



## EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

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

### GRANT AGREEMENT

**Project 101085232 — EUpres**

#### 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':

**UNIVERSITA DEGLI STUDI ROMA TRE (UNIROMA3)**, PIC 999866107, established in VIA OSTIENSE 133, ROMA 00154, Italy,

and the following other beneficiaries, if they sign their 'accession form' (see Annex 3 and Article 40):

2. **CONSEJERIA DE EDUCACION - JUNTA DE ANDALUCIA (Conservatorio)**, PIC 934898708, established in CALLE JUAN ANTONIO DE VIZARRÓN S/N, Sevilla 41092, Spain,

3. **MIASTO STOLECZNE WARSZAWA (CLVI)**, PIC 994575630, established in PLAC BANKOWY 3/5, WARSZAWA 00-950, Poland,

4. **IST SUP STATALE NICCOLO MACCHIAVELLI (Machiavelli)**, PIC 944534494, established in PIAZZA INDIPENDENZA 7, ROMA 00185, Italy,

5. **LICEO STATALE F. PETRARCA (PETRARCA)**, PIC 945488004, established in VIA CAVOUR 44, AREZZO 52100, Italy,

6. **COLEGIUL TEHNIC EMANUIL UNGUREANU (Timisoara)**, PIC 948280149, established in PTA IANCU HUNIADE 3, TIMISOARA 300029, Romania,

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<sup>1</sup>

Annex 2 Estimated budget for the action

Annex 3 Accession forms (if applicable)<sup>2</sup>

Annex 3a Declaration on joint and several liability of affiliated entities (if applicable)<sup>3</sup>

Annex 4 Model for the financial statements

Annex 5 Specific rules (if applicable)

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<sup>1</sup> Template published on [Portal Reference Documents](#).

<sup>2</sup> Template published on [Portal Reference Documents](#).

<sup>3</sup> Template published on [Portal Reference Documents](#).

## **TERMS AND CONDITIONS**

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## DATA SHEET

### 1. General data

Project summary:

Project summary
<p>The "EUpress" project, born from a network composed of the University of Roma Tre and a network of secondary schools from four countries, is divided into three years of activities aimed at promoting critical and expositive skills on the main European issues concerning the impact of the Next Gen EU on the young generations. The three-year project follows a precise methodological path based on a basic knowledge of the history, institutions and functioning of the European Union which will then evolve into a critical construction of journalistic-style contents, opinions, surveys and infographics on the main topics of the Next Gen EU debate. First phase: study of the roots of European thought and the realisation of its Union project. Second phase: acquisition of journalistic skills (fact-checking and online and in-person editing activities, creation of multimedia content, etc.) Third phase: Production of the contents of the individual workshops and from the results of the Summer Schools with subsequent publication of the contents of all participants thanks to the Euractiv platform, an online media present in Europe with 13 language editions and the interactive Notebook proposed by M&amp;C. The thematic areas of work that will be developed will be fully in tune with the pillars that make up the Next Gen EU plan: the European Institutions, the Europe of the peoples; Constitutions; Rights and duties; Economic education; Europe of research and science; Europe of work; Green Europe; Solidary and inclusive Europe; Europe of cultures; Network and digital Europe.</p>

Keywords:

- EU Interdisciplinary Studies
- Europe for citizens
- Democratic engagement and civic participation
- Cultural Studies, Cultural Diversity

Project number: 101085232

Project name: EUpress. Knowing and Communicating Europe

Project acronym: EUpress

Call: ERASMUS-JMO-2022-NETWORKS

Topic: ERASMUS-JMO-2022-NETWORKS-SCHOOLS

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: Yes

### 2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	UNIROMA3	UNIVERSITA DEGLI STUDI ROMA TRE	IT	999866107	71 366.00
2	BEN	Conservatorio	CONSEJERIA DE EDUCACION - JUNTA DE ANDALUCIA	ES	934898708	44 331.00
3	BEN	CLVI	MIASTO STOLECZNE WARSZAWA	PL	994575630	35 546.00
4	BEN	Machiavelli	IST SUP STATALE NICCOLO MACCHIAVELLI	IT	944534494	45 058.00



N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
5	BEN	PETRARCA	LICEO STATALE F. PETRARCA	IT	945488004	53 770.00
6	BEN	Timisoara	COLEGIUL TEHNIC EMANUIL UNGUREANU	RO	948280149	49 926.00
<b>Total</b>						299 997.00

**Coordinator:**

- UNIVERSITA DEGLI STUDI ROMA TRE (UNIROMA3)

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

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
299 997.00	299 997.00

**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)	209 997.90	n/a	1 - UNIROMA3	n/a
			2 - Conservatorio	n/a
			3 - CLVI	n/a
			4 - Machiavelli	n/a
			5 - PETRARCA	n/a
			6 - Timisoara	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:

IT85W0503403207000000300000

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 187 of EU Financial Regulation 2018/1046<sup>4</sup> 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(36) of EU Financial

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<sup>4</sup> For the definition, see Article 187 Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 ('EU Financial Regulation') (OJ L 193, 30.7.2018, p. 1): "**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 136(1) and 141(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".

Regulation 2018/1046, i.e. non-financial resources made available free of charge by third parties.

**Fraud** — Fraud within the meaning of Article 3 of EU Directive 2017/1371<sup>5</sup> and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995<sup>6</sup>, 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 2988/95<sup>7</sup>.

**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 136(1)(c) of EU Financial Regulation 2018/1046.

**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 **101085232 — EUpres** ('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**

<sup>5</sup> 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).

<sup>6</sup> OJ C 316, 27.11.1995, p. 48.

<sup>7</sup> 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).

The grant is an action grant<sup>8</sup> 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)<sup>9</sup> 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.

<sup>8</sup> For the definition, see Article 180(2)(a) EU Financial Regulation 2018/1046: '**action grant**' means an EU grant to finance "an action intended to help achieve a Union policy objective".

<sup>9</sup> See Article 125 EU Financial Regulation 2018/1046.

### 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’<sup>10</sup> (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).

<sup>10</sup> For the definition, see Article 187(2) EU Financial Regulation 2018/1046: “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/EC<sup>11</sup>
- 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.).

<sup>11</sup> 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 or similar national regulations (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/EC
- 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 154 EU Financial Regulation 2018/1046).

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 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 suspension (Article 31): certain costs incurred during grant suspension are eligible (notably, minimum costs necessary for a possible resumption of the action and costs relating to contracts which were entered into before the pre-information letter was received and which could not reasonably be suspended, reallocated or terminated on legal grounds)
- 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 whose assessment has not yet been updated to cover (the new rules on) data protection may rely on their internal systems, rules and procedures, provided that they ensure that personal data is:

- processed lawfully, fairly and in a transparent manner in relation to the data subject
- 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 personal data.

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 2015/444<sup>12</sup> and its implementing rules).

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

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<sup>12</sup> 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).



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 2018/1725<sup>13</sup>.

### **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 2016/679<sup>14</sup>).

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.

<sup>13</sup> 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).

<sup>14</sup> 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 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**

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

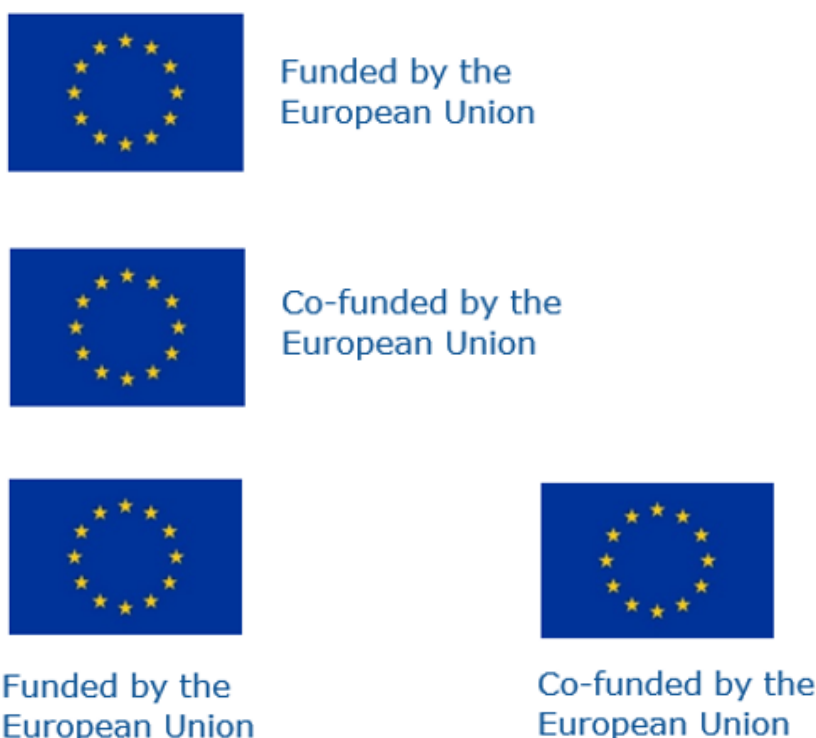
### 17.1 Communication — Dissemination — Promoting the action

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):



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 continuously 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 prefinancements (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:

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

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 2018/1046.

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 2015/2366<sup>15</sup> 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

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<sup>15</sup> 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).



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 29) and the grant or the coordinator may be terminated (see Article 32).

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

## **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.

### 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.

## 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 883/2013<sup>16</sup> and No 2185/96<sup>17</sup>
- 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 257 of EU Financial Regulation 2018/1046.

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.

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

<sup>16</sup> 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).

<sup>17</sup> Council Regulation (Euratom, EC) No 2185/1996 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).



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), 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), 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), 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 41 (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 41 (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), 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 41 (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 41 (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 135 to 145 EU Financial Regulation 2018/1046 and Articles 4 and 7 of Regulation 2988/95<sup>18</sup>).

## **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.

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).

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<sup>18</sup> 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).



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 1182/71<sup>19</sup>, 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.

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<sup>19</sup> 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).



## 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
- 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+ Programme (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.*

<b>PROJECT</b>	
<i>Grant Preparation (General Information screen) — Enter the info.</i>	
<b>Project number:</b>	101085232
<b>Project name:</b>	EUpres. Knowing and Communicating Europe
<b>Project acronym:</b>	EUpres
<b>Call:</b>	ERASMUS-JMO-2022-NETWORKS
<b>Topic:</b>	ERASMUS-JMO-2022-NETWORKS-SCHOOLS
<b>Type of action:</b>	ERASMUS-LS
<b>Service:</b>	EACEA/A/01
<b>Project starting date:</b>	first day of the month following the entry into force date
<b>Project duration:</b>	36 months

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## 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 "EUpres" project, born from a network composed of the University of Roma Tre and a network of secondary schools from four countries, is divided into three years of activities aimed at promoting critical and expositive skills on the main European issues concerning the impact of the Next Gen EU on the young generations. The three-year project follows a precise methodological path based on a basic knowledge of the history, institutions and functioning of the European Union which will then evolve into a critical construction of journalistic-style contents, opinions, surveys and infographics on the main topics of the Next Gen EU debate. First phase: study of the roots of European thought and the realisation of its Union project. Second phase: acquisition of journalistic skills (fact-checking and online and in-person editing activities, creation of multimedia content, etc.) Third phase: Production of the contents of the individual workshops and from the results of the Summer Schools with subsequent publication of the contents of all participants thanks to the Euractiv platform, an online media present in Europe with 13 language editions and the interactive Notebook proposed by M&C. The thematic areas of work that will be developed will be fully in tune with the pillars that make up the Next Gen EU plan: the European Institutions, the Europe of the peoples; Constitutions; Rights and duties; Economic education; Europe of research and science; Europe of work; Green Europe; Solidary and inclusive Europe; Europe of cultures; Network and digital Europe.

## LIST OF PARTICIPANTS

### PARTICIPANTS

*Grant Preparation (Beneficiaries screen) — Enter the info.*

Number	Role	Short name	Legal name	Country	PIC
1	COO	UNIROMA3	UNIVERSITA DEGLI STUDI ROMA TRE	IT	999866107
2	BEN	Conservatorio	CONSEJERIA DE EDUCACION - JUNTA DE ANDALUCIA	ES	934898708
3	BEN	CLVI	MIASTO STOLECZNE WARSZAWA	PL	994575630
4	BEN	Machiavelli	IST SUP STATALE NICCOLO MACCHIAVELLI	IT	944534494
5	BEN	PETRARCA	LICEO STATALE F. PETRARCA	IT	945488004
6	BEN	Timisoara	COLEGIUL TEHNIC EMANUIL UNGUREANU	RO	948280149

## LIST OF WORK PACKAGES

<b>Work packages</b> <i>Grant Preparation (Work Packages screen) — Enter the info.</i>						
<b>Work Package No</b>	<b>Work Package name</b>	<b>Lead Beneficiary</b>	<b>Effort (Person-Months)</b>	<b>Start Month</b>	<b>End Month</b>	<b>Deliverables</b>
WP1	Project management and coordination	1 - UNIROMA3	13.50	1	36	D1.1 – Steering Committee Meetings Minutes
WP2	Training Processes	1 - UNIROMA3	9.00	1	36	D2.1 – The European Student Notebooks D2.2 – Lessons on the European integration process D2.3 – Lessons on the new challenges of the European Union
WP3	Next generation reporters	1 - UNIROMA3	31.00	14	36	D3.1 – Special Report D3.2 – Publications on Euractiv
WP4	Communication and dissemination	1 - UNIROMA3	14.50	1	36	D4.1 – EUpress Communication plan D4.2 – Network dissemination documents for its internal instruments D4.3 – Documents for external dissemination D4.4 – Publications in the media Euractiv.it D4.5 – Events D4.6 – Didactic Notebook

**Work package WP1 – Project management and coordination**

<b>Work Package Number</b>	WP1	<b>Lead Beneficiary</b>	1. UNIROMA3
<b>Work Package Name</b>	Project management and coordination		
<b>Start Month</b>	1	<b>End Month</b>	36

**Objectives**

- Managing the project effectively
- Facilitating cooperation and coordination between project partners and subcontractors
- Clearly defining operational and control procedures and constantly monitoring the workplan
- Constantly updating the workflow and effectively evaluating partner and beneficiary satisfaction, activities and deliverables.

**Description**

T1.1 Kick-off meeting: Preparation and implementation of the first meeting with representatives of all project partners to launch the project, presentation of procedures and key documents.

T1.2 Creating the official work plan of the action project: Creation of a detailed action plan for all the project tasks

T1.3 Updating the official project work plan: Updating the project plan according to the evolution of the project

T1.4 Monthly Project Team meetings: Monitoring project progress and coordinating the implementation of the WPs in cooperation with the partners' representatives.

T1.5 Bi-annually updates to Steering Committee: The agenda of the meetings will be determined according to the progress of the project, especially at the end of the various milestones. The general purpose of the steering committee meetings is to assess the progress of the project and the dissemination and communication activities.

**Work package WP2 – Training Processes**

<b>Work Package Number</b>	WP2	<b>Lead Beneficiary</b>	1. UNIROMA3
<b>Work Package Name</b>	Training Processes		
<b>Start Month</b>	1	<b>End Month</b>	36

**Objectives**

- To improve the knowledge about the history of the European integration process and reasons and values underlying the process.
- To enhance the comprehension of the role of Europe in the socio-political and future scenario in the continental and global context.
- To develop collaborative skills.
- To effectively communicate the main themes of European planning and policy (Next Gen EU, Green Deal, etc.).
- To promote the value of study, research and critical revision for a better understanding of reality.

**Description**

T2.1 Training presentation meeting: Presentation of the 1-day training course sessions organised by the Roma Tre University on the following topics:

1. the presentation of the involved schools and project staff.
2. Illustration of the educational path, planning of activities, working methods, expected results, deliverables.
3. Presentation of CESUE, M&C, Euractiv media and the operational QUADBOOK they will develop.
4. Choice of two/three themes of Next Gen EU policy to be developed in the workshop activities.
5. Planning of meetings between the lead partner and each partner in order to examine the specific educational systems for a precise calibration of the didactic tools.

T2.2 Training on European integration issues: Blended training and on a digital platform, where a historical-narrative

path of 20 hours of training (two months) will be offered (in the first part of the school year) to teachers of the participating schools on the birth of the "Ventotene Manifesto" and the idea of Europe. The training will be carried out by Roma Tre staff and will consist of six three-hour meetings with a final two-hour meeting. The teachers will have at their disposal structured didactic material and will have the possibility to enjoy a workshop for the analysis, comparison and study of documents provided.

T2.3 Training on the EU's new challenges: 20-hour (two months) training on a digital platform for teachers from partner schools on the knowledge of models, contents and teaching methods of civic and economic-financial education in the different European countries with a specific focus on current and future programmes influenced by the Next Gen EU plan. Structured didactic material will be provided as well as a workshop for analysis, comparison and study of comparative documents. The analysis of teaching experiences and case studies will form the basis of the workshop.

T2.4 Exploiting Knowledge: This task is needed to rework the learning and rearrange the new teaching skills obtained. The teachers participating in the previous training modules will develop together three teaching modules of 8 hours each on civic education to be tested in their classrooms. The topics will be related to European citizenship, including human rights and environmental sustainability. In this action students will test the modules built in their classrooms and write a "logbook" on this experience. Students from different countries will get to know each other through the use of social networks and the e-learning platform used by carrying out part of the module along with their teachers. A crucial part of the activity is the collection of teachers' observations on the development and test of the modules in order to identify strengths and weaknesses and assess the effectiveness of the teaching. The interactive notebooks generated will represent a useful prototype for subsequent implementations extended to a larger number of countries and as a basis for competitions, hackathons, events, workshops with the involvement of many dissemination networks.

### Work package WP3 – Next generation reporters

<b>Work Package Number</b>	WP3	<b>Lead Beneficiary</b>	I. UNIROMA3
<b>Work Package Name</b>	Next generation reporters		
<b>Start Month</b>	14	<b>End Month</b>	36

#### Objectives

- Learning and experimenting techniques of elaboration of journalistic contents.
- Implementing collaborative journalism tools among the schools of the network.
- Contributing to the publication of articles on areal media player.

#### Description

T3.1 Collaborative journalism workshop: The teaching staff of the network schools in collaboration with the staff of the lead university will carry out a series of meetings on a web platform for the study, design and development of digital communication journalistic techniques for schools. The aim is to create a stable structure mean to support the design and production of different types of information contents (writings, interviews, videos, infographics, opinions, etc.). The course includes 30 hours of work and a digital platform for the cooperative network's activities. The work includes practical activities organized by tutors in schools for the creation of modules and articles on the online platforms managed by CesUE (Euractiv) and M&C (Didactic Booklet), as well as the use of social channels and dissemination networks. The work is aimed at involving students and their teachers in analysing, researching and processing journalistic-style contents by exploiting the power of the collaborative network of schools on topics related to the Next Gen EU.

T3.2 EUpres Summer School: The EUpres Summer School addressing both teachers and students will be organized by the coordination team in a proper educational setting and last five days. 50 students will be involved (10 for each high school) accompanied by two teachers for each partner. The coordination team of the schools and the subcontractors will be managed by the staff of the Roma Tre University with the aim to improve the communication abilities of participants on European Union's main issues through journalism. The preparation and realization of the event take 6 days of work, online and in person. The contributions of schools, associations, third sector and civil society actors and European associations will be considered crucial to convey their experiences and to share their educational and training products. The works produced will enrich the didactic notebook and compose a Special Report on Euractiv website.



**Work package WP4 – Communication and dissemination**

<b>Work Package Number</b>	WP4	<b>Lead Beneficiary</b>	1. UNIROMA3
<b>Work Package Name</b>	Communication and dissemination		
<b>Start Month</b>	1	<b>End Month</b>	36

**Objectives**

- Raising awareness and promoting the EU within the educational offer and within the teaching and student community in the partners of the network;
- Promoting the core values of the EU and the new challenges (Green Deal, Next Gen EU, etc.)
- Multiplying the impact of the project actions for the teachers (in the refresher courses) and for the students willing to improve their skills on journalism and new media.
- Disseminating information about the project results to all community participants and stakeholders;
- Increasing knowledge and understanding of European civic education policies and practices;
- Encouraging cultural changes in terms of modernization and internationalization of school education on European civic education through new methodologies and applications.

**Description**

T4.1 Defining and updating a communication plan: Creating and updating a communication plan to be shared among all network.

T4.2 Preparation and diffusion of promotional texts for network channels use: Preparation and diffusion of promotional texts to be used as guidelines and on the university portal of the educational paths and activities implemented thanks to the EUPress project.

T4.3 Design and dissemination of promotional material for external multipliers: Design and distribution of promotional materials to qualified external multiplier networks such as Europe Direct, Eurodesk, the ministerial portal SOFIA, the national network of Informagiovani and InformaOrienta desks, teachers' associations, employers' associations and trade unions.

T4.4 External communication through Euractiv.it media: Preparation and publication of 36 articles (1 per month) in the section dedicated to the project on both the activities and the results of the project, but also focusing on the priorities of the Jean Monnet and Next Gen EU actions in promoting meaningful transformations for young people in the post Covid era, supporting the resilience of the European political and social system.

T4.5 Organisation and implementation of Events: Organisation and implementation of 3 Events (1 per year). The main themes will focus on the Next Gen EU priorities and their impact on the young people's future. The results of the project will be presented and the good practices identified and tested by the trainees will be showed to the audience of stakeholders and policy makers in order to increase the level of awareness on the current EU issues and to collect ideas to promote a more general debate on innovative approaches in the teaching of European themes.

T4.6 Social Media Management: Publication and cross-referencing of all the content created during the project will be promoted on the main social networks of all partners and those linked to CesUE/Euractiv. Several activities will be taken into account: from planning to distribution of all the content produced, analytical reporting, cross- sharing between the pages of the institutions and media involved, management of the community of readers and moderation of the pages.

T4.7 Didactic Notebook: The Didactic Notebook offers a series of short articles of general overview and illustration of the various aspects of the topics covered. Each text is designed from a wiki point of view, with active links for explanation and in-depth analysis, and is accompanied by qr-code that refer to videos, tutorials, cards, galleries, musical selections with testimonials from artists, influencers, industry experts, and much more. The content proposed are user-friendly and developed in a captivating way, with an immediate and clear language without compromising the scientific nature of the contents. The topics covered in the project will become the subject of an interactive notebook on European civic education and European citizenship, intended for teachers, who will thus be able to follow the same guidelines. Given the digital nature of the notebook, the contents can be constantly updated over time, and implemented during the project with the contributions of the participating schools.

## STAFF EFFORT

<b>Staff effort per participant</b> <i>Grant Preparation (Work packages - Effort screen) — Enter the info.</i>					
Participant	WP1	WP2	WP3	WP4	Total Person-Months
1 - UNIROMA3	6.00	4.00	1.00	1.00	12.00
2 - Conservatorio	1.50	1.00	6.00	2.50	11.00
3 - CLVI	0.50	1.00	6.00	2.50	10.00
4 - Machiavelli	1.50	1.00	6.00	3.00	11.50
5 - PETRARCA	2.50	1.00	6.00	3.00	12.50
6 - Timisoara	1.50	1.00	6.00	2.50	11.00
<b>Total Person-Months</b>	13.50	9.00	31.00	14.50	68.00

## LIST OF DELIVERABLES

<b>Deliverables</b> <i>Grant Preparation (Deliverables screen) — Enter the info.</i> <i>The labels used mean:</i> <i>Public — fully open (🚩 automatically posted online)</i> <i>Sensitive — limited under the conditions of the Grant Agreement</i> <i>EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision <a href="#">2015/444</a></i>						
Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Steering Committee Meetings Minutes	WP1	1 - UNIROMA3	R — Document, report	SEN - Sensitive	36
D2.1	The European Student Notebooks	WP2	1 - UNIROMA3	R — Document, report	PU - Public	36
D2.2	Lessons on the European integration process	WP2	1 - UNIROMA3	DEC —Websites, patent filings, videos, etc	PU - Public	13
D2.3	Lessons on the new challenges of the European Union	WP2	1 - UNIROMA3	DEC —Websites, patent filings, videos, etc	PU - Public	13
D3.1	Special Report	WP3	1 - UNIROMA3	R — Document, report	PU - Public	27
D3.2	Publications on Euractiv	WP3	1 - UNIROMA3	R — Document, report	PU - Public	36
D4.1	EUpres Communication plan	WP4	1 - UNIROMA3	R — Document, report	PU - Public	2
D4.2	Network dissemination documents for its internal instruments	WP4	1 - UNIROMA3	R — Document, report	PU - Public	36
D4.3	Documents for external dissemination	WP4	1 - UNIROMA3	R — Document, report	PU - Public	36
D4.4	Publications in the media Euractiv.it	WP4	1 - UNIROMA3	R — Document, report	PU - Public	36
D4.5	Events	WP4	1 - UNIROMA3	R — Document, report	PU - Public	36
D4.6	Didactic Notebook	WP4	1 - UNIROMA3	R — Document, report	PU - Public	36

**Deliverable D1.1 – Steering Committee Meetings Minutes**

<b>Deliverable Number</b>	D1.1	<b>Lead Beneficiary</b>	1. UNIROMA3
<b>Deliverable Name</b>	Steering Committee Meetings Minutes		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	36	<b>Work Package No</b>	WP1

Description
PDF document, English

**Deliverable D2.1 – The European Student Notebooks**

<b>Deliverable Number</b>	D2.1	<b>Lead Beneficiary</b>	1. UNIROMA3
<b>Deliverable Name</b>	The European Student Notebooks		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	36	<b>Work Package No</b>	WP2

Description
"Notebooks of the European Student", an interactive and updatable multimedia educational product in digital and printable format (PDF), in all the network's languages consisting of 8 pages, (approximately 200 hard copies) which will be uploaded on the portal within the tenth month from the beginning of WP2. The Notebook will be public for all users belonging to the project's network of schools.

**Deliverable D2.2 – Lessons on the European integration process**

<b>Deliverable Number</b>	D2.2	<b>Lead Beneficiary</b>	1. UNIROMA3
<b>Deliverable Name</b>	Lessons on the European integration process		
<b>Type</b>	DEC — Websites, patent filings, videos, etc	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	13	<b>Work Package No</b>	WP2

Description
The lessons of the training course of task T2.2 will be given recorded in English and made available on the University's web platform, on the websites of the network partners and disseminated through the relevant channels and social networks.

**Deliverable D2.3 – Lessons on the new challenges of the European Union**

<b>Deliverable Number</b>	D2.3	<b>Lead Beneficiary</b>	1. UNIROMA3
<b>Deliverable Name</b>	Lessons on the new challenges of the European Union		
<b>Type</b>	DEC — Websites, patent filings, videos, etc	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	13	<b>Work Package No</b>	WP2

Description
The lessons of the training course of task T2.3 will be given recorded in English and made available on the University's web platform, on the websites of the network partners and disseminated through the relevant channels and social networks.

### Deliverable D3.1 – Special Report

Deliverable Number	D3.1	Lead Beneficiary	1. UNIROMA3
Deliverable Name	Special Report		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	27	Work Package No	WP3

Description
EURACTIV Special Reports are week-long publications in English containing in-depth reporting about a specific subject, with one article published every working day for a total of approximately 5 news items. It will remain online after the end of the project, becoming a point of reference for stakeholders. A PDF document collecting all the articles will be published on EURACTIV for free consultation and download. The Special Report is promoted on the EURACTIV website with animated rotators advertising on the homepage and relevant sections.

### Deliverable D3.2 – Publications on Euractiv

Deliverable Number	D3.2	Lead Beneficiary	1. UNIROMA3
Deliverable Name	Publications on Euractiv		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	36	Work Package No	WP3

Description
The editorial coverage on Euractiv consists of articles published at regular intervals - about 1 per month - and can be considered the fil rouge of the project. The project dedicated section will be used as an information hub for all types of content (e.g. articles, interviews, infographics, videos, special reports, event coverage) related to the topics covered by the EUpres project, providing information to the target in one place and giving space to the work of the beneficiaries. Online Publications will be in English.

### Deliverable D4.1 – EUpres Communication plan

Deliverable Number	D4.1	Lead Beneficiary	1. UNIROMA3
Deliverable Name	EUpres Communication plan		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	2	Work Package No	WP4

Description
EUpres Communication Plan including organisation, planning and typology of all elements of the dissemination and communication actions of the project. PDF document available in English and Italian

**Deliverable D4.2 – Network dissemination documents for its internal instruments**

<b>Deliverable Number</b>	D4.2	<b>Lead Beneficiary</b>	1. UNIROMA3
<b>Deliverable Name</b>	Network dissemination documents for its internal instruments		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	36	<b>Work Package No</b>	WP4

Description
University dissemination documents for its internal tools such as the promotional parts for the student guide, student portal, university guide, educational offer guide, university radio. These documents will be prepared and updated for each academic year of the project. The documents in PDF format or hyperlinks will be available in Italian and English.

**Deliverable D4.3 – Documents for external dissemination**

<b>Deliverable Number</b>	D4.3	<b>Lead Beneficiary</b>	1. UNIROMA3
<b>Deliverable Name</b>	Documents for external dissemination		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	36	<b>Work Package No</b>	WP4

Description
Documents for external dissemination to identified networks and multipliers such as Europe Direct, Eurodesk, Ministry of Education, Informagiovani, Informa Orienta, teachers' trade association magazines, etc. Documents and publications will be available as pdf files or hyperlinks in Italian and English according to the hosting organisation rules.

**Deliverable D4.4 – Publications in the media Euractiv.it**

<b>Deliverable Number</b>	D4.4	<b>Lead Beneficiary</b>	1. UNIROMA3
<b>Deliverable Name</b>	Publications in the media Euractiv.it		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	36	<b>Work Package No</b>	WP4

Description
The publications on the media Euractiv.it estimated at about 2 per month will be 72. Each publication will be on the front page and will be available in the section dedicated to the project on the portal of the media partner. The articles will be written in Italian and will be visible for the entire duration of the project and even beyond (it is possible to monitor them through the links attached to the various reports).

**Deliverable D4.5 – Events**

<b>Deliverable Number</b>	D4.5	<b>Lead Beneficiary</b>	1. UNIROMA3
<b>Deliverable Name</b>	Events		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	36	<b>Work Package No</b>	WP4

Description
All 6 Events in Italian will be filmed and published on Euractiv.it and will be available and traceable among the publications in the section dedicated to the project. The events will also be promoted on the home page and social networks of the University and CesUE/Euractiv and will be visible for the entire duration of the project and even beyond (it is possible to monitor them through the links attached to the various reports).

### Deliverable D4.6 – Didactic Notebook

<b>Deliverable Number</b>	D4.6	<b>Lead Beneficiary</b>	1. UNIROMA3
<b>Deliverable Name</b>	Didactic Notebook		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	36	<b>Work Package No</b>	WP4

Description
The notebook is an online product and will be produced in the languages of the participating countries as well as in an English version.

## 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	Steering Committee meetings	WP1	1-UNIROMA3	Minutes of the meetings	36
2	European Training activities	WP2	1-UNIROMA3	Attendance records of the training actions. Thanks to the publication of the Learning Notebook, all the partners' interventions and the outcomes of the training actions will be noted.	13
3	Summer School	WP3	1-UNIROMA3	Special Report on Euractiv, videos, photos and the inclusion of study materials and the products of cooperative works in the didactic notebook in which they will be uploaded.	27

## 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	The type of content could give rise to political objections from students or family members.	WP3, WP4, WP2	The network of partners will ensure that all opinions are represented in an equidistant manner to address the proposed issues with a willingness to dialogue for a serious, open, calm and reasoned debate in which stakeholders are also encouraged to respond and interact in the discussion.
2	Due to delays in receiving information from network schools, the process of disseminating content over	WP1, WP3, WP4, WP2	According to the project's coordination activities, during the first meetings, the flow of the various tasks will be planned in line with the school calendars in force in the respective



<b>Critical risks &amp; risk management strategy</b> <i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
<b>Risk number</b>	<b>Description</b>	<b>Work Package No(s)</b>	<b>Proposed Mitigation Measures</b>
	time may be difficult. Likewise, national exams deadlines, holidays and school year start/end dates could slow down the flow of information and the process of implementing activities.		countries. Hence, timely reporting will be guaranteed in order to implement the project actions in a uniform and harmonized manner in compliance with the deadlines of each partner.
3	There might be changes in the staff of the partner schools which might destabilise the activities and the scheduling of tasks and deliverables already planned.	WP1, WP3, WP4, WP2	The involvement of a large number of teaching staff for each partner, (combined with the fact that project management actions are expected to be disseminated at all operational levels) will allow us to replace people without modifying the original vision of the project.
4	It might happen that some partners, depending on political changes in their country, are less willing to participate actively in project activities and to involve students and their communities to avoid negative consequences on their image in the public opinion.	WP3, WP4, WP2	Thanks to a shared planning (in WP1) for each project's phase, activities, contents and modalities will be communicated in advance. Each partner will be asked to report possible critical points. The value of suspending judgements of merit and the methodological equidistance of the parties will help mitigate this risk.
5	A possible resurgence of the Covid- 19 pandemic could significantly change the educational landscape across Europe and limit the normal teaching activities.	WP1, WP3, WP4, WP2	All teaching activities have been designed to be carried out online, the teaching materials and the lectures will be available in a specific online repository. The various coordination meetings of the various areas will always be held online, thus limiting inconveniences and containing both the risks of contagion and loss of teaching activities.



# **Erasmus+ Programme (ERASMUS)**

## **Description of the action (DoA)**

Part A

Part B

Version 1.0  
25 February 2021

### **Disclaimer**

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal.



## 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 calls for low value grants (60 000 or below); 120 pages for all other calls (unless otherwise provided for 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.**

## 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.

**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	
<b>Project name:</b>	[EUpress. Knowing and Communicating Europe]
<b>Project acronym:</b>	[EUpress]
<b>Coordinator contact:</b>	[Prof. Fabio Masini], [Università Roma Tre]

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## PROJECT SUMMARY

### Project summary (in English)

The "EUpress" project was born from a network composed of the University of Roma Tre and a network of secondary schools from 4 countries and is divided into three years of work aimed at promoting critical and expositive skills on the main European issues concerning the impact of the Next Gen EU on the young generations. The three-year project follows a precise methodological path based on a basic knowledge of the history, institutions and functioning of the European Union which will then evolve into a critical construction of journalistic-style contents, opinions, surveys and infographics on the main topics of the Next Gen EU debate. First phase: study of the roots of European thought and the realisation of its Union project. Second phase: acquisition of journalistic skills (fact-checking and online and in-person editing activities, creation of multimedia content, etc.) Third phase: Production of the contents of the individual workshops and from the results of the Summer Schools with subsequent publication of the contents of all participants thanks to the Euractiv platform, an online media present in Europe with 13 language editions and the interactive Notebook proposed by M&C. The thematic areas of work that will be developed will be fully in tune with the pillars that make up the Next Gen EU plan: the European Institutions, the Europe of the peoples; Constitutions; Rights and duties; Economic education; Europe of research and science; Europe of work; Green Europe; Solidary and inclusive Europe; Europe of cultures; Network and digital Europe.

## 1. RELEVANCE

### 1.1 Background and general objectives

#### Background and general objectives

*Please address all guiding points presented in the Call document/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 (if applicable)?*

This project stems from the need to develop an innovative and appealing model of transnational multilevel European civic education for secondary school students. Starting from the analysis of the differences in the approach of the teaching programmes in the different participating countries, it is proposed to develop and implement on an experimental basis an organic proposal of multilevel European civic education in the teaching curriculum, by exploiting current issues that embrace the future of the young generations through the journalistic methodology. To this end, a multimedia thematic workbook will be produced and made available in the various project languages.

In this process, the University of Roma 3, with its strong expertise, will lead a partnership of schools that have already had experience in various projects in the past editions of the Erasmus+ programme and will be supported by a subcontractor for the implementation of the operational tools and to strengthen the impact of the project actions with the dissemination of the results in a media network of European value.

Various types of mobility activities are planned in the institutes, addressed to both students and teaching staff, including a seminar for teachers and a Summer School on the island of Ventotene, a place of confinement during the twenty-year fascist period where in 1941 Altiero Spinelli, Ernesto Rossi and Eugenio Colomni drafted the Manifesto for a free and united Europe known as the "Ventotene's Manifesto".

#### General objectives

- To learn about the process of European integration and to understand the reasons for it.
- To understand the role of Europe in the current socio-political scenario and to hypothesize possible future scenarios.

- To evaluate the role of young people in Europe in the global challenges of the third millennium.
- To develop confidence in the strength of commitment and collaboration that made the utopia of the European Union possible.
- To acquire formal and informal knowledge, didactic and popular models about being European Citizens.
- To build prototypes of educational tools to be used on a large scale.

## 1.2 Needs analysis and specific objectives

### Needs analysis and specific objectives

*Please address the specific conditions/objectives set out in the Call document/ Programme Guide, if applicable.*

*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).*

After two years, troubled by school closures and the consequent educational blockade, we returned to hybrid attendance with the increasingly widespread conviction that European education is one of the most important factors in improving the quality of life in the society our young people are preparing to build. The European Youth Strategy 2019-2027 emphasises that in order to best engage young people and initiate them into civic participation in democratic life, three objectives are crucial: 1) Mobilise young people to promote their participation (in the EU the percentage of NEETs out of the young population aged 15-29 is 13.7% with local peaks reaching over 25% - source Eurostat 2021); 2) Connecting and bringing together young people across the EU to promote engagement in volunteering and mobility for intercultural learning and understanding (young people speaking at least two foreign languages are 59.3% in the EU, while in the countries represented by the project partners the percentage drops to 24.9% - Eurostat 2021); 3) Empowering young people through knowledge, and promoting their activism thanks to their innate innovation (young people aged between 16 and 29 years who publish opinions on political issues on the web are 15% in the EU - source Eurostat 2021). The role of knowledge of the supranational context of which we are part is fundamental for making decisions, making informed choices, living better. Knowing Europe is not only a matter of skills, but of emancipation, social identity, personal gratification, educational experiences and exchange with peers from other countries. The pedagogue John Dewey used to say "Education is not just about preparing for life, it is life itself". In line with this, our mission is creating life opportunities for the education of young European citizens.

Our educational proposal, addressed to young learners, provides training, systems and tools to promote inform and design transnational educational opportunities. We strongly believe that the role of European civic education has to be recognised and promoted in the whole Education sector in order to stimulate young people to actively participate in the democratic life and improve their critical thinking by exploiting all the resources available in the EU.

With the advent of COVID-19, the traditional educational methods based on frontal teaching have undergone a significant transformation, therefore it is necessary to experiment new forms of transmission of knowledge focused on new active didactic processes, in order to make the youth to deepen their knowledge of European institutions, as well as opportunities currently tailored to meet their needs. In this respect, we aim at overturning the conventional concept of learning by developing a new student-driven educational approach through the spread of European civic education. We believe that the teaching of European civic education might represent one of the best opportunities to promote social redemption against material, cultural, relational and environmental poverty that still persist in students' daily experiences across many European areas.

#### Specific objectives

- To enrich the skills of students and teachers
- To activate "on the job" training paths by learning how become journalists from real journalists' experiences.
- To improve students' and teachers' awareness of European institutions' work through the analysis of the Next Gen EU

#### Specific indicators:

- The percentage of students and teachers perceiving to have enriched their portfolio of skills linked to European Union and their journalism capabilities.
- The development of a tuning matrix to assess learning outcomes according to the Dublin descriptors (knowledge and understanding; applying knowledge and understanding; making judgements; communication skills; learning skills).

- Specific indicators at community level such as: the number of members actively involved in the community and the percentage of connections developed within and outside the network (assessed by social interactions in official school profiles, media partner subcontractor, events);
- The percentage of students who successfully complete project activities (measured by the presence of publications both on institutional websites and social media and on the media partner subcontractor and by self-assessment questionnaires for students attending activities and the summer school provided).

### 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 in the EU area; possibility to use the results in other countries, potential to develop /cross-border cooperation among Programme countries and Partner countries, if applicable, etc.*

*If your proposal is based on the results of one or more previous or ongoing projects, please provide precise references to these projects.*

The project is perfectly in line with the Partners participation in many previous Erasmus+ projects, both Jean Monnet Actions (University of Roma Tre) and mobility projects (high schools Partners), of which it should be considered an upscaling. All the projects previously developed, (especially those involving secondary school teachers and students, such as *EURef - Reforming the European Economic Governance Project* and *EU2 - You too! - Involving civil society in the making of the future EU activities*) were focused on an active citizenship-driven education from a European perspective and tried to exploit the synergies with the initiatives proposed by different administrations, such as "The European Year of Young People 2022" promoted by the European Commission. In this respect, our educational objective is offering to school students an experiential learning in order to increase the level of their self-perceived European citizenship and it is, thus, perfectly in line with the past attempt of Italian Society of Economists (SIE) to implement a wide-ranging educational intervention for high-school teachers on the teaching of economics in innovative terms (that saw the involvement of Prof. Antonella Stirati and Prof. Masini). We intend to innovate the traditional concept of mobility by highlighting our European cultural roots in terms of history, values, economy, active citizenship, especially in experiences of civic participation. While the civic education programmes in European primary and secondary schools are mainly focused on a social and cultural environment from a local perspective (especially during the first years), our goal is to propose a new methodological approach based on a multilevel citizenship and to boost a global and active awareness of European young people's roles and opportunities. In this regard, the study of European civic education might represent an innovative educational tool in European secondary schools and the real teaching challenge will be to harmonise this subject and give it its rightful place in the current national education programmes. In order to facilitate its integration into the traditional teaching environment, we will create a teaching proposal able to combine multiple national, methodological and regulatory requirements. This interdisciplinary approach is going to facilitate the penetration of European civic education into the school environment and it will be able to stimulate the ability to make multidisciplinary connections and explore new multicultural aspects often neglected by conventional teaching methods. Through the common teaching module for teachers, important common knowledge will be acquired about the history and functioning of EU, as well as its mechanisms of participation available for all schools in the Partners' countries. The experiential part will be enriched by mobility activities through which students can enjoy the co-construction of their "European Identity Card" (EIC) and strengthen their personal identification with the European citizenship's values. Another European added value will be the co-participation in dissemination and communication activities at all levels, with the support of the media Partner which will provide teachers and students with innovative and impactful tools.

## 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 project's objectives.*

The main concept of the EUpres project is the following: The EU as a driver of change for new generations is the key to make young people understand that through knowledge and application of an appealing methodology, such as content construction in journalistic style, the awareness of a common European citizenship can be enhanced. To this end, it is necessary to provide teachers and key actors in education with a solid knowledge of the EU and the ability to convey it through an educational methodology that can be easily implemented and exported to other extracurricular realities, such as those of associations and movements for an active and committed citizenship. EUpres shows in its work programme and methodology an innovative systemic approach which promotes, thanks to its WPs:

- The practical experimentation through a journalism workshop (Kolb and Fry's experiential learning methodology);
- the transnational cooperative learning dimension (Cooperative Learning methodology) supported by information technologies and the mobility of summer schools;
- the ability to analyse local phenomena from a EU's perspective, thanks to the in-depth study of the key themes of the Next Gen EU;
- the possibility to be supported in the acquisition of knowledge and specific working tools by a project team and subcontractors who offers a wide range of professional skills that can be easily integrated with teaching skills.

Teachers and students must be conceived not just as individual actors but as crucial parts of a community where each member, in turn, can make the difference by contributing to promote an innovative educational environment inside schools, extended family-school communities and local communities.

The key members of our staff have extensive experience in the preparation, implementation, evaluation and dissemination of Erasmus+ and Jean Monnet projects. With respect to our vision, all WPs are in line with the call's objectives on the basis of the educational needs analysis we carried out in the schools of the network. In particular, EUpres has the aim to:

- ✓ prepare teachers to deal with EU issues and support them during the implementation of workshop and mobility activities without interfering in the traditional teaching activities; in fact, the VLEU courses will be available both in synchronous and asynchronous mode in order to allow full exploitation;
- ✓ guarantee a complete feasibility of all the actions of the project as it stems from previous project experiences in which similar didactic experiments were implemented and it boasts a complete involvement of the main beneficiaries in the continuous updating of the planning of the project phases. Moreover, the academic team of the University of Roma Tre will validate and evaluate the training courses for teachers and the proposed teaching materials, and it will supervise the training programmes for students on the basis of practical criteria of feasibility and effectiveness in real school contexts. In the project's organisation the different needs of the partner institutions and the constraints of the different school calendars have been taken into account, minimising and mitigating any criticalities;
- ✓ to provide an important set of tools thought to build new didactic and educational approaches to European education in schools. The innovative approach taken in this project relies heavily on the construction of tools and methodology able to provide the beneficiaries with a deeper awareness about the European perspective brought forward by Next Gen EU, based on participation and sharing values. Furthermore, dissemination and communication activities are largely developed thanks to the cooperation of two subcontractors with a strong specific expertise in communicating the EU and they will help us to fully exploit the wide variety of media tools available, including the institutional ones of the network partners to reach other students, institutions and youth communities;
- ✓ promote a critical approach based on the verification of sources and "journalistic ethics" in order to make people able to evaluate contents without prejudices and understand how to produce information with methodological rigour;
- ✓ foster commitment and meritocracy by offering the most deserving students the experience of mobility within summer schools where they can share in person the same activities carried out in their own institute with trainers, subcontractor professionals, and their peers since the workshop activities will be published in the Euractiv media and in the Didactic Notebook which in turn will be distributed in all the languages of the project.

The main expenditure items in the project budget are allocated to: Personnel (workforce in terms of person/day units), Mobility, Communication and Dissemination. All categories of expenditure were analysed and verified in terms of feasibility, sustainability and coherence with the specifications of the call for proposals by calculating the duration of each task and event, the working days necessary for the creation of each deliverable; the number of people required in relation to the time for training and workshops.

The didactic and experiential path of the project will be monitored and evaluated in every phase by the scientific team of Roma Tre University with the aim to collect and process data on attendance and satisfaction constantly in order to recalibrate the subsequent tasks through proper refinements in teaching programs and materials.



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

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

*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.*

Thanks to its previous experience in the implementation of several EU-funded projects, the staff of Roma Tre University has developed effective, scalable management procedures that can be easily shared with all network partners. These procedures are also able to guarantee high project implementation's standards by adapting to the project lifecycle. The core project management team (based in Rome) can regularly interact with all other teams of the network institutes and the media partner/subcontractor via email, telephone or Skype (Zoom, Meet, Teams, ecc.) to facilitate briefings and ongoing project management. All are closely involved in project kick-off, planning of activities, briefing of the wider team with network representatives and time management, as well as monitoring and reporting. The coordinator and the administrative manager will be closely involved in the management of the project as a whole and also in supporting the individual partners. They ensure compliance with the contractual, financial and time requirements stipulated with the Commission offices. They supervise the monthly worksheets and invoicing processes and ensure that the financial and legal documents required for project reporting and possible funding are in accordance with the requirements provided by the European Commission. A kick-off meeting will be organised during the first month of the project. Each department will be involved and also the media partner/sub-contractor will be present and receive guidelines for planning and activities to be implemented during the project. According to the actions planned each month, each team, media partner/subcontractor will receive a reminder to review the actions in question. Each media partner/subcontractor office will provide a report to the Roma Tre coordination team on its activities according to a standard template, designed to ensure consistency of activities and analysis. The project management team is responsible for monitoring and keeping track of all activities in accordance with the Grant Agreement. The coordinator, in agreement with CesUE, is in charge of managing content sharing among the participating network countries by approving the contents for dissemination and communication actions. The high level quality of all outputs is ensured by project management processes and procedures, which include

- Comprehensive planning of all activities to be carried out by all partners and media partners/subcontractors involved in the project and monthly updating of all actions in order to coordinate the teams and countries involved;
- Monthly resource allocation and time management;
- Monthly monitoring and analysis of each action;
- Supervision and coordination of the proposed content and communication actions;
- Supervision of the organisation of the events in order to achieve high impact results;
- Monthly coordination and reporting;
- Quarterly follow-up with the Commission;
- Final analysis and reporting of all the actions carried out within the training measure and evaluation of their impact.

All the activities of the work packages have been extensively discussed and agreed upon during the drafting of this proposal; however, should any delays arise or changes be necessary, a quick consultation with partners and media partners/subcontractors will be organised by the University of Roma Tre which, as coordinator, has the task to propose feasible and quick solutions.

## 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. If required by the call, provide CVs of all key actors. If required by the Call document/Programme Guide.*

Name and function	Organisation	Role/tasks	Professional profile and expertise
Prof. Fabio Masini	Roma Tre University	Role: Academic coordinator / Project manager Task: General coordination of the project, in charge of the general implementation and dissemination activities	MA in Economics from the University of Florence and PhD in the History of Economic Thought. From 2005 to 2011 he was Assistant Professor of Political Economy at the University of Roma Tre, and since 2012 he was hired as Associate Professor of History of Economic Thought. He teaches Theories and History of International Economic Relations and European Project Management. He holds a Jean Monnet Chair in European Economic Governance. He was visiting scholar at Hitotsubashi University Tokyo and is Managing Editor of the journal History of Economic Thought and Policy. Member of several National Research Projects and Academic Coordinator of a few Jean Monnet Projects (UrEU, 2014-15; EURRef, 2019-21; EU2, 2020-22), he was one of the three advisors for the Pilot Project on European civic education implemented by the Strategic Partnership (European Commission, European Parliament, Italian Presidency of the Council of Ministers, Ministry for Education and University). He is affiliated to the Italian Society of Economist, to the Robert Triffin International Foundation, to the European Society for the History of Economic Thought, to the University Association of European Studies. More info, CV and publications can be found here: <a href="https://www.uniroma3.it/persona/aWUxdWxqWmtjMjh6ekFoS2QzRklWZzIDOVZtZzJMR29nSGJ6STeZMkU2cz0=/">https://www.uniroma3.it/persona/aWUxdWxqWmtjMjh6ekFoS2QzRklWZzIDOVZtZzJMR29nSGJ6STeZMkU2cz0=/</a>
Prof. Lilia Cavallari	Roma Tre University	Senior Advisor	Full Professor of Political Economy, Department of Political Science, University of Roma Tre. Since 2011 Coordinator of the Master Course in International relations. Since 2016 Coordinator of the section "Government and Institutions" of the PhD in Political Science. Since 2018 Advisor, ECO/SOC panel, DG Research, European Commission. Since 2014 Associate Editor, "Economic Modelling", Elsevier and since 2020 Guest Editor, Economies Open Access Journal. Actually President of the Italian parliamentary budget office. More info, CV and publications can be found here: <a href="https://scienze politiche.uniroma3.it/persona/NDVSdGV3N1EyZjNXcVRodXNWUFZ3WWRudVloMIRhY3pqUWdkRkdhYlZoWT0=/profilo/">https://scienze politiche.uniroma3.it/persona/NDVSdGV3N1EyZjNXcVRodXNWUFZ3WWRudVloMIRhY3pqUWdkRkdhYlZoWT0=/profilo/</a>
Prof. Anna Maria Ciraci	Roma Tre University	Senior Advisor	Full Professor of Methodology of didactic research, Degree Course in Educational Sciences, Department of Educational Sciences, Roma Tre University. Member of the "Didactics and assessment of learning and attitudes" Laboratory, Department of Education, Roma Tre University. She obtained the qualification to teach Legal and Economic Disciplines at schools and state institutes of secondary and artistic secondary education (competition class XXV). Post-graduate specialization in "Assessment of learning and self-assessment of the institute in the school of autonomy", Roma Tre University
Prof. Raffaele Torino	Roma Tre University	Role: Senior Advisor Task: Senior Advisor	Full Professor of Comparative Private Law at the University of Roma Tre (Department of Political Sciences). Current teaching courses: European Union law and policies (Department of Political Sciences, Roma Tre University) and EU Internal Market Law (Department of Political Sciences, Roma Tre University). Supervisor of the awarded project: "For a healthy and robust European citizenship", a project funded in 2018 by the Program for the granting of economic contributions in support of initiatives for the promotion of

			European policies, citizenship and European integration of the Lazio Regional Council.
Dr. Francesca Berti	Roma Tre University	Role: Junior Researcher  Task: Tutoring and Junior Advisor	Post- Doctoral Researcher in Economics and Tutor Learning Lab - Moodle. She obtained a Ph.D in Economics and a MA in International relations. Worked for MIBACT as Junior EU Project analyst. She has some expertise in the teaching fields: History of Economic Thought, Theories and History of International Economic Relations, Italian language.
Dr. Luca Morgante	Roma Tre University	Role: Administrative Personnel Task: Administrative Secretary	Luca Morgante is the administrative Responsible for Research of the Department of Political Science, University of Roma Tre. He has a long-term expertise in financial management and reporting of European projects.
Dr. Veronica Sacco	Roma Tre University	Role: Junior Researcher  Task: Tutoring and Junior Advisor	MA in International relations and in History of international politics, she worked for Euractiv Italy and was awarded a scholarship in Theory and History of International Political Economy, University of Roma Tre. She has some expertise in the teaching fields: History of Economic Thought, Theories and History of International Economic Relations, Italian language.
Mariella Ristori Headmaster	Liceo Classico Musicale F.Petrarca	Head of Project Coordination	Principal of Liceo Classico Musicale F. Petrarca  School management and legal representation; responsible for financial resources; direction, coordination and upgrading of human resources; responsible for labour relations.
Maria Elena Di Paolo	Liceo Classico Musicale F.Petrarca	Head Administrative Coordination	Director of general and administrative services; Expert in notarial acts; Expert in Healthcare Law and Management of healthcare public bodies.
Antonella Fatai Teacher	Liceo Classico Musicale F. Petrarca	General project coordination and organisation Support	Teacher of Mathematics and Physics and is vice-principal; Expert on school evaluation; Expert in didactics also in online classrooms and is an expert in remedial maths. You are responsible for the quality of your school; She also teaches the fourth year of excellence of “Rondine Cittadella della Pace”, a place where enemies from war zones live together. The teacher helps students on a path of development and self-awareness, to become not only leaders of their own lives, but also agents of real change, as active citizen of the third millennium.
Chiara Amorini Teacher	Liceo Classico Musicale F. Petrarca	Dissemination Committee	Teacher of English Language and Literature; Expert in Text Editing and Literary Translation; Teaching Experience in London and Melbourne at Australia. Other languages Spanish.
Domenico Iasiello Teacher	Liceo Classico Musicale F. Petrarca	Educational committee	Teacher of language, Literature, History, Geography and Latin; Expert in creative Writing; Educator for adolescent laboratories at risk. Romance Author.
Maria Cirrincione Teacher	Liceo Statale “Niccolò Machiavelli” Roma	Teaching Coordination	Teacher of language, Literature, History, Geography and Latin; Teaching Experience at the University of Cyprus; Staff member of the Erasmus+ Call2018 KA2 “ The Splendour of Nature”

Ludovica Valentino Teacher	Liceo Statale "Niccolò Machiavelli" Roma	Teaching Coordination and Organisation Support	Teacher of language, Literature, History, Geography and Latin; Sen Teacher for Special Needs Students in Lower Secondary Schools; school board of directors member.
Sergio Turris Teacher	Liceo Statale "Niccolò Machiavelli" Roma	Dissemination of Project Information	Teacher of language, Literature, History, Geography and Latin; Other languages English and Spanish. Expert in Humanities, Ancient Greek and Latin. master in Citizenship and Constitution education. ECDL. Staff member of the Erasmus+ Call2018 KA2 "The Splendour of Nature".
José Matias Fernández Díaz Headmaster	Real Conservatorio profesional de Música de Almería	Project coordination and organisation Support Teaching Coordination and organisation support	As Head Teacher: management and organisation of the conservatory; Artistic Management; Relationship with public and no public institutions and authorities; Educational Management. Aspectos of the pianistic interpretation; Erasmus+Project "Working on the future through Music"; Academic coordinator; Advanced degree in Music (Piano).
Maria Del Mar Oyonarte Gómez Teacher	Real Conservatorio profesional de Música de Almería	Dissemination of Project Information and educational committee	Aspectos of the pianistic interpretation; Erasmus+Project "Working on the future through Music" Advanced degree in Music (Piano). Relationship with public and no public institutions and authorities;
Natalia, Maria Otulak Teacher	CLV Liceum Ogólnokształcące Integracyjne	Project coordinator dissemination contact person	Teacher of English; Cooperative, creative, sociable person.
Katarzyna Maj Teacher	CLV Liceum Ogólnokształcące Integracyjne	vice Project coordinator dissemination contact person	Teacher of English; MS Office 365- advanced
Edyta Romanowska Teacher	CLV Liceum Ogólnokształcące Integracyjne	Educational coordinator	Special Educational Needs Teacher.
Diana Janiec-Mirosławska Teacher	CLV Liceum Ogólnokształcące Integracyjne	Educational coordinator	Teacher of Polish.
Dawid Kielbasa Teacher	CLV Liceum Ogólnokształcące Integracyjne	Educational coordinator	Teacher of Geography; Expert in Management and Supervision of event projects.
Luca Agostino Teacher	Lycée International St Germain en Laye	Project Coordination Organisation Support and Dissemination	Associate Professor of Mathematics; Member of the teacher staff and communication staff, project officer; Expert trainer in mathematics education. Co-Référent de projets KA 229 (Erasmus+) international mobility France Italy Spain.

		of Project Information	
Massimo Chiaia Teacher	Lycée International St Germain en Laye	Educational committee	Teacher and coordinator Italian section; A freelance journalist; Member of the teaching staff and communication staff, project officer; He is a History teacher at the Italian Ministry of Foreign Affairs; He also coordinates the Italian teachers of the DFAIT in France in the disciplinary field of history and geography. His research areas are the modelling, research and use of methodologies and tools of disinformation and propaganda in the political- military context; the role of the media in the construction of parallel realities; the analysis of the relationship between public perception and reaction to the news and fake news.
Augustin Humbert Teacher	Lycée International St Germain en Laye	Educational coordinator and Organisation Support	Teacher History and Geography; Academic coordinator; Staff member (Member of the teaching staff and communication staff, project officer);

#### 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.*

The strategic choice of entrusting the enhancement of our project's dissemination to two external organizations (CesUE and M&C) reflects the strong desire to maximize the impact of the project and make the outputs shareable to a wide audience of schools and institutions that deal with civic education at a broader level. Firstly, CesUE (Center for Studies on the European Union and Global Governance), given its specific expertise and the importance of its technical-scientific committee, will make a small introductory module for all teachers in the network. The module concerns the history of Europe from its origins to nowadays and aims to produce proper content, methodologies and tools for the lessons in classes. Subsequently, Euractiv will deal with the dissemination and communication of the various progress steps and the results achieved in the project through the creation of a special section. M&C marketing, will deal with the dissemination, creation and co-construction of didactic interactive notebooks on European civic education by collecting and reworking the materials produced during the project activities.

CesUE srl is a spin-off of the Sant'Anna School of Advanced Studies in Pisa which is classified among the top universities in national and international rankings. CesUE is a prominent actor in Italy on European issues. It has successfully implemented several researches, training and communication projects on EU. It has worked with the Italian government, European institutions, the Tuscany Region, several local governments, Europe Direct information centres, and many Italian and European universities and think tanks. In 2018 and 2019 it has co-produced 2 editions of "EUnews - L'Europa oggi" a TV program on EU in collaboration with Telegranducato, a main private regional TV in Tuscany. Its directors are among the main Italian experts on EU issues, editorialists and blogger for main Italian media, part of the Jean Monnet Community, and prof. Castaldi was awarded a Spinelli Prize for European outreach in the first edition of the Prize. In 2020, CesUE signed a franchising agreement with Euractiv Network BV and a media partnership with RCS Media Group to create *EURACTIV Italia* (the EURACTIV Network, the online media for Europe) available at [www.euractiv.it](http://www.euractiv.it) connected to the digital edition of *Corriere della Sera*. *Corriere della Sera* is the leading Italian daily newspaper and its digital version *Corriere.it*, is the most read in Italy. This guarantees Euractiv.it could have an immediate impact on the public debate. In its first year of online activity, Euractiv.it has published about a thousand articles including news, interviews, dossiers, EU consultations, EU calls and tenders. It usually publishes over 12 articles daily, also relaunched by its social media. Its dynamic editorial staff is composed of journalists, academics and experts in social media, brand development, project management, information technology and public affairs areas.

M&C marketing, comunicazione srl has been actively engaged in public and social communication for over thirty years. M&C has created communication services and products for more than 400 public administrations, developing new and effective methodologies. M&C offers consultancy, services, and products to develop social campaigns aimed at large audience and/or specific targets. M&C practises a widespread approach to support dialogue with citizens/users, to improve its relations with the public, to perceive the degree of satisfaction expressed by users on the services offered and activate the re-engineering of processes if needed. The working methodology aims at improving the dialogue between institutions and citizens through campaigns, editorial publications, surveys,

promotional events, web sites developed to reach large numbers of people. The operational phases of the information and training campaigns are managed by the M&C editorial team, which design the editorial concept models, properly customized in order to effectively reach the targets. Furthermore, the dissemination of publications is supported by promotional events organised to meet specific needs, and by public relations activities and press releases to involve stakeholders and media. The school has always been one of the privileged partners in the dissemination of social issues, a sensitive tool to which M&C has always paid great attention. Indeed, the precious collaboration established with school managers and teachers makes it possible to disseminate both communication tools (useful to improve students and families's knowledge) and surveys to verify how messages are received and understood.

M&C also supports public and private actors in the construction of integrated offers, in the creation of participatory planning processes, in receiving resources from the Structural Funds and European competitions, Foundations and Enterprises to design strategies and shape their future. M&C provides qualified support for the creation of partnerships, planning, reporting, monitoring, exploitation, and dissemination of results. M&C works in two European projects, in partnership with other partners:

- The ENCLOSE (Energy efficiency in City Logistics Services for small and mid-sized European historic towns) project involving 16 organizations in 13 member countries is funded by the European Commission under the Intelligent Energy– Europe (IEE) program and aims at raising awareness about the challenges of energy efficient and sustainable urban logistics in European Small/ Mid-sized Historic Towns (SMHTs). M&C has contributed with its experience in the field of information dissemination and communication by creating message multiplication networks at European level.
- The DEMOTIC project, co-financed by the Youth in Action Program, involving 5 partners from 3 member countries, aims at inspiring a sense of active European citizenship, solidarity, and tolerance among young Europeans and involving them in shaping the European Union's future. The project tries also to attract young people to volunteering sector, through volunteering activities, to enable them to implement solidarity and tolerance and increase their perception about the existence of a social community inspired by the European institutions which embodies these values.

## 2.1.4 Cost effectiveness and financial management

### Cost effectiveness and financial management

*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.**

Roma Tre is used to manage projects in a cost-effective way. Given the numbers of activities, a time span of three years, and geographical wideness of the project, we shall ensure that each activity is pursued in a cost-effective manner. Resources are allocated to each partner according to the role that each of them has in organizing activities and events. The budget further reflects differences in country-specific (mainly labour) costs. Financial control will be under the responsibility of Roma Tre, that shall make available all the relevant tools and documents to ensure the smooth financial management, monitoring, and reporting of the project.

## 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 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
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1	The type of content could give rise to political objections from students or family members.	2,3,4	The network of partners will ensure that all opinions are represented in an equidistant manner to address the proposed issues with a willingness to dialogue for a serious, open, calm and reasoned debate in which stakeholders are also encouraged to respond and interact in the discussion.
2	Due to delays in receiving information from network schools, the process of disseminating content over time may be difficult. Likewise, national exams deadlines, holidays and school year start/end dates could slow down the flow of information and the process of implementing activities.	1,2,3,4	According to the project's coordination activities, during the first meetings, the flow of the various tasks will be planned in line with the school calendars in force in the respective countries. Hence, timely reporting will be guaranteed in order to implement the project actions in a uniform and harmonized manner in compliance with the deadlines of each partner.
3	There might be changes in the staff of the partner schools which might destabilise the activities and the scheduling of tasks and deliverables already planned.	1,2,3,4	The involvement of a large number of teaching staff for each partner, (combined with the fact that project management actions are expected to be disseminated at all operational levels) will allow us to replace people without modifying the original vision of the project.
4	It might happen that some partners, depending on political changes in their country, are less willing to participate actively in project activities and to involve students and their communities to avoid negative consequences on their image in the public opinion.	2,3,4	Thanks to a shared planning (in WP1) for each project's phase, activities, contents and modalities will be communicated in advance. Each partner will be asked to report possible critical points. The value of suspending judgements of merit and the methodological equidistance of the parties will help mitigate this risk.
5	A possible resurgence of the Covid-19 pandemic could significantly change the educational landscape across Europe and limit the normal teaching activities.	1,2,3,4	All teaching activities have been designed to be carried out online, the teaching materials and the lectures will be available in a specific online repository. The various coordination meetings of the various areas will always be held online, thus limiting inconveniences and containing both the risks of contagion and loss of teaching activities.

## 2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS

### 2.2.1 Consortium set-up

#### Consortium cooperation and division of roles (if applicable)

Please address all guiding points presented in the Call document/Programme Guide under the award criterion 'Quality of the partnership and the cooperation arrangements'.

Describe the participants (Beneficiaries, Affiliated Entities, Associated Partners and others, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?

*In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.*

Roma Tre University has been active for many years in European civic education through numerous victories in Erasmus+ and Jean Monnet calls. Hence, given its specific experience in the coordination and financial and administrative management of complex projects, it is appointed as lead partner of the network. The network of high schools participating in this project proposal share the same curriculum in the humanities and have long been active in various Erasmus+ project actions linked to individual, class and teacher mobility. The main decision was to share the same training and didactic pathway discussed with the lead university, harmonising all the teaching activities for the various partners. This choice of *a priori* harmonisation will make it possible to simplify and centralise training actions such as that for teachers. The working groups will be homogeneous in age, made up of students of the same age from each school and will cover several countries. There will be a coordination group within each partner led by the coordinator of the proposing school, a working group for teaching and a specialised team on dissemination supervised by our media partners CesUE and M&C. Each group will meet monthly and all activities will be reported in a specific documentation.

The participating schools are: **Liceo Ginnasio Statale "Petrarca"** Arezzo (Italy) which includes both the Liceo Classico and the Liceo Musicale. It is located in the centre of the city of Arezzo and has three prestigious sites, represented by three important historical buildings: the palace in Via Cavour, a noble Jesuit building, where the head office has been located since its foundation in 1857, the Palazzo delle Logge, designed in 1573 by Vasari, which houses the Liceo Musicale and the branch in Via Garibaldi, recently renovated. The Liceo, named after Francesco Petrarca by Royal Decree in 1865, has always played a fundamental role in the life of the city, and its cultural prestige is also recognised by the illustrious figures who have attended and honoured this school; **Real Conservatorio Profesional de Música de Almería** (Spain) is, since its opening in 1987, a lively and dynamic centre of musical education, with the aim to train future professionals on the world of music, both at a pedagogical and interpretative level; **Lycée International St. Germain en Laye** (France) is based on an original history of more than half a century, linked to the consequences of the Second World War and it is unique in its structure: it is indeed the only school in France and in the network of French schools abroad to teach only in the international section; this means that all our students are currently taking the OIB, the International Option of the Baccalaureate, in one of the 14 sections of the school; **CLV Liceum Ogólnokształcące Integracyjne Warsaw** (Poland) is specialized in developing language skills to communicate in foreign languages. In the teaching programmes there is a strong dominance of foreign languages and intercultural education which encourages the opportunity to participate in international projects. They carry out e-Twinning projects both at school and in cooperation with other schools, and teachers regularly improve their qualifications, among other things by participating in the ERASMUS teacher programme; **Liceo Statale "Niccolò Machiavelli"** in Rome (Italy) has three courses of study: the Liceo linguistico, the Liceo delle Scienze umane and the Liceo Economico sociale. They range from an education centred on classical values to more modern cultural and professional requirements, linked to knowledge of languages, relational, psychological and social dynamics, without neglecting the elements of general scientific and economic-legal culture that every educational pathway has the duty to ensure. The teachers, working in different courses of study, guarantee this fruitful cultural osmosis by stimulating the students to work independently and critically, accessing the world of global information in a responsible and guided manner.

## 2.2.2 Consortium management and decision-making

### Consortium management and decision-making (if applicable)

*Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.*

**Note:** The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.

The initial kick-off meeting will define the specific responsibilities of each partner and of the staff involved on specific activities and issues. On this basis the co-ordinator will draw up a detailed work programme so that all tasks and roles are clearly allocated. The schedule may be updated according to the needs of the partners, resulting in the reallocation of tasks and the creation of an updated timeline in accordance with the call and project objectives. We planned monthly network coordination meetings. The active involvement of all schools at all operational levels is essential in terms of smooth decision-making, but also to generate a deep sense of belonging from which we are confident that important reinforcements can arise for the school population and related communities. The fact that the partners all come from the humanities area allows for a more specific sharing of training courses and related activities, enhancing the contributions of each partner in order to achieve an optimal level of network cooperation. We believe that all decisions can preferably be taken by consensus or at least through a majority where the weight of the lead partner will count as a double vote. The co-ordinator will try to satisfy the preferences of the partners by seeking win-win solutions for any problems that may arise. In case of significant problems in the implementation of



the project, a specific meeting will be immediately convened between the school managers and the project coordinators for each school to decide on the issue.

### 3. IMPACT

#### 3.1 Impact and ambition

##### Impact and ambition

Please address each guiding points presented in the Call document/Programme Guide under the award criterion 'Impact'.

Define the expected 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?

The EUpress project is open to many direct and indirect beneficiaries. We can divide the main targets into 3 groups:

**Target group 1 Students** (direct beneficiaries): The partner network will reach out more than 5000 school students aged between 15 and 19, in 4 different EU countries to directly involve them in formal and non-formal training actions on Europe, surveys, debates on topical European issues and roleplaying games. Therefore, the students are not regarded as passive actors enjoying frontal teaching but rather protagonists and co-constructors of dissemination and communication activities, by receiving specific training on topics such as journalistic processing of contents. In this way, students will build fundamental parts of content for dissemination to their peers from other schools, obtaining publications in registered newspapers which are also useful for receiving extra training credits.

**Target group 2 Teachers** (direct and indirect beneficiaries): About 30 teachers will be involved in the project. Initially they will be beneficiaries of some teacher training activities through the cooperation of CesUE. These will also be an opportunity to start cooperative work regarding the project topics and their inclusion in their teaching, including the production of specific teaching materials. They will be engaged in seminars and webinars (possibly involving external experts, if necessary) during the project. In the seminars they will have the opportunity to deepen the conceptual and historical aspects of the European institutional framework and their evolution, the debates on the future of Europe; and in particular the role of the EU in the labour market, regarding various issues and policy areas. In training webinars teachers will actively discuss EU issues, the transition to a greener economy, geopolitical and cultural aspects. All teachers involved will have free access to the didactic materials produced and will receive specific guidance on how to promote specific teaching through the use of these materials.

**Target group 3 Other people:** Students and teachers' families and the general public will be indirectly affected by the project activity through publications on the websites and social networks of participants and beneficiaries of the network, on Euractiv online media and on other communication and dissemination tools.

The short-term impact of the project's activities is expected to increase teachers and students' awareness of the EU's competences on a number of issues, as well as its limitations regarding other issues.

The communication and dissemination strategy of the project employs various means to structurally involve all target groups. We will include both students and teachers in the network activities mailing list in order to keep them updated on the activities and materials prepared by the individual institutions. The project's newsletter will explicitly invite them to spread information on EU, on activities and projects, comments in newsletters, blogs, websites and social profiles of students and teachers.

Joint training and refresher seminars and webinars for network members will offer a series of virtual opportunities for meeting and discussion throughout the duration of the project and will be recorded and made available for future reference.

The schools' web pages and social media accounts, as well as the dedicated blog on Euractiv will help to engage different target groups, while also providing them with an easy way to further contribute to dissemination by reaching a wider audience.

#### 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.*

### **Dissemination**

Dissemination activities are a set of strategic activities to disseminate useful information about the project and its results in order to maximise the impact, in terms of widening the audience of stakeholders, students, high school teachers, teachers' associations and youth associations. Professionals from CesUE and M&C will elaborate the contents to be distributed press releases and materials to the staff tutors who will then distribute them internally to the relevant bodies. Each publication will include the logo of the EU and the Erasmus+ programme showing that this project has been co-funded by the EU. The key elements of our dissemination plan can be divided into internal and external:

- Internal are those of the official structures of the network partners, easily accessible, available also in English and widely highlighted on the official website and social profiles of Roma Tre University (<https://www.uniroma3.it>) and those of the other partners. Specific areas of the official portals such as the "Student Portal" (<https://portalestudente.uniroma3.it>), which contains the area dedicated to the training of teachers and educators, "Roma Tre Radio" (<https://radio.uniroma3.it>), which promotes the various projects carried out by the faculty, including international activities. In addition to dissemination activities through official channels, we want to propose an innovative experience thanks to our subcontractor M&C. Among the various lines of activity that M&C marketing has developed over time is an interactive notebook format to support the dissemination to young people, schools and families of major themes of active citizenship and civic education ([https://www.dentrotutti.org/wp-content/uploads/2021/02/Bullismo\\_2021.pdf](https://www.dentrotutti.org/wp-content/uploads/2021/02/Bullismo_2021.pdf) this is a notebook on the theme of bullying for example). For this network project, we are building a specific one, proposing a series of short articles providing a general overview of the themes of the project and illustrating the various aspects of the themes dealt with and developed during the activities. Each text is designed in a wiki perspective, with active links for explanation and in-depth analysis, and is accompanied by qr-codes that link to videos, tutorials, fact sheets, galleries, musical selections with testimonials from artists, influencers, experts in the sector, and much more. The content is simple and intuitive to use, and is presented in a captivating manner, with immediate and clear language, without compromising the scientific nature of the content. The topics dealt with in the project will become the subject of an interactive exercise book on civic education and European citizenship, intended in particular for teachers, who will be able to follow a common path as a basic outline. Given the digital nature of the exercise book, its contents are constantly updated and can therefore be implemented over time, with contributions from participating schools. The workbook will be produced in the language versions of the participating countries as well as an English version.

- The external multipliers are external to the university and spread throughout Europe, such as the Europe Direct centres, the EuroDesk centres and the Informagiovani desks. The involvement of these multipliers is activated both thanks to the presence of a EuropeDirect centre within the university but also thanks to the subcontractor CesUE, which has activated collaborations with the above-mentioned networks able to promote courses, events and projects in the databases freely available in all the most important guidance and information centres distributed on the national territory.

### **Communication**

The communication strategy addresses a general public and comprises a series of activities aligned with the objectives and tasks of WPs 1, 2, and 3. They are grouped around a few main thematic areas, which include information and promotion activities to increase the visibility of the project and address current pressing challenges, and echo the main objectives and recommendations of the Commission for the development of the Erasmus + programme, with a particular focus on the next years' annual priorities for Jean Monnet Network actions: modernisation of European civic education, to promote innovative and smart economic transformation after the Covid-19 pandemic; improving young people's awareness of living in a rapidly changing environment; supporting the resilience of the education system. Given the interconnected nature of these thematic areas, some of our communication activities will provide important coverage of these issues. EUpres will develop a number of different and complementary activities, each with a particular focus. The plan is to publish content at regular intervals, on average 2 per month, for a total of about 72 pieces including articles, opinions, interviews, videos and events on Euractiv.it produced by the partners under the professional supervision of the Euractiv editorial team. The articles will be present both on the home page and in a section dedicated to the project easily accessible from the home page. Altogether, these 72 articles will take into consideration all aspects covered by the project, including comparisons, case studies and specific examples in the study of European civic education in the different national contexts represented. Like the other content published on Euractiv in the dedicated section, the articles will remain online after the end of the project, becoming a reference point for teachers, students, stakeholders and policy makers to consult and download freely. Each published article will include the logo of the EU and the Erasmus+ programme illustrating that this project has been co-funded by the EU. In addition, through a disclaimer, each published opinion will make clear that the information reflects only the author's views.

A second pillar of the information campaign is related to the events organised always in cooperation with CesUE/Euractiv distributed in one per year for a total of 3 events. Considering the characteristics of the project's objective and in order to achieve maximum impact, these meetings will focus on the priorities identified in the

Erasmus + programme guidelines with particular attention to the main Jean Monnet priorities and their impact on the world of education. They will be organised and streamed on Euractiv social media, involving stakeholders, professional associations, national and European policy makers. These events are part of a more comprehensive strategy to build a wider debate. On the one hand, the events aim to complement the communication work towards the main stakeholders (institutions) and indirect beneficiaries (school and youth communities). On the other hand, they will use the participation of relevant and visible stakeholders to broaden the dissemination of the project and its editorial content to the public.

A third pillar will offer promotion on social media and will operate transversally in all dissemination and communication activities to reach an increasingly wide audience. This activity is linked to a social media management work that concerns the publication of all the contents created during the project on the main social networks, both the official ones of the partners and those linked to CesUE/Euractiv. The focus of this activity will be content management: from planning the distribution of all the content produced, to analytical reporting, cross-sharing between the pages of the institutions and media involved, management of the community of readers and moderation of the pages.

### 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?*

In order to assess the sustainability of EUpress project, we aim to evaluate its ability to produce effective results in the short and long run. The main beneficiaries will be the students with the acquisition of two types of specific skills: one on the EU, its functioning and how the integration process is moving towards the future; the second linked to the acquisition of specific skills in techniques and methodologies of analysis and production of content in a journalistic style. Moreover, our aim is also to improve the skills and competences of teachers by providing them with regular and constant training, through management support over a long period of time in order to sustain the successful results we have set out to achieve. Changes in the implementation of new methodologies by teachers take time to mature and normalise. In this regard, according to the Centre for Educational Research and Innovation (CERI) of the OECD, educational resource projects, especially open educational resources such as short video lessons, have to comply with two types of sustainability:

- First, the sustainability of the production and sharing of educational resources.
- Secondly, the sustainability of the use and re-use of educational resources by the end users (teachers or students).

Regarding the sustainability of resource production and sharing, costs related to people's time, development of workflow policies and management of digital tools have to be taken into account. Addressing these real costs is a relevant part of the sustainability challenge that the partner network led by the University of Roma Tre can effectively address thanks to its experienced internal staff and its ability to use digital resources in an appropriate way.

Regarding the second challenge, in order for an educational resource project to achieve its objectives, resources must be procured in such a way that all users can easily access them. Users may need the ability to use technical tools to make effective reuse of resources, they may also need training or to see examples of how to access them. This is why the EUpress project staff will provide technical support during ad-hoc live sessions to enable users to acquire the necessary skills to interact autonomously with the digital tools used while offering the tool of the Project Notebook as an element of collection of didactic material and enriched throughout the project duration with the experiences of teachers and pupils involved.

Moreover, in order for the training courses to be sustainable over time, the processes and supporting practices must be institutionalised in the provider organisation. In this regard, Roma Tre and the partner schools can count not only on an experienced staff, but also on the fact that all their previous proposals for training projects on EU issues have been funded and consequently have become a stable part of their current training activities (such as, the courses of History and Theory of International Economic Relations and European Project). Therefore, in line with past experience, we can reasonably expect that the proposed methodologies and activities can easily be continued after the end of the project, as well as the short video courses for teachers and the Notebook will always remain available.

## 4. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

### 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)).*

The general structure of the project reflects the activities and priorities to be implemented.

WP1 concerns the coordination, management, and monitoring of the project. It aims at designing and fine tuning the activities throughout the whole duration of the project and coordinating the implementation of the WPs in cooperation with the partners' representatives.

WP2 and WP3 represent the core of the project. They aim at implementing specific training activities for teachers on the history of EU integration and EU's new challenges, as well as enabling teachers to develop specific teaching modules on European Civic Education to be tested in their classrooms (WP2). Moreover, both students and teachers will be involved in a collaborative journalism workshop (WP3) and in a summer school mean to improve their abilities to communicate European Union's main issues through effective journalistic techniques (WP 3).

WP4 is related to the dissemination and communication strategy, that includes the creation and diffusion of promotional texts both for internal and external stakeholders, the organization and implementation of public events with relevant stakeholders and the development of an interactive notebook on European Civic Education and European citizenship.

### 4.2 Work packages and activities

#### 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 deliverables/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*

*Please refer to the Call document/Programme Guide for specific requirements concerning the number and the typology of work packages.*

*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).

## Work Package 1

Work Package 1: Project management and coordination					
<b>Duration:</b>	M1 – M36	<b>Lead Beneficiary:</b>	RomaTre University		
<b>Objectives</b> <i>List the specific objectives to which this work package is linked.</i>					
<ul style="list-style-type: none"> <li>Managing the project effectively</li> <li>Facilitating cooperation and coordination between project partners and subcontractors</li> <li>Clearly defining operational and control procedures and constantly monitoring the work plan</li> <li>Constantly updating the workflow and effectively evaluating partner and beneficiary satisfaction, activities and deliverables.</li> </ul>					
<b>Activities (what, how, where) and division of work</b> <i>Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.</i> <i>Show who is participating in each task: Coordinator (COO), and if applicable Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP) and others, indicating <b>in bold</b> the task leader.</i> <i>Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.</i> <b>Note:</b> <i>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 this work package.</i> <i>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.</i>					
Task No (continuous numbering)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role	

linked to WP)				(COO, BEN, AE, AP, OTHER)	
T1.1	Kick-off meeting	Preparation and implementation of the first meeting with representatives of all project partners to launch the project, presentation of procedures and key documents.	All participants institutions	COO, BEN	Yes, CesUE and M&C
T1.2	Creating the official work plan of the action project	Creation of a detailed action plan for all the project tasks	All participants institutions	COO, BEN	
T1.3	Updating the official project work plan	Updating the project plan according to the evolution of the project	All participants institutions	COO, BEN	
T1.4	Monthly Project Team meetings	Monitoring project progress and coordinating the implementation of the WPs in cooperation with the partners' representatives.	All participants institutions	COO, BEN	
T1.5	Bi-annually updates to Steering Committee	The agenda of the meetings will be determined according to the progress of the project, especially at the end of the various milestones. The general purpose of the steering committee meetings is to assess the progress of the project and the dissemination and communication activities.	All participants institutions	COO, BEN	Yes, CesUE and M&C

**Milestones and deliverables (outputs/outcomes)**

*Milestones are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.*

*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.

*It is recommended to limit the number of deliverables to max 10-15 for the entire project. 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:*

<i>Public — fully open (🚩 automatically posted online on the Project Results platforms)</i> <i>Sensitive — limited under the conditions of the Grant Agreement</i> <i>EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision <a href="#">2015/444</a>.</i>							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1	Steering Committee meetings	1.	RomaTre University	Seven steering committee meetings with representatives of all project partners to assess the progress made and to relaunch new actions and improvements.		M1, 6,12,18,24,30 and 36	Minutes of the meetings
MS2	Annual EACEA Report	1.	RomaTre University	Verifying and compiling the annual project reporting		M12, M24, M36	Communications with EACEA
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	Steering Committee Meetings Minutes	1	RomaTre University	[R — Document, report]	[SEN Sensitive]	M2, 7,13,19,25,31 and M36	PDF document, English
D1.2	EU Annual Reports	1	RomaTre University	[R — Document, report]	[SEN Sensitive]	M2, 7,13,19,25,31 and M36	PDF documents, English

**Work Package 2: Training Processes****Duration:**

M1 – M14

**Lead Beneficiary:**

RomaTre University

**Objectives***List the specific objectives to which this work package is linked.*

- To improve the knowledge about the history of the European integration process and reasons and values underlying the process.
- To enhance the comprehension of the role of Europe in the socio-political and future scenario in the continental and global context.
- To develop collaborative skills.
- To effectively communicate the main themes of European planning and policy (Next Gen EU, Green Deal, etc.).
- To promote the value of study, research and critical revision for a better understanding of reality.

**Activities (what, how, where) and division of work**

*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), and if applicable Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP) and others, 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 this 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.*

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)	
T2.1	Training presentation meeting	<p>Presentation of the 1-day training course sessions organised by the Roma Tre University on the following topics:</p> <ol style="list-style-type: none"> <li>1. the presentation of the involved schools and project staff.</li> <li>2. Illustration of the educational path, planning of activities, working methods, expected results, deliverables.</li> <li>3. Presentation of CESUE, M&amp;C, Euractiv media and the operational QUADBOOK they will develop.</li> </ol>	All participants institutions	<b>COO, BEN</b>	No



		<p>4. Choice of two/three themes of Next Gen EU policy to be developed in the workshop activities.</p> <p>5. Planning of meetings between the lead partner and each partner in order to examine the specific educational systems for a precise calibration of the didactic tools.</p>			
T2.2	Training on European integration issues	Blended training and on a digital platform, where a historical-narrative path of 20 hours of training (two months) will be offered (in the first part of the school year) to teachers of the participating schools on the birth of the "Ventotene Manifesto" and the idea of Europe. The training will be carried out by Roma Tre staff and will consist of six three-hour meetings with a final two-hour meeting. The teachers will have at their disposal structured didactic material and will have the possibility to enjoy a workshop for the analysis, comparison and study of documents provided.	Teachers from all participants institutions	<b>COO, BEN</b>	No
T2.3	Training on the EU's new challenges	20-hour (two months) training on a digital platform for teachers from partner schools on the knowledge of models, contents and teaching methods of civic and economic-financial education in the different European countries with a specific focus on current and future programmes influenced by the Next Gen EU plan. Structured didactic material will be provided as well as a workshop for analysis, comparison and study of comparative documents. The analysis of teaching experiences and case studies will form the basis of the workshop.	All participants institutions	<b>COO, BEN</b>	No
T2.4	Exploiting Knowledge	This task is needed to rework the learning and rearrange the new teaching skills obtained. The teachers participating in the previous training modules will develop together three teaching modules of 8 hours each on civic education to be tested in their classrooms. The topics will be related to European citizenship, including human	All participants institutions	<b>COO, BEN</b>	No

		rights and environmental sustainability. In this action students will test the modules built in their classrooms and write a "logbook" on this experience. Students from different countries will get to know each other through the use of social networks and the e-learning platform used by carrying out part of the module along with their teachers. A crucial part of the activity is the collection of teachers' observations on the development and test of the modules in order to identify strengths and weaknesses and assess the effectiveness of the teaching. The interactive notebooks generated will represent a useful prototype for subsequent implementations extended to a larger number of countries and as a basis for competitions, hackathons, events, workshops with the involvement of many dissemination networks.			
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**Milestones and deliverables (outputs/outcomes)**

*Milestones are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.*

*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.

*It is recommended to limit the number of deliverables to max 10-15 for the entire project. 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.*

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Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
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MS3	European Training activities	2	All network participants	Teachers and students learn the fundamentals of European civic education to enhance their self-perceived European citizenship level. Students explore in collaboration with teachers at least two themes of European policy related to Next Gen EU.		M13	Attendance records of the training actions. Thanks to the publication of the Learning Notebook, all the partners' interventions and the outcomes of the training actions will be noted.
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)
D2.1	The European Student Notebooks	2	RomaTre University	[R — Document, report]	[PU — Public]	M36	"Notebooks of the European Student", an interactive and updatable multimedia educational product in digital and printable format (PDF), in all the network's languages consisting of 8 pages, (approximately 200 hard copies) which will be uploaded on the portal within the tenth month from the beginning of WP2. The Notebook will be public for all users belonging to the project's network of schools.
D2.2	Lessons on the European integration process	2	RomaTre University	Videos	[R — Document, report]	M13	The lessons of the training course of task T2.2 will be given recorded in English and made available on the University's web platform, on the websites of the network partners

							and disseminated through the relevant channels and social networks.
D2.3	Lessons on the new challenges of the European Union	2	RomaTre University	Videos			The lessons of the training course of task T2.3 will be given recorded in English and made available on the University's web platform, on the websites of the network partners and disseminated through the relevant channels and social networks.

**Work Package 3: Next generation reporters****Duration:**

M14 – M36

**Lead Beneficiary:**

Liceo Petrarca (and all network)

**Objectives**

List the specific objectives to which this work package is linked.

- Learning and experimenting techniques of elaboration of journalistic contents.
- Implementing collaborative journalism tools among the schools of the network.
- Contributing to the publication of articles on a real media player.

**Activities (what, how, where) and division of work**

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), and if applicable Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP) and others, 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 this 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.

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)	
T3.1	Collaborative journalism workshop	The teaching staff of the network schools in collaboration with the staff of the lead university will carry out a series of meetings on a web platform for the study, design and development of digital communication journalistic techniques for schools. The aim is to create a stable structure mean to support the design and production of different types of information contents (writings, interviews, videos, infographics, opinions, etc.). The course includes 30 hours of work and a digital platform for the cooperative network's activities. The work includes practical activities organized by tutors in schools for the creation of modules and articles on the online platforms managed by CesUE (Euractiv) and M&C (Didactic Booklet), as well as the use of social channels and dissemination networks. The work is aimed at involving students and their teachers in analysing, researching and processing journalistic-style contents by exploiting the power of the collaborative network of schools on topics related to the Next Gen EU.	All schools network	<b>COO, BEN</b>	Yes, CesUE
T3.2	EUpres Summer School	The EUpres Summer School addressing both teachers and students will be organized by the coordination team in a proper educational setting and last five days. 50 students will be involved (10 for each high school) accompanied by two teachers for each partner. The coordination team of the schools and the subcontractors will be managed by the staff of the Rome Tre University	All schools network	<b>COO, BEN</b>	Yes, CesUE

		with the aim to improve the communication abilities of participants on European Union's main issues through journalism. The preparation and realization of the event take 6 days of work, online and in person. The contributions of schools, associations, third sector and civil society actors and European associations will be considered crucial to convey their experiences and to share their educational and training products. The works produced will enrich the didactic notebook and compose a Special Report on Euractiv website.			
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**Milestones and deliverables (outputs/outcomes)**

*Milestones are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.*

*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.

*It is recommended to limit the number of deliverables to max 10-15 for the entire project. 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](#).

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS4	Summer School	3	All Network	Organization and implementation of the EUpress summer school, a space for study and discussion on the innovation of teaching on European issues with a particular focus on the Next Gen EU and	M27	Special Report on Euractiv, videos, photos and the inclusion of study materials and the products of cooperative works in the

				on what it represents for European young people			didactic notebook in which they will be uploaded.
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)
D3.1	Special Report	3	All Network	[R — Document, report]	[R — Document, report]	M27	EURACTIV Special Reports are week-long publications in English containing in-depth reporting about a specific subject, with one article published every working day for a total of approximately 5 news items. It will remain online after the end of the project, becoming a point of reference for stakeholders. A PDF document collecting all the articles will be published on EURACTIV for free consultation and download.  The Special Report is promoted on the EURACTIV website with animated rotators advertising on the homepage and relevant sections.
D3.2	Publications on Euractiv	3	All Network	[R — Document, report]	[R — Document, report]	M36	The editorial coverage on Euractiv consists of articles published at regular intervals - about 1 per month - and can be considered the fil rouge of the project. The project

							dedicated section will be used as an information hub for all types of content (e.g. articles, interviews, infographics, videos, special reports, event coverage) related to the topics covered by the EUpres project, providing information to the target in one place and giving space to the work of the beneficiaries. Online Publications will be in English
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**Work Package 4: Communication and dissemination**

<b>Duration:</b>	M1 - M36	<b>Lead Beneficiary:</b>	Roma Tre (and all network)
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**Objectives**

List the specific objectives to which this work package is linked.

- Raising awareness and promoting the EU within the educational offer and within the teaching and student community in the partners of the network;
- Promoting the core values of the EU and the new challenges (Green Deal, Next Gen EU, etc.)
- Multiplying the impact of the project actions for the teachers (in the refresher courses) and for the students willing to improve their skills on journalism and new media.
- Disseminating information about the project results to all community participants and stakeholders;
- Increasing knowledge and understanding of European civic education policies and practices;
- Encouraging cultural changes in terms of modernization and internationalization of school education on European civic education through new methodologies and applications.

**Activities (what, how, where) and division of work**

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), and if applicable Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP) and others, 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 this 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.

Task No	Task Name	Description	Participants
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(continuous numbering linked to WP)			Name	Role (COO, BEN, AE, AP, OTHER)	In-kind Contributions and Subcontracting (Yes/No and which)
T4.1	Defining and updating a communication plan	Creating and updating a communication plan to be shared among all network	All Network	<b>COO</b>	Yes / CesUE
T4.2	Preparation and diffusion of promotional texts for network channels use	Preparation and diffusion of promotional texts to be used as guidelines and on the university portal of the educational paths and activities implemented thanks to the EUPress project.	All network	<b>COO, BEN</b>	Yes / CesUE
T4.3	Design and dissemination of promotional material for external multipliers	Design and distribution of promotional materials to qualified external multiplier networks such as Europe Direct, Eurodesk, the ministerial portal SOFIA, the national network of Informagiovani and InformaOrienta desks, teachers' associations, employers' associations and trade unions.	All network	<b>COO, BEN</b>	Yes / CesUE
T4.4	External communication through Euractiv.it media	Preparation and publication of 36 articles (1 per month) in the section dedicated to the project on both the activities and the results of the project, but also focusing on the priorities of the Jean Monnet and Next Gen EU actions in promoting meaningful transformations for young people in the post Covid era, supporting the resilience of the European political and social system.	All network	<b>COO, BEN</b>	Yes / CesUE
T4.5	Organisation and implementation of Events	Organisation and implementation of 3 Events (1 per year). The main themes will focus on the Next Gen EU priorities and their impact on the young people's future. The results of the project will be presented and the good practices identified and tested by the trainees will be showed to the audience of stakeholders and policy makers in order to increase the level of awareness on the current EU issues and to collect ideas to promote a more general debate on innovative approaches in the teaching of European themes.	All network	<b>COO, BEN</b>	Yes / CesUE
T4.6	Social Media Management	Publication and cross-referencing of all the content created during the project will be promoted on the main social networks of all partners and those linked to CesUE/Euractiv. Several activities will be taken into account: from planning to distribution of	All network	<b>COO, BEN</b>	Yes / CesUE

		all the content produced, analytical reporting, cross-sharing between the pages of the institutions and media involved, management of the community of readers and moderation of the pages.			
T4.7	Didactic Notebook	The Didactic Notebook offers a series of short articles of general overview and illustration of the various aspects of the topics covered. Each text is designed from a wiki point of view, with active links for explanation and in-depth analysis, and is accompanied by qr-code that refer to videos, tutorials, cards, galleries, musical selections with testimonials from artists, influencers, industry experts, and much more. The content proposed are user-friendly and developed in a captivating way, with an immediate and clear language without compromising the scientific nature of the contents. The topics covered in the project will become the subject of an interactive notebook on European civic education and European citizenship, intended for teachers, who will thus be able to follow the same guidelines. Given the digital nature of the notebook, the contents can be constantly updated over time, and implemented during the project with the contributions of the participating schools.	All network	COO, BEN	Yes / M&C

**Milestones and deliverables (outputs/outcomes)**

*Milestones are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.*

*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.

*It is recommended to limit the number of deliverables to max 10-15 for the entire project. 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](#).*

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS1						

MS2							
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)
D4.1	EUpres Communication plan	4	All Network	/R — Document,report/	/PU — Public/	M2	EUpres Communication Plan including organisation, planning and typology of all elements of the dissemination and communication actions of the project. PDF document available in English and Italian
D4.2	Network dissemination documents for its internal instruments	4	All Network	/R — Document,report/	/PU — Public/	M36	University dissemination documents for its internal tools such as the promotional parts for the student guide, student portal, university guide, educational offer guide, university radio. These documents will be prepared and updated for each academic year of the project. The documents in PDF format or hyperlinks will be available in Italian and English.
D4.3	Documents for external dissemination	4	All Network	/R — Document,report/	/PU — Public/	M36	Documents for external dissemination to identified networks and multipliers such as Europe Direct, Eurodesk, Ministry of Education, Informagiovani,

							Informa Orienta, teachers' trade association magazines, etc. Documents and publications will be available as pdf files or hyperlinks in Italian and English according to the hosting organisation rules.
D4.4	Publications in the media Euractiv.it	4	All Network	/R — Document,report/	/PU — Public]	M36	The publications on the media Euractiv.it estimated at about 2 per month will be 72. Each publication will be on the front page and will be available in the section dedicated to the project on the portal of the media partner. The articles will be written in Italian and will be visible for the entire duration of the project and even beyond (it is possible to monitor them through the links attached to the various reports).
D4.5	Events	4	All Network	/R — Document,report/	/PU — Public]	M36	All 6 Events in Italian will be filmed and published on Euractiv.it and will be available and traceable among the publications in the section dedicated to the project. The events will also be promoted on the home page and social networks of the University and

							CesUE/Euractiv and will be visible for the entire duration of the project and even beyond (it is possible to monitor them through the links attached to the various reports).
D4.6	Didactic Notebook	4	All Network	/R — Document,report/	/PU — Public]	M36	The notebook is an online product and will be produced in the languages of the participating countries as well as in an English version.

### Events meetings and mobility

#### Events meetings and mobility

*This table is to be completed for events meetings and mobility 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)	Total
E1.1	All network representatives + subcontractor representatives, Stakeholders and policy-makers	Kick-off Meeting	Inaugural meeting of project activities	Project management and general task planning	Rome	2	25
E3.2	network students, teachers + subcontractor professionals	EUpres Summer School	Workshop	didactics and cooperative journalism, European civic education team	undefined	6	60

E4.5.1	Stakeholders and policy-makers	EUpres - educational innovation in European civic education	Stakeholders workshop	a workshop comparing different teaching methods and proposals for European civic education	undefined	1	30
E4.5.2	All network representatives, Stakeholders and policy-makers	EUpres closing event	Stakeholders workshop	Presentation of the activities and results of the EUpres project	undefined	1	30

### 4.3 Timetable

ACTIVITY	YEAR 1				YEAR 2				YEAR 3			
	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 - Kick-off meeting												
Task 1.2 - Creating the official work plan of the action project												
Task 1.3 - Updates to the official project work plan												
Task 1.4 - Monthly Project Team meetings												
Task 1.5 - Bi-annually updates to Steering Committee												
Task 2.1 - Training presentation meeting												

<b>Task 2.2 - Training on European integration issues</b>												
<b>Task 2.3 - Training on the EU's new challenges</b>												
<b>Task 2.4 - Exploiting Knowledge</b>												
<b>Task 3.1 - Collaborative journalism workshop</b>												
<b>Task 3.2 - EUpress Summer School</b>												
<b>Task 3.3 -</b>												
<b>Task 4.1 - Defining and updating a communication plan</b>												
<b>Task 4.2 - Preparation and diffusion of promotional texts for network channels use</b>												
<b>Task 4.3 - Design and dissemination of promotional material for external multipliers</b>												
<b>Task 4.4 - External communication through Euractiv.it media</b>												
<b>Task 4.5 - Organisation and implementation of Events</b>												
<b>Task 4.6 – Social Media Management</b>												
<b>Task 4.7 - Didactic Notebook</b>												

## 4.4 Subcontracting

### Subcontracting

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 to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
WP1	S1.1	CesUE M&C	Kick-off meeting	7.000	High-level expertise of the company in designing civic education at schools. The presence of subcontractors is essential to make project coordination more efficient.	The academic coordinator, being also Director of CesUE and Managing Editor of Euractiv shall guarantee a cost-effective provision of services, beneath market price. Value for money for subcontractors is very good compared to other players.
WP1	S1.2	CesUE M&C	Bi-annually updates to Steering Committee	2.000	High-level expertise of the company in designing civic education at schools. The presence of subcontractors is essential to make project coordination more efficient.	The academic coordinator, being also Director of CesUE and Managing Editor of Euractiv shall guarantee a cost-effective provision of services, beneath market price. Value for money for subcontractors is very good compared to other players.
WP3	S3.1	CesUE	Collaborative journalism workshop	5.500	Euractiv's professional staff will accompany the	The academic coordinator, being also Director of



					beneficiaries to discover the functioning and production related to journalistic work.	CesUE and Managing Editor of Euractiv shall guarantee a cost-effective provision of services, beneath market price. Value for money for subcontractor is very good compared to other players.
WP3	S3.2	CesUE	EUpres Summer School	9.500	The staff of the subcontractor professionals will assist the participants in the publication phase of their works in the different editorial formats of the deliverables	The academic coordinator, being also Director of CesUE and Managing Editor of Euractiv shall guarantee a cost-effective provision of services, beneath market price. Value for money for subcontractors is very good compared to other players.
WP4	S4.1	CesUE	Defining and updating a communication plan	1.500	The professional staff of Euractiv will accompany the network in the management of aspects relating to the setting of an organic dissemination and communication by providing tools and practical methodologies to obtain good results with the minimum possible impact on the partners' resources.	The academic coordinator, being also Director of CesUE and Managing Editor of Euractiv shall guarantee a cost-effective provision of services, beneath market price. Value for money for subcontractor is very good compared to other players
WP4	S4.2	CesUE	Preparation and diffusion of promotional texts for network channels use	1.500	The professional staff of Euractiv will accompany the network in the management of aspects relating to the setting of an organic dissemination and communication by providing	The academic coordinator, being also Director of CesUE and Managing Editor of Euractiv shall guarantee a cost-effective provision of services, beneath market price. Value

					tools and practical methodologies to obtain good results with the minimum possible impact on the partners' resources.	for money for subcontractor is very good compared to other players
WP4	S4.3	CesUE	Design and dissemination of promotional material for external multipliers	1.500	The professional staff of Euractiv will accompany the network in the management of aspects relating to the setting of an organic dissemination and communication by providing tools and practical methodologies to obtain good results with the minimum possible impact on the partners' resources.	The academic coordinator, being also Director of CesUE and Managing Editor of Euractiv shall guarantee a cost-effective provision of services, beneath market price. Value for money for subcontractor is very good compared to other players
WP4	S4.4	CesUE	External communication through Euractiv.it media	19.800	The professional staff of Euractiv will accompany the network in the management of aspects relating to the setting of an organic dissemination and communication by providing tools and practical methodologies to obtain good results with the minimum possible impact on the partners' resources.	In our experience, the cost of managing similar actions is at least 30% higher than that proposed by M&C, whose tools and capabilities we know well.
WP4	S4.5	CesUE	Organisation and implementation of Events	12.200	The professional staff of Euractiv will accompany the network in the management of aspects relating to the setting of an organic dissemination and communication by providing tools and practical	The academic coordinator, being also Director of CesUE and Managing Editor of Euractiv shall guarantee a cost-effective provision of services, beneath market price. Value for money for subcontractor

					methodologies to obtain good results with the minimum possible impact on the partners' resources.	is very good compared to other players
WP4	S4.6	CesUE	Social Media Management	1.500	The professional staff of Euractiv will accompany the network in the management of aspects relating to the setting of an organic dissemination and communication by providing tools and practical methodologies to obtain good results with the minimum possible impact on the partners' resources.	The academic coordinator, being also Director of CesUE and Managing Editor of Euractiv shall guarantee a cost-effective provision of services, beneath market price. Value for money for subcontractor is very good compared to other players
WP4	S4.7	M&C	Didactic Notebook	15.000	The professional staff of M&C will accompany the network beneficiaries in the management of the publications within the Didactic Book and the related updates to maximize the effects of dissemination by providing tools and methodologies useful for achieving a good product.	The academic coordinator, being also Director of CesUE and Managing Editor of Euractiv shall guarantee a cost-effective provision of services, beneath market price. Value for money for subcontractor is very good compared to other players
Other issues: <i>If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</i>			Insert text			

## 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.*

Insert text

## 5.2 Security


### Security

Not applicable.

## 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).

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, European Investment Bank, etc). If NO, explain and provide details.

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

YES/NO

yes

yes

*or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc).* If NO, explain and provide details.

**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 project's objectives.*

Insert text

## ANNEXES

### LIST OF ANNEXES

#### Standard

Detailed budget table/Calculator (annex 1 to Part B) — *mandatory for certain Lump Sum Grants (see [Portal Reference Documents](#))*

CVs (annex 2 to Part B) — *mandatory, if required in the Call document/Programme Guide*

Annual activity reports (annex 3 to Part B) — *not applicable*

List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document/Programme Guide*

#### Special

Other annexes — *mandatory, if required in the Call document/Programme Guide*

## LIST OF PREVIOUS PROJECTS

PROGETTI ERASMUS +, CREATIVE EUROPE, JUSTICE, REC												
Dipartimento	Numero progetto	ACRONIMO	Titolo del progetto	Tipo di azione	coordinatore o partner	Docente responsabile	Ente Coordinatore	Data di inizio	Data di fine	Budget UE	Budget RM3	sito web
Economia Aziendale	2014-1-IT01-KA202-002642	OMO	On my own ... at work	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	partner	Carlo Alberto Pratesi	ASSOCIAZIONE ITALIANA PERSONE DOWN ONLY	01/09/14	31/08/17	400.330,00	34.135	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2014-1-IT01-KA202-002642">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2014-1-IT01-KA202-002642</a>
	586032-EPP-1-2017-1-FR-EPPKA2-CBHE-JP	OPTBANK	Optimizing Research & Doctoral Programs in BANKing and Finance in Indonesia	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	partner	Franco Fiordelisi	UNIVERSITA' DELIMOGES	15/10/17	14/10/20	999.904,00	86.301	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/586032-EPP-1-2017-1-FR-EPPKA2-CBHE-JP">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/586032-EPP-1-2017-1-FR-EPPKA2-CBHE-JP</a>
Giurisprudenza	574803-EPP-1-2016-1-IT-EPPJMO		International and European Disaster Law	ERASMUS+ JEAN MONNET modules	coordinatore	Giulio Bartolini	Università Roma Tre	01/09/16	31/08/19	29.282	29.282	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/574803-EPP-1-2016-1-IT-EPPJMO-MODULE">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/574803-EPP-1-2016-1-IT-EPPJMO-MODULE</a>
	611982-EPP-1-2019-1-IT-EPPJMO-PROJECT		DISSEMINATING DISASTER LAW FOR EUROPE	ERASMUS+ JEAN MONNET Project	coordinatore	Giulio Bartolini	Università Roma Tre	01/09/19	31/08/21	60.000	60.000	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/611982-EPP-1-2019-1-IT-EPPJMO-PROJECT">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/611982-EPP-1-2019-1-IT-EPPJMO-PROJECT</a>
	621239-EPP-1-2020-1-IT-EPPJMO-MODULE	EPIC	European law Perspectives on Innovation Challenges	ERASMUS+ JEAN MONNET modules	coordinatore	Ettore Battelli	Università Roma Tre				29.282	-

Economia	620496-EPP-1-2020-1-IT-EPPJMO-MODULE	RESPECT	Rethinking Speech in Critical Times	ERASMUS+ JEAN MONNET modules	coordinatore	Gior gio Pino	Università Roma Tre				29.282	-
	814763	SMEDATA	Ensuring the Highest Degree of Privacy and Personal Data Protection through Innovative Tools for SMEs and Citizens	REC-AG	partner	Carlo Colapietro	Commission for Personal Data Protection of the Republic of Bulgaria	01/12/18	30/11/20	445.831	72.693	<a href="https://smedata.eu/index.php/it/">https://smedata.eu/index.php/it/</a>
	2017-1-LU01-KA203-023930	STAR S	Skills Transfers In Academia : A Renewed Strategy Enhancing legal clinics in the European Union	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	partner	Vincenzo Zencovich	UNIVERSITE DU LUXEMBOURG	01/09/17	31/12/20	185.017		<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2017-1-LU01-KA203-023930">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2017-1-LU01-KA203-023930</a>
	542598-LLP-1-2013-1-IT-AJM-CH	ELMAWIS	European Labour Market & Welfare System Integration Studies	Jean Monnet Chair	coordinatore	Pasquale Tridico	Università Roma Tre	01/09/13	31/08/16	Max 60.000 + 25.000 lump sums	36.976,00 euro	<a href="http://host.uniroma3.it/centri/jeanmonnet/">http://host.uniroma3.it/centri/jeanmonnet/</a>
	599632-EPP-1-2018-1-ITEPPJMO-CoE		Jean Monnet Centre of Excellence on "Labour, Welfare and Social Rights in Europe"	Jean Monnet Centre of Excellence	coordinatore	Pasquale Tridico	Università Roma Tre	01/09/18	31/08/22	100.000,00	100.000,00	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/599632-EPP-1-2018-1-IT-EPPJMO-CoE">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/599632-EPP-1-2018-1-IT-EPPJMO-CoE</a>
	574631-EPP-1-2016-1-IT-EPPJMO	INEWASI	Inequality, Welfare and Social Innovation in Europe	ERASMUS+ JEAN MONNET modules	coordinatore	Pasquale Tridico	Università Roma Tre	01/09/16	31/08/19	30.000,00 euro	30.000,00 euro	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/574631-EPP-1-2016-1-IT-EPPJMO-MODULE">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/574631-EPP-1-2016-1-IT-EPPJMO-MODULE</a>



Centro Manlio Rossi Doria	611288-EPP-1-2019-1-IT-EPPJMO-PROJECT		UNDERSTANDING EUROPEAN ECONOMIC POLICY: TOWARDS A DEEPER UNION	ERASMUS+ JEAN MONNET Project	coordinatore	Eleonora Pierucci	Università Roma Tre	01/09/19	31/08/21	60.000	60.000	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/611288-EPP-1-2019-1-IT-EPPJMO-PROJECT">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/611288-EPP-1-2019-1-IT-EPPJMO-PROJECT</a>
Scienze della Formazione	2014-1-IT01-KA200-002490	COMWORK	Exchanging practices for recognize and validate competences of social and educational professionals	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	coordinatore	Anna Aluffi Pentini	Università Roma Tre	01/09/14	31/08/16	294.207,00	67.233,60	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2014-1-IT01-KA200-002490">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2014-1-IT01-KA200-002490</a>
	2014-1-DE02-KA200-001629	COMP_CERT	Strategic and practically orientated education of competence balance counsellors with the aim of a holistic orientation	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	partner	Paolo Di Rienzo	Bildungsinstitut PSCHERER GmbH	01/09/14	31/08/16	243.982,00	38.129,00 euro	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2014-1-DE02-KA200-001629">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2014-1-DE02-KA200-001629</a>
	2013-1-IT1-LEO05-03996	QUAL ES	Quality assurance in the financial services sector VET systems	LLP Leonardo project	coordinatori	Vincenzo Piccione	Università Roma Tre	01/10/13	30/09/15	392.997,00	19.683,00 euro	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2013-1-IT1-LEO05-03996">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2013-1-IT1-LEO05-03996</a>
	538534-LLP-1-2013-1-IT-LEONARDO-LMP	SME_QUAL	SMEs Qualification Handbook	LLP Leonardo project	coordinatori	Giuditta Alesandri	Università Roma Tre	01/11/13	31/10/15	452.190,00	69.796,00 euro	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/538534-LLP-1-2013-1-IT-LEONARDO-LMP">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/538534-LLP-1-2013-1-IT-LEONARDO-LMP</a>

2015-1-ES01-KA201-016210	INTEGRARTE	Sviluppo delle competenze attraverso l'arte e l'intelligenza emotiva, per migliorare l'apprendimento e la gestione delle situazioni di esclusione sociale	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	partner	Masimiliano Fiorucci	Fundación Yehudi Menuhin Española	01/11/15	30/04/18	111.721,00	3.000,00 euro	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2015-1-ES01-KA201-016210">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2015-1-ES01-KA201-016210</a>
553177-EFP-1-2014-1-UK-EPPJMO-NETWORK	CICE	Children's Identities and Citizenship: Best Practice Guides	Jean Monnet Network	partner	Sandra Chistolini	London Metropolitan University	(BANDO DEL 2014)	30/06/17	budget gestito dal capofila	budget gestito dal capofila	<a href="http://archive.londonmet.ac.uk/cice/">http://archive.londonmet.ac.uk/cice/</a>
2015-1-IT02-KA203-015386	EURODUAL	European Cooperative framework for Dual Learning	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	partner	Antonella Poce	Università degli studi di Modena e Reggio Emilia	01/09/15	31/10/18	430.774,00	27.329,00 euro	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2015-1-IT02-KA203-015386">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2015-1-IT02-KA203-015386</a>
2015-1-IT01-KA202-004704	MOVE	Movement Valorize Europe. New Competence for trainers	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	partner	Antonio Cocozza	CENTRO SPORTIVO EDUCATIVO NAZIONALE	31/10/15	30/09/17	299.818,00	36.574,00 euro	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2015-1-IT01-KA202-004704">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2015-1-IT01-KA202-004704</a>
2015-1-NL01-KA201-009021	DICHE	Digital Innovation in cultural and heritage education in the light of twenty-first century learning	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	partner	Antonella Poce	Marnix Academie	15/09/15	30/03/18	300.573,00	55.166,00 euro	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2015-1-NL01-KA201-009021">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2015-1-NL01-KA201-009021</a>

2016-1-BE02-KA201-017337	DECO DING	Decoding the Disciplines in European Institutions of Higher Education: Intercultural and Interdisciplinary Approach to Teaching and Learning	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	partner	Sandra Chistolini	KATHOLIEKE HOGESCHOOL	01/09/16	31/10/19	260.980,00	53.700,00 euro	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2016-1-BE02-KA201-017337">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2016-1-BE02-KA201-017337</a>
2016-1-IT02-KA201-024234	DECODE	Develop Competences in Digital Era. Expertise, best practices and teaching in the XXI century	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	partner	Antonio Cocozza	Fondazione Link Campus University (LCU)	01/09/16	31/10/19	431.985,00	58.250,00 euro	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2016-1-IT02-KA201-024234">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2016-1-IT02-KA201-024234</a>
2016-1-PT01-KA203-022808	CRITH INKEDU	Critical Thinking Across the European Higher Education Curricula	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	partner	Antonella Poce	University of Trás-os-Montes and Alto Douro [UTAD]	01/09/16	31/10/19	397.478,00	31.282,00 euro	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2016-1-PT01-KA203-022808">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2016-1-PT01-KA203-022808</a>
2017-1-DE01-KA203-003494	OPEN VM	OPENING EDUCATION FOR DEVELOPING, ASSESSING AND RECOGNISING VIRTUAL MOBILITY SKILLS IN HIGHER EDUCATION	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	partner	Antonella Poce	BEUTH HOCHSCHULE FUER TECHNIK BERLIN	01/09/17	31/08/20	439.830,00		<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2017-1-DE01-KA203-003494">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2017-1-DE01-KA203-003494</a>
543058-LLP-1-2013-1-IT-KA3-KA3MP	LIBE	Supporting Lifelong learning with ICT Inquiry-Based Education	LLP Leonardo project	coordinatori	Gabriella Agrusti	Università degli studi Roma Tre	01/01/14	31/12/15	532.532,00	114.597,00 euro	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/543058-LLP-1-2013-1-IT-KA3-KA3MP">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/543058-LLP-1-2013-1-IT-KA3-KA3MP</a>

												<a href="#">1-IT-KA3-KA3MP</a>
2017-1-IT02-KA201-036533	WE ALL COUN T	We all count	ERAS MUS+ KA2 - Cooper ation for innovat ion and the exchan ge of good practic es	partner	Mas simil iano Fior ucci	ASSO CIAZI ONE MUS- E ROM A ONL US	01/11/ 17	30/04/20	127.35 0,00			<a href="https://ec.europa.eu/progr ammes/erasmu s-plus/projects/ eplus-project- details/#proje ct/2017-1- IT02-KA201- 036533">https://ec.europa.eu/progr ammes/erasmu s-plus/projects/ eplus-project- details/#proje ct/2017-1- IT02-KA201- 036533</a>
579745-EPP-2016-1-TR-SPO-SSCP	STRO NG KIDS	STRON G KIDS	ERAS MUS+ SPOR T	partner	Sand ra Chis tolin i	COM U - Canak kale Onsek iz Mart Unive rsitesi	01/01/ 17	30/06/18	40.795, 00	4.323,0 0 euro		<a href="https://ec.europa.eu/progr ammes/erasmu s-plus/projects/ eplus-project- details/#proje ct/579745- EPP-1-2016- 1-TR-SPO- SSCP">https://ec.europa.eu/progr ammes/erasmu s-plus/projects/ eplus-project- details/#proje ct/579745- EPP-1-2016- 1-TR-SPO- SSCP</a>
2017-1-UK01-KA201-036559	DEMO DRAM A	Democra cy through Drama: Cross cultural approach es for teachers	ERAS MUS+ KA2 - Cooper ation for innovat ion and the exchan ge of good practic es	partner	Gilb erto Scar am uzo	Birmi ngham City Unive rsity (BCU)	01/10/ 17	30/09/19	242.84 5,00	45.430, 00 euro		<a href="https://ec.europa.eu/progr ammes/erasmu s-plus/projects/ eplus-project- details/#proje ct/2017-1- UK01- KA201- 036559">https://ec.europa.eu/progr ammes/erasmu s-plus/projects/ eplus-project- details/#proje ct/2017-1- UK01- KA201- 036559</a>
2018-1-RO01-KA204-049368	DIGIC ULTU RE	Improv in g the Digital Compete nces and Social Inclusion of Adults in Creative Industries	ERAS MUS+ KA2 - Cooper ation for innovat ion and the exchan ge of good practic es	partner	Anto nella Poce	UNIV ERSI TATE A POLI TEHN ICA TIMIS OAR A, [UPT]	01/10/ 18	31/03/21	292.33 8,00			<a href="https://ec.europa.eu/progr ammes/erasmu s-plus/projects/ eplus-project- details/#proje ct/2018-1- RO01- KA204- 049368">https://ec.europa.eu/progr ammes/erasmu s-plus/projects/ eplus-project- details/#proje ct/2018-1- RO01- KA204- 049368</a>
2018-1-EF01-KA203-050986	ANFo MAM	Aprender de los niños para formar a los maestros en el área de matemáti cas - Learning from children to improve primary	ERAS MUS + KA2 2018	partner	Ana Mari a Mill an Gasc a	Unive rsità Pubbl ica di Navar ra - UPNA	01/09/ 18	31/08/21	231.51 0,00	46.595, 00		<a href="https://www.u navarra.es/anf omam">https://www.u navarra.es/anf omam</a>

			school teachers' math-specific education									
	2019-1-IT02-KA204-063178	MASTER	MASTER - Measures for Adults to Support Transition to further Education and Re-skilling opportunities	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	partner	Paolo Di Rienzo	FOR MA.A zione srl	01/11/19	30/04/22	372.057,00	61.385,00	-
	2019 – 1946 / 001 – 001	PAGOSTE	New mechanisms of partnership-based governance and standardization of vocational teacher education in Ukraine	ERASMUS+ KA2 - Capacity Building in the field of Higher Education	partner	Paolo Di Rienzo	University of Konstanz	15/01/20	14/01/23	937.492,00	71.006,00	-
	585762-EPP-1-2017-1-ES-EPPKA2-CBHE-JP	SOLIDARIS	Universidades inclusivas: Competencias clave de la comunidad para el desarrollo de una ciudadanía activa	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	partner	Masimiliano Fiorucci	Universidad de Sevilla (US)	15/10/17	14/10/20	848.646,00	70.671,00	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/585762-EPP-1-2017-1-ES-EPPKA2-CBHE-JP">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/585762-EPP-1-2017-1-ES-EPPKA2-CBHE-JP</a>
Scienze	2014-1-IT01-KA202-002679	SMART	Science e Mathematics Advanced Research for good Teaching	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	partner	Settimio Mobilio	Istituto Carlo Antidiverna	01/09/15	01/09/17	287.915,00	nel 2015 pari a 15.303,00 ; 2016 pari a 5.101,00	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2014-1-IT01-KA202-002679">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2014-1-IT01-KA202-002679</a>

Filosofia, Comunicazione e Spettacolo	600309-EPP-1-2018-1-IT-EPPJMO-PROJECT	VOTE FOR EUROPE-2019	VOTE FOR EUROPE-2019	Jean Monnet Projects	coordinatore	Edoardo Novelli	Università Roma Tre	01/09/18	31/09/20	60.000,00	60.000,00	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/600309-EPP-1-2018-1-IT-EPPJMO-PROJECT">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/600309-EPP-1-2018-1-IT-EPPJMO-PROJECT</a>
	620911-EPP-1-2020-1-M-EPPJMO-NETWORK	European Elections Monitoring Center 20-23	European Elections Monitoring Center 20-23	ERASMUS + ACTION JEAN MONNET NETWORK	coordinatore	Edoardo Novelli	Università Roma Tre			296.809,44	74.202,36	-
	543284-LLP-1-2013-1-DE-KA2-KA2MP	AGnovel	Advanced Interactive Graphic Novels on Mobile Touchscreen Devices - AGnovel	LLP Leonardo project	partner	Marco Maria Gazano	Universität Paderborn	01/01/14	31/12/16	716.382,00	106.520,00	<a href="http://ag-novel.eduproject.eu/project/?lang=it">http://ag-novel.eduproject.eu/project/?lang=it</a>
Scienze Politiche	JUST/2014/RDAP/AG/HARM/7937	MAPFGM	Multisectorial Academic Program to prevent and Combat FGM/C	Justice	partner	Micela Fuschi	Universidad Rey Juan Carlos	01/02/16	28/02/18	600.000,00	76000	<a href="https://mapfgm.eu/?lang=it">https://mapfgm.eu/?lang=it</a>
	600348-EPP-1-2018-1-IT-EPPJMO-CHAIR	QUOVADIS EUROPA	THEORIES AND HISTORY OF EUROPEAN ECONOMIC GOVERNANCE: QUOVADIS EUROPA?	Jean Monnet Chairs	coordinatore	Fabio Masi	Università Roma Tre	01/09/18	31/08/21	36.976,00	36.976,00	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/600348-EPP-1-2018-1-IT-EPPJMO-CHAIR">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/600348-EPP-1-2018-1-IT-EPPJMO-CHAIR</a>
	620045-EPP-1-2020-1-IT-EPPJMO-PROJECT	EU2	EU2-You too! Involving civil society in the making in the future EU	ERASMUS + PROJECT - Jean Monnet Information Project	coordinatore	Fabio Masi	Università Roma Tre	01/01/21	31/12/23	60.000,00	60.000,00	-
	621156-EPP-1-2020-1-IT-EPPJMO-MODULE		Digital citizenship for EU	ERASMUS + MODULE - Jean Monnet Module	coordinatore	Raffaele Torino	Università Roma Tre	01/01/21	31/12/23	30.000,00	30.000,00	-

	611409-EPP-1-2019-1-IT-EPPJMO-PROJECT		REFORMING THE EUROZONE: A CRITICAL DISCUSSION	Jean Monnet Projects	coordinatore	Fabio Masini	Università Roma Tre	01/09/19	28/02/21	56.214,38	56.214,38	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/details/#project/611409-EPP-1-2019-1-IT-EPPJMO-PROJECT">https://ec.europa.eu/programmes/erasmus-plus/projects/details/#project/611409-EPP-1-2019-1-IT-EPPJMO-PROJECT</a>
	553154-EPP-1-2014-1-IT-EPPJMO-PROJECT	EPPJMO	You make the EU, the EU makes You!	Jean Monnet Projects	coordinatore	Fabio Masini	Università Roma Tre	01/09/14	31/08/15	60.000,00	60.000,00	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/details/#project/553154-EPP-1-2014-1-IT-EPPJMO-PROJECT">https://ec.europa.eu/programmes/erasmus-plus/projects/details/#project/553154-EPP-1-2014-1-IT-EPPJMO-PROJECT</a>
Lingue, Letterature e Culture Straniere	2016 -1-FR01-KA203-024155	EVAL-IC	Evaluation des compétences en intercompréhension: réception et interactions plurilingues (Valutazione delle competenze in IC)	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	partner	Elisabetta Bonvino	Université de la Réunion	01/09/16	31/08/19	362.642,00	23 556	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/details/#project/2016-1-FR01-KA203-024155">https://ec.europa.eu/programmes/erasmus-plus/projects/details/#project/2016-1-FR01-KA203-024155</a>
	2017-1-FR01-KA201-037388	Lecturio+	Lecture et compréhension transfrontalières unies par un réseau de l'intercompréhension ouvert aux plus jeunes	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	partner	Elisabetta Bonvino	APIC AD - FRANCE	01/09/17	31/08/19	174.781,00	25.000,00	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/details/#project/1785a3bc-0a45-4dec-8cba-5f8f05b1085f">https://ec.europa.eu/programmes/erasmus-plus/projects/details/#project/1785a3bc-0a45-4dec-8cba-5f8f05b1085f</a>
	562649-EPP-1-2015-1-DE-EPPKA1-JMD-MOB	EMLex	Europäischer Master für Lexikographie / European Master in Lexicography	ERASMUS+ - Erasmus Mundus - Joint Master Degree	partner	Martina Nied	FRIEDRICH-ALEXANDER-UNIVERSITÄT ERLANGEN-NÜRNBERG	01/09/15	31/08/20	2.165.000,00		<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/details/#project/a30e5d4b-23b8-4317-b1b2-2cc05e953a43">https://ec.europa.eu/programmes/erasmus-plus/projects/details/#project/a30e5d4b-23b8-4317-b1b2-2cc05e953a43</a>

	018-1-EL01-KA201-047894	ENRICH	English as a lingua franca practices for inclusive multilingual classrooms	ERASMUS+ KA2 - Cooperation for innovation and the exchange of good practices	partner	Lucilla Lopriore	HELL ENIC OPEN UNIVERSITY	01/09/18	31/08/21	299.608,00	48.806,00	<a href="https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2018-1-EL01-KA201-047894">https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/2018-1-EL01-KA201-047894</a>
School	Numero progetto	ACRONIMO	Titolo del progetto	Tipo di azione	coordinatore o partner	Docente responsabile	Ente Coordinatore	Data di inizio	Data di fine	Budget UE	Budget Liceo Statale Niccolò Machiavelli	sito web
Liceo Statale Niccolò Machiavelli	2020-1-DE03-KA229-077086		Building up our common future - dreaming the world of tomorrow	ERASMUS+ Azione Chiave 229, School Exchange Partnerships	Partner							
Liceo Statale Niccolò Machiavelli	2018-1-DE03-KA229-047233		Tracing and shaping our linguistic cultural heritage for sustainable plurilingualism, intercultural dialogue and active citizenship	Erasmus+ Azione Chiave 2, Partenariati strategici per gli Scambi tra Scuole	Partner		Albert - Schweitzer- / Geschwister - Scholl Gymnasium			97.718,7		<a href="https://live.etwinning.net/projects/project/178234">https://live.etwinning.net/projects/project/178234</a>
Liceo Statale Niccolò Machiavelli	2016-1-DE03-KA219-022830		Making school a home for each student - unity in diversity	Erasmus+ Azione Chiave 2 - partenariato strategico per scambio di buone pratiche	Partner							
Liceo Statale Niccolò Machiavelli	2016-1-IT01-KA102-005004		Commercial Heritage Art GALLERY manager (C.H.A.G ALL.)	Erasmus+ KA1 , VET, 2016-2018	Partner		Liceo Scientifico Ettore Majorana di Latina					



Liceo Statale Niccolò Machiavelli	2014-1-IT01-KA102-002323		TEAM	Erasmus+ KA1 , Teaching Mobility Program								
Liceo Ginnasio Statale F.Petrarca			Our world, our future	Comenius Project				2013	2015			<a href="https://environmentalconsciousness.wordpress.com/about/">https://environmentalconsciousness.wordpress.com/about/</a>
Liceo Ginnasio Statale F.Petrarca				Young G7 - MIUR in collaboration with United Network								
Liceo Ginnasio Statale F.Petrarca				EPAS Project (European Parliament Ambassador School)								

## Budget

Your Requested EU Contribution :	299.997	EUR				
		<b>WP 001</b>	<b>WP 002</b>	<b>WP 003</b>	<b>WP 004</b>	<b>Maximum</b>
<b>BE NR/AE</b>	<b>Acronym</b>	<b>Project Management and Coordination</b>	<b>Training process</b>	<b>Next Generation reporters</b>	<b>Communication and Dissemination</b>	<b>Grant Amount</b>
Università Roma Tre	Roma3	43.179	14.948	8.115	5.125	<b>71.366</b>
Real Conservatorio Profesional de Musica de Almeria	Almeria	10.165	3.160	20.927	10.079	<b>44.331</b>
Lycee International St Germanie en Laye	St Germ	12.343	4.596	21.542	11.446	<b>49.926</b>
CLV Liceum Ogólnokształcące Integracyjne Warsaw	Warsaw	3.993	2.072	20.461	9.020	<b>35.546</b>
Liceo Machiavelli Roma	Roma	10.891	3.998	17.015	13.154	<b>45.058</b>
Liceo Classico Musicale F. Petrarca	Arezzo	19.603	3.998	17.015	13.154	<b>53.770</b>
<b>TOTAL</b>	<b>Consortium</b>	<b>100.174</b>	<b>32.772</b>	<b>105.073</b>	<b>61.978</b>	<b>299.997</b>

Call: [insert call identifier] — [insert call name]

EU Grants: Application Form (ERASMUS BB and ES Type II): V1.0 - 23.02.2021  
Associated with document Ref. Ares(2022)7963680 - 17/11/2022

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 <sup>1</sup>
	WP1 Project management and coordination	WP2 Training Processes	WP3 Next generation reporters	WP4 Communication and dissemination	
	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	
	a	b	c	d	e = a + b + c + d
1 - UNIROMA3	43 179.00	14 948.00	8 114.00	5 125.00	71 366.00
2 - Conservatorio	10 165.00	3 160.00	20 927.00	10 079.00	44 331.00
3 - CLVI	3 993.00	2 072.00	20 461.00	9 020.00	35 546.00
4 - Machiavelli	10 891.00	3 998.00	17 015.00	13 154.00	45 058.00
5 - PETRARCA	19 603.00	3 998.00	17 015.00	13 154.00	53 770.00
6 - Timisoara	12 342.00	4 596.00	21 542.00	11 446.00	49 926.00
Σ consortium	100 173.00	32 772.00	105 074.00	61 978.00	299 997.00

<sup>1</sup> 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 3**

**ACCESSION FORM FOR BENEFICIARIES**

**CONSEJERIA DE EDUCACION - JUNTA DE ANDALUCIA (Conservatorio)**, PIC 934898708,  
established in CALLE JUAN ANTONIO DE VIZARRÓN S/N, Sevilla 41092, Spain,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101085232 — EUpres ('the Agreement')**

**between UNIVERSITA DEGLI STUDI ROMA TRE (UNIROMA3) and 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 mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**MIASTO STOLECZNE WARSZAWA (CLVI)**, PIC 994575630, established in PLAC BANKOWY 3/5, WARSZAWA 00-950, Poland,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101085232 — EUpres** ('the Agreement')

**between** UNIVERSITA DEGLI STUDI ROMA TRE (UNIROMA3) **and 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 mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**IST SUP STATALE NICCOLO MACCHIAVELLI (Machiavelli)**, PIC 944534494, established in  
PIAZZA INDIPENDENZA 7, ROMA 00185, Italy,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101085232 — EUpres** ('the Agreement')

**between** UNIVERSITA DEGLI STUDI ROMA TRE (UNIROMA3) **and 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 mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**LICEO STATALE F. PETRARCA (PETRARCA)**, PIC 945488004, established in VIA CAVOUR 44, AREZZO 52100, Italy,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101085232 — EUpres ('the Agreement')**

**between UNIVERSITA DEGLI STUDI ROMA TRE (UNIROMA3) and 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 mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**COLEGIUL TEHNIC EMANUIL UNGUREANU (Timisoara)**, PIC 948280149, established in  
PTA IANCU HUNIADE 3, TIMISOARA 300029, Romania,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101085232 — EUpres** ('the Agreement')

**between** UNIVERSITA DEGLI STUDI ROMA TRE (UNIROMA3) **and 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 mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary



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:

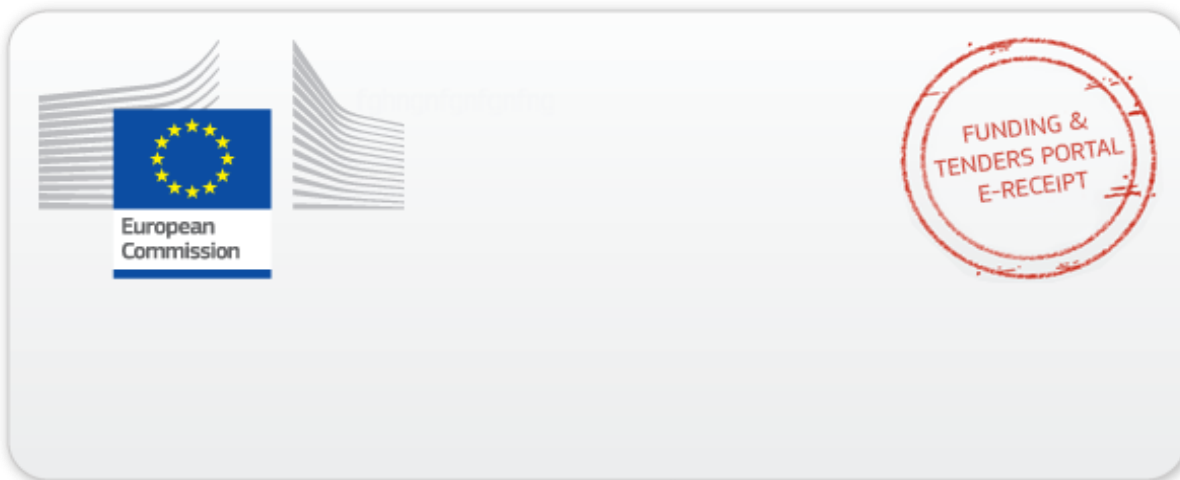
- **present the project** (including project summary, coordinator contact details, list of participants, European flag and funding statement and project results) on the beneficiaries' **websites** or **social media accounts**
- for actions involving public **events**, display signs and posters mentioning 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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