



EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

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

GRANT AGREEMENT

Project 101238646 — FLEVEES

PREAMBLE

This **Agreement** ('the Agreement') is **between** the following parties:

on the one part,

the **European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

and

on the other part,

1. 'the coordinator':

UNIVERZITA PARDUBICE (UPCE), PIC 999453663, established in Studentska 95, PARDUBICE 532 10, Czechia,

Unless otherwise specified, references to 'beneficiary' or 'beneficiaries' include the coordinator and affiliated entities (if any).

If only one beneficiary signs the grant agreement ('mono-beneficiary grant'), all provisions referring to the 'coordinator' or the 'beneficiaries' will be considered — mutatis mutandis — as referring to the beneficiary.

The parties referred to above have agreed to enter into the Agreement.

By signing the Agreement and the accession forms, the beneficiaries accept the grant and agree to implement the action under their own responsibility and in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

The Agreement is composed of:

Preamble

Terms and Conditions (including Data Sheet)

Annex 1	Description of the action ¹
Annex 2	Estimated budget for the action
Annex 3	Accession forms (if applicable) ²
Annex 3a	Declaration on joint and several liability of affiliated entities (if applicable) ³
Annex 4	Model for the financial statements
Annex 5	Specific rules (if applicable)

¹ Template published on [Portal Reference Documents](#).

² Template published on [Portal Reference Documents](#).

³ Template published on [Portal Reference Documents](#).

TERMS AND CONDITIONS

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DATA SHEET**1. General data**

Project summary:

Project summary
The FLEVEES project aims to nurture future leaders in public administration and finance by embedding core EU values, excellence, and environmental stewardship. This initiative offers specialized courses in English and Czech for master's students, covering EU law, policymaking, environmental, and monetary policies. Students will gain theoretical knowledge and practical skills for roles in EU institutions and national public administration. The curriculum emphasizes EU law, policymaking, environmental protection, and monetary policy. Graduates will be well-equipped to advocate for EU policies and values in their careers, whether within the EU institutional framework or in Czech public administration. The primary goal is to disseminate knowledge about the EU, highlighting sustainable governance, ethical practices, and the benefits of the monetary union. The main course on EU law and policies, taught in English, will be accessible to international students. Local and ERASMUS students will interact, facilitating cultural exchange. Two more specialised courses in Czech will be updated with relevant EU policies. The project includes academic research, offering policymakers insights into the latest EU studies developments. This research will result in two papers published in peer-reviewed journals, focusing on EU monetary policy and environmental policy. Additionally, academics and students will engage with international experts through meetings and seminars both onsite and on-line. To broaden the project's impact, FLEVEES will organize public activities, such as lectures for University of the Third Age and secondary school students. These activities aim to raise awareness about the EU, its policies, and values, fostering a deeper understanding of the EU's role in promoting sustainable and ethical governance. This initiative will strengthen the EU's influence, promote its values including sustainability, and support the potential future monetary union within the Czechia.

Keywords:

- European Studies
- EU Economic Studies
- EU values
- Monetary policy, Monetary Union, Environment Policy, Green Economy, Green Deal, Sustainability

Project number: 101238646

Project name: FLEVEES: Future Leaders in Public Administration and Finance: Embracing EU Values, Excellence, and Environmental Stewardship

Project acronym: FLEVEES

Call: ERASMUS-JMO-2025-HEI-TCH-RSCH

Topic: ERASMUS-JMO-2025-MODULE

Type of action: ERASMUS Lump Sum Grants

Granting authority: European Education and Culture Executive Agency

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

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

Project end date: starting date + months of duration

Project duration: 36 months

Consortium agreement: No

2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	UPCE	UNIVERZITA PARDUBICE	CZ	999453663	35 000.00
Total						35 000.00

Coordinator:

- UNIVERZITA PARDUBICE (UPCE)

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

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
35 000.00	35 000.00

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

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

Prefinancing payments and guarantees:

Prefinancing payment		Prefinancing guarantee		
Type	Amount	Guarantee amount	Division per participant	
Prefinancing 1 (initial)	24 500.00	n/a	1 - UPCE	n/a

Reporting and payment modalities (art 21, 22):

Mutual Insurance Mechanism (MIM): No

Restrictions on distribution of initial prefinancing: The prefinancing may be distributed only if the minimum number of beneficiaries set out in the call conditions (if any) have acceded to the Agreement and only to beneficiaries that have acceded.

Interim payment ceiling (if any): 100% of the maximum grant amount

No-profit rule: n/a

Late payment interest: ECB + 3.5%

Bank account for payments:

CZ1401000000192522710287 KOMBCZPPXXX

Conversion into euros: n/a

Reporting language: Language of the Agreement

4.3 Certificates (art 24): n/a

4.4 Recoveries (art 22)

First-line liability for recoveries:

Beneficiary termination: Beneficiary concerned

Final payment: Coordinator

After final payment: Beneficiary concerned

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

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

Joint and several liability of affiliated entities — n/a

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

Applicable law (art 43):

Standard applicable law regime: EU law + law of Belgium

Dispute settlement forum (art 43):

Standard dispute settlement forum:

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

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

6. Other

Specific rules (Annex 5): Yes

Standard time-limits after project end:

Confidentiality (for X years after final payment): 5

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

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

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

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

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

CHAPTER 1 GENERAL

ARTICLE 1 — SUBJECT OF THE AGREEMENT

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

ARTICLE 2 — DEFINITIONS

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

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

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

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

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

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

Affiliated entities (AE) — Entities affiliated to a beneficiary within the meaning of Article 190 of EU Financial Regulation 2024/2509⁴ which participate in the action with similar rights and obligations as the beneficiaries (obligation to implement action tasks and right to charge costs and claim contributions).

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

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

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

In-kind contributions — In-kind contributions within the meaning of Article 2(38) of EU Financial Regulation 2024/2509, i.e. non-financial resources made available free of charge by third parties.

⁴ For the definition, see Article 190 Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast) ('EU Financial Regulation') (OJ L, 2024/2509, 26.9.2024): “**affiliated entities** [are]:

- (a) entities that form a sole beneficiary [(i.e. where an entity is formed of several entities that satisfy the criteria for being awarded a grant, including where the entity is specifically established for the purpose of implementing an action to be financed by a grant)];
- (b) entities that satisfy the eligibility criteria and that do not fall within one of the situations referred to in Article 138(1) and 143(1) and that have a link with the beneficiary, in particular a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation”.

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

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

Grave professional misconduct — Any type of unacceptable or improper behaviour in exercising one's profession, especially by employees, including grave professional misconduct within the meaning of Article 138(1)(c) of EU Financial Regulation 2024/2509⁸.

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

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

CHAPTER 2 ACTION

ARTICLE 3 — ACTION

The grant is awarded for the action **101238646 — FLEVEES** ('action'), as described in Annex 1.

ARTICLE 4 — DURATION AND STARTING DATE

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

CHAPTER 3 GRANT

ARTICLE 5 — GRANT

5.1 Form of grant

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

⁶ OJ C 316, 27.11.1995, p. 48.

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

⁸ 'Professional misconduct' includes, in particular, the following: violation of ethical standards of the profession; wrongful conduct with impact on professional credibility; breach of generally accepted professional ethical standards; false declarations/misrepresentation of information; participation in a cartel or other agreement distorting competition; violation of IPR; attempting to influence decision-making processes by taking advantage, through misrepresentation, of a conflict of interests, or to obtain confidential information from public authorities to gain an advantage; incitement to discrimination, hatred or violence or similar activities contrary to the EU values where negatively affecting or risking to affect the performance of a legal commitment.

The grant is an action grant⁹ which takes the form of a lump sum grant for the completion of work packages.

5.2 Maximum grant amount

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

5.3 Funding rate

Not applicable

5.4 Estimated budget, budget categories and forms of funding

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

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

Annex 2 also shows the types of contributions (forms of funding)¹⁰ to be used for each work package.

5.5 Budget flexibility

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

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

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

ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS

6.1 and 6.2 General and specific eligibility conditions

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

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

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

⁹ For the definition, see Article 183(2)(a) EU Financial Regulation 2024/2509: '**action grant**' means an EU grant to finance "an action intended to help achieve a Union policy objective".

¹⁰ See Article 125 EU Financial Regulation 2024/2509.

6.3 Ineligible contributions

‘Ineligible contributions’ are:

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

6.4 Consequences of non-compliance

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

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

CHAPTER 4 GRANT IMPLEMENTATION

SECTION 1 CONSORTIUM: BENEFICIARIES, AFFILIATED ENTITIES AND OTHER PARTICIPANTS

ARTICLE 7 — BENEFICIARIES

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

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

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

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

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

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

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

(a) Each beneficiary must:

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

(b) The coordinator must:

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

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

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

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

Moreover, coordinators which are ‘sole beneficiaries’¹¹ (or similar, such as European research infrastructure consortia (ERICs)) may delegate the tasks set out in Point (b)(i) to (iii) above to one of their members. The coordinator retains sole responsibility for compliance with the obligations under the Agreement.

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

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

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

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

ARTICLE 8 — AFFILIATED ENTITIES

Not applicable

ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION

9.1 Associated partners

Not applicable

9.2 Third parties giving in-kind contributions to the action

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

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

¹¹ For the definition, see Article 190(2) EU Financial Regulation 2024/2509: “Where several entities satisfy the criteria for being awarded a grant and together form one entity, that entity may be treated as the **sole beneficiary**, including where it is specifically established for the purpose of implementing the action financed by the grant.”

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

9.3 Subcontractors

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

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

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

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

9.4 Recipients of financial support to third parties

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

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

ARTICLE 10 — PARTICIPANTS WITH SPECIAL STATUS

10.1 Non-EU participants

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

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC¹²
- for the controls under Article 25: allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the bodies mentioned in that Article (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.).

¹² Directive 2006/43/EC of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts (OJ L 157, 9.6.2006, p. 87).

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

10.2 Participants which are international organisations

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

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: to use either independent public officers or external auditors which comply with comparable standards as those set out in EU Directive 2006/43/EC¹³
- for the controls under Article 25: to allow for the checks, reviews, audits and investigations by the bodies mentioned in that Article, taking into account the specific agreements concluded by them and the EU (if any).

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

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

10.3 Pillar-assessed participants

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

‘Pillar-assessment’ means a review by the European Commission on the systems, rules and procedures which participants use for managing EU grants (in particular internal control system, accounting system, external audits, financing of third parties, rules on recovery and exclusion, information on recipients and protection of personal data; see Article 157 EU Financial Regulation 2024/2509).

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

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

¹³ Directive 2006/43/EC of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts (OJ L 157, 9.6.2006, p. 87).

or external auditors and in accordance with their internal financial regulations and procedures

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

and use the following specific rules, for:

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

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

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

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

- eligibility (Article 6)
- consortium roles and set-up (Articles 7-9)
- security and ethics (Articles 13, 14)
- IPR (including background and results, access rights and rights of use), communication, dissemination and visibility (Articles 16 and 17)

- information obligation (Article 19)
- payment, reporting and amendments (Articles 21, 22 and 39)
- rejections, reductions, suspensions and terminations (Articles 27, 28, 29-32)

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

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

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

SECTION 2 RULES FOR CARRYING OUT THE ACTION

ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION

11.1 Obligation to properly implement the action

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

11.2 Consequences of non-compliance

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

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

ARTICLE 12 — CONFLICT OF INTERESTS

12.1 Conflict of interests

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

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

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

12.2 Consequences of non-compliance

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

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

ARTICLE 13 — CONFIDENTIALITY AND SECURITY

13.1 Sensitive information

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

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

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

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

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

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

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

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

The confidentiality obligations no longer apply if:

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

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

13.2 Classified information

The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/444¹⁴ and its implementing rules).

¹⁴ Commission Decision 2015/444/EC. Euratom of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

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

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

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

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

13.3 Consequences of non-compliance

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

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

ARTICLE 14 — ETHICS AND VALUES

14.1 Ethics

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

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

14.2 Values

The beneficiaries must commit to and ensure the respect of basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).

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

14.3 Consequences of non-compliance

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

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

ARTICLE 15 — DATA PROTECTION

15.1 Data processing by the granting authority

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

For grants where the granting authority is the European Commission, an EU regulatory or executive agency, joint undertaking or other EU body, the processing will be subject to Regulation 2018/1725¹⁵.

15.2 Data processing by the beneficiaries

The beneficiaries must process personal data under the Agreement in compliance with the applicable EU, international and national law on data protection (in particular, Regulation 2016/679¹⁶).

They must ensure that personal data is:

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

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

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

15.3 Consequences of non-compliance

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

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

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

16.1 Background and access rights to background

¹⁵ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

¹⁶ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC ('GDPR') (OJ L 119, 4.5.2016, p. 1).

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

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

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

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

16.2 Ownership of results

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

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

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

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

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

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

(g) the right to authorise **third parties** to act on its behalf or sub-license to third parties the modes of use set out in Points (b), (c), (d) and (f), if needed for the information, communication and publicity activity of the granting authority and

(h) **processing**, analysing, aggregating the materials, documents and information received and **producing derivative works**.

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

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

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

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

16.4 Specific rules on IPR, results and background

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

16.5 Consequences of non-compliance

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

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

ARTICLE 17 — COMMUNICATION, DISSEMINATION AND VISIBILITY

17.1 Communication — Dissemination — Promoting the action

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

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

17.2 Visibility — European flag and funding statement

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



Funded by the
European Union



Co-funded by the
European Union



Funded by the
European Union



Co-funded by the
European Union

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

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

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

For the purposes of their obligations under this Article, the beneficiaries may use the emblem without first obtaining approval from the granting authority. This does not, however, give them the right to exclusive use. Moreover, they may not appropriate the emblem or any similar trademark or logo, either by registration or by any other means.

17.3 Quality of information — Disclaimer

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

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

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

17.4 Specific communication, dissemination and visibility rules

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

17.5 Consequences of non-compliance

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

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

ARTICLE 18 — SPECIFIC RULES FOR CARRYING OUT THE ACTION

18.1 Specific rules for carrying out the action

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

18.2 Consequences of non-compliance

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

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

SECTION 3 GRANT ADMINISTRATION

ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS

19.1 Information requests

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

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

19.2 Participant Register data updates

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

19.3 Information about events and circumstances which impact the action

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

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

(b) **circumstances** affecting:

- (i) the decision to award the grant or
- (ii) compliance with requirements under the Agreement.

19.4 Consequences of non-compliance

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

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

ARTICLE 20 — RECORD-KEEPING

20.1 Keeping records and supporting documents

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

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

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

The beneficiaries must keep the original documents. Digital and digitalised documents are considered originals if they are authorised by the applicable national law. The granting authority may accept non-original documents if they offer a comparable level of assurance.

20.2 Consequences of non-compliance

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

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

ARTICLE 21 — REPORTING

21.1 Continuous reporting

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

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

21.2 Periodic reporting: Technical reports and financial statements

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

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

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

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

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

The financial part of the periodic report includes:

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

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

For the last reporting period, the beneficiaries may exceptionally also declare partial lump sum contributions for work packages that were not completed (e.g. due to force majeure or technical impossibility).

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

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

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

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

21.3 Currency for financial statements and conversion into euros

The financial statements must be drafted in euro.

21.4 Reporting language

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

21.5 Consequences of non-compliance

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

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

ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE

22.1 Payments and payment arrangements

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

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

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

The cost of payment transfers will be borne as follows:

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

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

22.2 Recoveries

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

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

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

In case of enforced recoveries (see Article 22.4):

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

22.3 Amounts due

22.3.1 Prefinancing payments

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

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

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

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

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

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

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

22.3.2 Amount due at beneficiary termination — Recovery

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 1 — Calculation of the total accepted EU contribution

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

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

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

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

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

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

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

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

22.3.3 Interim payments

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the interim payment ceiling

Step 1 — Calculation of the total accepted EU contribution

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

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

Step 2 — Limit to the interim payment ceiling

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

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

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

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

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

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the maximum grant amount

Step 3 — Reduction due to the no-profit rule

Step 1 — Calculation of the total accepted EU contribution

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

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

Step 2 — Limit to the maximum grant amount

Not applicable

Step 3 — Reduction due to the no-profit rule

Not applicable

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Step 1 — Calculation of the revised total accepted EU contribution

Step 1 — Calculation of the revised total accepted EU contribution

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

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

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

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

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

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

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

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

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

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

22.4 Enforced recovery

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

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

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

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

- (b) by drawing on the financial guarantee(s) (if any)

- (c) by holding other beneficiaries jointly and severally liable (if any; see Data Sheet, Point 4.4)

- (d) by holding affiliated entities jointly and severally liable (if any, see Data Sheet, Point 4.4)
- (e) by taking legal action (see Article 43) or, provided that the granting authority is the European Commission or an EU executive agency, by adopting an enforceable decision under Article 299 of the Treaty on the Functioning of the EU (TFEU) and Article 100(2) of EU Financial Regulation 2024/2509.

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

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

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2015/2366¹⁷ applies.

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

22.5 Consequences of non-compliance

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

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

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

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

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

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

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

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

¹⁷ Directive (EU) 2015/2366 of the European Parliament and of the Council of 25 November 2015 on payment services in the internal market, amending Directives 2002/65/EC, 2009/110/EC and 2013/36/EU and Regulation (EU) No 1093/2010, and repealing Directive 2007/64/EC (OJ L 337, 23.12.2015, p. 35).

ARTICLE 23 — GUARANTEES

23.1 Prefinancing guarantee

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

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

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

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

They will be released within the following month.

23.2 Consequences of non-compliance

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

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

ARTICLE 24 — CERTIFICATES

Not applicable

ARTICLE 25 — CHECKS, REVIEWS, AUDITS AND INVESTIGATIONS — EXTENSION OF FINDINGS

25.1 Granting authority checks, reviews and audits

25.1.1 Internal checks

The granting authority may — during the action or afterwards — check the proper implementation of the action and compliance with the obligations under the Agreement, including assessing lump sum contributions, deliverables and reports.

25.1.2 Project reviews

The granting authority may carry out reviews on the proper implementation of the action and

compliance with the obligations under the Agreement (general project reviews or specific issues reviews).

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

If needed, the granting authority may be assisted by independent, outside experts. If it uses outside experts, the coordinator or beneficiary concerned will be informed and have the right to object on grounds of commercial confidentiality or conflict of interest.

The coordinator or beneficiary concerned must cooperate diligently and provide — within the deadline requested — any information and data in addition to deliverables and reports already submitted. The granting authority may request beneficiaries to provide such information to it directly. Sensitive information and documents will be treated in accordance with Article 13.

The coordinator or beneficiary concerned may be requested to participate in meetings, including with the outside experts.

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

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

On the basis of the review findings, a **project review report** will be drawn up.

The granting authority will formally notify the project review report to the coordinator or beneficiary concerned, which has 30 days from receiving notification to make observations.

Project reviews (including project review reports) will be in the language of the Agreement, unless otherwise agreed with the granting authority (see Data Sheet, Point 4.2).

25.1.3 Audits

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

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

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

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

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

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

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

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

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

Audits (including audit reports) will be in the language of the Agreement, unless otherwise agreed with the granting authority (see Data Sheet, Point 4.2).

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

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

25.3 Access to records for assessing simplified forms of funding

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

25.4 OLAF, EPPO and ECA audits and investigations

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

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013¹⁸ and No 2185/96¹⁹
- the European Public Prosecutor's Office (EPPO) under Regulation 2017/1939
- the European Court of Auditors (ECA) under Article 287 of the Treaty on the Functioning of the EU (TFEU) and Article 263 of EU Financial Regulation 2024/2509.

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

¹⁸ Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF) and repealing Regulation (EC) No 1073/1999 of the European Parliament and of the Council and Council Regulation (Euratom) No 1074/1999 (OJ L 248, 18/09/2013, p. 1).

¹⁹ 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 irregularities (OJ L 292, 15/11/1996, p. 2).

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

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

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

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

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

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

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

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

25.5.2 Extension from other grants

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

- (a) the beneficiary concerned is found, in other EU grants awarded under similar conditions, to have committed systemic or recurrent errors, irregularities, fraud or breach of obligations that have a material impact on this grant and
- (b) those findings are formally notified to the beneficiary concerned — together with the list of grants affected by the findings — within the time-limit for audits set out in the Data Sheet (see Point 6).

The granting authority will formally notify the beneficiary concerned of the intention to extend the findings and the list of grants affected.

If the extension concerns **rejections of lump sum contributions**: the notification will include:

- (a) an invitation to submit observations on the list of grants affected by the findings
- (b) the request to submit revised financial statements for all grants affected
- (c) the correction rate for extrapolation, established on the basis of the systemic or recurrent errors, to calculate the amounts to be rejected, if the beneficiary concerned:
 - (i) considers that the submission of revised financial statements is not possible or practicable or
 - (ii) does not submit revised financial statements.

If the extension concerns **grant reductions**: the notification will include:

- (a) an invitation to submit observations on the list of grants affected by the findings and
- (b) the **correction rate for extrapolation**, established on the basis of the systemic or recurrent errors and the principle of proportionality.

The beneficiary concerned has **60 days** from receiving notification to submit observations, revised financial statements or to propose a duly substantiated **alternative correction method/rate**.

On the basis of this, the granting authority will analyse the impact and decide on the implementation (i.e. start rejection or grant reduction procedures, either on the basis of the revised financial statements or the announced/alternative method/rate or a mix of those; see Articles 27 and 28).

25.6 Consequences of non-compliance

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

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

ARTICLE 26 — IMPACT EVALUATIONS

26.1 Impact evaluation

The granting authority may carry out impact evaluations of the action, measured against the objectives and indicators of the EU programme funding the grant.

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

If needed, the granting authority may be assisted by independent outside experts.

The coordinator or beneficiaries must provide any information relevant to evaluate the impact of the action, including information in electronic format.

26.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the granting authority may apply the measures described in Chapter 5.

CHAPTER 5 CONSEQUENCES OF NON-COMPLIANCE

SECTION 1 REJECTIONS AND GRANT REDUCTION

ARTICLE 27 — REJECTION OF CONTRIBUTIONS

27.1 Conditions

The granting authority will — at interim payment, final payment or afterwards — reject any lump sum contributions which are ineligible (see Article 6), in particular following checks, reviews, audits or investigations (see Article 25).

The rejection may also be based on the extension of findings from other grants to this grant (see Article 25).

Ineligible lump sum contributions will be rejected.

27.2 Procedure

If the rejection does not lead to a recovery, the granting authority will formally notify the coordinator or beneficiary concerned of the rejection, the amounts and the reasons why. The coordinator or beneficiary concerned may — within 30 days of receiving notification — submit observations if it disagrees with the rejection (payment review procedure).

If the rejection leads to a recovery, the granting authority will follow the contradictory procedure with pre-information letter set out in Article 22.

27.3 Effects

If the granting authority rejects lump sum contributions, it will deduct them from the lump sum contributions declared and then calculate the amount due (and, if needed, make a recovery; see Article 22).

ARTICLE 28 — GRANT REDUCTION

28.1 Conditions

The granting authority may — at beneficiary termination, final payment or afterwards — reduce the grant for a beneficiary, if:

- (a) the beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), failure to cooperate with checks, reviews, audits and investigations, etc.), or
- (b) the beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5).

The amount of the reduction will be calculated for each beneficiary concerned and proportionate to the

seriousness and the duration of the errors, irregularities or fraud or breach of obligations, by applying an individual reduction rate to their accepted EU contribution.

28.2 Procedure

If the grant reduction does not lead to a recovery, the granting authority will formally notify the coordinator or beneficiary concerned of the reduction, the amount to be reduced and the reasons why. The coordinator or beneficiary concerned may — within 30 days of receiving notification — submit observations if it disagrees with the reduction (payment review procedure).

If the grant reduction leads to a recovery, the granting authority will follow the contradictory procedure with pre-information letter set out in Article 22.

28.3 Effects

If the granting authority reduces the grant, it will deduct the reduction and then calculate the amount due (and, if needed, make a recovery; see Article 22).

SECTION 2 SUSPENSION AND TERMINATION

ARTICLE 29 — PAYMENT DEADLINE SUSPENSION

29.1 Conditions

The granting authority may — at any moment — suspend the payment deadline if a payment cannot be processed because:

- (a) the required report (see Article 21) has not been submitted or is not complete or additional information is needed
- (b) there are doubts about the amount to be paid (e.g. ongoing extension procedure, queries about eligibility, need for a grant reduction, etc.) and additional checks, reviews, audits or investigations are necessary, or
- (c) there are other issues affecting the EU financial interests.

29.2 Procedure

The granting authority will formally notify the coordinator of the suspension and the reasons why.

The suspension will **take effect** the day the notification is sent.

If the conditions for suspending the payment deadline are no longer met, the suspension will be **lifted** — and the remaining time to pay (see Data Sheet, Point 4.2) will resume.

If the suspension exceeds two months, the coordinator may request the granting authority to confirm if the suspension will continue.

If the payment deadline has been suspended due to the non-compliance of the report and the revised report is not submitted (or was submitted but is also rejected), the granting authority may also terminate the grant or the participation of the coordinator (see Article 32).

ARTICLE 30 — PAYMENT SUSPENSION

30.1 Conditions

The granting authority may — at any moment — suspend payments, in whole or in part for one or more beneficiaries, if:

- (a) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed or is suspected of having committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), failure to cooperate with checks, reviews, audits and investigations, etc.), or
- (b) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5).

If payments are suspended for one or more beneficiaries, the granting authority will make partial payment(s) for the part(s) not suspended. If suspension concerns the final payment, the payment (or recovery) of the remaining amount after suspension is lifted will be considered to be the payment that closes the action.

30.2 Procedure

Before suspending payments, the granting authority will send a **pre-information letter** to the beneficiary concerned:

- formally notifying the intention to suspend payments and the reasons why and
- requesting observations within 30 days of receiving notification.

If the granting authority does not receive observations or decides to pursue the procedure despite the observations it has received, it will confirm the suspension (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.

At the end of the suspension procedure, the granting authority will also inform the coordinator.

The suspension will **take effect** the day after the confirmation notification is sent.

If the conditions for resuming payments are met, the suspension will be **lifted**. The granting authority will formally notify the beneficiary concerned (and the coordinator) and set the suspension end date.

During the suspension, no prefinancing will be paid to the beneficiaries concerned. For interim payments, the periodic reports for all reporting periods except the last one (see Article 21) must

not contain any financial statements from the beneficiary concerned (or its affiliated entities). The coordinator must include them in the next periodic report after the suspension is lifted or — if suspension is not lifted before the end of the action — in the last periodic report.

ARTICLE 31 — GRANT AGREEMENT SUSPENSION

31.1 Consortium-requested GA suspension

31.1.1 Conditions and procedure

The beneficiaries may request the suspension of the grant or any part of it, if exceptional circumstances — in particular *force majeure* (see Article 35) — make implementation impossible or excessively difficult.

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

- the reasons why
- the date the suspension takes effect; this date may be before the date of the submission of the amendment request and
- the expected date of resumption.

The suspension will **take effect** on the day specified in the amendment.

Once circumstances allow for implementation to resume, the coordinator must immediately request another **amendment** of the Agreement to set the suspension end date, the resumption date (one day after suspension end date), extend the duration and make other changes necessary to adapt the action to the new situation (see Article 39) — unless the grant has been terminated (see Article 32). The suspension will be **lifted** with effect from the suspension end date set out in the amendment. This date may be before the date of the submission of the amendment request.

During the suspension, no prefinancing will be paid. Moreover, no work may be done. Ongoing work packages must be interrupted and no new work packages may be started.

31.2 EU-initiated GA suspension

31.2.1 Conditions

The granting authority may suspend the grant or any part of it, if:

- (a) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed or is suspected of having committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), failure to cooperate with checks, reviews, audits and investigations, etc.), or

(b) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5)

(c) other:

(i) linked action issues: not applicable

(ii) additional GA suspension grounds: not applicable.

31.2.2 Procedure

Before suspending the grant, the granting authority will send a **pre-information letter** to the coordinator:

- formally notifying the intention to suspend the grant and the reasons why and
- requesting observations within 30 days of receiving notification.

If the granting authority does not receive observations or decides to pursue the procedure despite the observations it has received, it will confirm the suspension (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.

The suspension will **take effect** the day after the confirmation notification is sent (or on a later date specified in the notification).

Once the conditions for resuming implementation of the action are met, the granting authority will formally notify the coordinator a **lifting of suspension letter**, in which it will set the suspension end date and invite the coordinator to request an amendment of the Agreement to set the resumption date (one day after suspension end date), extend the duration and make other changes necessary to adapt the action to the new situation (see Article 39) — unless the grant has been terminated (see Article 32). The suspension will be **lifted** with effect from the suspension end date set out in the lifting of suspension letter. This date may be before the date on which the letter is sent.

During the suspension, no prefinancing will be paid. Moreover, no work may be done. Ongoing work packages must be interrupted and no new work packages may be started.

The beneficiaries may not claim damages due to suspension by the granting authority (see Article 33).

Grant suspension does not affect the granting authority's right to terminate the grant or a beneficiary (see Article 32) or reduce the grant (see Article 28).

ARTICLE 32 — GRANT AGREEMENT OR BENEFICIARY TERMINATION

32.1 Consortium-requested GA termination

32.1.1 Conditions and procedure

The beneficiaries may request the termination of the grant.

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

- the reasons why
- the date the consortium ends work on the action ('end of work date') and
- the date the termination takes effect ('termination date'); this date must be after the date of the submission of the amendment request.

The termination will **take effect** on the termination date specified in the amendment.

If no reasons are given or if the granting authority considers the reasons do not justify termination, it may consider the grant terminated improperly.

32.1.2 Effects

The coordinator must — within 60 days from when termination takes effect — submit a **periodic report** (for the open reporting period until termination).

The granting authority will calculate the final grant amount and final payment on the basis of the report submitted and taking into account the lump sum contributions for activities implemented before the end of work date (see Article 22). Partial lump sum contributions for work packages that were not completed (e.g. due to technical reasons) may exceptionally be taken into account.

If the granting authority does not receive the report within the deadline, only lump sum contributions which are included in an approved periodic report will be taken into account (no contributions if no periodic report was ever approved).

Improper termination may lead to a grant reduction (see Article 28).

After termination, the beneficiaries' obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

32.2 Consortium-requested beneficiary termination

32.2.1 Conditions and procedure

The coordinator may request the termination of the participation of one or more beneficiaries, on request of the beneficiary concerned or on behalf of the other beneficiaries.

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

- the reasons why
- the opinion of the beneficiary concerned (or proof that this opinion has been requested in writing)
- the date the beneficiary ends work on the action ('end of work date')
- the date the termination takes effect ('termination date'); this date must be after the date of the submission of the amendment request.

If the termination concerns the coordinator and is done without its agreement, the amendment request must be submitted by another beneficiary (acting on behalf of the consortium).

The termination will **take effect** on the termination date specified in the amendment.

If no information is given or if the granting authority considers that the reasons do not justify termination, it may consider the beneficiary to have been terminated improperly.

32.2.2 Effects

The coordinator must — within 60 days from when termination takes effect — submit:

- (i) a **report on the distribution of payments** to the beneficiary concerned
- (ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work
- (iii) a second **request for amendment** (see Article 39) with other amendments needed (e.g. reallocation of the tasks and the estimated budget of the terminated beneficiary; addition of a new beneficiary to replace the terminated beneficiary; change of coordinator, etc.).

The granting authority will calculate the amount due to the beneficiary on the basis of the reports submitted in previous interim payments (i.e. beneficiary's lump sum contributions for completed and approved work packages).

Lump sum contributions for ongoing/not yet completed work packages will have to be included in the periodic report for the next reporting periods when those work packages have been completed.

If the granting authority does not receive the report on the distribution of payments within the deadline, it will consider that:

- the coordinator did not distribute any payment to the beneficiary concerned and that
- the beneficiary concerned must not repay any amount to the coordinator.

If the second request for amendment is accepted by the granting authority, the Agreement is **amended** to introduce the necessary changes (see Article 39).

If the second request for amendment is rejected by the granting authority (because it calls into question the decision awarding the grant or breaches the principle of equal treatment of applicants), the grant may be terminated (see Article 32).

Improper termination may lead to a reduction of the grant (see Article 31) or grant termination (see Article 32).

After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

32.3 EU-initiated GA or beneficiary termination

32.3.1 Conditions

The granting authority may terminate the grant or the participation of one or more beneficiaries, if:

- (a) one or more beneficiaries do not accede to the Agreement (see Article 40)
- (b) a change to the action or the legal, financial, technical, organisational or ownership situation of a beneficiary is likely to substantially affect the implementation of the action or calls into question the decision to award the grant (including changes linked to one of the exclusion grounds listed in the declaration of honour)
- (c) following termination of one or more beneficiaries, the necessary changes to the Agreement (and their impact on the action) would call into question the decision awarding the grant or breach the principle of equal treatment of applicants
- (d) implementation of the action has become impossible or the changes necessary for its continuation would call into question the decision awarding the grant or breach the principle of equal treatment of applicants
- (e) a beneficiary (or person with unlimited liability for its debts) is subject to bankruptcy proceedings or similar (including insolvency, winding-up, administration by a liquidator or court, arrangement with creditors, suspension of business activities, etc.)
- (f) a beneficiary (or person with unlimited liability for its debts) is in breach of social security or tax obligations
- (g) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has been found guilty of grave professional misconduct
- (h) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed fraud, corruption, or is involved in a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking
- (i) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) was created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin (or created another entity with this purpose)
- (j) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), failure to cooperate with checks, reviews, audits and investigations, etc.)
- (k) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or

serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5)

- (l) despite a specific request by the granting authority, a beneficiary does not request — through the coordinator — an amendment to the Agreement to end the participation of one of its affiliated entities or associated partners that is in one of the situations under points (d), (f), (e), (g), (h), (i) or (j) and to reallocate its tasks, or
- (m) other:
 - (i) linked action issues: not applicable
 - (ii) additional GA termination grounds: not applicable.

32.3.2 Procedure

Before terminating the grant or participation of one or more beneficiaries, the granting authority will send a **pre-information letter** to the coordinator or beneficiary concerned:

- formally notifying the intention to terminate and the reasons why and
- requesting observations within 30 days of receiving notification.

If the granting authority does not receive observations or decides to pursue the procedure despite the observations it has received, it will confirm the termination and the date it will take effect (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.

For beneficiary terminations, the granting authority will — at the end of the procedure — also inform the coordinator.

The termination will **take effect** the day after the confirmation notification is sent (or on a later date specified in the notification; ‘termination date’).

32.3.3 Effects

- (a) for **GA termination**:

The coordinator must — within 60 days from when termination takes effect — submit a **periodic report** (for the last open reporting period until termination).

The granting authority will calculate the final grant amount and final payment on the basis of the report submitted and taking into account the lump sum contributions for activities implemented before termination takes effect (see Article 22). Partial lump sum contributions for work packages that were not completed (e.g. due to technical reasons) may exceptionally be taken into account.

If the grant is terminated for breach of the obligation to submit reports, the coordinator may not submit any report after termination.

If the granting authority does not receive the report within the deadline, only lump sum contributions which are included in an approved periodic report will be taken into account (no contributions if no periodic report was ever approved).

Termination does not affect the granting authority's right to reduce the grant (see Article 28) or to impose administrative sanctions (see Article 34).

The beneficiaries may not claim damages due to termination by the granting authority (see Article 33).

After termination, the beneficiaries' obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

(b) for **beneficiary termination**:

The coordinator must — within 60 days from when termination takes effect — submit:

- (i) a **report on the distribution of payments** to the beneficiary concerned
- (ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work
- (iii) a **request for amendment** (see Article 39) with any amendments needed (e.g. reallocation of the tasks and the estimated budget of the terminated beneficiary; addition of a new beneficiary to replace the terminated beneficiary; change of coordinator, etc.).

The granting authority will calculate the amount due to the beneficiary on the basis of the reports submitted in previous interim payments (i.e. beneficiary's lump sum contributions for completed and approved work packages).

Lump sum contributions for ongoing/not yet completed work packages will have to be included in the periodic report for the next reporting periods when those work packages have been completed.

If the granting authority does not receive the report on the distribution of payments within the deadline, it will consider that:

- the coordinator did not distribute any payment to the beneficiary concerned and that
- the beneficiary concerned must not repay any amount to the coordinator.

If the request for amendment is accepted by the granting authority, the Agreement is **amended** to introduce the necessary changes (see Article 39).

If the request for amendment is rejected by the granting authority (because it calls into question the decision awarding the grant or breaches the principle of equal treatment of applicants), the grant may be terminated (see Article 32).

After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS

ARTICLE 33 — DAMAGES

33.1 Liability of the granting authority

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

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

33.2 Liability of the beneficiaries

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

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

ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES

Nothing in this Agreement may be construed as preventing the adoption of administrative sanctions (i.e. exclusion from EU award procedures and/or financial penalties) or other public law measures, in addition or as an alternative to the contractual measures provided under this Agreement (see, for instance, Articles 137 to 148 EU Financial Regulation 2024/2509 and Articles 4 and 7 of Regulation 2988/95²⁰).

SECTION 4 FORCE MAJEURE

ARTICLE 35 — FORCE MAJEURE

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

‘Force majeure’ means any situation or event that:

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

²⁰ Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1).

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

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

CHAPTER 6 FINAL PROVISIONS

ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES

36.1 Forms and means of communication — Electronic management

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

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

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

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

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

36.2 Date of communication

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

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

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

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

36.3 Addresses for communication

The Portal can be accessed via the Europa website.

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

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

ARTICLE 37 — INTERPRETATION OF THE AGREEMENT

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

Annex 5 takes precedence over the Terms and Conditions.

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

Annex 2 takes precedence over Annex 1.

ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES

In accordance with Regulation No 1182/71²¹, periods expressed in days, months or years are calculated from the moment the triggering event occurs.

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

‘Days’ means calendar days, not working days.

ARTICLE 39 — AMENDMENTS

39.1 Conditions

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

Amendments may be requested by any of the parties.

39.2 Procedure

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

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

The request for amendment must include:

- the reasons why
- the appropriate supporting documents and

²¹ Regulation (EEC, Euratom) No 1182/71 of the Council of 3 June 1971 determining the rules applicable to periods, dates and time-limits (OJ L 124, 8/6/1971, p. 1).

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

The granting authority may request additional information.

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

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

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

ARTICLE 40 — ACCESSION AND ADDITION OF NEW BENEFICIARIES

40.1 Accession of the beneficiaries mentioned in the Preamble

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

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

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

40.2 Addition of new beneficiaries

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

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

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

Additions are also possible in mono-beneficiary grants.

ARTICLE 41 — TRANSFER OF THE AGREEMENT

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

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

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

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

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

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

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

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

ARTICLE 43 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES

43.1 Applicable law

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

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

43.2 Dispute settlement

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

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

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

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

For grants where the granting authority is an EU executive agency (see Preamble), actions against

offsetting and enforceable decisions must be brought against the European Commission (not against the granting authority; see also Article 22).

ARTICLE 44 — ENTRY INTO FORCE

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

SIGNATURES

For the coordinator

For the granting authority



ANNEX 1



Erasmus+ (ERASMUS+)

Description of the action (DoA)

Part A

Part B

DESCRIPTION OF THE ACTION (PART A)

COVER PAGE

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

PROJECT	
<i>Grant Preparation (General Information screen) — Enter the info.</i>	
Project number:	101238646
Project name:	FLEVEES: Future Leaders in Public Administration and Finance: Embracing EU Values, Excellence, and Environmental Stewardship
Project acronym:	FLEVEES
Call:	ERASMUS-JMO-2025-HEI-TCH-RSCH
Topic:	ERASMUS-JMO-2025-MODULE
Type of action:	ERASMUS-LS
Service:	EACEA/A/01
Project starting date:	first day of the month following the entry into force date
Project duration:	36 months

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List of participants	3
List of work packages	4
Staff effort	6
List of deliverables	7
List of milestones (outputs/outcomes)	10
List of critical risks	10

PROJECT SUMMARY

Project summary

Grant Preparation (General Information screen) — Provide an overall description of your project (including context and overall objectives, planned activities and main achievements, and expected results and impacts (on target groups, change procedures, capacities, innovation etc)). This summary should give readers a clear idea of what your project is about.

Use the project summary from your proposal.

The FLEVEES project aims to nurture future leaders in public administration and finance by embedding core EU values, excellence, and environmental stewardship. This initiative offers specialized courses in English and Czech for master's students, covering EU law, policymaking, environmental, and monetary policies. Students will gain theoretical knowledge and practical skills for roles in EU institutions and national public administration. The curriculum emphasizes EU law, policymaking, environmental protection, and monetary policy. Graduates will be well-equipped to advocate for EU policies and values in their careers, whether within the EU institutional framework or in Czech public administration. The primary goal is to disseminate knowledge about the EU, highlighting sustainable governance, ethical practices, and the benefits of the monetary union. The main course on EU law and policies, taught in English, will be accessible to international students. Local and ERASMUS students will interact, facilitating cultural exchange. Two more specialised courses in Czech will be updated with relevant EU policies.

The project includes academic research, offering policymakers insights into the latest EU studies developments. This research will result in two papers published in peer-reviewed journals, focusing on EU monetary policy and environmental policy. Additionally, academics and students will engage with international experts through meetings and seminars both onsite and on-line.

To broaden the project's impact, FLEVEES will organize public activities, such as lectures for University of the Third Age and secondary school students. These activities aim to raise awareness about the EU, its policies, and values, fostering a deeper understanding of the EU's role in promoting sustainable and ethical governance.

This initiative will strengthen the EU's influence, promote its values including sustainability, and support the potential future monetary union within the Czechia.

LIST OF PARTICIPANTS

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

Number	Role	Short name	Legal name	Country	PIC
1	COO	UPCE	UNIVERZITA PARDUBICE	CZ	999453663

LIST OF WORK PACKAGES

Work packages						
Grant Preparation (Work Packages screen) — Enter the info.						
Work Package No	Work Package name	Lead Beneficiary	Effort (Person-Months)	Start Month	End Month	Deliverables
WP1	Curricula Development, Delivery, Outreach, and Project Management	1 - UPCE	100.00	1	36	D1.1 – Innovative Course Materials and Curriculum D1.2 – Research Publications in Peer Reviewed Journals and Presentations D1.3 – Community Engagement and Outreach Programs D1.4 – Teaching Hours

Work package WP1 – Curricula Development, Delivery, Outreach, and Project Management

Work Package Number	WP1	Lead Beneficiary	1 - UPCE
Work Package Name	Curricula Development, Delivery, Outreach, and Project Management		
Start Month	1	End Month	36

Objectives

Create and deliver innovative curricula: Prepare comprehensive course materials on EU law, policymaking, environmental protection, and monetary policy.

Facilitate career development in EU studies: Provide students with the knowledge and skills necessary for careers in EU-related fields.

Reinforce cooperation: Plan and conduct workshops and seminars, organize public lectures and outreach programs, conduct academic research, and integrate findings into the curriculum.

Generate knowledge and insights: Support EU policymaking through targeted research activities.

Reach a wider public: Engage with the community through University of the Third Age lectures and visits to secondary schools.

Ensure project quality and progress: Develop a detailed project plan, monitor progress, and maintain the quality of all project activities

Description

Design and deliver specialized courses on EU law, policymaking, environmental protection, and monetary policy. Organize workshops and seminars with international and local experts. Implement public activities to raise awareness about the EU and its values. Conduct targeted research activities to generate knowledge and insights that support EU policymaking. Oversee the overall management and coordination of the project to ensure its successful implementation. This includes planning, resource allocation, risk management, communication, and quality assurance.

STAFF EFFORT

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

LIST OF DELIVERABLES

Deliverables

Grant Preparation (Deliverables screen) — Enter the info.

The labels used mean:

Public — fully open (📢 automatically posted online)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#)

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Innovative Course Materials and Curriculum	WP1	1 - UPCE	R — Document, report	PU - Public	6
D1.2	Research Publications in Peer Reviewed Journals and Presentations	WP1	1 - UPCE	R — Document, report	PU - Public	32
D1.3	Community Engagement and Outreach Programs	WP1	1 - UPCE	R — Document, report	PU - Public	36
D1.4	Teaching Hours	WP1	1 - UPCE	OTHER	SEN - Sensitive	36

Deliverable D1.1 – Innovative Course Materials and Curriculum

Deliverable Number	D1.1	Lead Beneficiary	1 - UPCE
Deliverable Name	Innovative Course Materials and Curriculum		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	6	Work Package No	WP1

Description
Develop and deliver comprehensive course materials and curricula for the course on EU law and policymaking, and several lectures in environmental protection, and monetary policy. This includes syllabi, lecture notes, reading lists, and assignments. For EU law and policy the language is English, Czech for the rest.

Deliverable D1.2 – Research Publications in Peer Reviewed Journals and Presentations

Deliverable Number	D1.2	Lead Beneficiary	1 - UPCE
Deliverable Name	Research Publications in Peer Reviewed Journals and Presentations		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	32	Work Package No	WP1

Description
Conduct targeted research activities, collect and analyse data, and publish findings in reputable academic journal. Present research at conference and seminars to disseminate knowledge and foster academic collaboration. (In English.)

Deliverable D1.3 – Community Engagement and Outreach Programs

Deliverable Number	D1.3	Lead Beneficiary	1 - UPCE
Deliverable Name	Community Engagement and Outreach Programs		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	36	Work Package No	WP1

Description
Organize and execute community engagement events, including public lectures, workshops, and informational sessions. Engage with stakeholders and the wider public through University of the Third Age lectures and visits to secondary schools. (In both, English and Czech.)

Deliverable D1.4 – Teaching Hours

Deliverable Number	D1.4	Lead Beneficiary	1 - UPCE
Deliverable Name	Teaching Hours		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	36	Work Package No	WP1

Description

The hours will be delivered as follows: 20 hours per year each for [REDACTED] and [REDACTED], and 26 hours per year by [REDACTED], for 276 hours over the 3 years of the project.

LIST OF MILESTONES

Milestones					
Grant Preparation (Milestones screen) — Enter the info.					
Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date (month)
1	D1.1 Innovative Course Materials and Curriculum	WP1	1 - UPCE		6
2	D1.2 Research Publications in Peer Reviewed Journals and Presentations	WP1	1 - UPCE		32
3	D1.3 Community Engagement and Outreach Programs	WP1	1 - UPCE		36

LIST OF CRITICAL RISKS

Critical risks & risk management strategy			
Grant Preparation (Critical Risks screen) — Enter the info.			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
1	Student Mental Health: Increasing stress and mental health issues among students could affect their participation and performance in the program. Providing adequate mental health support and resources will be crucial to ensure students can fully engage with the curriculum and activities. The likelihood that the risk will materialise: high	WP1	<p>The university has implemented a comprehensive mental health support system, including access to counselling services, mental health workshops, and stress management resources. https://www.upce.cz/poradna-apupa.html</p> <p>Counselling centre APUPA at University of Pardubice:</p> <ul style="list-style-type: none"> • Services Offered: <ul style="list-style-type: none"> o Individual Counselling: Psychological, psychotherapeutic, psychosocial, and crisis intervention. o Group Activities: Personality development groups, coaching, educational seminars, and courses.

Critical risks & risk management strategy <i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
			o Specialized Support: Career counselling and support for students with disabilities. • Key Features: o Services are free and anonymous for all students and staff. o Emphasis on personal growth and self-awareness. o Ethical code adherence and confidentiality. • Contact Information: o Multiple locations within the university. o Specific contact emails and phone lines for different services. Moreover, we will regularly monitor student well-being through surveys and feedback mechanisms. The project team will promote a supportive and inclusive environment where students feel comfortable seeking help.
2	Operational Pressures: Balancing the operational demands of the project with the academic and administrative workload may pose challenges. Effective project management and clear communication channels will be essential to maintain productivity and meet project goals. The likelihood that the risk will materialise: high	WP1	The project team will develop a detailed project management plan outlining clear roles, responsibilities, and timelines. We will utilize project management tools to track progress and address any issues promptly. Through the monthly meetings and ad/hoc necessary meetings we will ensure regular communication and coordination among team members to balance academic and administrative workloads effectively.
3	Enrolment Fluctuations: Variability in student enrolment numbers, particularly due to changing numbers of those who graduate from bachelor level study programmes, could impact the project's envisaged number of 90 educated students. The likelihood that the risk will materialise: medium	WP1	To mitigate enrolment fluctuations, we plan to offer the courses to remaining 6 faculties of the university and ERASMUS mobility students, broadening our potential student base and ensuring a more stable enrolment. The environmental issues may be of interest especially to future chemical engineers. Marketing strategy will be developed.
4	Sustainability of Impact: Ensuring the long-term impact and sustainability of the project's outcomes beyond its initial implementation is vital. This includes creating mechanisms for ongoing engagement with alumni and integrating	WP1	The new course and lectures will continue to be offered by the university as they will be integrated into regular academic offerings (through change in accreditation of the two study programmes which shall last), supported by continuous curriculum improvement and quality assurance measures. Additionally, the practice of workshops with international experts and the popularization of EU values at secondary schools and within the University of the Third Age will be maintained. The research team will be supported in applying for

Critical risks & risk management strategy <i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
	project learnings into the broader curriculum. The likelihood that the risk will materialise: medium		further grants, ensuring ongoing research activities. The project will also strengthen existing partnerships and seek new collaborations, fostering international relations and further research opportunities. Through these comprehensive strategies, the FLEVEES project will transition into a self-sustaining phase, ensuring its long-term impact and contribution to the promotion of EU values and policies.
5	Data Security: Ensuring the protection of sensitive student and project data from cyber threats is essential. Implementing robust cybersecurity measures will help safeguard this information The likelihood that the risk will materialise: medium	WP1	The university has implemented robust cybersecurity measures, including encryption, secure access controls, and regular security audits. We train staff and students on data protection best practices. A comprehensive data security policy is developed to ensure the protection of sensitive information throughout the project.
6	Language Barriers: Potential challenges for students who are not proficient in English or Czech could affect their understanding and engagement. The likelihood that the risk will materialise: low	WP1	The main course in EU Law and Policies will be taught in English to Czech students, who typically have a C1 or at least B2 level of proficiency. Terminology can be translated to Czech if needed. [REDACTED], a native English speaker with excellent pronunciation, will encourage students to study in English. Czech students will interact with incoming ERASMUS students, fostering an international environment. The other two courses will be taught in Czech. ERASMUS students interested in environmental protection or monetary union can visit the teachers during consultation hours, as both are fluent in English. The university offers language support services, including courses and tutoring, to help students improve their English and Czech proficiency. We will ensure all course materials and resources are accessible, fostering an inclusive learning environment that encourages language practice and cultural exchange.



ANNEX 1



Erasmus+ Programme (ERASMUS)

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

Part A

Part B

Version 1.0
25 February 2021



IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.


How to prepare and submit it?


The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

Character and page limits:

- page limit normally 40 pages for Jean Monnet Chairs, Jean Monnet Modules and Jean Monnet Learning EU initiatives; 70 pages for all other calls (unless otherwise provided in the Call document/Programme Guide)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

 **This document is tagged. Be careful not to delete the tags; they are needed for the processing.**

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

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

PROJECT	
Project name:	FLEVEES: Future Leaders in Public Administration and Finance: Embracing EU Values, Excellence, and Environmental Stewardship
Project acronym:	FLEVEES
Coordinator contact:	University of Pardubice

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PROJECT SUMMARY

Project summary (in English)

The FLEVEES project aims to nurture future leaders in public administration and finance by embedding core EU values, excellence, and environmental stewardship. This initiative offers specialized courses in English and Czech for master's students, covering EU law, policymaking, environmental, and monetary policies. Students will gain theoretical knowledge and practical skills for roles in EU institutions and national public administration. The curriculum emphasizes EU law, policymaking, environmental protection, and monetary policy. **Graduates will be well-equipped to advocate for EU policies and values in their careers, whether within the EU institutional framework or in Czech public administration.**

The primary goal is to disseminate knowledge about the EU, highlighting sustainable governance, ethical practices, and the benefits of the monetary union. The main course on EU law and policies, taught in English, will be accessible to international students. Local and ERASMUS students will interact, facilitating cultural exchange. Two more specialised courses in Czech will be updated with relevant EU policies.

The project includes academic research, offering policymakers insights into the latest EU studies developments. **This research will result in two papers published in peer-reviewed journals, focusing on EU monetary policy and environmental policy.** Additionally, academics and students will engage with international experts through meetings and seminars both onsite and on-line.

To broaden the project's impact, FLEVEES will organize public activities, such as lectures for University of the Third Age and secondary school students. These activities aim to raise awareness about the EU, its policies, and values, fostering a deeper understanding of the EU's role in promoting sustainable and ethical governance.

This initiative will strengthen the EU's influence, promote its values including sustainability, and support the potential future monetary union within the Czechia.

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1. RELEVANCE

1.1 Background and general objectives

Background and general objectives

Please address all guiding points presented in the Programme Guide under the award criterion 'Relevance'.

Describe the background and rationale of the project.

How is the project relevant to the scope of the call? How does the project address the general objectives of the call?

What is the project's contribution to the priorities of the call?

Introduction and objectives summary

The FLEVEES project aims to **cultivate the next generation of leaders in public administration and finance** by instilling core EU values and a commitment to excellence, with a detailed focus on monetary union and environmental stewardship. The project also seeks to promote excellence in European studies research by assembling an interdisciplinary team of researchers from the fields of law, administrative science, and economics. In addition to teaching and research, the project will include activities oriented towards both academia and the public, fostering a comprehensive understanding of EU policies and values.

This initiative **will offer specialized course on EU Law and Policies** for master's degree students in (a) public administration and (b) finance, providing an in-depth understanding of EU law and policymaking processes. Two additional courses will offer specialized lectures on (a) EU environmental protection policy and (b) monetary policy, upgrading the current national perspective to an EU perspective during the project period. Through these targeted courses – 92 hours in total each year (276 in total), students will gain both theoretical knowledge and practical skills, preparing them for roles within EU institutions and national public administration. The curriculum will cover essential topics typically included in EU law courses, with additional emphasis on policymaking, environmental protection, and monetary policy. Upon completing these courses, students will be well-prepared to promote EU policies and values in their professional careers, whether within the EU framework or in Czech public administration.

After acquiring essential knowledge of EU law and policies through the project, **students will be encouraged to pursue internship opportunities with EU institutions.** Such internships will enable them to gain valuable experience that they can apply in their future careers within Czech administrative bodies. Moreover, they could decide to apply for permanent jobs with EU institutions, later. The number of Czech civil servants in EU institutions is rather low and the Czech government would like to increase it significantly. Therefore, the students will attend a specialized lecture where they will learn how to apply for internships with EU institutions. Attendance of students from other faculties and public will be supported through marketing of the events.

The project seeks to **promote excellence in European studies research** by assembling an interdisciplinary team of researchers from the fields of law, administrative science, and economics. This team will generate knowledge and insights to support EU policymaking. Additionally, students will have the opportunity to engage with international experts through workshops and meetings, further enriching their learning experience.

Through these **expert workshops** on EU policy topics and invitations to **academics from partner universities in both associated and non-associated third countries** (such as Vietnam, Ghana, Ukraine, Kazakhstan, and Kyrgyzstan), the project aims to educate scholars from these regions and serve as a vector for public diplomacy, conveying EU values. **Local, regional, and national public administration representatives will be invited to discussions** to foster dialogue between academia and society. The Eurocentrum Pardubice Department of Communication on European Affairs of the Office of the Government of the Czech Republic has pledged its support (their letter is in the attachment to the application), and we plan to leverage our contacts with the municipality of Pardubice and the Pardubice region.

To extend the project's impact beyond the university, FLEVEES will organize **activities for the general public, including lectures for the University of the Third Age and visits at secondary schools.** These activities aim to raise awareness about the EU, its policies, and its values among a broader audience, fostering a deeper understanding and appreciation of the EU's role in promoting sustainable and ethical governance. The project team will train university students to deliver these topics to the targeted groups, ensuring both the public and students benefit from the initiative.

Local students will also have the opportunity to interact with ERASMUS students, facilitating cultural exchange and broadening their perspectives. The courses will be taught in English, ensuring accessibility for international students and enhancing the program's global relevance.

This initiative will contribute to the broader goal of strengthening the EU's influence and promoting its values across member states.

The objectives may be summed up as follows:

The FLEVEES project aims to:

1. Cultivate the next generation of leaders in public administration and finance by instilling core EU values and a commitment to excellence.
2. Prepare specific lectures in EU Law and Policies and focus in more detail on two specific issues: monetary union and environmental stewardship.
3. Promote excellence in European studies research through an interdisciplinary approach – more specifically in the environmental and monetary policies fields
4. Engage academia, public authorities and the public in understanding and appreciating EU policies and values.

Excellence in teaching in the field of EU studies

The FLEVEES project is dedicated to training future civil servants with a comprehensive focus on EU law, policymaking, environmental protection, and monetary policy. Our approach ensures that students

are well-prepared to implement and support EU initiatives in their careers. The main course EU Law and Policy will be newly introduced into the curricula of two master degree study programmes (1) Management of Municipal and Regional Development and (2) Finance. A similar course has been taught to the master level public administration Czech students at UPCE in Czech language, however this practice was terminated five years ago due to lack of money. **Currently, a course on EU law is offered as part of the joint degree program in Regional Development and Governance, taught in English exclusively to foreign students. Czech students have the option to take it as an elective. However, this study program will no longer be available. The FLEVEES project will ensure the continuation and enhancement of this course, making it accessible to a broader range of students.** The following is a more detailed information on its content.

Description of the main Course in EU Law and Policy

Aim: This course aims to provide students with a comprehensive understanding of the current state of European Union law integration and to delve into the fundamental institutions and policymaking processes of the EU.

Course Content:

- History, sources, principles of EU law, and the policymaking process.
- EU Institutions and Their Functions.
- EU Treaties and other sources of law.
- Legislative Process.
- Direct Effect and Supremacy of EU Law.
- Fundamental Rights in the EU.
- Judicial Review in the EU.
- EU Policymaking Process.
- Internal Market Law and Policy.
- Competition Law and Policy.
- Financial and Economic Policies.
- Innovation Policies in the EU.
- The EU's trade agreements, external relations, and their implications for businesses and economic growth.

Knowledge: A student who has successfully completed the course can:

- Explain the nature and character of the general principles of EU law.
- Characterize the institutions of the European Union, including their powers and competences.
- Justify the need for harmonization of EU law.
- Explain the forms and methods of harmonization, and the application and interpretation of EU law at national and EU levels.
- Characterize the policymaking procedure.
- Explain the nature of the Single Market and the legal instruments in the area of the four fundamental freedoms of the EU.
- Distinguish between different anti-competitive practices.
- Characterize EU policy in the fields of finance, innovation, and trade.

Skills: A student who has successfully completed the course will be able to:

- Properly utilize basic terms of European economic, administrative, and policy legislation.
- Independently search for and apply EU regulations and policies.
- Accurately interpret the practices of the European Court of Justice and grasp their core principles and policy implications.
- Effectively solve legal and policy problems related to the freedoms of movement for goods, people, services, and capital, and address broader issues such as financial regulations, economic governance, and innovation policies.

Responsibility and Autonomy: A student who has successfully completed the course is capable of:

- Including consideration of the legal dimension of problems.
- Arguing using the basic values the EU is based on.
- Communicating clearly and persuasively the nature of professional problems and their own views on their solution to experts and the wider public.
- Acquiring additional professional knowledge, skills, and competences in related disciplines independently.

By focusing on these key areas, the FLEVEES project aims to produce well-equipped civil servants who can effectively navigate and influence EU policies, contributing to the development and implementation of these policies at national and regional levels.

The other two courses, Environmental Economics and Management, and Monetary Policy and Theory, are already part of the mentioned study programs. However, they do not specifically focus on EU policy topics now. These courses will be updated to include such content. Detailed information on the two study programs and the current course content is provided in the appendix to the grant application.

Excellence in research in the field of EU studies

Research Activities in Environmental and Monetary Policies: An Interdisciplinary Approach

The project team members wish to start a common research initiative that brings together experts from various disciplines to explore the multifaceted dimensions of EU policies. This collaborative effort aims to produce high-quality, impactful research that addresses pressing issues such as economic integration, environmental sustainability, and social cohesion within the EU. By leveraging the diverse expertise of the team (legal, economic, and administrative science), the project will generate innovative solutions and contribute to the advancement of knowledge in EU studies.

Environmental Policy Research

Environmental policy research often focuses on sustainability, climate change mitigation, and the economic impacts of environmental regulations. Economists analyse the cost-effectiveness of various policy instruments, such as carbon taxes and cap-and-trade systems, to reduce greenhouse gas emissions. Administrative scientists study the implementation and effectiveness of these policies within governmental and organizational structures, ensuring that they are practical and enforceable. Legal scholars examine the regulatory frameworks and international agreements that govern environmental protection, ensuring compliance and addressing legal challenges.

Monetary Policy Research

Monetary policy research explores the impact of central bank actions on economic stability, inflation, and employment. Economists analyse how changes in interest rates and money supply influence economic activity. Administrative scientists examine the implementation of monetary policies within central banks and their effects on financial institutions. Legal scholars focus on the regulatory aspects, ensuring that monetary policies comply with national and international laws.

Interdisciplinary Integration

The integration of these disciplines is crucial for developing comprehensive and effective policies. Economists provide quantitative analysis and models to predict policy outcomes. Administrative scientists ensure that policies are feasible and can be effectively implemented within existing institutional frameworks. Legal scholars address the regulatory and compliance aspects, ensuring that policies are legally sound and enforceable.

The team is committed to fostering a dynamic research environment that encourages intellectual exchange and interdisciplinary collaboration. Regular workshops and seminars will be organized to facilitate dialogue among researchers, policymakers, and practitioners. These activities will not only enhance the quality of the research but also ensure its relevance to real-world challenges faced by the EU. Furthermore, the project will actively seek to publish its findings in leading academic journals and present them at international conferences. This dissemination strategy will maximize the visibility and impact of the research, positioning the project as a key contributor to the field of EU studies.

Publications and Impact

This research will result in two papers published in peer-reviewed journals, focusing on EU monetary policy and environmental policy. By addressing contemporary challenges in monetary and environmental policies, these publications will enhance our understanding of the EU's role in promoting economic stability and environmental sustainability. The research findings will be disseminated widely, ensuring that they reach a broad audience of scholars, policymakers, and practitioners. This commitment to high-quality, impactful research underscores our dedication to advancing the field of EU studies and fostering a more informed and engaged community.

Cooperation with policymakers, civil servants and civil society

A core strength of the FLEVEES project is its robust cooperation with policymakers, civil servants, and civil society organizations. A letter of the Office of the Government of the Czech Republic attached to the application confirms the future engagement of the Eurocenter Pardubice in common activities mainly to encourage Czech citizens to learn more about EU policies and apply for internships with EU institutions. We also plan for workshops with experts from the Czech national Bank and civil servant from the municipal and regional office. This collaboration will ensure that our research is not only academically rigorous but also practically relevant and impactful. By engaging with stakeholders at various levels of governance, we facilitate the translation of research findings into actionable policy recommendations. This inclusive approach fosters transparency, accountability, and responsiveness in public institutions, ultimately contributing to more effective and democratic governance.

In recent years, numerous lectures by representatives of the Czech National Bank (CNB) have taken

place as part of our collaboration. A key event was the CNB Discussion Forum, attended by three Bank Board members, representatives of major regional companies, university lecturers, and students. The Governor delivered a speech on achieving the CNB's goal of price stability, while the Deputy Governor discussed the causes of high inflation rates in recent years and potential measures to ensure sustainable long-term economic growth in the Czech Republic and Europe. We also organized a lecture by the Governor's advisor, focusing on specific steps in deciding on monetary policy rates, including the European Central Bank's rates. The discussion addressed the implementation of monetary policy after the Czech Republic's entry into the eurozone and the associated benefits and risks. Other lectures by CNB experts covered monitoring economic developments during the COVID crisis, aiming to predict economic and price developments in the Czech Republic and Europe. An annual lecture addresses the functions of central banks, emphasizing their roles in banking supervision and regulation, essential for the single market and economic integration in the EU. A notable event was the Meeting of Teachers with the CNB, where CNB experts introduced primary and secondary school teachers to the CNB Visitor Centre exhibition, online educational materials, financial literacy education, and the Euro currency. The expectation is that these teachers will pass on this specialized knowledge in schools.

We also held a discussion with the Minister for European Affairs, emphasizing the practical impacts and benefits of adopting the euro. Analyses of the Czech Republic's economic alignment with the eurozone were discussed, crucial for future euro adoption.

Currently, we are preparing further lectures, discussions, and workshops focused on evaluating the CNB's monetary policy, macroprudential policy within the European System of Central Banks, and the Czech Republic's readiness to join the eurozone. We plan to invite representatives of the European Central Bank and other international financial institutions to present diverse perspectives on EU issues, emphasizing steps leading to price and financial stability, sustainable economic growth, and low unemployment in the EU. Students are working on theses related to the cooperation of our central bank with the European Central Bank and other international financial institutions, focusing on banking regulation, financial stability, and support for businesses. This is essential for the smooth functioning of the financial system across the EU.

We view our cooperation with the CNB as essential for imparting current expert knowledge to students, who can then share their insights and professional opinions with the broader society. This collaboration helps achieve the EU's goals and ensures prosperity for all member states. Through the Jean Monnet Grant the project team aims to further enhance this partnership, focusing more on European policy topics.

International cooperation

The FLEVEES project is deeply committed to fostering international cooperation, recognizing that many of the challenges faced by the EU are global in nature. Through partnerships with international organizations, universities, and research centres, we wish to promote the exchange of knowledge and best practices across borders. Thus, workshops with experts from partner universities, both present at Pardubice and attending on-line (partners from Ukraine, Vietnam, Kazakhstan and other more distant countries) are planned for. Not only the FLEVEES team members will attend, but also other academics, and PHD students will have the opportunity to learn more about the EU issues. These workshops will be oriented in environmental and monetary policies to keep them in line with the topics to be taught. This global perspective will enrich our research and enhances our ability to address transnational issues such as climate change, migration, and economic inequality. Our international collaborations also provide valuable opportunities for capacity building and professional development for researchers and practitioners alike.

Public Outreach

Public outreach is a fundamental component of the FLEVEES project, aimed at bridging the gap between academic research and the broader community. We will employ a variety of strategies to engage the public, including public lectures, workshops, and other events as described below. By making our research accessible and relevant to a wider audience, we aim to enhance public understanding of EU policies and their implications. This proactive engagement will not only raise awareness but also foster a more informed and participatory citizenry, which is essential for the health of democratic societies.

The University of the Third Age (U3A) offers educational programs designed for retired citizens, providing a variety of lectures and courses on popular topics. The U3A movement aims to provide lifelong learning opportunities for people in their third age of life, focusing on education and social engagement. U3A courses are well established at the University of Pardubice. However, they have not included lectures on EU topics until now, which the FLEVEES project aims to change. We plan to introduce topics in EU policies that could be interesting to the attendees. Additionally, we intend to involve students in lecturing, under the supervision of team members. This approach will enrich the

attendees by showing them that the younger generation is concerned about public issues and the future of Europe. At the same time, it will provide students with valuable skills in public communication, which will be beneficial in their future careers as civil servants.

In addition, the FLEVEES project will also focus on engaging younger audiences through visits and lectures at secondary schools. These activities aim to inspire and educate students about the European Union, its policies, and its significance in their daily lives. By bringing EU topics into the classroom, we hope to foster a deeper understanding and interest in European affairs among the next generation. Our team members, along with selected students, will conduct interactive lectures and workshops tailored to the interests and educational levels of secondary school students. These sessions will cover a range of topics, including the history and structure of the EU, key policy areas such as environmental and monetary policies, and the role of the EU in global affairs.

By involving students in these activities, we aim to create a dynamic learning environment where young people can ask questions, engage in discussions, and develop critical thinking skills. This approach not only enhances their knowledge of EU topics but also encourages them to become active and informed citizens. Furthermore, these visits and lectures will provide valuable opportunities for our university students to develop their public speaking and teaching skills. Under the guidance of our team members, they will learn how to effectively communicate complex topics to a younger audience, an experience that will be invaluable in their future careers.

Contribution of the FLEVEES Project to spreading knowledge of EU Monetary and Environmental Policies in the Czech Republic and influence on its Citizens

The FLEVEES project aims to educate students on EU law, policymaking, environmental protection, and monetary policy. By integrating these subjects into the curriculum, the project will equip future professionals with the knowledge and skills necessary to influence policy-making systems at the national and regional levels. **This education will have a direct impact on the daily lives of Czech citizens by promoting sustainable practices and price stability.**

EU Monetary Policy and Its Benefits EU monetary policy, primarily governed by the European Central Bank (ECB), aims to maintain price stability and support economic growth across member states. Understanding these policies is crucial for future civil servants and policymakers in the Czech Republic.

1. **Price Stability:** Knowledge of EU monetary policy helps future professionals understand the mechanisms behind inflation control, interest rate adjustments, and foreign exchange interventions. This understanding is essential for maintaining economic stability, which directly affects the cost of living, employment rates, and overall economic growth.
2. **Euro Adoption:** As the Czech Republic considers adopting the euro, educating students on the benefits and challenges of this transition is vital. A well-informed workforce can better manage the economic shifts associated with euro adoption, ensuring a smoother transition and minimizing potential disruptions.
3. **Policy Implementation:** Educated professionals can effectively implement and support monetary policies that align with EU standards. This alignment fosters economic cooperation and integration, enhancing the Czech Republic's economic resilience and competitiveness within the EU.

EU Environmental Policy and Its Benefits EU environmental policies aim to protect natural resources, reduce pollution, and combat climate change. These policies are essential for ensuring a sustainable future and improving the quality of life for EU citizens.

1. **Air Quality Improvement:** The Czech Republic faces significant air pollution challenges, particularly in urban areas. Educating students on EU environmental policies can lead to the development and implementation of effective measures to reduce pollution, resulting in better air quality and improved public health.
2. **Climate Change Mitigation:** Understanding EU climate policies enables future professionals to contribute to national and regional strategies for reducing greenhouse gas emissions and adapting to climate change. This knowledge is crucial for developing sustainable practices that protect the environment and ensure long-term economic stability.
3. **Sustainable Development:** EU environmental policies promote the efficient use of resources and the transition to a circular economy. Educating students on these policies encourages the adoption of sustainable practices in various sectors, leading to economic growth that is environmentally responsible and socially inclusive.

Influence on Policymaking Systems: The FLEVEES project will have a significant impact on policy-making systems at both the national and regional levels by:

1. **Enhancing Expertise:** By providing specialized education on EU monetary and environmental policies, the project will produce a workforce capable of developing and implementing policies that align with EU standards. This expertise is essential for addressing complex challenges and ensuring effective governance.
2. **Promoting Cooperation:** Educated professionals can facilitate cross-border cooperation and mutual trust among EU member states. This cooperation is vital for addressing transnational issues such as climate change and economic stability, leading to more cohesive and effective policymaking.
3. **Supporting Regional Development:** Knowledge of EU policies enables regional policymakers to leverage EU funding and support for local initiatives. This support can drive regional development, improve infrastructure, and enhance the quality of life for citizens.

Conclusion: The FLEVEES project will play a crucial role in educating future professionals on EU monetary and environmental policies. This education will not only benefit the daily lives of Czech citizens by promoting economic stability and environmental sustainability but also strengthen policy-making systems at the national and regional levels. By aligning with EU standards and fostering cross-border cooperation, the project will contribute to a more integrated and resilient European Union.

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives

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

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

The FLEVEES project is designed to support the education of future civil servants by providing them with comprehensive knowledge and skills in EU law and policies. This initiative aims to prepare students for careers in public administration and EU-related fields, ensuring they are well-equipped to implement and support EU initiatives. By fostering academic excellence and social mobility, the project will contribute to the development of a well-informed and engaged citizenry, essential for effective governance and the advancement of EU values.

Context of Public Administration Education in the Czech Republic

Public administration education in the Czech Republic faces several challenges. Unlike countries such as Germany and France, where public administration programs are well-established and integrated with government institutions, the Czech Republic has fewer universities offering specialized programs. The University of Pardubice is one of the few institutions with a long-standing tradition of teaching public administration, spanning 35 years.

Several factors contribute to the relatively low number of public administration programs in the Czech Republic:

- **Demand and Interest:** There is generally lower demand for public administration programs among students, partly due to the perception that careers in public administration are less lucrative compared to the private sector.
- **Funding and Resources:** Public universities in the Czech Republic are funded based on student enrolment numbers. Since public administration programs attract fewer students, universities may prioritize other programs that can secure more funding.
- **Historical and Institutional Factors:** The development of public administration as an academic discipline has been slower in the Czech Republic compared to other fields, influenced by the country's historical context and the relatively recent establishment of public administration as a distinct field of study.

Importance of Supporting Public Administration Education

Supporting the development of public administration programs in the Czech Republic is crucial for several reasons:

- **Professional Development:** Well-educated public servants are essential for effective governance and the implementation of public policies.
- **Public Sector Efficiency:** Improved education in public administration can lead to more

efficient and effective public sector management, benefiting society as a whole.

- **EU Integration:** As a member of the European Union, the Czech Republic benefits from having public servants who are well-versed in EU policies and values.
- **Democratic Stability:** Recent political developments have raised concerns about democratic backsliding in the Czech Republic. This has led to a divided electorate and a lack of consensus on key issues, including education reform.
- **Economic and Environmental Policies:** The Czech Republic has been hesitant to adopt the euro and has shown mixed reactions to the European Green Deal. Educating public servants on these issues is vital for informed decision-making.

On top of that the Czech Republic is currently underrepresented in the EU civil service. The Czech Government is fully aware of this issue. "The Government will support the involvement of Czech citizens in the EU institutions and will strive to increase the number of Czech citizens working in the EU civil service. This will be achieved through targeted information campaigns, specialized training programs, and support for applicants during the selection process." [Policy Statement of the Government of the Czech Republic](#)

University of Pardubice's Role and Need for Funding

The University of Pardubice, as a regional institution, operates with significantly fewer resources compared to larger universities such as Charles University, Masaryk University, the University of Economics in Prague, and Palacký University Olomouc, which have all been granted Jean Monnet modules in recent years. Despite these limitations, the University of Pardubice plays a crucial role in providing higher education opportunities to students from regional areas. Many of our students are the first in their families to attend university, and their families often lack the financial means to support studies in larger cities. Our students, however, demonstrate exceptional talent and dedication. They bring unique perspectives and a strong commitment to their studies, driven by the desire to make a difference in their communities and beyond. The FLEVEES project aims to harness this potential by providing them with the resources and opportunities to excel in the field of EU studies.

Well-being of students

In recent years, Central European countries have experienced democratic backsliding, characterized by the erosion of democratic institutions and norms. This trend is evident in nations like Hungary and Poland, (previously), Slovakia (currently) where government actions have undermined judicial independence, media freedom, and civil society. The Czech Republic elections are planned for fall 2025 with the preferences for illiberal parties being on rise. As students become more familiar with EU issues, they can feel more confident and better oriented in these matters. This increased understanding can lead to a sense of calm and stability, contributing to their overall well-being. By being well-informed about the EU's role in promoting democratic values and addressing challenges, students can develop a stronger foundation, helping them navigate and respond to the complexities of democratic backsliding in their own countries. This knowledge not only empowers them but also fosters a more informed and engaged citizenry, ultimately supporting the EU's goals of ensuring prosperity and stability for all member states.

Similarly, understanding the EU's efforts to ensure euro stability is crucial. The European Central Bank (ECB) plays a vital role in maintaining financial stability and managing inflation within the eurozone. By learning about these mechanisms, students can better appreciate the importance of monetary policy in achieving economic stability and growth. This knowledge can help them feel more secure and grounded, knowing that there are robust systems in place to safeguard the economy. Environmental protection activities are another critical area where the EU is actively involved. The EU's policies on sustainability and climate change mitigation aim to reduce carbon emissions and promote renewable energy sources. By engaging with these topics, students can understand the significance of environmental stewardship and its impact on long-term well-being. This awareness can lead to a greater sense of responsibility and calm, knowing that efforts are being made to protect the environment for future generations.

By addressing these contemporary challenges—democratic backsliding, euro stability, and environmental protection—students can enhance their understanding of the EU's role in promoting stability and sustainability. This comprehensive knowledge contributes to their overall well-being and prepares them to be informed and active participants in shaping a prosperous and stable future for all member states.

Addressing Current Gaps

Currently, students enrolled in the two master's study programs lack courses specifically focused on EU

law and policies. Additionally, the existing courses are more oriented towards national policies rather than EU policies. This gap limits students' understanding of the broader European context and their ability to engage with EU-related issues effectively.

Challenges: The main challenges include a lack of interdisciplinary education, insufficient public awareness, and limited research integration. These issues hinder the development of a comprehensive understanding of EU policies among students and the broader community.

Target Audience: There is a clear need for students to gain knowledge and skills in EU law and policies to enhance their academic and professional prospects. Educating future civil servants in EU law and policies is crucial for ensuring they are well-prepared to implement and support EU initiatives in their careers. Increasing public awareness and understanding of EU values and policies is essential for fostering a well-informed and engaged citizenry.

Stakeholder Input: Feedback from students, faculty, and industry partners indicates a strong demand for courses that cover EU law and policies. Stakeholders have expressed the need for a curriculum that integrates EU perspectives and prepares students for careers in EU-related fields. Discussions with experts in EU law and policy have highlighted the importance of incorporating EU-specific content into the curriculum to address current and emerging challenges.

Gap Analysis: The absence of courses on EU law and policies and the focus on national policies create a significant gap in the students' education. There is also a need for more research that supports EU policymaking and addresses the unique challenges faced by the EU.

Expected Outcomes

The FLEVEES project aims to develop innovative curricula that include EU law and policies, conduct targeted research, and engage the community through public activities. These objectives directly address the identified needs. The project is expected to improve students' knowledge and skills, enhance public awareness of EU policies, and foster cross-border cooperation.

Supporting Data: Data on employment trends in EU-related careers and studies on public awareness of EU policies support the need for enhanced education and engagement in this area. In 2024, public opinion in the Czech Republic showed a significant increase in support for populist parties, with a notable rise in Euroscepticism. This underscores the need for educational initiatives that promote a better understanding of EU policies and their benefits. [The Race of Populists: The 2024 EP Elections in the Czech Republic - ECPS](#)

Conclusion

In summary, the FLEVEES project is not only aligned with the objectives of the Jean Monnet Actions but also addresses a critical need within the Czech Republic. The University of Pardubice, with its commitment to providing opportunities for students from regional and often socially underprivileged backgrounds, is uniquely positioned to implement this project successfully.

Many of our students are the first in their families to attend university, coming from communities where higher education is a rare achievement. These students often face significant financial and social barriers, yet they demonstrate remarkable resilience, dedication, and potential. By investing in the FLEVEES project, you are not only advancing EU studies but also empowering these bright and motivated individuals to overcome their challenges and succeed.

These students bring unique perspectives and a strong commitment to their studies, driven by a desire to make a meaningful impact in their communities and beyond. They represent the future of public service and governance, and their success will contribute to the broader goals of the European Union. Funding this initiative will ensure that these deserving students receive the education and opportunities they need to excel, ultimately fostering a more inclusive and equitable society.

Investing in the FLEVEES project would mean making a profound commitment to the future of Europe. It is an opportunity to cultivate a new generation of scholars and professionals who will shape the policies and values of the EU, ensuring they reflect the diverse and dynamic nature of its citizens. This project is about more than academic excellence; it is about social mobility, equity, and the transformative power of education.

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1.3 Complementarity with other actions and innovation— European added value

Complementarity with other actions and innovation

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

Illustrate the trans-national dimension of the project; its impact/interest for a number of EU countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among EU countries, etc.

Complementarity with Other Actions and Innovation

This project builds on the extensive body of work in the fields of EU law, policymaking, environmental protection, and monetary policy. Over the past decades, significant progress has been made in these areas, such as the evolution of EU environmental policy since the 1970s, the integration of environmental objectives into Eurozone monetary policy, and the role of the European Parliament in establishing environmental policies. Our project leverages these advancements by incorporating the latest research findings and best practices into our curriculum and activities.

Innovative Aspects:

- **Interdisciplinary Approach:** By combining EU law, policymaking, environmental protection, and monetary policy into a cohesive project curriculum, we offer a unique interdisciplinary perspective that enhances students' understanding of the interconnectedness of these fields. The students will be encouraged to take part in all three courses. After having passed all of them they will be provided with a specific diploma. The diploma supplement will also state that the students passed all the courses supported by Jean Monnet modules FLEVEES project.
- **Community Engagement:** Our project includes innovative public activities, such as University of the Third Age lectures and secondary school visits, to raise awareness about the EU and its values among diverse audiences. Students from all the university faculties together with public will be invited to learn about internship and job opportunities at EU institutions. Events together with Eurocentrum Pardubice to raise awareness will be organised.
- **Research Integration:** We wish not only to conduct targeted research activities that not only generate new knowledge but also directly inform our teaching materials and public outreach efforts, ensuring that our content is both current and relevant.

Enhancing Civil Service Knowledge: The FLEVEES project aims to educate future civil servants in the field of EU law and policies. By providing specialized training and knowledge, we prepare them to effectively apply this expertise in their careers. This includes a deep understanding of the benefits of the Euro, the intricacies of EU environmental policies, and the broader implications of EU policymaking. As a result, these future civil servants will be well-equipped to contribute to the development and implementation of policies that align with EU standards and values. They will be promoting EU values within the Czech civil service at local, regional or national level. Some might also consider a career in EU institutions.

Complementarity with Other Activities: The FLEVEES project complements the efforts of other organizations working in similar fields by:

- **Collaborating with International and Local Experts:** We wish to organize workshops and seminars featuring experts from various organizations, fostering knowledge exchange and collaboration. Academics from abroad will be invited together with experts from Czech national bank and regional civil servants.
- **Supporting EU Policymaking:** Our research activities generate insights that can support EU policymaking, aligning with the goals of institutions like the European Commission and the European Central Bank

Trans-national Dimension: The project has a strong trans-national dimension, with the potential to impact multiple EU countries by:

- **Cross-border Cooperation:** Our activities promote mutual trust and cooperation among EU countries by engaging stakeholders from different member states in our workshops, seminars, and research projects. We wish to invite academics from Ukraine partner universities (Lviv, Kiev, and Uzhhorod) and others from Vietnam, Kazakhstan etc. to join the workshops on-line.
- **ERASMUS mobility students:** As the EU Law and Policies course will be taught in English, ERASMUS mobility students will be invited to take part together with Czech students. This way they will not only learn about the EU values, but they will be able to meet local students and mutually enrich each other.

- **Dissemination of Results:** The knowledge and insights generated through our research activities will be shared widely through academic publications, conferences, and public events, making them accessible to policymakers and practitioners across the EU. Two articles in peer-reviewed journals are planned for.
- **Scalability and Replicability:** The innovative aspects of our project, such as the interdisciplinary curriculum and community engagement strategies, can be adapted and implemented in other EU countries, fostering a broader impact and encouraging the development of similar initiatives.

This comprehensive approach ensures that our project not only builds on past achievements but also introduces innovative elements that enhance its relevance and effectiveness, while fostering cross-border cooperation and mutual trust among EU countries.

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2. QUALITY

2.1 PROJECT DESIGN AND IMPLEMENTATION

2.1.1 Concept and methodology

Concept and methodology

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

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

Project Concept

Objectives: The FLEVEES project aims to:

1. Cultivate the next generation of leaders in public administration and finance by instilling core EU values and a commitment to excellence.
2. Focus in more detail on two specific issues: monetary union and environmental stewardship.
3. Promote excellence in European studies research through an interdisciplinary approach – more specifically in the environmental and monetary policies fields
4. Engage academia, public authorities and the public in understanding and appreciating EU policies and values.

Rationale: The project addresses the need for well-informed leaders in public administration and finance who are equipped with a deep understanding of EU policies and values. By focusing on monetary union and environmental stewardship, the project tackles critical areas that are essential for sustainable governance and economic stability within the EU.

Innovation: The project introduces innovative teaching methods, interdisciplinary research, and public engagement activities. It leverages expert workshops, international collaborations, and public diplomacy to create a comprehensive learning and research environment.

Methodology

Approach: The project adopts an interdisciplinary approach, integrating law, administrative science, and economics to provide a holistic understanding of EU policies. It combines theoretical knowledge with practical skills through specialized courses, research activities, and public engagement.

Activities:

1. **Teaching:**
 - Specialized courses for master's degree students in public administration and finance.
 - Additional courses on EU environmental protection policy and monetary policy.
 - Workshops and seminars with international experts.
2. **Research:**
 - Interdisciplinary research team generating knowledge to support EU policymaking.
 - Research conducted by academics, providing insights into the latest developments in EU studies.
3. **Public Engagement:**
 - Activities to raise awareness about the EU among the general public - lectures for the

University of the Third Age and secondary school visits.

- Discussions with local, regional, and national public administration representatives (including the Czech National Bank).
- Activities to raise awareness about the EU internship and job opportunities among all students of the seven university faculties and for the general public.

Interdisciplinary Integration: The project integrates law, administrative science, and economics to address complex EU policy issues. This interdisciplinary approach ensures a comprehensive understanding and generates valuable insights for policymaking.

Stakeholder Engagement: Stakeholders, including students, academics, and public administration representatives, will be actively involved in the project. Their participation will enhance the project's relevance and impact. The Eurocentrum Pardubice Department of Communication on European Affairs of the Office of the Government of the Czech Republic has pledged its support (their letter is in the attachment to the application), and we plan to leverage our contacts with the municipality of Pardubice and the Pardubice region.

Quality Assurance: Quality will be ensured through rigorous academic standards, regular monitoring, and evaluation of project activities. Feedback from participants will be used to continuously improve the project.

Sustainability: The project outcomes will be sustained through ongoing courses, research activities, and public engagement initiatives.

Implementation Plan

Resources: The project will require personnel, equipment, and funding. Key resources include academic staff, research facilities, and financial support from the grant.

Roles and Responsibilities: Project team members and partners will have clearly defined roles and responsibilities supporting each other. This will ensure efficient project management and successful implementation.

Risk Management: Potential risks include delays in project activities and challenges in stakeholder engagement. Mitigation strategies include contingency planning and proactive communication with stakeholders.

Monitoring and Evaluation: Progress will be monitored through regular reviews and evaluations. Measurable indicators and targets will be set to assess the project's success.

Expected Outcomes

Impact: The project will have a significant impact on students, academics, and the general public. It will enhance understanding of EU policies and values, promote sustainable governance, and contribute to the development of future leaders in public administration and finance.

Dissemination: Project results will be disseminated through academic publications, conferences, and public events. This will ensure maximum reach and impact, fostering a broader understanding of EU policies and values.

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

Project management, quality assurance and monitoring and evaluation strategy

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

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

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

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

The FLEVEES project aims to nurture future leaders in public administration and finance by embedding core EU values, a dedication to excellence, and a focus on environmental stewardship. Effective project management is crucial to achieving these goals and ensuring the successful delivery of the project's diverse activities.

Key Components of Project Management for FLEVEES:

1. **Project Planning:** The FLEVEES project begins with a comprehensive planning phase,

- defining the scope, objectives, and deliverables. The detailed project plan will outline the specialized courses, research activities, workshops, and public activities – University of Third Age lectures etc., ensuring all tasks, timelines, and resources are clearly mapped out.
2. **Resource Management:** Efficient allocation and utilization of resources are essential for FLEVEES. This includes coordinating the efforts of senior and junior experts, managing teaching materials, and ensuring the availability of international and local experts for workshops and seminars.
 3. **Risk Management:** Identifying potential risks and developing mitigation strategies is a critical aspect of managing FLEVEES. This includes addressing student mental health issues, operational pressures, enrolment fluctuations, data security, and language barriers. Proactive measures will be implemented to minimize the impact of these risks.
 4. **Communication:** Clear and consistent communication among project stakeholders, including students, faculty, and external experts, is vital. Regular updates, meetings of the project team, and reports will ensure everyone is informed about the project's progress and any issues that arise.
 5. **Quality Management:** Maintaining high standards of quality throughout the FLEVEES project lifecycle is essential. This involves setting quality criteria for courses and workshops, conducting regular evaluations, and implementing corrective actions when necessary. More senior team members are to mentor the more junior ones.
 6. **Time Management:** Adhering to the project schedule is crucial for timely delivery. Time management involves setting realistic deadlines for course development, workshops, and public activities, monitoring progress, and making adjustments to stay on track.
 7. **Budget Management:** Keeping the FLEVEES project within budget is a key responsibility. This involves tracking expenses, forecasting costs, and managing financial resources effectively to ensure all activities are adequately funded. This is why the project team contains a non-academic expert in project financing.
 8. **Stakeholder Management:** Engaging and managing the expectations of stakeholders, including students, faculty, and external experts, is essential for project success. Understanding their needs and addressing their concerns helps build trust and support. This is a key role of one of the team members who will not participate in teaching activities (but will do the research together with others).

Project Management Methodologies for FLEVEES:

The FLEVEES project will utilize a combination of traditional and modern project management methodologies to ensure flexibility and adaptability. This includes:

- **Waterfall:** For the structured development of course materials and planning of public activities.
- **Agile:** For iterative improvements and incorporating feedback from students and stakeholders.
- **Scrum:** For managing the collaborative efforts of the project team through regular sprints and reviews.

Effective project management is the cornerstone of the FLEVEES project's success. By employing structured planning, efficient resource allocation, proactive risk management, and clear communication, the project team can navigate the complexities of this initiative and achieve its goals. The FLEVEES project will deliver value, meet objectives, and ensure stakeholder satisfaction, ultimately strengthening the EU's influence and promoting its values of sustainability and ethical governance.


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2.1.3 Project teams, staff and experts

Project teams and staff

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

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

Name and function	Organisation	Role/tasks/professional profile and expertise
	University of Pardubice	Roles: Coordinator of the FLEVEES team. Senior expert – lecturing EU Law and Policies policy, research Tasks: project management/ quality assurance/ coordinating of the team members' tasks/ module preparation/ expert academic support

		<p>to team members/ lectures on EU Law and Policies (28 hours per year)/ research activities in the field of EU law and policies / relations with experts</p> <p><u>Professional profile and expertise:</u> [REDACTED] holds a PhD in Law from Charles University, Prague. After graduating, she spent 10 years as an in-house lawyer and company secretary for a privately-owned company with a UK-based shareholder. From January 2020 to December 2023, she served as the faculty vice-dean for international relations and development, being responsible for the faculty's international relations and marketing.</p> <p>Since 2012, [REDACTED] has been an assistant professor specializing in EU Law and Administrative Law. She has been teaching EU Law both in English and Czech – both lectures and seminars while she has developed the course content. She is the guarantor of a study programme in Public Administration, which she has developed in 2016. In 2014, she contributed to the development of the Joint Degree Master Study Program in Regional Development and Governance, in collaboration with Vilnius University, where she continues to serve on the program committee. She also prepared the Joint Degree Partnership Agreement and other necessary documentation for the accreditation process.</p> <p>[REDACTED] received the EMDM grant for the design of Financial Data Analytics and Sustainable Finance (FINDATA) joint degree study programme in 2022. She has been leading the FINDATA Consortium, coordinating the four partner universities tasks, drafting legal documents (including the consortium agreement, draft student agreement, and study program policy), and participating in the study plan design and accreditation process. She is the FINDATA Consortium Chair. www.emfindata.eu</p> <p>Her research interests refer both to administrative and EU law – dealing with good administration, general principles of law, values such as Rule of Law, transparency and accountability.</p>
[REDACTED]	University of Pardubice	<p><u>Role:</u> Senior expert – teaching EU environmental policy, research</p> <p><u>Tasks:</u> Lectures on monetary policy (20 hours per year)/ Research activities in the field of EU policies / Guidance to workshops with experts/ Relations with experts</p> <p><u>Professional profile and expertise:</u> Associated professor Robert [REDACTED] habilitated in 2021 in Regional and Public Economics at the University of Pardubice.</p> <p>In 1997-2000 he studied simultaneously his master's degree at the University of Pardubice and at the IHI Zittau - now part of TU Dresden. In 2000 he worked for several months at the Saxon State Ministry of Environment and Agriculture in Dresden as part of a cross-border cooperation project. In 2001, he started his Ph.D. studies at the University of Pardubice, where he held the position of assistant until the defence of his dissertation, and since 2006, when he successfully defended his dissertation, he has been an assistant professor.</p> <p>From 2009 to 2011, he held the position of Head of the Institute of Public Administration and Law at the Faculty of Economics and Administration of the University of Pardubice.</p> <p>Maintains and develops cooperation with foreign universities, especially in Germany and Poland.</p> <p>[REDACTED], dedicated his career to advancing scientific research and education in sustainability, with a particular focus on environmental management. He has authored numerous scholarly articles published in renowned international scientific journals indexed in ISI and SCOPUS. [REDACTED] frequently lectures at international universities and conferences, contributing significantly to the global discourse on environmental management and public administration. His extensive expertise and commitment to this field make him an invaluable asset for any research initiative aimed at enhancing EU environmental policies.</p>

<p>■■■■■</p>	<p>University of Pardubice</p>	<p><u>Role:</u> Senior expert – teaching EU monetary policy, research <u>Tasks:</u> Lectures on monetary policy (20 hours per year)/ Research activities in the field of EU policies / Guidance to workshops with experts/ Relations with experts <u>Professional profile and expertise:</u> Associated professor Jan ■■■■■ has been working at University of Pardubice since 2002, since 2018 as associate professor, and since 2021 as Head of the Institute of Economic Sciences. He is the guarantor of the study programme Finance both at the bachelor's and master's degree level. He is also a guarantor of a number of professional courses - Finance, Monetary Policy and Theory, Personal Finance, Tax Theory and Policy, and participates in the teaching of professional courses Banking and International Finance. He is a supervisor of diploma thesis and doctoral thesis. He participated in a successful ERASMUS Mundus design measures project creating a joint study programme Financial data analytics and sustainable finance (European Approach for Quality Assurance was used to accredit the study programme). He has more than 50 publications in international scientific journals with his research being dedicated to Monetary policy, Financial Markets and Banking.</p>
<p>■■■■■</p>	<p>University of Pardubice</p>	<p><u>Role:</u> Expert – seminars in EU Law and Policies, research <u>Tasks:</u> Seminars in EU law and policies (48 hours per year)/ Case studies selection/ Research activities in the field of EU policies / Guidance to workshops with experts/ Relations with experts <u>Professional profile and expertise:</u> ■■■■■ is an Assistant Professor at the Faculty of Economics and Administration, Science and Research Centre at the University of Pardubice. He is actively involved in teaching both bachelor's and master's degree subjects Public Finance, Economics of the public sector, International Finance and Microeconomics, Current Trends in Economic Issues, Public Budget, and Finance. He has supervised Bachelor and Master students' theses. In addition to his teaching responsibilities, he also engages in scientific research activities within the research team of the Science and Research Centre of the Faculty of Economics and Administration. ■■■■■ is a member of the Canadian Economic Association and was a member of the European Regional Economic Association (2019 only). He is collaborated as a co-investigator of research project from the Grant Agency of the Czech Republic for the design of a dynamic knowledge business model based on the principles of open innovation, the application of the Triple-Bottom-Line approach as a tool for the creation of sustainable innovation ecosystems, the dynamics of economic aspects of public policies in the context of efficiency and sustainability and a comprehensive analysis of the economic and social aspects of the sustainable innovation ecosystems' functioning based on the internal grant provided by the University of Pardubice. This collaboration has manifested in publications in highly respected and impacted journals and notable international conferences. His outstanding research has won him the Dean's outstanding researcher's award in the period of 2021 and 2023, Faculty of Economic and Administration, University of Pardubice. In terms of international collaboration, he plays a significant role as the academic coordinator for programs like the Erasmus Blended Intensive Program (BIP). He has embarked on visiting lecturer activities and Erasmus+ mobility to the National University of Public Service, Ludovika (Hungary), Vilnius University Siauliai Academy (Lithuania) and Inland Norway University of Applied Sciences, Lillehammer.</p>
<p>■■■■■</p>	<p>University of Pardubice</p>	<p><u>Role:</u> Communication Manager, Expert – research <u>Tasks:</u> Developing communication strategies/ Overseeing digital marketing/ Event planning/ Lectures for secondary school students/ Organisation of workshops with experts/ Dissemination/ Research activities <u>Professional profile and expertise:</u> ■■■■■ is an</p>

		Assistant Professor at the Faculty of Economics and Administration since 2017. She holds a Ph.D. degree in Public Economics and Administration. In 2019-2021 she was a co-researcher of a project on education in secondary schools funded by the Technology Agency of the Czech Republic. She has been long-term engaged in popularizing science and working with youth.
	University of Pardubice	<p>Role: Project administrator</p> <p>Tasks: budget management, support to the coordinator and team members, meetings and workshops arrangement, managing documentation</p> <p>Professional profile and expertise: Tereza Pejšová holds a master's degree in public Sector Economics. She serves as the Projects Coordinator at the Faculty of Economics and Administration, University of Pardubice. With several years of experience at the university, she has been involved in various research and teaching projects, managing both financial and administrative aspects.</p>

Outside resources (subcontracting, seconded staff, etc)

If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).

If there is subcontracting, please also complete the table in section 4.

Our project team is a well-balanced and diverse group, reflecting a strong commitment to gender equality and a blend of expertise levels. The team comprises both senior experts with extensive experience and junior members who bring fresh perspectives and innovative ideas. This dynamic ensures a robust and comprehensive approach to our project, eliminating the need for subcontracting. To further enhance our capabilities and foster knowledge exchange, we plan to organize workshops featuring renowned experts from both international and local spheres. These workshops will provide invaluable insights and facilitate collaboration, ensuring the highest standards of excellence in our project. The experts we are considering for these workshops include:

1. [REDACTED] – HSZG (Zittau – D) – sustainability and environmental policies
2. [REDACTED] - Jagiellonian University (Krakov -PL) - sustainability and environmental policies
3. [REDACTED] - FH JOANNEUM (Graz, Austria) – EU law topics, digital transition

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2.1.4 Cost effectiveness and financial management

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

Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.

Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed within the consortium.

⚠ Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost effective.

NOT APPLICABLE

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2.1.5 Risk management

Critical risks and risk management strategy

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

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

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

good project management.			
Risk No	Description	Work package No	Proposed risk-mitigation measures
1	<p>Student Mental Health: Increasing stress and mental health issues among students could affect their participation and performance in the program. Providing adequate mental health support and resources will be crucial to ensure students can fully engage with the curriculum and activities. The likelihood that the risk will materialise: high</p>	1	<p>The university has implemented a comprehensive mental health support system, including access to counselling services, mental health workshops, and stress management resources. https://www.upce.cz/poradna-apupa.html Counselling centre APUPA at University of Pardubice:</p> <ul style="list-style-type: none"> • Services Offered: <ul style="list-style-type: none"> ○ Individual Counselling: Psychological, psychotherapeutic, psychosocial, and crisis intervention. ○ Group Activities: Personality development groups, coaching, educational seminars, and courses. ○ Specialized Support: Career counselling and support for students with disabilities. • Key Features: <ul style="list-style-type: none"> ○ Services are free and anonymous for all students and staff. ○ Emphasis on personal growth and self-awareness. ○ Ethical code adherence and confidentiality. • Contact Information: <ul style="list-style-type: none"> ○ Multiple locations within the university. ○ Specific contact emails and phone lines for different services. <p>Moreover, we will regularly monitor student well-being through surveys and feedback mechanisms. The project team will promote a supportive and inclusive environment where students feel comfortable seeking help.</p>
2	<p>Operational Pressures: Balancing the operational demands of the project with the academic and administrative workload may pose challenges. Effective project management and clear communication channels will be essential to maintain productivity and meet project goals. The likelihood that the risk will materialise: high</p>	1	<p>The project team will develop a detailed project management plan outlining clear roles, responsibilities, and timelines. We will utilize project management tools to track progress and address any issues promptly. Through the monthly meetings and ad/hoc necessary meetings we will ensure regular communication and coordination among team members to balance academic and administrative workloads effectively.</p>
3	<p>Enrolment Fluctuations: Variability in student enrolment numbers, particularly due to changing numbers of those who</p>	1	<p>To mitigate enrolment fluctuations, we plan to offer the courses to remaining 6 faculties of the university and ERASMUS mobility students,</p>

	graduate form bachelor level study programmes, could impact the project's envisaged number of 90 educated students. The likelihood that the risk will materialise: medium		broadening our potential student base and ensuring a more stable enrolment. The environmental issues may be of interest especially to future chemical engineers. Marketing strategy will be developed.
4	<u>Sustainability of Impact:</u> Ensuring the long-term impact and sustainability of the project's outcomes beyond its initial implementation is vital. This includes creating mechanisms for ongoing engagement with alumni and integrating project learnings into the broader curriculum. The likelihood that the risk will materialise: medium	1	The new course and lectures will continue to be offered by the university as they will be integrated into regular academic offerings (through change in accreditation of the two study programmes which shall last), supported by continuous curriculum improvement and quality assurance measures. Additionally, the practice of workshops with international experts and the popularization of EU values at secondary schools and within the University of the Third Age will be maintained. The research team will be supported in applying for further grants, ensuring ongoing research activities. The project will also strengthen existing partnerships and seek new collaborations, fostering international relations and further research opportunities. Through these comprehensive strategies, the FLEVEES project will transition into a self-sustaining phase, ensuring its long-term impact and contribution to the promotion of EU values and policies. Details in 3.3 below.
5	<u>Data Security:</u> Ensuring the protection of sensitive student and project data from cyber threats is essential. Implementing robust cybersecurity measures will help safeguard this information The likelihood that the risk will materialise: medium	1	The university has implemented robust cybersecurity measures, including encryption, secure access controls, and regular security audits. We train staff and students on data protection best practices. A comprehensive data security policy is developed to ensure the protection of sensitive information throughout the project. Basic Information Security Policy – How to Ensure Cybersecurity at the University of Pardubice Univerzita Pardubice
6	<u>Language Barriers:</u> Potential challenges for students who are not proficient in English or Czech could affect their understanding and engagement. The likelihood that the risk will materialise: low	1	The main course in EU Law and Policies will be taught in English to Czech students, who typically have a C1 or at least B2 level of proficiency. Terminology can be translated to Czech if needed. [REDACTED], a native English speaker with excellent pronunciation, will encourage students to study in English. Czech students will interact with incoming ERASMUS students, fostering an international environment. The other two courses will be taught in Czech. ERASMUS students interested in environmental protection or monetary union can visit the teachers during

			consultation hours, as both are fluent in English. The university offers language support services, including courses and tutoring, to help students improve their English and Czech proficiency. We will ensure all course materials and resources are accessible, fostering an inclusive learning environment that encourages language practice and cultural exchange.
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2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS

2.2.1 Consortium set-up

Consortium cooperation and division of roles (if applicable)

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

The FLEVEES project consortium is structured to ensure effective management and the successful achievement of project goals. The team is led by [REDACTED], who serves as the Project Coordinator. [REDACTED] brings extensive experience in EU Law and Policies, project management (ERASMUS Mundus design measures in 2022 and 2023), and international relations (vice dean for four years). She has experience in teaching EU law for 10 years mainly to foreign students at master level both degree and ERASMUS+ mobility students. During her previous career working for ten years for a private business company (with British owners) as an in-house lawyer and company secretary she gained experience in team leadership, managing people through "leadership by example". As a lawyer she has strong feeling for adhering to rules and she is dedicated to transfer the values of Rule of law and human rights protection both to students and to her colleagues. She has an experience of more than 12 years of teaching the future civil servants. In this role she has communicated with public authorities and understands the needs of these offices. However, she has a strong believe that European values should be promoted within civil servants as a protection against democratic backsliding. She is responsible for overseeing the entire project, ensuring quality assurance, coordinating team members' tasks, and providing expert academic support.

Supporting [REDACTED] are senior experts [REDACTED], and [REDACTED]. [REDACTED] specializes in EU environmental policy and contributes through lectures, research activities, and guidance in workshops with experts. His expertise in sustainability aligns with the project's focus on environmental stewardship. [REDACTED] an authority on EU monetary policy, brings a strong background in finance and economics. He is responsible for lecturing on monetary policy, guiding research activities, and ensuring students gain a comprehensive understanding of EU financial systems. The team also includes [REDACTED], a former thesis student of [REDACTED], who contributes his expertise in EU Law and Policies through seminars, case studies, and research activities. [REDACTED] involvement in international collaborations and extensive teaching experience enhance the project's academic rigor. [REDACTED] serves as the Communication Manager, developing strategies to disseminate the project's findings and engage with the public. Her background in public economics and administration, along with her experience in popularizing science, ensures effective communication and outreach.

[REDACTED] the Project Administrator, manages the project's budget and administrative tasks, providing essential support to the coordinator and team members. Her experience in managing research and teaching projects ensures smooth operation and compliance with all administrative requirements.

The FLEVEES project is committed to fostering a collaborative research environment that leverages the diverse expertise of its team members. By embracing an interdisciplinary approach, the project will integrate insights from EU law, environmental policy, monetary policy, and public administration to address complex challenges. Team members will actively cooperate in research activities, sharing knowledge and methodologies to enhance the project's outcomes. This collaborative effort will not only enrich the academic experience of students but also contribute to the development of innovative solutions and best practices in the fields of EU studies and sustainable governance. Through joint research initiatives, workshops, and seminars, the FLEVEES project will create a dynamic platform for knowledge exchange and interdisciplinary collaboration, ensuring a comprehensive and impactful educational experience.

Thus, the FLEVEES team is characterized by the pertinence and complementarity of their profiles and expertise. Each member's background in EU studies and their specific thematic focus contribute to a

well-rounded and effective consortium. The team's collective experience in teaching, research, and project management ensures that the FLEVEES project will achieve its objectives and make a significant impact on the education and understanding of EU policies and values.

2.2.2 Consortium management and decision-making

Consortium management and decision-making mechanisms(if applicable)

Consortium Management

The FLEVEES project is managed by a highly competent and diverse team from the University of Pardubice, each bringing unique expertise and a strong commitment to the project's goals. The consortium's management structure ensures efficient decision-making and high-quality outcomes, leveraging the strengths of each member.

Coordinator: [REDACTED] an expert in EU Law and Policies (which she has been teaching for 10 years), leads the FLEVEES team with extensive experience in project management, quality assurance, and academic support. Her role as the coordinator involves overseeing the entire project, ensuring that all tasks are completed to the highest standards. Her background in law and her experience in international relations and development make her an invaluable asset to the project.

Senior Experts:

- [REDACTED] specializes in EU environmental policy and brings a wealth of knowledge in research and teaching. His expertise in environmental stewardship aligns perfectly with the project's focus on sustainability.
- [REDACTED] is an authority on EU monetary policy, with a strong background in finance and economics. His role includes lecturing on monetary policy and guiding research activities, ensuring that students gain a comprehensive understanding of EU financial systems.

Experts:

- [REDACTED] contributes his expertise in EU Law and Policies through seminars and research activities. His involvement in international collaborations and his extensive teaching experience enhance the project's academic rigor.
- [REDACTED] serves as the Communication Manager, developing strategies to disseminate the project's findings and engage with the public. Her background in public economics and administration, along with her experience in popularizing science, ensures effective communication and outreach.

Project Administrator:

- [REDACTED] manages the project's budget and administrative tasks, providing essential support to the coordinator and team members. Her experience in managing research and teaching projects ensures smooth operation and compliance with all administrative requirements.

The FLEVEES team is characterized by the pertinence and complementarity of their profiles and expertise. Each member's background in EU studies and their specific thematic focus contribute to a well-rounded and effective consortium. The team's collective experience in teaching, research, and project management ensures that the FLEVEES project will achieve its objectives and make a significant impact on the education and understanding of EU policies and values.

Balanced Team Composition: The FLEVEES team is carefully balanced to cover a wide range of expertise and perspectives. This balance is achieved through the inclusion of senior experts with extensive experience in their respective fields, as well as younger academics who bring fresh insights and innovative approaches. The team members' diverse academic backgrounds and professional experiences ensure a comprehensive approach to the project's themes. Additionally, the gender balance within the team promotes inclusivity and diverse viewpoints, further enriching the project's outcomes.

Decision-Making Mechanisms

Effective decision-making is crucial for the success of the FLEVEES project. The consortium will implement structured mechanisms to ensure smooth operations and timely resolution of any issues that may arise.

Regular Meetings:

- **Monthly Coordination Meetings:** The project coordinator, [REDACTED], will lead monthly coordination meetings with all team members. These meetings will review progress,

discuss upcoming tasks, and address any challenges. Minutes will be recorded and shared with all participants to ensure transparency and accountability.

- **Quarterly Review Meetings:** In addition to monthly meetings, quarterly review meetings will be held to evaluate the overall progress of the project, assess the achievement of milestones, and make any necessary adjustments to the project plan.

Issue Discussion and Resolution:

- **Open Communication Channels:** The team will maintain open communication channels through email, instant messaging, and a dedicated project management platform. This will facilitate quick discussions and prompt resolution of minor issues.
- **Ad Hoc Meetings:** For urgent matters that require immediate attention, ad hoc meetings can be convened by any team member. These meetings will be scheduled as needed to address specific issues or decisions.

Dispute Resolution:

- **Consensus-Based Approach:** The primary method for resolving disputes will be through consensus. Team members will engage in open discussions to understand different perspectives and work towards mutually agreeable solutions.
- **Escalation Procedure:** If a consensus cannot be reached, the issue will be escalated to the project coordinator, [REDACTED], who will mediate the discussion and propose a resolution. If necessary, the matter can be further escalated to the university's administration for final arbitration.

Decision-Making Authority:

- **Project Coordinator:** [REDACTED] holds the ultimate decision-making authority for the project. She will ensure that all decisions align with the project's objectives and the overall vision of the FLEVEES initiative.
- **Delegated Authority:** Specific tasks and decisions may be delegated to senior experts and other team members based on their areas of expertise. This delegation will ensure efficient and informed decision-making across different aspects of the project.

By implementing these decision-making mechanisms, the FLEVEES project will maintain a collaborative and efficient working environment, ensuring that all team members are engaged and that any issues are promptly and effectively addressed.

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3. IMPACT

3.1 Impact and ambition

Impact and ambition

Define the short, medium and long-term effects of the project.

Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?

Impact: The FLEVEES project aims to create a significant and lasting impact on the university, students, teachers and broader society by:

1. Impact on the University:

- **Enhanced Academic Offerings:** The introduction of new courses on EU Law and Policies, and the integration of EU-related content into existing courses on Monetary Policy and Theory, and Environmental Economics and Management, will enrich the university's curriculum. This will position the university as a leader in EU studies and attract students interested in these fields.
- **Strengthened Research Capabilities:** The creation of an interdisciplinary research team will enhance the university's capacity to conduct high-quality research on EU-related topics. This will lead to new insights and innovations, supporting the university's mission to contribute to the advancement of knowledge.
- **Increased Visibility and Reputation:** By engaging with international experts and institutions, the project will strengthen the university's global network and enhance its reputation as a center of excellence in EU studies.

2. Impact on Students:

- **Comprehensive Education:** Students will benefit from a robust and interdisciplinary curriculum that covers essential EU law topics, policymaking, environmental protection, and monetary policy. This will provide them with both theoretical knowledge and practical skills, making them

well-equipped for leadership roles in public administration and finance.

- **Career Opportunities:** By encouraging students to seek internships and employment opportunities within EU institutions, the project will enhance their professional skills and deepen their understanding of EU policies and operations. This will open up career opportunities within the EU framework and national public administration.
- **Lifelong Learning:** The project will promote lifelong learning by offering public lectures and dissemination activities, engaging students and the wider community in ongoing education about EU values and policies. The master level students will be engaged in lectures for the public and thus they will also learn how to communicate EU topics to the EU citizens with little theoretical background.

3. Impact on Teachers and Partner Researchers:

- **Professional Development:** Teachers and researchers involved in the project will benefit from professional development opportunities through interactions with international experts and participation in workshops and seminars. This will enhance their teaching and research capabilities.
- **Collaborative Research:** The project will foster collaborative research initiatives, enabling teachers and researchers to work together on joint projects and publications. This will contribute to the advancement of knowledge and innovation in EU studies.

4. Impact on Public Administration in CZ and EU Institutions:

- **Current civil servants:** through the events that will be organised the civil servants (Local, regional and national – we expect Czech national bank experts to take part) will be able to interact with teachers and also students and learn what they see as current and future issues that shall be tackled.
- **Future civil servants:** The project will prepare students for roles within public administration in the Czech Republic and EU institutions. By equipping them with the necessary skills and knowledge, the project will contribute to the development of a competent and informed workforce.
- **Policy Advocacy:** Graduates will be well-equipped to advocate for EU policies and values in their careers, whether within the EU framework or in national public administration. This will support the implementation of sustainable governance and ethical practices.

Ambition: The FLEVEES project is ambitious in its scope and objectives, aiming to:

1. **Develop a Comprehensive Curriculum:** The project seeks to create a robust and interdisciplinary curriculum that covers essential EU law topics, policymaking, environmental protection, and monetary policy. This will provide students with both theoretical knowledge and practical skills, making them well-equipped for leadership roles in public administration and finance.
2. **Achieve Long-Term Sustainability:** By integrating the courses into the university's regular academic offerings and aligning with the university's Sustainability Strategy, the project aims to ensure its long-term sustainability. The continuous improvement of the curriculum and the support for the research team will maintain the program's relevance and impact.
3. **Expand Influence and Reach:** The project aspires to become a model for other universities by demonstrating the value of integrating EU studies into higher education. By sharing best practices and collaborating with other institutions, the project aims to expand its influence and contribute to the broader goals of the EU in promoting education, research, and innovation.
4. **Inspire Future Generations:** By encouraging students to seek internships and employment opportunities within EU institutions, the project aims to inspire the next generation of leaders. Alumni will be equipped to uphold and promote core European values such as democracy, the rule of law, environmental protection, and the benefits of the monetary union. As they transition into roles within public administration and EU institutions, they will influence the bodies they work for and shape future public policies. Their commitment to these values will ensure that the principles of sustainable governance and ethical practices are embedded in the policies they create and implement as civil servants.

Through these ambitious goals, the FLEVEES project will make a meaningful contribution to the promotion of EU values, the advancement of knowledge, and the development of future leaders in public administration and finance.

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3.2 Communication, dissemination and visibility

Communication, dissemination and visibility of funding

Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.

Describe how the visibility of EU funding will be ensured.

Communication Strategy: The FLEVEES project will implement a comprehensive communication strategy to ensure that all stakeholders are informed about the project's objectives, progress, and outcomes. This strategy will include:

1. **University and Faculty Website:** A dedicated section on the university's website will provide detailed information about the project, including its goals, activities, and achievements. Regular updates will be posted to keep the academic community and the public informed.
2. **University Podcast:** A podcast with FLEVEES team members will be recorded to attract students from other faculties - various fields (chemistry, transport, IT studies, history etc.) who might not otherwise learn about EU law, policymaking, environmental protection, and monetary policy. By featuring interviews, student stories, and career tips, the podcast will raise awareness and encourage students from different disciplines to join and engage.
3. **Social media:** The project will leverage social media platforms such as Facebook, Twitter, LinkedIn, and Instagram to reach a broader audience. Regular posts, updates, and interactive content will engage followers and raise awareness about the project's progress and impact.
4. **Webinars and Online Workshops:** Regular webinars and online workshops will be organized to provide stakeholders with in-depth information about the project's progress, key findings, and opportunities for involvement. These interactive sessions will allow for real-time engagement and feedback.

University of Pardubice and Faculty of Economics and Administration websites and social networks:

1. [Univerzita Pardubice \(upce.cz\)](https://www.upce.cz/).
2. [Fakulta ekonomicko-správní \(upce.cz\)](https://www.fakulta.ekonomicko-spravni.upce.cz/).
3. [Univerzita Pardubice - Hlavní stránka | Facebook](https://www.facebook.com/univerzita.pardubice/).
4. [Univerzita Pardubice \(@upce_cz\) • Fotky a videa na Instagramu](https://www.instagram.com/upce_cz/).
5. [Univerzita Pardubice \(@UniPardubice\) / Twitter](https://twitter.com/UniPardubice)
6. [Feska UPCE | Pardubice | Facebook](https://www.facebook.com/feska.upce.pardubice/)
7. [FES UPCE \(@feskapardubice\) • Fotky a videa na Instagramu](https://www.instagram.com/feskapardubice/)
8. [FEA UPCE CZ \(@fea.upce\) • Fotky a videa na Instagramu](https://www.instagram.com/fea.upce/)
9. [Financial Data Analytics and Sustainable Finance \(@emfindataeu\) • Fotky a videa na Instagramu](https://www.instagram.com/emfindataeu/)

Dissemination Activities: To maximize the impact and reach of the FLEVEES project, a variety of dissemination activities will be undertaken:

1. **Workshops and Seminars:** Regular workshops and seminars will be organized to share the project's findings and best practices with the academic community, industry professionals, and policymakers. These events will facilitate knowledge exchange and foster collaboration.
2. **Public Lectures:** Public lectures will be held to engage with the wider community, including secondary school students and retired citizens through the University of the Third Age. These lectures will promote EU values and raise awareness about the importance of sustainable governance.
3. **Academic Publications:** The project team will publish research findings in reputable academic journals and present at international conferences. This will ensure that the project's contributions are recognized and disseminated within the academic community.

Visibility of Funding: Ensuring the visibility of EU funding is a key priority for the FLEVEES project. The following measures will be taken to acknowledge and highlight the support received:

1. **Acknowledgment in Publications:** All academic publications, presentations, and reports resulting from the project will include an acknowledgment of the EU funding received.
2. **EU Logo and Disclaimer:** The EU logo and funding disclaimer will be prominently displayed on all project-related materials, including the university website, social media posts, newsletters, and promotional materials.
3. **Signage at Events:** Banners and signage featuring the EU logo will be displayed at all project events, such as workshops, seminars, and public lectures, to ensure that attendees are aware of the funding source.

By implementing these communication, dissemination, and visibility measures, the FLEVEES project will ensure that its activities and achievements are widely recognized and that the support from the EU is appropriately acknowledged.

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3.3 Sustainability and continuation

Sustainability, long-term impact and continuation

Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?

What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?

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

Follow-up after EU funding ends: The funding of the project will help to introduce the course on EU Law and Policies as a new subject to two master level study programmes and will be offered to ERASMUS students as well. Furthermore, the project shall fund change in two already existing courses in a) Monetary Policy and Theory and b) Environmental Economics and Management which will newly introduce lectures in EU problematics (20 hours per year each). The specialized course on EU law and policies, and specialized lectures in environmental, and monetary policies will continue to be offered by our university, leveraging the robust framework and resources developed during the project. Moreover, we wish to keep the practice of workshops with experts from abroad and popularization of EU values at secondary schools plus within the University of the Third Age (which we will both develop during the project period) and other dissemination activities. The created research team will be supported in their efforts applying for research grants. Thus, upon the conclusion of EU funding, **the FLEVEES project will transition into a self-sustaining phase.**

Ensuring and sustaining the FLEVEES project impact: To ensure the long-term impact and sustainability of the project, several key actions will be undertaken:

1. **Institutional Commitment:** Our university will integrate the courses into its regular academic offerings, ensuring ongoing support and resources. The team members, currently knowing each other but each working on research topics from different areas, will be supported during the project period in their scientific and research cooperation making an interdisciplinary team.
2. **Continuous Improvement:** Regular reviews and updates of the curriculum will be conducted to reflect the latest trends and to keep pace with EU policy developments and needs of the future leaders in finance and public administration. The faculty has introduced a robust system of quality assurance including student evaluation of individual courses. We will also have a questionnaire in the end of each year to help us improve the course during the project period. Moreover, the students will be reassured that any comments regarding improvements will always be welcome. Also, the interaction with experts from abroad and discussion over the teaching methods they use will help to gain best practice. This will help to maintain the courses' credibility and attractiveness.
3. **Workshops and Lectures for Public:** Organizing workshops with international partners and lectures for secondary school students to popularize science in the field of EU studies, and University of Third Age during the project period will help us acquire the necessary knowledge and practice in this field. We will be able to continue doing so after the project period expires.
4. **Dissemination Activities:** As the courses will be taught by one of seven faculties of University of Pardubice and students from other faculties may register courses as electives, we wish to advertise them to other faculties. Doing so, also future experts in different areas – such as chemistry, transport, IT, humanities and healthcare will be offered an opportunity to learn about the EU, its values and benefits it has created and keeps developing for the EU citizens. University website, podcasts and social media are to be used completed by word of mouth (we trust that students that will successfully pass the courses will give positive feedback and recommend them to younger students).
5. **Strengthening existing partnerships and seeking new collaborations:** The FLEVEES project team will be able to meet with experts from abroad which will foster international relations of our department and bring further cooperation with partner universities. They are expected to apply for other projects to support further research. We plan to continue and deepen our newly started with Pardubice EU direct, use the potential of the EU Commission Representation in Prague for visits and seek collaboration with other institutions and academic bodies to enhance the program's relevance and reach.
6. **Alumni:** The FLEVEES project wishes encourage our students to seek internships and employment opportunities within EU institutions. By gaining practical experience and potentially working for these organizations, students will not only enhance their professional skills but also deepen their understanding of EU policies and operations. Those who succeed in securing such positions will be invited to return to the university to share their experiences with current students, providing valuable insights and inspiring the next generation to pursue similar paths.

Prospects: If the FLEVEES project proves successful, by the end of the project period, **we plan to apply for the Jean Monnet Chairs.** This next stage will support a group or department at our faculty, enhancing our capacity to promote EU studies and values comprehensively. The Chair will also facilitate collaborative research initiatives, such as writing a book on EU policies and values and conducting joint research projects with international partners. Eventually, we may aim for the Jean Monnet Centres of Excellence to further expand our impact.

By implementing these strategies, the FLEVEES project will ensure its long-term sustainability and

continued contribution to the promotion of EU values and policies. It will partly cover the environmental policies, thus sustainability. Therefore, we wish to demonstrate that the project will help to foster sustainability of the University and is in line with its strategy in this area. For this reason, at the university level, it shall find support during the project period and after.

Institutional Commitment - Basic Framework of the Sustainable Development Strategy of the University of Pardubice: The Sustainability Strategy of the University of Pardubice was approved only in December 2024. It is now to be implemented. The FLEVEES project will help with that as well. The strategy defines the basic concept of integrating the principles of sustainable development into the university's processes and is intended to contribute to its development for the period until 2030. It is an expression of awareness of its own social responsibility as an organization towards its environment and the possibility of using its potential to contribute to solving global, national and regional sustainable development goals. Through the fulfilment of its own goals of integrating the principles of sustainable development into its processes, this strategy has been prepared to contribute to the fulfilment of the long-term goals of UPCE and in line with its mission, vision and the shared values of the UPCE academic community.

The basic framework of the Sustainability Strategy is linked to the globally accepted UN Sustainable Development Goals (SDGs - approved by the UN as part of the development program for the period 2015 to 2030, known as the "Agenda 2030"). At the international level, this strategy is also based on the document "Green Deal for Europe" responding to the urgent need for a transition to carbon neutrality. At the national level, it is based on the Strategic Framework Czech Republic 2030 and the recommendations of the Centralized Development Project of Czech Republic on sustainability development of the Czech Universities. The basic institutional document on which this strategy is based is the Strategy of University of Pardubice for the period from 2021 and its update and the HR Development Strategy of the University of Pardubice. In this context, the Sustainability Strategy of the University of Pardubice sets out the vision, mission and sustainable development goals of UPCE, which it divides into 6 basic pillars.

The main roles of UPCE predispose it to the possibility of significantly contributing to the fulfilment of SDG 4: Quality education, by ensuring literacy in sustainable development issues for all students, especially SDG 4.7. By fulfilling its role as a scientific and research organization and similarly its third role, it can contribute through excellent research and creative activities in all faculties, both technical and humanities, and currently contributes to varying degrees to the fulfilment of all SDG goals, especially SDG 3: Health and quality of life, SDG 8: Decent work and economic growth, SDG 9: Industry, innovation and infrastructure, SDG 12: Responsible production and consumption. Through education, research, but also by ensuring social security for all members of the academic community, it also contributes to the fulfilment of SDG 5: Equality between men and women. When managing operations, it can contribute to the goals of SDG 7: Affordable and Clean Energy, SDG 11: Sustainable Cities and Communities, or SDG 13: Climate Action.

Main goals and sub-goals were defined for each of 6 pillars of the Sustainability Strategy, they are:

- Setting of the sustainable development management system at UPCE
- Sustainability in education
- Scientific research for sustainability
- Sustainability in the third role of the university and partnerships
- The sustainable development of UPCE's operational activities
- Ensuring a socially safe environment

In 2025, UPCE has been preparing several process analyses to improve its performance, such as an energy audit, a carbon footprint analysis for 2024, an analysis of the development of greenery and biodiversity, a canteen waste management system, and an analysis of the security of people and property at the university. The results of these analyses and other measures will further formulate gradual goals on the path to fulfilling the goals of the Sustainability Strategy of University of Pardubice.

Summary: The FLEVEES project is designed with a strong foundation to ensure its sustainability beyond the initial funding period. By embedding the courses into the university's regular academic offerings and aligning with the university's Sustainability Strategy, we are confident that the project will continue to thrive. The interdisciplinary team, continuous curriculum improvement, and robust quality assurance measures will maintain the program's relevance and attractiveness. Additionally, the ongoing workshops, public lectures, and dissemination activities will keep the community engaged and informed about EU values and policies. The support from the university's administration and the alignment with the Sustainable Development Goals further reinforce the project's long-term viability. Through these comprehensive strategies, the FLEVEES project will remain a vital part of our educational and research landscape, contributing to the promotion of EU values and sustainable development for years to come.

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4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

4.1 Work plan

Work plan

Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).

As this is an application for a lump sum grant of a lower value than EUR 60 thousand the applying university decided to use a single work package for the entire project. The work package should include all the necessary activities to reach the goal of having new course and innovated lectures in two other courses that will provide excellent students - future civil servants - with insight into EU law and policymaking, reinforce cooperation with partner universities and other stakeholders, increase capacity to research on EU subjects and reach out to wider public:

Thus, the single work package includes all the activities and tasks that follow from the above:

- Curricula development and course delivery,
- Informative meetings encouraging excellent students to apply for internships with the EU institutions, or apply for jobs;
- Research activities;
- Workshops with experts from partner universities;
- Activities for public – lectures within the University of Third Age, secondary school visits;
- Management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress report.

4.2 Work packages, activities, resources and timing

WORK PACKAGES

Work packages

This section concerns a detailed description of the project activities.

*Group your activities into work packages. **A work package means a major sub-division of the project.** For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.*

Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1. The last WP should be dedicated to Impact and dissemination.

For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name). (For Jean Monnet Chairs, Jean Monnet Modules and Jean

Monnet Learning EU initiatives, it is recommended to use only 1 work package.)

Work packages covering financial support to third parties (⚠ only allowed if authorised in the Call document/Programme Guide) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).

⚠ Enter each activity/milestone/output/outcome/deliverable only once (under one work package).

⚠ Ensure consistence with the detailed budget table/calculator (if applicable). (n/a for prefixed Lump Sum Grants)

Objectives

List the specific objectives to which the work package is linked.

Activities and division of work (WP description)

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.

Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating **in bold** the task leader.

Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

Note:

In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of the work package.

The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.

If there is subcontracting, please also complete the table below.

Milestones and deliverables (outputs/outcomes)

Milestones are control points in the project that help to chart progress (e.g. completion of a key deliverable allowing the next phase of the work to begin). Use them only for major outputs in complex projects, otherwise leave the section empty. Please limit the number of milestones by work package.

Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. *For Jean Monnet Chairs, Jean Monnet Modules and Jean Monnet Learning EU initiatives, it is recommended to limit the number of Deliverables to max 3-5.)* You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open (⚠ automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#). For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.

Work Package 1

Work Package 1: FLEVEES - Curricula Development, Delivery, Outreach, and Project Management					
Duration:	M1- M36	Lead Beneficiary:	1-FLEVEES		
Objectives <i>List the specific objectives to which this work package is linked.</i>					
<p>Description: Design and deliver specialized courses on EU law, policymaking, environmental protection, and monetary policy. Organize workshops and seminars with international and local experts. Implement public activities to raise awareness about the EU and its values. Conduct targeted research activities to generate knowledge and insights that support EU policymaking. Oversee the overall management and coordination of the project to ensure its successful implementation. This includes planning, resource allocation, risk management, communication, and quality assurance.</p> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Create and deliver innovative curricula: Prepare comprehensive course materials on EU law, policymaking, environmental protection, and monetary policy. ▪ Facilitate career development in EU studies: Provide students with the knowledge and skills necessary for careers in EU-related fields. ▪ Reinforce cooperation: Plan and conduct workshops and seminars, organize public lectures and outreach programs, conduct academic research, and integrate findings into the curriculum. ▪ Generate knowledge and insights: Support EU policymaking through targeted research activities. ▪ Reach a wider public: Engage with the community through University of the Third Age lectures and visits to secondary schools. ▪ Ensure project quality and progress: Develop a detailed project plan, monitor progress, and maintain the quality of all project activities. 					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1	Develop course syllabi and materials.	Create detailed course outlines and prepare all necessary teaching materials, including lecture	UPCE	COO	No

		notes, reading lists, and assignments.			
T1.2	Conduct classes.	Deliver lectures and facilitate discussions, ensuring that students understand the course content and can apply it in practical contexts.	UPCE	COO	No
T1.3	Evaluate and update course content based on feedback.	Collect feedback from students and instructors to assess the effectiveness of the course materials and teaching methods and make necessary adjustments to improve the curriculum.	UPCE	COO	No
T1.4	Organize community engagement events and engage with stakeholders	Plan and execute events aimed at engaging the local community and key stakeholders, such as public lectures, workshops, and informational sessions. These events will raise awareness about the EU and its values while fostering strong relationships with project partners, funders, and beneficiaries. Regular communication with stakeholders will ensure they are informed and involved in the project's progress, enhancing collaboration and support.	UPCE	COO	In-kind contribution - expertise
T1.5	Organise lectures within University of Third Age, visit secondary schools	Coordinate and deliver lectures specifically designed for older adults, providing them with opportunities to learn about EU-related topics in an accessible and engaging manner.	UPCE	COO	In-kind contribution – students will be encouraged to take part
T1.6	Organize Workshops and Seminars with experts.	Arrange and manage events featuring international and local experts who can share their knowledge and insights on various EU-related subjects.	UPCE	COO	Subcontracting and In-kind contribution - expertise
T1.7	Define research objectives and methodologies. Collect data and analyse them.	Establish clear research goals and select appropriate methods for data collection and analysis to ensure that research activities are focused and effective. Gather relevant data through surveys, interviews, or other research methods, and perform thorough analyses to	UPCE	COO	No

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		derive meaningful insights.					
T1.8	Present research at conferences and seminars. Publish in peer reviewed academic journals.	Share research findings with the academic community by presenting at conferences and seminars, fostering discussion and collaboration. Write and submit two research papers to reputable academic journals to disseminate findings and contribute to the body of knowledge on EU-related topics.	UPCE	COO	No		
T1.9	Develop a detailed project plan and monitor project progress	Create a comprehensive plan outlining all project activities, timelines, and resources, and regularly track progress to ensure that the project stays on schedule and meets its objectives.	UPCE	COO	No		
T1.10	Ensure effective communication and quality assurance.	Maintain clear and consistent communication among all project stakeholders and implement quality assurance processes to ensure that all project activities meet high standards.	UPCE	COO	In-kind contribution - expertise		
Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification	
MS1	<i>As FLEVEES is a small lump sum project and not a complex project, the section is left empty according to the instructions above.</i>						
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1	Innovative Course Materials and Curriculum	1	UPCE	[R — Document, report]	[PU — Public]	6	Develop and deliver comprehensive course materials and curricula for the course on EU law and policymaking, and several lectures in

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							environmental protection, and monetary policy. This includes syllabi, lecture notes, reading lists, and assignments. For EU law and policy the language is English, Czech for the rest.
D1.2	Research Publications in Peer Reviewed Journals and Presentations	1	UPCE	[R — Document, report]	[PU — Public]	32	Conduct targeted research activities, collect and analyse data, and publish findings in reputable academic journal. Present research at conference and seminars to disseminate knowledge and foster academic collaboration. English
D1.3	Community Engagement and Outreach Programs	1	UPCE	[R — Document, report]	[PU — Public]	1 - 36 (several events to happen during the project period)	Organize and execute community engagement events, including public lectures, workshops, and informational sessions. Engage with stakeholders and the wider public through University of the Third Age lectures and visits to secondary schools. English, Czech

Estimated budget — Resources

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

Subcontracting (n/a for prefixed Lump Sum Grants)

Subcontracting (n/a for Jean Monnet Chairs, Jean Monnet Modules and Jean Monnet Learning EU initiatives) Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities). Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement. Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants to have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional. Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of project coordination tasks).						
Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
Other issues: If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.			Insert text			

Events

Events This table is to be completed for events that have been mentioned as part of the activities in the work packages above Give more details on the type, location, number of persons attending, etc.							
Event No (continuous numbering linked to WP)	Participant	Description					Attendees
		Name	Type	Area	Location	Duration (days)	Number
E1.1	UPCE + experts from abroad	Workshop/seminar	Research workshops in the area of EU policies – experts from partner universities to be	Current topics connected to EU policies, environmental and	Pardubice, CZ and on-line	3 (3 times one day)	30

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			invited	monetary policy issues			
E1.2	UPCE/stakeholders + excellent students, public	Informative lectures on internships and jobs in EU institutions	Training/workshop	EU institutions internship opportunities, Eurocentre Pardubice to be engaged	Pardubice, CZ	3 (3 times one day)	50
E1.3	UPCE + public - adults	University of Third Age	Lectures for general public. Adults.	General information on EU values, benefits for citizens	Pardubice, CZ	3 (3 times one day)	150
E1.4	UPCE + public – secondary school students	Secondary schools visits	Event - Informative visits at secondary schools, university students to be attending along the team members	EU and engagement, environmental protection	Pardubice, CZ	3 (3 times one day)	150
E1.5	UPCE + stakeholders + experts	Community Engagement Event	Workshop/conference	Monetary policy, Czech national bank representatives, regional politicians	Pardubice, CZ	1	15

Timetable

Timetable (projects of more than 2 years)

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

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

ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Task 1.1 - Develop course syllabi and materials																								
Task 1.2 - Conduct classes																								

#@ETH-ICS-EI@#

5. OTHER

5.1 Ethics

Ethics (if applicable)

If the Call document/Programme Guide contains a section on ethics, describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them.
Describe how you will ensure gender mainstreaming and children's rights in the project activities.

Not applicable.

#§ETH-ICS-EI\$# #@SEC-URI-SU@#

5.2 Security

Security


Not applicable.

#§SEC-URI-SU\$# #@DEC-LAR-DL@#

6. DECLARATIONS

Double funding

Information concerning other EU grants for this project

 Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).

YES/NO

We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.

YES

We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.

YES

Financial support to third parties (if applicable)

If your project requires a higher maximum amount per third party than the threshold amount set in the Call document/Programme Guide, justify and explain why this is necessary in order to fulfil your actions objectives.

NOT APPLICABLE

Seal of Excellence (if applicable)

If provided in the Call document, proposals that pass the evaluation but are below the budget threshold (i.e. pass the minimum thresholds but are not ranked high enough to receive funding) will be awarded a Seal of Excellence.

In this context we may share information about your proposal with other EU or national funding bodies through the Erasmus+ National Agencies.

Do you agree that your proposal (including proposal data and documentation) is shared with other EU and national funding bodies to find funding under other schemes?

YES

#§DEC-LAR-DL\$#

Please, select:

The topic you are applying for:

Modules

The country of the applicant of the proposal:

Czechia (CZ)

If your country is not listed, please, select OTHER COUNTRIES.


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

JMO Modules Teaching Hours

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

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

⚠️ Name of the Module leader / academic coordinator	Hours Year 1	Hours Year 2	Hours Year 3	TOTAL HOURS
██████████	26	26	26	78

 Name of the Professor	Hours Year 1	Hours Year 2	Hours Year 3	TOTAL HOURS
[REDACTED]	20	20	20	60
[REDACTED]	20	20	20	60
[REDACTED]	26	26	26	78
[REDACTED]	0	0	0	0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total	92	92	92	276

The lump sum amount for the topic Modules for an applicant from Czechia (CZ), having defined 276 hours over the 3 years is:

35.000,00 €

Please insert this amount in Part A ("edit e-forms") of your proposal, under Section 3 – Budget.

ANNEX 2

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

Forms of funding	Estimated EU contribution	
	Estimated eligible lump sum contributions (per work package)	Maximum grant amount ¹
	WP1 Curricula Development, Delivery, Outreach, and Project Management	
	Lump sum contribution	
	a	b = a
1 - UPCE	35 000.00	35 000.00

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

ANNEX 4 XXX LUMP SUM MGA — MULTI & MONO

FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

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

The consortium hereby confirms that:

The information provided is complete, reliable and true.

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

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

ANNEX 5

SPECIFIC RULES

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

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

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

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

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

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

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

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

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

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

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

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

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

Access rights for third parties to ensure continuity and interoperability

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

COMMUNICATION, DISSEMINATION AND VISIBILITY (— ARTICLE 17)

Additional communication and dissemination activities

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

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

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

EU restrictive measures

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

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



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