



Education, Audiovisual and Culture Executive Agency

Erasmus+: Schools, Vocational Training, Adult Education, Platforms

GRANT DECISION FOR AN ACTION
DECISION NUMBER – 2017 - 0832 / 001 - 001
of the Education, Audiovisual and Culture Executive Agency
on the award of a grant to support the
"European Quality Assurance in Vocational Education and Training National
Reference Points (EQAVET NRP)"
within the Erasmus+ Programme

The **Education, Audiovisual and Culture Executive Agency** (hereinafter referred to as "the Agency"), acting under powers delegated by the European Commission (hereinafter referred to as "the Commission"),

Having regard to the Treaty on the Functioning of the European Union;

Having regard to the Regulation No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing Erasmus+: The Union Programme for education, training, youth and sport, for the period 2014 to 2020¹;

Whereas:

- (1) Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union² (hereinafter the «Financial Regulation») and Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union³ provide the framework for the award of Union grants;
- (2) Commission Implementing Decision of 18 December 2013 establishing the "Education, Audiovisual and Culture Executive Agency"⁴ and repealing Decision CE(2009)336 of 20 April 2009⁵ setting up the Education, Audiovisual and Culture Executive Agency for the management of Community action in the fields of education, audiovisual and culture in application of Council Regulation (EC) No 58/2003⁶ provides that the Agency is responsible for the management of grants to be awarded under the Union programmes delegated to it, including the Erasmus+ Programme;

¹ OJ L 347 of 20.12.2013, p. 50.

² OJ L 298 of 26.10.2012, p. 1.

³ OJ L 362 of 31.12.2012, p. 1.

⁴ OJ L 343 of 19.12.2013, p. 46.

⁵ OJ L 101 of 21.04.2009, p. 26, as amended subsequently.

⁶ OJ L 11 of 16.01.2003, p. 1.

- (3) Commission Decision C(2015)658 of 12 February 2015 amending Commission Decision C(2013)9189 of 18 December 2013 delegating powers to the Education, Audiovisual and Culture Executive Agency with a view to performance of tasks linked to implementation of Union Programmes in the fields of education, audiovisual and culture, comprising, in particular, implementation of appropriations entered in the general budget of the Union and the EDF allocations;
- (4) On 7 November 2016, the Agency has sent the invitation to apply for a grant EACEA 36/2016 (the "call") in order to support the participation in the '**European Quality Assurance in Vocational Education and Training National Reference Points (EQAVET NRP)**' within the framework of the Erasmus+ Programme;
- (5) Whereas this Grant Decision is the result of an invitation to apply for a grant by which applicants have been informed of the model Grant Decision of the Agency and of the General Conditions. Submission of a grant application implies acceptance of the General Conditions annexed to this Grant Decision;
- (6) The addressee of this Grant Decision presented a request for a grant under this invitation to apply for a grant (application No **586548-EPP-1-2017-1-CZ-EPPKA3-EQAVET-NRP**), wherein he declares that he has taken note of the conditions set out in the call, including the General Conditions of the model Grant Decision annexed to it, and accepts them;
- (7) The application fulfils the conditions set out in the abovementioned invitation to apply for a grant and has been selected;
- (8) The Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities⁷ and Regulation (EU, EURATOM) No 883/2013 of the European Parliament and the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF)⁸ provide for measures for the effective protection of the Union's financial interests;
- (9) The Agency, the Commission and the European Court of Auditors may check the use made of the grant at any time during the implementation of the action and during a period of five years following the date of payment of the balance or of three years following the payment of the balance in the case the maximum amount of the grant is not more than EUR 60.000.

HAS DECIDED AS FOLLOWS:

⁷ OJ L 292, 15.11.1996, p. 2-5

⁸ OJ L 136, 31.5.1999, p. 1-7

ARTICLE 1 – PURPOSE OF THE GRANT

A European Union grant is awarded to:

NARODNI USTAV PRO VZDELAVANI, SKOLSKE PORADENSKE ZARIZENI A ZARIZENI PRO DALSI VZDELAVANI PEDAGOGICKYCH PRACOVNIKU,
WEILOVA 1271/6,
CZ - 102 00 PRAHA
VAT NUMBER: CZ00022179

hereinafter referred to as “the beneficiary”,

represented for the purposes of this Grant Decision by **Helena ULOVCOVA,**

for the action entitled '**Support to the European Quality Assurance in Vocational Education and Training National Reference Points (EQAVET NRP)**' ("the action") as described in Annex I, under the terms and conditions set out in the present Grant Decision, the General Conditions and the other Annexes to this Grant Decision.

The action shall correspond to the statutory activities and objectives of the beneficiary.

As declared in the application submitted, the beneficiary has accepted the grant and agreed to implement the action, acting on its own responsibility.

ARTICLE 2 – ENTRY INTO FORCE OF THE GRANT DECISION AND DURATION

2.1 The Grant Decision shall enter into force on the date of its notification to the beneficiary.

2.2 The action shall run as of **01-04-2017** (“the starting date of the action”) and shall end on **31-03-2019**.

ARTICLE 3 – MAXIMUM AMOUNT AND FORM OF THE GRANT

The grant shall be of a **maximum amount of EUR 127.500,00** and shall take the form of:

(a) The reimbursement of 85,00 % of the eligible costs of the action ("reimbursement of eligible costs"), which are estimated at EUR 150.000,00 and which are:

(i) actually incurred (“reimbursement of actual costs”) for the categories of costs indicated in Annex III

(ii) reimbursement of unit costs: not applicable

(iii) reimbursement of lump sum costs: not applicable

(iv) declared on the basis of a flat-rate of 7 % of the eligible direct costs ("reimbursement of flat rate costs") to cover the indirect costs

- (b) *Unit contribution: not applicable*
- (c) *Lump sum contribution: not applicable*
- (d) *Flat-rate contribution: not applicable*

ARTICLE 4 – ADDITIONAL PROVISIONS ON REPORTING, PAYMENTS AND PAYMENT ARRANGEMENTS

4.1 Reporting periods, payments and additional supporting documents

In addition to the provisions set out in the General Conditions n°23 and n°24, the following reporting and payment arrangements shall apply:

Upon notification of the Grant Decision, a pre-financing payment of **80%** of the maximum amount specified in Article 3 shall be paid to the beneficiary.

Payment of the balance

Sole reporting period from 01-04-2017 to the end of the period set out in Article 2.2. The balance shall be paid to the beneficiary, in accordance with General Condition n° 23.2(a) and (b) and subject to the receipt of the documents mentioned under the section "Other supporting document" below.

Other supporting documents

- For grants less than or equal to EUR 60.000:

The request for payment of the balance shall be accompanied by a list of supporting documents as set out in Annex VI and in accordance with the requirements laid down in the invitation to apply for a grant for each grant for which the total contribution in the form of reimbursement of actual costs as referred to in Article 3(a)(i) is less than or equal to EUR 60.000.

- For grants of more than EUR 60.000 and less than EUR 750.000:

The request for payment of the balance shall be accompanied by a certificate on the financial statements and underlying accounts ("Report of Factual Findings on the Final Financial Report – Type I") as set out in Annex VI for each grant for which the total contribution in the form of reimbursement of actual costs as referred to in Article 3(a)(i) is more than EUR 60.000 and less than EUR 750.000.

4.2 Time limit for payments

The time limit for the Agency to make the payment of the balance is 60 days.

4.3 Language of requests for payments, technical reports and financial statements

All requests for payments, technical reports and financial statements shall be submitted in English, French or German.

ARTICLE 5 – BANK ACCOUNT FOR PAYMENTS

All payments shall be made to the beneficiary's bank account, denominated in euro, as indicated below:

Name of bank: [REDACTED]

Address of branch: [REDACTED]

Precise denomination of the account holder: NARODNI USTAV ODBORNEHO
VZDELAVANINAT INSTIT TECHNICAL & VOCATION EDUC

[REDACTED]

ARTICLE 6 – DATA CONTROLLER AND COMMUNICATION DETAILS

6.1 Data controller

The entity acting as a data controller according to General Condition n° 6 shall be the person who is representing the Agency for the purposes of the signature of this Grant Decision.

6.2 Communication details of the Agency

Any communication addressed to the Agency shall be sent to the following address:

Education, Audiovisual and Culture Executive Agency

Tapio SÄÄVÄLÄ

Unit Erasmus+: Schools, Vocational Training, Adult Education, Platforms

Office: J59, 08/033

Avenue du Bourget 1

1049 Brussels

BELGIUM

E-mail address: EACEA-policy-networks@ec.europa.eu

6.3 Communication details of the beneficiary

This Grant Decision is addressed to the beneficiary:

**NARODNI USTAV PRO VZDELAVANI, SKOLSKE PORADENSKE
ZARIZENI A ZARIZENI PRO DALSI VZDELAVANI PEDAGOGICKYCH
PRACOVNIKU**

Helena ULOVCOVA

WEILOVA 1271/6,

CZ - 102 00 PRAHA

Any communication from the Agency to the beneficiary shall be sent to the above mentioned address.

ARTICLE 7 – ADDITIONAL PROVISIONS ON USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)

In addition to the provisions of General Condition n° 8, if the beneficiary produces materials under the scope of the project, such materials must be made available for the public, in digital form, freely accessible through the Internet under open licenses.

The beneficiary must also warrant that the Agency and the Commission has the rights to:

- a) Communicate the results of the action by any other types of communication not specified in the General Conditions;
- b) Edit or re-write in another way the results of the action, including shortening, summarising, modifying the content, correcting technical errors in the content;
- c) Cut, insert meta-data, legends or other graphic, visual, audio or word elements in the results of the action;
- d) Extract a part (e.g. audio or video files) of, divide into parts or compile the results of the action;
- e) Prepare derivative works of the results of the action;
- f) Translate, insert subtitles in, dub the results of the action in all official languages of EU;
- g) Authorise or sub-licence the modes of exploitation set out above to third parties.

The Agency and the Commission shall have the rights of use specified in the General Conditions and set out above for the whole duration of the industrial or intellectual property rights concerned.

ARTICLE 8 – SPECIAL PROVISIONS ON BUDGET TRANSFERS

By way of derogation from the first subparagraph of General Condition n° 22, budget transfers between budget categories are limited to 10% of the amount of each budget category for which the transfer is intended. Any budget transfer exceeding 10% of the amount of each budget category must be subject to a formal amendment request in accordance to the provisions set out in Article II.12.

ARTICLE 9 – ORDER OF PRECEDENCE AND ANNEXES

The Annex II "General Conditions" (hereinafter referred to as the "General Conditions") and the other Annexes to the present Grant Decision form an integral part of the present Grant Decision. The terms set out in this Grant Decision shall take precedence over those in the General Conditions. The terms of the General Conditions shall take precedence over the other Annexes.

ARTICLE 10 – OTHER SPECIAL CONDITIONS

10.1 – INAPPLICABILITY OF THE NO-PROFIT PRINCIPLE

By way of derogation from General Condition n° 25.3, the no-profit principle does not apply to the grants the maximum amount of which, as referred to in Article 3, is lower than or equal to EUR 60.000.

10.2 – ADDITIONAL PROVISIONS ON AWARD OF CONTRACTS AND SUBCONTRACTING

In addition to the provisions set out in General Conditions n° 9 and 10, where the value of a contract awarded in accordance with those General Conditions exceeds EUR 60.000, the procurement must be subject to a procedure involving at least three tenderers without prior publication of a contract notice.

10.3 – SPECIAL PROVISIONS ON THE CONVERSION OF COSTS INCURRED IN ANOTHER CURRENCY INTO EURO

By way of derogation from General Condition n° 23.4, any conversion into euro of costs incurred in other currencies shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on its website

(http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

applicable at the **month of sending of the invitation to apply for a grant.**

10.4 - PUBLICITY OBLIGATIONS

1. For the purpose of General Condition n° 7 of the grant decision, relating to the publicity and use of the relevant logo, the beneficiary must follow the instructions available on the following website: https://eacea.ec.europa.eu/about-eacea/visual-identity_en
2. The beneficiary must inform the public, press and media of the action (internet included), which must, in conformity with General Condition n° 7 mentioned above, visibly indicate “with the support of the Erasmus+ Programme of the European Union” as well as the graphic logos.
3. Where the action, or part of the action, is a publication, the mention and graphic logos must appear on the cover or the first pages following the editor's mention.
4. If the action includes events for the public, signs and posters related to this action must be displayed. This must include the logos mentioned under point 1. Authorisation to use the logos described in point 1 implies no right of exclusive use and is limited to this agreement.



10.5 - DISSEMINATION AND EXPLOITATION OF RESULTS

Beneficiaries of grants under the Erasmus+ Programme have the duty to ensure that the work undertaken within the framework of this grant decision and the results accruing from it receive substantial visibility. The beneficiary must pay specific attention to the importance of dissemination, exploitation of results of the action and to their visibility at a transnational level.

SIGNATURE

For the Agency

Tapio SÄÄVÄLÄ

Head of Unit

Authorising Officer by Sub-delegation

Done at Brussels, on *19/04/2017*

In duplicate in English



- Annex I Description of the action
- Annex II General Conditions (hereinafter referred to as “the General Conditions”)
- Annex III Estimated budget of the action
- Annex IV Model technical report
- Annex V Model financial statement
- Annex VI List of supporting documents Guidance notes – Report of Factual Findings on the Final Financial Report – Type I
- Annex VII *Model terms of reference for the operational verification report: not applicable*



ERASMUS + PROGRAMME

GRANT DECISION

PROJECT NUMBER – 586548-EPP-1-2017-1-CZ-EPPKA3-EQAVET-NRP

ANNEX I

DESCRIPTION OF THE ACTION

The grant awarded aims at implementing the activities as they are described in the application form submitted by the beneficiary (Detailed description of the project).

Any change to the eligible activities needs to be explicitly authorised by the Executive Agency.

ERASMUS + PROGRAMME

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ANNEX II

GENERAL CONDITIONS

https://eacea.ec.europa.eu/sites/eacea-site/files/ii_a_3.pdf

Submission of a grant application implies the acceptance of these General Conditions.

These General Conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the Grant Decision.

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ANNEX III
ESTIMATED BUDGET OF THE ACTION

I. Costs

	Requested budget	Eligible budget
Staff costs	<i>78.000,00</i> EUR	<i>78.000,00</i> EUR
Travel and subsistence	<i>22.250,00</i> EUR	<i>22.250,00</i> EUR
Information and communication	<i>10.250,00</i> EUR	<i>10.250,00</i> EUR
Equipment	<i>2.500,00</i> EUR	<i>2.500,00</i> EUR
Conferences and seminars	<i>11.000,00</i> EUR	<i>11.000,00</i> EUR
Subcontracting	<i>16.500,00</i> EUR	<i>16.500,00</i> EUR
Other direct costs	<i>0,00</i> EUR	<i>0,00</i> EUR
Indirect costs	<i>9.500,00</i> EUR	<i>9.500,00</i> EUR
Total	150.000,00 EUR	150.000,00 EUR

II. Income

	Requested budget	Eligible budget
1. Maximum EU grant	<i>127.500,00</i> EUR	<i>127.500,00</i> EUR
2. National contribution	<i>22.500,00</i> EUR	<i>22.500,00</i> EUR
3. Other sources of income	<i>0,00</i> EUR	<i>0,00</i> EUR
Total	150.000,00 EUR	150.000,00 EUR

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ANNEX IV

MODEL TECHNICAL REPORT

http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en

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ANNEX V

MODEL FINANCIAL STATEMENT

http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en

ERASMUS + PROGRAMME**GRANT DECISION****PROJECT NUMBER – 586548-EPP-1-2017-1-CZ-EPPKA3-EQAVET-NRP****ANNEX VI****LIST OF SUPPORTING DOCUMENTS**

For grants for an action **equal or inferior to EUR 60.000**, the beneficiary is required to submit the following sample of supporting documents:

Budget item/heading	Sample to be annexed to the Financial Statement
Staff	The three highest consolidated staff costs (i.e. staff member costs) for the whole eligibility period
Subcontracting	The three highest value subcontracts
Travel and subsistence	25% of the highest costs declared under this budget item

For grants for an action of **more than EUR 60.000**, but less than EUR 750.000, the beneficiary is required to submit, in support of the final payment, a “**Report of Factual Findings on the Final Financial Report - Type I**” produced by an approved auditor or in case of public bodies, by a competent and independent public officer.

The procedure and the format to be followed are detailed in the following “Guidance Notes”:

http://eacea.ec.europa.eu/about/documents/guidance-notes-audit-type-i_11.2012_en.pdf

The use of the report format set by the “Guidance Notes” is compulsory.

