



EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.A – Erasmus+, EU Solidarity Corps
A.1 – European Higher Education

GRANT AGREEMENT

Project 101085799 — TSDigComp

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':

VINNYTSIA MYKHAILO KOTSIUBYNSKYI STATE PEDAGOGICAL UNIVERSITY (VSPU), PIC 918936388, established in OSTROZHSKIY STR. 32, VINNYTSIA 21001, Ukraine,

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 DigComp is a common reference model for EU countries in order to create digital competences and is the basis for the transformation of the teacher digital competence formation system. The published EU documents on the development of DigComp highlight three main areas of Framework implementation: policy formulation and support; education planning and training, employment planning; assessment and certification. This Framework has been put into practice, building a pan-European indicator of digital skills, which helps to monitor and compile a report on the Digital Economy and Society. The Framework integration into the Europass system requires from a modern teacher the quick ability to resolve issues of personal and student confidentiality, protection of personal data in the online environment, interaction and caution on the Internet; the ability to deal with Internet risks, establish online interaction, create and use their own online resources to fill and modernize the digital space in the context of educational transformation. As part of the project, students will be trained in 6 interdisciplinary courses. During the project there will be a webinar, a workshop, a master class, a round table conference, and X, XI, XII All-Ukrainian Conference (2022, 2023, 2024 years), a guest lecture organized and conducted. The educational content of the module was discussed with researchers and teachers, representatives of student government, stakeholders, experts and consultants in the field of digitalization, educational transformation and the teacher digital competence formation. Based on the project results, educational materials and publications of the project team members will be published in scientific publications of different levels for use by the project target groups: students, teachers of higher education institutions; teachers, parents; elderly people, representatives of public organizations and the educational community of public organizations and the educationa</p>

Keywords:

- EU integration
- Competitiveness, Innovation, Research & Develop

Project number: 101085799

Project name: Transformation of the Teacher Digital Competence Formation System: Innovative European Approaches

Project acronym: TSDigComp

Call: ERASMUS-JMO-2022-HEI-TCH-RSCH

Topic: ERASMUS-JMO-2022-MODULE

Type of action: ERASMUS Lump Sum Grants

Granting authority: European Education and Culture Executive Agency

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

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

Project end date: starting date + months of duration

Project duration: 36 months

Consortium agreement: No

2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	VSPU	VINNYTSIA MYKHAILO KOTSIUBYNSKYI STATE PEDAGOGICAL UNIVERSITY	UA	918936388	11 500.00
Total						11 500.00

Coordinator:

- VINNYTSIA MYKHAILO KOTSIUBYNSKYI STATE PEDAGOGICAL UNIVERSITY (VSPU)

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

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
11 500.00	11 500.00

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

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	30 days from entry into force/ financial guarantee (if required) – whichever is the latest
					Final payment	90 days from receiving periodic report
1	1	36	Periodic report	60 days after end of reporting period		

Prefinancing payments and guarantees:

Prefinancing payment		Prefinancing guarantee		
Type	Amount	Guarantee amount	Division per participant	
Prefinancing 1 (initial)	8 050.00	n/a	1 - VSPU	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:

UA973020760000026008300402225

Conversion into euros: n/a

Reporting language: Language of the Agreement

4.3 Certificates (art 24): n/a

4.4 Recoveries (art 22)

First-line liability for recoveries:

Beneficiary termination: Beneficiary concerned

Final payment: Coordinator

After final payment: Beneficiary concerned

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

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

Joint and several liability of affiliated entities — n/a

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

Applicable law (art 43):

Standard applicable law regime: EU law + law of Belgium

Dispute settlement forum (art 43):

Standard dispute settlement forum:

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

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

6. Other

Specific rules (Annex 5): Yes

Standard time-limits after project end:

Confidentiality (for X years after final payment): 5

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

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

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

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

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

CHAPTER 1 GENERAL

ARTICLE 1 — SUBJECT OF THE AGREEMENT

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

ARTICLE 2 — DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CHAPTER 2 ACTION

ARTICLE 3 — ACTION

The grant is awarded for the action **101085799 — TSDigComp** ('action'), as described in Annex 1.

ARTICLE 4 — DURATION AND STARTING DATE

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

CHAPTER 3 GRANT

ARTICLE 5 — GRANT

5.1 Form of grant

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

⁶ OJ C 316, 27.11.1995, p. 48.

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

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

5.2 Maximum grant amount

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

5.3 Funding rate

Not applicable

5.4 Estimated budget, budget categories and forms of funding

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

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

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

5.5 Budget flexibility

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

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

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

ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS

6.1 and 6.2 General and specific eligibility conditions

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

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

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

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

⁹ See Article 125 EU Financial Regulation 2018/1046.

6.3 Ineligible contributions

‘Ineligible contributions’ are:

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

6.4 Consequences of non-compliance

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

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

CHAPTER 4 GRANT IMPLEMENTATION

SECTION 1 CONSORTIUM: BENEFICIARIES, AFFILIATED ENTITIES AND OTHER PARTICIPANTS

ARTICLE 7 — BENEFICIARIES

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

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

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

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

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



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

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

(a) Each beneficiary must:

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

(b) The coordinator must:

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

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

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

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

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

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

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

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

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

ARTICLE 8 — AFFILIATED ENTITIES

Not applicable

ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION

9.1 Associated partners

Not applicable

9.2 Third parties giving in-kind contributions to the action

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

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

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

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

9.3 Subcontractors

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

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

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

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

9.4 Recipients of financial support to third parties

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

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

ARTICLE 10 — PARTICIPANTS WITH SPECIAL STATUS

10.1 Non-EU participants

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

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

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



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

10.2 Participants which are international organisations

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

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

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

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

10.3 Pillar-assessed participants

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

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

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

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

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

and use the following specific rules, for:

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

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

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

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

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



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

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

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

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

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

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

SECTION 2 RULES FOR CARRYING OUT THE ACTION

ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION

11.1 Obligation to properly implement the action

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

11.2 Consequences of non-compliance

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

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

ARTICLE 12 — CONFLICT OF INTERESTS

12.1 Conflict of interests

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

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

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

12.2 Consequences of non-compliance

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

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

ARTICLE 13 — CONFIDENTIALITY AND SECURITY

13.1 Sensitive information

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

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

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

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

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

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

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

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

The confidentiality obligations no longer apply if:

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

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

13.2 Classified information

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

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

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

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

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

13.3 Consequences of non-compliance

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

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

ARTICLE 14 — ETHICS AND VALUES

14.1 Ethics

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

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

14.2 Values

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

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

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

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

14.3 Consequences of non-compliance

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

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

ARTICLE 15 — DATA PROTECTION

15.1 Data processing by the granting authority

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

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

15.2 Data processing by the beneficiaries

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

They must ensure that personal data is:

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

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

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

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

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

15.3 Consequences of non-compliance

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

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

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

16.1 Background and access rights to background

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

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

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

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

16.2 Ownership of results

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

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

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

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

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

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

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

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

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

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

16.4 Specific rules on IPR, results and background

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

16.5 Consequences of non-compliance

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

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

ARTICLE 17 — COMMUNICATION, DISSEMINATION AND VISIBILITY

17.1 Communication — Dissemination — Promoting the action

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

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

17.2 Visibility — European flag and funding statement

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



Funded by the
European Union



Co-funded by the
European Union



Funded by the
European Union



Co-funded by the
European Union

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

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

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

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

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

17.3 Quality of information — Disclaimer

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

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

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

17.4 Specific communication, dissemination and visibility rules

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

17.5 Consequences of non-compliance

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

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

ARTICLE 18 — SPECIFIC RULES FOR CARRYING OUT THE ACTION

18.1 Specific rules for carrying out the action

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

18.2 Consequences of non-compliance

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

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

SECTION 3 GRANT ADMINISTRATION

ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS

19.1 Information requests

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

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

19.2 Participant Register data updates

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

19.3 Information about events and circumstances which impact the action

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

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

19.4 Consequences of non-compliance

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

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

ARTICLE 20 — RECORD-KEEPING

20.1 Keeping records and supporting documents

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

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

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

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

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

20.2 Consequences of non-compliance

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

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

ARTICLE 21 — REPORTING

21.1 Continuous reporting

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

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

21.2 Periodic reporting: Technical reports and financial statements

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

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

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

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

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

The financial part of the periodic report includes:

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

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

For the last reporting period, the beneficiaries may exceptionally also declare partial lump sum

contributions for work packages that were not completed (e.g. due to force majeure or technical impossibility).

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

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

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

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

21.3 Currency for financial statements and conversion into euros

The financial statements must be drafted in euro.

21.4 Reporting language

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

21.5 Consequences of non-compliance

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

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

ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE

22.1 Payments and payment arrangements

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

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

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

The cost of payment transfers will be borne as follows:

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

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

22.2 Recoveries

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

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

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

In case of enforced recoveries (see Article 22.4):

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

22.3 Amounts due

22.3.1 Prefinancing payments

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

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

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

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

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

For grants where the granting authority is the European Commission or an EU executive agency,

offsetting may also be done against amounts owed to other Commission services or executive agencies.

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

22.3.2 Amount due at beneficiary termination — Recovery

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 1 — Calculation of the total accepted EU contribution

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

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

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

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

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

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

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

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

22.3.3 Interim payments

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the interim payment ceiling

Step 1 — Calculation of the total accepted EU contribution

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

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

Step 2 — Limit to the interim payment ceiling

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

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

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

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

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

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the maximum grant amount

Step 3 — Reduction due to the no-profit rule

Step 1 — Calculation of the total accepted EU contribution

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

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

Step 2 — Limit to the maximum grant amount

Not applicable

Step 3 — Reduction due to the no-profit rule

Not applicable

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

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

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

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

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

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

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

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

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

- requesting observations within 30 days of receiving notification.

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

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

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

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

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

Step 1 — Calculation of the revised total accepted EU contribution

Step 1 — Calculation of the revised total accepted EU contribution

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

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

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

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

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

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

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

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

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

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

22.4 Enforced recovery

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

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

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

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

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

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

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

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

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

22.5 Consequences of non-compliance

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

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



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

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

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

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

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

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

22.5.2 If the coordinator breaches any of its obligations under this Article, the grant may be reduced (see Article 29) and the grant or the coordinator may be terminated (see Article 32).

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

ARTICLE 23 — GUARANTEES

23.1 Prefinancing guarantee

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

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

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

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

They will be released within the following month.

23.2 Consequences of non-compliance

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

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

ARTICLE 24 — CERTIFICATES

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.

25.1.3 Audits

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

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

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

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

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

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

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

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

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

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

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

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

25.3 Access to records for assessing simplified forms of funding

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

25.4 OLAF, EPPO and ECA audits and investigations

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



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

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

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

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

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

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

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

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

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

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

25.5.2 Extension from other grants

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

- (a) the beneficiary concerned is found, in other EU grants awarded under similar conditions, to 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

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 2185/1996 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15/11/1996, p. 2).

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 41 (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 41 (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 41 (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 41 (assignment of claims)) continue to apply.

SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS

ARTICLE 33 — DAMAGES

33.1 Liability of the granting authority

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

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

33.2 Liability of the beneficiaries

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

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

ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES

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



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

SECTION 4 FORCE MAJEURE

ARTICLE 35 — FORCE MAJEURE

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

‘Force majeure’ means any situation or event that:

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

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

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

CHAPTER 6 FINAL PROVISIONS

ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES

36.1 Forms and means of communication — Electronic management

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

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

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

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

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



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

36.2 Date of communication

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

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

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

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

36.3 Addresses for communication

The Portal can be accessed via the Europa website.

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

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

ARTICLE 37 — INTERPRETATION OF THE AGREEMENT

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

Annex 5 takes precedence over the Terms and Conditions.

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

Annex 2 takes precedence over Annex 1.

ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES

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

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

‘Days’ means calendar days, not working days.

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

ARTICLE 39 — AMENDMENTS

39.1 Conditions

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

Amendments may be requested by any of the parties.

39.2 Procedure

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

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

The request for amendment must include:

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

The granting authority may request additional information.

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

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

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

ARTICLE 40 — ACCESSION AND ADDITION OF NEW BENEFICIARIES

40.1 Accession of the beneficiaries mentioned in the Preamble

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

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

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



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

40.2 Addition of new beneficiaries

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

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

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

Additions are also possible in mono-beneficiary grants.

ARTICLE 41 — TRANSFER OF THE AGREEMENT

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

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

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

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

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

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

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

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

ARTICLE 43 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES

43.1 Applicable law



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

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

43.2 Dispute settlement

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

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

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

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

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

ARTICLE 44 — ENTRY INTO FORCE

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

SIGNATURES

For the coordinator

For the granting authority



ANNEX 1



Erasmus+ Programme (ERASMUS)

Description of the action (DoA)

Part A

Part B

DESCRIPTION OF THE ACTION (PART A)

COVER PAGE

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

PROJECT	
<i>Grant Preparation (General Information screen) — Enter the info.</i>	
Project number:	101085799
Project name:	Transformation of the Teacher Digital Competence Formation System: Innovative European Approaches
Project acronym:	TSDigComp
Call:	ERASMUS-JMO-2022-HEI-TCH-RSCH
Topic:	ERASMUS-JMO-2022-MODULE
Type of action:	ERASMUS-LS
Service:	EACEA/A/01
Project starting date:	first day of the month following the entry into force date
Project duration:	36 months

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Staff effort	6
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List of milestones (outputs/outcomes)	10
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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 DigComp is a common reference model for EU countries in order to create digital competences and is the basis for the transformation of the teacher digital competence formation system. The published EU documents on the development of DigComp highlight three main areas of Framework implementation: policy formulation and support; education planning and training, employment planning; assessment and certification. This Framework has been put into practice, building a pan-European indicator of digital skills, which helps to monitor and compile a report on the Digital Economy and Society. The Framework integration into the Europass system requires from a modern teacher the quick ability to resolve issues of personal and student confidentiality, protection of personal data in the online environment, interaction and caution on the Internet; the ability to deal with Internet risks, establish online interaction, create and use their own online resources to fill and modernize the digital space in the context of educational transformation.

As part of the project, students will be trained in 6 interdisciplinary courses. During the project there will be a webinar, a workshop, a master class, a round table conference, and X, XI, XII All-Ukrainian Conference (2022, 2023, 2024 years), a guest lecture organized and conducted. The educational content of the module was discussed with researchers and teachers, representatives of student government, stakeholders, experts and consultants in the field of digitalization, educational transformation and the teacher digital competence formation.

Based on the project results, educational materials and publications of the project team members will be published in scientific publications of different levels for use by the project target groups: students, teachers of higher education institutions; teachers, parents; elderly people, representatives of public organizations and the educational community of public organizations and the educationa

LIST OF PARTICIPANTS

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

Number	Role	Short name	Legal name	Country	PIC
1	COO	VSPU	VINNYTSIA MYKHAILO KOTSIUBYNSKYI STATE PEDAGOGICAL UNIVERSITY	UA	918936388

LIST OF WORK PACKAGES

Work packages						
Grant Preparation (Work Packages screen) — Enter the info.						
Work Package No	Work Package name	Lead Beneficiary	Effort (Person-Months)	Start Month	End Month	Deliverables
WP1	Transformation of the Teacher Digital Competence Formation System: Innovative European Approaches	1 - VSPU	100.00	1	36	D1.1 – Proceedings of the conference Current Issues of Modern Science and Research in the Context of Integration into the European Educational Space D1.2 – An article Digital etiquette formation as a component of future teacher professional success: the European dimension was published in the collection of scientific papers Modern information technology and innovative teaching methods in training: methodolog D1.3 – Teaching manual The innovative European Approaches for the Teacher Digital Competence Formation D1.4 – Monograph Transformation of the Teacher Digital Competence Formation System: the Innovative European Approaches

Work package WP1 – Transformation of the Teacher Digital Competence Formation System: Innovative European Approaches

Work Package Number	WP1	Lead Beneficiary	1. VSPU
Work Package Name	Transformation of the Teacher Digital Competence Formation System: Innovative European Approaches		
Start Month	1	End Month	36

Objectives

The aim of the TSDigComp project is to modernize the teacher digital competence formation system in the conditions of Ukrainian educational transformation within the context of European integration, taking into account innovative European approaches.

Description

The leading form of project implementation is the development and study of an interdisciplinary module Innovative European practices of digital competence of teachers that includes the following courses:

Course 1. Conceptual principles of student digital competencies formation and development in the EU countries

Course 2. Data, information and digital content management: the European dimension

Course 3. Digital etiquette, communication and interaction in the digital society: the European approach

Course 4. Digital content development in the context of educational transformation: the European experience.

Course 5. European approaches for identifying needs and their technological solution in the digital environment.

Course 6. Online applications and basic digital space software: innovative experience of EU countries

STAFF EFFORT

Staff effort per participant		
<i>Grant Preparation (Work packages - Effort screen) — Enter the info.</i>		
Participant	WP1	Total Person-Months
1 - VSPU	100.00	100.00
Total Person-Months	100.00	100.00

LIST OF DELIVERABLES

Deliverables <i>Grant Preparation (Deliverables screen) — Enter the info.</i> <i>The labels used mean:</i> <i>Public — fully open (🚩 automatically posted online)</i> <i>Sensitive — limited under the conditions of the Grant Agreement</i> <i>EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444</i>						
Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Proceedings of the conference Current Issues of Modern Science and Research in the Context of Integration into the European Educational Space	WP1	1 - VSPU	R — Document, report	PU - Public	3
D1.2	An article Digital etiquette formation as a component of future teacher professional success: the European dimension was published in the collection of scientific papers Modern information technology and innovative teaching methods in training: methodolog	WP1	1 - VSPU	DEC — Websites, patent filings, videos, etc	PU - Public	15
D1.3	Teaching manual The innovative European Approaches for the Teacher Digital Competence Formation	WP1	1 - VSPU	R — Document, report	PU - Public	20
D1.4	Monograph Transformation of the Teacher Digital Competence Formation System: the Innovative European Approaches	WP1	1 - VSPU	DEC — Websites, patent filings, videos, etc	PU - Public	28

Deliverable D1.1 – Proceedings of the conference Current Issues of Modern Science and Research in the Context of Integration into the European Educational Space

Deliverable Number	D1.1	Lead Beneficiary	1. VSPU
Deliverable Name	Proceedings of the conference Current Issues of Modern Science and Research in the Context of Integration into the European Educational Space		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	3	Work Package No	WP1

Description
<p>One of the thematic areas of the conference program will be Digital Transformation of the Education System: the innovative European approaches (direction 4). During the conference, a relevant section will be selected, and participants (scientists, teachers - practitioners, students, methodologists) will discuss theoretical and methodological aspects, the experience of teacher digital competence formation.</p> <p>Dissemination of project results among scientists, teachers and other stakeholders; presentation and experience exchange in the use of European approaches of digital transformation; approbation of the research results conducted within the project.</p> <p>The collection of conference materials will be published in Ukrainian.</p>

Deliverable D1.2 – An article Digital etiquette formation as a component of future teacher professional success: the European dimension was published in the collection of scientific papers Modern information technology and innovative teaching methods in training: methodolog

Deliverable Number	D1.2	Lead Beneficiary	1. VSPU
Deliverable Name	An article Digital etiquette formation as a component of future teacher professional success: the European dimension was published in the collection of scientific papers Modern information technology and innovative teaching methods in training: methodolog		
Type	DEC — Websites, patent filings, videos, etc	Dissemination Level	PU - Public
Due Date (month)	15	Work Package No	WP1

Description
<p>Writing a common article by project team members that will be published in December 2023. (Scientific Conference, Ukraine, Index Copernicus).</p> <p>The article will highlight the experience of project implementation, module content and methodology. The study results, aimed at diagnosing the digital competence formation, will be presented.</p> <p>Publication will promote the experience of EU countries in transforming the teacher digital competence formation system.</p> <p>The article will be published in English.</p>

Deliverable D1.3 – Teaching manual The innovative European Approaches for the Teacher Digital Competence Formation

Deliverable Number	D1.3	Lead Beneficiary	1. VSPU
Deliverable Name	Teaching manual The innovative European Approaches for the Teacher Digital Competence Formation		

Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	20	Work Package No	WP1

Description
The peculiarity of the teaching manual is the practical focus on the teacher digital competence formation, pedagogical design of educational content of digital learning, taking into account the innovative European approaches. The educational-methodical manual will be published in Ukrainian and English.

Deliverable D1.4 – Monograph Transformation of the Teacher Digital Competence Formation System: the Innovative European Approaches

Deliverable Number	D1.4	Lead Beneficiary	1. VSPU
Deliverable Name	Monograph Transformation of the Teacher Digital Competence Formation System: the Innovative European Approaches		
Type	DEC —Websites, patent filings, videos, etc	Dissemination Level	PU - Public
Due Date (month)	28	Work Package No	WP1

Description
The monograph presents international approaches to education digitalization and trends in educational systems, the teacher digital competence formation, the digital educational resources creation- topics of interest to a wide range of educators. The publication is addressed to research and teaching staff, teachers, heads of educational institutions, post-graduate students, doctoral students, and a wide range of people interested in the processes of education digital transformation and pedagogical science in the EU. The monograph will be published in Ukrainian and English.

LIST OF MILESTONES

Milestones					
Grant Preparation (Milestones screen) — Enter the info.					
Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date (month)
1	Website of the project "Transformation of the Teacher Digital Competence Formation System: Innovative European Approaches"		1-VSPU	Creation and filling of the website of the project "Transformation of the Teacher Digital Competence Formation System: Innovative European Approaches" for its distribution through the university website	1
2	Facebook and Instagram pages of the "Transformation of the Teacher Digital Competence Formation System: Innovative European Approaches" project		1-VSPU	Preparation and coverage of information about work in the project on Facebook and Instagram	3
3	Monograph "Transformation of the Teacher Digital Competence Formation System: the Innovative European Approaches"		1-VSPU	Preparation of the electronic and printed edition of the monograph "Transformation of the Teacher Digital Competence Formation System: the Innovative European Approaches"	28

LIST OF CRITICAL RISKS

Critical risks & risk management strategy			
Grant Preparation (Critical Risks screen) — Enter the info.			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
1	In connection with the state of war in Ukraine, there		Advance notification of all participants in social networks about the safe place and time of the event via online means.

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
	may be problems with the places and times of the project events on time.		
2	The banking system is not always reliable.		Supervisors should discuss preliminary findings regarding the risk-based supervisory strategy with bank management and, if necessary, refine the findings and strategies based on the results of these discussions.
3	Covid Pandemic 19		Replacing the Guest Meeting with an Online Meeting that will increase the number of participants.
4	Software and hardware risks		The existence of competent specialists in the field of digital technologies who have practical experience in digital content development.
5	Resource availability		The use of local digital content versions



ANNEX 1



Erasmus+ Programme (ERASMUS)

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

Part A

Part B

Version 1.0
25 February 2021



TECHNICAL DESCRIPTION (PART B)

COVER PAGE

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

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

PROJECT	
Project name:	Transformation of the Teacher Digital Competence Formation System: Innovative European Approaches
Project acronym:	TSDigComp
Coordinator contact:	Svitlana KIZIM, Vinnytsia Mykhailo Kotsiubynskyi State Pedagogical University, Ostrozhskogo street 32, Vinnitsa, 21100

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PROJECT SUMMARY

Project summary (in English)
<p>The Citizen Digital Competence Framework (DigComp) is a common reference model for EU countries in order to create digital competences and is the basis for the transformation of the teacher digital competence formation system. The published EU documents on the development of DigComp highlight three main areas of Framework implementation: policy formulation and support; education planning and training, employment planning; assessment and certification. This Framework has been put into practice, building a pan-European indicator of <i>digital skills</i>, which helps to monitor and compile a report on the Digital Economy and Society. The Framework integration into the Europass system requires from a modern teacher the quick ability to resolve issues of personal and student confidentiality, protection of personal data in the online environment, interaction and caution on the Internet; the ability to deal with Internet risks, establish online interaction, create and use their own online resources to fill and modernize the digital space in the context of educational transformation.</p> <p>As part of the project, students will be trained in 6 interdisciplinary courses. During the project there will be a webinar, a workshop, a master class, a round table conference, and X, XI, XII All-Ukrainian Conference (2022, 2023, 2024 years), a guest lecture organized and conducted. The educational content of the module was discussed with researchers and teachers, representatives of student government, stakeholders, experts and consultants in the field of digitalization, educational transformation and the teacher digital competence formation.</p> <p>Based on the project results, educational materials and publications of the project team members will be published in scientific publications of different levels for use by the project target groups: students, teachers of higher education institutions; teachers, parents; elderly people, representatives of public organizations and the educational community of the city and region.</p> <p>Dear colleagues,</p> <p>We apologize that due to the situation with the war in our homeland, some of the participants of our project, who provide teaching of the Module, have no access to the Internet and are unable to send their CVs.</p>

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives
<p><i>Please address all guiding points presented in the Programme Guide under the award criterion 'Relevance'.</i></p> <p><i>Describe the background and rationale of the project.</i></p> <p><i>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?</i></p> <p>According to the Report on the Global Approach to Research and Innovation (2021), education is becoming a catalyst to find innovative solutions to make our society green, digital and healthy. Today, digital competencies are needed to use digital technology in everyday life to achieve goals related to work, study, leisure and social participation in the digital society. Such a situation requires modernization and search for innovative approaches for the DigComp formation at all its 6 levels of digital technology. The European DigComp 2.0 framework refers to all participants in the educational process: from students to teachers, from parents to those who develop educational policy of the state. The mentioned Framework is an outgrowth of overall performance of international organizations and various authors such as experts, scientists, teachers, and representatives of civil society. The basis for this document was the advice and experience of school education and the requirements of employers in many countries, where training approaches on the modern teacher digital competence formation were collected. The future teacher digital competence formation through the implementation of European approaches and strategies is especially relevant in the project Ukrainian educational transformation in the context of European integration (2020). Taking into consideration the facts of the European Commission political support, a set of recommendations for national digital skills coalitions under the EU4Digital Facili program and scientific research on DigCompEdu (2020) and national narratives, it is necessary to modernize the educators digital competence formation system needed for employment, personal development, lifelong learning through digital technologies and social inclusion in the digital society.</p>

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives

Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address?

The objectives should be clear, measurable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).

In the European Union countries, where education reforms are aimed at harmonizing curricula and standards to the requirements of the international community, a number of documents have been developed to contribute the adjustments of the teacher training system to current trends and encourage the use of digital technologies in everyday life.

The aim of the TSDigComp project is to modernize the teachers digital competence formation system in the conditions of Ukrainian educational transformation in the context of European integration, taking into account the innovative European approaches.

International organizations, including the European Commission's Joint Research Center (JRS), have announced a strategy to implement and support a number of studies and initiatives called Learning and Skills for the Digital Era. Our project TSDigComp offers an innovative flexible approach to the future teachers digital competence formation through the implementation of the best European approaches and strategies. The proposed Module Innovative European Approaches for the Teacher Digital Competence Formation is prepared in accordance with the Citizen Digital Competence Framework : Eight Levels of Proficiency with the Examples of Use and covers five areas of this competence such as information and digital literacy, communication and cooperation, digital content, security, problem solving.

The leading form of project implementation is the development and study of an interdisciplinary module Innovative European approaches for the Teacher Digital Competence Formation that includes the following courses:

Course 1. Conceptual Principles of Student Digital Competencies Formation and Development in the EU Countries)

Course 2. Data, Information and Digital Content Management: the European Dimension

Course 3. Digital Etiquette, Communication and Interaction in the Digital Society: the European Approach Course 4. Digital Content Development in the Context of Educational Transformation: the European Experience.

Course 5. European Practices for Identifying Needs and Their Technological Solution in the Digital Environment.

Course 6. Online Applications and Basic Digital Space Software: Innovative Experience of the EU Countries.

The key outcomes of the project:

- the training courses for the future teacher digital competence formation in the educational transformation have been developed;
- the blended and distance teacher learning has been organized for teachers to enhance their digital competence;
- the master classes on the use of specialized software, remote platforms and Google Workspace applications have been conducted for the future teacher to increase their digital competence;
- the student trainings of non-formal education have been conducted in order to form their digital competence;
- there has been a scientific publications preparation in accordance with the subject of the course of joint work with students and their publication on the website of the All-Ukrainian Conference *Current Issues of Modern Science and Research in the Context of Integration into the European Educational Space* with the issuance of certificates;
- the practice-oriented teaching materials *Innovative European Approaches for the Teacher Digital Competence Formation* have been prepared to form the teacher digital competence in the form of electronic and printed teaching aids.

Every year 25-30 students, 25-30 educators of higher education institutions; 20-25 teachers, 15-20 parents; 15-20 elderly people and 5-10 representatives of public organizations will take part in the project.

1.3 Complementarity with other actions and innovation— European added value

Complementarity with other actions and innovation

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

Illustrate the trans-national dimension of the project; its 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.

Valuable EU countries experience, especially the Online4EDU project, which was planned under the Erasmus + program for implementation in European countries (Estonia, Latvia, Lithuania and Germany) showed that in order to develop teacher digital competence, special training courses for teacher advanced training should be organized to provide a mixed form of education and continuous improvement of skills and abilities to use digital technologies in their professional activities and daily life. Our project TSDigComp will complement and continue the strategies of EU projects and will form teacher digital competence taking into account the European experience and Ukrainian education transformation in the context of European integration, taking into account analysis and adjustment of their modules and teachers' problems using digital technologies. Our proposed interdisciplinary module Innovative European Approaches of Teacher Digital Competence is aimed at developing teacher digital competence and improving their teaching activities through digital technologies that will study and organize data to analyze and solve professional, master digital communication and receive digital decisions.

The outcomes of the project will be presented to the educational community of the city and region in the framework of the "Educational HUB" at Vinnytsia State Pedagogical University named after Mykhailo Kotsyubynsky.

2. QUALITY

2.1 PROJECT DESIGN AND IMPLEMENTATION

2.1.1 Concept and methodology

Concept and methodology

Please address all guiding points presented in the Call document/Programme Guide under the award criterion 'Quality of the project design and implementation'.

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

The developed project is based on the principles of competence, systematic, activity, personality-oriented approaches. The chosen methodological approaches provide an integrative nature of the research position and implement complexity in the examination of the research object.

A systematic approach ensures integrity in the consideration of pedagogical phenomena and processes and their dynamic development. Accordingly, we trace the relationship in the content of the selected modules in this competence formation.

The process of the future teacher digital competence formation is based on the methodological principles of the activity approach, as the main pedagogical technologies that have the activity essence will be implemented during the project completion: sign-context, interactive, problem-based, project-based learning technologies. Students implement certain activities envisaged by the educational process (educational, research, quasi-professional, communicative). These activities intersect and complement each other.

In the process of implementing these activities, future teachers form digital competence that is a part of their professional competence.

In accordance with the complex student digital competence formation, the work is aimed at the formation of cognitive, activity, emotional and value, social components.

The formation of competencies can be implemented on the basis of an appropriate system of educational tasks, which provide activity methods depending on the subject specifics; creates situations in which students gain experience in solving practical problems and a motivated attitude to the process and cognition result. The application of the competency approach is also related to the need to study its implementation in the European education system and, accordingly, change the educational paradigm for the knowledge, skills and abilities accumulation to develop learning skills, information retrieval skills, lifelong learning; the need to master the skills of rapid transformational change in educational systems. Personality-oriented approach provides the student individual educational trajectory formation.

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

Project management, quality assurance and monitoring and evaluation strategy

Please address the specific conditions set out in the Call document/ Programme Guide.

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

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

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

To study the quality of the interdisciplinary Module Innovative European Approaches for the Teacher Digital Competence Formation will be implemented through:

- questionnaires of participants in the educational process (teachers, students, parents);
- discussions with research and teaching staff, student government representatives, stakeholders, experts and consultants;
- discussion at meetings of university departments, whose representatives provide the study of the module;
- analysis of reporting documentation:
- analysis of data and indicators on the qualitative qualifications of teachers who provide the study of interdisciplinary module;
- monitoring the level of future teacher digital competence by educational experts.

2.1.3 Project teams, staff and experts

Project teams and staff

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

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

Name and function	Organisation	Role/tasks/professional profile and expertise
Svitlana KIZIM	Vinnytsia Mykhailo Kotsiubynskyi State Pedagogical University	Project manager / associate professor of innovation and information technology in education / project management in general: defining strategic goals of the project, designing and prioritizing, planning tasks, control, communication, organizing workshops / has a number of publications in this area; successful further training under the program International Internship Fundraising and Organization of Project Activities in Educational Establishments: the European Experience (Krakow, Poland 2021).
Svitlana KIZIM	Vinnytsia Mykhailo Kotsiubynskyi State Pedagogical University	Organizer (moderator) / Associate Professor of Innovation and Information Technologies in Education / organization and carrying out the conference / organizes and conducts the conference / organizes and conducts the annual All-Ukrainian Conference Current Issues of Modern Science and Research in the Context of Integration into the European Educational Space (November 2022, 2023, 2024).
Svitlana KIZIM	Vinnytsia Mykhailo Kotsiubynskyi State Pedagogical University	Coach / teaching the course Development of Digital Content in the Educational Transformation: the European Experience / preparation of educational content, selection of forms, methods and technologies, organization of project activities for the student digital competence formation in the process of joint work / has scientific publications and monographs in a described direction.
Svitlana LIULCHAK	Vinnytsia Mykhailo Kotsiubynskyi State Pedagogical University	Advisor / designs a schedule within the Module Innovative European Approaches of Teacher Digital Competence, which provides collective and individual meetings about matters of activities, established by current regulations / has experience in creating instructional documents in the organization of the educational process.
Svitlana LIULCHAK	Vinnytsia Mykhailo Kotsiubynskyi State Pedagogical University	Tutor / Associate Professor of Innovative and Information Technologies in Education / teaching the course Management of Data, Information and Digital Content: the European Dimension / preparation of educational content, selection of forms, methods and technologies to provide students with the ability to use software to organize digital systems management, digital content management in the context of educational transformation / has scientific publications and monographs in this area.

Larysa KUTSAK	Vinnytsia Mykhailo Kotsiubynskyi State Pedagogical University	Desk officer / Associate Professor of Innovation and Information Technologies in Education / project documentation, preparation of documents for timely and uninterrupted document flow between project members, questionnaires and summarizing the results of the project quality questionnaires, keeping protocols of department and stakeholders meetings / maintaining corresponding pages on the department website and social networks.
Larysa KUTSAK	Vinnytsia Mykhailo Kotsiubynskyi State Pedagogical University	Tutor / teaching of the course Online Applications and Basic Software of the Digital Space: the Innovative Experience of the EU Countries / preparation of educational content, selection of online services, software, choice of forms, methods and technologies for student digital competence in the process of joint work / has scientific publications and monographs in a particular area.
Olesia ZHOVNYCH	Vinnytsia Mykhailo Kotsiubynskyi State Pedagogical University	Lecturer / Associate Professor of Foreign Language Teaching Methods / Teaching the course Conceptual Principles of Student Digital Competence Formation and Development in the EU Countries / preparation of educational content, selection of forms, methods and technologies for student digital competence in in the process of joint work / has research publications and monographs in this area.
Vladimir UMANETZ	Vinnytsia Mykhailo Kotsiubynskyi State Pedagogical University	Tutor / Associate Professor of Innovative and Information Technologies in Education / teaching the course The European Approaches for Identifying Needs and Their Technological Solutions in the Digital Environment / preparation of educational content, selection of forms, methods and technologies for forming digital competence in in the process of joint work / has scientific publications and monographs in a particular field
Vladimir UMANETZ	Vinnytsia Mykhailo Kotsiubynskyi State Pedagogical University	Project engineer / organizes the development and execution of plans for the new equipment and technology implementation, conducts organizational and technical activities, research and experimental design work / provides technical operation, repair and modernization of technical means of training, development of products labor intensity standards and norms of material expenses for their manufacturing, consistent economy mode implementation and expenses reduction / the head of the information and computer center in Vinnytsia Mykhailo Kotsiubynskyi State Pedagogical University.
Oksana VOLOSHYNA	Vinnytsia Mykhailo Kotsiubynskyi State Pedagogical University	Tutor / Associate Professor of Pedagogy, Vocational Education and Management of Educational Institutions / Teaching the course Digital Etiquette, Communication and Interaction in Digital Society: the European approach / preparation of educational content, selection of forms, methods and technologies for digital competences in the process of joint work / has scientific publications and monographs in a particular area.
Roman GUREVYCH	Vinnytsia Mykhailo Kotsiubynskyi State Pedagogical University	Expert / Academician, Director of the Educational Research Institute of Pedagogy, Psychology, Training of highly qualified specialists / provides favorable conditions for the project organization, implementation and examination / created a scientific school, trained 21 doctors and 67 candidates of pedagogical sciences, including directors and rectors of institutions education, teachers and educators, employees of education authorities, is the author of a research project - International Scientific and Practical Conference Modern Information Technologies and Innovative Techniques in Training: Methodology, Theory, Experience, Problems (15 conferences were held, attended by more than 4 thousand scientists from Ukraine, Poland, Mexico, Moldova, Germany, Norway, USA, Israel and other countries).
Olena ANISHCHENKO	Department of Andragogy, Ivan Ziaziun Institute of Pedagogical and Adult Education of National	Consultant / Professor, Head of the Andragogy Department of the Ivan Ziaziun Institute of Pedagogical and Adult Education of the National Academy of Pedagogical Sciences of Ukraine / organizer of a round table/ planning and conducting information events to modernize the future teachers digital competence formation system / Certified participant of the Regional Summer Academy of the Eastern Partnership of the Institute for International Cooperation of the Association of German People's Universities (DVV International)

	Academy of Pedagogical Sciences of Ukraine	(2016, Riga, Latvia); certified participant of international scientific-practical conferences and forums: Prospective issues of world science, Future problems of world science (2014, Sofia, Bulgaria); Modern problems of teacher training: technology, education and development (2014, м. Баку, Азербайджан); Humanistic model of education (2013, Pultusk, Poland).
Oleg SLUSHNYI	Vinnytsia Secondary School №20, Vinnytsia	Stakeholder / the principal, teacher of mathematics and computer studies of the municipal school Secondary school I-III degrees № 20 Vinnytsia City Council / participation in the working group of the project / interested in highly qualified graduates with high digital competence, able to perform his professional functions, tasks with the observance of their legal norms and socio-ethical principles of the profession and to implement digital technologies for the organization of his own professional activities / winner of the Global Teacher Prize Ukraine (2019).
Olga PINCHUK	Institute for Digitalisation of Education of the NAES of Ukraine	Expert of a foreign publication / Deputy Director for Scientific Experimental Work, Leading Researcher. PhD (in Pedagogics) / Senior Researcher in the field of information and communication technologies in education; since 2005, work in the Institute for Digitalisation of Education of the NAES of Ukraine (until 2021 inclusive - Institute of Information Technologies and Learning Tools); the implementation of the tasks of the scientific research works Scientific and Methodological FoundatUse of Computer Oriented Tools in Teaching Natural and Mathematical Subjects in Profile School, Scientific and Methodological Principles of Organization of Distance Learning Environment in Secondary Schools, Methodology of Design Network Resource Centers of Distance Education of Secondary Schools. Formation of Information and Educational Environment for Highschool Students Learning through Technology Electronic Social Networks (Head of Scientific Research), System of Computer Modeling of Cognitive Tasks for the Formation of Competencies of Students in Natural and Mathematical Subjects; more than 80 published scientific works, the author of collective monographs, manuals / also obtain the post of co-editors-in-chief of Information Technologies and Learning Tools.

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.

Insert text

2.1.4 Cost effectiveness and financial management

Cost effectiveness and financial management (n/a for Jean Monnet Chairs, Jean Monnet Modules and Jean Monnet Learning EU initiatives)

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.

Insert text

2.1.5 Risk management

Critical risks and risk management strategy

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

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

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

Risk No	Description	Work package No	Proposed risk-mitigation measures
Covid Pandemic 19	Guest meeting	1	Replacing the Guest Meeting with an Online Meeting that will increase the number of participants.
Software and hardware risks	Development of digital educational resources	1	The existence of competent specialists in the field of digital technologies who have practical experience in digital content development.
Resource availability	Internet access restrictions	1	The use of local digital content versions

2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS

2.2.1 Consortium set-up

Consortium cooperation and division of roles (if applicable)

Please address the points presented in the Call document/Programme Guide under the criterion 'Partnership and Cooperation arrangements.

Insert text

2.2.2 Consortium management and decision-making

Consortium management and decision-making mechanisms(if applicable)

Not applicable

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?

Short-term effects:

- The official website of the Vinnytsia Mykhailo Kotsiubynskyi State Pedagogical University will host the Jean Monnet Project Module *Transformation of the Teacher Digital Competence Formation System: the Innovative European Approaches*. The description of the project, the main directions and activities that will be organized for different target groups will be described in English and Ukrainian. The project page will cover all the events that will take place within the project, the comments of the project participants will be published. Training materials will be provided for students, teachers, educators and other target groups involved in the project;
- Developed digital educational resources for the student digital competence formation;
- Organized workshops and webinars for educators and teachers to improve their skills;

- Mini-courses for non-formal education: joint activities are organized for pupils, students, parents and the elderly;
- Educational and methodical materials for students with practical advice and methods for the digital competence formation;
- Every year 25-30 students, 25-30 teachers of higher education institutions; 20-25 educators and teachers, 15-20 parents; 15-20 elderly people and 5-10 representatives of public organizations will take part in the project.

Medium-term effects:

- Involvement of various target groups in the study of course modules - implementation of the *Lifelong Learning program*;
- Publications of project team members, which will be published in scientific journals of different levels and will highlight the project experience, the module content and methodology and all planned activities that will develop interest in transformation of teacher digital competence system formation;
- Multidisciplinary course modules for the student digital competence development.

Long-term effects:

- the ability of students to manage data,
- the ability to establish communication and interaction in the digital society;
- the ability to develop digital content and fill the digital environment with it;
- the ability to solve professional problems through the use of digital technologies.

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.

In order to implement communication, dissemination and visibility of module teaching experience, a clear strategy has been developed:

- information about the project should be available both locally and internationally - creating a project website;
- communication with various target audiences, including journalists, partners and the public - for young people it will be online, for older people - newspapers and television;
- the main principle of communication is accessibility and clarity. For example, writing posts by teachers and students about the experience of the project in social networks;
- writing a teaching aid *The innovative European approaches of educational transformation*;
- coverage of the experience Module implementation through participation in international scientific and practical conferences, article publication in professional journals and publications included in Scopus, Web of Science;
- informing about the EU support through the use of the Erasmus + Logo and banners with the EU Logo in digital and online resources;
- information from us is not just disseminated among the audience, but reaches it. We present interesting EU approaches and our own creative ideas through digital technology.

3.3 Sustainability and continuation

Sustainability, long-term impact and continuation

Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained? What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?

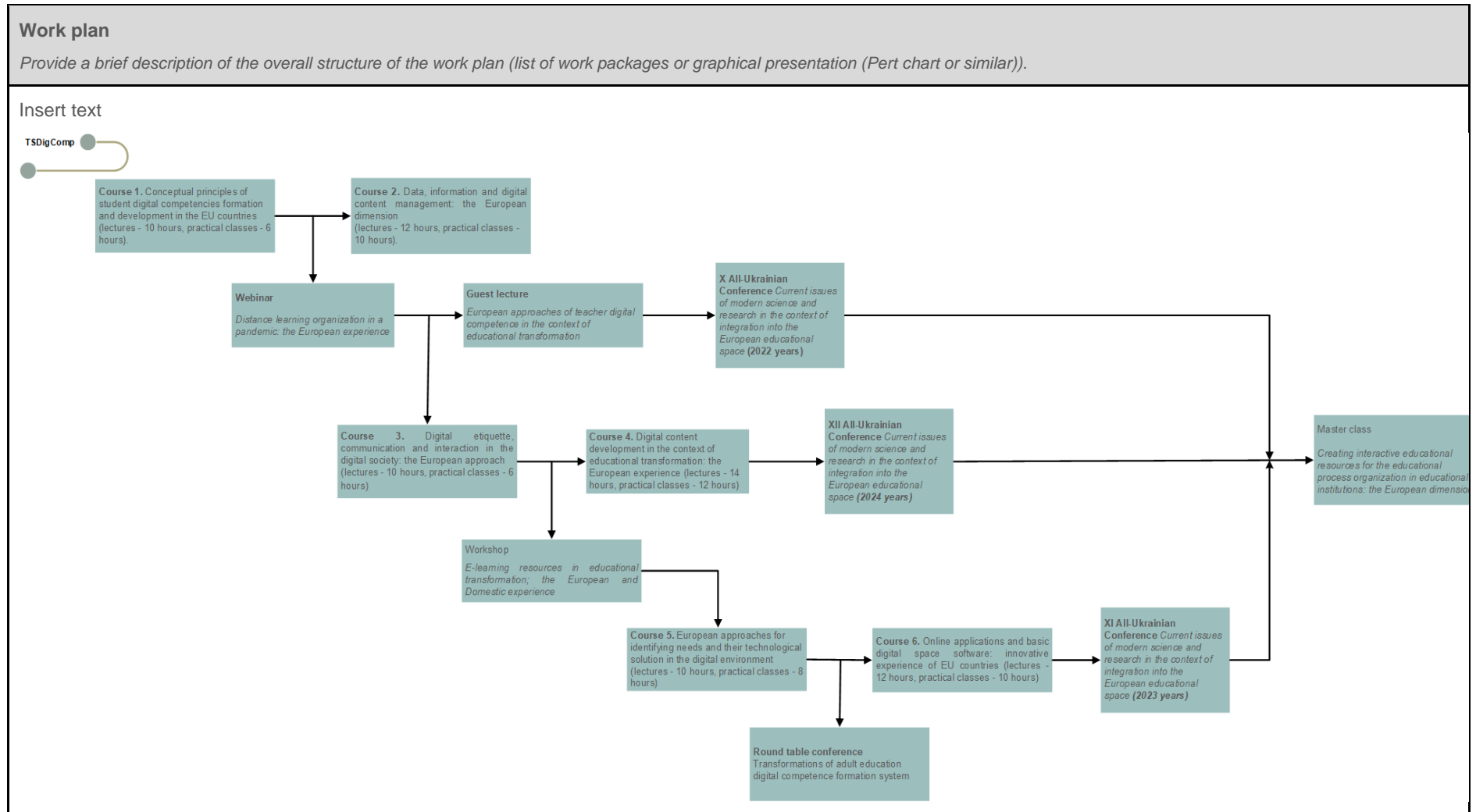
Are there any possible synergies/complementarities with other (EU funded) activities that can build on the project results?

After the completion of the TSDigComp project, teachers are going to continue to improve approaches to the future teacher digital competence formation in the context of educational transformation, updating specialized software, remote platforms and applications Google Workspace, conducting research and publishing scientific papers on the website of the annual All-Ukrainian Conference Current Issues of Modern Science and Research in the Context of integration into the European Educational Space; presentation for research in master's theses of the main aspects of the

future teacher digital competence formation; use the Module materials in teaching the basic disciplines of students; to conduct training and distance courses for teachers and students of non-formal education.

4. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

4.1 Work plan



4.2 Work packages and activities

WORK PACKAGES
<p><i>This section concerns a detailed description of the project activities.</i></p> <p>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.</p> <p>Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1. The last WP should be dedicated to Impact and dissemination.</p> <p>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 Jean Monnet Chairs, Jean Monnet Modules and Jean Monnet Learning EU initiatives, it is recommended to use only 1 work package.)</p> <p>Work packages covering financial support to third parties (only allowed if authorised in the Call document/Programme Guide) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).</p> <p>Enter each activity/milestone/output/outcome/deliverable only once (under one work package).</p>

Work Package 1

Work Package 1: Трансформація системи формування цифрової компетентності педагога: інноваційні європейські практики			
Ensure consistence with the detailed budget table/calculator (if applicable). (n/a for prefixed Lump Sum Grants)			
Duration:	01 - 36	Vinnitsia Mykhailo Kotsiubynskyi State Pedagogical University	<p>The aim of the <i>TSDigComp</i> project is to modernize the teacher digital competence formation system in the conditions of Ukrainian educational transformation within the context of European integration, taking into account innovative European approaches.</p> <p>The leading form of project implementation is the development and study of an interdisciplinary module <i>Innovative European practices of digital competence of teachers</i> that includes the following courses:</p> <p>Course 1. Conceptual principles of student digital competencies formation and development in the EU countries</p> <p>Course 2. Data, information and digital content management: the European dimension</p> <p>Course 3. Digital etiquette, communication and interaction in the digital society: the European approach</p>

		<p>Course 4. Digital content development in the context of educational transformation: the European experience.</p> <p>Course 5. European approaches for identifying needs and their technological solution in the digital environment.</p> <p>Course 6. Online applications and basic digital space software: innovative experience of EU countries</p> <p>Main outcomes of the project:</p> <ul style="list-style-type: none"> - to develop training courses for the future teacher digital competence formation in the context of educational transformation; - to organize mixed and distance teacher learning and their digital competence formation; - to conduct workshops on the use of specialized software, remote platforms and applications Google Workspace for the future teacher digital competence formation; - to conduct student trainings of non-formal education in order to form their digital competence; - to prepare scientific publications in accordance with the subject of the course of joint work with students and publish them on the website of the All-Ukrainian Conference Current issues of modern science and research in the context of integration into the European educational space with the issuance of certificates; - to prepare practice-oriented educational materials for the teacher digital competence formation in the form of electronic and printed educational and methodical manual The innovative European approaches for teacher digital competence formation.
<p>Objectives</p> <p>List the specific objectives to which this work package is linked.</p>		
<p>▪</p>		
<p>Activities (what, how, where) and division of work</p> <p>Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.</p> <p>Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader.</p> <p>Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.</p> <p>Note:</p> <p>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 this work package.</p> <p>The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.</p> <p>If there is subcontracting, please also complete the table below.</p>		

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	Course 1. Conceptual principles of student digital competencies formation and development in the EU countries (lectures - 10 hours, practical classes - 6 hours).	<p>The purpose of the course is to acquaint students with the conceptual foundations of the student digital competencies formation and development in the EU countries.</p> <p>Target groups: 3rd year students, bachelor</p> <p>Techniques: verbal, visual, game, problem-solving, interactive methods, work in pairs, work in small groups, use of digital technologies, including Google Workspace applications.</p> <p>Content Theoretical bases of citizens digital competence formation in the EU countries . Analysis of legal documents of the EU countries on digital competence The state of development of the researched problem in the national pedagogical thought taking into account the European experience. Organizational bases of teacher digital competence formation in the context of educational space internationalization. Prospects for the digital competence formation: the European dimension.</p>	Olesia ZHOVNYCH		—
T1.2	Course 2. Data, information and digital content management: the European dimension (lectures - 12 hours, practical classes - 10 hours).	<p>The purpose of the course is to acquaint students with software and digital technologies for digital management organization systems, digital content management in the context of educational transformation.</p> <p>Target groups: 3rd year students, bachelor</p> <p>Techniques: verbal, visual, gaming, problem-solving, digital technologies, interactive methods, individual and group work, use of software, platforms and Google Workspace applications.</p>	Svitlana LIULCHAK		—

		Content View, search and filter data, information and digital content. Critical evaluation and interpretation of data, information and digital content in the context of European integration. Checking the reliability of information sources. European content management approaches in digital environments. Digital management as a contemporary theory of governance The EU innovative approaches in self-realization and personal development in the digital society			
T1.3	Course 3. Digital etiquette, communication and interaction in the digital society: the European approach (lectures - 10 hours, practical classes - 6 hours)	The purpose of the training course is to form digital ethics in the recipients of higher education, to get acquainted with the features of communication in the digital society in accordance with European legislation, moral and ethical code of professional conduct of business communication in the digital environment. Target groups: 3rd year students, bachelor Techniques: sign-context, personality-oriented, interactive, problem-based, project learning technologies. Content Theoretical bases of citizens digital etiquette formation in the EU countries. Legislative regulation of communications in the digital society. Current interaction trends in the digital environment. Effective communication requirements in a digital society. Socio-psychological principles of communication in the digital environment. Moral and ethical code of professional conduct of business communication in the digital environment.	Oksana VOLOSHINA		–
T1.4	Course 4. Digital content development in the context of educational transformation: the	The purpose of the course is to acquaint students with specialized software and Web technologies for creating digital content in the context of educational transformation	Svitlana KIZIM		–

	European experience (lectures - 14 hours, practical classes - 12 hours)	<p>Target groups: 3rd year students, bachelor</p> <p>Techniques : verbal, visual, gaming, problem-solving, interactive methods, work in pairs, work in small groups, project-based learning technologies, the use of specialized software, platforms and Google Workspace applications.</p> <p>Content Theoretical principles of digital content development in the context of educational transformation. Copyright in the development and use of digital content. Digital technologies for content development with the purpose of professional, communication and collaboration development. Features of digital content creation by means of specialized software. Web technologies for creating digital content. Digital services for learning, evaluating the results of students and improving their digital competence.</p>			
T1.5	Course 5. European approaches for identifying needs and their technological solution in the digital environment (lectures - 10 hours, practical classes - 8 hours)	<p>The purpose of the course is to acquaint students with the possibilities of needs assessment, competence formation in identifying, evaluating, selecting and using digital tools and technological response capabilities to meet these needs, the ability to adjust and adapt digital environments to personal needs.</p> <p>Target groups: 3rd year students, bachelor</p> <p>Techniques: verbal, visual, gaming, problem-solving, interactive methods, thematic (group and individual) discussions with the use of social networks, chats on Internet forums and in remote time (online) and in real time (offline), self-study relevant legal framework and educational literature, use of specialized software, platforms and applications such as Google Workspace, LMS Collaborator and others.</p> <p>Content Theoretical principles of CA use in the European approaches to identify needs and their</p>	Vladimir UMANETZ		—

		<p>technological solution.</p> <p>The European Union legal framework consideration on CA and comparative analysis with domestic realities.</p> <p>Needs assessment technologies. the use of various digital tools and possible technological responses to address these needs.</p> <p>The usage of different ways to regulate and customize digital environments.</p> <p>Promising areas of CA use for technological solution of needs.</p>			
T1.6	<p>Course 6. Online applications and basic digital space software: innovative experience of EU countries (lectures - 12 hours, practical classes - 10 hours)</p>	<p>The aim of the course is to develop students' ability to use online applications and basic software for the digital space organization, taking into account the experience of EU countries.</p> <p>Target groups: 3rd year students, bachelor</p> <p>Techniques : personality-oriented, interactive, problem-based and project-based learning technologies.</p> <p>Content</p> <p>Features of the computer and mobile devices use: the innovative domestic and European experience</p> <p>Adjustment and application of computer and mobile devices for the specialists digital competence formation</p> <p>The basic software use for the professionals digital competence formation</p> <p>Computer and mobile devices software possibilities in the educational process.</p> <p>Digital content installation and processing using operating systems, online services, files of various types for the professionals digital competence formation</p> <p>The use of basic applications</p>	Larysa KUTSAK		—
T2.1	Webinar	<p>The webinar will be organized as a form of improving digital competence in the context of educational transformation for students and professional development in non-formal and formal education, which will be developed on the basis of the module. All information about the</p>	Vladimir UMANETZ		—

	<i>Distance learning organization in a pandemic: the European experience</i>	event will be presented on the website of the project <i>TSDigComp</i> with a registration form, links and address for all interested. The basis is the presented topics of the module <i>The innovative European approaches for teacher digital competence formation</i> . The webinar will cover the main approaches to the organization of distance learning in a pandemic, taking into account the European experience and the European conceptual and reference model of citizens digital competencies DigComp 2.1.			
T2.2	Guest lecture <i>European approaches of teacher digital competence in the context of educational transformation</i>	The lecture reveals the European approaches of teacher digital competence in accordance with the Framework of Ukrainian citizens digital competences in creating public policy and planning educational initiatives aimed at improving digital literacy and practical use of IT tools and services by specific target groups, namely learners of formal and non-formal education. The lecture will raise the Ukrainian citizen digital competence issue outlining a certain amount of knowledge, skills and practical skills needed by a wide range of citizens for decent competition in the Ukrainian and European labor market and comfortable use of modern digital technologies. All information about the event will be presented on the website of the project <i>TSDigComp</i> with a registration form, links and address for all interested.	Olga PINCHUK	T2.8	Guest lecture <i>European approaches of teacher digital competence in the context of educational transformation</i>
T2.3	Workshop <i>E-learning resources in educational transformation; the European and Domestic experience</i>	The target groups of the workshop will be students of higher education institutions, students of non-formal education, teachers of university departments, stakeholders. The workshop is aimed at learning and developing new skills for the transformation of digital competence formation system in the European conceptual and reference model of citizens digital competences DigComp 2.1. During the workshop, participants will gain knowledge on the topic <i>Features of creating and using electronic resources in the educational process</i> , a selection of textbooks, manuals, scientific publications and online sources will be	Svitlana KIZIM, Oksana VOLOSHYNA		

		presented on the project <i>TSDigComp</i> . The work of the workshop is aimed at high intensity of group interaction, activity and independence of participants, gaining current experience and personal experience. During the workshop it is possible to gather a large group, which is divided into smaller subgroups for discussion and teamwork on the future teacher digital competence formation by creating electronic educational resources in the educational transformation in accordance with the European model of citizens digital competences DigComp 2.1. All information about the event will be presented on the website of the project "TSDigComp" with a registration form, links and address for all interested.			
T2.4	Round table conference <i>Transformations of adult education digital competence formation system</i>	The target group will be students of the University of Mykhailo Kotsyubynsky, teachers of schools in Vinnytsia and Vinnytsia region, representatives of Vinnytsia region social services, students of non-formal education, European and domestic experts. They will be provided with the presentation of the developed Module during the round table conference. The round table will be held in the context of interdisciplinary courses of the Module in order to discuss the transformation of the digital competence formation system and experience exchange. The moderator should provide a meaningful and comprehensive analysis of the problem and summarize the collective opinion on ways to transform the digital competence formation system in the European conceptual and reference model of citizens digital competence DigComp 2.1. All information about the event will be presented on the website of the project <i>TSDigComp</i> with a registration form, links and address for all interested.	Olena ANISHCHENKO		–
T2.5-2.7	X, XI, XII All-Ukrainian Conference <i>Current issues of modern science and research in the context of integration into the European educational space</i> (2022, 2023, 2024 years)	The target audience is students from Ukrainian higher education institutions, teachers, post-graduate students, doctoral students and young scientists of Ukrainian higher education institutions. The All-Ukrainian Conference is held with the aim to summarize innovative	Svitlana KIZIM, Svitlana LULCHAK		–

		<p>approaches and the problem of teacher training in the context of educational transformation. The conference is held in the form of plenary and sectional meetings. The proceedings of the conference are covered in the collection of materials of the All-Ukrainian conference <i>Current Issues of Modern Science and Research in the Context of Integration into the European Educational Space</i> that outline promising areas of scientific research for the transformation digital competence system in the European conceptual and reference model of citizens digital competences DigComp 2.1. The conference is designed to address the methodological, psychological, pedagogical and methodological problems of the digital technologies implementation in educational institutions; development of digital technologies and innovative methods of training specialists; didactic principles of using digital technologies for training specialists; theoretical and practical principles for training teachers of higher education institutions for the use of digital technologies and their digital competence formation in the context of educational transformation; the current state and prospects of training future professionals to work in the digital space in the context of European integration.</p> <p>All information about the event will be presented on the website of the project <i>TSDigComp</i> with a registration form, links and address for all interested. Conference participants will receive certificates, which will be available on the conference website http://sit.vspu.edu.ua/</p>	<p>Larysa KUTSAK</p> <p>Vladimir UMANETZ</p>		
T2.8	<p>Master class</p> <p><i>Creating interactive educational resources for the educational process organization in educational institutions: the European dimension</i></p>	<p>The master class integrates the theoretical knowledge gained as a result of the workshop and the skills acquired in the master class. It envisages the future teacher digital competence development in the creation and implementation of electronic educational resources through the use of specialized software and applications Google Workspace in the context of educational</p>	<p>Svitlana LULCHAK</p> <p>Larysa KUTSAK</p>		–

		<p>transformation. All information about the event will be presented on the website of the project <i>TSDigComp</i> with a registration form, links and address for all interested.</p> <p>According to the participation results in the master class and the successful presentation of their own electronic educational resources, participants and teachers will receive a certificate of professional skills development (6 hours).</p>					
<p>Milestones and deliverables (outputs/outcomes)</p> <p>Milestones are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.</p> <p>Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.</p> <p>Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. (For Jean Monnet Chairs, Jean Monnet Modules and Jean Monnet Learning EU initiatives, it is recommended to limit the number of Deliverables to max 3-5.) You may be asked to further reduce the number during grant preparation.</p> <p>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.</p> <p>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).</p> <p>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.</p> <p>The labels used mean:</p> <p>Public — fully open (automatically posted online on the Project Results platforms)</p> <p>Sensitive — limited under the conditions of the Grant Agreement</p> <p>EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444.</p>							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1		1					
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	Proceedings of the conference <i>Current Issues of Modern Science and Research in the Context of Integration into the European Educational Space</i>	1		<i>[R — Document, report]</i>	<i>[PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C — EU Classified] [S-UE/EU-S — EU Classified]</i>	5	<p>One of the thematic areas of the conference program will be <i>Digital Transformation of the Education System: the innovative European approaches</i> (direction 4). During the conference, a relevant section will be selected, and participants (scientists, teachers - practitioners, students, methodologists) will discuss theoretical and methodological aspects, the experience of teacher digital competence formation.</p> <p>Dissemination of project results among scientists, teachers and other stakeholders; presentation and experience exchange in the use of European approaches of digital transformation; approbation of the research results conducted within the project.</p> <p>The collection of conference materials will be published in Ukrainian.</p>
D1.2	An article <i>Digital etiquette formation as a component of future teacher professional</i>	1		<i>[R — Document, report] [Websites]</i>	<i>[PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified]</i>	15	<p>Writing a common article by project team members that will be published in December 2023.</p> <p>(Scientific Conference,</p>

	<i>success: the European dimension was published in the collection of scientific papers Modern information technology and innovative teaching methods in training: methodology, theory, experience, problems</i>				[C-UE/EU-C — EU Classified] [S-UE/EU-S — EU Classified]		Ukraine, Index Copernicus). The article will highlight the experience of project implementation, module content and methodology. The study results, aimed at diagnosing the digital competence formation, will be presented. Publication will promote the experience of EU countries in transforming the teacher digital competence formation system. The article will be published in English.
D1.3	Teaching manual <i>The innovative European Approaches for the Teacher Digital Competence Formation</i>	1		[R — Document, report] [Websites]	[PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C — EU Classified] [S-UE/EU-S — EU Classified]	20	The peculiarity of the teaching manual is the practical focus on the teacher digital competence formation, pedagogical design of educational content of digital learning, taking into account the innovative European approaches. The educational-methodical manual will be published in Ukrainian and English.
D1.4	Monograph <i>Transformation of the Teacher Digital Competence Formation System:</i>	1		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC —	[PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified]	28	The monograph presents international approaches to education digitalization and trends in educational systems, the teacher

	<i>the Innovative European Approaches</i>			Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data Management Plan] [ETHICS] [SECURITY] [OTHER]	[C-UE/EU-C — EU Classified] [S-UE/EU-S — EU Classified]		digital competence formation, the digital educational resources creation- topics of interest to a wide range of educators. The publication is addressed to research and teaching staff, teachers, heads of educational institutions, post-graduate students, doctoral students, and a wide range of people interested in the processes of education digital transformation and pedagogical science in the EU. The monograph will be published in Ukrainian and English.
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Estimated budget — Resources

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

Work Package ...

To insert work packages, copy WP1 as many times as necessary

Events

Events

This table is to be completed for events that have been mentioned as part of the activities in the work packages above
Give more details on the type, location, number of persons attending, etc.

Event No (continuous numbering linked to WP)	Participant	Description					Attendees
		Name	Type	Area	Location	Duration (days)	
E1.1 Webinar <i>Distance learning organization in a pandemic: the European experience</i>	students of higher education institutions, students of non-formal education, teachers of schools in Vinnytsia and Vinnytsia region	State Pedagogical University Vinnytsia Mykhailo Kotsiubynskyi	webinar	The ability to analyze the advanced educational technologies implementation in the context of European experience, the ability to organize distance learning (learning individualization, convenient counseling system, democratic relations between participants in the educational process, convenient schedule and place of work)	Vinnytsia, Ukraine	1-2 days	40-50 participants
E1.2 European Approaches of Teacher Digital Competence in the Context of Educational Transformation	Students of Ukrainian higher education institutions, teachers of Vinnytsia and Vinnytsia region schools, teachers of university departments, stakeholders	State Pedagogical University Vinnytsia Mykhailo Kotsiubynskyi	Guest lecture	The ability to develop technologies of artificial intelligence(<i>Excellence and trust in artificial intelligence</i> program). the ability to analyze and implement the European strategy in the field of data processing		1 day	50-60 participants

				(<i>European data strategy</i> program); the ability to analyze and evaluate the European industrial strategy (<i>European industrial strategy</i> program).			
E1.3 Workshop E-learning resources in Educational Transformation; European and Domestic Experience	Students of higher education institutions, students of non-formal education, teachers of university departments, stakeholders	State Pedagogical University Vinnytsia Mykhailo Kotsiubynskyi	workshop	The ability to develop digital competence and skills for digital transformation; the ability to apply conceptual provisions <i>The concept of digital transformation of education and science of Ukraine</i> taking into account the innovative approaches of the EU countries; the ability to design, create and use electronic educational resources; the ability to create electronic educational resources in order to improve the skills of formal and non-formal education for		1 day	30-40 participants

				<p>their digital competence formation;</p> <p>the ability to choose in order to fill online platforms for communication between participants in the educational process and their digital competence formation.</p>			
<p>E1.4</p> <p>Transformation of Adult Education Digital Competence Formation System</p>	<p>Students of the University of Mykhailo Kotsyubynsky, teachers of Vinnytsia and Vinnytsia region schools, representatives of Vinnytsia region social services, students of non-formal education, European and domestic experts</p>	<p>State Pedagogical University Vinnytsia Mykhailo Kotsiubynskiy</p>	<p>Round table conference</p>	<p>The ability to train teachers to work with elderly people and the teacher digital competence formation;</p> <p>the ability to find and use new digital educational tools in adult learning;</p> <p>the ability to use digital media for the adult digital competence formation;</p> <p>the ability to promote digital education through state funding or participation in international projects and grants;</p> <p>the ability to create a centralized digital infrastructure (distance learning</p>		<p>1 day</p>	<p>50-60 participants</p>

				platforms, web conferencing systems, etc) with methodological support of adult educational institutions; the ability to create and establish virtual universities			
E1.5-1.7 Current Issues of Modern Science and Research in the Context of Integration into the European Educational Space (2022, 2023, 2024)	students of Ukrainian higher education institutions, teachers, post-graduate students, doctoral students and young scientists of Ukrainian higher education institutions	State Pedagogical University Vinnytsia Mykhailo Kotsiubynskyi	X, XI, XII All-Ukrainian Conference	The ability to use digital technologies on a large scale; the ability to form the latest design of the educational space taking into account the European experience; the ability to modernize the infrastructural equipment of educational institutions; the ability to implement new technological and managerial solutions in educational institutions: the European experience; the ability to use online learning technology using digital educational		1-2 days	100 participants

				resources:the European dimension.			
E1.8 Creating interactive educational resources for the educational process organization in educational institutions: the European dimension	students of higher education institutions, students of non-formal education, teachers of Vinnytsia and Vinnytsia region schools	State Pedagogical University Vinnytsia Mykhailo Kotsiubynskyi	Master class	<p>The ability to create and use interactive online exercises and games in learning to form professionals digital competence ;</p> <p>the ability to create and use online tools in teachers' activities;</p> <p>the ability to create and use personal educational web resources;</p> <p>the ability to create and use interactive posters.</p>		1-2 days	30-50 participants

4.3 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

[illegible]

Timetable (projects of more than 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: Use actual, calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.

[illegible]

[illegible]

4.4 Subcontracting

Subcontracting *(n/a for Jean Monnet Chairs, Jean Monnet Modules and Jean Monnet Learning EU initiatives)*

Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).

Subcontracting — Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.

Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants to have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of project coordination tasks).

Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					
Other issues: <i>If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</i>			Insert text			

5. OTHER

5.1 Ethics

Ethics (if applicable) <i>If the Call document/Programme Guide contains a section on ethics, describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them.</i> <i>Describe how you will ensure gender mainstreaming and children's rights in the project activities.</i>
Not applicable.

5.2 Security

Security
Not applicable.

6. DECLARATIONS

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

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

ANNEXES

LIST OF ANNEXES

Standard

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

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

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

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

Special

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

LIST OF PREVIOUS PROJECTS

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

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	25.02.2021	Initial version (new MFF).
2.0	15.12.2021	Update for calls 2022.


The topic you are applying for: **Modules**
 The country of the applicant of the proposal: **Ukraine (UA)**

Your form is valid; see your lump sum amount below the table.

JMO Modules Teaching Hours

The lump sum is calculated based on the total number of teaching hours.

A Jean Monnet Modules must include a minimum of 40 teaching hours per academic year.

 Name of the Professor	Hours Year 1	Hours Year 2	Hours Year 3	TOTAL HOURS
Olesia ZHOVNYCH	18			18
Svitlana LIULCHAK	22			22
Oksana VOLOSHINA		16		16
Svitlana KIZIM		24		24
Vladimir UMANETZ			18	18
Larysa KUTSAK			22	22
Prof 7				0
Prof 8				0
Prof 9				0
Prof 10				0
Prof 11				0
Prof 12				0
Prof 13				0
Prof 14				0
Prof 15				0
Total	40	40	40	120

The lump sum amount for the topic Modules for an applicant from Ukraine (UA),
 having defined 120 hours over the 3 years is: **11 500,00 €**
Please insert this amount in Part A ('edit e-forms') of your proposal, under Section 3 – Budget.

ANNEX 2

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

Forms of funding	Estimated EU contribution	
	Estimated eligible lump sum contributions (per work package)	Maximum grant amount ¹
	WP1 Transformation of the Teacher Digital Competence Formation System: Innovative European Approaches	
	Lump sum contribution	
	a	b = a
1 - VSPU	11 500.00	11 500.00

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

FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

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

The consortium hereby confirms that:

The information provided is complete, reliable and true.

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

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

ANNEX 5

SPECIFIC RULES

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

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

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

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

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

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

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

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

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

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

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

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

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

Access rights for third parties to ensure continuity and interoperability

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

COMMUNICATION, DISSEMINATION AND VISIBILITY (— ARTICLE 17)

Additional communication and dissemination activities

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

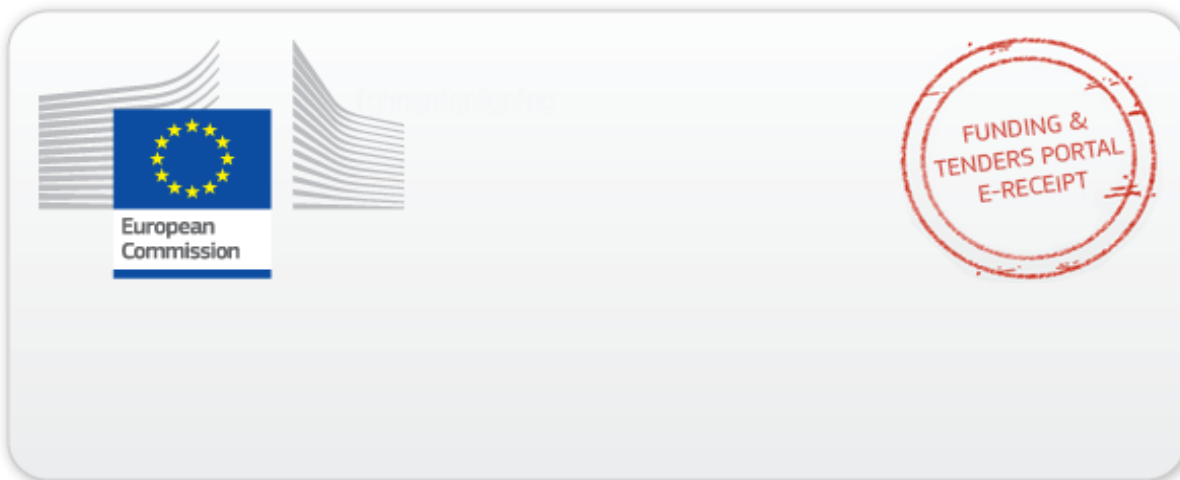
- **present the project** (including project summary, coordinator contact details, list of participants, European flag and funding statement and project results) on the beneficiaries' **websites** or **social media accounts**
- for actions involving public **events**, display signs and posters mentioning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

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

EU restrictive measures

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

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



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