online meetings, emails and a file sharing systems. Nevertheless, after the approval of the project, rules about their use will be shared in order to ensure effective communication among partners and avoid any loss or delay in the exchange and sharing of information and materials. A data sharing and exchange platform will be made available by the Lead partner to share all project materials and documents; it will support the monitoring of the work done through customizable e-mail alerts that will be sent when deadlines approach or when they are exceeded. Each activity can be commented on and its progress tracked. Partners will use the same tool to send their reports on their activities, as well as to enter the

results obtained.

A total of 8 project meetings will be organized during the project: **4 meetings in presence and 4 online meeting:**

-**kick off meeting** (1<sup>st</sup> month of the project), hosted by in Diversity&Inclusion in Greece, will be dedicated to share the updated workplan, agree on communication rules, illustrate budget and financial rules;

- **second online meeting** on 3<sup>rd</sup> month; -**3rd project meeting** (6<sup>th</sup> month of the project), hosted by Future Now Association in Bulgaria; will be dedicated to check state of the art of WPs and, in particular, of WP2 and the “intervention model definition”. -**4<sup>th</sup> online project meeting** on 10<sup>th</sup> month; -**5th project meeting** (14<sup>th</sup> month of the project), hosted by Datey in Germany, to check state of the art of activities and, in particular, share results of WP3 Task 3.2 - Creative storytelling workshops and agree on how to lunch and implement the online Challenge; - **6<sup>th</sup> online project meeting** on 18<sup>th</sup> month; - **7<sup>th</sup> online project meeting** on 22<sup>nd</sup> month; -**8<sup>th</sup> project meeting** (24<sup>th</sup> month of the project) hosted by the Province of Modena in Italy, to share and discuss about results, impacts of the project and share the exploitation strategy. At the meetings will take part 2 representatives per partner (only 1 for the spanish partner Data Streamers); the final conference will be organized during the final meeting.

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

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

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

*Describe the methods to ensure good quality, monitoring, planning and control. Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable. **Note:** The monitoring and evaluation strategy should also incorporate gender and non-discrimination considerations in order to measure changes and assess impact on gender equality issues. The indicators should be gender responsive so that they can measure gender equality changes over time. For instance, a gender responsive indicator can measure the increase in women’s rate of employment or changes in social attitudes towards gender roles in work-life balance. The evaluation should be participatory and inclusive to all stakeholders, ensuring that women’s and mens voices are prevalent throughout the entire evaluation process.*

In order to ensure a constant monitoring of the project activities, of the results achieved and of the activities and outputs’ quality, the lead partner will form a **Project Coordination Group** consisting of 3 internal figures:

a) Project Manager / Coordinator - Giovanni Bursi; b) Financial Manager - Valeria Ferrarini; c) Evaluator of the quality of the project outputs and results - Raffaella Fomini

A. The **Project Manager (PM)** will be responsible for the coordination and general monitoring of the activities, ensuring that the activities are carried out on schedule and will report timely to the EU Commission any critical and problematic issue. The PM will carry out periodic assessments of the activities’ progress, in order to identify any deviation from the original plan in time, to examine the causes, to elaborate and adopt corrective actions, as well as to verify the opportunity for improvements and adaptations. He/She will manage the relationships with the partners, coordinating all the meetings, both face-to-face and online, that will be organized during the project.

B. The **Financial Manager** will be responsible for administering the European financial contribution and will provide constant support to the partners in the management of all administrative and financial aspects and in the monitoring of expenditure; each partner will have to identify an internal financial manager who will check that the expenses are made in compliance with the provisions of the CERV Programme and with national and European legislation.

C. **The Evaluator** (figure within the lead partner) will support the PM in assessing the achievement of the expected outputs and results and will evaluate their quality according to the criteria established in the **Quality Assurance and Risk Assessment Plan**, which will be shared and approved by the partners during the first project meeting.

Questionnaires will be administered both to partner organizations and to the target groups, data will be anonymous and disaggregated by gender, age, target. The evaluation will allow verifying the effectiveness, efficiency, impact and sustainability of actions implemented, confronting strategic objectives pursued, effects obtained and possible replicability of achieved results. The evaluator will produce an **Intermediate Evaluation Report and a Final Evaluation**. The Final Report will be an important tool for the project replicability and follow-up. Both Reports will be published on project website.

The **Questionnaires to partner organizations** will be focused on the following aspects (with relative

indicators): i) Quality of the Outputs; ii) Quality of the Governance (n. project meetings; n. of participants; PPs involvement; n. of bilateral meetings, ecc.); iii) Quality of the Communication (effectiveness of internal communication tools, PPs satisfaction;)

The **Questionnaires administered to main target groups** will evaluate:

-For the young people the following aspects: i) Level and Quality of the Participation: n. of participants, n. of dedicated hours, level of emotional engagement; level of participation during activities; etc.; ii) Satisfaction and Feedback of participants: positive reactions/feedbacks with regards to the proposed activities; iii) Behavioural change: through the Socioterapy approach will be evaluated the impacts of the intervention on young people perception of project contents - **Questionnaires will be administered to all young people directly involved in the workshops (AT ELAST 135 QUESTIONNAIRES);**

- For educators/trainers the following aspects: i) Quality of the Innovation: level of comprehensiveness/clarity/effectiveness of the intervention model; ii) Quality of the Participation (n. of workshops implemented, n. dedicated hours, n. participants; participants' satisfaction. - **Questionnaires will be administered to all trainers/educators directly involved in workshops and training activities (AT LEAST 70 trainers/educators)**

**Further questionnaires will be administered to all key stakeholders involved in project events (i.e. work café, dissemination events, online challenge) - AT LEAST 100 people per country (HR managers, representatives of professional associations, responsible of gender polices, eccc.**

**DATA collected from questionnaires will be analyzed with sociometric techniques...**

## 2.6 Cost effectiveness and financial management

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

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

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

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

The financial management will be coordinated by ARETES who has a strong financial and accounting expertise and will have a financial manager dedicated to the project.

In particular, the control of the budget and economic management of the project will be guaranteed by the Financial Manager (FM) who will report to the lead partner + 1 Local financial contact for each partner. The FM will provide constant support to the partners, providing practical and operational indications on how to manage a project funded by the CERV programme, FM will prepare the forms that the partners will have to fill in periodically with updated data on the activities and costs incurred (in order to monitor the level of expenditure). The lead partner will use this tool to support partners in any difficult conditions and to monitor the activities and economic management at local level.

During the first Project Meeting all the information necessary to ensure a correct financial management and compliance with project timelines will be provided. In particular:

- the Financial Guidelines, made available by the European Commission, will be illustrated in order to clarify the new funding mechanism as well as the reporting method and tools that will be used;
- Partners will be provided with detailed information about the management and implementation methods of the project: Gantt, detailed Action Plan, distribution of responsibilities among partners, detailed budget, monitoring, collaboration and communication mechanisms between partners, ecc.
- the role of each partner will be explained in detail, with relative timing, expected results and financial allocations in line with the project budget. Any changes in the budgetary allocations will first be agreed by all the consortium players and subsequently proposed to the European Commission for approval.

Internal reports of the project, including Financial Reports, will be produced and shared every six months.

The project budget has been estimated taking into account the "value-for money-principle". The budget allocated to the personnel has been calculated taking into account two parameters: average staff costs per country and the effort required to each partner, according to WP and task responsibilities. With regard to travel costs the minimum number of participants has been taken into accounts for project meetings and training; travel costs have been estimated taking into account average subsistence costs indicated by EU

programmes. Budget for other goods/services is related to costs for the organization of workshops/training activities for young people or dissemination events.

### 3. IMPACT

#### 3.1 Impact and ambition

##### Impact and ambition

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

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

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

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

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

**ON YOUNG PEOPLE (direct target group) - AT LEAST 135 young people:**

**Short term impact:**

- increased awareness of the harmful communication mechanisms of social media reinforcing existing

gender stereotypes;

- increased awareness of different career opportunities/choices, not influenced by gender stereotypes;
- increased level of capacity to produce alternative storytelling on gender roles related to professional/career choices;

**Medium/long term impacts:**

- young people directly involved in the project will be less influenced in their education/career choices by gender stereotypes;
- greater access of young girls/boys and women/men to employment opportunities not traditionally open to respective gender.

**ON EDUCATORS/TRAINERS/TRAINING INSTITUTIONS - AT LEAST 70 PEOPLE**

*1) Increased awareness about gender stereotypes related to professional roles existing in social media - Measured through pre and post assessment questionnaires filled out by educators/trainers directly involved in activities - TARGET: at least 80% of educators/trainers will become more aware.*

*2) New methods and tools acquired to stimulate alternative "storytelling" - Measured through pre and post assessment questionnaires filled out by educators/trainers directly involved in activities - TARGET: at least 80% of educators/trainers will have acquired new tools/methods*

*3) Increased awareness (of youth organizations, HR managers, decision makers of public agencies) about how to promote policies and communication activities tackling and fighting gender stereotypes in the labour market - Measured through assessment questionnaires filled out by key stakeholders involved in project activities (i.e. work café, meetings with testimonials, dissemination events) – TARGET: at least 80% of stakeholders will become more aware.*

*The target of educators/trainers who will take part in all the training/workshop activities will benefit, as well as the young people, from a change of perspective in the communication of gender roles related to the labour market.*

*Educators, trainers and HR responsible will be involved also in work café and will be one of the key target group of the "Creative Diversity Management Communication Guidelines" which will help them in avoiding gender stereotypes in relation to professional roles.*

*Project partners and associated partners are able to involve the second target group in different project activities (training, online challenge, work café, meetings with testimonials, dissemination events). The involvement of educators/trainers of other organizations as well as of HR managers and responsible of labour policies in private/public agencies and authorities will help to ensure a multiplier effect through the dissemination of the guidelines and methods developed by the project in different contexts: formal and informal education sector, labour market and enterprises (in particular, through the involvement of public authorities responsible for labour market policies, employment services providers, professional associations and SMEs).*

**ON PEOPLE RESPONSIBLE OF GENDER POLICIES in private/public institutions-**

**Short term impact:**

- increased attention in avoiding stereotyped representations in communication processes and products targeted to young people;

**Medium/Long term impact:**

- increased type and number of strategies aiming to fight gender stereotypes in the labour market.

**AT LEAST 100 PEOPLE per partner country - 600 in total**

### 3.2 Communication, dissemination and visibility

#### Communication, dissemination and visibility of funding

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

*Describe how the visibility of EU funding will be ensured.*

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

The communication and dissemination strategy of the project will be trasversal to all activities with the aim to: Define and implement a strategy of involvement and communication that accompanies each phase of the project; Engage key target groups of the project; Raise awareness about issues tackled by the project among key stakeholders and the wider public; Ensure the transfer and replication of the intervention model.

#### **Main target groups of communication and dissemination activities will be:**

- **Young people aged 14-25 years old: not only those directly engaged in project activities but alos wider groups of the communities involved;**
- **Educators/trainers/employment counsellors** working in training centers, youth organizations,
- **Representatives Public authorities and agencies** dealing with labour and gender policies
- **HR managers** in public and private organizations.

Communication strategies will also reach the following key stakeholders at the local/regional/national and EU level:

1. Youth associations, NGO working with young people, in particular, disadvantaged groups;
2. Training centers, secondary schools and other institutions providing training targeted at young people;
3. Public authorities dealing with gender policies, labour policies and education;
4. SMEs and trade/professional associations;
6. network of educators at national and EU level;
7. international organizations dealing with

gender policies.

A comprehensive Communication and Dissemination strategy will be elaborated during the first two months of the project and reviewed on a yearly basis throughout the project. **Gender considerations and approaches for social inclusion will be included. An exploitation plan will be realized at the end of the project.**

Main activities and channels to reach the target groups and stakeholders will be:

**A) Dissemination of communication products/materials**

**Classic dissemination materials:** Promotional e-leaflet: HEY PEOPLE will be introduced via an **e-leaflet** that describes the aims and aspirations of the project and shows how to get involved. It will be tailored to all state of the art electronic formats.

**Final leaflet:** a final leaflet will be realized to summarize main results and achievement of the project in electronic format, in all national languages + English.

**Press releases:** A series of press releases will be produced to be published in newspapers and publications at local/national level to reach a more general public.

**B) ONLINE ENGAGEMENT TOOLS**

HEY People project will use a mix of online communication tools:

**Web site** - A project website with 5 sections (with texts, photos, infographics) developed in English + 6 national languages

**Gamified APP** -A gamified web app platform with online quizz, infographics and data visualizations will be realized to engage young people in the different phases of the project.

**Social media channels and targeted online campaigns**

Social media channels will be used as the main communication channel with young people. Main events and project results will be launched/disseminated through social media channels (Instagram, FB, Twitter). A first social media campaign will be launched to attract young people to WP2 and WP3 activities in order to ensure engagement and high participation.

During the Challenge planned in WP3 a second online campaign will be realized to disseminate the outputs of T3.3 and launch an online voting campaign (presentation of the storytelling created by national teams of young people); a landing page with an online survey to vote the different creations and 1 dissemination report with the results will be realized.

**C) DISSEMINATION EVENTS** Stakeholder engagement (each partner territory will define a map of key stakeholders and will organize at least 2 events during the project lifetime: 1 launch event, at the beginning of the project; 1 webinar/final conference to present and disseminate main project results and promote the replication of the model.

**3.3 Sustainability and continuation**

**Sustainability, long-term impact and continuation**

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

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

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

The Sustainability Plan will describe potential follow-up through own/public/private/EU support.

PPs will support the use and development of the model and main results of the project through their own staff. They will continue to use the training model/programme and materials in their training/capacity building events targeted to young people, educators/trainers and professionals. The Province of Modena will directly integrate policy recommendations (WP4) in the implementation of its gender policies; all PPs collaborate with public authorities at the regional/national level and will promote the use and adoption of policy recommendations.

Furthermore, the HEY PEOPLE project aims to create at a local and international level a community of teachers, educators, training agencies, trade and professional associations capable of activating virtuous communication mechanisms tackling gender stereotypes in the labour market. This community, constantly involved and informed about the project, will ensure a wide use of main project results.

Main outputs of the project which will be widely disseminated are:

**The Creative Diversity Communication Guidelines (WP2); The Policy Recommendations (WP4)**

**- The Gamified app (WP3)**

All products will be Open Source and downloadable in free download. The outputs are in fact conceived to be transferred to other contexts, adapted or re-adapted by third parties to the needs of their territories and target groups, without there being any increase in costs or sums to invest. The project can therefore be of support to all organizations operating in the field of youth education and training, employment and labour policies. Advocacy actions and search for calls for new projects will be implemented. With a view to sustainability of the project, starting from the results of HEY PEOPLE, the partners intend to continue to collaborate to carry out initiatives aimed at increase the level of awareness about gender stereotypes in the labour market.

### 3.4 Timetable

Timetable (projects up to 2 years)																								
<i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i>																								
<b>Note:</b> Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.																								
ACTIVITY	MONTHS																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
WP1 T 1.1 - Preparatory activities																								
WP1 T1.2 - Project management																								
WP1 T1.3 - Monitoring & evaluation																								





## 4. OTHER

### 4.1 Ethics and EU values

#### Ethics and EU values

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

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

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

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

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

HEY PEOPLE! staff include psychologists, social and youth workers, with experience with vulnerable groups and will ensure that rights, dignity and wellbeing of participants with social/cognitive problems is assured in all project phases. A special attention will be dedicated to this issue during the training of trainers. Furthermore, HEY PEOPLE! will treat sensitive issues: gender stereotypes and objectification of girls/women; psychological, emotional and social consequences; discrimination and vulnerability. The involvement of PPs with experience and know-how on how to deal with these issues will assure that they will be addressed effectively. The project foresees analysis and evaluation activities where the privacy and security of data treated have to be assured. All information will be collected anonymously.

The project deals with virtual behaviours and the level of acceptability of online stereotyped representations of women/girls. Therefore, the development of a digital ethics will also be part of the intervention.

**At project beginning all partners will develop a common Child Protection Policy (CPP). The aim is to ensure that the dignity, rights, wishes and feelings of young participants are respected; the environment where they will be involved is appropriate, safe, and protected; all staff involved take into account, in all activities, the interests and wellbeing of teenagers; data protection and confidentiality are assured. It will be presented and approved during meeting and a training session for trainers will be made during the Training of trainers. PPs' trainers will be carefully chosen for their background in the education field, interest in the project topics, sensitiveness and ability to transfer delicate contents, absence of criminal/inappropriate conduct (such as prejudice or intolerance, lack of self-control, etc.). As children' rights and dignity have to be safeguarded also among peers, PP will foresee measures to avoid episodes of bullying or other harmful/hurtful behaviours. Each PP has its own internal rules concerning child protection. The adoption of a uniformed CPP is an important element in term of common vision. PPs will find the best synthesis and the new CPP will be helpful also for their future activities.**

## 4.2 Security

<b>Security</b>
Not applicable.

## 5. DECLARATIONS

<b>Double funding</b>	
<b>Information concerning other EU grants for this project</b>  Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).	<b>YES/NO</b>
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
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<b>Financial support to third parties (if applicable)</b> If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project's objectives.
N/A

## ANNEXES

### LIST OF ANNEXES

#### Standard

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

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

Annual activity reports (annex 3 to Part B) — mandatory, if required in the Call document

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

#### Special

Other annexes (annex 5 to Part B) — mandatory, if required in the Call document

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	01.04.2021	Initial version (new MFF)

History of changes between your proposal and Annex 1 to the Specific Grant Agreement "Description of the Action"

Please state whether you have made any changes in the data entered in <b>on-line forms</b> in the participant portal (which will become part A of the Description of the Action) when compared to point 2 of part B of the original proposal ( <i>Description of the activities</i> ).		
Changes suggested in the Evaluation Summary Report	NO <sup>1</sup>	Concise description of the change(s)

Other changes	NO	Concise description of the change(s)
Please state whether you have made any changes in <b>Part B</b> of the Description of the Action when compared to point 1 of part B of the original proposal ( <i>General information about the activities</i> ).		
Changes suggested in the Evaluation Summary Report	YES	<p>Section n.1.1 Background and general objectives - pag. 5; specification related to the second target group;</p> <p>Section 2.1 Concept and methodology - pag.11; specification of methodology to reach the other group of recipients (HR managers, trainers, ecc).</p> <p>Section 3.1 Impact and ambition - pag.17 - specification about impacts on educators/trainers/training institutions (about expected results and how (a) these are defined and (b) how they could be measured)</p> <p>Section 3.1 Impact and ambition - pag.17 - specification about multiplier effects reached through educators and trainers</p>
Other changes	NO	No of section/page(s), concise description of the change(s)

**Note:** Please note that changes to your original proposal should be limited to modifications suggested in the Evaluation Summary Report. We strongly advise against any other changes at this point as they may lead to the Commission considering the modified proposal as not compliant with the one recommended for funding and terminating the grant agreement preparation. Should you wish to introduce some modifications nevertheless (e.g. as a result of "force majeure" changes that occurred since the date of your original proposal), these must be indicated in the table. Failure to clearly signal any changes made to your proposal may lead to termination of the specific grant agreement preparation or – at any point following the signature of a specific grant agreement – to the termination of the specific grant agreement by the Commission.

Call: [CERV-2022-GE] — [Call for proposals to promote gender equality]

 Associated with document Ref. Ares(2022)7809500 - 11/11/2022

EU Grants: Application form (CERV): V1.0 – 01.04.2021

## ANNEX 2

## ESTIMATED BUDGET FOR THE ACTION

Forms of funding	Estimated eligible <sup>1</sup> costs (per budget category)											Estimated EU contribution <sup>2</sup>				
	Direct costs									Indirect costs		Total costs	EU contribution to eligible costs			Maximum grant amount <sup>6</sup>
	A. Personnel costs			B. Subcontracting costs	C. Purchase costs			D. Other cost categories	E. Indirect costs <sup>3</sup>	Funding rate % <sup>4</sup>	Maximum EU contribution <sup>5</sup>		Requested EU contribution			
	A.1 Employees (or equivalent)	A.4 SME owners and natural person beneficiaries	A.5 Volunteers	B. Subcontracting	C.1 Travel and subsistence			C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties	E. Indirect costs					
A.2 Natural persons under direct contract			Travel		Accommodation	Subsistence										
A.3 Seconded persons				Unit <sup>7</sup> or actual costs	Unit <sup>7</sup> or actual costs	Unit <sup>7</sup> or actual costs	Actual costs	Actual costs	Actual costs	Flat-rate costs <sup>8</sup>						
	a1	a3	a4	b	c1a	c1b	c1c	c2	c3	d1	e = flat-rate * (a1 + a3 + b + c1a + c1b + c1c + c2 + c3 + d1)	f = a + b + c + d + e	U	g = f * U%	h	m
1 - Aretés	83 879.00	0.00	0.00	0.00	3 000.00	2 640.00	1 600.00	0.00	1 100.00	0.00	6 455.33	98 674.33	90	88 806.90	88 806.89	88 806.89
2 - DATEY	63 148.00	0.00	0.00	0.00	3 000.00	2 640.00	1 600.00	0.00	2 100.00	0.00	5 074.16	77 562.16	90	69 805.94	69 805.94	69 805.94
3 - D&I	47 616.00	0.00	0.00	0.00	3 000.00	2 640.00	1 600.00	0.00	2 100.00	0.00	3 986.92	60 942.92	90	54 848.63	54 848.62	54 848.62
4 - BYFACILITY SL	69 678.00	0.00	0.00	0.00	900.00	720.00	480.00	0.00	1 000.00	0.00	5 094.46	77 872.46	90	70 085.21	70 085.21	70 085.21
5 - EDC	65 226.00	0.00	0.00	0.00	2 400.00	1 920.00	1 120.00	0.00	2 100.00	0.00	5 093.62	77 859.62	90	70 073.66	70 073.65	70 073.65
6 - TFN	45 532.00	0.00	0.00	0.00	3 000.00	2 640.00	1 600.00	0.00	2 100.00	0.00	3 841.04	58 713.04	90	52 841.74	52 841.73	52 841.73
7 - PROV.MODENA	36 688.00	0.00	0.00	0.00	2 400.00	2 160.00	1 440.00	0.00	2 000.00	0.00	3 128.16	47 816.16	90	43 034.54	43 034.54	43 034.54
8 - MAVERICK																
9 - NADEJDA-CRD																
10 - Centro Ferrari																
11 - Diaspora Forum																
<b>Σ consortium</b>	411 767.00	0.00	0.00	0.00	17 700.00	15 360.00	9 440.00	0.00	12 500.00	0.00	32 673.69	499 440.69		449 496.62	449 496.58	449 496.58

<sup>1</sup> See Article 6 for the eligibility conditions. All amounts must be expressed in EUR (see Article 21 for the conversion rules).

<sup>2</sup> The consortium remains free to decide on a different internal distribution of the EU funding (via the consortium agreement; see Article 7).

<sup>3</sup> Indirect costs already covered by an operating grant (received under any EU funding programme) are ineligible (see Article 6.3). Therefore, a beneficiary/affiliated entity that receives an operating grant during the action duration cannot declare indirect costs for the year(s)/reporting period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action. This requires specific accounting tools. Please immediately contact us via the EU Funding & Tenders Portal for details.

<sup>4</sup> See Data Sheet for the funding rate(s).

<sup>5</sup> This is the theoretical amount of the EU contribution to costs, if the reimbursement rate is applied to all the budgeted costs. This theoretical amount is then capped by the 'maximum grant amount'.

<sup>6</sup> The 'maximum grant amount' is the maximum grant amount decided by the EU. It normally corresponds to the requested grant, but may be lower.

<sup>7</sup> See Annex 2a 'Additional information on the estimated budget' for the details (units, cost per unit).

<sup>8</sup> See Data Sheet for the flat-rate.

**ANNEX 2a**

**ADDITIONAL INFORMATION ON UNIT COSTS AND CONTRIBUTIONS**

**SME owners/natural person beneficiaries without salary** (Decision C(2020) 7115<sup>1</sup>)

Type: unit costs

Units: days spent working on the action (rounded up or down to the nearest half-day)

Amount per unit (daily rate): calculated according to the following formula:

{EUR 5 080 / 18 days = **282,22**}  
 multiplied by  
 {country-specific correction coefficient of the country where the beneficiary is established}

The country-specific correction coefficients used are those set out in the Horizon Europe Work Programme (section Marie Skłodowska-Curie actions) in force at the time of the call (see [Portal Reference Documents](#)).

**Volunteers** (Decision C(2019)2646<sup>2</sup>)

Type: unit costs

Units: days spent working on the action (rounded up or down to the nearest half-day)

Amount per unit (daily rate):

Country	Daily rate in €
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway	157
Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland	131
Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	78
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia	47
Australia, Canada, Hong King, Israel, Japan, Kuwait, Macao, New Zealand, Qatar, United Arab Emirates, United States of America, Switzerland.	92
Albania, Angola, Antigua and Barbuda, Argentina, Barbados, Bosnia and Herzegovina, Brazil, Chile, Colombia, Comoros, Cook Islands, Dominica, Gabon, Grenada, Ivory Coast, Former Yugoslav Republic of Macedonia, Kosovo, Lebanon, Libya, Mexico, Montenegro, Nigeria, Peru, Saint Kitts And Nevis, Saint Lucia, Saint Vincent And the Grenadines, Sao Tome and Principe, Serbia, Seychelles, Thailand, Turkey, Ukraine, Uruguay, Venezuela, Zambia, Zimbabwe	45
Afghanistan, Azerbaijan, Bahamas, Bolivia, Burkina Faso, Cameroon, China, Congo, Costa Rica, Djibouti, Dominican Republic, Ecuador, El	32

<sup>1</sup> Commission [Decision](#) of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7715).

<sup>2</sup> Commission [Decision](#) of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646).

<p>Salvador, Georgia, Guatemala, Guinea-Bissau, Haiti, Iran, Iraq, Jamaica, Jordan, Kazakhstan, Kenya, Micronesia, Morocco, Mozambique, Namibia, Palestine, Panama, Papua New Guinea, Paraguay, Senegal, South Africa, Surinam, Swaziland, Russia, Trinidad and Tobago, Vanuatu</p>	
<p>Algeria, Armenia, Bangladesh, Belarus, Belize, Benin, Bhutan, Botswana, Myanmar, Burundi, Cambodia, Cape Verde, Central African Republic, Chad, Congo – Democratic Republic of the-, Cuba, Korea (DPR), Egypt, Eritrea, Ethiopia, Equatorial Guinea, Fiji Island, Gambia, Ghana, Guinea, Guyana, Honduras, India, Indonesia, Kiribati, Kyrgyzstan, Laos, Lesotho, Liberia, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Moldova, Mongolia, Nauru, Nepal, Nicaragua, Niger, Niue, Pakistan, Palau, Philippines, Rwanda, Samoa, Sierra Leone, Solomon, Somalia, South Sudan, Sri Lanka, Sudan, Syria, Tajikistan, Tanzania, Timor-Leste – Democratic Republic of, Togo, Tonga, Tunisia, Turkmenistan, Tuvalu, Uganda, Uzbekistan, Vietnam, Yemen</p>	<p><b>17</b></p>

**Travel and subsistence** (Decision C(2021)35<sup>3</sup>)

**Travel**

Type: unit costs

Units: travel (journeys) for the action

Amount per unit:

*standard:*

*for travel of 50 -399km (inside EU countries):*

Country	Unit costs in €	Country	Unit costs in €	Country	Unit costs in €
AT	60	FI	36	PL	20
BE	46	FR	64	PT	40
BG	12	HR	36	RO	16
CZ	20	HU	28	SE	56
DE	64	IE	36	SI	27
DK	76	IT	52	SK	20
EE	16	LT	20		
EL	36	LV	16		
ES	52	NL	49		

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<sup>3</sup> Commission [Decision](#) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

for travel of 50 -399km (land-based; between EU countries):

MS	AT	BE	BG	CZ	DE	DK	EE	EL	ES	FI	FR	HR	HU	IE	IT	LT	LU	LV	NL	PL	PT	RO	SE	SI	SK	
AT				58	65						64	58	58		58					58		58		58	58	
BE					82						82						50		82							
BG								37				36	26										17			
CZ	58				65						64	36	26							20			19		37	21
DE	65	82		65		76					82	65			65		82		65	65					65	
DK					76																		76			
EE																22		22								
EL			37																							
ES											82											54				
FI																								55		
FR	64	82		64	82				82						82		82		82							
HR	58		36	36	65								36		50								36		37	
HU	589		26	26									36		50					26			26		37	26
IE																										
IT	58				65						82	50	50												50	
LT							22											19		20						
LU		50			82						82								82							
LV							22									19				20						
NL		82			65	76					82						82									
PL	58			20	65								26			20		20					20		21	
PT								54																		
RO	58		17	19								36	26							20					21	
SE						76				55																
SI	58			37	65							37	37		50										37	
SK	58			21									26							21		21		37		

 No connection below 400 km

for travel of 50-399km not covered above: EUR 196

for travel of 400 km or more\* (air or rail or combined air/rail):

Distance Band	Unit costs in €	Distance Band	Unit costs in €	Distance Band	Unit costs in €
400-600	196	1601-2000	295	4501-6000	637
601-800	209	2001-2500	343	6001-7500	720
801-1200	221	2501-3500	433	7501-10000	961
1201-1600	230	3501-4500	527	10001-Max	1 101

\* All distances to be measured using the [rail calculator](#) or [flight calculator](#).

special rates:

for travel from EU countries to EU outermost regions or OCTs:

Remote region	Unit costs in €	Remote region	Unit costs in €	Remote region	Unit costs in €
Aruba	1 343	French Guiana	905	Saint Helena	2 395
Bonaire	1 344	Martinique	958	Saint Martin	939
Curaçao	1 302	Mayotte	1 170	Saint Pierre and Miquelon	1 832
French Polynesia	2 204	New Caledonia	2 065	Wallis and Fotuna	2 398
Greenland	1 118	Réunion	1 040		
Guadeloupe	801	Saba	1 286		

for travel to/from location 400 km or more from nearest airport: increase applicable unit cost by 50%

### Accomodation

Type: unit costs

Units: nights spent on travel for the action

Amount per unit:

Country	Accommodation - € per night	Country	Accommodation - € per night	Country	Accommodation - € per night
Albania	101	Greece	107	North Macedonia	95
Algeria	157	Hungary	105	Norway	145
Armenia	115	Iceland	190	Palestine	140
Austria	126	Ireland	139	Poland	103
Azerbaijan	136	Israel	187	Portugal	109
Belarus	108	Italy	114	Romania	109
Belgium	137	Jordan	140	Serbia	105
Bosnia and Herzegovina	90	Kosovo	92	Slovakia	98
Bulgaria	110	Latvia	95	Slovenia	113
Croatia	104	Lebanon	154	Spain	117
Cyprus	120	Libya	146	Sweden	158
Czechia	107	Lichtenstein	135	Switzerland	178
Denmark	158	Lithuania	94	Syria	145
Egypt	152	Luxembourg	163	Tunisia	99
Estonia	107	Malta	141	Turkey	116
Finland	146	Moldova	133	Ukraine	122
France	166	Montenegro	98	United Kingdom	151
Germany	119	Morocco	129		
Georgia	134	Netherlands	133		

**Subsistence**

Type: unit costs

Units: days spent on travel for the action

Amount per unit ('daily rate'):

Country	Subsistence daily rate in €	Country	Subsistence daily rate in €	Country	Subsistence daily rate in €
Albania	50	Greece	82	North Macedonia	50
Algeria	85	Hungary	64	Norway	80
Armenia	70	Iceland	85	Palestine	60
Austria	102	Ireland	108	Poland	67
Azerbaijan	70	Israel	105	Portugal	83
Belarus	90	Italy	98	Romania	62
Belgium	102	Jordan	60	Serbia	60
Bosnia and Herzegovina	65	Kosovo	60	Slovakia	74
Bulgaria	57	Latvia	73	Slovenia	84
Croatia	75	Lebanon	70	Spain	88
Cyprus	88	Libya	50	Sweden	117
Czech Republic	70	Lichtenstein	80	Switzerland	80
Denmark	124	Lithuania	69	Syria	80
Egypt	65	Luxembourg	98	Tunisia	60
Estonia	80	Malta	88	Turkey	55
Finland	113	Moldova	80	Ukraine	80
France	102	Montenegro	60	United Kingdom	125
Germany	97	Morocco	75		
Georgia	80	Netherlands	103		

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**DATEY EYRICH GMBH (DATEY)**, PIC 891162960, established in AUGUST SUSSDORF STR 12, RAMSTEIN MIESENBACH 66877, Germany,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101087379 — HEY PEOPLE** ('the Agreement')

**between** ARETES SOCIETA COOPERATIVA (Aretés) **and** the **European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**INSTITOUTO GIA TI DIAFORETIKOTITA KAI TIN ENSOMATOSI (D&I)**, PIC 888686453,  
established in ITHAKIS 61, ATHENS 11252, Greece,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101087379 — HEY PEOPLE** ('the Agreement')

**between** ARETES SOCIETA COOPERATIVA (Aretés) **and** the **European Union** ('EU'),  
represented by the European Commission ('European Commission' or 'granting authority'),

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement,  
in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in  
accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**BYFACILITY SL (BYFACILITY SL)**, PIC 892215119, established in C/PUJADES 77 3 6, BARCELONA 08005, Spain,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101087379 — HEY PEOPLE** ('the Agreement')

**between** ARETES SOCIETA COOPERATIVA (Aretés) **and** the **European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**EU DIASPORA COUNCIL (EDC)**, PIC 919749539, established in KUNSKAPSUTVECKLING I NORDEN BREDBYPLAN 4, SPANGA 163 71, Sweden,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101087379 — HEY PEOPLE** ('the Agreement')

**between** ARETES SOCIETA COOPERATIVA (Aretés) **and** the **European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**SDRUZHENIE BADESHTETO SEGA (TFN)**, PIC 902152381, established in 4 VOIVODA STR.,  
SOFIA 1225, Bulgaria,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101087379 — HEY PEOPLE** ('the Agreement')

**between** ARETES SOCIETA COOPERATIVA (Aretés) **and** the **European Union** ('EU'),  
represented by the European Commission ('European Commission' or 'granting authority'),

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement,  
in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in  
accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**PROVINCIA DI MODENA (PROV.MODENA)**, PIC 952082937, established in VIALE MARTIRI DELLA LIBERTA 34, MODENA 41121, Italy,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101087379 — HEY PEOPLE** ('the Agreement')

**between** ARETES SOCIETA COOPERATIVA (Aretés) **and** the **European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

ANNEX CERV 4 MGA — MULTI + MONO

FINANCIAL STATEMENT FOR [PARTICIPANT NAME] FOR REPORTING PERIOD [NUMBER]

	Eligible <sup>1</sup> costs (per budget category)											EU contribution <sup>2</sup>				Revenues	
	Direct costs										Indirect costs	Total costs	EU contribution to eligible costs			Total requested EU contribution	Income generated by the action
	A. Personnel costs			B. Subcontracting costs	C. Purchase costs			D. Other cost categories	E. Indirect costs <sup>2</sup>	Funding rate % <sup>3</sup>	Maximum EU contribution <sup>4</sup>		Requested EU contribution				
	A.1 Employees (or equivalent)	A.4 SME owners and natural person beneficiaries	A.5 Volunteers	B. Subcontracting	C.1 Travel and subsistence			C.2 Equipment	C.3 Other goods, works and services	D.X Financial support to third parties	E. Indirect costs						
A.2 Natural persons under direct contract			Travel		Accommodation	Subsistence											
A.3 Seconded persons																	
Forms of funding	Actual costs	Unit costs <sup>5</sup>	Unit costs <sup>5</sup>	Actual costs	Unit <sup>5</sup> or actual costs	Unit <sup>5</sup> or actual costs	Unit <sup>5</sup> or actual costs	Actual costs	Actual costs	Actual costs	Flat-rate costs <sup>6</sup>						
	a1	a3	a4	b	c1a	c1b	c1c	c2	c3	d1a	$e = \text{flat-rate} * (a1 + a3 + b + c1a + c1b + c1c + c2 + c3 + d1a)$	$f = a+b+c+d+e$	U	$g = f*U\%$	h	m	n
XX – [short name beneficiary/affiliated entity]																	

**The beneficiary/affiliated entity hereby confirms that:**  
 The information provided is complete, reliable and true.  
 The costs and contributions declared are eligible (see Article 6).  
 The costs and contributions 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, 20 and 25).  
 For the last reporting period: that all the revenues have been declared (see Article 22).

<sup>1</sup> Please declare all eligible costs and contributions, even if they exceed the amounts indicated in the estimated budget (see Annex 2). Only amounts that were declared in your individual financial statements can be taken into account lateron, in order to replace costs/contributions that are found to be ineligible.

<sup>1</sup> See Article 6 for the eligibility conditions. All amounts must be expressed in EUR (see Article 21 for the conversion rules).

<sup>2</sup> If you have also received an EU operating grant during this reporting period, you cannot claim indirect costs - unless you can demonstrate that the operating grant does not cover any costs of the action. This requires specific accounting tools. Please contact us immediately via the Funding & Tenders Portal for details.

<sup>3</sup> See Data Sheet for the reimbursement rate(s).

<sup>4</sup> This is the *theoretical* amount of EU contribution to costs that the system calculates automatically (by multiplying the reimbursement rates by the costs declared). The amount you request (in the column 'requested EU contribution') may be less.

<sup>5</sup> See Annex 2a 'Additional information on the estimated budget' for the details (units, cost per unit).

<sup>6</sup> See Data Sheet for the flat-rate.

## ANNEX 5

### SPECIFIC RULES

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

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

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

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

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

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

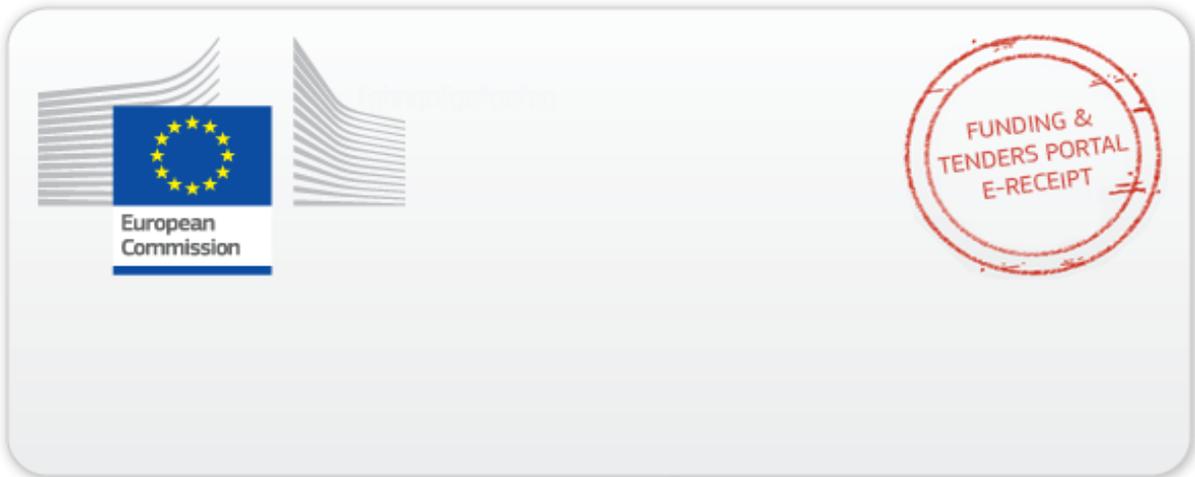
comply with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the rights holders concerned).

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

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

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

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



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.

More info about eReceipts can be found in the FAQ page of the Funding & Tenders Portal.

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