



EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B – Creativity, Citizens, EU values and Joint operations
B.3 – Citizens and EU Values

GRANT AGREEMENT

Project 101138077 — Ed.U.Co.

PREAMBLE

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

on the one part,

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

and

on the other part,

1. 'the coordinator':

COMUNE DI SIENA (SIENA), PIC 954435672, established in PIAZZA DEL CAMPO 1, SIENA 53100, Italy,

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

2. **AYUNTAMIENTO DE FINESTRAT (Finestrat)**, PIC 891013871, established in PLAZA DEL AYUNTAMIENTO , 1, FINESTRAT 3509, Spain,

3. **ANAPTYXIAKI ETAIREIA DIMOU TRIKKAION ANAPTYXIAKI ANONYMI ETAIREIA OTA (E TRIKALA AE)**, PIC 991940043, established in KALAMPAKAS 28, TRIKALA 42131, Greece,

4. **PODJETNISKI INKUBATOR KOCEVJE, JAVNI ZAVOD ZA PODJETNISTVO, IZOBRAZEVANJE IN DRUGE DEJAVNOSTI (KOCEVJE)**, PIC 899183793, established in NOVOMESKA CESTA 16, KOCEVJE 1330, Slovenia,

5. **Municipiul Suceava (Suceava)**, PIC 957056418, established in BULEVARDUL 1 MAI 5 A, SUCEAVA 720224, Romania,

6. **LOCAL GOVERNMENT OF KEKAVA MUNICIPALITY (KEKAVA)**, PIC 938788893, established in GAISMAS STREET 19 K 9, KEKAVA 2123, Latvia,

7. **BUDAPEST FOVAROS XI KERULET UJBUDA ONKORMANYZATA (UJBUDA)**, PIC 941487142, established in BOCSKAI UT 39-41, BUDAPEST 1113, Hungary,

8. **ATHIENOU DIMOS (ATHIENOU)**, PIC 907666928, established in ARCHIEPISKOPOU MAKARIOU 2, ATHIENOU 7600, Cyprus,

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 action¹

Annex 2 Estimated budget for the action

Annex 3 Accession forms (if applicable)²

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

Annex 4 Model for the financial statements

Annex 5 Specific rules (if applicable)

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

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

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

TERMS AND CONDITIONS

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DATA SHEET

1. General data

Project summary:

Project summary
<p>The Ed.U.Co. project aims to establish an Educational Environmental Urban Community that serves as a European Environmental Network for Youth Empowerment and Community- Building. The project aims to connect young people across different cities and countries to collaborate towards sustainable solutions for climate and environmental issues. Through peer-to-peer exchanges and educational events in urban spaces, the project seeks to improve citizens' engagement in society and promote their active involvement in the democratic life of the Union. The project aims to promote and Improve the understanding of urban design, ecology, sustainability, history, and cultural diversity among citizens and stakeholders, and develop the skills and knowledge of young people on issues related to the environment, energy, and sustainability, building their capacity to take action and create positive change in their communities. The project will involve 8 town partners and 8 international events and aims to involve more than 400 participants directly and reach more than 25,000 people indirectly. The project aims to foster a sense of connection between youth and their local urban environment, encouraging them to become responsible and engaged citizens.</p>

Keywords:

- Youth
- Democratic engagement and civic participation
- Local authorities
- Municipalities
- Environmental Education Urban spaces Green Transition

Project number: 101138077

Project name: Ed.U.CO - Educational Urban Community:A European Environmental Network for Youth Empowerment and Community-Building

Project acronym: Ed.U.Co.

Call: CERV-2023-CITIZENS-TOWN-NT

Topic: CERV-2023-CITIZENS-TOWN-NT

Type of action: CERV Lump Sum Grants

Granting authority: European Education and Culture Executive Agency

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

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

Project end date: starting date + months of duration

Project duration: 24 months

Consortium agreement: Yes

2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	SIENA	COMUNE DI SIENA	IT	954435672	30 855.00
2	BEN	Finestrat	AYUNTAMIENTO DE FINESTRAT	ES	891013871	20 500.00
3	BEN	E TRIKALA AE	ANAPTYXIAKI ETAIREIA DIMOU TRIKKAION ANAPTYXIAKI ANONYMI ETAIREIA OTA	EL	991940043	19 145.00

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
4	BEN	KOCEVJE	PODJETNISKI INKUBATOR KOCEVJE, JAVNI ZAVOD ZA PODJETNISTVO, IZOBRAZEVANJE IN DRUGE DEJAVNOSTI	SI	899183793	20 500.00
5	BEN	Suceava	Municipiul Suceava	RO	957056418	20 500.00
6	BEN	KEKAVA	LOCAL GOVERNMENT OF KEKAVA MUNICIPALITY	LV	938788893	20 500.00
7	BEN	UJBUDA	BUDAPEST FOVAROS XI KERULET UJBUDA ONKORMANYZATA	HU	941487142	20 500.00
8	BEN	ATHIENOU	ATHIENOU DIMOS	CY	907666928	19 145.00
Total						171 645.00

Coordinator:

- COMUNE DI SIENA (SIENA)

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

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
171 645.00	171 645.00

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

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

Prefinancing payments and guarantees:

Prefinancing payment		Prefinancing guarantee		
Type	Amount	Guarantee amount	Division per participant	
Prefinancing 1 (initial)	102 987.00	n/a	1 - SIENA	n/a
			2 - Finestrat	n/a
			3 - E TRIKALA AE	n/a
			4 - KOCEVJE	n/a
			5 - Suceava	n/a
			6 - KEKAVA	n/a
			7 - UJBUDA	n/a
			8 - ATHIENOU	n/a

Reporting and payment modalities (art 21, 22):

Mutual Insurance Mechanism (MIM): No

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

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

No-profit rule: n/a

Late payment interest: ECB + 3.5%

Bank account for payments:

IT4700103014217000063270017 PASCITM1

Conversion into euros: n/a

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

4.3 Certificates (art 24): n/a

4.4 Recoveries (art 22)

First-line liability for recoveries:

Beneficiary termination: Beneficiary concerned

Final payment: Coordinator

After final payment: Beneficiary concerned

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

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

Joint and several liability of affiliated entities — n/a

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

Applicable law (art 43):

Standard applicable law regime: EU law + law of Belgium

Dispute settlement forum (art 43):

Standard dispute settlement forum:

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

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

6. Other

Specific rules (Annex 5): Yes

Standard time-limits after project end:

Confidentiality (for X years after final payment): 5

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

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

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

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

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

CHAPTER 1 GENERAL

ARTICLE 1 — SUBJECT OF THE AGREEMENT

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

ARTICLE 2 — DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CHAPTER 2 ACTION

ARTICLE 3 — ACTION

The grant is awarded for the action **101138077 — Ed.U.Co.** ('action'), as described in Annex 1.

ARTICLE 4 — DURATION AND STARTING DATE

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

CHAPTER 3 GRANT

ARTICLE 5 — GRANT

5.1 Form of grant

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

⁶ OJ C 316, 27.11.1995, p. 48.

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

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

5.2 Maximum grant amount

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

5.3 Funding rate

Not applicable

5.4 Estimated budget, budget categories and forms of funding

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

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

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

5.5 Budget flexibility

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

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

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

ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS

6.1 and 6.2 General and specific eligibility conditions

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

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

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

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

⁹ See Article 125 EU Financial Regulation 2018/1046.

6.3 Ineligible contributions

‘Ineligible contributions’ are:

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

6.4 Consequences of non-compliance

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

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

CHAPTER 4 GRANT IMPLEMENTATION

SECTION 1 CONSORTIUM: BENEFICIARIES, AFFILIATED ENTITIES AND OTHER PARTICIPANTS

ARTICLE 7 — BENEFICIARIES

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

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

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

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

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

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

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

(a) Each beneficiary must:

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

(b) The coordinator must:

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

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

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

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

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

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

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

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

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

ARTICLE 8 — AFFILIATED ENTITIES

Not applicable

ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION

9.1 Associated partners

Not applicable

9.2 Third parties giving in-kind contributions to the action

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

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

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

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

9.3 Subcontractors

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

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

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

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

9.4 Recipients of financial support to third parties

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

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

ARTICLE 10 — PARTICIPANTS WITH SPECIAL STATUS

10.1 Non-EU participants

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

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

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

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

10.2 Participants which are international organisations

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

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

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

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

10.3 Pillar-assessed participants

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

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

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

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

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

and use the following specific rules, for:

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

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

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

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

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

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

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

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

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

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

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

SECTION 2 RULES FOR CARRYING OUT THE ACTION

ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION

11.1 Obligation to properly implement the action

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

11.2 Consequences of non-compliance

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

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

ARTICLE 12 — CONFLICT OF INTERESTS

12.1 Conflict of interests

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

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

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

12.2 Consequences of non-compliance

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

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

ARTICLE 13 — CONFIDENTIALITY AND SECURITY

13.1 Sensitive information

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

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

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

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

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

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

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

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

The confidentiality obligations no longer apply if:

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

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

13.2 Classified information

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

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

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

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

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

13.3 Consequences of non-compliance

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

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

ARTICLE 14 — ETHICS AND VALUES

14.1 Ethics

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

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

14.2 Values

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

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

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

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

14.3 Consequences of non-compliance

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

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

ARTICLE 15 — DATA PROTECTION

15.1 Data processing by the granting authority

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

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

15.2 Data processing by the beneficiaries

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

They must ensure that personal data is:

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

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

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

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

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

15.3 Consequences of non-compliance

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

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

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

16.1 Background and access rights to background

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

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

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

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

16.2 Ownership of results

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

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

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

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

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

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

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

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

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

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

16.4 Specific rules on IPR, results and background

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

16.5 Consequences of non-compliance

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

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

ARTICLE 17 — COMMUNICATION, DISSEMINATION AND VISIBILITY

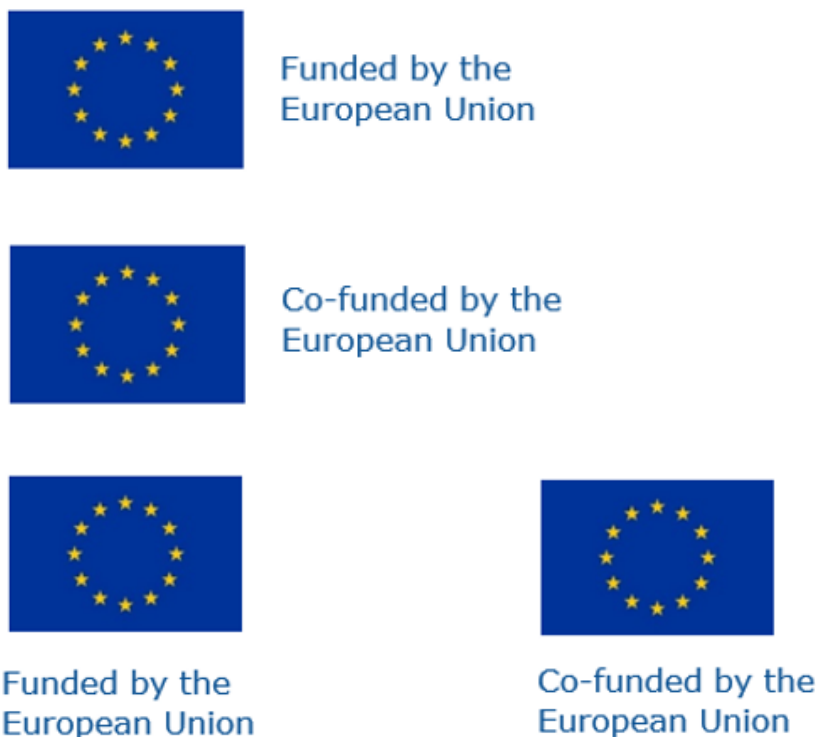
17.1 Communication — Dissemination — Promoting the action

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

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

17.2 Visibility — European flag and funding statement

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



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

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

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

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

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

17.3 Quality of information — Disclaimer

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

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

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

17.4 Specific communication, dissemination and visibility rules

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

17.5 Consequences of non-compliance

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

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

ARTICLE 18 — SPECIFIC RULES FOR CARRYING OUT THE ACTION

Not applicable

SECTION 3 GRANT ADMINISTRATION

ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS

19.1 Information requests

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

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

19.2 Participant Register data updates

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

19.3 Information about events and circumstances which impact the action

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

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

19.4 Consequences of non-compliance

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

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

ARTICLE 20 — RECORD-KEEPING

20.1 Keeping records and supporting documents

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

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

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

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

20.2 Consequences of non-compliance

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

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

ARTICLE 21 — REPORTING

21.1 Continuous reporting

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

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

21.2 Periodic reporting: Technical reports and financial statements

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

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

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

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

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

The financial part of the periodic report includes:

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

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

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

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

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

- the information provided is complete, reliable and true

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

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

21.3 Currency for financial statements and conversion into euros

The financial statements must be drafted in euro.

21.4 Reporting language

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

21.5 Consequences of non-compliance

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

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

ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE

22.1 Payments and payment arrangements

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

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

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

The cost of payment transfers will be borne as follows:

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

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

22.2 Recoveries

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

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

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

In case of enforced recoveries (see Article 22.4):

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

22.3 Amounts due

22.3.1 Prefinancing payments

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

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

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

For **additional prefinancings** (if any), the amount due, schedule and modalities are also set out in the Data Sheet (see Point 4.2). However, if the statement on the use of the previous prefinancing payment shows that less than 70% was used, the amount set out in the Data Sheet will be reduced by the difference between the 70% threshold and the amount used.

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

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

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

22.3.2 Amount due at beneficiary termination — Recovery

In case of beneficiary termination, the granting authority will determine the provisional amount due for the beneficiary concerned.

This will be done on the basis of work packages already completed in previous interim payments. Payments for ongoing/not yet completed work packages which the beneficiary was working on before termination (if any) will therefore be made only later on, with the next interim or final payments when those work packages have been completed.

The **amount due** will be calculated in the following step:

Step 1 — Calculation of the total accepted EU contribution

Step 1 — Calculation of the total accepted EU contribution

The granting authority will first calculate the ‘accepted EU contribution’ for the beneficiary, on the basis of the beneficiary’s lump sum contributions for the work packages which were approved in previous interim payments.

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

The **balance** is then calculated by deducting the payments received (if any; see report on the distribution of payments in Article 32), from the total accepted EU contribution:

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

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

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

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

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

22.3.3 Interim payments

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the interim payment ceiling

Step 1 — Calculation of the total accepted EU contribution

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

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

Step 2 — Limit to the interim payment ceiling

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

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

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

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

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

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the maximum grant amount

Step 3 — Reduction due to the no-profit rule

Step 1 — Calculation of the total accepted EU contribution

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

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

Step 2 — Limit to the maximum grant amount

Not applicable

Step 3 — Reduction due to the no-profit rule

Not applicable

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

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

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

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

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

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

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

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

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

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

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

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

If — after the final payment (in particular, after checks, reviews, audits or investigations; see

Article 25) — the granting authority rejects lump sum contributions (see Article 27) or reduces the grant (see Article 28), it will calculate the **revised final grant amount** for the beneficiary concerned.

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

Step 1 — Calculation of the revised total accepted EU contribution

Step 1 — Calculation of the revised total accepted EU contribution

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

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

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

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

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

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

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

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

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

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

22.4 Enforced recovery

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

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

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

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

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

The amount to be recovered will be increased by **late-payment interest** at the rate set out in Article 23.5, from the day following the payment date in the debit note, up to and including the date the full payment is received.

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

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2015/2366¹⁵ applies.

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

22.5 Consequences of non-compliance

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

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

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

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

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

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

ARTICLE 23 — GUARANTEES

23.1 Prefinancing guarantee

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

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

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

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

They will be released within the following month.

23.2 Consequences of non-compliance

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

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

ARTICLE 24 — CERTIFICATES

Not applicable

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

25.1 Granting authority checks, reviews and audits

25.1.1 Internal checks

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

25.1.2 Project reviews

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

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

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

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

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

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

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

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

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

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

25.1.3 Audits

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

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

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

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

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

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

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

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

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

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

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

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

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

25.3 Access to records for assessing simplified forms of funding

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

25.4 OLAF, EPPO and ECA audits and investigations

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

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013¹⁶ and No 2185/96¹⁷
- the European Public Prosecutor's Office (EPPO) under Regulation 2017/1939

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

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

- the European Court of Auditors (ECA) under Article 287 of the Treaty on the Functioning of the EU (TFEU) and Article 257 of EU Financial Regulation 2018/1046.

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

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

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

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

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

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

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

Checks, reviews, audits or investigations that find systemic or recurrent errors, irregularities, fraud or breach of obligations in any EU grant may also lead to consequences in other EU grants awarded under similar conditions ('extension to other grants').

Moreover, findings arising from an OLAF or EPPO investigation may lead to criminal prosecution under national law.

25.5.2 Extension from other grants

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

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

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

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

- (a) an invitation to submit observations on the list of grants affected by the findings
- (b) the request to submit revised financial statements for all grants affected

- (c) the correction rate for extrapolation, established on the basis of the systemic or recurrent errors, to calculate the amounts to be rejected, if the beneficiary concerned:
 - (i) considers that the submission of revised financial statements is not possible or practicable or
 - (ii) does not submit revised financial statements.

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

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

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

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

25.6 Consequences of non-compliance

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

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

ARTICLE 26 — IMPACT EVALUATIONS

26.1 Impact evaluation

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

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

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

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

26.2 Consequences of non-compliance

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

CHAPTER 5 CONSEQUENCES OF NON-COMPLIANCE

SECTION 1 REJECTIONS AND GRANT REDUCTION

ARTICLE 27 — REJECTION OF CONTRIBUTIONS

27.1 Conditions

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

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

Ineligible lump sum contributions will be rejected.

27.2 Procedure

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

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

27.3 Effects

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

ARTICLE 28 — GRANT REDUCTION

28.1 Conditions

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

- (a) the beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.), or
- (b) the beneficiary (or a person having powers of representation, decision-making or control, or

person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5).

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

28.2 Procedure

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

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

28.3 Effects

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

SECTION 2 SUSPENSION AND TERMINATION

ARTICLE 29 — PAYMENT DEADLINE SUSPENSION

29.1 Conditions

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

- (a) the required report (see Article 21) has not been submitted or is not complete or additional information is needed
- (b) there are doubts about the amount to be paid (e.g. ongoing extension procedure, queries about eligibility, need for a grant reduction, etc.) and additional checks, reviews, audits or investigations are necessary, or
- (c) there are other issues affecting the EU financial interests.

29.2 Procedure

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

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

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

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

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

ARTICLE 30 — PAYMENT SUSPENSION

30.1 Conditions

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

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

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

30.2 Procedure

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

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

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

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

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

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

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

ARTICLE 31 — GRANT AGREEMENT SUSPENSION

31.1 Consortium-requested GA suspension

31.1.1 Conditions and procedure

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

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

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

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

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

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

31.2 EU-initiated GA suspension

31.2.1 Conditions

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

- (a) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed or is suspected of having committed:
 - (i) substantial errors, irregularities or fraud or

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

31.2.2 Procedure

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

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

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

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

Once the conditions for resuming implementation of the action are met, the granting authority will formally notify the coordinator a **lifting of suspension letter**, in which it will set the suspension end date and invite the coordinator to request an amendment of the Agreement to set the resumption date (one day after suspension end date), extend the duration and make other changes necessary to adapt the action to the new situation (see Article 39) — unless the grant has been terminated (see Article 32). The suspension will be **lifted** with effect from the suspension end date set out in the lifting of suspension letter. This date may be before the date on which the letter is sent.

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

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

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

ARTICLE 32 — GRANT AGREEMENT OR BENEFICIARY TERMINATION

32.1 Consortium-requested GA termination

32.1.1 Conditions and procedure

The beneficiaries may request the termination of the grant.

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

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

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

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

32.1.2 Effects

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

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

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

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

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

32.2 Consortium-requested beneficiary termination

32.2.1 Conditions and procedure

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

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

- the reasons why

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

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

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

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

32.2.2 Effects

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

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

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

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

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

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

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

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

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

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

32.3 EU-initiated GA or beneficiary termination

32.3.1 Conditions

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

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

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

32.3.2 Procedure

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

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

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

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

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

32.3.3 Effects

- (a) for **GA termination**:

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

The granting authority will calculate the final grant amount and final payment on the basis of the report submitted and taking into account the lump sum contributions for activities implemented before termination takes effect (see Article 22). Partial lump sum contributions

for work packages that were not completed (e.g. due to technical reasons) may exceptionally be taken into account.

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

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

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

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

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

(b) for **beneficiary termination**:

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

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

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

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

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

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

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

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

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

SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS

ARTICLE 33 — DAMAGES

33.1 Liability of the granting authority

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

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

33.2 Liability of the beneficiaries

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

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

ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES

Nothing in this Agreement may be construed as preventing the adoption of administrative sanctions (i.e. exclusion from EU award procedures and/or financial penalties) or other public law measures, in addition or as an alternative to the contractual measures provided under this Agreement (see, for instance, Articles 135 to 145 EU Financial Regulation 2018/1046 and Articles 4 and 7 of Regulation 2988/95¹⁸).

SECTION 4 FORCE MAJEURE

ARTICLE 35 — FORCE MAJEURE

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

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 1182/71¹⁹, periods expressed in days, months or years are calculated from the moment the triggering event occurs.

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

‘Days’ means calendar days, not working days.

ARTICLE 39 — AMENDMENTS

39.1 Conditions

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

Amendments may be requested by any of the parties.

39.2 Procedure

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

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).

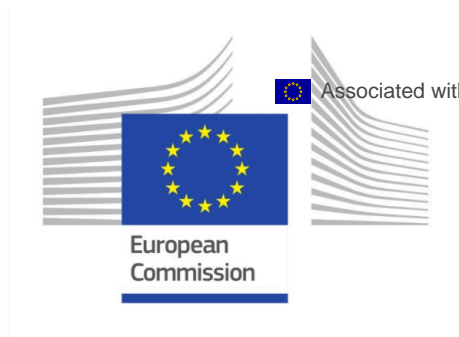
ARTICLE 44 — ENTRY INTO FORCE

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.

PROJECT	
<i>Grant Preparation (General Information screen) — Enter the info.</i>	
Project number:	101138077
Project name:	Ed.U.CO - Educational Urban Community:A European Environmental Network for Youth Empowerment and Community-Building
Project acronym:	Ed.U.Co.
Call:	CERV-2023-CITIZENS-TOWN-NT
Topic:	CERV-2023-CITIZENS-TOWN-NT
Type of action:	CERV-LS
Service:	EACEA/B/03
Project starting date:	first day of the month following the entry into force date
Project duration:	24 months

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PROJECT SUMMARY

Project summary

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

Use the project summary from your proposal.

The Ed.U.Co. project aims to establish an Educational Environmental Urban Community that serves as a European Environmental Network for Youth Empowerment and Community- Building. The project aims to connect young people across different cities and countries to collaborate towards sustainable solutions for climate and environmental issues. Through peer-to-peer exchanges and educational events in urban spaces, the project seeks to improve citizens' engagement in society and promote their active involvement in the democratic life of the Union. The project aims to promote and Improve the understanding of urban design, ecology, sustainability, history, and cultural diversity among citizens and stakeholders, and develop the skills and knowledge of young people on issues related to the environment, energy, and sustainability, building their capacity to take action and create positive change in their communities. The project will involve 8 town partners and 8 international events and aims to involve more than 400 participants directly and reach more than 25,000 people indirectly. The project aims to foster a sense of connection between youth and their local urban environment, encouraging them to become responsible and engaged citizens.

LIST OF PARTICIPANTS

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

Number	Role	Short name	Legal name	Country	PIC
1	COO	SIENA	COMUNE DI SIENA	IT	954435672
2	BEN	Finestrat	AYUNTAMIENTO DE FINESTRAT	ES	891013871
3	BEN	E TRIKALA AE	ANAPTYXIAKI ETAIREIA DIMOU TRIKKAION ANAPTYXIAKI ANONYMI ETAIREIA OTA	EL	991940043
4	BEN	KOCEVJE	PODJETNISKI INKUBATOR KOCEVJE, JAVNI ZAVOD ZA PODJETNISTVO, IZOBRAZEVANJE IN DRUGE DEJAVNOSTI	SI	899183793
5	BEN	Suceava	Municipiul Suceava	RO	957056418
6	BEN	KEKAVA	LOCAL GOVERNMENT OF KEKAVA MUNICIPALITY	LV	938788893
7	BEN	UJBUDA	BUDAPEST FOVAROS XI KERULET UJBUDA ONKORMANYZATA	HU	941487142
8	BEN	ATHIENOU	ATHIENOU DIMOS	CY	907666928

LIST OF WORK PACKAGES

Work packages						
<i>Grant Preparation (Work Packages screen) — Enter the info.</i>						
Work Package No	Work Package name	Lead Beneficiary	Effort (Person-Months)	Start Month	End Month	Deliverables
WP1	"Greening Our Future Together" - Kickoff meeting	1 - SIENA	8.00	3	3	D1.1 – Event description sheet 1 (WP1)
WP2	Building a Sustainable Future	2 - Finestrat	8.00	5	5	D2.1 – Event description sheet 2 (WP2)
WP3	Connecting Communities and open spaces for a Greener Future	3 - E TRIKALA AE	8.00	8	8	D3.1 – Event description sheet 3 (WP3)
WP4	Empowering the Next Generation of Environmental Leaders	4 - KOCEVJE	8.00	12	12	D4.1 – Event description sheet 4 (WP4)
WP5	Innovating for a Sustainable Future	5 - Suceava	8.00	16	16	D5.1 – Event description sheet 5 (WP5)
WP6	Youth Voices for a Greener Future	6 - KEKAVA	8.00	18	18	D6.1 – Event description sheet 6 (WP6)
WP7	Greening Our Communities	7 - UJBUDA	8.00	20	20	D7.1 – Event description sheet 7 (WP7)
WP8	Online conference: “Youth and local urban environment: education, community engagement, and environmental stewardship”	1 - SIENA	8.00	22	22	D8.1 – Event description sheet 8 (WP8)
WP9	“Ed.U.Co. - Educational Urban Community: A European Environmental Network for Youth Empowerment and Community-Building - Touch Down”	8 - ATHIENOU	8.00	24	24	D9.1 – Event description sheet 9 (WP9)

Work package WP1 – "Greening Our Future Together" - Kickoff meeting

Work Package Number	WP1	Lead Beneficiary	1 - SIENA
Work Package Name	"Greening Our Future Together" - Kickoff meeting		
Start Month	3	End Month	3

Objectives
<ul style="list-style-type: none"> - Introduce project partners and participants to the Ed.U.Co. - Educational Urban Community: A European Environmental Network for Youth Empowerment and Community-Building project. - Provide an overview of the project's objectives, activities, and expected outcomes. - Foster a sense of community and collaboration among project partners and participants. - Engage participants in team-building activities to establish strong relationships and promote collaboration. <ul style="list-style-type: none"> - Provide opportunities for participants to share their experiences and perspectives on environmental education, urban community, and youth empowerment. - Identify common challenges and opportunities related to environmental action and sustainability in urban communities across Europe. - Discuss strategies for overcoming these challenges and promoting sustainability in urban communities. - Set the tone for future project activities and establish a shared vision for the project's success.

Description
<ul style="list-style-type: none"> - Opening ceremony, keynote speeches: Introduction of the host town and partner delegations, and of the project implementation strategy and obligations of each partner. - Workshops activities for building the partnership cohesion and getting to know more about the project topic. - Talking and defining the next project steps, obligations and responsibilities.

Work package WP2 – Building a Sustainable Future

Work Package Number	WP2	Lead Beneficiary	2 - Finestrat
Work Package Name	Building a Sustainable Future		
Start Month	5	End Month	5

Objectives
<ul style="list-style-type: none"> - Provide participants with hands-on experience in developing and implementing sustainable solutions in their communities. - Foster collaboration and knowledge-sharing among participants from different European municipalities. - Develop participants' skills and competencies in sustainable practices, such as sustainable gardening, renewable energy systems, and waste reduction planning. - Encourage participants to take an active role in promoting sustainability in their communities. - Identify and promote best practices for sustainable living and environmental action. - Provide opportunities for participants to reflect on their experiences and share their insights with others.

Description
<p>Interactive workshops: On the topic: active role in promoting sustainability in communities.</p> <p>HandsOn activities: The main idea of this activity is to provide participants with hands-on experience in developing and implementing sustainable solutions in their communities, sustainable gardening, renewable energy systems, and waste reduction planning.</p> <p>Project coffee: Reflection about youth contribution, promote best practices for sustainable living and environmental action.</p>

Work package WP3 – Connecting Communities and open spaces for a Greener Future

Work Package Number	WP3	Lead Beneficiary	3 - E TRIKALA AE
Work Package Name	Connecting Communities and open spaces for a Greener Future		
Start Month	8	End Month	8

Objectives

- Promote collaboration and knowledge-sharing among participants from different European municipalities.
- Foster a sense of community and connection among participants through team-building exercises and community mapping exercises.
- Increase participants' understanding of the importance of open spaces, urban design, ecology, sustainability, history, and cultural diversity in promoting a greener future.
- Identify community needs and develop strategies to address them, with a focus on promoting sustainability and environmental action.

Description

- Thematic conference: Conference with experts: “Open spaces for greener future”.
- Creative LAB Community mapping: Youth will have the task to create the map of their towns as an example where could be find open places spots for environmental eucation.
- Open Debate: The importance of open spaces, urban design, ecology, sustainability, history and cultural diversity in promoting green future.

Work package WP4 – Empowering the Next Generation of Environmental Leaders

Work Package Number	WP4	Lead Beneficiary	4 - KOCEVJE
Work Package Name	Empowering the Next Generation of Environmental Leaders		
Start Month	12	End Month	12

Objectives

- Develop participants' leadership skills and competencies to promote environmental action and sustainability in their communities.
- Provide opportunities for participants to engage in hands-on environmental action projects, such as sustainable agriculture or waste reduction initiatives.
- Foster collaboration and knowledge-sharing among participants from different European municipalities.
- Develop participants' communication and teamwork skills to promote community engagement and participation.
- Promote the role of youth in promoting environmental action and sustainability in their communities.
- Identify and promote best practices for youth-led environmental action and sustainability initiatives.

Description

Youth Dialogue: Discussion on the topic what youth skills are necessary for making Europe sustainable. How to be Environmental Leader?

Leadership workshops: During this workshops youth will have the chance to develop some leadership skills that they can use in environmental policy participation.

Creative youth leadership LAB: in creative LAB they will develop creative ideas refarding the youth-led initiatives.

Work package WP5 – Innovating for a Sustainable Future

Work Package Number	WP5	Lead Beneficiary	5 - Suceava
Work Package Name	Innovating for a Sustainable Future		
Start Month	16	End Month	16

Objectives
<ul style="list-style-type: none"> - Foster participants' creativity and innovation to develop new ideas and approaches to address environmental challenges. - Develop participants' skills and competencies in design thinking and maker spaces to promote sustainability and environmental action. - Provide opportunities for participants to engage in hands-on projects, such as creating sustainable art installations, to promote sustainability and environmental action. - Foster collaboration and knowledge-sharing among participants from different European municipalities. <p>Identify and promote best practices for sustainable innovation, creativity, and artistic expression.</p>

Description
<p>Design thinking workshops: Youth will share ideas about the art installations that they will make during this event.</p> <p>Maker spaces and creative labs: youth will work on hands-on projects and create sustainable art installation.</p> <p>Social Media LAB: using the social medias, especially Tik Tok and Instagram, youth will share the videos and the contents regarding the youth sustainable art.</p>

Work package WP6 – Youth Voices for a Greener Future

Work Package Number	WP6	Lead Beneficiary	6 - KEKAVA
Work Package Name	Youth Voices for a Greener Future		
Start Month	18	End Month	18

Objectives
<ul style="list-style-type: none"> - Provide opportunities for participants to share their experiences and perspectives on environmental education, urban community, and youth empowerment. - Foster a sense of community and collaboration among project partners and participants. - Identify common challenges and opportunities related to youth-led environmental action and sustainability in urban communities across Europe. - Discuss strategies for overcoming these challenges and promoting sustainability in urban communities.

Description
<p>Youth Debate: The youth will discuss about their role and contribution to make Europe greener.</p> <p>Role game: Youth then and now!</p> <p>Green Youth Talk and local authorities: Public Youth speech on the topic: Greener Europe! This speech will be hold in an open space with the goal to promote environmental courses.</p>

Work package WP7 – Greening Our Communities

Work Package Number	WP7	Lead Beneficiary	7 - UJBUDA
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Work Package Name	Greening Our Communities		
Start Month	20	End Month	20

Objectives
<ul style="list-style-type: none"> - Promote community-based environmental action projects in urban areas across Europe. - Provide participants with hands-on experience in developing and implementing sustainable solutions in their communities. - Foster collaboration and knowledge-sharing among participants from different European municipalities. - Develop participants' skills and competencies in sustainable practices, such as tree planting, waste reduction initiatives, and clean-up campaigns. - Encourage participants to take an active role in promoting sustainability in their communities, particularly through community-based environmental action projects. - Identify and promote best practices for sustainable living and environmental action.

Description
<p>Green workshop: This workshop will be about sustainable living and environmental action.</p> <p>Workshop and youth Green Talk: Youth will share their ideas about how to contribute to green actions.</p> <p>Hands-on environmental action project: tree planting, waste reduction initiatives, and clean-up campaigns</p>

Work package WP8 – Online conference: “Youth and local urban environment: education, community engagement, and environmental stewardship”

Work Package Number	WP8	Lead Beneficiary	1 - SIENA
Work Package Name	Online conference: “Youth and local urban environment: education, community engagement, and environmental stewardship”		
Start Month	22	End Month	22

Objectives
<ul style="list-style-type: none"> - Provide a platform for experts, policymakers, and stakeholders to discuss environmental challenges and opportunities for youth in urban areas. - Promote knowledge-sharing and collaboration on environmental education, community engagement, climate change, renewable energy, sustainable urban development, and environmental justice. - Identify best practices and emerging trends in youth-led environmental action and sustainability initiatives. - Foster a sense of community and collaboration among project partners, stakeholders, and participants. - Develop participants' understanding of the importance of youth engagement and community-based environmental action in promoting sustainability. - Encourage participants to take an active role in promoting sustainability and environmental action in their communities. - Provide opportunities for participants to engage in panel discussions, debates, and online workshops on environmental education, community engagement, climate change, renewable energy, sustainable urban development, and environmental justice.

Description
<p>Online Conference: panel discussions, debates, and online workshops on the topic: “Youth and local urban environment: education, community engagement, and environmental stewardship”</p>

Work package WP9 – “Ed.U.Co. - Educational Urban Community: A European Environmental Network for Youth Empowerment and Community-Building - Touch Down”

Work Package Number	WP9	Lead Beneficiary	8 - ATHIENOU
Work Package Name	“Ed.U.Co. - Educational Urban Community: A European Environmental Network for Youth Empowerment and Community-Building - Touch Down”		
Start Month	24	End Month	24

Objectives

- Multiplier event to achieve a high dissemination of project results.
- Reflecting on the present and future of Europe and local communities.
- Reflecting on the importance of the role of local communities and youth in the sustainable green energy

Description

Final conference: Conference with experts, Local, regional authorities, representatives of NGOs and the youth will be invited to participate.

Dissemination event: Participants will share in the streets and social media all the acquired knowledge during the project.

STAFF EFFORT

Staff effort per participant										
<i>Grant Preparation (Work packages - Effort screen) — Enter the info.</i>										
Participant	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	Total Person-Months
1 - SIENA	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	9.00
2 - Finestrat	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	9.00
3 - E TRIKALA AE	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	9.00
4 - KOCEVJE	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	9.00
5 - Suceava	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	9.00
6 - KEKAVA	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	9.00
7 - UJBUDA	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	9.00
8 - ATHIENOU	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	9.00
Total Person-Months	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	72.00

LIST OF DELIVERABLES

Deliverables

Grant Preparation (Deliverables screen) — Enter the info.

The labels used mean:

Public — fully open ( automatically posted online)

Sensitive — limited under the conditions of the Grant Agreement

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

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Event description sheet 1 (WP1)	WP1	1 - SIENA	R — Document, report	PU - Public	3
D2.1	Event description sheet 2 (WP2)	WP2	1 - SIENA	R — Document, report	PU - Public	5
D3.1	Event description sheet 3 (WP3)	WP3	1 - SIENA	R — Document, report	PU - Public	8
D4.1	Event description sheet 4 (WP4)	WP4	1 - SIENA	R — Document, report	PU - Public	12
D5.1	Event description sheet 5 (WP5)	WP5	1 - SIENA	R — Document, report	PU - Public	16
D6.1	Event description sheet 6 (WP6)	WP6	1 - SIENA	R — Document, report	PU - Public	18
D7.1	Event description sheet 7 (WP7)	WP7	1 - SIENA	R — Document, report	PU - Public	20
D8.1	Event description sheet 8 (WP8)	WP8	1 - SIENA	R — Document, report	PU - Public	22
D9.1	Event description sheet 9 (WP9)	WP9	1 - SIENA	R — Document, report	PU - Public	24

Deliverable D1.1 – Event description sheet 1 (WP1)

Deliverable Number	D1.1	Lead Beneficiary	1 - SIENA
Deliverable Name	Event description sheet 1 (WP1)		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	3	Work Package No	WP1

Description
50 direct participants from 7-9 countries-
The report will contain the following information:
-Description of the event and its activities
-Target groups, event duration
- Number of participants
-Sex disaggregated data on the participation (female, male, non-binary)
-Website of the event/link

Deliverable D2.1 – Event description sheet 2 (WP2)

Deliverable Number	D2.1	Lead Beneficiary	1 - SIENA
Deliverable Name	Event description sheet 2 (WP2)		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	5	Work Package No	WP2

Description
50 direct participants from 7-9 countries-
The report will contain the following information:
-Description of the event and its activities
-Target groups, event duration
- Number of participants
-Sex disaggregated data on the participation (female, male, non-binary)
-Website of the event/link

Deliverable D3.1 – Event description sheet 3 (WP3)

Deliverable Number	D3.1	Lead Beneficiary	1 - SIENA
Deliverable Name	Event description sheet 3 (WP3)		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	8	Work Package No	WP3

Description
50 direct participants from 7-9 countries-
The report will contain the following information:
-Description of the event and its activities

-Target groups, event duration
 - Number of participants
 -Sex disaggregated data on the participation (female, male, non-binary)
 -Website of the event/link

Deliverable D4.1 – Event description sheet 4 (WP4)

Deliverable Number	D4.1	Lead Beneficiary	1 - SIENA
Deliverable Name	Event description sheet 4 (WP4)		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	12	Work Package No	WP4

Description

50 direct participants from 7-9 countries-

The report will contain the following information:

- Description of the event and its activities
- Target groups, event duration
- Number of participants
- Sex disaggregated data on the participation (female, male, non-binary)
- Website of the event/link

Deliverable D5.1 – Event description sheet 5 (WP5)

Deliverable Number	D5.1	Lead Beneficiary	1 - SIENA
Deliverable Name	Event description sheet 5 (WP5)		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	16	Work Package No	WP5

Description

50 direct participants from 7-9 countries-

The report will contain the following information:

- Description of the event and its activities
- Target groups, event duration
- Number of participants
- Sex disaggregated data on the participation (female, male, non-binary)
- Website of the event/link

Deliverable D6.1 – Event description sheet 6 (WP6)

Deliverable Number	D6.1	Lead Beneficiary	1 - SIENA
Deliverable Name	Event description sheet 6 (WP6)		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	18	Work Package No	WP6

Description
<p>50 direct participants from 7-9 countries-</p> <p>The report will contain the following information:</p> <ul style="list-style-type: none"> -Description of the event and its activities -Target groups, event duration - Number of participants -Sex disaggregated data on the participation (female, male, non-binary) -Website of the event/link

Deliverable D7.1 – Event description sheet 7 (WP7)

Deliverable Number	D7.1	Lead Beneficiary	1 - SIENA
Deliverable Name	Event description sheet 7 (WP7)		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	20	Work Package No	WP7

Description
<p>50 direct participants from 7-9 countries-</p> <p>The report will contain the following information:</p> <ul style="list-style-type: none"> -Description of the event and its activities -Target groups, event duration - Number of participants -Sex disaggregated data on the participation (female, male, non-binary) -Website of the event/link

Deliverable D8.1 – Event description sheet 8 (WP8)

Deliverable Number	D8.1	Lead Beneficiary	1 - SIENA
Deliverable Name	Event description sheet 8 (WP8)		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	22	Work Package No	WP8

Description
<p>150 direct participants from 7-9 countries-</p> <p>The report will contain the following information:</p> <ul style="list-style-type: none"> -Description of the event and its activities -Target groups, event duration - Number of participants -Sex disaggregated data on the participation (female, male, non-binary) -Website of the event/link

Deliverable D9.1 – Event description sheet 9 (WP9)

Deliverable Number	D9.1	Lead Beneficiary	1 - SIENA
Deliverable Name	Event description sheet 9 (WP9)		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	24	Work Package No	WP9

Description
<p>50 direct participants from 7-9 countries-</p> <p>The report will contain the following information:</p> <ul style="list-style-type: none"> -Description of the event and its activities -Target groups, event duration - Number of participants -Sex disaggregated data on the participation (female, male, non-binary) -Website of the event/link

LIST OF MILESTONES

Milestones					
<i>Grant Preparation (Milestones screen) — Enter the info.</i>					
Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date (month)
1	Mid term review	WP4	1 - SIENA	Mid term report	12

LIST OF CRITICAL RISKS

Critical risks & risk management strategy			
<i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
1	Failure of a member to fulfill his or her responsibilities	WP1, WP5, WP8, WP7, WP3, WP2, WP6, WP9, WP4	Identifying the reason for noncompliance. Increasing motivation. Reorganization of tasks and budget. Substitution of the partner.
2	Delays with respect to the schedule	WP1, WP5, WP7, WP8, WP3, WP2, WP6, WP9, WP4	Realistic schedule of activities agreed with the consortium. Schedule organized in deadlines and within the reach of the entire consortium. Continuous evaluation of the progress in the realization of the activities. Assistance from all partners to overcome occasional delays.
3	Miscommunication between partners	WP1, WP5, WP7,	The project's communication plan will be followed.

Critical risks & risk management strategy			
<i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
		WP8, WP3, WP2, WP6, WP9, WP4	<p>Communication tools and protocols will be provided that are easily understood by all.</p> <p>Common and widespread technological channels will be used.</p> <p>The project leader will ensure proper communication between partners.</p>
4	Loss of documentation	WP1, WP5, WP7, WP8, WP3, WP2, WP6, WP9, WP4	<p>Members will be urged to make digital copies of all documentation.</p> <p>Members shall keep the originals, being responsible for their safekeeping.</p> <p>Computer systems shall be used with redundancy</p>



ANNEX 1



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

Description of the action (DoA)
[for FPAs: Action plan]

Part A

Part B

Version 1.0
01 April 2021



IMPORTANT NOTICE

What is the Description of the Action (DoA)?


The Description of the Action (DoA) is the Annex of the Grant Agreement which contains the details of how the project will be carried out. For EU framework partnerships for grants (FPAs) this Annex is called Action Plan.

It consists of 2 parts, which must be generated from the submitted proposal:

- Part A contains structured tables with project information
- Part B is a narrative description on the work to be carried out.

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

Part B (+ annexes) must be uploaded on the Grant Preparation Documents screen.

 Make sure that Part B is synchronised with the information entered into the screens. Make sure that any changes are agreed with us.

DESCRIPTION OF THE ACTION (PART A) *[for FPAs: ACTION PLAN (PART A)]*

COVER PAGE

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

PROJECT	
<i>Grant Preparation (General Information screen) — Enter the info.</i>	
Project number:	101138077
Project name:	Ed.U.CO - Educational Urban Community:A European Environmental Network for Youth Empowerment and Community-Building
Project acronym:	Ed.U.CO
Call:	CERV-2023-CITIZENS-TOWN-NT submitted for CERV-2023-CITIZENS-TOWN-NT / 20 Apr 2023
Topic:	CERV-2023-CITIZENS-TOWN-NT
Type of action:	CERV-LS
Service:	EACEA/B/03
Project starting date:	22/01/2024
Project duration:	24 months

TABLE OF CONTENTS

- Project summary
- List of participants
- List of work packages
- Staff effort
- List of deliverables *(n/a for FPAs)*
- List of milestones (outputs/outcomes) *(n/a for FPAs)*
- List of critical risks *(n/a for FPAs)*



PROJECT SUMMARY

Project summary

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

Use the project summary from your proposal.

The Ed.U.Co. project aims to establish an Educational Environmental Urban Community that serves as a European Environmental Network for Youth Empowerment and Community- Building. The project aims to connect young people across different cities and countries to collaborate towards sustainable solutions for climate and environmental issues. Through peer-to-peer exchanges and educational events in urban spaces, the project seeks to

improve citizens' engagement in society and promote their active involvement in the democratic life of the Union. The project aims to promote and improve the understanding of urban design, ecology, sustainability, history, and cultural diversity among citizens and stakeholders, and develop the skills and knowledge of young people on issues related to the environment, energy, and sustainability, building their capacity to take action and create positive change in their communities. The project will involve 8 town partners and 8 international events and aims to involve more than 400 participants directly and reach more than 25,000 people indirectly. The project aims to foster a sense of connection between youth and their local urban environment, encouraging them to become responsible and engaged citizens.

LIST OF PARTICIPANTS

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

Partner No	Role	Short Name	Legal Name	Country	PIC
1	COO	SIENA	COMUNE DI SIENA	IT	954435672
2	BEN	FINESTRAT	AYUNTAMIENTO DE FINESTRAT	ES	891013871
3	BEN	E TRIKALA AE	ANAPTYXIAKI ETAIREIA DIMOU TRIKKAION ANAPTYXIAKI ANONYMI ETAIREIA OTA	EL	991940043
4	BEN	INK. KOCEVJE	PODJETNISKI INKUBATOR KOCEVJE, JAVNI ZAVOD ZA PODJETNISTVO, IZOBRAZEVANJE IN DRUGE DEJAVNOSTI	SI	899183793
5	BEN	SUCEAVA	MUNICIPUL SUCEAVA	RO	957056418
6	BEN	KEKAVA	LOCAL GOVERNMENT OF KEKAVA MUNICIPALITY	LV	938788893
7	BEN	UJBUDA	BUDAPEST FOVAROS XI KERULET UJBUDA ONKORMANYZATA	HU	941487142
8	BEN	ATHIENOU	ATHIENOU DIMOS	CY	907666928

LIST OF WORK PACKAGES

Work packages						
<i>Grant Preparation (Work Packages screen) — Enter the info.</i>						
Work Package No	Work Package Name	Lead Beneficiary	Effort (Person-Months)	Start Month	End Month	Deliverable No(s)
1	"Greening Our Future Together" - Kickoff meeting	SIENA	8	3	3	1
2	Building a Sustainable Future	FINESTRAT	8	5	5	2
3	Connecting Communities and open spaces for a Greener Future	E TRIKALA AE	8	8	8	3
4	Empowering the Next Generation of Environmental Leaders	INK. KOCEVJE	8	12	12	4
5	Innovating for a Sustainable Future	SUCEAVA	8	16	16	5
6	Youth Voices for a Greener Future	KEKAVA	8	18	18	6
7	Greening Our Communities	UJBUDA	8	20	20	7
8	Online conference: "Youth and local	SIENA	8	22	22	8

	urban environment: education, community engagement, and environmental stewardship”					
9	“Ed.U.Co. - Educational Urban Community: A European Environmental Network for Youth Empowerment and Community-Building - Touch Down”	ATHIENOU	8	24	24	9

STAFF EFFORT

Staff effort per participant										
<i>Grant Preparation (Work packages - Effort screen) — Enter the info.</i>										
Participant	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	Total Person-Months
SIENA	1	1	1	1	1	1	1	1	1	8
FINESTRAT	1	1	1	1	1	1	1	1	1	8
E TRIKALA AE	1	1	1	1	1	1	1	1	1	8
INK. KOCEVJE	1	1	1	1	1	1	1	1	1	8
SUCEAVA	1	1	1	1	1	1	1	1	1	8

KEKAVA	1	1	1	1	1	1	1	1	1	8
UJBUDA	1	1	1	1	1	1	1	1	1	8
ATHIENOU	1	1	1	1	1	1	1	1	1	8
Total Person-Months	8	8	8	8	8	8	8	8	8	72

LIST OF DELIVERABLES *(n/a for FPAs)*

Deliverables						
Grant Preparation (Deliverables screen) — Enter the info.						
The labels used mean:						
Public — fully open (🚩 automatically posted online)						
Sensitive — limited under the conditions of the Grant Agreement						
EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444 . For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.						
Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
1	Event description sheet 1 (WP1)	1	SIENA	[R — Document, report]	[PU — Public]	3
2	Event description sheet 2 (WP2)	2	FINESTRAT	[R — Document, report]	[PU — Public]	5
3	Event description sheet 3 (WP3)	3	E TRIKALA AE	[R — Document, report]	[PU — Public]	8
4	Event description sheet 4 (WP4)	4	INK. KOCEVJE	[R — Document, report]	[PU — Public]	12

5	Event description sheet 5 (WP5)	5	SUCEAVA	[R — Document, report]	[PU — Public]	16
6	Event description sheet 6 (WP6)	6	KEKAVA	[R — Document, report]	[PU — Public]	18
7	Event description sheet 7 (WP7)	7	UJBUDA	[R — Document, report]	[PU — Public]	20
8	Event description sheet 8 (WP8)	8	SIENA	[R — Document, report]	[PU — Public]	22
9	Event description sheet 9 (WP9)	9	ATHIENOU	[R — Document, report]	[PU — Public]	24

LIST OF MILESTONES *(n/a for FPAs)*

Milestones					
<i>Grant Preparation (Milestones screen) — Enter the info.</i>					
Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date (month)
1	Mid term review	WP2	SIENA	Mid term report	12

LIST OF CRITICAL RISKS *(n/a for FPAs)*

Critical risks & risk management strategy			
<i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
Risk No	Description	Work Package No(s)	Proposed Mitigation Measures
1	Failure of a member to fulfill his or her responsibilities	WP1, WP2, WP3, WP4, WP5	Identifying the reason for noncompliance.

			<p>Increasing motivation.</p> <p>Reorganization of tasks and budget.</p> <p>Substitution of the partner.</p>
2	Delays with respect to the schedule	WP1, WP2,WP3,WP4,WP5	<p>Realistic schedule of activities agreed with the consortium.</p> <p>Schedule organized in deadlines and within the reach of the entire consortium.</p> <p>Continuous evaluation of the progress in the realization of the activities.</p> <p>Assistance from all partners to overcome occasional delays.</p>
3	Miscommunication between partners	WP1, WP2,WP3,WP4,WP5	<p>The project's communication plan will be followed.</p> <p>Communication tools and protocols will be provided that are easily understood by all.</p> <p>Common and widespread technological channels will be used.</p> <p>The project leader will ensure proper communication between partners.</p>
4	Loss of documentation	WP1, WP2,WP3,WP4,WP5	<p>Members will be urged to make digital copies of all documentation.</p> <p>Members shall keep the originals, being responsible for their safekeeping.</p> <p>Computer systems shall be used with redundancy</p>



DESCRIPTION OF THE ACTION (PART B) [for FPAs: ACTION PLAN (PART B)]

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

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

PROJECT	
Project name:	Ed.U.Co. – Educational Urban Community: A European Environmental Network for Youth Empowerment and Community-Building
Project acronym:	Ed.U.Co
Coordinator contact:	Luigi De Mossy, Municipality of Siena sindaco@comune.siena.it

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#@APP-FORM-CERV@#

#@PRJ-SUM-PS@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

PROJECT SUMMARY

Project summary

The Ed.U.Co. project aims to establish an Educational Environmental Urban Community that serves as a European Environmental Network for Youth Empowerment and Community-Building. The project aims to connect young people across different cities and countries to collaborate towards sustainable solutions for climate and environmental issues. Through peer-to-peer exchanges and educational events in urban spaces, the project seeks to improve citizens' engagement in society and promote their active involvement in the democratic life of the Union. The project aims to promote and Improve the understanding of urban design, ecology, sustainability, history, and cultural diversity among citizens and stakeholders, and develop the skills and knowledge of young people on issues related to the environment, energy, and sustainability, building their capacity to take action and create positive change in their communities. The project will involve 8 town partners and 8 international events and aims to involve more than 400 participants directly and reach more than 25,000 people indirectly. The project aims to foster a sense of connection between youth and their local urban environment, encouraging them to become responsible and engaged citizens.

#\$PRJ-SUM-PS\$# #@\$REL-EVA-RE@\$# #@\$PRJ-OBJ-PO@\$#

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?*

The youth play a crucial role in the promotion of environmental education, sustainable urban spaces, and citizenship. As a generation that will inherit the planet, they must be equipped with the knowledge and skills to address environmental challenges and create a more sustainable future. Environmental education is essential in empowering the youth to understand the interconnectedness of social, economic, and environmental issues. This education should be integrated into the formal curriculum, as well as non-formal activities, such as environmental clubs, community service projects, and outdoor education programs. By providing the youth with opportunities to engage in hands-on learning experiences, they



discussions and actions related to environmental sustainability not only benefits the environment but also promotes their engagement in society and the democratic process. Uncontrolled economic development has led to a worsening of environmental degradation over the years. With industrialization came uncontrolled population growth, accelerated urbanization, increased use of natural resources, some of which are non-renewable, and so on. This pattern has not changed, and its effects have only proliferated. Part of the population, however, continues to strengthen this cycle of degradation with consumptive activities, while another part, disadvantaged, is exposed to the direct effects of this cycle, being in environmentally risky situations without any alternative. To change this situation, it is urgent to transform the relationship between humans and nature. It is necessary for all actors involved in the socio-economic-environmental issue to participate in environmental management, taking responsibility for seeking solutions and being aware of their role and the importance of preservation. This change in paradigm cannot happen overnight, and to achieve it, it is essential to begin with the foundation of education. Humans must realize that they alone are not enough and that they are fragile in the face of nature, accepting that there is a relationship of interdependence between all beings on the planet. Both formal and non-formal education are factors that limit this learning and work as strategic elements, forming consciousness capable of criticizing and restructuring social relations, inserting humans into nature. Environmental education, seen from this perspective, transcends the focus on natural sciences and takes on a broader approach, encompassing social and human sciences. Given that public mobilization is vital for environmental protection, educators bear a significant responsibility, as only through education and public information can individuals gain a voice. Believing that education is an instrument of awareness, it can be an ally against social inequalities. By restoring or, better yet, building citizenship, we can ultimately achieve environmental protection management. By educating and forming a conscious and critical society, we can enable the exercise of citizenship. Thus, we see a vicious circle that currently exists, where political poverty favors the maintenance of inequalities, and inequalities favor environmental degradation, which exposes marginalized populations to environmental risks. These populations, lacking education and suffering from political poverty, do not speak out, accept their fate, and thus perpetuate the cycle. However, this cycle can be broken and become virtuous through education and political empowerment, leading to improved quality of life and reduced inequalities. Environmental education thus emerges as a means of articulating solutions, working with social awareness of environmental importance, in terms of interpersonal relationships and human-nature interactions, showing that it is possible to achieve solutions that simultaneously form politically aware citizens concerned with environmental preservation, which is the most important right on the planet, the right to life. Environmental awareness is that which provides power and understanding to make decisions individually and collectively and initiate action for social, cultural, and economic survival, growth, and development and for the conservation of nature and natural research. Now the environment has become a burning issue for all academicians, intellectuals, scientists, policymakers, and governments all over the world. The awareness of the environment should be raised from childhood, as children are the future decision-makers. They should be aware of their responsibilities and duties towards the environmental values.

Urban spaces, where the majority of the youth live, are also crucial in promoting environmental awareness and sustainable practices. By creating green spaces, such as parks and gardens, and implementing environmentally friendly infrastructure, such as bike lanes and public transportation, urban areas can become more sustainable and livable. The youth can play a vital role in advocating for these changes and participating in the planning and design of their communities.



Citizenship education is also essential in promoting environmental sustainability. By



~~understanding their rights and responsibilities as citizens, the youth can become active~~ participants in the democratic process and advocate for policies that promote sustainability. They can also engage in community service activities and volunteer work, which not only contributes to their personal growth but also promotes sustainable practices and community building.

According to all of these written above, the project Ed.U.Co. – Educational Urban Community: A European Environmental Network for Youth Empowerment and Community-Building will have the following objectives:

- To create a European Environmental Network for Youth Empowerment and Community-Building that connects young people across different cities and countries, fostering a sense of shared purpose and collaboration towards sustainable solutions for climate and environmental issues.
- To facilitate peer-to-peer exchanges about urgent issues related to the environment, energy, and sustainability, encouraging young people to share their personal contributions to contemporary topics and learn from each other.
- To organize educational events and workshops in urban spaces that are connected to the discussion topic, such as green areas for environmental topics, heritage sites for cultural topics, and social structures for topics related to solidarity, to emphasize place-based learning and community-building.
- To increase citizens' engagement in society and promote their active involvement in the democratic life of the Union by fostering a sense of belonging to a community and empowering young people to take action on climate and environmental issues.
- To develop the skills and knowledge of young people on issues related to the environment, energy, and sustainability, building their capacity to take action and create positive change in their communities.
- Improving the understanding of urban design, ecology, sustainability, history, and cultural diversity among citizens and stakeholders.
- Enhancing reputation as a city that values education, community engagement, and environmental stewardship.
- Fostering a sense of connection between youth and their local urban environment,



encouraging them to become responsible and engaged citizens.

The Ed.U.Co. project is an important initiative that empowers youth to promote sustainability in Europe. This project is a network of 8 European municipalities that will work together to harness the contributions of young people and their position in society, in order to make



Europe greener through promoting sustainable energy and resources. The aim is to increase the quality of European youth life in a sustainable Europe. The active participation of youth will be essential in increasing their comprehension, awareness, and understanding of the importance of sustainable energies and resources for the future of Europe. With their knowledge, skills, and opportunities to engage in environmental issues and participate in the democratic process, they can become active agents of change and create a more sustainable future for themselves and future generations. The Ed.U.Co. project also aims to promote community-building by bringing together young people from different European cities to share best practices and exchange ideas on sustainable practices.

This project will last 24 months and that will focus on the exchange of experiences, intercultural dialogue, debate and joint reflection. During this 24 months, the different participating entities will organize 8 international meetings where youth people from diverse social contexts will reflect and debate on different aspects related to the urban design, ecology, sustainability, history, and cultural diversity and green Europe and their possible contribution for making Europe sustainable and independent, through conferences, workshops, open discussions, debates, but also some alternative and more dynamic activity to create a stimulating environment: role-playing games, creative green LABs, cinema-open forums, geocaching, photo tour, etc. Each of the participating municipalities, work groups and dissemination activities will be created at the local and regional level, which will help spread the messages generated by the network.

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.

Young people play a crucial role in building sustainable urban spaces and promoting citizenship. As the next generation of leaders, they have a unique position to shape the future of their communities and the environment. many young people face challenges in accessing environmental education, engaging in decision-making processes, and advocating for sustainable practices. To address these challenges, the Ed.U.Co. project aims to empower



environmental challenges. Through the project, young people will have access to high-quality environmental education opportunities in both formal and non-formal settings. They will learn about the interconnectedness of social, economic, and environmental issues and become equipped to advocate for sustainable practices. The project will also foster a better understanding of citizenship, rights, and responsibilities among young people. This knowledge will empower them to actively participate in the democratic process and advocate for policies that promote sustainability.

A study conducted by the European Environmental Agency found that young people are particularly concerned about environmental issues and are more likely to engage in sustainable behaviors than older generations. However, they face barriers to participation in decision-making processes related to environmental sustainability. A survey conducted by Eurobarometer found that only 43% of Europeans believe that their voices are heard in local decision-making processes. This lack of participation is particularly acute among young people. Research conducted by the University of Manchester found that green spaces in urban areas can have a significant positive impact on the mental health and well-being of young people. Green spaces provide opportunities for physical activity, social interaction, and connection with nature. A study conducted by the University of Leeds found that young people who are involved in community-based environmental projects are more likely to develop a sense of ownership over their communities and become more engaged in decision-making processes. Research conducted by the European Commission found that young people who are engaged in civic activities are more likely to become active and engaged citizens later in life. This includes participation in environmental and sustainability initiatives.

A comprehensive needs analysis has been conducted to identify the gaps and challenges faced by the youth in urban communities across Europe, focusing on environmental education, sustainable urban spaces, and citizenship. This analysis has taken into account the diverse backgrounds and experiences of the target group, as well as gender equality issues and non-discrimination considerations. The following key needs have been identified:

- Lack of environmental education: Many young people in urban areas lack adequate access to environmental education, both in formal and non-formal settings. This gap has resulted in a limited understanding of the interconnectedness of social, economic, and environmental issues, as well as a lack of skills to address these challenges. Relevant data shows that only a small percentage of schools in Europe offer environmental education as part of their curriculum, while non-formal educational activities related to the environment are even less common.
- Inadequate opportunities for youth engagement: Young people often face barriers to participation in decision-making processes related to environmental sustainability and urban planning. Limited opportunities for youth involvement in these discussions can



lead to a sense of disempowerment and a lack of ownership over their communities' future.

- Insufficient green urban spaces: Many European cities face a shortage of green spaces, such as parks and gardens, which are essential for promoting environmental



~~awareness and sustainable practices. This deficit not only affects the quality of life in urban areas but also hinders the ability of young people to engage with nature and understand the importance of conserving natural resources.~~

- ~~Poor understanding of citizenship and civic engagement: A significant number of young people lack knowledge about their rights and responsibilities as citizens, limiting their capacity to actively participate in the democratic process and advocate for policies that promote sustainability. This need is particularly evident among marginalized populations who often suffer from political poverty and are disproportionately affected by environmental degradation.~~
- ~~Limited networking and collaboration opportunities: There is a need for increased opportunities for young people from different European cities to connect and collaborate on environmental issues, fostering a sense of shared purpose and collective action. Currently, there are few platforms or initiatives that facilitate such exchanges among youth across Europe.~~

Based on the needs analysis, the Ed.U.Co. project has established the following specific objectives:

1. environmental education: Provide high-quality environmental education opportunities to young people in both formal and non-formal settings, integrating social, economic, and environmental issues to empower them with the knowledge and skills necessary to address environmental challenges.
2. Promote youth engagement: Create avenues for young people to participate in decision-making processes related to environmental sustainability and urban planning, empowering them to advocate for sustainable practices and become active agents of change.
3. Develop green urban spaces: Advocate for the creation and improvement of green spaces in urban areas, emphasizing the importance of such spaces in promoting environmental awareness and sustainable practices.
4. Strengthen citizenship and civic engagement: Foster a better understanding of citizenship, rights, and responsibilities among young people, encouraging them to actively participate in the democratic process and advocate for policies that promote sustainability.
5. Facilitate networking and collaboration: Establish a European Environmental Network for Youth Empowerment and Community-Building that connects young people across different cities and countries, promoting the exchange of ideas, best practices, and collaborative action toward sustainable solutions for climate and environmental issues.

These research results highlight the importance of empowering young people to participate in decision-making processes related to environmental sustainability and promoting the creation of green spaces in urban areas. Additionally, they underscore the importance of providing



opportunities for young people to engage in civic activities and become active and engaged citizens. The Ed.U.Co. project is aligned with these findings and aims to address these needs



through its specific objectives.

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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.*

The Ed.U.Co. project has a strong trans-national dimension, as it involves young people from different European countries coming together to promote sustainability and community-building. The project's European Environmental Network for Youth Empowerment and Community-Building represents a unique opportunity for young people to connect with their peers from different countries and exchange ideas and best practices. This network has the potential to develop mutual trust and cross-border cooperation among EU countries and can be used as a platform to promote sustainability and sustainable practices across Europe. The project's impact and interest extend beyond the countries involved in the project. The issues addressed by the project, such as environmental education, sustainable urban spaces, and citizenship, are relevant to many EU countries facing similar challenges. The project's results can be used as a model for other countries to develop their own initiatives and promote sustainability, and the European Environmental Network for Youth Empowerment and Community-Building can be replicated in other regions to foster cross-border cooperation and knowledge sharing.

The Ed.U.Co. project builds on the results of past activities carried out in the field of environmental education, sustainable urban spaces, and citizenship. The project aims to complement and expand upon existing initiatives by providing a comprehensive approach that addresses the key needs identified in the needs analysis. The project also incorporates innovative elements, such as the development of a European Environmental Network for Youth Empowerment and Community-Building, which represents a unique opportunity for young people to connect, collaborate and exchange best practices across different European countries. The project's specific objectives are designed to complement other activities carried out by organizations in the field of environmental education and sustainable urban spaces. For example, the project's focus on enhancing environmental education is complementary to



the Eco-Schools program, which operates in many European countries. The project's emphasis on promoting youth engagement in decision-making processes related to environmental sustainability is complementary to the Youth for Climate movement, which has gained momentum across Europe in recent years. Additionally, the project's goal of developing green urban spaces complements the work of organizations such as Greenpeace and the European Environmental Bureau.



There are several successful European initiatives that have addressed the need for environmental education:

- Eco-Schools is an international program that engages young people in sustainable development education. The program operates in 67 countries, including many European countries, and has been successful in promoting environmental education and sustainable practices in schools.
- Youth for Climate is a European-wide movement of young people who are calling for more action on climate change. The movement has been successful in raising awareness about environmental issues and promoting sustainable practices among young people.
- Greenpeace is an international environmental organization that has been successful in raising awareness about environmental issues and promoting sustainable practices. The organization has a strong presence in Europe and has been involved in several successful campaigns that have led to positive environmental outcomes.
- European Environmental Education and Training NetworkThe EEETN is a network of organizations and individuals who are involved in environmental education and training. The network has been successful in promoting environmental education and training across Europe and has contributed to the development of several successful initiatives.
- The Erasmus+ Programme is a European Union initiative that supports education, training, and youth projects across Europe. The program has funded several environmental education projects, including the development of educational resources, the organization of trainings and workshops, and the creation of networks and partnerships to promote environmental education.

There are also European policies that provide a framework for promoting sustainability and sustainable practices across Europe. The Ed.U.Co. project aligns with these policies and contributes to their implementation by empowering young people with the knowledge and skills necessary to become active agents of change and create a more sustainable future for all.

- The European Green Deal: The European Green Deal is a comprehensive set of policies aimed at making Europe climate-neutral by 2050. The Ed.U.Co. project's focus on promoting sustainable practices and enhancing environmental education aligns with the goals of the European Green Deal.
- The EU Youth Strategy: The EU Youth Strategy aims to empower young people and enhance their active citizenship. The Ed.U.Co. project's focus on promoting youth engagement in decision-making processes related to environmental sustainability and citizenship aligns with the goals of the EU Youth Strategy.



- The EU Biodiversity Strategy for 2030: The EU Biodiversity Strategy for 2030 aims to protect and restore biodiversity in Europe. The Ed.U.Co. project's focus on developing green urban spaces and promoting environmental education aligns with the goals of the EU Biodiversity Strategy for 2030.



- The EU Strategy on Adaptation to Climate Change: The EU Strategy on Adaptation to Climate Change aims to increase the resilience of Europe's infrastructure, society, and economy to the impacts of climate change. The Ed.U.Co. project's focus on promoting sustainable practices and enhancing environmental education aligns with the goals of the EU Strategy on Adaptation to Climate Change.
- The European Education Area: The European Education Area aims to provide high-quality and inclusive education and training to all Europeans. The Ed.U.Co. project's focus on enhancing environmental education aligns with the goals of the European Education Area.

The Ed.U.Co. project builds on synergies with other EU projects and initiatives in the field of environmental education, sustainable urban spaces, and citizenship. The project aims to complement and expand upon existing initiatives by providing a comprehensive approach that addresses the key needs identified in the needs analysis. The Ed.U.Co. project builds on previous project results in this field by incorporating best practices and lessons learned from previous EU-funded projects. For example, the project draws upon the experiences and achievements of the Eco-Schools program, which has been successful in promoting environmental education in schools across Europe. The Ed.U.Co. project also builds on the achievements of the Youth for Climate movement, which has been successful in raising awareness about environmental issues and promoting sustainable practices among young people. The Ed.U.Co. project aligns with other EU programs and initiatives, such as the European Green Deal, the EU Youth Strategy, the EU Biodiversity Strategy for 2030, the EU Strategy on Adaptation to Climate Change, and the European Education Area. The project's specific objectives align with the goals of these initiatives and contribute to their implementation by empowering young people with the knowledge and skills necessary to become active agents of change and create a more sustainable future for all. The Ed.U.Co. project incorporates innovative elements, such as the development of a European Environmental Network for Youth Empowerment and Community-Building, which represents a unique opportunity for young people to connect, collaborate and exchange best practices across different European countries. This network builds on the achievements of previous EU-funded projects that have promoted cross-border cooperation and knowledge sharing.

The Ed.U.Co. the project will be a network of 8 municipalities from different European countries: Italy, Spain, Slovenia, Romania, Latvia, Cyprus, Hungary, and Greece. These countries were chosen based on their diverse backgrounds and experiences, as well as their interest in promoting environmental education, sustainable urban spaces, and citizenship. The participating municipalities will benefit from the project directly and indirectly. Direct benefits include access to high-quality environmental education opportunities for young people in both formal and non-formal settings, as well as opportunities for youth engagement in decision-making processes related to environmental sustainability and urban planning. Participating municipalities will also have the opportunity to advocate for the creation and improvement of



green urban spaces, emphasizing the importance of such spaces in promoting environmental awareness and sustainable practices. Indirect benefits include the development of a European Environmental Network for Youth Empowerment and Community-Building, which



will connect young people from different municipalities and countries across Europe. This network will provide a platform for sharing best practices and exchanging ideas, promoting cross-border cooperation and knowledge sharing. The project will have a direct benefit for other countries as well. The development of the European Environmental Network for Youth Empowerment and Community-Building will provide an opportunity for young people from other European countries to connect and collaborate on environmental issues. The project's emphasis on promoting youth engagement in decision-making processes related to environmental sustainability and citizenship can be replicated in other countries to promote active citizenship and sustainable practices. The project's focus on enhancing environmental education and promoting sustainable practices aligns with the goals of the European Green Deal and the EU Biodiversity Strategy for 2030. The project's results and best practices can be shared with other European countries to promote sustainability and sustainable practices.

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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 Ed.U.Co. the project has been divided into three phases based on implementation time. The preliminary phase focuses on project preparation and initial stages. During this phase, the consortium has done extensive coordination work to prepare the project. Once the project is approved, the first six months will be dedicated to kick-off meetings and other activities to initiate the project. The implementation phase is when the main tasks of the project are carried out. Face-to-face activities are planned, where consortium members will work together in person, share experiences, and collaborate closely. Each partner will organize one event and host partners from other European towns. Each event will have its main topic, and the hosting partner will be responsible for making a report and generating outputs from the event. The closing phase occurs in the last months of the project, during which the project will be evaluated, and materials generated will be finalized. The sustainability strategy will also be initiated so that the project can be maintained over time. The monitoring and evaluation reports will be reviewed to issue a final report and evaluate the final execution of the project. Coordination is an essential element for the execution of the project. It will be necessary to coordinate social agents to



involve citizens at both the internal network and city levels. At the internal network level, coordination is necessary to organize the consortium and execute the project. At the city level, it is important to involve local actors and increase participation in the project. The involvement of local actors who can participate in the project and collaborate in the implementation of activities is crucial for potential communication impact. The project seeks the active collaboration of social actors in the territory. The main project activities require the collaboration and participation of civil society. It is important to involve the



maximum number of people as civil society is the maximum beneficiary of the results and products of the project. The motivation of the groups will make it possible to achieve a greater scope, higher quality results, and sustainability over time once the grant has ended. All project partners are an important part of the project and will cooperate for the proper implementation of the project. This will be ensured through participatory processes at the local level led by partner entities and responsible staff assigned to the project. Cooperative work will be encouraged, sharing experiences and strengthening the establishment of a lasting collaborative network. Work will be based on mutual respect among partners, complying with guidelines such as deadlines, quality criteria, formality, etc.

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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.*

This project represents the cooperation and collaboration between 8 different partners. The partners of the project are:

The lead partner, Municipality of Siena, Italy. The project partners are:

1. Municipality of Finestrat, Spain
2. Municipality of Trikala, Greece
3. Podjetniški inkubator Kočevje, Slovenia
4. Municipality of SUCEAVA, Romania
5. Local government of Kekava Municipality, Latvia
6. Local Government & Municipality of District 11 of Budapest, Újbuda, Hungary
7. Municipality of Athineou, Cyprus



1. The Municipality of Siena, Italy- is the public body that governs the city of Siena, in Tuscany - Italy. The city is well-known for its cultural heritage and for the attention to sustainability and environment as a local value inherit from the middle age. The city center of Siena is a UNESCO heritage site that is surrounded by medieval walls. Within the walls, 40% of the urban territory are green areas. The Municipality of Siena - together with civil society active actors - is developing several projects to regenerate its green valleys. These continue outside the walls, so that other projects focus on the green connections between the two sides of the walls themselves. The green areas of Siena are protagonist of several socio- educational projects involving the Municipality, Schools and NGOs. The Municipality of Siena has developed several projects about diffuse education in cooperation with local social actors. The initiatives have focused on several topics, such as: culture and art, sustainability and



biodiversity, music and theater, and so on. The methodology is always the bottom-up and peer to peer confrontation, which is facilitated by skilled professionals. The exchange of competences and feelings among peers about common issues is an effective method to increase the personal propensity and the civic engagement on the topic at stake. The place-based approach — meaning that the discussions on specific issues take place where there is evidence of that issue — stimulates emotions, which improve the educational experiences. The development of this kind of activities allows the cooperation between different subjects increasing their reciprocal understanding. This is true talking about persons belonging to different social categories as well as institutions that find ways of collaboration

2. Municipality of Finestrat, Spain. Finestrat is a Spanish municipality in the province of Alicante in the Valencian Community. It has a registered population of 7909 inhabitants, standnear major cities such as Alicante and Benidorm and just 50 km from Alicante airport. It is located in the region of Marina Baixa, that borders Benidorm, Vila Joiosa, Orxeta, Sella, Benimantell and la Nucia. The climate is Mediterranean, with an average annual temperature of 16.9 ° C in the city center, and 481 mm of rainfall, which shows a sharp drop in summer. The population is located at 280 m. altitude. In Finestrat we go from 0 meters above sea level on the beach of La Cala to 1,410 of the mythical Puigcampana , emblem of the town and one of the peaks most loved by mountaineers in the country and that, along with the Sierra de la Cortina and the Orxeta , is the boundary of the municipality. The steep terrain gives rise to a network of routes that include from the climb to the Puigcampana, for experienced people, to the walk around its perimeter, also mountaineers and cyclists will find good places to practice their sports The predominance of the peasant economy has been traditional until the middleof the twentieth CENTURY when tourism has come to revitalize the region. After suffering a significant demographic bleeding in the early twentieth CENTURY, its population was stabilized. In 1994 there were 1,424 windows and in just 9 years (2003), the population had doubled (2,858 inhabitants) while in 25 years (2019) it has six times 6,715. The Terra Mítica leisure complex occupies part of the municipality's 42.5 km². The Finestrat City Council develops activities aimed at young people from the point of view of formal and non-formal education. In this sense, it carries out activities to promote the higher educational development of young residents of the municipalities, developing initiatives that range from tuition and transportation scholarships for University and VET students to non-formal education activities aimed at young people that enhance their soft skills through areas suchas sports. In the sports area, Finestrat has a privileged natural heritage that allows thepractice of outdoor sports that promote team spirit and cooperation, as well as respect for the environment. Finestrat has a Youth Center. This center informs and helps young peopleabout: Training courses, Job search, curriculum development, career guidance and career opportunities, Scholarships, Aid for "Young Rental", Information on youth associations and how to create one, "Carné Jove", Volunteering and Exchanges, Erasmus + program, Educational leisure and Information on sex education and addictive behaviors. The Finestrat City Council tries to empower and coordinate with youth associations, companies, civil societyand public institutions the importance of being part of European Projects towards the improvement of the municipality. The areas of interest for the Finestrat City Council are all those



aimed at its young people, with the aim of improving their non-formal skills and their



European values towards an inclusive and future-oriented society. Values such as respect for the environment, sports, digitization, entrepreneurship and the defense of Europe are considered strategic for Finestrat and its citizens.

3. Municipality of Trikala, Greece - The city of Trikala has an unofficial network of urban school gardens and other private initiatives in green spaces. Trikala is "shielding" itself against climate change, ensuring actions for climate protection in all municipal activities and also the adequacy of its water supply for the coming decades. Trikala is a municipality located in the central part of Greece, in the Thessaly region. It is the capital of the Trikala regional unit and has a population of around 82,000 people. The city of Trikala is situated in a fertile plain at the foot of the impressive Meteora rock formations, which are a UNESCO World Heritage Site. The city is known for its rich history and cultural heritage, with many historical monuments, museums, and archaeological sites to explore. One of the most notable attractions in Trikala is the Fortress of Trikala, a medieval castle that has been standing since the 4th century AD. Other must-see sights include the Archaeological Museum of Trikala, which houses many ancient artifacts, and the Church of Saint Paraskevi, a stunning Byzantine church that dates back to the 12th century. Trikala is also known for its natural beauty. The surrounding area is home to several parks and nature reserves, including the stunning Pertouli Ski Center, which is a popular destination for skiing and snowboarding in the winter months.

4. Podjetniški inkubator Kočevje, Slovenia - Podjetniški inkubator Kočevje (Kočevje Business Incubator) is a public local development institution, established in 2009 by the Municipality of Kočevje, Slovenia, that helps foster entrepreneurship and help startups with their services and the pool of experts and mentors. It also facilitates educational activities and organises the distribution of knowledge for the general public in the incubator's FabLab, where people can learn and test-drive newest technologies. Kočevje Business Incubator is one of the 20 active organisations of the startup-innovation ecosystem in the Republic of Slovenia, supported by the Slovenian agency SPIRIT (SIO 2020-22 project). Kočevje Business Incubator supports development of business modules, production of prototypes and enabling local people to acquire specific skills, such as technical as well as commercial skills. Teaching the basics of robotics and coding is now becoming more and more important part of the educational part of the incubator, especially for the young generation. Kočevje is the largest municipality in Slovenia by area and is about 85% covered with forests. The incubator is creating a platform for test grounds for new technology in forestry and helping out startups with forestry-focused business ideas. As part of the local development ecosystem they are well connected to the educational institutions for wood processing and forestry. The incubator is a development partner of local company Kočevski les d.o.o., a manager of all municipality owned forest and coordinator of the local forest-wood value chain, which is renowned as one of the best practices of sustainable management of the forest as a natural resource in Slovenia. As partner in the research project DI-GOZD (Digital Inventory of the Forest) the incubator helps to develop digital



tools with the help of augmented reality (AR) and advanced web tools for improving forest management for small and medium-sized forest owners. The project is addressing digital transformation and environmental protection and sustainability. The



incubator is also organising partner of the annual Festival of Wood in Kočevje, a series of events that communicates the importance and potential of forest and wood for sustainable development of the economy. The annual Festival of Wood brings together all sorts of activities in connection with sustainable management of forests and processing of wood. The festival focuses on all four aspects of creators — artists, designers, engineers and scientists. It is a platform for conferences, hands-on workshops, design contests, art installations in public spaces and other activities that promotes the use of wood and sustainable management of our forest by combining new technologies and traditional skills.

5. Municipality of Suceava, Romania. In the last 15 years Suceava Municipality has been involved in many European Union projects, being a partner in European Union city networks, such as Grow Smarter, SMILE-Civitas, EVUE, Health & Greenspace, CARD4ALL-URBACT. All this projects were a great source of inspiration and consisted in sustainable development. The mission of this projects is to enable cities to work together and develop integrated solutions to common urban challenges, by networking, learning from one another's experiences, transfer of best practice experiences in order to improve urban policies. Being a partner in city networks has made possible for Suceava municipality to elaborate different integrated local plans, in partnership with local stakeholders focusing on climate change mitigation and all areas connected to this topic, leading also to concrete initiatives and investments. Suceava Municipality has extensive experience in organising citizen consultations, bottom-up deliberative activities that involve civil society organisations, social partners, and private business in the design and implementation of public policies.

Main objectives:

A. Green and resilient city

B. Competitive and productive city

C. Well-governed city

D. A fair and inclusive city

6. Local government of Kekava Municipality Local government of Kekava Municipality, The Education, Culture and Sports Administration (IKS) of the Local government of Kekava Municipality coordinates all educational institutions in the Kekava district - primary schools (2), elementary schools (1), secondary schools (3), preschools (9), private elementary schools



(1), sports schools (1), music schools (2), art schools (2). In all mentioned educational institutions, the total teaching staff is 708 teachers. 3,626 students' study in general education institutions, of which 1,056 students additionally attend vocational schools in music, art or sports.



IKS administration:

- develops the educational policy strategy and development program of the Kekava region;
- coordinates development plans of educational institutions; participates in the accreditation of educational institutions;
- organizes education for learners with special needs;
- promotes the lifelong learning process;
- coordinates adult education, the implementation of interest education programs, further education of pedagogues and coordinates the participation of educational institutions and pedagogues in national and international projects in the field of education.
- provides methodological support;
- promotes support for regional youth initiatives;
- ensures the organization of non-formal education events and activities that meet the needs and interests of children and young people;
- promote the inclusion of children and young people from social risk groups among their peers.

The purpose of the IKS administration is to implement the state policy and the competence of the Municipality in education and work with youth.

In municipality are youth place — Jaunu ideju centrs (JIC). JIC is place where kids, youngsters, non-governmental organizations and members of municipality can use free resources. JIC aim is to provide an environment where Kekavas municipality humans can be active. Youth space daily visitors are children and youngsters. In the evenings centre is used by nongovernmental organizations, informal and interest groups, organized by the municipality. JIC also make active cooperation with municipality sport agency and ambulance for better society physical activity and health awareness. In free time youngsters come to JIC for weekly activities, themed creative workshops and inspiring meetings with popular public figures. Covid-19 has affected the number of JIC visitors. Daily to JIC comes 20 children and youngsters. Now youth workers and youth affairs specialists active work for bigger popularity of JIC. Each month is better and better for JIC. More and more youngsters know about JIC, possibilities and free resources.



7. Local Government & Municipality of District 11 of Budapest, Újbuda - The Local Government and Municipality of District 11 of Budapest is responsible for providing a wide range of services and amenities to its residents, including waste management, transportation, public safety, social services, and more. The local government of Újbuda is led by a mayor



and a council, which is responsible for making decisions and setting policies that affect the district. The council is made up of elected officials who represent the interests of the residents of the district. Újbuda is also home to many cultural and recreational attractions. The district is home to several parks, including the Kopaszi Dam and Park, which is a popular destination for walking, cycling, and picnicking. The district is also home to many museums and galleries, such as the Museum of Natural Sciences and the National Theater. Additionally, Újbuda is home to several universities and research institutions, making it an important center of education and innovation in Budapest.

8. MUNICIPALITY OF ATHIENOU, Cyprus is a Local Authority in the District of Larnaca, Cyprus, with 6.500 inhabitants, functioning with the Laws of Cyprus regarding Municipalities. It has a Mayor leading the Organization, with an 8-member Board and personnel of 22 people. Its scope of work is to handle the everyday running business of the Board of a Local Authority in Cyprus and to try to achieve and promote the development of the area in many aspects (construction of various needed projects, presentation and promotion of cultural activities, improvement of the environment, participation in European projects, taking actions towards a better life for the youth etc). It also plays the leading role in the area in social inclusion and help of people that need help due to poverty or the economic crisis, with the Mayor to be the President of the Municipal Board of Social Welfare. The Municipality of Athienou can contribute to the "Sowing Seeds of Change: Women in Rural Areas and Climate Action" project by sharing their experience and expertise in promoting women entrepreneurship through their EQUAL Project. They can provide insights on how to successfully implement initiatives that empower women in rural areas, promote gender equality, and address climate action. The Municipality of Athienou can help in identifying rural areas in Cyprus that need support in terms of promoting women entrepreneurship and addressing climate change. They can also assist in creating networks and partnerships with local stakeholders and communities to ensure that the project is implemented effectively and efficiently. Municipality of Athienou can share their knowledge and experience in community engagement and participation. As a local authority, they have experience in engaging with communities, promoting participation, and mobilizing resources for community development. This knowledge and experience can be invaluable in ensuring that the project is community-driven, inclusive, and sustainable.

2.3 PROJECT TEAMS, STAFF AND EXPERTS

Project teams and staff

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

List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. and describe briefly their tasks. Provide CVs of all key actors (if required).

Note: *Please ensure a gender-balanced representation in the composition of project teams and staff performing the action.*

Name and function	Organisation	Role/tasks/professional profile and expertise
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Luigi De Mossy	Municipality of Siena	Project manager. Project manager and consulting experience on proposals and projects funded by local, national and EU
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Project Manager		programmes and funds.
Marcello Sacco Project Coordinator	Municipality of Siena	Project Coordinator, Coordinator of the Department for EU projects in the municipality of Siena. Manager of different projects led by municipality.
Maria Amelia Local Coordinator	Municipality of Finestrat	Local Coordinator. has a Diploma in Labor Relations and Resources Humans by the University of Valencia (2012). She has extensive training on youth. She knows perfectly the needs of the youth of Finestrat, since she was a youth councilor between 2015-2019. She is currently the youth technician of the Finestrat City Council.
Athanasios Mpallis, Local Coordinator	Municipality of Trikala	Local Coordinator. Athanasios Ballis (male) was born in Thessaloniki in 1982. In 2005, he graduated from the Department of Computer Engineering and Informatics University of Patras, and in 2010 he received his Master's in Informatics of Life Science in the University of Patras, specialized in Neuroscience. From 2006 and for three years he worked as an IT employee in the Research & Development Department in the Central Library of the University of Patras. Since 2010 he is a partner of e-Trikala SA as a member of the Research & Development Department. He manages all European Projects and takes active role throughout the whole project life cycles, leading the EU Project Department concerning all aspects from auditing deliverables to reporting and task resolving issues
Stjepic Marko Local Coordinator	Podjetniški inkubator Kočevje, Slovenia	Local Coordinator. Marko Stjepic, the manager of Podjetniški inkubator Kočevje in Slovenia, is a highly skilled professional with a wealth of experience in management. He has a proven track record of leading and managing successful teams and projects in various industries. With his expertise in management, Marko Stjepic is able to effectively plan, organize, and coordinate the activities of the incubator, ensuring that it operates efficiently and effectively. He is skilled at identifying and prioritizing goals, and implementing strategies to achieve them
Ion Lungu Local Coordinator	Municipality of Suceava	Local Coordinator. the project implementation team will consist of persons with experience in implementing European - funded projects and knowledge of the subject. The municipality has the institutional capacity to implement projects in Suceava and to achieve the proposed objectives. Within the City Hall of Suceava there is a specialized department whose role is to find the necessary resources in the implementation of projects with European funds.



Liene Niedola Local Coordinator	Local government of Municipality of Kekava	Local Coordinator. youth affairs specialist in Local government of Kekava Municipality. Almost 10-year experience in formal and non-formal education. Active work in non-governmental organizations, CEO for a lot of life games for youth (life games are about key skills which everybody needs in life). Liene is one of authors games called – Career, Leaders, Creativity, Teamwork etc. These games include coaching methods. Have little experience in project management. Also have certificate for camp organizing. Haveprize from capital city education department about quality, sustainable work with youth. Liene will be main person from
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		Local government of Kekava Municipality in this project.
ZOLTÁN Kiss Local Coordinator	Local Government & Municipality of District 11 of Budapest, Újbuda, Hungary	Local Coordinator. Zoltan Kiss is an experienced professional in the field of EU project management, with a strong background in securing and managing EU-funded projects. He has a proven track record of successfully delivering complex projects in various industries and sectors. With his expertise in EU project management, Zoltan Kiss is able to effectively plan, coordinate and execute projects that meet the requirements of EU funding programs. He is highly skilled in the development and implementation of project plans, as well as in managing project budgets and timelines.
Natasa Georghiou Local Coordinator	Municipality of Athienou	Local Coordinator. Georghiou made her main education at the University of Cyprus, receiving a Degree in Public Administration and Business Administration / Finance (1995-1999) and an MBA (Master's in Business Administration) Degree 2014-2017. From 1999 to 2004 she worked as a Supervisor Investors in the Finance Department of a Banking Organisation in Cyprus and from 2004 till today she is the Director of the Municipality of Athienou. Currently she is the Project Coordinator of the Network "Volunteering Cities", where the Municipality is a Lead Partner and also in the Projects YOUROPE and AGORA, of the Europe for Citizens Program. She took part as the representative of the Municipality of Athienou in an EQUAL project, about Women Entrepreneurship, that was led by the Larnaca District Development Agency (2005-2007) and she was in charge of the participation of the Municipality of Athienou in the URBACT European Project and in the functioning of the URBACT Local Support Group, which had representatives from various institutions and organisms of the city.

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.

Insert text

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.*

To facilitate project planning, coordination, and communication between project partners, the Ed.U.Co. the project will implement the following management and implementation



procedures:

The project will have an internal control and management structure that will operate at a transnational level to manage all project phases and activities during the project's lifetime.

The Project Committee will be responsible for ensuring full compliance with the project's purpose, methodology, objectives, and activities set out in the application. It will be the decision-making body to agree on plans for implementation, monitoring, and communication of project activities. The committee will assess the inputs, outputs, and intended and actual results of the project and create the framework for the Steering Committee to lead the project's day-to-day operations.

The Project Coordinator will oversee project implementation by using project management tools to measure progress on planned activities and the agreed timetable, as well as through good communication with partners. The Project Coordinator will develop close working relationships with the persons appointed by the respective partners to coordinate the project implementation.

The Project Committee will meet during the planned transnational meeting events, and also have monthly meetings using online video-conferencing tools. In-between meetings, the Project Coordinator will keep members up-to-date with developments via e-mail. The focus will be on building teamwork and shared responsibility in the Project Committee. The project partners recognize that internal communication is essential for the success of the project. The association will keep the communication channels always open, sharing ideas and suggestions regularly. The suggested tools include:

Using social networks for quick communication on practical aspects.

Creating a WhatsApp group for urgent matters to guarantee a quick response from the project partners.

Using Gmail for more complex messages, documents, and articles related to the project.

Using Google Drive to load documents that are available to everyone at any time.

Using Zoom for internal meetings on practical matters.



The Project Coordinator will provide the partners with communication channels, including a database with the contacts of all the partners, a general email address for the project, a phone number, a Zoom account, and a Google Drive account.

These procedures will ensure effective project management, coordination, and communication between project partners. The use of various communication channels will facilitate timely and efficient communication, ensuring that all partners are up-to-date with project developments and able to contribute effectively to the project's success.

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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 men's voices are prevalent throughout the entire evaluation process.*

While the project leader is ultimately responsible for the project, the consortium has established a control and evaluation group to ensure proper project management. The control group consists of specialists in four operational areas: operational control, financial control, quality control, and administrative control. The group will meet regularly so that members can present reports generated in all areas, and the project can be controlled from these four critical areas. The control group will be formed with a representative from each participating entity, reinforcing the participants to achieve the objectives and ensuring compliance with the planned schedule. The quality plan will guide the activities to be developed with expected quality, and the quality controller will oversee that the project tasks are performed as expected. If the expected quality is not achieved, the quality controller will issue recommendations to ensure the expected levels are met.

For time control, the project has a defined schedule in which all members know the most important milestones and dates. The control group is responsible for knowing the time in which each task is to inform the other members and update the schedule. The schedule will always be available to everyone and updated regularly. If significant changes occur, the project leader will organize briefing meetings so that the whole consortium is aware of them.

The project has a work program supported by a clear and concise budget, with each partner assigned their respective tasks. Coordination meetings are scheduled every three months to detect deviations quickly and implement corrective measures in a timely manner. The project members have their administration for relevant costs and results, submitting reports and evidence to the coordinating team upon request. To achieve proper coordination, new technologies will be utilized, allowing instant and multi-user communication.

The project has established a monitoring procedure to ensure smooth internal communication between partners, describing the methods and timing of communication procedures to be followed by beneficiaries. The goal is to help partners communicate effectively, avoid conflicts,



and ensure that the deadlines agreed upon at the beginning of the project are met. These procedures will ensure effective project management, coordination, and communication, leading to the successful implementation of the project.

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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 project budget is a crucial tool for proper financial control, as it allows the consortium to track expenses and ensure efficient use of resources. The budget has been designed collaboratively among consortium members, with a focus on efficiency and effectiveness. To achieve this, specific tasks have been assigned to team members who can develop them in the most effective way possible, following the specific rules of the program.

Financial control is carried out under the supervision of the project's financial manager, who collects the necessary information from each partner and issues reports to ensure the team is aware of the budget utilization at any given moment. Each partner is responsible for their part of the budget, and funds will not be released until the correct use is verified. This premise ensures that the budget is used effectively.

The coordinator will be in continuous contact with the partners, gathering information on the costs they are incurring to accomplish their tasks. This allows the coordinator to know the project's financial situation at all times and issue necessary reports. The Finance Director will provide a set of reporting procedures and explain any issues deemed necessary during partner meetings, ensuring that financial control is maintained throughout the project's lifetime.

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2.7 RISK MANAGEMENT

Critical risks and risk management strategy *(n/a for Town Twinning)*

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

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

Note: *Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management. The strategy should also incorporate risk mitigation measures that redress any gender inequalities and multiple discriminatory effects in project implementation. For instance, to ensure full participation of target groups in project activities, gender, age or disability-specific constraints should be taken into account. The target groups may face more than one barrier to access project activities (accessibility barriers; language barriers, availability of childcare provision, etc). Therefore, it is essential to identify these risks and undertake preventive measures in order to ensure full participation of women and men in all their diversity in project design and implementation.*



Risk No	Description of risk	Work package No	Proposed risk-mitigation measures
1	Abandonment of a network member	All WPs	Find a substitute Reorganize task scheduling
2	Failure of a member to fulfill his or her responsibilities	All WPs	Identifying the reason for non-compliance



			<p>Increasing motivation</p> <p>Reorganization of tasks and budget</p> <p>Substitution of the partner</p>
3	Delays with respect to the schedule	All WPs	<p>Realistic schedule of activities agreed with the consortium.</p> <p>Schedule organized in deadlines and within the reach of the entire consortium.</p> <p>Continuous evaluation of the progress in the realization of the activities.</p> <p>Assistance from all partners to overcome occasional delays.</p>
4	Deviations from the initial budget	All WPs	<p>Exhaustive budget control and early detection of deviations.</p> <p>Each partner is responsible for its budget line and is committed to proper management.</p>
5	Miscommunication between partners	All WPs	<p>The project's communication plan will be followed.</p> <p>Communication tools and protocols will be provided that are easily understood by all.</p> <p>Common and widespread technological channels will be used.</p> <p>The project leader will ensure proper communication between partners.</p>
6	Loss of documentation	All WPs	<p>Members will be urged to make digital copies of all documentation.</p> <p>Members shall keep the originals, being responsible for their safekeeping.</p> <p>Computer systems shall be used with redundancy</p>



7	Few participants at events	All WPs	Motivating members to reach more people Conduct more communication
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			campaigns Use of more popular social networks
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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?

Ed.U.Co. - Educational Urban Community: A European Environmental Network for Youth Empowerment and Community-Building is expected to have both short-term, medium-term, and long-term effects. In the short term, the project aims to raise awareness of the identified gap in environmental education and to initiate actions to address it. In the medium term, the project aims to implement sustainable solutions and to build the capacity of the target groups. In the long term, the project aims to bring about lasting change and to establish a culture of environmental awareness and action.

The project's target groups are young people, community members, and municipalities in urban areas. The target groups will benefit concretely from the project through increased access to environmental education and awareness-raising activities, as well as opportunities to participate in environmental action projects. The gap identified will be reduced through the implementation of environmental education and awareness-raising activities and the development of community-based environmental action projects.



The project's activities will contribute to improving the situation in several ways. First, they will provide the target groups with the necessary tools and resources to address environmental issues in their communities. Second, the activities will promote environmental awareness and action by challenging existing norms and practices that perpetuate environmental degradation. Third, the project will raise awareness of the issue among stakeholders, including policymakers, civil society organizations, and the general public, which can lead to broader social and cultural change.



In terms of promoting environmental awareness and action, the project will mainstream these principles throughout all its activities. For example, it will ensure that young people, community members, and municipalities are represented in decision-making processes related to environmental issues, and that the project's activities do not reinforce environmental stereotypes. The project will also work to ensure that environmental awareness and action are integrated into the policies and practices of the target groups. By promoting environmental awareness and action, the project will contribute to a more sustainable and resilient society. Ed.U.Co. project aims to empower young people, community members, and municipalities to take action on environmental issues through education, awareness-raising, and community-building activities. By building capacity, promoting environmental awareness and action, and establishing a culture of environmental responsibility, the project will contribute to a more sustainable and just future for urban communities in Europe.

The Ed.U.Co. - Educational Urban Community: A European Environmental Network for Youth Empowerment and Community-Building project aims to trigger change and innovation in the field of environmental education and community-building. The project's ambition is to progress beyond the status quo and to establish a culture of environmental awareness and action in urban communities. The project aims to trigger change in several ways. First, it aims to challenge existing norms and practices that perpetuate environmental degradation by raising awareness of environmental issues among young people, community members, and municipalities. Second, it aims to build capacity and provide resources for environmental action projects that promote sustainable and resilient urban communities. Third, it aims to establish a network of environmental educators and community members who can share knowledge and resources, and collaborate on environmental action projects. The degree of ambition for the project is high, as it aims to establish a culture of environmental awareness and action in urban communities. This requires a significant shift in attitudes and practices related to environmental issues, and a commitment to sustainable and resilient urban development. The project's activities are designed to be innovative and forward-thinking, and to challenge existing norms and practices in the field of environmental education and community-building. Ed.U.Co. project has a high degree of ambition in triggering change and innovation in the field of environmental education and community-building. By challenging existing norms and practices, building capacity for environmental action, and establishing a network of environmental educators and community members, the project aims to establish a culture of environmental awareness and action in urban communities that goes beyond the status quo.

The Ed.U.Co. - Educational Urban Community: A European Environmental Network for Youth Empowerment and Community-Building project has several expected results and outcomes, as well as deliverables that will help achieve these results.



Expected Results/Outcomes:

- Increased access to environmental education and awareness-raising activities for



young people, community members, and municipalities in urban areas.

- Increased participation in community-based environmental action projects.
- Increased capacity for environmental action and sustainability in urban communities.
- Establishment of a network of environmental educators and community members who can share knowledge and resources, and collaborate on environmental action projects.
- Establishment of a culture of environmental awareness and action in urban communities.

Deliverables:

- Environmental education and awareness-raising materials, including workshops and training sessions.
- Community-based environmental action projects, including project plans and reports.
- Capacity-building resources, including toolkits and guides.
- Network of environmental educators and community members, including a database and online platform for collaboration and knowledge-sharing.
- Evaluation reports on the effectiveness of project activities and outcomes.

The Ed.U.Co. project aims to deliver concrete results and outcomes that will contribute to a more sustainable and just future for urban communities in Europe. By providing access to environmental education and awareness-raising activities, promoting participation in community-based environmental action projects, building capacity for environmental action and sustainability, and establishing a network of environmental educators and community members, the project aims to establish a culture of environmental awareness and action in urban communities. The project's deliverables will help achieve these results and provide a framework for ongoing environmental action and sustainability.

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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

The communication and dissemination initiatives for the project are diverse and comprehensive. These initiatives aim to promote the project activities and outcomes to a wide audience, both nationally and internationally.



present on all project activities and dissemination results. This will help to establish a visual identity for the project and to promote its visibility.

An awareness-raising video will be created to showcase young participants engaged in skills for green transition and digital transformation, as well as interviews and opinions of participants during project activities. This video will be disseminated by the media to reach a wider audience.

Online working groups will be created among local officials and social actors involved in the project, providing them with the opportunity to share experiences related to youth civic participation, even after the end of the project. This will help to sustain the project's impact beyond its lifetime.

A website will be created to disseminate the project's results, containing videos, opinions, short interviews, and descriptions of the activities. This website aims to promote the project nationally and internationally, disseminating best practices highlighted during the project activities. In addition, social media channels, including Facebook, Instagram, TikTok, and YouTube, will be created to share news, events, and updates in real-time. Infographics, posters, and brochures will also be created to provide a concise and visually appealing way to disseminate project results to a wider audience. The final report will be prepared to evaluate and determine the impact of the project, providing recommendations, suggestions, and ideas for other similar projects. This report will be available online and will help to promote the sustainability of the project's impact beyond its lifetime.

These communication and dissemination initiatives will help to establish a strong and lasting presence for the project, promoting its visibility, and disseminating its outcomes and best practices to a wide audience.

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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

After the EU funding for the Ed.U.Co. - Educational Urban Community: A European Environmental Network for Youth Empowerment and Community-Building project ends, there will be follow-up activities to ensure that the project's impact is sustained and further developed. The project team will work to establish partnerships and collaborations with local organizations, universities, and municipalities to continue to promote environmental



lifetime and contribute to the development of a culture of environmental responsibility in urban communities. The project team will work to establish a network of environmental educators and community members to continue to share knowledge and resources and collaborate on environmental action projects. This network will help to sustain the project's impact and to promote ongoing environmental action and sustainability in urban communities. The project team will work to promote the project's outcomes and best practices at national and international levels, through conferences, workshops, and other dissemination activities. This will help to raise awareness of the project's impact and to encourage the replication and scaling up of its activities in other urban communities. The project team will prepare a report that will evaluate and determine the impact of the project, giving recommendations, suggestions, and ideas for other similar projects. This report will be made available online and will help to promote the sustainability of the project's impact beyond its lifetime.

The Ed.U.Co. the project team is committed to ensuring that the project's impact is sustained and further developed beyond the EU funding period. Through partnerships and collaborations, the establishment of a network of environmental educators and community members, dissemination activities, and the preparation of a report, the project's impact will be sustained and contribute to a more sustainable and just future for urban communities in Europe.

To ensure that the impact of the Ed.U.Co. - Educational Urban Community: A European Environmental Network for Youth Empowerment and Community-Building project is sustained beyond the EU funding period, several actions will need to be taken:

- partnerships and collaborations established during the project will need to be maintained and strengthened. This will require ongoing communication and coordination among project partners, as well as engagement with local organizations, universities, and municipalities. The project team will work to establish formal agreements with these organizations to ensure that the project's impact is sustained and further developed.
- network of environmental educators and community members established during the project will need to be continued and expanded. This will require ongoing engagement and participation, as well as the establishment of formal structures to support the network's activities. The project team will work to establish a sustainable framework for the network, including the development of online platforms and resources to facilitate knowledge-sharing and collaboration.
- dissemination activities established during the project will need to be continued and expanded. This will require ongoing engagement with national and international stakeholders, as well as the development of new dissemination strategies to reach wider audiences. The project team will work to establish partnerships with media



outlets, academic institutions, and civil society organizations to promote the project's outcomes and best practices.



To achieve these goals, the project team will need to secure additional funding and resources beyond the EU funding period. This will require ongoing engagement with funding agencies, as well as the development of sustainable business models to support the project's activities. The project team will work to establish partnerships with private sector organizations and social enterprises to support the project's sustainability.

The results of the project will be used to inform policy and practice related to environmental education and community-building in urban areas. The project team will work to disseminate the project's outcomes and best practices to national and international policymakers, as well as to academic and research communities. The project's results will also be used to inform future project activities and to guide ongoing efforts to promote environmental awareness and action in urban communities.

There are also possible synergies and complementarities with other EU-funded activities that can build on the project results. The project team will work to establish partnerships with other organizations and initiatives that share the project's goals and objectives. These partnerships will help leverage resources and expertise to promote ongoing environmental action and

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

4.1 WORK PLAN

Work plan

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

The Ed.U.Co. - Educational Urban Community: A European Environmental Network for Youth Empowerment and Community-Building project aims to include young people from 8 different European towns in the project, so that they become aware and responsible for their own decision-making regarding environmental education, urban community, their active participation, and citizenship. The project believes that young people, with their unique perspective and passion for sustainability, can provide new ideas and approaches to achieve these goals. By bringing together the creativity and expertise of young people with the resources and support of the European Union, the New European Bauhaus, and the Green Deal, the project has the potential to drive significant progress towards a greener Europe. The project is based on the objectives of achieving and promoting dialogues, prosocial acting, debates, reflections, and a high level of involvement of youth in the processes of making decisions regarding the green transition, green works, green cities, and the programs given by the EU. The project's main aim is to empower young people to take an active role in environmental action and to become agents of change in their communities. The project aims to achieve this by providing access to environmental education and awareness-raising activities, as well as opportunities to participate in community-based environmental action projects. The European added value of the project lies in the collective action and cooperation between different generations, fields of expertise, and countries, to create a sustainable future for all. By engaging young people in environmental action and promoting their active participation in decision-making processes, the project aims to establish a culture of environmental responsibility in urban communities across Europe. The project will leverage the resources and support of the European Union, the New European Bauhaus, and the Green Deal to drive progress towards a greener Europe and to promote a sustainable future for all.

The Ed.U.Co. - Educational Urban Community: A European Environmental Network for Youth Empowerment and Community-Building project will operate on two scales: an international scale and a local scale. On the international scale, the project partners will exchange good practices and analyze the situation of local communities facing economic crisis and new adaptations to the framework regarding green transitions. The participation of different target groups will be carried out by different representatives of the participating municipalities. The project will aim to promote debate and youth reflection and participation in decision making on the future of green Europe, Sustainable Energy, and Sustainable Resources, as well as to empower the youth to contribute in promoting Green European values on the local, national, and international level. To achieve this, the project will contribute to the localization of the Global and Urban Agendas 2030, the New European Bauhaus initiative, and Green Deal. This scale will be based on different learning and exchange activities distributed into

8 international thematic events plus 1 online conference organized by the different partners in each participating European town.

On the local scale, the project aims to increase the awareness and involvement of youth in environmental action and sustainability, and to do that, the local scale will be crucial. The youth that will travel to each international event will be chosen by their colleagues in collaboration with the partners, and they will be involved in local groups with other youth interested in these topics. They will work regarding the results provided in each international event in new strategies to implement in their local communities to expand the impact of the results obtained. The continuation of international experiences at the local level will help to ensure the sustainability and impact of the project. By involving youth in decision-making processes at the local level, the project aims to establish a culture of environmental responsibility and sustainability in urban communities across Europe. The project will also establish partnerships with local organizations, universities, and municipalities to promote ongoing environmental action and sustainability beyond the project's lifetime.

WORK PACKAGES AND EVENTS

These 8 international thematic events (WP) and 1 online conference will be distributed as follows:

#WP1: "Greening Our Future Together" - Kick-off meeting. This event will include an opening ceremony, keynote speeches, and interactive workshops to introduce participants to the project and its objectives. Participants will also engage in team-building activities to establish strong relationships and promote collaboration among participants. The host of this event will be the Municipality of Siena, Italy.

This objective is the first Milestone and the start point of the project

#WP2: "Building a Sustainable Future" - This event will include interactive workshops on environmental education and sustainability, focusing on topics such as climate change, renewable energy, and waste reduction. Participants will engage in hands-on activities such as creating sustainable gardens, building renewable energy systems, and developing waste reduction plans for their communities. This event will be organized by the Municipality of Finestrat, Spain.

#WP3: "Connecting Communities and open spaces for a Greener Future" - This event will focus on building connections between communities and promoting open spaces, urban design, ecology, sustainability, history, and cultural diversity among youth citizens and collaboration among participants. Activities will include team-building exercises, community mapping exercises, and brainstorming sessions to identify community needs and develop strategies to address them. This event will be hosted by the Municipality of Trikala, Greece.

#WP4: "Empowering the Next Generation of Environmental Leaders" - Responsible partner for this event will be Podjetniški inkubator Kočevje, Slovenia. This event will focus on youth empowerment and leadership development, providing participants with opportunities to develop their leadership skills and engage in environmental action projects. Activities will include leadership training sessions, team-building exercises, and hands-on action projects.

#WP5: "Innovating for a Sustainable Future" - This event could focus on innovation and creativity, providing participants with opportunities to develop new ideas and approaches to addressing environmental challenges. Activities could include design thinking workshops, maker spaces, and creative labs, as well as hands-on projects such as creating sustainable art installations. The responsible partner for this event will be the Municipality of SUCEAVA, Romania.

With this the second Milestone will be reached which is the midpoint of the project

#WP6: "Youth Voices for a Greener Future" - This event will focus on promoting youth engagement and participation in environmental decision-making processes. Activities will include panel discussions, debates, and open forums to promote dialogue and exchange of ideas among participants. Participants will also be given opportunities to present their own environmental action projects and initiatives. This event will be organized by the Local government of Kekava Municipality.

#WP7: "Greening Our Communities" - This event will focus on hands-on environmental action projects, providing participants with opportunities to engage in community-based environmental action projects. Activities will include tree planting, waste reduction initiatives, and clean-up campaigns, as well as workshops on sustainable living and environmental action. The host of this event will be the Local Government & Municipality of District 11 of Budapest, Újbuda, Hungary.

#WP8: Online conference: "Youth and local urban environment: education, community engagement, and environmental stewardship" The main organizer of this event will be the Municipality of Siena, with the support of all project partners. This event will be an online conference that brings together experts, policymakers, and stakeholders to discuss environmental challenges and opportunities for youth. Topics will include environmental education, community engagement, climate change, renewable energy, sustainable urban development, and environmental justice. Participants will engage in panel discussions, debates and online workshops.

#WP9: "Ed.U.Co. - Educational Urban Community: A European Environmental Network for Youth Empowerment and Community-Building - Touch Down" - This will be the final meeting and the organizer of this event will be Municipality of Athienou, Cyprus. This event will be a celebratory event that highlights the

achievements of the project and its participants. Activities will include presentations on project outcomes and impacts, as well as awards ceremonies to recognize the contributions of project partners and participants. Participants will also engage in reflection and evaluation exercises to assess the effectiveness of the project and identify areas for improvement.

This will be the third and last Milestone and finalization of the project.

The idea is that each partner have to organize some activities in the open space, and in that way give the contribution to the promotion of the one of the main ideas of the project, emphasizing place-based learning and community-building.

4.2 WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

WORK PACKAGES

Work packages

This section concerns a detailed description of the project activities.

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

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

For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name). For prefixed Lump Sum Grants, each event should be one work package.

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

Please limit the number of work packages and reduce the number of deliverables (max 10 to 15 for the entire project). (n/a for prefixed Lump Sum Grants).

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

Ensure consistence with the detailed budget table/calculator (if applicable). (n/a for prefixed Lump Sum Grants)

Objectives

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

Activities and division of work (WP description)

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

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

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

Note:

In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of the work package.

The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted (see Model Grant Agreement).

If there is subcontracting, please also complete the table below.

Milestones and deliverables (outputs/outcomes)

Milestones are control points in the project that help to chart progress (e.g. completion of a key deliverable allowing the next phase of the work to begin). Use them only for major outputs in complex projects, otherwise leave the section empty. Please limit the number of milestones by work package.

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

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

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

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

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

The labels used mean:

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

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#). For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.

WORK PACKAGE 1

Work Package 1: ["Greening Our Future Together" - Kickoff meeting]					
Duration:	November 2023 / 2 (M3)	Lead Beneficiary:	Municipality of Siena, Italy.		
Objectives					
<ul style="list-style-type: none"> ▪ Introduce project partners and participants to the Ed.U.Co. - Educational Urban Community: A European Environmental Network for Youth Empowerment and Community-Building project. · Provide an overview of the project's objectives, activities, and expected outcomes. · Foster a sense of community and collaboration among project partners and participants. · Engage participants in team-building activities to establish strong relationships and promote collaboration. · Provide opportunities for participants to share their experiences and perspectives on environmental education, urban community, and youth empowerment. · Identify common challenges and opportunities related to environmental action and sustainability in urban communities across Europe. · Discuss strategies for overcoming these challenges and promoting sustainability in urban communities. · Set the tone for future project activities and establish a shared vision for the project's success. 					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1	opening ceremony, keynote speeches	Introduction of the host town and partner delegations, and of the project implementation strategy and obligations of	All project partners	COO	No

		each partner.					
T1.2	nteractive workshops, team-building activities	Workshops activities for building the partnership cohesion and getting to know more about the project topic.	All project partners	COO	No		
T1.3	facilitated discussions.	Talking and defining the next project steps, obligations and responsibilities.	All project partners	COO	No		
Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1	Start point of the project	1	Municipality of Siena, Italy.			3	
MS2		1					
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1	Agenda	1	Municipality of Siena, Italy.	[R — Document, report]	[PU — Public]	3	International meeting agenda
D1.2	Signatures sheet	1	Municipality of Siena, Italy.	[R — Document, report]	[PU — Public]	3	Signatures sheet signed by all participants
D1.3	Minutes of the meeting	1	Municipality of Siena, Italy.	[R — Document, report]	[PU — Public]	3	Minutes of the meeting

WORK PACKAGE 2

Work Package 2: ["Building a Sustainable Future"]					
Duration:	January 2024 / 2 (M5)	Lead Beneficiary:	Municipality of Finestrat, Spain.		
Objectives					
<ul style="list-style-type: none"> - Provide participants with hands-on experience in developing and implementing sustainable solutions in their communities. - Foster collaboration and knowledge-sharing among participants from different European municipalities. - Develop participants' skills and competencies in sustainable practices, such as sustainable gardening, renewable energy systems, and waste reduction planning. - Encourage participants to take an active role in promoting sustainability in their communities. - Identify and promote best practices for sustainable living and environmental action. - Provide opportunities for participants to reflect on their experiences and share their insights with others. 					
Activities and division of work (WP description)					
Task No <small>(continuous numbering linked to WP)</small>	Task Name	Description	Participants		In-kind Contributions and Subcontracting <small>(Yes/No and which)</small>
			Name	Role <small>(COO, BEN, AE, AP, OTHER)</small>	
T2.1	Interactive workshops	On the topic: active role in promoting sustainability in communities.	All partners	COO	No

T2.2	HandsOn activities	The main idea of this activity is to provide	All partners	COO	No
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		participants with hands-on experience in developing and implementing sustainable solutions in their communities, sustainable gardening, renewable energy systems, and waste reduction planning.					
T2.3	Project coffee	Reflection about youth contribution, promote best practices for sustainable living and environmental action.		All partners	COO	No	
Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS2	Midpoint of the project	2	Municipality of Finestrat, Spain.			5	
MS2		2					
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D2.1	Agenda	2	Municipality of Finestrat, Spain.	[R — Document, report]	[PU — Public]	5	International meeting agenda
D2.2	Signatures sheet	2	Municipality of Finestrat, Spain.	[R — Document, report]	[PU — Public]	5	Signatures sheet signed by all participants
D2.3	Minutes of the meeting	2	Municipality of Finestrat, Spain.	[R — Document, report]	[PU — Public]	5	Minutes of the meeting

WORK PACKAGE 3

Work Package 3: ["Connecting Communities and open spaces for a Greener Future"]					
Duration:		April 2024 / 2 (M8)	Lead Beneficiary:		Municipality of Trikala, Greece.
Objectives					
<ul style="list-style-type: none"> Promote collaboration and knowledge-sharing among participants from different European municipalities. Foster a sense of community and connection among participants through team-building exercises and community mapping exercises. Increase participants' understanding of the importance of open spaces, urban design, ecology, sustainability, history, and cultural diversity in promoting a greener future. Identify community needs and develop strategies to address them, with a focus on promoting sustainability and environmental action. 					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T3.1	Thematic conference	Conference with experts: "Open spaces for greener future".	All participants	COO	No
T3.2	Creative LAB Community mapping	youth will have the task to create the map of their towns as an example where could be find open places spots for environmental eucation.	All participants	COO	No

T3.3	Open Dabate	The importance of open spaces, urban design, ecology, sustainability, history and	All participants	COO	No
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		cultural diversity in promoting green future.					
Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification	
MS2	midpoint	3	Municipality of Trikala, Greece.		8		
MS2							
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D3.1	Agenda	3	Municipality of Trikala, Greece.	[R — Document, report]	[PU — Public]	8	International meeting agenda
D3.2	Signatures sheet	3	Municipality of Trikala, Greece.	[R — Document, report]	[PU — Public]	8	Signatures sheet signed by all participants
D3.3	Minutes of the meeting	3	Municipality of Trikala, Greece.	[R — Document, report]	[PU — Public]	8	Minutes of the meeting

WORK PACKAGE 4

Work Package 4: ["Empowering the Next Generation of Environmental Leaders"]					
Duration:	August 2024 / 2 (M12)	Lead Beneficiary:	Podjetniški inkubator Kočevje, Slovenia.		
Objectives					
<ul style="list-style-type: none"> ▪ Develop participants' leadership skills and competencies to promote environmental action and sustainability in their communities. ▪ Provide opportunities for participants to engage in hands-on environmental action projects, such as sustainable agriculture or waste reduction initiatives. ▪ Foster collaboration and knowledge-sharing among participants from different European municipalities. ▪ Develop participants' communication and teamwork skills to promote community engagement and participation. ▪ Promote the role of youth in promoting environmental action and sustainability in their communities. ▪ Identify and promote best practices for youth-led environmental action and sustainability initiatives. 					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T4.1	Youth Dialogue	Discussion on the topic what youth skills are necessary for making Europe sustainable. How to be Environmental Leader?	All partners	COO	No

T4.2	Leadership workshops	During this workshops youth will have the chance to develop some leadership skills that they can use in environmental policy participation.			All partners	COO	No
T4.3	Creative youth leadership LAB	in creative LAB they will develop creative ideas regarding the youth-led initiatives.			All participants	COO	No
Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS2	2	4	Podjetniški inkubator Kočevje, Slovenia.			14	
MS2							
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D4.1	Agenda	4	Podjetniški inkubator Kočevje, Slovenia.	[R — Document, report]	[PU — Public]	14	International meeting agenda
D4.2	Signatures sheet	4	Podjetniški inkubator Kočevje, Slovenia.	[R — Document, report]	[PU — Public]	14	Signatures sheet signed by all participants
D4.3	Minutes of the	4	Podjetniški	[R — Document,	[PU — Public]	14	Minutes of the meeting

	meeting		inkubator Kočevje, Slovenia. Breznicki Hum, Croatia	report/			
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WORK PACKAGE 5

Work Package 5: "Innovating for a Sustainable Future"				
Duration:	December 2024 / 2 (M16)	Lead Beneficiary:	Municipality of SUCEAVA, Romania	
Objectives				
<ul style="list-style-type: none"> ▪ Foster participants' creativity and innovation to develop new ideas and approaches to address environmental challenges. ▪ Develop participants' skills and competencies in design thinking and maker spaces to promote sustainability and environmental action. ▪ Provide opportunities for participants to engage in hands-on projects, such as creating sustainable art installations, to promote sustainability and environmental action. ▪ Foster collaboration and knowledge-sharing among participants from different European municipalities. ▪ Identify and promote best practices for sustainable innovation, creativity, and artistic expression. 				
Activities and division of work (WP description)				
Task No	Task Name	Description	Participants	In-kind Contributions

(continuous numbering linked to WP)			Name	Role (COO, BEN, AE, AP, OTHER)	and Subcontracting (Yes/No and which)
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T5.1	Design thinking workshops	Youth will share ideas about the art installations that they will make during this event.	All partners	COO	No		
T5.2	Maker spaces and creative labs	youth will work on hands-on projects and create sustainable art installation.	All partners	COO	No		
T5.3	Social Media LAB	using the social medias, especially TikTok and Instagram, youth will share the videos and the contents regarding the youth sustainable art.	All partners	COO	No		
Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification	
MS1	Finish of the midpoint of the project	5	Municipality of SUCEAVA, Romania		16		
MS2							
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D5.1	Agenda	5	Municipality of SUCEAVA, Romania	[R — Document, report]	[PU — Public]	16	International meeting agenda
D5.2	Signatures sheet	5	Municipality of SUCEAVA, Romania	[R — Document, report]	[PU — Public]	16	Signatures sheet signed by all participants

D5.3	Minutes of the meeting	5	Municipality of SUCEAVA, Romania	[R — Document, report]	[PU — Public]	16	Minutes of the meeting
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WORK PACKAGE 6

Work Package 6: [T" Youth Voices for a Greener Future"]					
Duration:	February 2025/ 2 (M18)	Lead Beneficiary:	Local government of Kekava Municipality.		
Objectives					
<ul style="list-style-type: none"> Provide opportunities for participants to share their experiences and perspectives on environmental education, urban community, and youth empowerment. Foster a sense of community and collaboration among project partners and participants. Identify common challenges and opportunities related to youth-led environmental action and sustainability in urban communities across Europe. Discuss strategies for overcoming these challenges and promoting sustainability in urban communities. 					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	

T6.1	Youth Debate	The youth will discuss about their role and contribution to make Europe greener.	All partners	COO	No
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T6.2	Role game	Youth then and now!	All partners	COO	No		
T6.3	Green Youth Talk and local authorities	Public Youth speech on the topic: Greener Europe! This speech will be hold in an open space with the goal to promote environmental courses.	All partners	COO	No		
Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1	Starting the finalization of the project	6	Local government of Kekava Municipality.			18	
MS2							
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D6.1	Agenda	6	Local government of Kekava Municipality.	[R — Document, report]	[PU — Public]	18	International meeting agenda
D6.2	Signatures sheet	6	Local government of Kekava Municipality.	[R — Document, report]	[PU — Public]	18	Signatures sheet signed by all participants
D6.3	Minutes of the meeting	6	Local Kekava gav	[R — Document, report]	[PU — Public]	18	Minutes of the meeting

WORK PACKAGE 7

Work Package 7: "Greening Our Communities"					
Duration:	April 2025 / 2 (M20)	Lead Beneficiary:	Local Government & Municipality of District 11 of Budapest, Újbuda, Hungary.		
Objectives					
<ul style="list-style-type: none"> ▪ Promote community-based environmental action projects in urban areas across Europe. ▪ Provide participants with hands-on experience in developing and implementing sustainable solutions in their communities. ▪ Foster collaboration and knowledge-sharing among participants from different European municipalities. ▪ Develop participants' skills and competencies in sustainable practices, such as tree planting, waste reduction initiatives, and clean-up campaigns. ▪ Encourage participants to take an active role in promoting sustainability in their communities, particularly through community-based environmental action projects. ▪ Identify and promote best practices for sustainable living and environmental action. 					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T7.1	Green workshop	This workshop will be about sustainable living and environmental action.	All partners	COO	No

T7.2	Workshop and youth Green Talk	Youth will share their ideas about how to	All partners	COO	No
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		contribute to green actions					
T7.3	Hands-on environmental action project	tree planting, waste reduction initiatives, and clean-up campaigns	All partners	COO	No		
Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification	
MS3	3	7	Local Government & Municipality of District 11 of Budapest, Újbuda, Hungary.		20		
MS2							
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D7.1	Agenda	7	Local Government & Municipality of District 11 of Budapest, Újbuda, Hungary.	[R — Document, report]	[PU — Public]	20	International meeting agenda
D7.2	Signatures sheet	7	Local	[R — Document,	[PU — Public]	20	Signatures sheet signed by all

			Government & Municipality of District 11 of Budapest, Újbuda, Hungary.	report]			participants
D7.3	Minutes of the meeting	7	Local Government & Municipality of District 11 of Budapest, Újbuda, Hungary.	[R — Document, report]	[PU — Public]	20	Minutes of the meeting

WORK PACKAGE 8

Work Package 8: Online conference: “Youth and local urban environment: education, community engagement, and environmental stewardship”					
Duration:	August 2025 / 2 (M22)	Lead Beneficiary:	Municipality of Siena and all partners		
Objectives					
<ul style="list-style-type: none"> ▪ Provide a platform for experts, policymakers, and stakeholders to discuss environmental challenges and opportunities for youth in urban areas. ▪ Promote knowledge-sharing and collaboration on environmental education, community engagement, climate change, renewable energy, sustainable urban development, and environmental justice. ▪ Identify best practices and emerging trends in youth-led environmental action and sustainability initiatives. ▪ Foster a sense of community and collaboration among project partners, stakeholders, and participants. ▪ Develop participants' understanding of the importance of youth engagement and community-based environmental action in promoting sustainability. ▪ Encourage participants to take an active role in promoting sustainability and environmental action in their communities. ▪ Provide opportunities for participants to engage in panel discussions, debates, and online workshops on environmental education, community engagement, climate change, renewable energy, sustainable urban development, and environmental justice. 					
Activities and division of work (WP description)					
Task No <small>(continuous numbering linked to WP)</small>	Task Name	Description	Participants		In-kind Contributions and Subcontracting <small>(Yes/No and which)</small>
			Name	Role <small>(COO, BEN, AE, AP, OTHER)</small>	

T8.1	Online Conference	panel discussions, debates, and online workshops on the topic: “Youth and local urban environment: education, community engagement, and	All partners	COO	No
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		environmental stewardship”					
Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1	3	8	Municipality of Siena and partners			22	
MS2							
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D8.1	Agenda	8	Municipality of Siena and partners	[R — Document, report]	[PU — Public]	22	International meeting agenda
D8.2	Signatures sheet	8	Municipality of Siena and partners	[R — Document, report]	[PU — Public]	22	Signatures sheet signed by all participants
D8.3	Minutes of the meeting	8	Municipality of Siena and partners	[R — Document, report]	[PU — Public]	22	Minutes of the meeting

WORK PACKAGE 9

Work Package 9: “Ed.U.Co. - Educational Urban Community: A European Environmental Network for Youth Empowerment and Community-Building - Touch Down”					
Duration:	September 2025 / 2 (M24)	Lead Beneficiary:	Municipality of Athienou, Cyprus		
Objectives					
<ul style="list-style-type: none"> ▪ Multiplier event to achieve a high dissemination of project results. ▪ Reflecting on the present and future of Europe and local communities. ▪ Reflecting on the importance of the role of local communities and youth in the sustainable green energy 					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T9.1	Final conference	Conference with experts, Local, regional authorities, representatives of NGOs and the youth will be invited to participate.	All partners	COO	No

T9.2	Dissemination event	Participants will share in the streets and social media all the acquired knowledge during the project.			
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Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS3	Finalization of the project	9	Municipality of Athienou, Cyprus			24	
MS2							
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D9.1	Agenda	9	Municipality of Athienou, Cyprus	[R — Document, report]	[PU — Public]	24	Online meeting agenda
D9.2	Google Doc	9	Municipality of Athienou, Cyprus	[R — Document, report]	[PU — Public]	24	Google Doc questionnaire and evaluation
D9.3	Minutes of the meeting	9	Municipality of Athienou, Cyprus	[R — Document, report]	[PU — Public]	24	Minutes of the meeting
D9.4	Guidelines with best practices	9	Municipality of Athienou, Cyprus	[R — Document, report]	[PU — Public]	24	Regarding the results of the project, these guidelines will share the best practices highlighted during the project.

D9.5	Final throwback	9	Municipality of Athienou, Cyprus	[DEC Websites, patent filings, videos, etc]	[PU — Public]	24	Final throwback
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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>																								
Note: Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.																								
ACTIVITY	MONTHS																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
WP1			■																					
WP2					■																			
WP3								■																
WP4												■												
WP5																■								
WP6																		■						
WP7																					■			
WP8																						■		
WP9																								■

#\$WRK-PLA-WP\$#

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5. OTHER

5.1 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.

Ethical Content: Ensuring that our proposal aligns with European sustainability objectives is crucial. Therefore, our content will be in line with The New European Bauhaus, European Green Deal social goals, and the European Charter of Fundamental Rights to ensure that it meets ethical standards.

Ethical Use of Social Media: we prioritize the security of social media use in our consortium structure. To guarantee safe messaging and social media communications, those responsible for social network communication will establish an ethical code. We will also ensure privacy and personal data protection for local representatives and coordinators. Additionally, we will monitor content to ensure it is truthful, non-offensive, and appropriate for all audiences, including gender mainstreaming in all social media posts and project dissemination activities.

Gender Mainstreaming: Our project is committed to promoting equal opportunities between women and men and breaking down gender divisions. We follow gender mainstreaming policies to ensure equal representation and decision-making for participants in environmental Europe transition activities in our communities. We will incorporate gender considerations in all project implementation from the beginning to ensure gender mainstreaming in all activities and results.

#§ETH-ICS-EI§# #@SEC-URI-SU@#

5.2 SECURITY

Security
Not applicable.

#§SEC-URI-SU§# #@DEC-LAR-DL@#

6. DECLARATIONS

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

LUMP SUMS FOR IN SITU EVENTS

	Participants	25/50	51/75	76/100	101/125	126/150	151/175	176/200	201/225	226/250	251/275	> 276
Number of	1-3	13,215	15,855	18,500	21,145	23,785	26,430	29,070	31,715	34,360	37,000	39,645
	4-6	15,855	18,500	21,145	23,785	26,430	29,070	31,715	34,360	37,000	39,645	42,285
	7-9	18,500	21,145	23,785	26,430	29,070	31,715	34,360	37,000	39,645	42,285	44,930
	10-12	21,145	23,785	26,430	29,070	31,715	34,360	37,000	39,645	42,285	44,930	47,570
	13-15	23,785	26,430	29,070	31,715	34,360	37,000	39,645	42,285	44,930	47,570	50,215

	>15	26,430	29,070	31,715	34,360	37,000	39,645	42,285	44,930	47,570	50,215	52,860
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LUMP SUMS FOR ONLINE EVENTS

	Paricipants	101-200	201-300	> 300
Number of Count	2-3	13,070	15,640	16,605
	4-6	15,710	18,285	19,245
	7-9	18,355	20,925	21,890
	10-12	21,000	23,570	24,530
	13-15	23,640	26,210	27,175
	>15	26,285	28,855	29,820

**CERV Programme - Citizens engagement and participation strand:
European remembrance, Citizens participation, Networks of Towns**

Estimated EU contribution

ATTENTION: The list of events has to correspond with the list of work-packages described in part B and the events listed in part C. Please use the same order! 1 EVENT = 1 WORK-PACKAGE

The "Total Amount" in this calculator must be equal to the "Total" of the "Requested grant amount" in the Part A, section 3-Budget.

Project title:				
Event (Work Package) Number	Event type: in situ OR online (manual input)	Number of countries (manual input)	Number of participants (manual input)	Lump sums (EUR) (automatic)
1	In_situ	7-9	25/50	EUR 18,500
2	In_situ	7-9	25/50	EUR 18,500
3	In_situ	7-9	51/75	EUR 21,145
4	In_situ	7-9	25/50	EUR 18,500
5	In_situ	7-9	25/50	EUR 18,500
6	In_situ	7-9	25/50	EUR 18,500
7	In_situ	7-9	25/50	EUR 18,500
8	Online	7-9	101-200	EUR 18,355
9	In_situ	7-9	51/75	EUR 21,145
10				EUR 0
11				EUR 0
12				EUR 0
13				EUR 0
14				EUR 0
15				EUR 0
16				EUR 0
17				EUR 0
18				EUR 0
19				EUR 0
20				EUR 0
21				EUR 0
22				EUR 0
23				EUR 0
24				EUR 0
25				EUR 0

Total Amount EUR 171,645

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

2.0	01.11.2023	GAP

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

Estimated EU contribution										Maximum grant amount ¹
Estimated eligible lump sum contributions (per work package)										
WP1 "Greening Our Future Together" - Kickoff meeting	WP2 Building a Sustainable Future	WP3 Connecting Communities and open spaces for a Greener Future	WP4 Empowering the Next Generation of Environmental Leaders	WP5 Innovating for a Sustainable Future	WP6 Youth Voices for a Greener Future	WP7 Greening Our Communities	WP8 Online conference: "Youth and local urban environment: education, community engagement, and environmental stewardship"	WP9 "Ed.U.Co. - Educational Urban Community: A European Environmental Network for Youth Empowerment and Community-Building - Touch Down"		
Forms of funding	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	
	a	b	c	d	e	f	g	h	i	j = a + b + c + d + e + f + g + h + i
1 - SIENA	11 500.00	1 000.00	1 500.00	1 000.00	1 000.00	1 000.00	1 000.00	11 355.00	1 500.00	30 855.00
2 - Finestrat	1 000.00	11 500.00	1 500.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 500.00	20 500.00
3 - E TRIKALA AE	1 000.00	1 000.00	10 645.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	1 500.00	19 145.00
4 - KOCEVJE	1 000.00	1 000.00	1 500.00	11 500.00	1 000.00	1 000.00	1 000.00	1 000.00	1 500.00	20 500.00
5 - Suceava	1 000.00	1 000.00	1 500.00	1 000.00	11 500.00	1 000.00	1 000.00	1 000.00	1 500.00	20 500.00
6 - KEKAVA	1 000.00	1 000.00	1 500.00	1 000.00	1 000.00	11 500.00	1 000.00	1 000.00	1 500.00	20 500.00
7 - UJBUDA	1 000.00	1 000.00	1 500.00	1 000.00	1 000.00	1 000.00	11 500.00	1 000.00	1 500.00	20 500.00
8 - ATHIENOU	1 000.00	1 000.00	1 500.00	1 000.00	1 000.00	1 000.00	1 000.00	1 000.00	10 645.00	19 145.00
Σ consortium	18 500.00	18 500.00	21 145.00	18 500.00	18 500.00	18 500.00	18 500.00	18 355.00	21 145.00	171 645.00

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

ANNEX 3

ACCESSION FORM FOR BENEFICIARIES

AYUNTAMIENTO DE FINESTRAT (Finestrat), PIC 891013871, established in PLAZA DEL AYUNTAMIENTO , 1, FINESTRAT 3509, Spain,

hereby agrees

to become beneficiary

in Agreement No 101138077 — Ed.U.Co. (‘the Agreement’)

between COMUNE DI SIENA (SIENA) and the European Education and Culture Executive Agency (EACEA) (‘EU executive agency’ or ‘granting authority’), under the powers delegated by the European Commission (‘European Commission’),

and 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

**ANAPTYXIAKI ETAIREIA DIMOU TRIKKAION ANAPTYXIAKI ANONYMI ETAIREIA
OTA (E TRIKALA AE)**, PIC 991940043, established in KALAMPAKAS 28, TRIKALA 42131,
Greece,

hereby agrees

to become beneficiary

in Agreement No 101138077 — Ed.U.Co. ('the Agreement')

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

and 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

PODJETNISKI INKUBATOR KOCEVJE, JAVNI ZAVOD ZA PODJETNISTVO, IZOBRAZEVANJE IN DRUGE DEJAVNOSTI (KOCEVJE), PIC 899183793, established in NOVOMESKA CESTA 16, KOCEVJE 1330, Slovenia,

hereby agrees

to become beneficiary

in Agreement No 101138077 — Ed.U.Co. ('the Agreement')

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

and 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

Municipiul Suceava (Suceava), PIC 957056418, established in BULEVARDUL 1 MAI 5 A, SUCEAVA 720224, Romania,

hereby agrees

to become beneficiary

in Agreement No 101138077 — Ed.U.Co. (‘the Agreement’)

between COMUNE DI SIENA (SIENA) and the European Education and Culture Executive Agency (EACEA) (‘EU executive agency’ or ‘granting authority’), under the powers delegated by the European Commission (‘European Commission’),

and 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

LOCAL GOVERNMENT OF KEKAVA MUNICIPALITY (KEKAVA), PIC 938788893,
established in GAISMAS STREET 19 K 9, KEKAVA 2123, Latvia,

hereby agrees

to become beneficiary

in Agreement No 101138077 — Ed.U.Co. ('the Agreement')

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

and 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

BUDAPEST FOVAROS XI KERULET UJBUDA ONKORMANYZATA (UJBUDA), PIC 941487142, established in BOCSKAI UT 39-41, BUDAPEST 1113, Hungary,

hereby agrees

to become beneficiary

in Agreement No 101138077 — Ed.U.Co. (‘the Agreement’)

between COMUNE DI SIENA (SIENA) and the European Education and Culture Executive Agency (EACEA) (‘EU executive agency’ or ‘granting authority’), under the powers delegated by the European Commission (‘European Commission’),

and 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

ATHIENOU DIMOS (ATHIENOU), PIC 907666928, established in ARCHIEPISKOPOU MAKARIOU 2, ATHIENOU 7600, Cyprus,

hereby agrees

to become beneficiary

in Agreement No 101138077 — Ed.U.Co. (‘the Agreement’)

between COMUNE DI SIENA (SIENA) and the European Education and Culture Executive Agency (EACEA) (‘EU executive agency’ or ‘granting authority’), under the powers delegated by the European Commission (‘European Commission’),

and 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

FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

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

The consortium hereby confirms that:

The information provided is complete, reliable and true.

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

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

ANNEX 5

SPECIFIC RULES

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

Rights of use of the granting authority on results for information, communication, 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

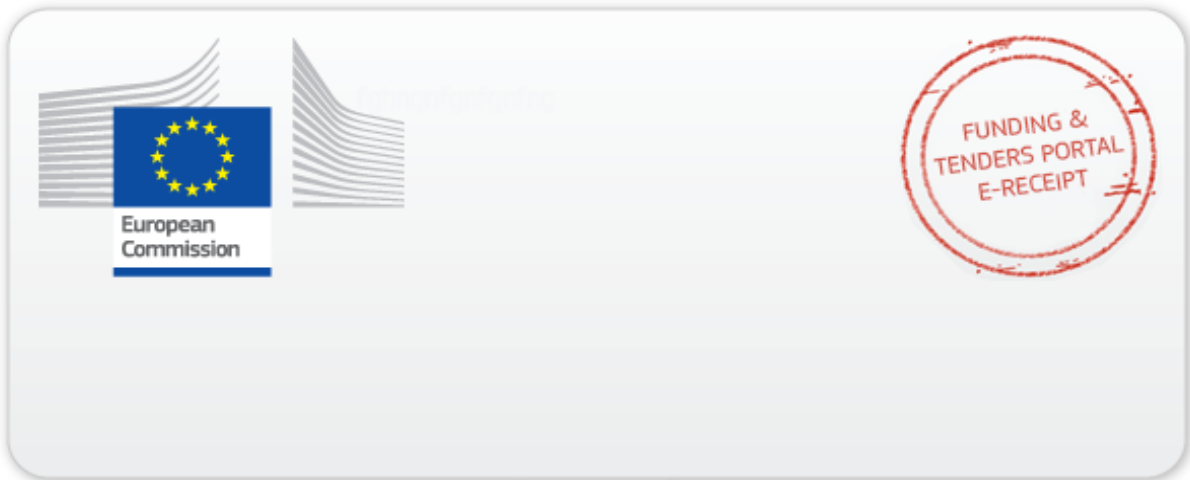
comply with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the rights holders concerned).

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.

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