

EEA Financial Mechanism 2009-2014

PROGRAMME AGREEMENT

between

The Financial Mechanism Committee  
established by Iceland, Liechtenstein and Norway

and

The Ministry of European Funds,  
hereinafter referred to as the "National Focal Point",  
representing Romania ,  
hereinafter referred to as the "Beneficiary State"

together hereinafter referred to as the "Parties"

for the financing of the Programme "Promotion of Diversity in Culture and Arts within European Cultural  
Heritage"

hereinafter referred to as the "Programme"



## Chapter 1

### Scope, Legal Framework, and Definitions

#### Article 1.1

##### Scope

This programme agreement between the Financial Mechanism Committee (hereinafter referred to as the FMC) 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 EEA 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 EEA Financial Mechanism 2009-2014:

a. Protocol 38b to the EEA Agreement on the EEA Financial Mechanism 2009-2014;

b. the Regulation on the implementation of the EEA Financial Mechanism 2009-2014 (hereinafter referred to as the "Regulation") issued by the Donor States in accordance with Article 8(8) of Protocol 38b;

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

d. any guidelines adopted by the FMC 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 EEA 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 FMC 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 Norwegian 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 FMC 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 FMC of such signing.

2. The signed programme implementation agreement shall be identical to the draft programme implementation agreement confirmed by the FMC 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 FMC 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 FMC.
2. Modifications that do not affect the objective, outcomes, outputs, indicators or targets of the Programme are permitted without FMC'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 FMC, the National Focal Point shall consult the FMC 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 FMC 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 FMC 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 FMC shall ensure that the National Focal Point is informed about communication between the FMC 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 FMC 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 FMC 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 the Donor States.
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 FMC 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 FMC 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

The FMC 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 5.1

## Dispute settlement

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 FMC 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 FMC 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 FMC, 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.

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 FMC 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.

## 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 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.

## Article 4.4

## Transparency and availability of documents

The National Focal Point shall ensure an audit trail for financial contributions from the EEA 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 FMC 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 FMC, 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 FMC or the FMO any responsibility of any kind for the supervision, execution, completion, or operation of the Programme or its projects.
- 3. The FMC 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 FMC 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 FMC, its members or alternate members, nor the EFTA States, 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

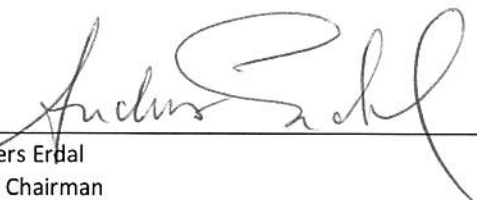
- 1. This programme agreement shall enter into force on the date of the last signature of the Parties.
- 2. This programme agreement shall remain in force until five years have elapsed after the date of the acceptance of the final programme report.

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


For the FMC

Signed in Oslo on 6.9.2013

  
\_\_\_\_\_  
Anders Erdal  
FMC Chairman

For the National Focal Point

Signed in BUCHAREST on 26.09.2013

  
\_\_\_\_\_  
Eugen Orlando Teodorovici  
Minister of European Funds



## Annex I - Programme Decision

### 1. Expected Outcomes & Indicators for Outputs

**Expected Outcome(s):** Awareness of cultural diversity raised and intercultural dialogue strengthened

#### Output

Increased mobility for artists and their work at international level

Output indicator(s)	Baseline	Target	Source of Verification
Number of artists and cultural professionals taking part as performers or specialists at fairs, festivals, exhibitions, performances aimed at increased international focus	0	300	project reporting, on-site monitoring, annual programme evaluation

#### Output

Education through art and culture reaching a broader audience

Output indicator(s)	Baseline	Target	Source of Verification
Number of educational projects in the field of art and culture	0	10	project reporting, on-site monitoring, annual programme evaluation

#### Output

Projects concerning music and stage arts

Output indicator(s)	Baseline	Target	Source of Verification
Number of projects concerning music and stage arts	0	10	project reporting, on-site monitoring, annual programme evaluation

#### Output

Projects concerning fine and visual arts

Output indicator(s)	Baseline	Target	Source of Verification
Number of projects in the field of fine and visual arts	0	10	project reporting, on-site monitoring, annual programme evaluation

#### Output

Improved bilateral relations

Output indicator(s)	Baseline	Target	Source of Verification
Percentage of projects implemented in partnership with Donor State entities/cultural players	0	50	project reporting, on-site monitoring, annual programme evaluation

**Expected Outcome(s):** Cultural history documented

#### Output

Cultural history of minorities enhanced and promoted

Output indicator(s)	Baseline	Target	Source of Verification
Number of projects involving cultures of minorities	0	5	project reporting, on-site monitoring, annual programme evaluation





**Output**

Events/productions involving minorities (fairs, performances, festivals, productions etc.)

Output indicator(s)	Baseline	Target	Source of Verification
Number of events/productions supported	0	30	project reporting, on-site monitoring, annual programme evaluation

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

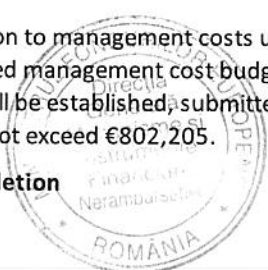
- 1) Bilateral, outcome and output indicators shall be reported on in the annual report.
- 2) The National Focal Point shall ensure that any revenues generated within projects are reinvested into the programme's objectives.
- 3) The National Focal Point shall ensure that Project Promoters who have, in 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):
  - 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;
  - 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
  - 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 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 FMC upon request. The approval of the Programme by the FMC does not imply a positive assessment of such compliance.
- 5) The National Focal Point shall ensure that funding towards cultural diversity and intercultural dialogue will be reported on, inter alia, in the Annual and Final Programme Reports.
- 6) The Grant Offer is subject to any comments or observations made by the European Commission in relation to the screening process.
- 7) Without prejudice to the Programme Operator's responsibilities under Article 6.3 of the Regulation, the Programme Operator shall consult stakeholders on the text of the call for proposals.
- 8) At least 10% of the total eligible costs of the Programme shall target the improvement of the situation of the Roma population. The fulfilment of this condition shall be reported on, through the use of quantitative and qualitative data, inter alia, in the annual and final programme reports as well as a semi-annual report submitted six months from the submission date of the annual programme report.
- 9) A concise plan on the manner in which the allocation of at least 10% the total eligible costs of the Programme shall target the improvement of the situation of the Roma population is to be achieved, shall be submitted to the FMC for approval no later than three months from the signature of the Programme Agreement.
- 10) The Programme Operator shall inform and coordinate its actions with the Operator of the NGO Programme in Romania, as well as other similar Programmes, in order to avoid overlap and to seek and achieve synergies.
- 11) The calls for proposals referred to in section 3.2 of Annex 2 to this Programme Agreement shall only be launched once the concise plan on the manner in which the allocation of at least 10% the total eligible costs of the Programme shall target the improvement of the situation of the Roma population has been approved by the FMC.

**2.2 Pre-eligibility**

Not applicable.

**2.3 Pre-payment**

1) The allocation to management costs under section 3.3 hereof is merely indicative and explicitly not approved by the FMC. A revised detailed management cost budget for this programme, taking into account the Ministry of Culture's role as Programme Operator, shall be established, submitted to and approved by the FMC prior to the first disbursement under this programme. This budget shall not exceed €802,205.

**2.4 Pre-completion**

Not applicable.

## 2.5 Post-completion

Not applicable.

## 2.6 Other

## 3. Eligibility of costs

### 3.1 Eligibility of costs - period

Eligibility of costs (excluding prog prep costs): 06/08/2013-30/04/2017

Eligibility of programme proposal preparation costs: 24/03/2012-05/08/2013

### 3.2 Grant rate and co-financing

Programme estimated total cost (€)	€8,022,059
Programme estimated eligible cost (€)	€8,022,059
Programme grant rate (%)	85.0000%
Maximum amount of Programme grant (€)	€6,818,750

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

Budget heading	Eligible expenditure	Advance payment*
Programme management	€802,205	€160,440
Awareness of cultural diversity raised and intercultural dialogue strengthened	€3,701,522	€203,647
Cultural history documented	€3,250,000	€188,118
Fund for bilateral relations	€120,332	€23,530
Complementary action	€68,000	€15,294
Preparation of programme proposal	€0	€0
Reserve for exchange rate losses	€80,000	€0
Total	€8,022,059	€591,029

\* The advance payment is composed of €502,375 in grant amount and €88,654 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	€68,187

### 3.5 Small Grant Scheme

Not applicable



## Annex II - Operational Rules

### 1. Eligibility

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

The Programme Operator is the Ministry of Culture.

The Donor Programme Partner is the Arts Council Norway.

The Programme will contribute to intensifying cultural dialogue and strengthening European identity by understanding cultural diversity (PA17).

The Programme shall support projects within the measures listed below, which will contribute to the achievement of the Programme's aims.

The Programme shall be implemented by way of two calls for proposals, as follows:

- Call for proposals 1: "Awareness of cultural diversity raised and intercultural dialogue strengthened and cultural history documented (Large projects)";
- Call for proposals 2: "Awareness of cultural diversity raised and intercultural dialogue strengthened and cultural history documented (Small projects)".

#### 1.2 Eligible applicants:

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

By way of further specification, the following are considered eligible applicants under call for proposals 1:

- Public entities: local, regional and national authorities, cultural institutions, higher education and research institutions.
- Non-governmental organisations.

The following are considered eligible applicants under call for proposals 2:

- Public entities: cultural institutions, higher education institutions
- Non-governmental organisations active in the field of culture
- Natural Persons: Creators, artists and experts from the field of culture; students.

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

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

a) In-kind contributions made in accordance with Article 5.4.5 of the Regulation may be made for projects implemented by NGOs, as defined in Article 1.5.1(m) of the Regulation. Such contributions shall not amount to more than 50% of the co-financing provided by Project Promoters. The basis for the calculation of the unit prices for voluntary work required by Article 5.4.5 of the Regulation will be official data on minimum and average salary in the economy at national level, as established by the National Commission for Prognosis, in force when the call for proposal is launched. Depending on the type of work, two different levels of prices shall be used:

- In the case of administrative work/unskilled labour, the gross minimum wage in the economy at national level (including the required social security contributions required by the national legislation) will be taken into consideration;
- In the case of complex/specialised work, the gross average wage in the economy at national level (including the required social security contributions required by the national legislation) will be taken into consideration.

b) 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 is installed at the end of the project and the utilisation of the equipment starts after the closure of the project and/or in those cases where the equipment's use after project completion is limited to activities in line with the project's objectives. This exception is not applicable to projects implemented under call for proposals 2.

Indirect eligible costs can be claimed by the application of a flat rate of up to 20% of total eligible direct costs. All Project Promoters or project partners must apply the methodology established by the Programme Operator when setting the precise level of this flat rate.



## 2. Financial parameters

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

Under call for proposals 1, the minimum amount of grant assistance applied for is €50,000; the maximum amount is €200,000.

Under call for proposals 2, the minimum amount of grant assistance applied for is €5,000; the maximum amount is €15,000.

### 2.2 Project grant rate:

Grants from the programme will not exceed 90 percent of total eligible project costs, except in the case of projects implemented by natural persons, where grants from the programme may be up to 95 percent of total eligible project costs and in the case of projects implemented by public entities, where grants from the programme may be up to 100 percent of total eligible project costs. The project grant rate shall in all cases be set at a level that complies with the State Aid rules in force and takes into account any and all other forms of public support granted to projects.

The remaining costs of the project shall be provided or obtained by the Project Promoter.

## 3. Selection of projects

### 3.1 Selection procedures:

All selection procedures carried out under this Programme shall be in accordance with Article 6.5 of the Regulation. The independent and impartial experts referred to in Article 6.5.2 of the Regulation shall be independent of the Programme Operator, the Selection Committee and the project applicants.

### 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 applications under each of the calls for proposals.

Call for proposals 1 shall be launched no later than in the fourth quarter of 2013 and make available € 6,327,957. A second may be launched no later than in the second quarter of 2014 in case there are funds uncommitted as a result of the first call. The call(s) shall be open at least for three months.

Call for proposals 2 shall be launched no later than in the fourth quarter of 2013 and make available € 623,566. A second may be launched no later than in the second quarter of 2014 in case there are funds uncommitted as a result of the first call. The call(s) shall be open at least for three months.

Notwithstanding the deadlines referred to in the two preceding paragraphs, calls for proposals may only be launched once the concise plan on the manner in which the allocation of at least 10% the total eligible costs of the Programme shall target the improvement of the situation of the Roma population has been approved by the FMC.

### 3.3 Selection criteria:

The following selection criteria shall be taken into account:

#### - General criteria:

- Relevance and importance of the Project
- Project logical framework and design
- Project budget and cost effectiveness
- Project management

#### - Specific Criteria

- The artistic and cultural quality of the Project
- The quality of partnership, where it is the case;
- The selection criteria will take account of the principles of equality and tolerance and they shall foster the submission of project applications supporting cultural diversity and cultural expression of minority groups, including Roma.
- The selection criteria shall ensure that this Programme contributes to the specific concerns identified in the Memorandum of Understanding regarding issues related to the Roma population.

The selection criteria in respect of call for proposals 2 shall ensure that at least € 100,100 is allocated to cultural projects seeking to improve the situation of the Roma population.

The final selection criteria will be further elaborated by the Programme Operator and will be subject to the agreement of the Cooperation Committee. The final selection criteria will be included in the text of the call for proposals.

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

##### *4.1 Payment flows*

The Programme Operator shall ensure that funds are available for payments to the project in a timely manner.

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 cover the expenditure for up to two reporting periods. The maximum advance payment shall amount up to 30% of the project grant.

Interim payments to the project are made on the basis of approved interim reports, provided that the costs for at least 70% of any previous payment have been incurred.

The Project interim reports are to be submitted to the Programme Operator in line with the frequency set in the project contract. The Project Promoter will report to the Programme Operator on incurred expenditures during the reporting period, actual progress and pre-payment forecast for the reporting period following the payment date. At least one project report shall be submitted within open call 2 and up to three project reports per year shall be submitted within the open call 1.

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 report.

##### *4.2 Verification of payment claims*

Verification and approval of the interim and final 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 its correctness and regularity in line with the set procedures. This will consist of two step validations:

- First check will include the verification of the project progress, the reported indicators values, eligibility and correspondence of the expenditures with the activities' progress;
- Second check will include the verification of the eligibility, correctness, regularity and legality of the submitted claims.

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 projects through the review of reports submitted by the Project Promoters, on-site monitoring visits and financial audit.

The aim of the on-the-spot checks 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. All individual projects shall be visited at least once per year and within open call 2 at least 30% of the projects shall be selected on a random basis and visited. For specific technical issues a technical evaluation from an independent expert might be required.

Project Promoters shall be required to report on project progress and outputs in interim and final reports.

Interim reports shall be submitted in a frequency up to 3 times per year and shall as a minimum describe:

- a) the technical project progress, fulfilment of project outputs, information on tender procedures, project time schedule, project modifications, fulfilment of project conditions if relevant and risk management;
- b) the financial progress of the project, including a list of claimed expenditures and requests for payments, and information on any financial audit if relevant.



Within open call 2 one final report for the whole project duration may be seen as sufficient.

The final report shall contain the same information as the interim reports. In addition, it shall describe the achievement of the overall objective of the project and contain information on cross-cutting issues relevant to the project, fulfilment of project conditions and sustainability of the project. It shall also include summary information on financial management and findings from the final financial audit (if applicable).

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

Information on monitoring and reporting as outlined in the programme proposal will further be detailed in the description of the Programme Operator's management and control systems according to Article 4.8.2 of the Regulation.

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

### *5.1 Funds for bilateral relations*

The Programme Operator shall set aside a minimum of 1.5% of the total eligible expenditure of the programme for a fund for bilateral relations.

70% of the fund for bilateral relations will be used for the search for partners for donor partnership projects prior to or during the preparation of a project application, the development of such partnerships and the preparation of an application for a donor partnership project (measure a).

30% of the fund for bilateral relations will be used for networking events, as well as the exchange of knowledge and experience between Project Promoters and entities in the Donor State (measure b).

The maximum grant rate under the fund for bilateral relations is 100%.

The details of use of the bilateral fund, the final split between measures (a) and (b), the detailed procedures and criteria for awarding support from the fund, and any other relevant details shall be further developed by the Programme Operator and the members of the Cooperation Committee and decided upon in that Committee prior to the allocation of any funds from the bilateral fund.

### *5.2 Complementary action*

Complementary action under this programme shall be further defined by the Programme Operator in accordance with Article 7.11 of the Regulation. In particular, funds for complementary actions shall facilitate the participation of relevant stakeholders in events, seminars and activities agreed with the Donors.

The plan for the use of the fund for Complementary action will be discussed and decided upon in the Cooperation Committee.

### *5.3 Reserve for exchange rate losses*

The reserve for exchange rate losses will be used to cover exchange rate losses arising from fluctuations of the RON against the Euro, incurred during the implementation of the Programme and the projects.

The amounts granted from the reserve to the projects will be calculated at the final settlement of the project cost and a pro-rata approach between all projects will be applied.

### *5.4 Small Grant Schemes*

Not applicable.

## **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 a reference to the version signed by the Programme Operator on 23 November 2012 and shall include all subsequent correspondence and communication between the Donors, the Financial Mechanism Office, the National Focal Point and the Programme Operator.

## 9. Miscellaneous

1. The Programme proposal was developed and drafted by the National Focal Point, which was designated Programme Operator in the Memorandum of Understanding concluded between the Financial Mechanism Committee and the Government of Romania on 24 March 2012. During the appraisal process, the National Focal Point, by letter of Minister Teodorovici of 21 March 2013, proposed to change the designated Programme Operator to the Ministry of Culture. This Programme Agreement constitutes approval of this proposal on the part of the Financial Mechanism Committee. The Programme Operator is the Ministry of Culture and the National Focal Point warrants that the Programme Operator is committed to implement the Programme in accordance with the Legal Framework governing the EEA Financial Mechanism 2009-2014 and this Programme Agreement.

2. Relevant stakeholders should be consulted during the implementation of the programme.

3. The Donor Programme Partner shall, through the Cooperation Committee, follow-up and monitor the implementation of the specific 10% Roma target set in point 8 of section 2.1 of Annex 1 to this Programme Agreement.



