

15 JAN. 2014

Norwegian Financial Mechanism 2009-2014

PROGRAMME AGREEMENT

between

The Norwegian Ministry of Foreign Affairs

and

The Ministry of Finance,  
hereinafter referred to as the "National Focal Point",  
representing the Czech Republic ,  
hereinafter referred to as the "Beneficiary State"

together hereinafter referred to as the "Parties"

for the financing of the Programme "Mainstreaming Gender Equality and Promoting Work-Life Balance & Domestic and Gender-based Violence; Let's give (wo)men a chance"

hereinafter referred to as the "Programme"

## Chapter 1

### Scope, Legal Framework, and Definitions

#### Article 1.1

##### Scope

This programme agreement between the Norwegian Ministry of Foreign Affairs (hereinafter referred to as the NMFA) and the National Focal Point lays down the rights and obligations of the Parties regarding the implementation of the Programme and the financial contribution from the Norwegian Financial Mechanism 2009-2014 to the Programme.

#### Article 1.2

##### Legal Framework

1. This programme agreement shall be read in conjunction with the following documents which, together with this programme agreement, constitute the legal framework of the Norwegian Financial Mechanism 2009-2014:

a. the Agreement between the Kingdom of Norway and the European Union on the Norwegian Financial Mechanism 2009-2014 (hereinafter referred to as the Agreement);

b. the Regulation on the implementation of the Norwegian Financial Mechanism 2009-2014 (hereinafter referred to as the "Regulation") issued by Norway in accordance with Article 8(8) of the Agreement;

c. the Memorandum of Understanding on the Implementation of the Norwegian Financial Mechanism 2009-2014 (hereinafter referred to as the "MoU"), entered into between the Kingdom of Norway and the Beneficiary State; and

d. any guidelines adopted by the NMFA in accordance with the Regulation.

2. In case of an inconsistency between this programme agreement and the Regulation, the Regulation shall prevail.

3. The legal framework is binding for the Parties. An act or omission by a Party to this programme agreement that is incompatible with the legal framework constitutes a breach of this programme agreement by that Party.

#### Article 1.3

##### Definitions

Terms used and institutions and documents referred to in this programme agreement shall be understood in accordance with the Regulation, in particular Article 1.5 thereof, and the legal framework referred to in Article 1.2 of this programme agreement.

#### Article 1.4

##### Annexes and hierarchy of documents

1. The programme decision, including the financial plan (Annex I), and the operational rules (Annex II) form an integral part of this programme agreement. Any reference to this programme agreement includes a reference to its annexes unless otherwise stated or clear from the context.

2. The provisions of the annexes shall be interpreted in a manner consistent with this programme agreement. Should the meaning of any provision of the said annexes, so interpreted, remain inconsistent with this programme agreement, the provisions of the former shall prevail, provided that these provisions are compatible with the Regulation.

3. Commitments, statements and guarantees, explicit as well as implicit, made in the programme proposal are binding for the National Focal Point and the Programme Operator unless otherwise explicitly stipulated in the annexes to this programme agreement.

## Chapter 2

### The Programme

#### Article 2.1

##### Co-operation

1. The Parties shall take all appropriate and necessary measures to ensure fulfilment of the obligations and objectives arising out of this programme agreement.

2. The Parties agree to provide all information necessary for the good functioning of this programme agreement and to apply the highest degree of transparency, accountability and cost efficiency as well as the principles of good governance, sustainable development, gender equality and equal opportunities.

3. The Parties shall promptly inform each other of any circumstances that interfere or threaten to interfere with the successful implementation of the Programme.

4. In executing this programme agreement the Parties declare to counteract corrupt practices. Further, they declare not to accept, either directly or indirectly, any kind of offer, gift, payments or benefits which would or could be construed as illegal or corrupt practice. The Parties shall immediately inform each other of any indication of corruption or misuse of resources related to this programme agreement.

## Article 2.2

## Main responsibilities of the Parties

1. The National Focal Point is responsible and accountable for the overall management of the Norwegian Financial Mechanism 2009-2014 in the Beneficiary State and for the full and correct implementation of this programme agreement. In particular, the National Focal Point undertakes to:

a. comply with its obligations stipulated in the Regulation and this programme agreement;

b. ensure that the Certifying Authority, the Audit Authority, the Monitoring Committee and the Programme Operator properly perform the tasks assigned to them in the Regulation, this programme agreement and the programme implementation agreement;

c. take all necessary steps to ensure that the Programme Operator is fully committed and able to implement and manage the Programme;

d. take the necessary measures to remedy irregularities in the implementation of the Programme and ensure that the Programme Operator takes appropriate measures to remedy irregularities in Projects within the Programme, including measures to recover misspent funds;

e. make all the necessary and appropriate arrangements in order to strengthen or change the way the Programme is managed.

2. The NMFA shall, subject to the rules stipulated in the legal framework referred to in Article 1.2 of this programme agreement, make available to the Beneficiary State a financial contribution (hereinafter referred to as "the programme grant") to be used exclusively to finance the eligible cost of the Programme.

## Article 2.3

## Objective and outcomes of the Programme

1. The programme decision sets out the objective, outcome(s), outputs, indicators and targets for the Programme.

2. The National Focal Point shall ensure that the Programme Operator implements and completes the Programme in accordance with the objective, outcome(s), outputs, indicators and targets set for the Programme.

## Article 2.4

## Programme grant

1. The maximum amount of the programme grant, the programme grant rate, and the estimated eligible cost of the Programme shall be as specified in the programme decision.

2. In case the Programme is also supported by the EEA Financial Mechanism, this programme agreement shall be interpreted in conjunction with the agreement regulating that support.

3. The financial plan shall:

a. contain a breakdown between the Programme's budget headings using the description put forward in the template for the programme proposal;

b. indicate the agreed advance payment, if any.

4. The management cost of the Programme Operator shall not exceed the amount specified in the programme decision.

## Article 2.5

## Special conditions and programme specific rules

1. The programme decision shall list any conditions set by the NMFA with reference to paragraph 3 of Article 5.3 of the Regulation. The National Focal Point shall ensure compliance with these conditions and, in a timely manner, take the necessary steps to ensure their fulfilment.

2. The National Focal Point shall ensure compliance with any other programme specific rules laid down in the operational rules.

## Article 2.6

## Programme implementation agreement

1. With reference to Article 5.8 of the Regulation and without prejudice to paragraph 2 thereof, the National Focal Point shall, before any payment is made to the Programme, sign a programme implementation agreement with the Programme Operator. The National Focal Point shall notify the NMFA of such signing.

2. The signed programme implementation agreement shall be identical to the draft programme implementation agreement confirmed by the NMFA in accordance with paragraph 5 of Article 5.8 of the Regulation with regard to the content required according to paragraph 3 thereof. The National Focal Point shall inform the NMFA of any deviation from that confirmed draft which may be subject to a new confirmation according to paragraph 5 of Article 5.8 of the Regulation prior to any payment to the Programme.

## Article 2.7

## Reporting

The National Focal Point shall ensure that the Programme Operator provides financial reports, annual programme reports and a final programme report in accordance with Chapter 8 and Articles 5.11 and 5.12 of the Regulation as well as statistical reporting in accordance with the Programme Operator's Manual (Annex 9 to the Regulation).

Article 2.8  
External monitoring

The external monitoring and audit referred to in Articles 10.1, 10.2, 10.3 and 10.4 of the Regulation shall not in any way relieve the National Focal Point or the Programme Operator of its obligations under the programme agreement regarding monitoring of the Programme and/or its projects, financial control and audit.

Article 2.9  
Modification of the Programme

1. Unless otherwise explicitly stipulated in this programme agreement, any modification of the Programme is subject to prior approval by the NMFA.
2. Modifications that do not affect the objective, outcomes, outputs, indicators or targets of the Programme are permitted without NMFA's prior approval provided that they are limited to the following:
  - a. cumulative transfers between budget headings related to outcomes of an amount less than 10 % of total eligible expenditure of the Programme or € 1,000,000, whichever is higher, and
  - b. changes of internal practices of the Programme Operator that are not stipulated in the programme agreement.
3. Programme specific exceptions from paragraphs 1 and 2, if any, are set in the operational rules.
4. Expenditures incurred in breach of this article are not eligible.
5. Should there be a doubt as to whether the proposed modifications require approval by the NMFA, the National Focal Point shall consult the NMFA before such modifications take effect.
6. Requests for modifications shall be submitted and assessed in accordance with Article 5.9 of the Regulation.

Article 2.10  
Communication

1. All communication to the NMFA regarding this programme agreement shall take place in English and be directed to the Financial Mechanism Office (hereinafter referred to as the FMO), which represents the NMFA towards the National Focal Point and the Programme Operator in relation to the implementation of the Programme.

2. To the extent that original documents are not available in the English language, the documents shall be accompanied by full and accurate translations into English.
3. The National Focal Point shall bear the responsibility for the accuracy of the translation that it provides and the possible consequences that might arise from any inaccurate translations.
4. The NMFA shall ensure that the National Focal Point is informed about communication between the NMFA and the Programme Operator that is relevant for the responsibilities of the National Focal Point under this programme agreement.

Article 2.11  
Contact information

1. The contact information of the National Focal Point and the Programme Operator is as specified in the programme proposal.
2. The contact information for the NMFA and the Financial Mechanism Office are:  
Financial Mechanism Office  
Att: Director  
EFTA Secretariat  
Rue Joseph II, 12-16  
1000 Brussels  
Telephone: +32 (0)2 286 1701  
Telefax (general): +32 (0)2 211 1889  
E-mail: fmo@efta.int
3. Changes of or corrections to the contact information referred to in this article shall be given in writing without undue delay by the Parties to this programme agreement.

Article 2.12  
Representations and Warranties

1. This programme agreement and the awarding of the programme grant is based on information provided by, through, or on behalf of the National Focal Point to the NMFA in the programme proposal or other communication prior to the signing of this programme agreement.
2. The National Focal Point represents and warrants that the information provided by, through, or on behalf of the National Focal Point in the programme proposal, in connection with the programme proposal, the implementation or conclusion of this programme agreement are authentic, accurate and complete.

## Chapter 3 Projects

### Article 3.1 Selection of projects

1. The National Focal Point shall ensure that the Programme Operator selects projects in accordance with Chapter 6 of the Regulation and the operational rules.
2. Eligibility of applicants is stipulated in Article 6. 2 of the Regulation and, in accordance with paragraph 3 thereof, subject only to the limitations stipulated in the operational rules.
3. Pre-defined projects shall be outlined in the operational rules.
4. The National Focal Point shall take proactive steps to ensure that the Programme Operator complies fully with Article 6.6 of the Regulation.

### Article 3.2 Project contract

1. For each approved project a project contract shall be concluded between the Programme Operator and the Project Promoter.
2. In cases where a project contract cannot, due to provisions in the national legislation, be made between the Programme Operator and the Project Promoter, the Beneficiary State may instead issue a legislative or administrative act of similar effect and content.
3. The content and form of the project contract shall comply with Article 6.7 of the Regulation.
4. The National Focal Point shall ensure that the obligations of the Project Promoter under the project contract are valid and enforceable under the applicable law of the Beneficiary State.

### Article 3.3 Project partners and partnership agreements

1. A project may be implemented in a partnership between the Project Promoter and project partners as defined in paragraph 1(w) of Article 1.5 of the Regulation. If a project is implemented in such a partnership, the Project Promoter shall sign a partnership agreement with the project partners with the content and in the form stipulated in Article 6.8 of the Regulation.
2. The partnership agreement shall be in English if one of the parties to the agreement is an entity from Norway.
3. The eligibility of expenditures incurred by a project partner is subject to the same limitations as would apply if the expenditures were incurred by the Project Promoter.

4. The creation and implementation of the relationship between the Project Promoter and the project partner shall comply with the applicable national and European Union law on public procurement as well as Article 7.16 of the Regulation.

5. The National Focal Point shall ensure that the Programme Operator verifies that the partnership agreement complies with this article before the signing of the project contract.

### Article 3.4 Reallocation of funds

1. Reallocation of unused or cancelled financial contributions to projects shall be made in compliance with Article 6.9 of the Regulation.
2. Project grants not reallocated shall be reimbursed to the NMFA in accordance with Article 6.9 of the Regulation.

## Chapter 4 Finance

### Article 4.1 Eligible expenditures

1. Subject to Article 7.6 of the Regulation, eligible expenditures of this Programme are:
  - a. management costs of the Programme Operator in accordance with the detailed budget in the financial plan;
  - b. payments to projects within this Programme in accordance with the Regulation, this programme agreement and the project contract;
  - c. expenditure of funds for bilateral relations in accordance with Article 7.7 of the Regulation;
2. Expenditure related to the categories referred to in subparagraphs (d), (e) and (f) of Article 7.1 of the Regulation are eligible in accordance with Chapter 7 thereof if such expenditures are explicitly approved by the NMFA in the programme decision. The implementation of the activities under these categories shall be in compliance with the operational rules.
3. Eligible expenditures of projects are those actually incurred by the Project Promoter or project partners, meet the criteria set in Article 7.2 of the Regulation and fall within the categories and fulfil the conditions of direct eligible expenditure set in Article 7.3 of the Regulation as well as indirect costs in accordance with Article 7.4 of the Regulation.

Article 4.5

Irregularities, suspension and reimbursements

4. The first date of eligibility of expenditures in projects shall be set in the project contract in accordance with Article 7.14 of the Regulation. The first date of eligibility of any pre-defined projects shall be no earlier than the date on which the National Focal Point notifies the NMFA of a positive appraisal of the pre-defined projects by the Programme Operator in accordance with paragraph 3 of Article 5.5 of the Regulation.

5. The maximum eligible costs of the categories referred to in paragraphs 1 and 2 are set in the programme decision. Programme specific rules on the eligibility of expenditure set in the programme decision or in the operational rules shall be complied with.

The NMFA has the right to make use of the remedies provided in the Regulation, in particular Chapter 12 thereof. The National Focal Point has a duty to take all necessary measures to ensure that the provisions in Chapter 11 and 12 of the Regulation regarding irregularities, suspension of payments, financial corrections and reimbursement are complied with.

Chapter 5

Final provisions

Article 4.2

Proof of expenditure

Costs incurred by Programme Operators, Project Promoters and project partners shall be supported by documentary evidence as required in Article 7.13 of the Regulation.

Article 5.1

Dispute settlement

Article 4.3

Payments

1. Payments to the Programme shall be made when all relevant conditions for payments stipulated in this programme agreement and the Regulation have been fulfilled.

2. Payments to the Programme shall take the form of an advance payment, interim payments and payment of the final balance and shall be made in accordance with Articles 8.2, 8.3 and 8.4 of the Regulation.

3. Payments of the project grant to the Project Promoters may take the form of advance payments, interim payments and payments of the final balance. The level of advance payments and their off-set mechanism is set in the operational rules.

4. The National Focal Point shall ensure that payments are transferred in accordance with paragraph 2 of Article 8.1 of the Regulation.

5. Chapter 8 of the Regulation shall apply to all aspects related to payments, including currency exchange rules and handling of interests on bank accounts.

1. The Parties waive their rights to bring any dispute related to the programme agreement before any national or international court, and agree to settle such a dispute in an amicable manner.

2. If a demand for reimbursement to the NMFA is not complied with by the Beneficiary State, or a dispute related to a demand for reimbursement arises that cannot be solved in accordance with paragraph 1, the Parties may bring the dispute before Oslo Tingrett.

Article 5.2

Termination

1. The NMFA may, after consultation with the National Focal Point, terminate this programme agreement if:

a. a general suspension decision according to Article 12.6 of the Regulation or a decision to suspend payments according to paragraph 1(h) of Article 12.1 of the Regulation has not been lifted within 6 months of such a decision;

b. a suspension of payments according to Article 12.1 of the Regulation, other than under paragraph 1(h), has not been lifted within one year of such a decision;

c. a request for reimbursement according to Article 12.2 of the Regulation has not been complied with within one year from such a decision;

d. the Programme Operator becomes bankrupt, is deemed to be insolvent, or declares that it does not have the financial capacity to continue with the implementation of the Programme; or

e. the Programme Operator has, in the opinion of the NMFA, been engaged in corruption, fraud or similar activities or has not taken the appropriate measures to detect or prevent such activities or, if they have occurred, nullify their effects.

Article 4.4

Transparency and availability of documents

The National Focal Point shall ensure an audit trail for financial contributions from the Norwegian Financial Mechanism 2009-2014 to the Programme in accordance with Article 8.8 of the Regulation.

2. This programme agreement can be terminated by mutual agreement between the Parties.

3. Termination does not affect the right of the Parties to make use of the dispute settlement mechanism referred to in Article 5.1 or the right of the NMFA to make use of the remedies provided in Chapter 12 of the Regulation.

Article 5.3  
Waiver of responsibility

1. Any appraisal of the Programme undertaken before or after its approval by the NMFA, does not in any way diminish the responsibility of the National Focal Point and the Programme Operator to verify and confirm the correctness of the documents and information forming the basis of the programme agreement.

2. Nothing contained in the programme agreement shall be construed as imposing upon the NMFA or the FMO any responsibility of any kind for the supervision, execution, completion, or operation of the Programme or its projects.

3. The NMFA does not assume any risk or responsibility whatsoever for any damages, injuries, or other possible adverse effects caused by the Programme or its projects including, but not limited to inconsistencies in the planning of the Programme or its projects, other project(s) that might affect it or that it might affect, or public discontent. It is the full and sole responsibility of the National Focal Point and the Programme Operator to satisfactorily address such issues.

4. Neither the National Focal Point, the Programme Operator, entities involved in the implementation of projects, nor any other party shall have recourse to the NMFA for further financial support or assistance to the Programme in whatsoever form over and above what has been provided for in the programme agreement.

5. Neither the European Free Trade Association, its Secretariat, including the FMO, its officials or employees, nor the NMFA, its officials or employees, can be held liable for any damages or injuries of whatever nature sustained by the National Focal Point or the Beneficiary State, the Programme Operator, Project Promoters or any other third person, in connection, be it direct or indirect, with this programme agreement.

6. Nothing in this programme agreement shall be construed as a waiver of diplomatic immunities and privileges awarded to the European Free Trade Association, its assets, officials or employees.

Article 5.4  
Entry into force and duration

1. This programme agreement shall enter into force on the date of the last signature of the Parties.

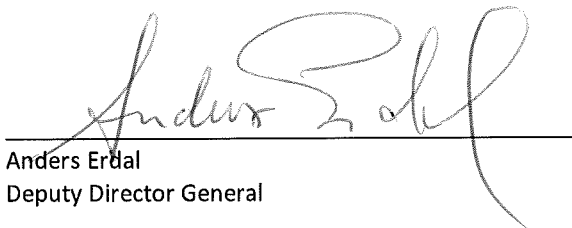
2. This programme agreement shall remain in force until five years have elapsed after the date of the acceptance of the final programme report.

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This programme agreement is drawn up in two originals in the English language.

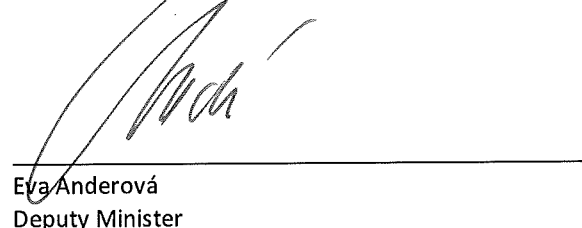
For the NMFA

Signed in Oslø on 6.12.2013

  
Anders Erdal  
Deputy Director General

For the National Focal Point

Signed in PRAGUE on 10.1.2014

  
Eva Anderová  
Deputy Minister

## Annex I - Programme Decision

### 1. Expected Outcomes & Indicators for Outputs

**Expected Outcome(s):** Domestic violence reduced

#### Output

Support and access for persons endangered and inflicted with domestic violence (including children, seniors and LGBT), and work with violent persons, improved

Output indicator(s)	Baseline	Target	Source of Verification
Number of services introduced/broadened for the protection of persons endangered and inflicted with domestic violence (including children, seniors, LGBT)	0	20	Programme documentation
Number of violent persons included in the therapeutical and resocialisation programmes	0	20	Programme documentation

#### Output

Prevention of occurrence of domestic violence developed and improved

Output indicator(s)	Baseline	Target	Source of Verification
Number of conducted/published research or studies related to domestic violence	0	15	Programme documentation
Number of prepared educational or monitoring materials targeted at effecting change	0	20	Programme documentation

**Expected Outcome(s):** Gender-based violence reduced

#### Output

Support for persons endangered and inflicted with gender-based violence improved

Output indicator(s)	Baseline	Target	Source of Verification
Number of support / prevention services introduced	0	20	Programme documentation
Number of (interdisciplinary) partnerships created/strengthened	0	30	Programme documentation

#### Output

Prevention of occurrence of gender-based violence developed and improved

Output indicator(s)	Baseline	Target	Source of Verification
Number of published/conducted research, campaigns, information events related to gender-based violence	0	30	Programme documentation
Number of educational modules for students created about gender-based violence	0	5	Programme documentation

**Expected Outcome(s):** Capacity of gender equality organisations and networks strengthened



**Output**

Strengthened capacities of individual organisations supporting gender equality

<b>Output indicator(s)</b>	<b>Baseline</b>	<b>Target</b>	<b>Source of Verification</b>
Number of launched or strengthened cooperation processes of gender organisations with research and educational institutions, companies, social partners, local governments, state administration, political parties, etc.	0	15	Programme documentation
Number of gender equality organisations with improved capacity	0	20	Programme documentation

**Output**

Activity of existing coalitions or networks connecting gender organisations increased

<b>Output indicator(s)</b>	<b>Baseline</b>	<b>Target</b>	<b>Source of Verification</b>
Number of media outputs published during one year connected with gender equality carried out in cooperation with several organisations by the means of their network	0	10	Programme documentation
Number of new thematic projects in cooperation with several organisations or by the means of their networks created/realised	0	5	Programme documentation

**Expected Outcome(s):** Balance between work, private and family life improved

**Output**

Flexible working time arrangements for employees introduced

<b>Output indicator(s)</b>	<b>Baseline</b>	<b>Target</b>	<b>Source of Verification</b>
Number of organisations that have introduced flexible working time arrangements for their employees / number of new co-working centres helping parents to return to employment	0	20	Programme documentation
Number of persons with a new flexible working time arrangement	0	50	Programme documentation

**Output**

Standard, corporate and alternative child-care facilities introduced

<b>Output indicator(s)</b>	<b>Baseline</b>	<b>Target</b>	<b>Source of Verification</b>
Number of newly started or maintained child-care facilities	0	10	Programme documentation

**Expected Outcome(s):** Gender issues across policies and practices mainstreamed

**Output**

Gender-sensitive analyses of public policies and practices completed

<b>Output indicator(s)</b>	<b>Baseline</b>	<b>Target</b>	<b>Source of Verification</b>
Number of newly conducted gender analyses of public policies on the national and/or regional levels	0	5	Programme documentation
Number of public or local policies and practices realised which apply gender mainstreaming	0	5	Programme documentation

**Output**

Institutional capacity for gender mainstreaming established or strengthened

<b>Output indicator(s)</b>	<b>Baseline</b>	<b>Target</b>	<b>Source of Verification</b>
Number of organisations that have newly undergone gender audit	0	20	Programme documentation
Number of organisations with newly incorporated outcomes of gender audit into organisational and conceptual documents	0	10	Programme documentation

**Expected Outcome(s):** Awareness raised and research on gender issues promoted

**Output**

Information campaigns executed and research on gender equality conducted/published

<b>Output indicator(s)</b>	<b>Baseline</b>	<b>Target</b>	<b>Source of Verification</b>
Number of campaigns, information events, including publication of printed materials related and their distribution, all related to gender equality	0	30	Programme documentation
Number of conducted/ published research/studies related to gender equality	0	10	Programme documentation

**Output**

Gender mainstreaming within education institutions improved

<b>Output indicator(s)</b>	<b>Baseline</b>	<b>Target</b>	<b>Source of Verification</b>
Number of teaching materials and curricula with incorporated gender perspective	0	5	Programme documentation
Number of activities aimed at elimination of gender segregation in education	0	10	Programme documentation

**2. Conditions****2.1 General**

1) The National Focal Point shall ensure that any public support under this Programme complies with the procedural and substantive state aid rules applicable at the time when the public support is granted. The National Focal Point shall, by way of the programme implementation agreement, ensure that the Programme Operator maintains written records of all assessments concerning compliance with state aid rules, particularly decisions to award grants and set grant rates, and provides such records to the NMFA upon request. The approval of the Programme by the NMFA does not imply a positive assessment of such compliance.

2) Bilateral, output and outcome indicators shall be reported on in the annual programme report.

3) The National Focal Point shall ensure that the Programme Operator ensures that Project Promoters who have, in line with this Agreement, received an exception from the general rule in Article 7.3.1(c) of the Regulation with respect to any equipment (the excepted equipment):

- a. Keep the excepted equipment in their ownership for a period of at least five years following the completion of the project and continue to use that equipment for the benefit of the overall objectives of the project for the same period;
- b. Keep the excepted equipment properly insured against losses such as fire, theft and other normally insurable incidents both during project implementation and for at least 5 years following the completion of the project; and
- c. Set aside appropriate resources for the maintenance of the excepted equipment for at least 5 years following the completion of the project. The specific means for implementation of this obligation shall be specified in the project contract; provided however that the Programme Operator may release any Project Promoter from the above obligations with respect to any specifically identified excepted equipment where the Programme Operator is satisfied that, having regard to all relevant circumstances, continued use of that equipment for the overall objectives of the project would serve no useful economic purpose.

The National Focal Point shall furthermore ensure that the Programme Operator keeps a list of the excepted equipment for each project.

4) The National Focal Point shall ensure that the Programme Operator ensures that Project Promoters:

- Keep any buildings purchased, constructed, renovated or reconstructed under the project in their ownership for a period of at least 5 years following the completion of the project and continue to use such buildings for the benefit of the overall objectives of the project for the same period
- Keep any buildings purchased, constructed, renovated or reconstructed under the project properly insured against losses such as fire, theft and other normally insurable incidents both during project implementation and for at least 5 years following the completion of the project; and
- Set aside appropriate resources for the maintenance of any buildings purchased, constructed, renovated or reconstructed under the project for at least 5 years following the completion of the project. The specific means for implementation of this obligation shall be specified in the project contract.

5) Together with the Strategic Report, the National Focal Point shall provide the FMO with a statement of all co-financing provided by project promoters to their projects during the previous calendar year. The National Focal Point shall ensure that it obtains the necessary information in a timely manner from the Programme Operator by way of appropriate provisions in the programme implementation agreement.

6) The National Focal Point shall ensure that the Programme Operator reports every 6 months on the implementation of horizontal issues, including specifically the inclusion and targeting of Roma.

7) The National Focal Point shall ensure that the Programme Operator informs and coordinates its actions with the Operator of CZ13 Domestic and Gender-based Violence and Mainstreaming Gender Equality and Promoting Work-Life Balance and with the Operator of the NGO Programme in the Czech Republic in order to avoid overlap and to seek and achieve synergies.

8) The National Focal Point shall ensure that Programme Operator informs and coordinates its actions with the Operators of the ESF and Daphne programmes in the Czech Republic in order to prevent double funding. This shall be reported on in the annual programme report.

## **2.2 Pre-eligibility**

Not applicable.

## **2.3 Pre-payment**

Not applicable.

## **2.4 Pre-completion**

Not applicable.

## **2.5 Post-completion**

Not applicable.

## **2.6 Other**

Not applicable.

## **3. Eligibility of costs**

### **3.1 Eligibility of costs - period**

Eligibility of costs (excluding prog prep costs): 21/06/2013-30/04/2017

Eligibility of programme proposal preparation costs: 03/07/2012-20/06/2013

### **3.2 Grant rate and co-financing**

Programme estimated total cost (€)	€6,200,000
Programme estimated eligible cost (€)	€6,200,000
Programme grant rate (%)	100.0000%
Maximum amount of Programme grant (€)	€6,200,000

### 3.3 Maximum eligible costs (€) and Advance payment amount (€)

Budget heading	Eligible expenditure	Advance payment*
Programme management	€601,426	€119,504
Domestic violence reduced	€1,498,907	€465,097
Gender-based violence reduced	€1,498,906	€465,097
Capacity of gender equality organisations and networks strengthened	€466,025	€144,603
Balance between work, private and family life improved	€662,244	€205,488
Gender issues across policies and practices mainstreamed	€662,244	€205,488
Awareness raised and research on gender issues promoted	€662,246	€205,489
Fund for bilateral relations	€97,199	€26,109
Complementary action	€29,032	€0
Preparation of programme proposal	€21,771	€21,771
Reserve for exchange rate losses	€0	€0
<b>Total</b>	<b>€6,200,000</b>	<b>€1,858,646</b>

\* The advance payment is composed of €1,858,646 in grant amount and €0 in co-financing.

### 3.4 Retention of management costs

Retention of management costs - percentage of the management costs	10.00%
Retention of management costs - planned Euro value	€60,143

### 3.5 Small Grant Scheme

Outcome	Domestic violence reduced
Total Amount Reserved	€341,000
Grant Amount at Project Level	€5,000 – 249,999
Duration of the Project	6 – 15 months
Maximum Grant Rate at Project Level	90.00%
Outcome	Gender-based violence reduced
Total Amount Reserved	€341,000
Grant Amount at Project Level	€5,000 – 249,999
Duration of the Project	6 – 15 months
Maximum Grant Rate at Project Level	90.00%
Outcome	Capacity of gender equality organisations and networks strengthened
Total Amount Reserved	€106,020
Grant Amount at Project Level	€5,000 – 249,999
Duration of the Project	6 – 15 months
Maximum Grant Rate at Project Level	90.00%
Outcome	Balance between work, private and family life improved
Total Amount Reserved	€150,660
Grant Amount at Project Level	€5,000 – 249,999
Duration of the Project	6 – 15 months
Maximum Grant Rate at Project Level	90.00%
Outcome	Gender issues across policies and practices mainstreamed
Total Amount Reserved	€150,660
Grant Amount at Project Level	€5,000 – 249,999
Duration of the Project	6 – 15 months
Maximum Grant Rate at Project Level	90.00%
Outcome	Awareness raised and research on gender issues promoted
Total Amount Reserved	€150,660
Grant Amount at Project Level	€5,000 – 249,999
Duration of the Project	6 – 15 months
Maximum Grant Rate at Project Level	90.00%

## Annex II - Operational Rules

### 1. Eligibility

#### 1.1 Eligible measures (sub-measures if any):

The Programme Operator is the Open Society Fund Prague.

The Programme will support measures in the following areas:

#### 1) Mainstreaming Gender Equality and Promoting Work-Life Balance

- Eradication of economic disparities
- Institutional safeguarding of equal opportunities for women and men
- Higher participation of women in public life
- Elimination of gender stereotypes in education and media

#### 2) Domestic and Gender-Based Violence

- Support for persons endangered by domestic violence and gender-based violence (including children, seniors and LGBT persons)
- Prevention of domestic violence and gender-based violence (including children, seniors and LGBT persons)
- Education and interdisciplinary cooperation
- Watchdog for public administration and public policies

The Programme will be implemented by way of a call for proposals and a small grant scheme on mainstreaming gender equality, promoting work-life balance and tackling domestic and gender-based violence.

#### 1.2 Eligible applicants:

The rules on eligibility of applicants are set in Article 6.2 of the Regulation.

#### 1.3 Special rules on eligibility of costs:

The rules on eligibility of costs shall apply equally and without limitation to both Project Promoters and project partners.

Costs are eligible in accordance with Chapter 7 of the Regulation, with the following specifications:

- By way of exception from Article 7.3.1(c) of the Regulation, the entire purchase price of new and second hand equipment will be eligible in projects where the equipment's use after project completion is limited to activities in line with the project's objectives.

Indirect costs in projects shall be claimed in accordance with the Regulation and in particular, Article 7.4.1 thereto. Where a flat-rate is applied, this shall be set in line with Article 7.4.1(b) of the Regulation and the level of the flat rate shall be set in accordance with a methodology provided by the Programme Operator.

### 2. Financial parameters

#### 2.1 Minimum and maximum grant amount per project:

The minimum amount of grant assistance applied for under the call for proposals is €250,000; the maximum amount is approximately €604,839.

The minimum amount of grant assistance applied for under the small grant scheme is €5,000; the maximum amount is approximately €249,999.

#### 2.2 Project grant rate:

Grants from the Programme will be up to 90% of total eligible project costs for non-governmental organisations, 80% for public and charity institutions and inter-governmental organisations, and 60% for private institutions.

When setting the project grant rate, all applicable national and EU rules on State Aid shall be complied with.

### 3. Selection of projects

#### 3.1 Selection procedures:

The selection procedures for projects shall in all cases be in accordance with Chapter 6 of the Regulation. The experts referred to in Article 6.5.2 of the Regulation shall be impartial and independent of the Programme Operator and the Selection Committee.

#### 3.2 Open calls and availability of funds (including number of calls, duration of calls, and estimated size):

There shall be at least one call for proposals on mainstreaming gender equality, promoting work-life balance and tackling domestic and gender-based violence, making available €4,210,572.

The call shall be launched no later than in the first quarter of 2014. A second call may be launched in case there are funds uncommitted as a result of the first call no later than in the second quarter of 2014.

The small grant scheme shall make available €1,240,000. There shall be at least two calls for applications under the small grant scheme as follows:

- The first call shall be launched no later than in the first quarter of 2014 and make available €868,000.
- The second call shall be launched no later than in the fourth quarter of 2014 and make available €372,000.

A third call may be launched in case there are funds uncommitted as a result of the previous calls.

All calls shall be open at least for 2 months.

#### 3.3 Selection criteria:

Detailed selection criteria for the calls for proposals and the small grant scheme shall be developed by the Programme Operator and included in the text of the calls for proposals.

### 4. Payment flows, verification of payment claims, monitoring and reporting

#### 4.1 Payment flows :

Payments towards the project will take the form of advance payment, interim payments and final balance payment. The advance payment shall be set in the financial plan of each project and shall not exceed 40% of the grant.

Interim payments to the project are made on the basis of approved monitoring financial reports. The payment shall be released provided that for at least 60% of the total value of previous payments the costs have been incurred.

Every two months, Project Promoters shall provide financial information to the Programme Operator, including information on incurred expenditures accompanied with an accounting statement. Project monitoring financial reports shall be submitted to the Programme Operator every six months. Project monitoring financial reports shall contain information on incurred expenditures during the reporting period, including copies of accounting documents, a payment claim for the upcoming 6 months and a confirmation of the co-financing provided by the Project Promoter or project partners.

The Programme Operator may withhold up to 10% of the total grant amount for the payment of the final balance. The payment of the final balance will be disbursed within 15 working days after the approval of the final monitoring project report.

#### 4.2 Verification of payment claims :

Verification and approval of the monitoring financial reports and final monitoring project reports of the Project Promoters will be conducted by the Programme Operator.

The Programme Operator will duly verify all expenditures declared by the Project Promoters ensuring their correctness and regularity in line with the set procedures.

In case of verification of expenditure incurred by the donor project partner, a report by an independent and certified auditor, certifying that the claimed costs are incurred in accordance with the Regulation, the national law and accounting practices of the donor project partner's country, shall be seen as sufficient proof of costs incurred.

The verification procedures for payment claims will be further outlined in the description of the Programme management and control systems according to article 4.8.2 of the Regulation.

#### 4.3 *Monitoring and reporting :*

The Programme Operator shall continuously monitor the project through the review of reports submitted by the Project Promoters, on-site monitoring visits and financial audits.

The aim of the on-site monitoring visits is to make sure that the project is implemented in accordance with the requirements of the Regulation and the project contract, to verify procurement procedures and the cost efficiency of incurred expenditures and to assess the achievement of sectorial objectives and indicators and the impact of the results of project. At least one on-site monitoring visit shall be conducted during the project implementation for each project with a grant amount above €250,000 and for 70% of the projects within the small grant scheme.

Project Promoters shall be required to report on project progress and outputs in the following monitoring reports:

- a) Summary of incurred expenditures – submitted within 30 days after each 2 months, including information on incurred expenditures during the reporting period;
- b) Monitoring financial report – submitted within every six months, including information on incurred expenditures during the reporting period, payment claim for the upcoming 6 months and a confirmation of the co-financing of the project by the Project Promoter or project partners;
- c) Continuous monitoring report on implementation of the project – submitted within 30 days after every 6 months including information on the progress in the implementation of the project (achieved output and objectives) in comparison to the previous reporting period, risk analysis with suggested mitigation actions, self-evaluation of the project progress and a list of irregularities identified in the reporting period;
- d) Final monitoring report – submitted within 60 days following the end of the project implementation period and including both a factual and a financial part (including final payment claim) and an overall evaluation of the project (achieved output and objectives), lessons learned, information on sustainability assurance and an explanation in case the project has not achieved its objectives.

Irregularities will be handled in accordance with Chapter 11 of the Regulation.

Information on Reporting and Monitoring shall be further outlined in the description of the Programme's Management and Control System according to Article 4.8.2 of the Regulation.

## **5. Additional mechanisms within the programme**

### 5.1 *Funds for bilateral relations :*

The Programme Operator will set aside minimum 1.5 % of the total programme budget for a fund for bilateral relations.

The details of the use of the bilateral fund, the indicative split between measures (a) and (b) of the bilateral fund as per paragraph 1 of Article 3.6 of the Regulation, the detailed procedures and criteria for awarding support from the fund, and any other relevant details will be further developed by the Programme Operator and will be published together with the calls for proposals.

The following activities will be supported:

- a) The search for project partners from Norway prior to or during the preparation of a project application and the development of such partnerships. This shall include: -A 'match making' event to be organised by the Programme Operator prior to the launch of the first call for proposals.
- b) The networking, exchange, sharing and transfer of knowledge, technology, experience and best practices between Project Promoters and entities in Norway. This shall include:
  - Support for bilateral activities described in the project applications; and
  - Support for bilateral activities applied for through an on-going call, to be launched at the same time as the first call for proposals. The call will remain open until end-2015.



Costs under the bilateral fund are eligible in accordance with Chapter 7.7 of the Regulation.

**5.2 Complementary action :**

The Programme Operator will set aside €29,032 for complementary action.

Complementary action under this Programme shall be further defined by the Programme Operator.

As a minimum, the following activities will be implemented:

- An international conference focusing on a topic relevant to the Programme; and
- Cooperation with relevant Programme Operators in other EEA and Norway Grants beneficiary states with aim to seek synergies.

In addition, complementary actions shall also facilitate the participation of all relevant stakeholders in events, seminars and activities agreed with the NMFA.

**5.3 Reserve for exchange rate losses :**

Not applicable.

**5.4 Small Grant Schemes :**

One small grant scheme shall be implemented in the framework of the Programme. The small grant scheme will provide small scale funding for projects supporting the promotion of gender equality, work-life balance and tackling domestic and gender-based violence.

The Programme Operator shall operate the small grant scheme.

The eligible applicants, timing, budget, minimum and maximum grant amount, grant rate, the payment flows, verification of payment claims, monitoring and reporting rules related to the small grant schemes are set in the relevant parts of this Annex and Annex I.

## **6. Pre-defined projects**

Not applicable.

## **7. Modification of the programme**

Any modifications of the Programme will follow the rules set forth in the Regulation and in Article 2.9 of the programme agreement.

## **8. Programme proposal version**

Any reference to the programme proposal in this programme agreement shall be interpreted as the version signed by the Programme Operator on 28 January 2013, and shall include all subsequent correspondence and communication between the NMFA, the Financial Mechanism Office, the National Focal Point and the Programme Operator, including inter alia the latest consolidated programme proposal recorded in DoRIS prior to the signing of the programme agreement.

## **9. Miscellaneous**

Not applicable.

