

Norway grants

Grants Administration and Collaboration GRACE Environment

Bilateral Fund Work plan

GrACE User Manual for National Focal Point

Version 1.1, July 2025

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Introduction

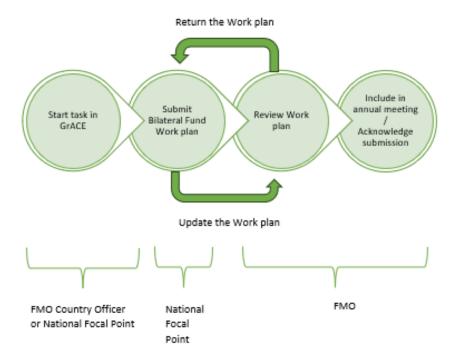
GrACE stands for Grants Administration and Collaboration Environment. The system supports the management of the EEA and Norwegian Financial Mechanisms 2021-2028. GrACE is used by the Donor and Beneficiary State entities and the Financial Mechanism Office (FMO). Users access GrACE through the website https://grace.eeagrants.org/.

The National Focal Point (NFP) prepares the Bilateral Fund (BF) Work plan. It describes the proposed activities to be implemented under the Fund for Bilateral Relations for the duration of the fund and in consultation with the Donors. The Joint Committee for the Bilateral Fund (JCBF) then defines the Work plan and the NFP updates it at least once per year.

For further help and support, please contact <u>grace.support@efta.int</u>. You can find this user manual and other manuals on our website <u>https://eeagrants.org/gracemanuals</u>. Be sure to regularly check for updated versions.

1. Bilateral Fund Work plan in GrACE

The following represents the Bilateral Fund Work plan workflow in GrACE. The workflow is started by the NFP; the Country Officer can also start it if needed. Both parties can find the task in their dashboard. According to the regulations¹, the initial draft of the workplan should be submitted at least 4 weeks prior to the first meeting of the Joint Committee. When the NFP has submitted the Work plan in GrACE, the FMO Country Officer reviews it.



The NFP prepares the Work plan for the Bilateral Fund in consultation with the JCBF and submits it to the FMO through GrACE.

The FMO may return the Work plan to the NFP with comments. The NFP will then make any necessary changes and re-submit the Work plan to the FMO. The FMO reviews the plan once more and then validates the final version in GrACE. Upon the initial submission of the plan, when the Work plan has passed the review successfully, FMO will add it to the annual meeting portfolio. At a later stage if the plan is updated, FMO will acknowledge the submission after review.

¹ Article 2.6 «Work plan», https://eeagrants.org/resources/regulation-implementation-eea-grants-including-annexes-2021-2028

2. Start the Bilateral Fund Work plan workflow

To start the workflow for the Bilateral Fund Work plan, click on 'Initiate a new process' under My tasks on your dashboard (1). Select 'Update the Work plan of the Bilateral Fund' (2) and click on **Initiate the process** (3).

h	GRACE		Initiate a new process		
	루 res	My tasks	* Select a process Update the workplan of the Bilateral Fund	× Ŧ	
	View Profile Change Password	Initiate a new process	Process description The current workflows follows the process of submitting and reviewing a workplan update for Bilateral Fund.]
		Task name	Cancel Initiate the process 3		ext [©] T

This task can also be started when looking at the current work plan (1. You might need to expand the *Document* properties by clicking on the arrow (2) and then you will see the option to **Initiate a new process** (3).

Legal Framework & Conta	cts	Finance	Modalities	Assessment	Documents
MoU Data		Work plan	Calls	Implementation status	Documents
Bilateral Fund Agreement		Budget	Bilateral Initiatives	Timeline	
Agreement Modifications		Payments			
Irregularity Cases		Forecasts			
Contacts		FMO Audits			
🖹 Document: BF wo	ork plan 202	21-2028			Final
Details Signatures	Versions Rela	ated Objects Linked Docum	ients		
Programme III BF		2.0 BF work plan	2021-2028	Actions Initiate a new process	

A task page will appear once the process is initiated. To navigate through the different sections, click on the different titles under the *Structured Data* tab (1). Register the relevant data and information as needed. To reassign the task to a colleague, you can click on the green button next to your name (2) and assign it to someone else.

Task: Submit the Workplan for BF			In prog	gress	₽	^
Details Comments (0)						
Workflow Assignee & (National Focal Point) Task description The current task allows the National Focal Point user to submit the workplan for the Bilateral Fund and to send it to the Financial Mechanism Office for review. Please see the user manual if needed, by clicking on the ? In the top right hand corner of GrACE.	Main document BF work plan 2021-2028 20.06.2025 Secondary documents [©] None Other documents [©] None	Actions Send to Financial Mechanism Office Write your comments here	2		Subm	▼ nit
Document: BF work plan 2021-2028 A Preview Structured Data General Open calls Predefined bilateral initiatives Activ	vities carried out by the NFP Summary	Ę) 7	2	÷	^

You can view a printable version of the Work plan that GrACE creates by clicking on the *Preview* tab. This document contains information currently registered under the *Structured Data* tab. You can also download the document by clicking on the download arrow in the right-hand corner.

Version	2.0 (latest final version	1)				→ ±	2	^
Preview	Structured Data							
WETM	Vord Online							
		E	F work plan 2021-2028		₽ Find	Help	Accessib	ility Mode
		л		-				
		Iceland During Liechtenstein Norway grants		Norway grants				

Until you press **Submit**, you have the possibility to **Edit/Update/Save** the information registered, as many times as necessary. The Work plan is not submitted to the FMO Until you submit the workplan and the task disappears from your Dashboard (the first page) in GrACE.

3. Fill in the Work plan

The Structured Data tab is composed of five tabs in which you will register the changes in the Work plan, in line with the template in Chapter 3:

- General
- Open Calls
- Predefined bilateral initiatives
- Activities carried out by the NFP
- Summary

The General tab (1) contains text boxes for the first three sections of the Work plan: Objective and priorities, Implementation system, and Donor shares and Donor priorities. To enter data into these sections, click **Edit** on each section (2).

Docume	nt: BF work pla	an 2021-2028 🔒				D	⊻	2	t#	^
Preview	Structured Da	ita								
General	1 Open calls	Predefined bilateral initiatives	Activities carried out by the NFP	Summary						
							~	- xpand all /	∧ Collaps	e all
1. Reach	hing the Bilateral	Objective						Edit	2	^

After you click **Edit**, the text editor opens. You can then type in or paste the formatted text in the field. You can also use the word processing bar to further format the text (3).

The field will automatically resize according to the amount of text. Clicking **Save** (4) for each section edited will save the data and exit the edit mode.

Liechtenstein Norway grants

Iceland D

Norway grants

General	Open calls	Predefined bilateral initiatives	Activities carried out by the NFP	Summary				
							1	✓ Expand all I ∧ Collapse all
		$\begin{array}{c c} & & & \\ & & \\ & & \\ & & \\ & & \\ & & \\ & & \\ & & \\ & & \\ & \\ & & \\$	 Z G Z X Q Q Z ≡ Styles - Normal 	- Font -	Size - <u>A</u> -			
Please state	e the bilateral obj	iective and outline any priorities iden	tified by the Joint Committee for the l	<i>Bilateral Fund. Pr</i>	riorities could be e.g.	key areas or upcomin	g large events.	
								Words 29, characters 245.
			Can	cel	Save ®			

The Open calls tab includes a table with current calls and a button to update the list with the latest data from the individual entries in GrACE of initiatives selected further to calls (1). Click on the title of an open call to view more details in a new tab in your browser (2), it will take you to the page of the call itself.

General Ope	n calls	Predefined bilateral initiatives	Activities carried out by	the NFP	Summary					
Open calls ^③										~
Click on the title of an open call to view more details in a new tab. Table last updated on 20.06.2025 13:20 Update with the latest data										
Title	State	JCBF approval date	Amount available	Applications received	Total grant applied for	Applications approved for funding	Total grant awarded	Terminated initiatives	Finalised initiatives	Total incurred under the call
없 New test bilateral call	Publishing	06.05.2025	€ 100,000		-		-	0	0	
	Draft	11.06.2025						0	0	

The same can be done with the *Predefined bilateral initiatives* tab. Here you will see predefined initiatives where the NFP is not the promoter:

General	Open calls	Predefined bilater	al initiatives Acti	vities carried out by	y the NFP Summ	ary					
Predefine	d bilateral initia	atives ©									^
Click on the	e title or code of a	an initiative to view m	ore details in a new ta	b.				Table last updated on	20.06.2025 13:36	Update with the latest da	ata 1
Title		Code	State	JCBF approval date	Grant awarded from Bilateral fund	Implementation period start	Implementation period end	Promoter	Type of initiative	Amount incurred	
🔊 new in	nitiative 1 2	-BI001	Under review by NFF	20.06.2025	-		-	-			-
	_										

The tab *Activities carried out by the NFP* has the same setup. This tab contains a table with predefined initiatives where the NFP is the promoter. In the top right corner, there is a button to update the content with the latest data, which will be pulled in from the predefined Bilateral Initiatives registered at national level.

General	Open calls	Predefined bilateral initiatives	Activities carried out by the NFP	Summary					
Activities	carried out by t	he NFP [®]							↓ ^
Click on the	e title or code of a	an initiative to view more details in a	new tab.			Table	last updated on 2	7.06.2025 14:47	Update with the latest data
Title		Code	State	JCBF approval date	Grant awarded from Bilateral fund	Implementation period start	Implementation period end	Type of initiative	Amount incurred
				No entries for	und.				

In the Summary tab, there is a table showing a summary of the previous tabs, with their budgets. The NFP can add comments in the Comments column. This table will be updated if any data in the other tabs are updated. The budget amounts are carried over from the corresponding tabs, and hence not possible to change in this view. You can add or change comments by clicking on **Edit (1)** in the upper right-hand corner, then editing a comment (2) and clicking **Save** (3).

Canaral	Open calls	Predefined bilateral initiatives	Astivities servind out by the	Edit 1
General Summary		Predefined bilateral initiatives	Activities carried out by the	e NFP Summary
Title			Budget	Comments
Activities of	carried out by the	NFP	€ 0	
New test t	pilateral call		€ 100,000	
new call 2			-	0
	ed activities (total at national level)	budget for planned pre-defined	€ 0	
Funds still	to be allocated		€ 11,600,888	
Total			€ 11,700,888	
				Cancel Save [©] 3

4. Submit the Work plan

After finalising the registration of information in all *Structured Data* tabs, select **Send to Financial Mechanism Office** (1) and then click **Submit** (2). The system will notify you in case there are empty textboxes. If this is the case, then you must fill them in before submitting the Work plan. Optionally, you can leave a comment for FMO.

Details Comments (0)		
Workflow ଅ Update workplan for Bilateral Fund workflow	Main document 2021-2028 20.06.2025	Actions 1 Send to Financial Mechanism Office
Assignee 온 (National Focal Point) 중	Secondary documents [©] None	Write your comments here
Task description The current task allows the National Focal Point user to submit the workplan for the Bilateral Fund and to send it to the Financial Mechanism Office for review. Please see the user manual if needed, by clicking on the ? in the top right hand corner of GrACE.	Other documents [®] None	2 Submit

The FMO Country Officer will receive a task to Review Work plan submission.

5. Update the Work plan further to FMO comments

In case further changes are needed, the FMO Country Officer will return the *Update Work plan for Bilateral Fund* task to the NFP. Accordingly, you will receive a notification by email and a task to update the work plan, in GrACE.

In the task details, you can access the document with comments from FMO (if any) in the section "Secondary documents" (1) – or it might be that the feedback was left as Comments, in that case please find them in the "Comments" (2) tab:

Task: Submit the Workplan for BF	
Details Comments (1) •	.1
Workflow 다 Workplan for Bilateral Fund workflow (Assignee 온~ (National Focal Point) 중	Main document BF work plan 2021-202 20.06.2025 Secondary documents None
Task description The current task allows the National Focal Point user to submit the workplan for the Bilateral Fund and to send it to the Financial Mechanism Office for review. Please see the user manual if needed, by clicking on the ? in the top right hand corner of GrACE.	Other documents ^(I) None

You can now edit the Work plan as shown above in 3 Fill in the Work plan. When ready, you can submit the Work plan to FMO once more.

6. Updating the Work plan at a later stage

To update a Work plan that has already been submitted and approved by the FMO, further to a decision by the JCBF to amend the Work plan (e.g. to include new initiatives or modify priorities), the NFP can initiate the workflow itself.

You will find this option from your Dashboard when you first log into GrACE. Start the workflow by clicking **Initiate a new process** (1) and then select "Update the Work plan of the Bilateral Fund" (2). Click **Initiate the process** (3) to start it.

Ξ	GRACE		Initiate a new process	
8	단 ies	My tasks	* Select a process Update the workplan of the Bilateral Fund	X v
	View Profile	Initiate a new process	Process description The current workflows follows the process of submitting and reviewing a workplan update for Bilateral Fund.	
	Change Password	Task name ®	Cancel Initiate the process	ext 🛈 🖄
		1 V NFP Submissi		

The new workflow will start, and you will once more find the task for submitting the Work plan on your dashboard as explained in the previous chapters of this user manual.

Inside the task of the update workflow, you can see the *View Changes* (4) tab. This tab will show the number of changes and on which page they were made (5) by comparing the previously submitted Work plan with the new edits. You can download this comparison document by clicking on the download icon (6) on the menu right above the document, this document can be viewed in Word showing the changes between the versions.

Documer	nt: BF work pla	n 2021-2028	4
Preview	Structured Data	a View Changes	6
Summary of of 2 changes in	changes "BF work plan	2021-2028" on page 1	
	९ (↑ ↓ 1/6 ♀ ♥ □ 100%
Work Plai BF work p 2021-202 1. Resear Objective 2. Implem system 3. Open o	olan 18 ch and Bilateral nentation		Iceland The Liechtenstein Norway grants Work Plan

When the updated Work plan is ready to be submitted, submit as explained in Submit the Work plan.

When you submit you will be asked at what date the Work plan was adopted by the JCBF. Select the icon for the calendar (1), select the adoption date (2) and click on **OK** (3). It will now be submitted to the FMO.

10	* Input adoption date									
	<		Jul	y 202	5		>			
	Mo	Tu 1	We 2	Th 3	Fr 4	Sa 5	Su 6	Cancel OK 3		
ti.	7	8	9	10	11	12	13	None		
	14	15	16	17	18	19	20	Other documents ⁽ⁱ⁾		
ne LE	21	22	23	24	25	26	27	None		
ne I F iev to	28	29	30	31						
tc	4	5	6	7	8	9	10			



7. View the Work plan

The final Work plan can be viewed under the Finance section on the Bilateral Fund programme page (1). The latest version can either be previewed in GrACE or downloaded as a Word document or PDF by clicking on the **Download** button in the right-hand corner (2).

Legal Framework & Contacts	Finance	Modalities	Assessment	Documents
-				
MoU Data	Work plan 🤍	Calls	Implementation status	Documents
Bilateral Fund Agreement	Budget	Bilateral Initiatives	Timeline	
Agreement Modifications	Payments			
Irregularity Cases	Forecasts			
Contacts	FMO Audits			
Version 2.0 (latest final version) Preview Structured Data W Word Online			_	2 <u>+</u> <u>*</u> ^
		BF work plan 2021-2028	Q	Find Yelp Accessibility Mode
	Iceland DUL Liechtenstein Norway grants		Norway grants	A

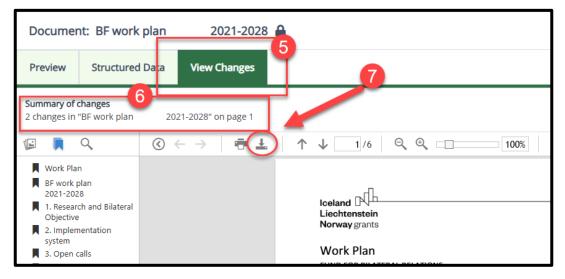
To access older versions of the Work plan and/or to compare the latest version, first click the 'Work plan' (1) item in the menu. Then click the down-facing arrow (2) of in the right-hand corner of the document, to open the menu with options for the document.

Legal Framework & Contacts	Finance	Modalities	Assessment	Documents
MoU Data	Work plan	Calls	Implementation status	Documents
Bilateral Fund Agreement	Budget	Bilateral Initiatives	Timeline	
Agreement Modifications	Payments			
Irregularity Cases	Forecasts			
Contacts	FMO Audits			
				0
Document: BF work plan	21-2028			Final
Details Signatures Versions Rela	ated Objects Linked Docum	ents		

Under the Versions tab (3), tick the checkboxes of the versions you want to compare (4). Click on **Compare** to view the track changes merged into one document (5).

.	Docume	nt: BF wor	k plan	2021-2028						Final	>
Det	ails Si	gnatures	Versions	Related Obje	cts L	inked Do	cuments				
Do	wnload	Print Previo	ew Rev	rert to Comp	are F	ide old min	or versions 🜑		Q	⅀⋼▼	×.
	Version 🔺		Crea	ated by			Created by organisation	Date	Status		τ
	3.0 4						Financial Mechanism Office (FMO BE)	07.07.2025 15:05:21	Final		
	2.0						Financial Mechanism Office (FMO BE)	07.07.2025 14:55:10	Outdate	ł	
	1.0						Financial Mechanism Office (FMO BE)	07.07.2025 14:46:36	Outdate	ł	
Show	ing 1 to 3 of 3	entries 2 row	vs selected								

Once the comparison page loads, you will see the *View Changes* (5) tab. This tab will show the number of changes and on which page they were made (6) by comparing the previously submitted Work plan with the new edits. You can download this comparison document by clicking on the download icon (7) on the menu right above the document, this document can be viewed in Word showing the changes between the versions.



It is also possible to download older versions as a document by ticking the checkbox next to a version and then clicking **Download**.

🖹 Document: BF work plan			2021-2028			
Details	Signatures	Versions	Related Objects	Linked Documents		
Download	l Print Prev	iew Reve	ert to Compare	Hide old mir	nor versions	0
Versio	on 🗕	Creat	ted by		Created by	organisation
3.0					Financial N	lechanism Office (FMO BE)

8. Version control revision log

Version	Date	Author	Rationale
1.0	10 July 2025	Silje Lærk	First version
1.1	16. July 2025	Silje Lærk, Niels Bekkhus	Updated first pages with general information plus information about what is available per tab in the Work plan.

Below you can see what has changed between each revision of the document: