



EUROPEAN COMMISSION
Directorate-General for Migration and Home Affairs
HOME.E – HOME Affairs Funds
E.4 – Union actions and Procurement

GRANT AGREEMENT

Project 101141138 — EMV-LII

PREAMBLE

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

on the one part,

the **European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

and

on the other part,

1. 'the coordinator':

SUDWIND VEREIN FÜR ENTWICKLUNGSPOLITIK UND GLOBALE GERECHTIGKEIT (SUDWIND), PIC 947797089, established in LAUDONGASSE 40, WIEN 1080, Austria,

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

2. **COSPE - COOPERAZIONE PER LO SVILUPPO DEI PAESI EMERGENTI ONLUS (COSPE)**, PIC 939779942, established in VIA SLATAPER 10, FIRENZE 50134, Italy,

3. **MOVEGLOBAL BERLINER VERBAND MIGRANTISCHER DIASPORISCHER ORGANISATIONEN IN DER EINEN WELT EV (MOVEGLOBAL)**, PIC 915612004, established in AM SUDHAUS 1, BERLIN 12053, Germany,

4. **COMUNE DI EMPOLI (EMPOLI)**, PIC 920821195, established in VIA GIUSEPPE DEL PAPA 41, EMPOLI 50053, Italy,

5. **MIGRANTINNENBEIRAT GRAZ (MIB GRAZ)**, PIC 891617696, established in KEESGASSE 6, GRAZ 8010, Austria,

6. **STADT GRAZ (CITY OF GRAZ)**, PIC 972558376, established in HAUPTPLATZ 1 RATHAUS, GRAZ 8010, Austria,

7. **MARKTGEMEINDE LUSTENAU (LUSTENAU)**, PIC 896341014, established in RATHAUSSTRASSE, 1, LUSTENAU 6890, Austria,

8. **AFRICAN DIASPORA YOUTH FORUM IN EUROPE ADYFE (ADYFE)**, PIC 905505768, established in TURKENSTRASSE 3/3, WIEN 1090, Austria,
9. **KULTURNO DRUSTVO GMAJNA (KDG)**, PIC 913529802, established in TRUBARJEVA 72, LJUBLJANA 1000, Slovenia,
10. **MIROVNI INSTITUT (MI)**, PIC 994605700, established in METELKOVA ULICA 6, LJUBLJANA 1000, Slovenia,
11. **MESTNA OBCINA LJUBLJANA (LJUBLJANA)**, PIC 999851557, established in MESTNI TRG 1, LJUBLJANA 1001, Slovenia,
12. **SKUPNOST OBCIN SLOVENIJE (SOS)**, PIC 939869570, established in PARTIZANSKA 1, MARIBOR 2000, Slovenia,
13. **UDRUGE CENTAR ZA MIROVNE STUDIJE (CMS)**, PIC 935970461, established in SELSKA CESTA 112 A, ZAGREB 10000, Croatia,
14. **MEDJIMURJE COUNTY (MEDJIMURJE)**, PIC 941317295, established in RUDERA BOSKOVICA 2, CAKOVEC 40000, Croatia,
15. **SYMBIOSIS ASTIKI MI KERGOSKOPIKI ETAIREIA (SYMBIOSIS)**, PIC 940007892, established in AGHIAS THEODORAS 10, 1ST FLOOR, THESSALONIKI 546 23, Greece,
16. **ANAPTYXIAKI IRAKLEIOU ANAPTYXIAKIANONYMOS ETAIREIA OTA (IRAKLEIOU AAE)**, PIC 941497327, established in NIKOLAOU PACHAKI 2, ARCHANES IRAKLEIO 70100, Greece,
17. **SENATSVERWALTUNG FUR INTEGRATION, ARBEIT UND SOZIALES (BERLIN Senate)**, PIC 894255320, established in ORANIENSTRASSE 106, BERLIN 10969, Germany,
18. **FORMATION ET SENSIBILISATION DE LUXEMBOURG (FSLUX)**, PIC 933352140, established in 138 BOULEVARD DE LA PETRUSSE, LUXEMBOURG 2330, Luxembourg,
19. **COMMUNE DE SCHIFFLANGE (Schifflange)**, PIC 902402059, established in AVENUE DE LA LIBERATION, SCHIFFLANGE 3850, Luxembourg,

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 action¹

Annex 2 Estimated budget for the action

Annex 2a Additional information on unit costs and contributions (if applicable)

Annex 3 Accession forms (if applicable)²

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

Annex 4 Model for the financial statements

Annex 5 Specific rules (if applicable)

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

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

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



TERMS AND CONDITIONS

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DATA SHEET

1. General data

Project summary:

Project summary
<p>"Integration happens in every village, city and region, where migrants live, work, go to school, (...) the local level plays a key role" the Call Topic 2 points out. Therefore this action aims at enabling and upscaling the participation of migrants in the co-design and co-implementation of local integration strategies - in Austria, Germany, Greece, Italy, Slovenia, Croatia and Luxembourg in 8 local and regional authorities – and to implement and strengthen meaningful and sustainable participation mechanisms in local integration as migrants councils, e-participation and policy advocacy. EMV-LII will support the development and implementation of local integration strategies by increasing migrants' and Diaspora organisations' participation for more effective inclusion at local and regional level, with a special emphasis on including migrants with specific needs focussing on persons in need of international protection, young migrants and women. It has set as specific objectives 1. Strengthened and empowered participation of migrants in local integration, through trainings and capacity building, 2. Increased capacity and willingness of local and regional authorities to engage migrants in local integration strategies and 3. Strengthen participation mechanisms for local integration. The action practically introduces and pilots co-design and co-implementation of local integration strategies between migrants and LAs and it builds and strengthens 3 innovative tools for participation of migrants piloted in previous AMIF EMVI project: issue-raising workshops, e-participation tool and migrants' advisory councils that will be enhanced in 5 countries as well as multiplied to LU and HR. The project brings together 19 multistakeholder partners in 7 member states: CSOs, local and regional authorities, a migrant council and migrant organisations. It also includes dissemination and possibilities for replication at EU and other member states levels. Website of the project: www.diaspora-participation.eu</p>

Keywords:

- migrants, migrant organisations, local integration strategies, participation, inclusion, empowerment, specific needs, capacity building, migrant councils, e-participation, local authorities

Project number: 101141138

Project name: Empowering Migrant Voices for Local Integration and Inclusion

Project acronym: EMV-LII

Call: AMIF-2023-TF2-AG-CALL

Topic: AMIF-2023-TF2-AG-CALL-02-LOCAL

Type of action: AMIF Project Grants

Granting authority: European Commission-EU

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

Project starting date: fixed date: 1 March 2024

Project end date: 28 February 2027

Project duration: 36 months

Consortium agreement: Yes

2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Total eligible costs (BEN and AE)	Max grant amount
1	COO	SUDWIND	SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE GERECHTIGKEIT	AT	947797089	315 141.75	283 627.00
2	BEN	COSPE	COSPE - COOPERAZIONE PER LO SVILUPPO DEI PAESI EMERGENTI ONLUS	IT	939779942	170 792.33	153 713.00

N°	Role	Short name	Legal name	Ctry	PIC	Total eligible costs (BEN and AE)	Max grant amount
3	BEN	MOVEGLOBAL	MOVEGLOBAL BERLINER VERBAND MIGRANTISCHER DIASPORISCHER ORGANISATIONEN IN DER EINEN WELT EV	DE	915612004	202 361.61	182 125.00
4	BEN	EMPOLI	COMUNE DI EMPOLI	IT	920821195	30 090.54	27 081.00
5	BEN	MIB GRAZ	MIGRANTINNENBEIRAT GRAZ	AT	891617696	79 810.23	71 829.00
6	BEN	CITY OF GRAZ	STADT GRAZ	AT	972558376	27 189.77	24 470.00
7	BEN	LUSTENAU	MARKTGEMEINDE LUSTENAU	AT	896341014	35 346.38	31 811.00
8	BEN	ADYFE	AFRICAN DIASPORA YOUTH FORUM IN EUROPE ADYFE	AT	905505768	26 703.99	24 033.00
9	BEN	KDG	KULTURNO DRUSTVO GMAJNA	SI	913529802	90 198.86	81 178.00
10	BEN	MI	MIROVNI INSTITUT	SI	994605700	87 004.91	78 304.42
11	BEN	LJUBLJANA	MESTNA OBCINA LJUBLJANA	SI	999851557	28 747.69	25 872.00
12	BEN	SOS	SKUPNOST OBCIN SLOVENIJE	SI	939869570	17 976.00	16 178.00
13	BEN	CMS	UDRUGE CENTAR ZA MIROVNE STUDIJE	HR	935970461	127 308.60	114 577.00
14	BEN	MEDJIMURJE	MEDJIMURJE COUNTY	HR	941317295	14 622.62	13 160.00
15	BEN	SYMBIOSIS	SYMBIOSIS ASTIKI MI KERDOSKOPIKI ETAIREIA	EL	940007892	217 122.26	195 410.00
16	BEN	IRAKLEIOU AAE	ANAPTYXIAKI IRAKLEIOU ANAPTYXIAKIANONYMOS ETAIREIA OTA	EL	941497327	24 614.28	22 152.00
17	BEN	BERLIN Senate	SENATSVERWALTUNG FUR INTEGRATION, ARBEIT UND SOZIALES	DE	894255320	32 026.17	28 823.00
18	BEN	FSLUX	FORMATION ET SENSIBILISATION DE LUXEMBOURG	LU	933352140	183 496.44	165 146.00
19	BEN	Schiffange	COMMUNE DE SCHIFFLANGE	LU	902402059	18 722.86	16 850.00
Total						1 729 277.29	1 556 339.42

Coordinator:

- SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE GERECHTIGKEIT (SUDWIND)

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

Total eligible costs (BEN and AE)	Funding rate (%)	Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
1 729 277.29	90	1 556 339.42	1 556 339.42

Grant form: Budget-based**Grant mode:** Action grant**Budget categories/activity types:**

- A. Personnel costs
 - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
 - A.4 SME owners and natural person beneficiaries
 - A.5 Volunteers
- B. Subcontracting costs
- C. Purchase costs
 - C.1 Travel and subsistence
 - C.2 Equipment



- C.3 Other goods, works and services
- D. Other cost categories
 - D.1 Financial support to third parties
- E. Indirect costs

Cost eligibility options:

- Standard supplementary payments
- Limitation for subcontracting
- Travel and subsistence:
 - Travel: Unit or Actual costs
 - Accommodation: Unit or Actual costs
 - Subsistence: Unit or Actual costs
- Equipment: depreciation only
- Costs for providing financial support to third parties (actual cost; max amount for each recipient: EUR 1.00)
- Indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: Yes
- Other ineligible costs

Budget flexibility: Yes (no flexibility cap)**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)	1 245 071.54	n/a	1 - SUDWIND	n/a
			2 - COSPE	n/a
			3 - MOVEGLOBAL	n/a
			4 - EMPOLI	n/a
			5 - MIB GRAZ	n/a
			6 - CITY OF GRAZ	n/a
			7 - LUSTENAU	n/a
			8 - ADYFE	n/a
			9 - KDG	n/a
			10 - MI	n/a
			11 - LJUBLJANA	n/a
			12 - SOS	n/a
			13 - CMS	n/a
			14 - MEDJIMURJE	n/a
			15 - SYMBIOSIS	n/a
			16 - IRAKLEIOU AAE	n/a
			17 - BERLIN Senate	n/a
			18 - FSLUX	n/a
			19 - Schiffflange	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): 90% of the maximum grant amount

No-profit rule: Yes

Late payment interest: ECB + 3.5%

Bank account for payments:

AT865400000000371013 OBLAAT2L

Conversion into euros: Double conversion

Reporting language: Language of the Agreement

4.3 Certificates (art 24):

Certificates on the financial statements (CFS):

Conditions:

Schedule: interim/final payment, if threshold is reached

Standard threshold (beneficiary-level):

- financial statement: requested EU contribution to costs \geq EUR 100 000.00

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 2018/1046⁴ 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

⁴ 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 2017/1371⁵ and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995⁶, as well as any other wrongful or criminal deception intended to result in financial or personal gain.

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

Grave professional misconduct — Any type of unacceptable or improper behaviour in exercising one's profession, especially by employees, including grave professional misconduct within the meaning of Article 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 **101141138 — EMV-LII** ('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

The grant is an action grant⁸ which takes the form of a budget-based mixed actual cost grant (i.e. a

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

⁶ OJ C 316, 27.11.1995, p. 48.

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

⁸ 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".

grant based on actual costs incurred, but which may also include other forms of funding, such as unit costs or contributions, flat-rate costs or contributions, lump sum costs or contributions or financing not linked to costs).

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

The funding rate for costs is 90% of the action's eligible costs.

Contributions are not subject to any funding rate.

5.4 Estimated budget, budget categories and forms of funding

The estimated budget for the action is set out in Annex 2.

It contains the estimated eligible costs and contributions for the action, broken down by participant and budget category.

Annex 2 also shows the types of costs and contributions (forms of funding)⁹ to be used for each budget category.

If unit costs or contributions are used, the details on the calculation will be explained in Annex 2a.

5.5 Budget flexibility

The budget breakdown may be adjusted — without an amendment (see Article 39) — by transfers (between participants and budget categories), as long as this does not imply any substantive or important change to the description of the action in Annex 1.

However:

- changes to the budget category for volunteers (if used) always require an amendment
- changes to budget categories with lump sums costs or contributions (if used; including financing not linked to costs) always require an amendment
- changes to budget categories with higher funding rates or budget ceilings (if used) always require an amendment
- addition of amounts for subcontracts not provided for in Annex 1 either require an amendment or simplified approval in accordance with Article 6.2
- other changes require an amendment or simplified approval, if specifically provided for in Article 6.2
- flexibility caps: not applicable.

⁹ See Article 125 EU Financial Regulation 2018/1046.

ARTICLE 6 — ELIGIBLE AND INELIGIBLE COSTS AND CONTRIBUTIONS

In order to be eligible, costs and contributions must meet the **eligibility** conditions set out in this Article.

6.1 General eligibility conditions

The **general eligibility conditions** are the following:

(a) for actual costs:

- (i) they must be actually incurred by the beneficiary
- (ii) they must be incurred in the period set out in Article 4 (with the exception of costs relating to the submission of the final periodic report, which may be incurred afterwards; see Article 21)
- (iii) they must be declared under one of the budget categories set out in Article 6.2 and Annex 2
- (iv) they must be incurred in connection with the action as described in Annex 1 and necessary for its implementation
- (v) they must be identifiable and verifiable, in particular recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary's usual cost accounting practices
- (vi) they must comply with the applicable national law on taxes, labour and social security and
- (vii) they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency

(b) for unit costs or contributions (if any):

- (i) they must be declared under one of the budget categories set out in Article 6.2 and Annex 2
- (ii) the units must:
 - be actually used or produced by the beneficiary in the period set out in Article 4 (with the exception of units relating to the submission of the final periodic report, which may be used or produced afterwards; see Article 21)
 - be necessary for the implementation of the action and
- (iii) the number of units must be identifiable and verifiable, in particular supported by records and documentation (see Article 20)

(c) for flat-rate costs or contributions (if any):

- (i) they must be declared under one of the budget categories set out in Article 6.2 and Annex 2

- (ii) the costs or contributions to which the flat-rate is applied must:
 - be eligible
 - relate to the period set out in Article 4 (with the exception of costs or contributions relating to the submission of the final periodic report, which may be incurred afterwards; see Article 21)
- (d) for lump sum costs or contributions (if any):
 - (i) they must be declared under one of the budget categories set out in Article 6.2 and Annex 2
 - (ii) the work must be properly implemented by the beneficiary in accordance with Annex 1
 - (iii) the deliverables/outputs must be achieved in the period set out in Article 4 (with the exception of deliverables/outputs relating to the submission of the final periodic report, which may be achieved afterwards; see Article 21)
- (e) for unit, flat-rate or lump sum costs or contributions according to usual cost accounting practices (if any):
 - (i) they must fulfil the general eligibility conditions for the type of cost concerned
 - (ii) the cost accounting practices must be applied in a consistent manner, based on objective criteria, regardless of the source of funding
- (f) for financing not linked to costs (if any): the results must be achieved or the conditions must be fulfilled as described in Annex 1.

In addition, for direct cost categories (e.g. personnel, travel & subsistence, subcontracting and other direct costs) only costs that are directly linked to the action implementation and can therefore be attributed to it directly are eligible. They must not include any indirect costs (i.e. costs that are only indirectly linked to the action, e.g. via cost drivers).

6.2 Specific eligibility conditions for each budget category

For each budget category, the **specific eligibility conditions** are as follows:

Direct costs

A. Personnel costs

A.1 Costs for employees (or equivalent) are eligible as personnel costs if they fulfil the general eligibility conditions and are related to personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action.

They must be limited to salaries, social security contributions, taxes and other costs linked to the remuneration, if they arise from national law or the employment contract (or equivalent appointing act) and be calculated on the basis of the costs actually incurred, in accordance with the following method:

{daily rate for the person
multiplied by
number of day-equivalents worked on the action (rounded up or down to the nearest half-day)}.

The daily rate must be calculated as:

{annual personnel costs for the person
divided by
215}.

The number of day-equivalents declared for a person must be identifiable and verifiable (see Article 20).

The total number of day-equivalents declared in EU grants, for a person for a year, cannot be higher than 215.

The personnel costs may also include supplementary payments for personnel assigned to the action (including payments on the basis of supplementary contracts regardless of their nature), if:

- it is part of the beneficiary's usual remuneration practices and is paid in a consistent manner whenever the same kind of work or expertise is required
- the criteria used to calculate the supplementary payments are objective and generally applied by the beneficiary, regardless of the source of funding used.

A.2 and A.3 Costs for natural persons working under a direct contract other than an employment contract and costs for **seconded persons by a third party against payment** are also eligible as personnel costs, if they are assigned to the action, fulfil the general eligibility conditions and:

- (a) work under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed) and
- (b) the result of the work belongs to the beneficiary (unless agreed otherwise).

They must be calculated on the basis of a rate which corresponds to the costs actually incurred for the direct contract or secondment and must not be significantly different from those for personnel performing similar tasks under an employment contract with the beneficiary.

A.4 The work of SME owners for the action (i.e. owners of beneficiaries that are small and medium-sized enterprises¹⁰ not receiving a salary) or **natural person beneficiaries** (i.e. beneficiaries that are natural persons not receiving a salary) may be declared as personnel costs, if they fulfil the general

¹⁰ For the definition, see Commission Recommendation 2003/361/EC: micro, small or medium-sized enterprise (SME) are enterprises

- engaged in an economic activity, irrespective of their legal form (including, in particular, self-employed persons and family businesses engaged in craft or other activities, and partnerships or associations regularly engaged in an economic activity) and
- employing fewer than 250 persons (expressed in 'annual working units' as defined in Article 5 of the Recommendation) and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.

eligibility conditions and are calculated as unit costs in accordance with the method set out in Annex 2a.

A.5 The work of **volunteers** for the action (i.e. persons who freely work for an organisation, on a non-compulsory basis and without being paid) may be declared as personnel costs, if and as declared eligible in the call conditions, if they fulfil the general eligibility conditions and are calculated as unit costs in accordance with the method set out in Annex 2a.

They:

- may not exceed the maximum amount for volunteers for the action (which corresponds to 50% of the total (ineligible and eligible) project costs and contributions estimated in the proposal)
- may not exceed the maximum amount for volunteers for each beneficiary set out in Annex 2
- may not make the maximum EU contribution to costs higher than the total eligible costs without volunteers.

If also indirect costs for volunteers are declared eligible in the call conditions, the amount of indirect costs may be added to the volunteers costs category in Annex 2, at the flat-rate set out in Point E.

B. Subcontracting costs

Subcontracting costs for the action (including related duties, taxes and charges, such as non-deductible or non-refundable value added tax (VAT)) are eligible, if they are calculated on the basis of the costs actually incurred, fulfil the general eligibility conditions and are awarded using the beneficiary's usual purchasing practices — provided these ensure subcontracts with best value for money (or if appropriate the lowest price) and that there is no conflict of interests (see Article 12).

Beneficiaries that are 'contracting authorities/entities' within the meaning of the EU Directives on public procurement must also comply with the applicable national law on public procurement.

Subcontracting may cover only a limited part of the action.

The tasks to be subcontracted and the estimated cost for each subcontract must be set out in Annex 1 and the total estimated costs of subcontracting per beneficiary must be set out in Annex 2 (or may be approved ex post in the periodic report, if the use of subcontracting does not entail changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants; 'simplified approval procedure').

C. Purchase costs

Purchase costs for the action (including related duties, taxes and charges, such as non-deductible or non-refundable value added tax (VAT)) are eligible if they fulfil the general eligibility conditions and are bought using the beneficiary's usual purchasing practices — provided these ensure purchases with best value for money (or if appropriate the lowest price) and that there is no conflict of interests (see Article 12).

Beneficiaries that are 'contracting authorities/entities' within the meaning of the EU Directives on public procurement must also comply with the applicable national law on public procurement.

C.1 Travel and subsistence

Purchases for **travel, accommodation and subsistence** must be calculated as follows:

- travel: as unit costs in accordance with the method set out in Annex 2a if covered by Decision C(2021)35¹¹ or otherwise as costs actually incurred and in line with the beneficiary's usual practices on travel
- accommodation: as unit costs in accordance with the method set out in Annex 2a if covered by Decision C(2021)35¹² or otherwise as costs actually incurred and in line with the beneficiary's usual practices on travel
- subsistence: as unit costs in accordance with the method set out in Annex 2a if covered by Decision C(2021)35¹³ or otherwise as costs actually incurred and in line with the beneficiary's usual practices on travel.

C.2 Equipment

Purchases of **equipment, infrastructure or other assets** used for the action must be declared as depreciation costs, calculated on the basis of the costs actually incurred and written off in accordance with international accounting standards and the beneficiary's usual accounting practices.

Only the portion of the costs that corresponds to the rate of actual use for the action during the action duration can be taken into account.

Costs for **renting or leasing** equipment, infrastructure or other assets are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees.

C.3 Other goods, works and services

Purchases of **other goods, works and services** must be calculated on the basis of the costs actually incurred.

Such goods, works and services include, for instance, consumables and supplies, promotion, dissemination, protection of results, translations, publications, certificates and financial guarantees, if required under the Agreement.

D. Other cost categories

D.1 Financial support to third parties

Costs for providing financial support to third parties (in the form of **grants, prizes** or similar forms of support; if any) are eligible, if and as declared eligible in the call conditions, if they fulfil the general eligibility conditions, are calculated on the basis of the costs actually incurred and the support is implemented in accordance with the conditions set out in Annex 1.

¹¹ Commission Decision of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

¹² Commission Decision of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

¹³ Commission Decision of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

These conditions must ensure objective and transparent selection procedures and include at least the following:

- (a) for grants (or similar):
 - (i) the maximum amount of financial support for each third party ('recipient'); this amount may not exceed the amount set out in the Data Sheet (see Point 3) or otherwise agreed with the granting authority
 - (ii) the criteria for calculating the exact amount of the financial support
 - (iii) the different types of activity that qualify for financial support, on the basis of a closed list
 - (iv) the persons or categories of persons that will be supported and
 - (v) the criteria and procedures for giving financial support
- (b) for prizes (or similar):
 - (i) the eligibility and award criteria
 - (ii) the amount of the prize and
 - (iii) the payment arrangements.

Indirect costs

E. Indirect costs

Indirect costs will be reimbursed at the flat-rate of 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any).

Contributions

Not applicable

6.3 Ineligible costs and contributions

The following costs or contributions are **ineligible**:

- (a) costs or contributions that do not comply with the conditions set out above (Article 6.1 and 6.2), in particular:
 - (i) costs related to return on capital and dividends paid by a beneficiary
 - (ii) debt and debt service charges
 - (iii) provisions for future losses or debts
 - (iv) interest owed
 - (v) currency exchange losses
 - (vi) bank costs charged by the beneficiary's bank for transfers from the granting authority

- (vii) excessive or reckless expenditure
- (viii) deductible or refundable VAT (including VAT paid by public bodies acting as public authority)
- (ix) costs incurred or contributions for activities implemented during grant agreement suspension (see Article 31)
- (x) in-kind contributions by third parties
- (b) costs or contributions declared 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 cases:
 - (i) Synergy actions: not applicable
 - (ii) if the action grant is combined with an operating grant¹⁴ running during the same period and the beneficiary can demonstrate that the operating grant does not cover any (direct or indirect) costs of the action grant
- (c) costs or contributions for staff of a national (or regional/local) administration, for activities that are part of the administration's normal activities (i.e. not undertaken only because of the grant)
- (d) costs or contributions (especially travel and subsistence) for staff or representatives of EU institutions, bodies or agencies
- (e) other :
 - (i) country restrictions for eligible costs: not applicable
 - (ii) costs or contributions declared specifically ineligible in the call conditions.

6.4 Consequences of non-compliance

If a beneficiary declares costs or 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

¹⁴ For the definition, see Article 180(2)(b) of EU Financial Regulation 2018/1046: ‘**operating grant**’ means an EU grant to finance “the functioning of a body which has an objective forming part of and supporting an EU policy”.

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. Costs and 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) (if required; see Articles 21 and 24.2 and Data Sheet, Point 4.3)
 - 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’¹⁵ (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

¹⁵ 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.”

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 costs or contributions to the action and the costs for the in-kind contributions are not eligible.

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 costs for the subcontracted tasks (invoiced price from the subcontractor) are eligible and may be charged by the beneficiaries, under the conditions set out in Article 6. The costs will be included in Annex 2 as part of the beneficiaries' costs.

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: to use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC¹⁶
- for the controls under Article 25: to 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.).

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).

¹⁶ 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).

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 the 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 2015/444¹⁷ 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

¹⁷ 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).

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

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

ARTICLE 14 — ETHICS AND VALUES

14.1 Ethics

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

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

14.2 Values

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

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

14.3 Consequences of non-compliance

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

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

ARTICLE 15 — DATA PROTECTION

15.1 Data processing by the granting authority

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

For grants where the granting authority is the European Commission, an EU regulatory or executive agency, joint undertaking or other EU body, the processing will be subject to Regulation 2018/1725¹⁸.

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 2016/679¹⁹).

¹⁸ 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).

¹⁹ 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).

They must ensure that personal data is:

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

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

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

15.3 Consequences of non-compliance

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

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

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

16.1 Background and access rights to background

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
- (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 EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate):



Funded by the
European Union



Co-funded by the
European Union



Funded by the
European Union



Co-funded by the
European Union

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

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

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

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

17.3 Quality of information — Disclaimer

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

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

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

17.4 Specific communication, dissemination and visibility rules

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

17.5 Consequences of non-compliance

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

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

ARTICLE 18 — SPECIFIC RULES FOR CARRYING OUT THE ACTION

18.1 Specific rules for carrying out the action

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

18.2 Consequences of non-compliance

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

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

SECTION 3 GRANT ADMINISTRATION

ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS

19.1 Information requests

The beneficiaries must provide — during the action or afterwards and in accordance with Article 7 — any information requested in order to verify eligibility of the costs or 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 in line with the accepted standards in the respective field (if any).

In addition, the beneficiaries must — for the same period — keep the following to justify the amounts declared:

- (a) for actual costs: adequate records and supporting documents to prove the costs declared (such as contracts, subcontracts, invoices and accounting records); in addition, the beneficiaries' usual accounting and internal control procedures must enable direct reconciliation between the amounts declared, the amounts recorded in their accounts and the amounts stated in the supporting documents
- (b) for flat-rate costs and contributions (if any): adequate records and supporting documents to prove the eligibility of the costs or contributions to which the flat-rate is applied
- (c) for the following simplified costs and contributions: the beneficiaries do not need to keep specific records on the actual costs incurred, but must keep:
 - (i) for unit costs and contributions (if any): adequate records and supporting documents to prove the number of units declared
 - (ii) for lump sum costs and contributions (if any): adequate records and supporting documents to prove proper implementation of the work as described in Annex 1
 - (iii) for financing not linked to costs (if any): adequate records and supporting documents to prove the achievement of the results or the fulfilment of the conditions as described in Annex 1
- (d) for unit, flat-rate and lump sum costs and contributions according to usual cost accounting practices (if any): the beneficiaries must keep any adequate records and supporting documents to prove that their cost accounting practices have been applied in a consistent manner, based on objective criteria, regardless of the source of funding, and that they comply with the eligibility conditions set out in Articles 6.1 and 6.2.

Moreover, the following is needed for specific budget categories:

- (e) for personnel costs: time worked for the beneficiary under the action must be supported by declarations signed monthly by the person and their supervisor, unless another reliable time-record system is in place; the granting authority may accept alternative evidence supporting the time worked for the action declared, if it considers that it offers an adequate level of assurance
- (f) additional record-keeping rules: not applicable

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

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

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

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

The financial part of the periodic report includes:

- the financial statements (individual and consolidated; for all beneficiaries/affiliated entities)
- the explanation on the use of resources (or detailed cost reporting table, if required)



- the certificates on the financial statements (CFS) (if required; see Article 24.2 and Data Sheet, Point 4.3).

The **financial statements** must detail the eligible costs and contributions for each budget category and, for the final payment, also the revenues for the action (see Articles 6 and 22).

All eligible costs and contributions incurred should be declared, even if they exceed the amounts indicated in the estimated budget (see Annex 2). Amounts that are not declared in the individual financial statements will not be taken into account by the granting authority.

By signing the financial statements (directly in the Portal Periodic Reporting tool), the beneficiaries confirm that:

- the information provided is complete, reliable and true
- the costs and contributions declared are eligible (see Article 6)
- the costs and contributions 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)
- for the final periodic report: all the revenues have been declared (if required; see Article 22).

Beneficiaries will have to submit also the financial statements of their affiliated entities (if any). In case of recoveries (see Article 22), beneficiaries will be held responsible also for the financial statements of their affiliated entities.

21.3 Currency for financial statements and conversion into euros

The financial statements must be drafted in euro.

Beneficiaries with general accounts established in a currency other than the euro must convert the costs recorded in their accounts into euro, at the average of the daily exchange rates published in the C series of the *Official Journal of the European Union* (ECB website), calculated over the corresponding reporting period.

If no daily euro exchange rate is published in the *Official Journal* for the currency in question, they must be converted at the average of the monthly accounting exchange rates published on the European Commission website (InforEuro), calculated over the corresponding reporting period.

Beneficiaries with general accounts in euro must convert costs incurred in another currency into euro according to their usual accounting practices.

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. Payments (if any) will be made with the next interim or final payment.

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 for all reporting periods, by calculating the 'maximum EU contribution to costs' (applying the funding rate to the accepted costs of the beneficiary), taking into account requests for a lower contribution to costs and CFS threshold cappings (if any; see Article 24.5) and adding the contributions (accepted unit, flat-rate or lump sum contributions and financing not linked to costs, if any).

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 **positive**, the amount will be included in the next interim or final payment to the consortium.

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**).

The amounts will later on also be taken into account for the next interim or final payment.

22.3.3 Interim payments

Interim payments reimburse the eligible costs and contributions claimed for the implementation of the action 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. Its approval does not imply recognition of compliance, authenticity, completeness or correctness of its content.

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 calculate the ‘accepted EU contribution’ for the action for the reporting period, by first calculating the ‘maximum EU contribution to costs’ (applying the funding rate to the accepted costs of each beneficiary), taking into account requests for a lower contribution to costs, and CFS threshold cappings (if any; see Article 24.5) and adding the contributions (accepted unit, flat-rate or lump sum contributions and financing not linked to costs, if any).

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 part of the eligible costs and contributions claimed for the implementation of the action (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. Its approval does not imply recognition of compliance, authenticity, completeness or correctness of its content.

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 ‘maximum EU contribution to costs’ (applying the funding rate to the total accepted costs of each beneficiary), taking into account requests for a lower contribution to costs, CFS threshold cappings (if any; see Article 24.5) and adding the contributions (accepted unit, flat-rate or lump sum contributions and financing not linked to costs, if any).

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

If the resulting amount is higher than the maximum grant amount set out in Article 5.2, it will be limited to the latter.

Step 3 — Reduction due to the no-profit rule

If the no-profit rule is provided for in the Data Sheet (see Point 4.2), the grant must not produce a profit (i.e. surplus of the amount obtained following Step 2 plus the action’s revenues, over the eligible costs and contributions approved by the granting authority).

‘Revenue’ is all income generated by the action, during its duration (see Article 4), for beneficiaries that are profit legal entities.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the eligible

costs approved by the granting authority (as compared to the amount calculated following Steps 1 and 2 minus the contributions).

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 costs or 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 costs' and '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:

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

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 22.5, 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 2015/2366²⁰ 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 rate applied by the European Central Bank (ECB) for its main refinancing operations in euros ('reference rate'), plus the rate specified in the Data Sheet (Point 4.2). The reference rate is the rate in force on the first day of the month in which the payment deadline expires, as published in the C series of the *Official Journal of the European Union*.

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

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

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

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

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

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

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

ARTICLE 23 — GUARANTEES

23.1 Prefinancing guarantee

²⁰ 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).

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

24.1 Operational verification report (OVR)

Not applicable

24.2 Certificate on the financial statements (CFS)

If required by the granting authority (see Data Sheet, Point 4.3), the beneficiaries must provide certificates on their financial statements (CFS), in accordance with the schedule, threshold and conditions set out in the Data Sheet.

The coordinator must submit them as part of the periodic report (see Article 21).

The certificates must be drawn up using the template published on the Portal, cover the costs declared on the basis of actual costs and costs according to usual cost accounting practices (if any), and fulfil the following conditions:

- (a) be provided by a qualified approved external auditor which is independent and complies with Directive 2006/43/EC²¹ (or for public bodies: by a competent independent public officer)

²¹ 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).

- (b) the verification must be carried out according to the highest professional standards to ensure that the financial statements comply with the provisions under the Agreement and that the costs declared are eligible.

The certificates will not affect the granting authority's right to carry out its own checks, reviews or audits, nor preclude the European Court of Auditors (ECA), the European Public Prosecutor's Office (EPPO) or the European Anti-Fraud Office (OLAF) from using their prerogatives for audits and investigations under the Agreement (see Article 25).

If the costs (or a part of them) were already audited by the granting authority, these costs do not need to be covered by the certificate and will not be counted for calculating the threshold (if any).

24.3 Certificate on the compliance of usual cost accounting practices (CoMUC)

Not applicable

24.4 Systems and process audit (SPA)

Not applicable

24.5 Consequences of non-compliance

If a beneficiary does not submit a certificate on the financial statements (CFS) or the certificate is rejected, the accepted EU contribution to costs will be capped to reflect the CFS threshold.

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

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 costs and 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 (including information on the use of resources). The granting authority may request beneficiaries to provide such information to it directly. Sensitive information and documents will be treated in accordance with Article 13.

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

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

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

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

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

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

25.1.3 Audits

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

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

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

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

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

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

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

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

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

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

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

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

25.3 Access to records for assessing simplified forms of funding

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

25.4 OLAF, EPPO and ECA audits and investigations

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

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013²² and No 2185/96²³
- 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 results of reviews, audits or investigations

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.

²² 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).

²³ Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15/11/1996, p. 2).

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

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

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

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

If the extension concerns **rejections of costs or 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, costs or 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 COSTS AND CONTRIBUTIONS

27.1 Conditions

The granting authority will — at beneficiary termination, interim payment, final payment or afterwards — reject any costs or 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 costs or 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 costs or contributions, it will deduct them from the costs or 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 (see Article 25).

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 audit 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.

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. Costs incurred or contributions for activities implemented during grant suspension are not eligible (see Article 6.3).

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
- (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. Costs incurred or contributions for activities implemented during suspension are not eligible (see Article 6.3).

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 costs incurred and contributions for activities implemented before the end of work date (see Article 22). Costs relating to contracts due for execution only after the end of work are not eligible.

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

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

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

32.2 Consortium-requested beneficiary termination

32.2.1 Conditions and procedure

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

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

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

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

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

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

32.2.2 Effects

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

- (i) a **report on the distribution of payments** to the beneficiary concerned
- (ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work, the financial statement, the explanation on the use of resources, and, if applicable, the certificate on the financial statement (CFS; see Articles 21 and 24.2 and Data Sheet, Point 4.3)

- (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 report submitted and taking into account the costs incurred and contributions for activities implemented before the end of work date (see Article 22). Costs relating to contracts due for execution only after the end of work are not eligible.

The information in the termination report must also be included in the periodic report for the next reporting period (see Article 21).

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

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

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

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

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

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

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

32.3 EU-initiated GA or beneficiary termination

32.3.1 Conditions

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

- (a) one or more beneficiaries do not accede to the Agreement (see Article 40)
- (b) a change to the action or the legal, financial, technical, organisational or ownership situation of a beneficiary is likely to substantially affect the implementation of the action or calls into question the decision to award the grant (including changes linked to one of the exclusion grounds listed in the declaration of honour)
- (c) following termination of one or more beneficiaries, the necessary changes to the Agreement



(and their impact on the action) would call into question the decision awarding the grant or breach the principle of equal treatment of applicants

- (d) implementation of the action has become impossible or the changes necessary for its continuation would call into question the decision awarding the grant or breach the principle of equal treatment of applicants
- (e) a beneficiary (or person with unlimited liability for its debts) is subject to bankruptcy proceedings or similar (including insolvency, winding-up, administration by a liquidator or court, arrangement with creditors, suspension of business activities, etc.)
- (f) a beneficiary (or person with unlimited liability for its debts) is in breach of social security or tax obligations
- (g) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has been found guilty of grave professional misconduct
- (h) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed fraud, corruption, or is involved in a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking
- (i) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) was created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin (or created another entity with this purpose)
- (j) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), 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 from other grants to this grant; see Article 25)
- (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 costs incurred and contributions for activities implemented before termination takes effect (see Article 22). Costs relating to contracts due for execution only after termination are not eligible.

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 costs and contributions which are included in an approved periodic report will be taken into account (no costs/contributions if no periodic report was ever approved).

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

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

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

- (b) for **beneficiary termination**:

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

- (i) a **report on the distribution of payments** to the beneficiary concerned
- (ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work, the financial statement, the explanation on the use of resources, and, if applicable, the certificate on the financial statement (CFS; see Articles 21 and 24.2 and Data Sheet, Point 4.3)
- (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 report submitted and taking into account the costs incurred and contributions for activities implemented before termination takes effect (see Article 22). Costs relating to contracts due for execution only after termination are not eligible.

The information in the termination report must also be included in the periodic report for the next reporting period (see Article 21).

If the granting authority does not receive the termination report within the deadline, only costs and contributions included in an approved periodic report will be taken into account (no costs/ contributions if no periodic report was ever approved).

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

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

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

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

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

SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS

ARTICLE 33 — DAMAGES



33.1 Liability of the granting authority

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

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

33.2 Liability of the beneficiaries

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

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

ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES

Nothing in this Agreement may be construed as preventing the adoption of administrative sanctions (i.e. exclusion from EU award procedures and/or financial penalties) or other public law measures, in addition or as an alternative to the contractual measures provided under this Agreement (see, for instance, Articles 135 to 145 EU Financial Regulation 2018/1046 and Articles 4 and 7 of Regulation 2988/95²⁴).

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.

²⁴ 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 parties must immediately take all the necessary steps to limit any damage due to force majeure and do their best to resume implementation of the action as soon as possible.

CHAPTER 6 FINAL PROVISIONS

ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES

36.1 Forms and means of communication — Electronic management

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

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

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

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

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

36.2 Date of communication

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

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

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

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

36.3 Addresses for communication

The Portal can be accessed via the Europa website.

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

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

ARTICLE 37 — INTERPRETATION OF THE AGREEMENT

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

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

Annex 2 takes precedence over Annex 1.

ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES

In accordance with Regulation No 1182/71²⁵, periods expressed in days, months or years are calculated from the moment the triggering event occurs.

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

‘Days’ means calendar days, not working days.

ARTICLE 39 — AMENDMENTS

39.1 Conditions

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

Amendments may be requested by any of the parties.

39.2 Procedure

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

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

The request for amendment must include:

- the reasons why
- the appropriate supporting documents and
- 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.

²⁵ 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).

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



Asylum, Migration and Integration Fund (AMIF)

Description of the action (DoA)

Part A

Part B

DESCRIPTION OF THE ACTION (PART A)

COVER PAGE

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

PROJECT	
Grant Preparation (General Information screen) — Enter the info.	
Project number:	101141138
Project name:	Empowering Migrant Voices for Local Integration and Inclusion
Project acronym:	EMV-LII
Call:	AMIF-2023-TF2-AG-CALL
Topic:	AMIF-2023-TF2-AG-CALL-02-LOCAL
Type of action:	AMIF-PJG
Service:	HOME/E/04
Project starting date:	fixed date: 1 March 2024
Project duration:	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.

"Integration happens in every village, city and region, where migrants live, work, go to school, (...) the local level plays a key role" the Call Topic 2 points out. Therefore this action aims at enabling and upscaling the participation of migrants in the co-design and co-implementation of local integration strategies - in Austria, Germany, Greece, Italy, Slovenia, Croatia and Luxembourg in 8 local and regional authorities – and to implement and strengthen meaningful and sustainable participation mechanisms in local integration as migrants councils, e-participation and policy advocacy. EMV-LII will support the development and implementation of local integration strategies by increasing migrants' and Diaspora organisations' participation for more effective inclusion at local and regional level, with a special emphasis on including migrants with specific needs focussing on persons in need of international protection, young migrants and women. It has set as specific objectives

1. Strengthened and empowered participation of migrants in local integration, through trainings and capacity building,
2. Increased capacity and willingness of local and regional authorities to engage migrants in local integration strategies and
3. Strengthen participation mechanisms for local integration.

The action practically introduces and pilots co-design and co-implementation of local integration strategies between migrants and LAs and it builds and strengthens 3 innovative tools for participation of migrants piloted in previous AMIF EMVI project: issue-raising workshops, e-participation tool and migrants' advisory councils that will be enhanced in 5 countries as well as multiplied to LU and HR.

The project brings together 19 multistakeholder partners in 7 member states: CSOs, local and regional authorities, a migrant council and migrant organisations. It also includes dissemination and possibilities for replication at EU and other member states levels.

Website of the project: www.diaspora-participation.eu

LIST OF PARTICIPANTS

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

Number	Role	Short name	Legal name	Country	PIC
1	COO	SUDWIND	SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE GERECHTIGKEIT	AT	947797089
2	BEN	COSPE	COSPE - COOPERAZIONE PER LO SVILUPPO DEI PAESI EMERGENTI ONLUS	IT	939779942
3	BEN	MOVEGLOBAL	MOVEGLOBAL BERLINER VERBAND MIGRANTISCHER DIASPORISCHER ORGANISATIONEN IN DER EINEN WELT EV	DE	915612004
4	BEN	EMPOLI	COMUNE DI EMPOLI	IT	920821195
5	BEN	MIB GRAZ	MIGRANTINNENBEIRAT GRAZ	AT	891617696
6	BEN	CITY OF GRAZ	STADT GRAZ	AT	972558376
7	BEN	LUSTENAU	MARKTGEMEINDE LUSTENAU	AT	896341014

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

Number	Role	Short name	Legal name	Country	PIC
8	BEN	ADYFE	AFRICAN DIASPORA YOUTH FORUM IN EUROPE ADYFE	AT	905505768
9	BEN	KDG	KULTURNO DRUSTVO GMAJNA	SI	913529802
10	BEN	MI	MIROVNI INSTITUT	SI	994605700
11	BEN	LJUBLJANA	MESTNA OBCINA LJUBLJANA	SI	999851557
12	BEN	SOS	SKUPNOST OBCIN SLOVENIJE	SI	939869570
13	BEN	CMS	UDRUGE CENTAR ZA MIROVNE STUDIJE	HR	935970461
14	BEN	MEDJIMURJE	MEDJIMURJE COUNTY	HR	941317295
15	BEN	SYMBIOSIS	SYMBIOSIS ASTIKI MI KERDOSKOPIKI ETAIREIA	EL	940007892
16	BEN	IRAKLEIOU AAE	ANAPTYXIAKI IRAKLEIOU ANAPTYXIAKIANONYMOS ETAIREIA OTA	EL	941497327
17	BEN	BERLIN Senate	SENATSVERWALTUNG FUR INTEGRATION, ARBEIT UND SOZIALES	DE	894255320
18	BEN	FSLUX	FORMATION ET SENSIBILISATION DE LUXEMBOURG	LU	933352140
19	BEN	Schifflange	COMMUNE DE SCHIFFFLANGE	LU	902402059

LIST OF WORK PACKAGES

Work packages						
Grant Preparation (Work Packages screen) — Enter the info.						
Work Package No	Work Package name	Lead Beneficiary	Effort (Person-Months)	Start Month	End Month	Deliverables
WP1	Project Coordination and Good Practice Exchange	1 - SUDWIND	37.20	1	36	D1.1 – Mid-term progress report D1.2 – Sustainability Strategy D1.3 – 6 Good Practise Exchanges report D1.4 – KPI Outputs and Result indiicators D1.5 – Kick Off Meeting in Graz Report
WP2	Trainings and Capacity Building for Communication and Advocacy for and of migrants and migrant organisations	3 - MOVEGLOBAL	76.30	6	30	D2.1 – 7 Training Modules adapted per country D2.2 – Curriculum for women advocates + legal training D2.3 – Summary of Migrant Communication empowered
WP3	Capacity Building for and advocacy with local and regional authorities to engage migrants in local integration strategies and action plans	10 - MI	38.20	1	24	D3.1 – Baseline Assessment D3.2 – LA Training modules D3.3 – Workshop+Roundtable Reports LA +Migrants
WP4	Empower Participation of Migrants in local integration strategies and action plans of local and regional authorities	1 - SUDWIND	54.50	10	33	D4.1 – 8 E-Participation Portal processes for local integration D4.2 – Foundation documents/statutes of advisory boards D4.3 – 24 Migrant policy papers (3/area)
WP5	Communication and Dissemination	2 - COSPE	26.10	1	36	D5.1 – Communication Strategy D5.2 – Europ. Website + national subsites refurbished/established D5.3 – Shareables for media campaign

Work package WP1 – Project Coordination and Good Practice Exchange

Work Package Number	WP1	Lead Beneficiary	1 - SUDWIND
Work Package Name	Project Coordination and Good Practice Exchange		
Start Month	1	End Month	36

Objectives

WP 1 contributes to all 3 specific objectives:

- SO1. Strengthened and empowered participation of migrants in local integration, through trainings and capacity building
- SO2. Increased capacity and willingness of local and regional authorities to engage migrants in local integration strategies
- SO3. Strengthened participation mechanisms for local integration

Description

T1.1 36 Monthly Partnership Coordination Calls: All partners are meeting regularly every month in a Partnership Call for approx. 2 hours to plan upcoming activities together and assess project progress and prepare for financial and narrative reporting

T1.2 6 Coordination and Good Practice Exchange Meetings (Graz-AT, Medimurje-HR, Ljubljana-SI, Berlin-DE, Heraklion - GR, Empoli-IT): Each semester all partners will meet in one local project area to coordinate and plan activities, work on project management and work out tricky parts that need proper co-designing by all like the initial assessment, the TORs for evaluation, the participation tools. Next to a 1,5 days coordination meetings a 1,5 days study visit and Good practise exchange will be organized jointly in order to learn from the respective local area and their initiatives as well as provide inputs and ideas from the Partnership to the respective LA and NGO. The EMV-LII KOM will be organised as part of this task being the first coordination meeting in Graz.

T1.3. Policy Roundtable in European Parliament, Brussels: In the last project semester a Policy Roundtable in the European Parliament in Brussels will be organized to share policy recommendations of the project with EC decision makers and MEPs, disseminate good practise and meet with European level bodies and networks like EMAB. 2 Migrant representatives per local area will participate additionally to the partnership.

T 1.4. Internal Monitoring and reporting on project progress: Project progress will be monitored on a 6-month-basis to keep track of how the project is progressing in terms of resources used, implementation, KPIs and delivery of results. Also this task includes the preparation of the mid-term (month 20) and final reports. (month 38 after projects end)

T 1.5. External Evaluation of project outcomes and impact To ensure an independent assessment of the project and the project activities and tools including their effectiveness, KPIs fulfilment and contribution to objectives and impact an external evaluation will be sought. Therefore a call for tender will be published and the best (not cheapest) bidder selected by a tender committee. The evaluation will be done in an accompanying mode developing with the project staff all indicators and measurements and inform the project during its duration at meetings on needs for corrective action and possibilities for improvement.

T 1.6. Participation in DG Home Exchange Sessions in Brussels: The project manager of Südwind will participate together with 1 other partner representative, selected by the Partnership in line with the topic of the meeting and partners interest.

T 1.7. Sustainability strategy: The project lead Südwind will take care of developing a detailed sustainability strategy at the projects end starting at the first partner meeting of the third year for the partnership to enable the network to keep growing and merging efforts with other existing networks, platforms and consultation boards.

Work package WP2 – Trainings and Capacity Building for Communication and Advocacy for and of migrants and migrant organisations

Work Package Number	WP2	Lead Beneficiary	3 - MOVEGLOBAL
Work Package Name	Trainings and Capacity Building for Communication and Advocacy for and of migrants and migrant organisations		
Start Month	6	End Month	30

Objectives
- Specific Objective 2: Increased capacity and willingness of local and regional authorities to engage migrants in local integration strategies
Description
<p>T2.1 Tailored training programme for migrants and their organisations to build skills for participation in local integration strategy (advocacy, legal issues, self-organising, building an organisation, project management, fundraising, campaigning, local integration strategies, specific language needs on local integration and participation): Focus groups will inform about (renewed) migrant (organisations) training needs, a training programme developed and 10 training modules in english developed or enhanced (if already developed in EMVI). 7 training modules are adapted to and translated for the local level, in each local project area 7 trainings for 15 participants (2 hours) conducted Including peer exchanges with partners and migrant organisations/advisory councils. (8x7 trainings=56 workshops/840 participants)</p> <p>T2.2 Women advocacy training: Following focus group analysis of previous EMVI project a special advocacy training cycle for women migrants will be developed in order to co-empower them to speak up for their demands on local integration strategies and beyond towards the authorities. Training Cycle of 4 workshop modules (such as: public speaking, advocacy, local integration politics) will be developed on European level and conducted locally in all local project areas. (8x1 training cycle of 4 modules of three hours each, 15 participants/cycle, 120 participants total)</p> <p>T2.3. Legal training based on rights-based approach: Following research and analysis in previous EMVI project a dedicated legal training will be developed for migrant organisations and migrant leaders+multipliers to empower their legal expertise based on a rights based approach. 5 Modules will include migrant+refugee rights, local integration laws +strategies, housing rights, citizenship rights, etc) and will be developed on European level and trained in the 8 local areas (8x1 training cycle of 5 modules of three hours, 15 participants/cycle, 120 participants total)</p> <p>T 2.4. Advocacy and Participation Activities of migrants and their associations on local integration, migrants & citizenship rights: Following the trainings above and the advocacy with LAs+RAs in WP 3 migrants' and their associations' advocacy and participation activities around design and implementation of local integration strategies and their rights will be supported and strengthened (e.g. meetings with mayor/councillors, participation in policy roundtables, commenting policies). On average 9 per local area.</p> <p>T .2.5. Empower migrants' Communication Activities like pod- and radiocasts, video and social media content, media appearance training: Media workshops for migrants will be co-developed with migrant organisations and medias (e.g. free radios) and conducted on local level based on local needs (e.g. podcast/radiocast training, media appearance, Vlogging, social media trainings). In each local area 4 workshops with 10 participants on average. (8x4 workshops=32 workshops/320 participants)</p> <p>T 2.6. Strengthen visibility of migrants in the municipality through communication and events in public spaces/events in co-creation: Following the trainings above and the advocacy with LAs+RAs in WP 3 migrants' and their associations' communication and events in public spaces is supported and strengthened (e.g. migrant associations day in the city hall, intercultural festival, cultural monument, op-ed in local newspaper) On average 5 per local area. (40 in total)</p>

Work package WP3 – Capacity Building for and advocacy with local and regional authorities to engage migrants in local integration strategies and action plans

Work Package Number	WP3	Lead Beneficiary	10 - MI
Work Package Name	Capacity Building for and advocacy with local and regional authorities to engage migrants in local integration strategies and action plans		
Start Month	1	End Month	24

Objectives
- Specific Objective 2. Increased capacity and willingness of local and regional authorities to engage migrants in local integration strategies
Description
T3.1 Baseline Assessment of local integration strategies and migrant participation in those: A research guideline based on explorative interviews and focus groups with LA and migrant reps will be developed by MI, translated and applied in

the 8 local areas resulting in local baseline assessments of local/regional integration strategies and migrant participation, that will inform the local work and will be summarized in a European level assessment including good practices and recommendations to be shared.

T3.2 Trainings for LA officials and local politicians: Following the Baseline assessment and identified gaps and needs tailored trainings will be developed tailor-made on local level for LA officials and local politicians and shared on EU level (e.g. on intercultural understanding, intersectionality, (e-)participation, local integration strategies) incl. peer exchanges between partner LAs/RAs. 4 per local area, 7 participants each, 2 hours=32 trainings/224 participants)

T3.3. Anti-discrimination trainings for LAs: Following the baseline assessment in each local area a training cycle on Anti-discrimination for LA representatives will be developed on European level, adapted locally and conducted. It will consist of 3 seminars each for 2 hours (topics such as: anti-discrimination legislation, practical+positive approaches to counter discrimination, guidance on anti-discrimination policies and strategies) (1 training cycle per local area = 8 in total, 10 participants each)

T 3.4. Train and facilitate migrants engagement as anti-discrimination mediators: Following research migrants are often object of discrimination, these experiences shall be turned into becoming anti-discrimination mediators for intercultural understanding on local levels. Therefore a training course will be developed by migrant-led organisations of 5 modules (each 3 hours) and piloted once per local area for 15 participants receiving a certificate and being linked with authorities for their future engagement as anti-discrimination mediators.

T 3.5. Advocacy and lobbying with LAs on migrants participation and engagement for local integration strategies Following advocacy trainings of WP2 advocacy and lobbying meeting with LA/RA will be facilitated, prepared and supported to empower participation in local integration strategies 7 meetings per local area, 5 participants each, 1 hour

T 3.6. Multistakeholder Workshops+Roundtables co-designing and co-implementing local integration strategies and other policies relevant for local integration:

2 expert Workshops (15 participants each) on local integration strategy per local area for migrant organisations + authority

1 Policy Roundtable (10 participants each) on local integration strategy design/implementation/roadmap based on respective stage of strategy

Work package WP4 – Empower Participation of Migrants in local integration strategies and action plans of local and regional authorities

Work Package Number	WP4	Lead Beneficiary	1 - SUDWIND
Work Package Name	Empower Participation of Migrants in local integration strategies and action plans of local and regional authorities		
Start Month	10	End Month	33

Objectives

- Specific Objective 3. Strengthened participation mechanisms for local integration

Description

T4.1 Issue raising meetings for migrants partly including city councillors and policy makers In EMVI project the methodology for issue-raising meetings has been co-developed. In open meetings between migrants daily issues, needs and demands are raised, collected and clustered and then brought in the political discourse with the authority. For EMV-LII these will be enhanced by policy dialogue and spread to LU+HR and their local areas.

4 Issue-Raising meetings per local area with 15 participants each = 32 meetings/480 participants, Half of meetings incl. policy

T4.2 E-Participation Tool to support and structure issue raising developed or enhanced In EMVI 6 e-participation portals for migrant participation in local areas have been developed and piloted. These will be enhanced with new process and maintained, while in the two new local areas Medimurje (HR) and LU they will be developed and introduced based on EMVI good practice.

E-Participation has proven in the evaluation session of EMVI as a good practise tool for migrant participation by itself as well as to plan, structure and follow up on offline issue raising meetings. Also they increase migrants and authorities digital skills for mutual benefit.

The e-participation portals are developed according to best practice of e-participation with the open source tool Decidim, used by EC for Dialogue on the Future of Europe and various local and regional authorities. They are mobile first, accessible to migrants and in multiple languages using AI.

T.4.3. Strengthen Migrants Advisory Councils and committees for local integration While in EMVI project 6 migrants advisory councils have been planned, piloted, or enhanced they will be further developed and integrated for local integration strategies, new migrants advisory councils for local integration will be founded in Medimurje and LU local area:

- For the already piloted/existing migrant advisory councils they will decide on 6 actions they need to be strengthened and supported for their participation in local integration strategies (this can be Workshops on design and implementation of local integration strategies, policy and advocacy work, joint EU level or local advocacy for local integration, a publication, a social media campaign).

- For the not yet piloted/existing migrants advisory boards the following tasks will be implemented following good practise:

1 Workshop for migrants+migrant organizations on their expectations, demands and limitations for a advisory council

1 Co-Development workshop for migrant organisations+migrants together with local/regional authority to establish and agree on a roadmap towards an advisory council/committee for local integration

3 Follow-up Meetings leading to a final Agreement on the establishing of the council

T 4.4. Strengthen networks, initiatives and advocacy campaigns of migrant organisations Following trainings, issue raising meetings and e-participation 6 actions of migrant organisations will be supported logistically, organisational and by taking over part of the costs, such as social media campaign, vlogging, local radio, cultural event, networking meeting between organisations and with the authority

T .4.5. Enhance participation of migrants and refugees in local / neighbourhood boards. 3 representations of migrant organisation/council in local/neighbourhood boards will be advocated for, piloted and supported per local area to enhance their involvement in local integration

T 4.6. Enhance and strengthen migrant positioning and developing of policy papers for the co-design and co-implementation of local integration strategies Support the development of 3 policy papers per local area by the migrant advisory council or/and migrant organisations. Enhance the advocacy for these papers with the local or regional authority (2 meetings per paper)

Work package WP5 – Communication and Dissemination

Work Package Number	WP5	Lead Beneficiary	2 - COSPE
Work Package Name	Communication and Dissemination		
Start Month	1	End Month	36

Objectives

WP 5 contributes to all 3 specific objectives:

- SO1. Strengthened and empowered participation of migrants in local integration, through trainings and capacity building
- SO2. Increased capacity and willingness of local and regional authorities to engage migrants in local integration strategies
- SO3. Strengthened participation mechanisms for local integration

Description

T5.1 European website, local subsites & active dissemination through networks The existing site used by the partnership in EMVI project and prior activities for participation of diaspora www.diaspora-participation.eu will be updated and used as a common landing page for the project. Additionally the partners will use and adapt their own websites to publish, share and promote the project activities and results on project subsites.

With targeted emails the website and project materials will be specifically promoted for replicability and wider use by other NGOs, project consortia and networks of partners such as ADYFE on EU level and all on national level as well as through networks we are connected with like cities network ECCAR (member: Graz), the refugee and migrant rights network ECRE and NGO networks like CONCORD.

T5.2 Common communication and reachout strategy including visibility guidelines A common communication strategy will be developed and agreed with all partners, based on the own media of the broad partnership, including the migrants organisations and its networks and the channels of the local authorities to promote the project activities and results. The strategy will include a detailed analysis of the own media channels and a guideline for all partners including timeline,

responsibilities, content). The strategy will also include a strategy for the social media campaign and the media work (see 5.3. and 5.4) and include AMIF visibility guidelines.

T.5.3. Social and community media campaign for participation of migrants in local integration strategies Active social and community media work will be part of the communication strategy, especially for inviting to the training and capacity building activities and to the participation activities. This includes the design of shareables and memes, of instastories (e.g. on the proposals on the participation platform), vlogging, disseminated through the social media channels of the NGOs, independent media working on migration issues and migrant organisation and local and regional authority partners but it will also target instant messaging services, used within migrant communities (e.g. whatsapp, telegram)

T 5.4. Media campaign for importance of participation of migrants in local integration The traditional and community media work will mainly be used to reach local audiences as well as public authorities and the local communities as a whole,

With focus on the majority population to communicate the benefits and value of democratic participation and inclusive citizen rights for all and to present the activities and proposals of the project in the region. Thus press releases, media events, interviews or talks with journalists will focus local and regional media. Main target will be migrant and local media.

T .5.5. Representation of the Project on Panels and Events As already EMVI project was considered best practice by various municipalities and migrant associations as well as research project representatives were invited to various panels and presentations.

To that end and to enable European dissemination this is directly planned as a task. Per local area 3 panel/project representations will be implemented. COSPE and Symbiosis as WP lead will prepare in collaboration with partners a Presentation draft in English to adapt and translate for local use.

STAFF EFFORT

Staff effort per participant						
Grant Preparation (Work packages - Effort screen) — Enter the info.						
Participant	WP1	WP2	WP3	WP4	WP5	Total Person-Months
1 - SUDWIND	5.50	8.00	5.50	6.00	2.00	27.00
2 - COSPE	3.00	8.00	2.70	5.50	3.50	22.70
3 - MOVEGLOBAL	3.00	13.00	2.70	5.50	2.70	26.90
4 - EMPOLI	1.30	0.80	1.00	1.50	0.50	5.10
5 - MIB GRAZ	2.00	3.00	2.50	3.00	1.00	11.50
6 - CITY OF GRAZ	0.80		1.00	1.00	0.50	3.30
7 - LUSTENAU	0.80	0.80	1.00	1.00	0.50	4.10
8 - ADYFE	0.80	0.80	0.80		0.50	2.90
9 - KDG	2.00	6.70	1.00	3.50	1.50	14.70
10 - MI	2.20	2.00	5.50	2.60	1.50	13.80
11 - LJUBLJANA	1.10	0.80	1.00	1.40	0.50	4.80
12 - SOS	0.80		1.00	1.00	0.50	3.30
13 - CMS	3.00	14.50	3.80	6.50	2.90	30.70
14 - MEDJIMURJE	1.30	0.80	1.00	1.50	0.50	5.10
15 - SYMBIOSIS	3.00	7.00	2.70	5.50	3.50	21.70
16 - IRAKLEIOU AAE	1.30	0.80	1.00	1.50	0.50	5.10
17 - BERLIN Senate	1.30	0.80	1.00	1.50	0.50	5.10
18 - FSLUX	3.00	8.00	3.00	5.00	3.00	22.00
19 - Schiffflange	1.00	0.50		1.00		2.50

Staff effort per participant						
Grant Preparation (Work packages - Effort screen) — Enter the info.						
Participant	WP1	WP2	WP3	WP4	WP5	Total Person-Months
Total Person-Months	37.20	76.30	38.20	54.50	26.10	232.30

LIST OF DELIVERABLES

Deliverables <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 2015/444</i>						
Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Mid-term progress report	WP1	1 - SUDWIND	R — Document, report	SEN - Sensitive	20
D1.2	Sustainability Strategy	WP1	1 - SUDWIND	R — Document, report	SEN - Sensitive	34
D1.3	6 Good Practise Exchanges report	WP1	1 - SUDWIND	R — Document, report	PU - Public	33
D1.4	KPI Outputs and Result indicators	WP1	1 - SUDWIND	R — Document, report	SEN - Sensitive	36
D1.5	Kick Off Meeting in Graz Report	WP1	1 - SUDWIND	R — Document, report	SEN - Sensitive	5
D2.1	7 Training Modules adapted per country	WP2	3 - MOVEGLOBAL	R — Document, report	PU - Public	18
D2.2	Curriculum for women advocates + legal training	WP2	3 - MOVEGLOBAL	R — Document, report	PU - Public	30
D2.3	Summary of Migrant Communication empowered	WP2	15 - SYMBIOSIS	DEM — Demonstrator, pilot, prototype	PU - Public	30
D3.1	Baseline Assessment	WP3	10 - MI	R — Document, report	PU - Public	10
D3.2	LA Training modules	WP3	1 - SUDWIND	R — Document, report	PU - Public	12
D3.3	Workshop+Roundtable Reports LA +Migrants	WP3	5 - MIB GRAZ	R — Document, report	SEN - Sensitive	24
D4.1	8 E-Participation Portal processes for local integration	WP4	1 - SUDWIND	DEC —Websites, patent filings, videos, etc	PU - Public	15

Deliverables

Grant Preparation (Deliverables screen) — Enter the info.

The labels used mean:

Public — fully open (🚩 automatically posted online)

Sensitive — limited under the conditions of the Grant Agreement

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

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D4.2	Foundation documents/statutes of advisory boards	WP4	1 - SUDWIND	R — Document, report	SEN - Sensitive	33
D4.3	24 Migrant policy papers (3/area)	WP4	5 - MIB GRAZ	R — Document, report	PU - Public	33
D5.1	Communication Strategy	WP5	2 - COSPE	R — Document, report	PU - Public	4
D5.2	Europ. Website + national subsites refurbished/established	WP5	2 - COSPE	DEC —Websites, patent filings, videos, etc	PU - Public	9
D5.3	Shareables for media campaign	WP5	15 - SYMBIOSIS	DEC —Websites, patent filings, videos, etc	PU - Public	24

Deliverable D1.1 – Mid-term progress report

Deliverable Number	D1.1	Lead Beneficiary	1 - SUDWIND
Deliverable Name	Mid-term progress report		
Type	R — Document, report	Dissemination Level	SEN - Sensitive
Due Date (month)	20	Work Package No	WP1

Description
Electronic pdf format, ca 20 pages, EN

Deliverable D1.2 – Sustainability Strategy

Deliverable Number	D1.2	Lead Beneficiary	1 - SUDWIND
Deliverable Name	Sustainability Strategy		
Type	R — Document, report	Dissemination Level	SEN - Sensitive
Due Date (month)	34	Work Package No	WP1

Description
Electronic pdf format, ca 13 pages, EN

Deliverable D1.3 – 6 Good Practise Exchanges report

Deliverable Number	D1.3	Lead Beneficiary	1 - SUDWIND
Deliverable Name	6 Good Practise Exchanges report		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	33	Work Package No	WP1

Description
Electronic pdf format, ca 60 pages, EN

Deliverable D1.4 – KPI Outputs and Result indiicators

Deliverable Number	D1.4	Lead Beneficiary	1 - SUDWIND
Deliverable Name	KPI Outputs and Result indiicators		
Type	R — Document, report	Dissemination Level	SEN - Sensitive
Due Date (month)	36	Work Package No	WP1

Description
Electronic pdf format based on indicators for Union Actions template (Annex VIII), EN

Deliverable D1.5 – Kick Off Meeting in Graz Report

Deliverable Number	D1.5	Lead Beneficiary	1 - SUDWIND
Deliverable Name	Kick Off Meeting in Graz Report		
Type	R — Document, report	Dissemination Level	SEN - Sensitive
Due Date (month)	5	Work Package No	WP1

Description
Minutes of Kick off Meeting, EN, ca 5 pages+annexes

Deliverable D2.1 – 7 Training Modules adapted per country

Deliverable Number	D2.1	Lead Beneficiary	3 - MOVEGLOBAL
Deliverable Name	7 Training Modules adapted per country		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	18	Work Package No	WP2

Description
Training Modules as ppt and pdf, ca 20 slides each, in EN, SI, DE, AT, HR, GR, LU, IT

Deliverable D2.2 – Curriculum for women advocates + legal training

Deliverable Number	D2.2	Lead Beneficiary	3 - MOVEGLOBAL
Deliverable Name	Curriculum for women advocates + legal training		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	30	Work Package No	WP2

Description
Curriculum in pdf ca 10 pages x 2, in EN, SI, DE, AT, HR, GR, LU, IT

Deliverable D2.3 – Summary of Migrant Communication empowered

Deliverable Number	D2.3	Lead Beneficiary	15 - SYMBIOSIS
Deliverable Name	Summary of Migrant Communication empowered		
Type	DEM — Demonstrator, pilot, prototype	Dissemination Level	PU - Public
Due Date (month)	30	Work Package No	WP2

Description
pod- and radiocasts, video and social media content, in EN, SI, DE, AT, HR, GR, LU, IT

Deliverable D3.1 – Baseline Assessment

Deliverable Number	D3.1	Lead Beneficiary	10 - MI
Deliverable Name	Baseline Assessment		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	10	Work Package No	WP3

Description
Baseline report as pdf covering the 8 local areas, EN

Deliverable D3.2 – LA Training modules

Deliverable Number	D3.2	Lead Beneficiary	1 - SUDWIND
Deliverable Name	LA Training modules		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	12	Work Package No	WP3

Description
Training modules as pdf and ppt in EN, SI, IT, DE, LU, HR, AT,GR adapt.

Deliverable D3.3 – Workshop+Roundtable Reports LA+Migrants

Deliverable Number	D3.3	Lead Beneficiary	5 - MIB GRAZ
Deliverable Name	Workshop+Roundtable Reports LA+Migrants		
Type	R — Document, report	Dissemination Level	SEN - Sensitive
Due Date (month)	24	Work Package No	WP3

Description
Documentation and Reports of joint workshops in EN

Deliverable D4.1 – 8 E-Participation Portal processes for local integration

Deliverable Number	D4.1	Lead Beneficiary	1 - SUDWIND
Deliverable Name	8 E-Participation Portal processes for local integration		
Type	DEC — Websites, patent filings, videos, etc	Dissemination Level	PU - Public
Due Date (month)	15	Work Package No	WP4

Description
Decidim participation portal for local integration in local area+migrant languages

Deliverable D4.2 – Foundation documents/statutes of advisory boards

Deliverable Number	D4.2	Lead Beneficiary	1 - SUDWIND
Deliverable Name	Foundation documents/statutes of advisory boards		
Type	R — Document, report	Dissemination Level	SEN - Sensitive
Due Date (month)	33	Work Package No	WP4

Description
Foundation documents/statutes in local area language and EN, pdf

Deliverable D4.3 – 24 Migrant policy papers (3/area)

Deliverable Number	D4.3	Lead Beneficiary	5 - MIB GRAZ
Deliverable Name	24 Migrant policy papers (3/area)		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	33	Work Package No	WP4

Description
24 Migrant Policy papers (2 pages each) in local areas languages

Deliverable D5.1 – Communication Strategy

Deliverable Number	D5.1	Lead Beneficiary	2 - COSPE
Deliverable Name	Communication Strategy		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	4	Work Package No	WP5

Description
Communication strategy in pdf ca. 20 pages, EN

Deliverable D5.2 – Europ. Website + national subsites refurbished/established

Deliverable Number	D5.2	Lead Beneficiary	2 - COSPE
Deliverable Name	Europ. Website + national subsites refurbished/established		
Type	DEC — Websites, patent filings, videos, etc	Dissemination Level	PU - Public
Due Date (month)	9	Work Package No	WP5

Description
Europ. Website EN, national subsiter in nat. Languages

Deliverable D5.3 – Shareables for media campaign

Deliverable Number	D5.3	Lead Beneficiary	15 - SYMBIOSIS
Deliverable Name	Shareables for media campaign		
Type	DEC — Websites, patent filings, videos, etc	Dissemination Level	PU - Public
Due Date (month)	24	Work Package No	WP5

Description
7 Shareables as png and pdf in EN, IT, SI; GR, DE, HR, LU, AT adapted.

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	Sustainability Strategy	WP1	1 - SUDWIND	Upload of respective deliverable	34
2	Tailored Training Programme, women and legal trainings implemented	WP2	3 - MOVEGLOBAL	Upload of respective deliverable.	34
3	Baseline Assessment	WP3	10 - MI	Upload of respective deliverable	10
4	8 E-Participation processes for local integration established	WP4	1 - SUDWIND	Respective deliverables online	15
5	8 new migrants advisory boards established/enhanced	WP4	1 - SUDWIND	Foundation documents/statutes uploaded	33

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	New pandemic wave: By a new pandemic wave including travel and physical contact restrictions all WPs would be effected, especially the Good practice exchange visits and the training activities Impact: High, likelihood. Medium	WP2, WP4, WP5, WP1, WP3	The planned Exchange visits would need to be postponed and/or replaced by online meetings and study visits, including virtual visits of relevant places. All activities of WP2-4 should be manageable online or hybrid if necessary with online trainings and online meetings. With E-Participation in WP 4 we are on the save side.
2	Dwindling motivation of migrants to participate	WP2, WP4	Preliminary focus groups to listen and respond to the needs of the target groups in a flexible

Critical risks & risk management strategy <i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
	in training and participation activities: The social and economic pressures posed by inflation and economic turmoil can have negative effects on the motivation of migrants in terms of participation to the training as well as participate in local integration. Impact: Medium, Likelihood: Medium		way. Also methodologies used like issue-raising and Pedagogy of the Oppressed start with daily personal problems and empower their solutions on political and personal level. The close cooperation with migrant-led organisations will also raise motivation and support through peers. Offering interpretation and childcare at activities will also lower the obstacles to participate.
3	Reluctance in local/regional authorities: The interest in participation of migrants in local integration may be lower due to economic crises and specific pressures on LAs. Impact: High, Likelihood: Low	WP4, WP3	As this partnership includes motivated LAs, this risk should be feasible. Training and capacity building for LAs will be tailor-made for them in order to really satisfy their training needs. As LAs are often concerned about the time needed to participate in the project, we opted for leaving the main workload on the CSOs supporting the LAs and focus the LA participation on transnational exchange and their role as door opener and implementer of local integration strategies.
4	Low experience of LAs in PM Most local and regional authorities have low experience in project management of EU projects Impact: Medium Likelihood: High	WP1	The highly experienced NGOs are supporting the LAs in project management and reporting. The national coordinator takes the role to support their project implementation and reporting. The European coordinator provides specific webinars and a PM training at the Partnership meetings.
5	Uncertainties for people in need of international protection: As the project focuses on migrants with specific needs and people in need of international protection, they can in certain cases be repatriated. Impact Low, Likelihood: Medium	WP2, WP4	The project will work with the uncertainty and provide trainings and empowerment and participation that are anyway usefull for their personal development (e.g. project management, fundraising, advocacy) As the project will work with different groups of people in need of international protection the work can continue with the other groups (e.g. from other countries, groups of already recognized refugees.
6	Low turnout in e-participation Impact: Low Likelihood: Medium	WP4	The e-participation is designed to be very accessible in migrants languages, mobile first and easy to handle. Additionally it will also function to structure and combine online and offline participation for local integration
7	Local integration strategies stopped Eg. Elections or changing political circumstances can lead to a stop for the design and/or implementation of the strategy Impact: High, Likelihood: Medium	WP4	The project partnership will work in a flexible and adaptive way so that the activity can be postponed or reframed eg. if it is not possible to endorse the integration strategy in the city council a roadmap will be agreed as preliminary measure.

Critical risks & risk management strategy <i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
8	Low media interest for local integration strategies Impact: Low, Likelihood: medium	WP5	The Partnership is well experienced to breakdown abstract topics to be interesting for journalists. Especially local media will be targeted for the local areas and mayors and other high-level local testimonials employed to reach higher interest.

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

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

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

PROJECT	
Project name:	[Empowering Migrant Voices for local integration and inclusion]
Project acronym:	[EMV-LII]
Coordinator contact:	[Stefan Grasgruber-Kerl], [SÜDWIND]
Topic:	[Topic 2 Integration and inclusion at regional and local level]

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#APP-FORM-AMIFISFBMVI@#

#PRJ-SUM-PS@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

PROJECT SUMMARY

Project summary

See Abstract (Application Form Part A).

#\$PRJ-SUM-PS\$# #REL-EVA-RE@# #PRJ-OBJ-PO@#

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives

*Describe the context of the action and analyse the European needs which will be addressed by the action. How does it align with the relevant EU strategic documents and/or action plans and/or legislative context?**Who are the target groups? Define the general objective (correlated to the expected impact) of the action. The general objective should correspond to the relevant priority(ies) defined in the call for proposals. The impact is defined as the long-term effect produced by the action.*

"Integration happens in every village, city and region, where migrants live, work, go to school, and where they are members of clubs and associations. Although integration policies are often decided by the central government, the local level plays a key role." Topic 2 of the Call rightly explains, which we also believe and have evidenced by the previous AMIF EMVI project that local integration is key for migrants and communities.

Therefore EMV-LII project is designed on the key principle that for local integration and local integration strategies to succeed participation of migrants is of utmost importance.

EMV-LII project thereby is highly relevant to the European needs and in line with the Call priorities of Topic 2. Also it builds on the previous AMIF project EMVI (Empowering Migrants Voices for Integration) 2022-2023 with the perspective to both deepen and strengthen the processes piloted and started and broaden the activities to two more countries (LU, HR) and new local and regional authorities. At the same time EMV-LII proposes new innovative tools and activities to enhance migrant participation for local integration.

It is presented by a unique and diverse multistakeholder partnership consisting of 19 NGOs, local and regional authorities and migrant-led organisations and councils from 7 member states.

The project includes as a principle as it is stated in the Call Topic 2: "Local strategies and activities ensuring proper coordination and consultation are key for an early start and success of the integration process. The development and implementation of these strategies should encompass all actors in facilitating integration, including migrant communities, which should, wherever applicable, be consulted in designing integration measures and policies." therefore it develops further, enhances, strengthens and broadens different participation methods for migrants in local integration strategies design and implementation such as migrant advisory councils, online- and offline participation by issue raising and e-participation portal and migrant-led advocacy and policy roundtables all piloted and proven effective in AMIF EMVI project by its research and external evaluation of participation tools.

European needs addressed based on EU strategic documents and action plans

The following European needs established in EU strategic documents and action plans are addressed by EMV-LII:

- **Inclusive societies for all:** The new EC Action Plan on Integration and Inclusion 2021-2027 stresses that „for the long-term well-being of our societies and the stability of our economics" it is key to build inclusive societies for all and foster "social cohesion to ensure everyone is fully included and participates in European societies" creating close synergies with the European Pillar of Social Rights and the anti-racism action plan. The Action Plan emphasizes that promoting an inclusive society on a democratic basis is in line with the EU's fundamental values, the Charter of Fundamental Rights and the European Pillar of Social Rights. It premises that „The European way of life is an inclusive one." As European societies are not yet able to fulfil this promise being migration still closely linked to discrimination, a main goal of the inclusion agenda has to be the sensibilisation of the host societies on the importance of inclusion and participation of all groups.

Local and regional levels are key for integration and inclusion: "Integration happens in every village, city and region where migrants live, work and go to school or to a sports club. The local level plays a key role in welcoming and guiding newcomers when they first arrive in their new country." the EC Action plan on integration and inclusion states. (p. 8) Also the EU Pact on Asylum and Migration points out that "successful integration benefits both the individuals concerned, and the local communities into which they integrate". (p. 27) Additionally the AMIF EMVI European Good practices report has also pointed out the importance of the local and regional level for integration, therefore this project also focuses on these levels and corresponding integration plans. Furthermore EMV-LII involves both urban areas as well as rural areas and LAs as partners. Thereby it will also explore rural partnerships to ensure inclusion and integration of migrants in rural areas in line with the Action Plan. (p. 17)

Migrants play key role for integration and inclusion of migrants: As emphasized by migrant, migrant-led and diaspora organisations and civil society also the EC Action plan states "Diaspora can play a critical role to support inclusion in host

societies, contribute to investments, innovation and development, while also preserving relationship with countries of origin.” (p. 4) Therefore this proposal specifically wants to strengthen migrants’ involvement “playing a key role in achieving a truly effective and comprehensive integration policy” as also the action plan recognizes (p. 9).

Integration and inclusion is a two-way process so capacity and exchange with the host society and institutions is imperative: While the two-way process is already part of common thinking the massive needs of local and regional authorities for capacity building and readiness to consult and include migrants views on the other hand has only been established in recent cooperations, projects and is also confirmed by the EC Action Plan. It analyses that while local and regional authorities play a crucial role in the integration process however they often lack resources to put in place integration measures or have difficulties in accessing EU funding. (p. 18). Therefore in line with the action plan this proposed project will “Build capacity of local and regional authorities to involve local communities in the design and implementation of integration measures and programmes” (p. 17), especially local and regional integration strategies. And it additionally builds their capacities in EU projects and project management.

The EC action plan commits to “finance projects to increase the capacity of national, regional and local authorities to involve migrants and migrant organisations in decision-making processes” (p. 22) which is exactly built into specific objective 2 and proposed activities of corresponding WP 3. Also the project provides opportunities for local communities to learn more about welcoming and guiding newcomers, supporting migrants participation and interactions with the host society in line with the EC action plan (p. 21)

Participation of migrants is crucial for local and regional integration and beyond: With 34 million inhabitants of the EU born outside the EU (8% in 2019) democratic structures cannot exclude their voices on the long-term (in the last municipal elections in Vienna it was 30% of the population without right to vote). The EU FRA report „Together in the EU – Promoting the participation of migrants and their descendants“ (2017) concludes that citizen rights for migrants are very low in the EU. The countries chosen for this partnership have different levels of participation: Slovenia and Luxembourg provide access to voting rights for third-country nationals (TCN) at local level and SI has been piloting a consultation with immigrant representatives. Germany and Luxembourg have already established national migrant consultative bodies and regional consultation structures are well established in Germany. Austria, Greece and Italy are among the countries who neither provide any electoral rights to TCN nor put in place national consultative bodies but there do exist structures on the local or regional level, such as the partner Migrants’ Advisory Council of Graz, identified as European Good practice in various reports and AMIF projects. Croatia does not give the right to vote but has migrants councils established.

Migrants’ inclusion is much more effective if their participation is raised. The EC Action Plan on Integration and Inclusion 2021-2027, states that „Developing welcoming, diverse and inclusive societies (...) needs the engagement of both migrants and the receiving society. Including migrants and EU citizens with a migrant background as well as promoting their active participation in consultative and decision-making processes can help empower them and ensure that integration and inclusion policies are more effective and reflect real needs.“ (p.20). And the EU wants to achieve with its action plan “More migrants and EU citizens with a migrant background participate in consultative and decision-making processes at local, regional, national and European levels” and migrant women have equal opportunities for participation (p. 22), both needs the proposed action is taking up in its specific objectives and WPs.

As the EC Action Plan encourages to: “involve migrants and migrant organisations in the design, implementation and evaluation of integration and inclusion policies and programmes, (including when EU-funded.)” (p. 23) this action will involve migrants, migrant-led and diaspora organisations through innovative and proven tools (advisory councils, on- and offline issue raising, migrant-led advocacy) in design and implementation of local and regional integration strategies.

It is obvious that EU member states need to open new ways and structures of participation for migrants in consultative and decision-making processes in policy fields that concern them. Existing structures need to be assessed, improved and adapted, obstacles in prior experiences have to be overcome. Integration policies are most effective when the groups are actively involved, addressing the specific migration context, taking into account migrant characteristics (including gender and age), duration of stay, and overall economic and societal trends in the receiving country. Such as the new Action Plan states, local authorities need to be trained to involve their communities in participative processes but also migrant communities need empowerment and capacity building to get involved in policy-making. Furthermore both the EC Action Plan and the Ask the People consultation, released by the EMAB (European Migrants Advisory Board), suggests special political literacy training for women, which will be also implemented in this action.

Digitalisation needs to include migrants: Forthcoming Digitalisation of governments at all levels can facilitate access to digital public services and enhance participation only if:

- it is ensured digital public services are inclusive by design, easily accessible and adapted to a diverse population and that migrants are consulted in their creation and further development.
- Digital services and participation are designed in co-creation with citizens, including migrants
- Migrants digital skills are built to fully benefit from online services including digital literacy courses for migrants to be included in integration programmes, including using available EU funds as emphasized by the EC Action plan (p.24)

In line with the EC action to “promote and finance projects on improving digital skills among migrants” (p. 23) the project includes digital skills and digital literacy especially for migrant women and persons in need of international protection and it includes them in design of digital participation tools and services by enhancing, strengthening and broadening the e-participation tools piloted and identified as good practice by migrant councils and organisations in EMVI Project.

Building on previous projects and existing good practice: The previous AMIF EMVI project has built or enhanced migrants’ advisory councils or roadmaps to establish those in all its six partner municipalities as well as built the new tools for migrant participation on local levels e-participation and issue-raising. Building on this the councils and tools will be further strengthened



and directly put into practice for the consultation on the design and implementation of local integration strategies. Moreover, the former partners to this project pass on the good practices and learn new good practices from the new partners (HR, LU) to broaden the examples of good practices and new participative local integration strategies on regional and local levels.

So, EMV-LII will directly respond to these European needs, building on the work of prior initiatives and within and beyond the consortium, such as the current EMVI project and the partnership on inclusion of migrants and refugees, linking its capacity building to the Urban Academy on Integration Strategies, building on the Ask the People consultation and taking into account national and international research institutions such as the Knowledge Centre on Migration and Demography.

Target groups

EMV-LII has the following clearly identified target groups in line with call fiche:

- migrants understood as third-country nationals with a special emphasis on migrants with specific needs focussing on persons in need of international protection, young migrants and women living in the local and regional areas of the partnership
- migrant organisations, migrant-led organisations, self-organisation and diaspora organisations established in the local and regional areas of the partnership
- migrants advisory councils on regional, local, national and EU levels and their representatives
- local and regional authorities, their officials and politicians
- journalists and social media multipliers/influencers
- NGOs and civil society
- citizens of the host communities
- EU Decision makers in EC, EP

General Objective

In line with the call objective the projects general objective is: to support the development and implementation of local integration strategies by increasing migrants' and Diaspora organisations' participation for more effective inclusion at local and regional level, with a special emphasis on including migrants with specific needs focussing on persons in need of international protection, young migrants and women.

Expected Impact

The expected impact of the action is improved engagement and empowered participation of migrants and their organisations in local integration and improvement of the inclusiveness of policies concerning migrant groups heading towards more inclusive societies. The foreseen objectives also lead to a greater sense of belonging of migrant communities to their host countries, due to the sensation of being heard and taken into account as citizens and/or inhabitants with a voice and the right to participate. This will also strengthen social cohesion and helps the majority population and authorities to deepen their understanding of the value and advantages of inclusive societies for all groups. Beyond the impact on the local and regional level, the action will spread the learnings and good practices on the national and European levels with dedicated activities.

Specific attention will be paid to the objective of enhancing the active participation of migrant women, young migrants and people in need of international protection in public debate assuring they get equal opportunities for participation in society, taking into account mainstreaming criteria and interlinking them with intersectional aspects for inclusive offers. Without any doubt, the action will support persons who could face discrimination or disproportionate obstacles to societal integration as members of ethnic or religious minorities, well assuming that this applies to a high number of TCN migrants in the countries involved.

The envisaged impact of EMVI-LII in summary is:

- improved engagement and participation of migrants at the local and regional levels in integration strategies as well as regional and local planning;
- enhanced visibility of the views and opinions of migrants associations and migrants at local, regional, national and EU levels
- faster inclusion of migrants, as they feel heard and they feel they can actively participate;
- to establish, strengthen and document scalable and replicable good practices and proven innovative methodologies for participative co-development and implementation of local integration initiatives and strategies that can be multiplied to others;
- improved cross-border cooperation between local and regional authorities and migrant organisations involved between the 7 countries of the partnership and beyond.

This project impact is in line with the following outcomes described under Topic 2 impact of the call:

- faster inclusion of migrants, making it more effective and with less administrative burden;
- improved engagement and participation of migrants involved in the project at the local level;
- scalable/replicable good practices and a methodology for the development and implementation of local integration initiatives and strategies that can inspire other local actors across the EU, also taking into account migrants with specific needs;
- improved cross-border cooperation between authorities and other stakeholders involved in issuing scalable/replicable good practices and a methodology for the development and implementation of local integration strategies;
- enhanced visibility of the views and opinions of migrants associations and migrants at national, regional and local level.

Relevance of project Objective to relevant priorities of the call

In line with the call objective of Topic 2 the project's general objective is to support the *development and implementation of local integration strategies* by increasing migrants' and Diaspora organisations' participation for more *effective inclusion at local and regional level*.

It includes the design, implementation and strengthening of concrete good practices and their dissemination through

transnational cooperation between NGOs, migrant organisations and migrant advisory councils, local and regional authorities in the development and implementation of local integration strategies.

EMVI-LII responds to the priorities of Topic 2:

- it has at its core and general objective to *include local and migrant communities in the design and implementation of integration policies at local and regional levels, facilitating integration of migrants in host communities*
- it uses a multistakeholder approach in its partnership and in *development and implementation local integration strategies* encompassing *all actors in facilitating integration, including migrant communities*, and their proper and intensive consultation in *designing integration measures and policies*.
- The project corresponds both to the long-term Vision for the EU's rural areas and the Urban Agenda Partnership on the inclusion of migrants and refugees, as it includes rural and urban areas and local and regional authorities in these.
- The proposal includes all groups of migrants present at the respective local and regional levels and takes *into account* and addresses *the needs of local and regional authorities hosting and welcoming people in need of international protection*.

The proposal is in line with the activities to be funded under Topic 2:

- it includes as its core and objective the *design and implementation of local integration strategies with concrete objectives* set on local and regional level including migrants. In line with the Action Plan on Integration and Inclusion and the Call topic, the project focuses on including local and migrant communities in the design and implementation of integration policies at the local level, facilitating integration of migrants in host communities.
- it includes trainings, workshops and mutual learning activities on good practice on specific integration topics both for migrants and local and regional authorities
- it creates know-how and best practices on integration with concrete objectives to be upscaled and disseminated through specific activities (between partners and beyond the partnership through European dissemination);
- it contributes to the creation of rural partnerships to ensure inclusion and integration of migrants in rural areas.
- Development and implementation of the project activities are based on a comprehensive approach building and developing effective consultation and cooperation with multiple stakeholders especially local and regional authorities, civil society organisations, including migrant associations and local communities that all provide their views through project tools.
- The proposal directly involves in the Partnership local and regional authorities as partners and associated partners as well as involving migrant-led organisations and civil society organisations.

EMV-LII responds also to the additional considerations applicable to Topic 2

- it covers a *broad geographical scope engaging applicants from diverse regions* across the EU (7 member states with 8 local and regional target territories) and it includes rural areas (e.g. Lustenau, Medimurje) and *looks at effective migrants' inclusion in these areas*.
- it involves applicants from more Member States than the minimum number identified in the eligibility criteria (7 member states, 19 partners in the partnership), of key relevance for the design of the action.
- it focusses on specific needs of people in need of international protection, migrant women and young migrants for their participation in local and regional integration strategies.

Furthermore it builds effectively as called for in the Call fiche "on relevant previous or on-going EU funded projects under AMIF Union actions" especially the current project by the similar partnership EMVI and similar projects like Migrant Voices Heard and ASAP.

Furthermore EMV-LII goes in line with the call background:

- it includes relevant key partners local and regional authorities, civil society organisations, including migrant organisations
- it foresees a monitoring and evaluation strategy, based on key performance indicators (KPIs) including programme indicators
- it foresees a sound communication, dissemination and visibility for the projects outputs and outcomes including:
- it has in-built dialogue and interactions with other project beneficiaries, stakeholders and the EC by including exchange with other beneficiaries in the baseline assessment at the start, AMIF Meetings in Brussels and a European Policy Roundtable
- It has planned to use the European Web Site on Integration to disseminate information on project activities (such as information on outputs, events and provision of information on the project) as established in the Dissemination WP.
- EMV-LII and its partners are strongly committed to climate justice and reducing carbon emissions. Therefore in line with the call all efforts in this direction are made including replacement of physical meetings by online calls and tools, combining necessary physical meetings with Exchange, learning and advocacy visits to maximise impact, while minimizing travel. Also efforts are made to replace flights by green travel, therefore also most countries of the Partnership are central European neighbouring countries.

As mentioned in the Call Fiche under "other important considerations:" the project additionally:

- takes into account the results of projects by AMIF EMVI; Migrant Voices Heard and ASP as well as supported by other EU funding programmes such as EuropeAid DEAR programme projects Climate of Change and Our Food our Future focussing on climate migration and migrants in agriculture as well as Erasmus+ project Beyond the tales focussing on climate migration.
- it complies with EU policy interests and priorities especially the European pillar of social rights, environment policies and the EU Charter of Fundamental rights.

As shown below in the Ethics point the project clearly respects and includes at its core ethical principles and EU values based on Article 2 of the Treaty on the European Union and the EU Charter of Fundamental Rights.

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives

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

The objectives should be clear, measureable, 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).

Additional to the European needs established above the project was co-designed by the Partnership based on a thorough research analysis on migrant participation in the EMVI project. This research identified the following most important needs relevant to respond to by this project as those needs for participation are of utmost importance for local integration and inclusion:

Right to vote is lacking: In Austria, Greece, Germany, Croatia and Italy, third-country nationals (TCNs) do not have the right to vote in local and national elections, as the right to vote is strictly linked with their citizenship status. The general right to vote in Slovenia is also tied to citizenship status, which means that some people who reside in Slovenia cannot influence its political future, especially asylum seekers and refugees. On the other side, permanent residency enables voting at the local level in SI as well as LU. The right to vote in local elections, as the Slovenian case shows, is a fundamental instrument for the political participation of TCNs. Therefore the recommendation of the research and many other analysis is that all people who are legally long term residents in the country should be granted voting rights at the local/regional level equivalent to voting rights at the local/regional level for EU citizens. However as long as voting rights are not within sight it is of utmost importance to establish, strengthen, enhance and broaden alternative participation in integration and inclusion policies and strategies.

Low migrant participation, representation and engagement in public bodies (LAs, RAs) Of the 7 countries of the partnership only Germany, Croatia and Luxemburg have already established a national consultative body and regional consultation structures for migrants on the federal level in Berlin, where councils are appointed and not elected, having a legal ground with the Participation Law. Austria, Greece, Croatia and Italy are among the countries that do not have national consultative bodies, but there do exist structures on the local or regional level, such as the partner Migrants' Advisory Council in Graz. Slovenia does not have any of that yet. Except Berlin, Graz and Lustenau local integration strategies in the local areas of the project are missing.

Civic integration is a reciprocal process. There is a need to sensitise local, regional and national administrations to finding more effective tools to involve migrants in the political and decision-making processes. Therefore all countries and levels of government should accept the motto that no decisions on migrants should be made without migrants. Therefore in line with the EMVI recommendation, migrant advisory bodies will be strengthened or co-developed on local and regional levels in EMV-LII.

Need for Improvement and development of integration/inclusion/ programmes with a special focus on civic participation

To be motivated and skilled to participate in political processes, migrants, in the first place, need to understand how the political system works in the country they reside in and how they can participate. As the research showed, the more migrants are informed, educated and skilled, the more they will feel part of the country and will be motivated to participate in the political processes actively. When it comes to integration measures and strategies the involvement of migrants needs to be especially developed. In the analysis it was established that integration courses usually fail to provide enough knowledge about civic participation. What is missing in every programme in the project countries is education on how to start associations and self-organisations to be able to advocate for migrants' needs, interests and demands. Therefore in line with this established need the proposal includes education and training for civic participation in WP 2.

Need for more trust between migrants and authorities and need to strengthen the cooperation between migrant communities and local/regional/national authorities

Local, regional and national authorities should work together with migrants of different origins, race, age, sex and gender at all levels to create trust in political processes. The authorities should create a more inclusive and diverse working environment. Fighting racism, discrimination, and the lack of opportunities should be a regular part of administrative work for migrants to feel free, safe and welcomed in the political processes at all levels. To strengthen the cooperation with migrant individuals and organisations, authorities should create more employment opportunities within the administration for people with a migration background on a more structural level. Cultural mediators should be more included in public bodies and employed in public institutions. On the other hand, training and workshops for members of the state officials, local and regional councils and offices need to be organised to become more sensitised to the migrant issues. More opportunities for exchange with decision-makers should be given to non-organised migrants and vulnerable groups such as women. and innovative tools like e-participation, issue-raising meetings and roundtables for migrants to raise their voices should be strengthened.

This proposed action responds to these needs by further strengthening and implementing issue-raising meetings, policy roundtables and e-participation for migrants and by strengthening migrant-led advocacy.

Lack of local/regional integration strategies on a structural level and lack of migrants' participation in their design and implementation

Improving political integration and inclusion policies requires social and cultural work to raise awareness of the added value migrant citizens bring to the society in various spheres. Local integration strategies need to be co-designed and co-implemented and complemented with timed and budgeted action plans.

Generally speaking often local and regional authorities lack a local or regional integration strategy and if they have one it often lacks migrants and migrant organisations participation in its design and implementation.

For the project areas:

AT: Graz: A new local integration strategy was passed recently (27th April 2023) by the municipal council of the City of Graz. The new policy recognizes Graz as a City made of people of diverse cultures and languages; pledges allegiance to upholding human rights for all, and aims to work for an inclusive society in which every inhabitant of Graz is recognized as a citizen of Graz. The Migrants Advisory board also through current EMVI project collaborated actively in the development of this new policy. During the proposed EMV-LII the co-implementation of the strategy will be the focus.

AT: Lustenau. A local integration strategy called Living Together was developed in 2014 with participation of migrants and the Department Living Together (involved in this proposal) established thereafter. The strategy needs a renewed action plan for its



co-implementation to be developed in this project.

HR. Medimurje County: It currently has no regional integration strategy and there are no specific participation tools relevant for migrants on local and regional levels. Around 3.289 foreign workers are currently registered in the county and it will be home to more foreign workers in the near future therefore it is of utmost importance that the county co-develops its integration strategy to build an inclusive and well-integrated society. This project will serve as a way to replicate good practices and share and exchange the knowledge and experience of other partners towards that goal. Also in HR the partners will work together with the city of Zagreb being part of the same north-east region, for seminars and participation activities, as in the city of Zagreb also more migrant organisations and diaspora associations can be found.

SI: Ljubljana: Also for Ljubljana a local integration strategy still needs to be co-designed, developed and ratified as planned by the municipality in this project taking into account good practices from the Partnership and a local co-design process. Also there is no migrant advisory board at the local level in Slovenia. So far the preparation for establishing a migrant advisory board in Ljubljana is in place, thanks to current AMIF-EMVI and the proposed EMV-LII project can help in developing and strengthening this body.

GR: Heraklion: While in Greece the municipality has the authority to design, implement and participate in several programmes concerning migrant integration (yet with no funding as such), the overall policy approach and directions are centrally designed by the Ministry of Migration and Asylum. Thus, the dominant model of integration governance is a centralist one. While Migrant Integration Councils exist in local government they need to be revived and strengthened and a local integration strategy will be co-designed and implemented in the LA partner Heraklion.

Also the municipality of Ioannina is joining as associated partner. It has established a Migrant Integration Council and wants to profit from the European exchange of good practices.

IT: Empoli: At the local level the implementation of the national integration plan is autonomous for each municipality. This project will be a possibility for the municipality of Empoli to create their own local integration plan and strategy based on the national plan in order to allocate resources properly and also to create spaces of dialogue with local migrants' organisations and CSO's on the barriers of integration they face. The city's social policy over the past 70 years has always supported active citizenship and encouraged residents to actively participate in cultural and social life, in order to consolidate social integration between different citizens and different generations. During the last years the Municipality has been partner of the project EMVI, aimed to empower migrants to participate in the life and administration of the municipal area.

DE: Berlin: On the federal state level, Berlin has the Berlin Participation Law (PartMigG) which is the baseline for integration and inclusion measures serving as a local integration strategy in form of a law. The law was developed with significant participation of Berlin's State Advisory Council for Participation. Moreover, the Berlin Senate developed a so called „Here in Berlin: Comprehensive Programme for the Integration and Participation of Refugees“ which was also developed with the contribution of migrant organisations who were invited to participate in advocacy and exchange processes for its development.

What it lacks and what is the aim of EMV-LII in local area of Berlin is a) a implementation plan for the integration strategy to be co-developed how to put the participation law into practice and b) a renewal of the integration programme and adaptation to the current context and in both cases participatory processes should be put into practice and improved

LU and Schifflange local area: Luxembourg has a very unique demographic, cultural and linguistic situation. Its three official languages, in addition to the particularity of nearly half of its residents being foreigners, frame how interactions occur between different cultural groups in a particular way, which enforces Luxembourg's multilingual and multicultural context. Since the majority of the population are foreigners, Luxembourg sets numerous opportunities for integration on local and national levels and to encourage participation in the decision-making process. It has a national council for foreigners on the national level and municipal advisory committees. In 2023, Luxembourg will have the municipal and national elections, for the first time the foreigners who live in Luxembourg have the right to participate in the municipal elections without waiting for five years. At the same time, a new law is being discussed called “Intercultural living together”, which will also modify the local action plans for integration. Therefore EMV-LII comes at exactly the right time to co-design and co-implement this plan for local integration with Schifflange municipality.

Depending on the different local needs described above this proposed action will either support the design of a local/regional integration strategy, its implementation or establish a roadmap towards one. Regardless of the phase it will support through innovative and already proven participation tools as issue-raising, e-participation and policy roundtables to include migrants and their organisations in co-design and co-implementation of the strategy.

Specific Objectives based on needs analysis:

Based on the needs analysis above three specific objectives have been designed with corresponding WPs and activities that all contribute to satisfy the described needs and reach the project objective above.

Specific objective 1. Strengthened and empowered participation of migrants in local integration, through trainings and capacity building

This pillar of the project aims at empowering migrants to get heard – including migrants with specific needs (focus on women, young migrants and people in need of international protection)

This will be reached through the following activities:

- Tailored training programme for migrants and their organisations to build skills for participation in local integration strategy (e.g. advocacy, legal issues, self-organising, building an organisation, project management, fundraising, campaigning, local integration strategies, language related to participation)

- Women advocates training
- Legal training based on rights-based approach
- Advocacy and Participation Activities of migrants and their associations on local integration, migrants & citizenship rights
- Empower migrants' Communication Activities like pod- and radiocasts, video and social media content, media appearance training
- Strengthen visibility of migrants in the municipality through communication and in public spaces/events in co-creation.

KPIs for objective 1 (if baselines not established this will be done in the initial assessment of WP 3)

- Number of migrants and their organizations who completed the tailored training program
Unit of measurement: number of migrants trained, baseline: 0, Target value: 840 migrants
- Number of women advocates trained
Unit of measurement: number of women advocates trained, baseline: 0, Target value: 120 migrant women advocates
- Percentage of participants who report increased knowledge and skills in the training topics such as advocacy, legal issues, self-organizing, building an organization, project management, fundraising, campaigning, and local integration strategies
Unit of measurement: percentage of participants report increase in evaluation, baseline: 0, Target value: 85%
- Percentage increase in number of advocacy and participation activities organized by migrants and their associations
Unit of measurement: percentage increase in number of advocacy and participation activities, baseline: defined in baseline assessment, Target value: 30% increase on average over the 7 countries and 8 local areas
- Increase in media appearances made by migrants after media trainings
Unit of measurement: percentage increase in number and quality of media appearances, baseline: defined in baseline assessment, Target value: 20% on average over the 7 countries and 8 local areas in number and 10% in quality (wider outreach, longer duration of appearance)
- Increase of public spaces/events where migrants are visible in the municipality
Unit of measurement: percentage increase in visibility of migrants in public spaces and events, baseline: defined in baseline assessment, Target value: 20% on average over the 7 countries and 8 local areas
- Percentage increase of migrants who report feeling empowered to participate in local integration strategies
Unit of measurement: percentage of migrants feeling empowered for local integration strategies, baseline: to be established, Target value: +40%

Specific objective 2. Increased capacity and willingness of local and regional authorities to engage migrants in local integration strategies

Successful integration as research of the EMVI project revealed, needs also representation, visibility, and sensitivity to diversity and discrimination, therefore it is important to also strengthen the visibility of migrants within the administration staff and their inclusion in policy-making by tailored trainings for the municipalities, intercultural mediators and training of staff in anti-discrimination measures

Therefore the following activities will be implemented:

- Baseline Assessment of local integration strategies and migrant participation in those
- Trainings for LA officials and local politicians on participatory methods for local integration
- anti-discrimination and social inclusion trainings for LAs based on specific local needs
- train and facilitate migrants engagement as anti-discrimination mediators
- Advocacy and lobbying with LAs on migrants participation and engagement
- Multistakeholder Workshops and Roundtables co-designing and co-implementing local integration strategies and other policies relevant for local integration

KPIs for objective 2 (if baselines not established this will be done in the initial assessment of this WP)

- Number of local integration strategies and action plans including migrant participation in their design and implementation
Unit of measurement: number of local integration strategies co-designed or co-implemented in the 8 local areas, Baseline value 3 (Graz, Lustenau, Berlin), Target value: min. 6
- Number of LA officials and local politicians who completed trainings
Unit of measurement: number of trainees, Baseline value 0, Target value: 224
- Percentage increase of LA officials and local politicians who report increased knowledge and willingness to engage migrants in local integration strategies
Unit of measurement: percentage increase of LA officials and local politicians, Baseline value: to be established in assessment, Target value: 30% increase
- Number of participants in anti-discrimination trainings conducted for LAs
Unit of measurement: number of trainees, Baseline value 0, Target value: 80
- Number of migrants trained and engaged as anti-discrimination mediators
Unit of measurement: number of trainees, Baseline value to be established in initial assessment, Target value: +120
- Percentage increase in Number of advocacy and lobbying meetings organized with LAs on migrants' participation and engagement
Unit of measurement: percentage increase, Baseline value: to be established in assessment, Target value: 30% increase

- Number of multistakeholder workshops and roundtables conducted for local integration strategies

Unit of measurement: number of workshops and roundtables, Baseline value: 0, Target value: 24

Specific objective 3. Strengthen participation mechanisms for local integration

The action supports the installation and/or adaptation of structured ways to consult migrants regularly on policies that directly concern them, based on the intense exchange of the partners with their heterogeneous contexts and different experiences. Thereby new spaces for migrants will be opened to get their voices heard for local integration and local integration strategies and foster the dialogue and the information of the majority population on the realities and needs of minority groups, in local media, at local events and in public debates.

Towards this objective the following activities are planned:

- Issue raising meetings for migrants partly including city councillors and policy makers
- E-Participation Tool to support and structure issue raising developed or enhanced
- Develop + strengthen Migrants Advisory Councils and committees for local integration and civic participation
- Strengthen networks, initiatives and advocacy campaigns of migrant organisations
- Enhance participation of migrants and refugees in local / neighbourhood boards.
- Enhance and strengthen migrant positioning and developing of policy papers for the co-design and co-implementation of local integration strategies

KPIs for specific objective 3

- Number of issue-raising meetings for migrants organized, including city councillors and policy makers

Unit of measurement: number increase of issue-raising meetings for migrants and with city councillors and policy makers, Baseline value: EMVI Issue raising meetings (as established in final report end of 2023), Target value: +5 per local area in the project for migrants and +2 with city councillors and policy makers

- Number of E-Participation tools established in 8 local areas

Unit of measurement: number of E-Participation in 8 local areas. Baseline value: 5, Target value: 8

- Percentage increase in ideas and demands raised on the e-participation tool:

Unit of measurement: percentage increase. Baseline value: 30 per local area, Target value: +20%

- Number of migrants advisory councils and committees newly established/renewed

Unit of measurement: number of councils, Baseline value: 3 Target value: 6

- Number of migrants advisory councils strengthened and enhanced

Unit of measurement: number of councils, Baseline value: 0 Target value: 3

- Percentage increase of initiatives, and advocacy campaigns of migrant organizations strengthened

Unit of measurement: percentage increase of initiatives reported and supported, Baseline value: Initial assessment Target value: +30%

- Percentage of migrant and refugee participation in local/neighbourhood boards

Unit of measurement: percentage participation, Baseline value: Initial assessment Target value: +20%

- Number of policy papers developed by migrants for co-designing and co-implementing local integration strategies

Unit of measurement: number, Baseline value: 0 Target value: min. 8

- Number of new media appearances and media content produced

Unit of measurement: number, Baseline value 0 Target value: min 8 per local area

All KPIs relating to persons will be reported by age brackets (< 18, 18-60, > 60) and by gender, as established in Annex VIII of regulation 2021/1147

Additionally the following Programme KPIs according to Annex VIII of regulation 2021/1147 will be used:

- Number of participants in training activities

Unit of measurement: number, Baseline value 0 (for project), target value: 960 migrants total for project

- Number of participants who consider the training useful for their work

Unit of measurement: number of participants report usefulness, baseline: 0, Target value: 75% of participants

- Number of participants who report three months after the training activity that they are using the skills and competences acquired during the training

Unit of measurement: number of participants report to use, baseline: 0, Target value: 75% of participants

- Number of local and regional authorities supported to implement new participation+integration measures

Unit of measurement: number of LAs and RAs, baseline: 0, Target value: 8

Further by building the capacities of local and regional authorities it will contribute to the - Number of integration projects where local and regional authorities are the beneficiary, however this cannot be measured for this project alone.

All activities towards the three Specific objectives will be supported by WP 1 Coordination and Good practice Exchange and WP 4 Communication and Dissemination



1.3 Complementarity with other actions — European added value

Complementarity with other actions

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

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

Which countries will benefit from the project (directly and indirectly)? Where will the activities take place?

The proposal builds mainly on the activities and results of the AMIF EMVI project currently run by 5 countries and partners of the Partnership already. According to the mid-term of the accompanying evaluation the participation tools developed (issue-raising and e-participation, founding/enhancing of migrants advisory councils) constitute good practice and are crucial for local integration. Therefore all present partners have decided to develop a new proposal to build on the former and enhance these tools further for local integration strategies. Due to the good cooperation with local authorities also the local authorities of Heraklion (GR), Ljubljana (SI) and Berlin senate join as new formal partners in this multistakeholder consortium. To further broaden the proven tools and activities and use the good practices further they are joined by HR and LU NGOs and authorities, adding two new member states to the Partnership.

Furthermore the proposed action is capitalizing on the outcomes of the EuropeAid co-financed project "Consistency of Migration and Development (CoMiDe)" 2013-2015 that laid the foundations of this transnational partnership working on the diaspora engagement in development and civil society. Subsequently, Südwind also led the AMIF-project "WANNE - We all need new engagement" with 15 European partner organisations, fostering diaspora and migrant initiatives (2017-19).

Apart from building on past activities the proposal also holds various innovative aspects:

- it enhances and co-designs local integration strategies in a participatory manner with migrants, their associations and advisory councils
- it empowers specifically communication activities of migrants and their associations and strengthens the visibility of migrants in the local areas
- it strengthens and supports own initiatives of migrants associations
- it includes a training programme for authorities including anti-discrimination
- it enhances proven tools and activities with innovative aspects (using issue-raising and e-participation for regional integration strategies, supporting and enhancing the policy and advocacy work of migrant organisations, new tailored trainings for legal affairs and women advocates)
- it includes urban and rural areas for a diverse partnership and enables good practise exchange
- it brings together a unique diverse multistakeholder partnership of authorities, NGOs and migrant-led organisation
- it includes 2 new member states and 3 new local and regional authorities

The project is complementary and a crucially needed addition to local and regional authorities existing efforts in local integration as well as contributes to the EC actions in the EU Action plan on integration. Most of the partners involved in this project run several projects related to migration and inclusion, so synergies and complementarity will easily be found and the partners will draw from experiences and tools of past AMIF projects enabling closer collaboration between migrants and local authorities (e.g. CLARINET). Overlaps are avoided due to the specific topic of this action referring to the migrant participation in local integration strategies.

The countries and local areas benefiting directly from the project activities are

AT: City of Graz + Municipality of Lustenau incl. rural area
 HR: County of Medimurje (rural area) + City of Zagreb
 SI: Ljubljana
 GR: Heraklion
 IT: City of Empoli
 DE: Berlin
 LU: Schiffange (incl. rural area)

Also directly the countries of the partnership beyond the local areas will benefit from the project activities and the regional integration strategies developed.

More indirectly but crucial and built-in the WPs other EU member states will benefit from the good practices and methodologies dissemination on EU level and between member states. Therefore all materials and training modules are provided for free use and adaptation also by countries and organisations beyond the partnership.

The proposal has a strong European dimension and impact and enables crossborder cooperation as it:

- builds on European needs and contributes to the implementation of EU policies especially the EC Action Plan on Integration and Inclusion 2021-2027 aiming at fostering social cohesion and building inclusive societies for all, as well as the New Pact on Migration and Asylum aiming at the inclusion of the views of migrants in the development of policies on all levels. Additionally it contributes to realizing the Council of Europe Convention on the Participation of Foreigners in Public Life at Local Level.
- covers 7 member states, 8 local areas and 19 partners in a unique multistakeholder Partnership reaching a broad geographical scope with high potential to mutually learn from each other from Germany to Greece, from Croatia to Luxemburg with Austria in between. GR and IT are at the forefront of reception of refugees in recent years, DE and AT with high rates of migrant population – both long-term and newly-arrived, HR with less structures for migrant communities especially in rural area, SI + LU being the only countries here that provide voting rights for migrants at local level whereas DE and LU are the only countries with national immigrant consultative bodies (advisory councils).
- includes and cooperates with European level players like the African Diaspora Youth Forum Europe (as partner) and the

European Migrants Advisory Board (as associate partner) MoveGLOBAL is part of important migrant networks on the EU level, with representation in the German platform NEMO and the EC expert group on the views of migrants in the field of migration. Also the other partners are well linked to European networks such as ECRE and CONCORD and city networks like ECCAR (member e.g. Graz), CoE network of Intercultural Cities, Anna Lindh Foundation Network, Fundamental Rights Platform or the EU Agency for Fundamental Rights (FRA) in Vienna, which will assure the European dimension of the action and EU-wide dissemination

- enables good practice exchange and mutual learning through exchange visits The Partnership attaches great importance to making the best possible use of the specific knowledge, experience and expertise of all partners. Thus, along all work packages transnational exchange will be enhanced in dedicated activities. The partner meetings (WP1) are combined with Exchange visits to the partner municipalities/county to enable the exchange of experiences between the local and regional authorities and the migrant organisations and CSOs. The peer learning and peer exchange is included in trainings and other activities.

- All work packages are based on a cooperative and transnational development of the tools, the trainings and the communication strategy.

- it builds cross-border cooperation between local and regional authorities

- foresees European Dissemination in WP 5 and European policy advocacy EP in WP 1

In WP 5 several activities are planned for Dissemination to other countries:

- A European website comprising all materials

- all materials published as OER (open educational resource) and/or creative commons to enable free adaptation and usage

- materials and methodologies disseminated also in EN (additional to the 6 project country languages DE, SI, HR, IT; LU, GR) to enable easier translation and adaptation in other countries.

- active dissemination to other countries through numerous networks of NGOs and LAs such as CONCORD, ECRE, ECCAR and their newsletters

- a social media campaign reaching out to other member states

- the representation of the project in other countries on panels and events

- also the seminars organized by DG HOME for project coordinators will be used for dissemination and networking with other AMIF projects to enable synergies and multiplication while avoiding overlaps.

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2. QUALITY

2.1 Concept and methodology

Concept and methodology

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

The EMV-LII project embraces an approach based on cooperative creation of tools in a multi stakeholder collaboration. The CSOs and migrant organisations will take the lead role in the management and implementation of the activities, opening opportunities to the cooperating LAs for a transnational exchange of experience and network-building, for capacity building and using civic participation of migrants for co-design and co-implementation of local integration strategies. Effective integration needs active participation of the target groups. Effective participation of migrants in local integration needs empowered migrant communities, associations and councils and representatives of the local and regional authorities with both the motivation and the skills to support this process. Therefore the proposed action works with both sides migrants and authorities because we strongly believe local integration only works as a two-way process.

Also the Partnership strongly believes in the importance of self-organising and self-agency of migrants therefore it supports their associations and councils and lets them decide for their trainings as well as own activities for local integration to be supported by the project.

Therefore the project adopts a participatory methodology based on empowering approaches such as the Pedagogy of the Oppressed developed by Paulo Freire, critical Global Citizenship Education (GCE), rights-based education and peer learning to foster both self-esteem and skills to speak out and deepen understanding of democratic inclusive processes. This approach runs through all work packages, starting from the participatory approach to the baseline assessment (WP3), the trainings (WP 2+3) and the participation tools for local integration (WP 4) and concluding in the communication strategy (WP5) which will feed the vision of an inclusive, diverse and democratic European way of life. The work packages of the action employ a multi-dimensional methodology where comparative analysis of good practice and needs analysis in focus groups for the initial assessment, empowering training and tailor-made sessions for different local target groups and the development and further enhancing of innovative participation tools supported by a communication strategy based on local and migrant media and the transnational network interact one with another in a complementary way to pave the way for migrant communities to improve local integration strategies and their implementation.

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2.2 Consortium set-up

Consortium cooperation and division of roles (if applicable)

Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, 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.

Note: When building your consortium you should think of organisations that can help you reach objectives and solve problems.

This unique multistakeholder consortium has been gathered for this project to reach the set objectives in the most efficient and sustainable way and fulfil the call priorities on local integration strategies. The beneficiaries bring together the necessary expertise from different sides and complement each other.



This partnership is made up of 9 NGOs, 1 migrants advisory council of the LA Graz and 8 local and regional authorities, working in 7 EU Member States with different levels of migration and local integration experience (AT, DE, GR, IT, SI, LU, HR). All NGO partners have extensive experience in working on migration, local integration and inclusion and civic participation as well as management of EU projects. While most work on national and local levels. ADYFE brings in the link to pan-European work and SOS Association of municipalities of SI will disseminate to municipalities on EU and Slovenian levels. Both the NGOs and LA partners of AT; SI, DE, GR, IT have already been working together in previous projects (AMIF EMVI) and other cooperations and are complemented by HR + LU partners. The NGOs are complemented by 8 local and regional authorities keen on bringing forward and strengthen the participation of migrants in their local integration strategies, mutually learn within the partnership and strengthen innovative participation tools.

The coordinator Südwind (AT) has 45 years of experience in awareness raising, advocacy and education, on migrants' empowerment, diaspora engagement and local integration in collaboration with LAs since 2013 and is an experienced project coordinator in numerous AMIF, EuropeAid DEAR, Erasmus+, CERV projects.

It will work together with 2 LAs and 1 migrants advisory council in Austria:

The City of Graz being the second largest city of Austria has a new local integration strategy developed in consultation with the Migrants Advisory Council so the focus will be on the co-implementation of the strategy.

The Migrants Advisory Council of Graz is considered a European good practice as it represents the migrants towards the municipality and is regularly voted for by the migrants themselves. Through its recommendations, government policies can be influenced. Presently 42.271 TCNs live in Graz, accounting for 14% of the total population.

The Municipality of Lustenau in the very west of Austria is a municipality in a rural area. It has a older local integration strategy that might be renewed in a participative process.

Symbiosis (GR) has worked since 2011 on migration, raising awareness, building capacities while empowering migrants in order to express their own voice in public space. It focuses on information and education, freedom of expression, documentation and analysis, public debate and active civic participation, so that people and communities voice their needs and ideas. Grounded on the need for global civics, citizenship, social inclusion and political participation, Symbiosis works towards democratic participation in political processes free of discrimination and exclusion, and on developing civic awareness on institutional practices regarding rights.

It will work together with the Heraklion Development Agency (HDA) as the LA project implementing agency of the City of Heraklion that has already cooperated with Symbiosis in EMVI project, but could not be formal partner at this time. In EMV-LII they are full partner. At present, Heraklion Development Agency is the lead partner of the project "ReA-Refugee Assistance to Livelihoods and Employability", launched in April 2023, and funded by the United Nations High Commissioner for Refugees (UNHCR), which offers support to refugees and asylum seekers on Crete, to effectively enjoy rights and to gain inclusion.

Also it cooperates with Ioannina municipality as associated partner. The Ioannina migrants' advisory council (MIC) was established recently and the LA wants to profit from the European exchange.

COSPE (IT) has 30 years of experience on promotion and protection of the rights of vulnerable groups, in particular migrant communities. Concerning migration and inclusion Cospe has decades of experience in implementing and coordinating national and transnational projects, and among these we mention some of more recent implementation: currently in progress are two significant actions co-financed by the EC on the AMIF-2020-AG-CALL-02: coordinated by Cospe "ASAP - Accessing services, Sharing Approaches and Practices" aims at improving the availability of information and TCNs access to public services concerning employment, housing, education and health, identifying and addressing the existing obstacles and promoting new practices as well as the AMIF EMVI project on which this proposed action builds.

It cooperates with the LA City of Empoli that was already a partner in AMIF EMVI project and the started participation tools will be further enhanced and strengthened for local integration strategy and sustainable use. The municipality of Empoli is a local public institution in the heart of Tuscany. It has about 50,000 inhabitants, 15% of the population is made up of citizens coming from Non EU States, in particular Maghreb states, Albania, China and refugees from Africa and Asia.

Peace institute (SI) has long expertise in research and advocacy on human rights, non-discrimination, gender equality, migration and asylum. It believes in peaceful conflict resolution, equality and respect for human rights standards. The Institute uses scientific research and advocacy activities aimed at creating and a preserving open society capable of critical thought and based on the principles of equality, responsibility, solidarity, human rights and the rule of law. For numerous years Peace Institute is part of international consortiums for implementing AMIF projects such as: WANNE – We all need new engagement and EMVI - Empowering Migrant Voices on Integration and Inclusion Policies.

It cooperates with KDG (SI), Kulturno društvo Gmajna, that is active in social welfare, culture and education, dedicated to work with asylum seekers, refugees, and migrant workers since 2002. KDG has been working with asylum seekers, refugees, and migrant workers in Slovenia. Intensively we have been working in the area of integration of TCN (third country nationals) after the opening and closure of the Balkan corridor (2016). KDG provided the orientation steps and social inclusion spaces for refugees and asylum seekers to share information on social rights foreseen by the welfare state, to enhance the inclusion of migrants in decision making processes by organising numerous assemblies and promoting horizontal approach. KDG also runs local and international projects AMIF, INTERREG CENTRAL EUROPE, ACTIVE CITIZEN FUND, UNHCR.

The two NGOs will cooperate with the LA City of Ljubljana, that has already cooperated in EMVI project and will now formalize and enhance its activities as full partner to realize migrant participation in local integration strategy.

Additionally the association of municipalities SOS will support the work of the project in SI spreading the good practices further to their 183 member municipalities. SOS is the biggest representative association of municipalities, established in 1992. The association has 183 member municipalities out of 212 municipalities, what represents 86%.

MoveGLOBAL e.V. (DE) is an umbrella migrant organisation with 31 member organisations representing people from Africa, Asia and South America in Berlin/Germany. Its main goal is to ensure that migrants have a seat at the table in all political debates, especially those that affect them directly. In the implementation of projects and with our partners on the local, national,



and international level we take an anti-colonial, anti-racist and diversity- oriented stand. The organisation has projects in the areas of migration and integration, global justice, development cooperation, and global learning. It receives funding from different public institutions such as the European Commission's Asylum, Migration, Integration Fund (AMIF), the European Social Fund+ (ESF+) and others. It is already partner of AMIF EMVI project started in January 2022.

It works together with the LA Senatsverwaltung of the City of Berlin Integration Department for local integration. Berlin is also considered a European good practice with its participation law and it has a model of migrant advisory councils on the Berlin state level and in every Berlin district. Within the former EMVI project the project partner moveGLOBAL was able to strengthen the councils' work by offering a series of trainings specifically tailored to the needs of the councils in cooperation with the Berliner Landeszentrale für politische Bildung (public centre for political education). The Senate Commissioner for Integration and Migration deals with the integration of migrants in Berlin across all departments. The main task of the Senate Commissioner for Integration and Migration is to help shape the migration and integration policy of the Berlin Senate.

Peace Institute CMS (HR) is joining as new partner and country having a high experience in migration projects in AMIF and other budget lines working on migrants empowerment and welcoming. The CPS-CMS is a civil society organisation that protects human rights and pursues social change based on democracy, anti-fascism, nonviolence, peacemaking, solidarity and equality using activism, education, research, advocacy and direct support. CPS has been working with asylum seekers and refugees for over 15 years now. The main areas of CPS work have been the access to the asylum system, protection of refugees' human rights, working in and coordinating a broad volunteering network providing direct support in different sectors such as education, language support, employment, health access etc., working on empowerment of migrant communities, raising awareness and sensitivity of the public. Specific expertise was also developed during the implementation of the AMIF 2incING project and AMIF ASAP project.

It will cooperate with the regional authority County of Medimurje for a new local integration strategy. Medimurje County (MC) is a local government unit (approximate number of paid staff: 126 employees) which carries out tasks and activities in the field of education, health and social welfare, spatial and urban planning, economic development, agriculture, tourism, transport and transport infrastructure, as well as planning and development of educational, health, social and cultural networks at county level. While MC does not have specific expertise related to AMIF projects, Medimurje in general is a diverse community so it has an experience in managing similar project and project target groups (projects from Erasmus, European social fund etc.). Also CMS HR will cooperate with the city of Zagreb as associate partner and also provide trainings and participation activities in this local area (also part of north-east of HR), that has more migrant and diaspora organisations as target groups.

The NGO FSLUX is also joining as new country and NGO. FSLUX works to establish, promote and support social awareness of the importance of education and wants to enhance the potential of youth representatives of different cultures and subcultures for the solution of local and global problems. FSL works on integration by raising awareness of the importance of integration, training communities on intercultural dialogue and raise the intercultural competencies of young people. It will work together with LU LA Municipality of Schifflange already being initially experienced on integration to further work on developing a local integration strategy. It is a municipality with 11400 inhabitants (Jan. 2023), including over 44% of non-Luxembourgish residents and already has established a communal integration advisory commission.

On EU level the partner ADYFE (formally registered in AT), the African Diaspora Youth Forum in Europe is a platform of nearly 110 youth organizations of the African Diaspora present in 31 countries of the Council of Europe, working on entrepreneurship, employability and civic engagement. They will mainly support the European level advocacy of the project.

Various associated partners on national and EU level mostly migrant organisations and council and further municipalities such as Ioannina (GR) cooperate with the Partnership good practise exchange, dissemination and realization of the activities (trainings, communication campaign of migrant associations etc.)

- Bezirksamt Mitte (Berlin's district Mitte) as well as Berlin's State Advisory Council for Participation cooperate with the Partnership. On the EU level we will also foster exchange with the European Migrant Advisory Board (EMAB).

- City of Zagreb as associate partner with whom CMS HR will also work together as it is in the same north-east region as county Medimurje and has more migrants and migrant associations

- Infokolpa, SI is a civil initiative which works with refugees, asylum seekers, sans-papier and migrants in general.

- Zavod Afriška vas (African Village Institute), SI. The African Village Institute was established in 2017 to provide assistance and counselling to migrants and to organise cultural events. The main objective of the institute is to develop and promote African culture, social cohesion and inclusion.

- Društvo Medkulturni dialog, SI is a registered association, established in Ljubljana in 2007. Through localized community projects, discussion forums, and teaching programs it enables people to venture across boundaries of religion, culture, and social class. It supports the project by directly engaging migrants living in Slovenia and providing migrant community leaders.

- CNE, LU is the National Migrant Advisory Council of Luxembourg hosted in the Ministry of Family and Integration. The mission of the council is to channel the voices of migrant communities in Luxembourg, review laws and regulations that affect the non-Luxembourgish residents and cross border workers, produce political positions and present it to the government and the parliament, and encourage participation of the migrant communities in the decision making process.

- Association des Egyptiens au Luxembourg – AEL, LU, is a important migrant association that will communicate the projects activities and share the results, consult, and interact in relation to the projects outcomes and process.

The consortium and division of roles of the partners is designed to ensure each partner contributes according to its expertise and has an adequate role and corresponding resources.

While the NGOs Südwind (AT), COSPE (IT), MI (SI), Symbiosis (GR), MoveGlobal (DE); FSLUX (LU) and CMS (HR) take the role as national coordinator that will implement most of the activities of the WPs, the LAs play the important role to realize the co-design and co-implementation of local integration strategies with migrant participation, support the activities in their local areas and take part in the transnational exchange of experience along the project (e.g. Good practice exchange). They will



grant access to the local communities and to their media to promote the implementation of the project.

The migrants advisory council of Graz plays an additional important role as implementing most activities on behalf of the city that is also a (small) partner itself to be included in the communication and support the migrants council in the co-implementation of the local integration.

2.3 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, junior expert/advisor, trainers/teachers, technical personnel, administrative personnel etc. and describe briefly their tasks.

Name and function	Organisation	Role/tasks/professional profile and expertise
Stefan Grasgruber-Kerl, Project Coordinator	Südwind, AT	The project coordinator will coordinate the project on Austrian and EU levels including preparing project reporting, monitoring and responsible for evaluation. He has over 20 years experience in Südwind managing various EU projects as lead and partner and is currently coordinating the current AMIF EMVI project.
Alina Lückl, Local Project Officer for Graz	Südwind, AT	The local project officer in Graz will implement the WPs in the local area and assist the project coordinator in reporting and monitoring the local activities. She has experience in managing several European projects in Erasmus+AMIF budget lines and is currently managing AMIF EMVI project in the local area of Graz in cooperation with the MIB.
Sonja Jochum, Local Project Officer for Lustenau	Südwind, AT	The local project officer in Lustenau will implement the WPs in the local area and assist the project coordinator in reporting and monitoring the local activities. She has experience in directly working on migrants empowerment and is currently managing AMIF EMVI project in the local area of Lustenau in cooperation with the LA.
Godswill Eyawo, Project Manager	Migrant Advisory Council Graz (MIB), AT	Responsible for Project management and coordination for the Migrants Advisory Council. Long experience as director of the council in local integration and migrants self-organisation and empowerment.
Senida Alibegović, Project Officer	Migrants Advisory Council Graz (MIB), AT	Responsible for the mobilisation of the target groups, trainings and technical support. Extensive experience working on local integration and organisation of women migrants.
Masomah Regl, Municipal Officer	City of Graz, AT	As a municipal officer in the integration department of the city of Graz she will be responsible for supporting the local integration strategy participation activities of MIB.
Natalie Weber, Municipal Officer	Municipality of Lustenau, AT	As a municipal officer in the "Living together" department she will support Südwind in the LA capacity building and participation activities of the project (WPs 3+4) locally and participate in Good Practise Exchanges (WP 1)
Youssef Diakite, Project Manager	ADYFE, AT-EU	As a Diaspora organisation working on EU level in Brussels he will be responsible for the European dissemination especially the EP Roundtable.
Katja Utrosa, Project Manager	KDG, SI	As project manager she will manage and implement activities in SI in collaboration with PI and LA Ljubljana. She is a grassroots activist with more than 6 years of experience in the field of migration, integration and human rights. Currently, she is employed as a project manager for the AMIF/EMVI project in KD Gmajna.
Tit Starc, Project Officer	KDG, SI	As project officer he will support the activities implementation in SI. He has more than five years of experience in organising events, awareness raising campaigns and workshops working directly with migrants.
Lana Zdravković, Project Manager	PI, SI	As project manager she will manage the activities in SI in collaboration with KDG and LA Ljubljana. She is a researcher, publicist, political activist, producer and performance artist with more than 15 years of experience with national and EU AMIF projects on migration, minorities, integration, and other.
Maja Ladić, Project Officer	PI, SI	As project officer she will implement the activities in SI in collaboration with KDG and LA Ljubljana. She has more than 14 years of experience in EU and international projects in migration, asylum and integration as well as human rights, gender equality and development cooperation
Alja Lipnik, Project Officer	SOS, SI	As project officer of SOS she will implement especially the outreach and dissemination to their over 183 member municipalities. She is experienced already as project officer in AMIF EMVI
Mirko Krsmanović, Project Manager	City of Ljubljana, SI	As project manager for the LA Ljubljana he will support the project activities especially in WPs 3+4 from LA side in collaboration with MI, KDG and SOS. He is employed in the Development Projects and Investments Office of the municipality
Lucija Mulalić, Project Manager	CMS, HR	As project manager she will coordinate and implement the activities in HR and the local area of Medimurje in collaboration with the county as regional authority. She is a political scientist engaged in integration for the last 6 years, supporting and developing the effort of refugees and migrants living in Croatia.

Luka Kos, Project Officer	CMS, HR	As project officer he supports the implementation of project activities in the local area of Medimurje in cooperation with the county. He is a legal advisor providing free legal aid to refugees and other foreigners and carries out activities aimed at empowering refugees and other foreigners in the area of advocacy.
Kruno Balent, Project Manager	Medimurje County, HR	Kruno Balent as project manager for the county will support the implementation of LA and participation activities WP 3+4 He currently works as a senior expert for international cooperation and supports displaced people coming from Ukraine.
Despina Syri, Project Manager	Symbiosis, GR	As project manager she will coordinate the project in GR in cooperation with the LA Heraklion Development Agency of the city of Heraklion. She is the director of Symbiosis and has served as Education Specialist at the UNICEF Refugee and Migrant response in Greece, Advisor to the Regional Cooperation Council Political department in Sarajevo and Senior Expert on the Roma Integration 2020 in Belgrade.
Nicole Petalidou, Project Officer	Symbiosis, GR	As project officer she will implement the activities in collaboration with the LA Heraklion. She is a professional in the sector of Protection and is an expert in Gender-Based Violence and Social Inclusion and currently working in the AMIF project ASAP.
Dimitra Kampeli, Project Manager	Heraklion Development HDA, GR	As project manager for the LA she will primarily support the implementation of LA and local integration strategy activities in WP 3 + 4 as well as participate in the exchange in WP 1. She is currently the HDA Coordinator of Refugee/Migrant Support Programmes.
Daryna Sterina, Project Manager	MoveGlobal, DE	As project manager she will coordinate the project in DE as national coordinator and collaborate with the LA Berlin in the project implementation. Currently she is the country project coordinator of the current AMIF project EMVI Empowering Migrant Voices on Integration and Inclusion Policies. She designs participation methods for local integration, online and face-to-face trainings and workshops for migrants.
Birgit zur Nieden, Project Manager	Senat von Berlin, DE	As project manager she will support the project implementation from the side of the LA Berlin especially in WPs 3+4 as well as the Good Practice Exchange meetings in WP 1. She is working in the department Participation in the migration society as responsible of the Senate of Berlin for integration and migration.
Sonila Tafili, Project Manager	COSPE, IT	As national coordinator for Italy she will coordinate the activities implementation on IT level and cooperate closely with the LA Empoli. She is a project designer who works for Cospe on topics on migration, social inclusion through anti-discrimination projects and promotion of active participation of third country nationals.
Dina Cucchiario, Project Officer	COSPE, IT	As project officer she will support the national coordinator and the implementation of all activities in collaboration with the LA. She is employed in the Italy-Europe Department with tasks and responsibility in setting up and supervising the procedural submission and follow-up of national and transnational projects, in managing online platforms, in carrying out the preliminary assessment of calls for proposals and eligibility criteria.
Rebekka Mazzantini, Project Manager	EMPOLI, IT	As project manager for the LA she supports the projects activities especially relevant for LAs in WPs 3+4 as well as exchange in WP 1. She is currently project officer of Empoli for AMIF EMVI project
Haythem Badawy, Project Manager	FSLUX, LU	As project manager he will be the responsible national coordinator for LU and collaborate closely with the LU LA on activities' implementation. He has worked on the topics of integration in Luxembourg for over ten years and is a member of the national and municipal advisory council for the integration of foreigners since 2017.
Seg Kirakossian, Project Officer	FSLUX, LU	As project officer he supports the activities implementation in LU in collaboration with the LA. He is a movie maker, trainer and researcher on intercultural dialogue and integration topics, and facilitated many of the long-term programs of FSL
Jean-Paul Molitor, Project Officer	LA Schiffange, LU	Jean-Paul is a certified intercultural trainer and is in charge of integration matters at the Municipality of Schiffange

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.

There is no subcontracting of whole activities or WPs or seconded staff involved as the partnership organisations and LAs have all their wide experience at hand however different services will be subject to a call for tender and then contracted e.g. the new development of e-participation for new local areas in HR and LU and hosting and maintenance of existing, graphic design for and print of material.

2.4 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 partnership consists of 19 partners, based in 7 countries of the European Union. Project language will be English. To guarantee the project management in a participatory yet feasible and effective way, the management structure will be organized in two levels:

On the national level, all national partners work together in national project teams, deciding on national activities, adaptation and implementation and the local outreach strategies to diasporas and local authorities. In each country the national coordinator will coordinate the national project team, being the national delegate to the project steering team.

On the European level, the steering team, composed by the 7 national coordinators, is responsible for the European project implementation, including monitoring and reporting and setting the common frame for the national and local activities, as well as the European outreach and dissemination. The jointly agreed common frame assures the compliance of national activities with the agreed participatory approach and the specific needs focus, to address potential risks and obstacles and secure harmonized progress across all project countries. The steering team will meet virtually on a monthly basis. It will address potential risks and secure harmonized progress across all project countries. Also it will assess project progress and plan changes and set corrective measures if needed.

All partners come together in the 6 partnership meetings to agree on the bigger picture and plan strategically together (e.g. baseline assessment, training modules, European advocacy), combined with sharing good practices and exchange knowledge between LAs, NGOs and migrant associations and council. At the kick-off meeting in Graz all processes, procedures, communication channels and tools, operational planning and micromanagement will be discussed. 5 further coordination meetings will follow every 6 months (in Medimurje, Ljubljana, Berlin, Heraklion, and Empoli)

The project will communicate via nextcloud solution to work on shared documents. A description of the tasks and responsibilities of each partner will be included in the contract with the lead organisation, terms of reference will be part of the kick-off meeting. On the partnership level decisions will be made through achieving consensus, having in mind project objectives, planned specific objectives, outputs, deliverables, time frame and budget. In case the consensual decision could not be made, a qualified majority will serve as sufficient.

Also the project managers will have a crucial role in continuous monitoring and quality management being able to adapt activities, improve ways of working and secure high outcomes according to KPIs. Additionally an external accompanying evaluation will assess project progress and impact during the project to enable adaptations and corrective measures, while also giving a final assessment report at the end.

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2.5 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy

Describe the measures planned 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.

Südwind as coordinator will draft and co-create a plan in the partnership to monitor the compliance with the work-planning in terms of objectives, KPIs, deliverables, methodologies, timing and project needs. It also looks at higher levels i.e. outcomes, specific and overall objectives. The plan contains:

1) the monitoring tools: 6-monthly monitoring sheets, questionnaires and feedback forms at trainings and participation sessions as well as for the e-participation and deadlines to systematically collect administrative, financial and content data for further analysis in project monitoring and evaluation and help the partnership in managing intervention risks.

2) a table of detailed quantitative and qualitative indicators and expected results to be reached during and at the end of the project according to the specific objectives and KPIs and baseline and target values described in section 1.2. and established in the baseline assessment.

3) a risk register in line with section 2.7., highlighting possible risks in the activities implementation and to propose possible solutions, appoint a reference person and verify the success of the adopted strategy.

4) Additionally all project partners will keep close contact with the local target group they work with, in order to modify the projects design when felt necessary and project activities will be monitored continuously with feedback from migrants, authorities and representatives of the host society.

5) The monitoring of activities, KPIs and objectives is done by the partnership according to the plan at the monthly calls and half-yearly partnership meetings, with the national coordinators being responsible to put collect and summarize their national reporting.

5) The external continuous evaluation is aimed to verify efficacy and effectiveness of project activities and results; relevance of the project strategies towards the identified target groups; the sustainability in terms of project ownership; impact on beneficiaries and target groups and the coherence and complementarity of project activities towards regional and EU policies, programs and projects and mainstreaming of gender policies adopted. In order to guarantee a neutral analysis, an external evaluator is in charge of integrating the quality plan drafted by the applicant and for the preparation and submission of evaluation tools.

The project has set clear specific objectives and qualitative and quantitative relevant, realistic and measureable indicators, being both project KPIs and include AMIF programme KPIs according to the Call Fiche. These KPIs incl. baseline and target values are explained in section 1.2. and will be specified and partly set together in the partnership in the Baseline assessment part of WP 3

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2.6 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.

A financial management mechanism for monitoring and controlling the finances of the project will be agreed on by partners at the kick off meeting in Graz. Project partners will: a) Document and approve expenses, b) Track expenses, keep records, invoices, receipts and fill in the financial expenses form, c) Prepare periodic and final financial reports. Yearly internal financial interim reports will verify expenses and enable joint adaptation and corrective measures if needed.

The coordinator Südwind is very experienced in managing complex EU projects (AMIF; EuropeAid DEAR, CERV) having an effectively working financial and administrative project management office (PMO) ensuring cost-effectiveness and sound financial management.

The financial resources are allocated according to the responsibilities in the partnership and the work packages according to the WPs and resources below. In general the NGOs+advisory council are implementing most activities and take the responsibility as national coordinators also for European level coordination and project management as well as leading certain WPs therefore having most resources allocated to them. The LAs play a crucial role for securing the project impact and participation in realizing local integration strategies as well as in Good practice and knowledge exchange, however their budget can be smaller as they are less involved in implementation of project activities.

The project ensures that results and objectives are achieved in the most cost-effective way by.

- a sound financial planning and management explained above
- a cost effective budget using as much synergies as possible e.g. combination of Partnership Meetings with good-practise exchange
- the project uses online meetings and project management tools for the daily work and monthly project planning, while holding physical meetings for contentwise exchange and strategic planning
- continue using established websites and tools thereby only financing their hosting and maintenance but avoiding new development and programming costs such as the European project website www.diaspora-participation.eu will be refurbished and used further, the 5 e-participation tools developed in EMVI are further used for the e-participation on local integration strategies however only for the two new countries and local areas these need to be newly developed.
- Using established channels of communication through extensive partners networks and previous projects thereby avoiding high communication and outreach costs
- it includes in-kind contributions by experts of the NGOs (e.g. for advocacy) not employed by the project however contributing to trainings, as well as by LA staff and LA politicians contributing to project results through their work and implementation of participation in local integration strategies, however not being employed by the project
- it uses in-kind rooms of the LAs for meetings and participation activities avoiding high rents

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2.7 Risk management**Critical risks and risk management strategy**

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

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

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

Risk No	Description	Work package No	Proposed risk-mitigation measures
1	New pandemic wave: By a new pandemic wave including travel and physical contact restrictions all WPs would be effected, especially the Good practice exchange visits and the training activities Impact: High, likelihood. Medium	1-5	The planned Exchange visits would need to be postponed and/or replaced by online meetings and study visits, including virtual visits of relevant places. All activities of WP2-4 should be manageable online or hybrid if necessary with online trainings and online meetings. With E-Participation in WP 4 we are on the safe side.
2	Dwindling motivation of migrants to participate in training and participation activities: The social and economic pressures posed by inflation and economic turmoil can have negative effects on the motivation of migrants in terms of participation to the training as well as participate in local integration. Impact: Medium, Likelihood: Medium	WPs 2+4	Preliminary focus groups to listen and respond to the needs of the target groups in a flexible way. Also methodologies used like issue-raising and Pedagogy of the Oppressed start with daily personal problems and empower their solutions on political and personal level. The close cooperation with migrant-led organisations will also raise motivation and support through peers. Offering interpretation and childcare at activities will also lower the obstacles to participate.
3	Reluctance in local/regional	WP 3+4	As this partnership includes motivated LAs, this risk

	authorities: The interest in participation of migrants in local integration may be lower due to economic crises and specific pressures on LAs. Impact: High, Likelihood: Low		should be feasible. Training and capacity building for LAs will be tailor-made for them in order to really satisfy their training needs. As LAs are often concerned about the time needed to participate in the project, we opted for leaving the main workload on the CSOs supporting the LAs and focus the LA participation on transnational exchange and their role as door opener and implementer of local integration strategies.
4	Low experience of LAs in PM Most local and regional authorities have low experience in project management of EU projects Impact: Medium Likelihood: High	WP 1	The highly experienced NGOs are supporting the LAs in project management and reporting. The national coordinator takes the role to support their project implementation and reporting. The European coordinator provides specific webinars and a PM training at the Partnership meetings.
5	Uncertainties for people in need of international protection: As the project focuses on migrants with specific needs and people in need of international protection, they can in certain cases be repatriated. Impact Low, Likelihood: Medium	WP 2+4	The project will work with the uncertainty and provide trainings and empowerment and participation that are anyway usefull for their personal development (e.g. project management, fundraising, advocacy) As the project will work with different groups of people in need of international protection the work can continue with the other groups (e.g. from other countries, groups of already recognized refugees.
6	Low turnout in e-participation Impact: Low Likelihood: Medium	WP 4	The e-participation is designed to be very accessible in migrants languages, mobile first and easy to handle. Additionally it will also function to structure and combine online and offline participation for local integration
7	Local integration strategies stopped Eg. Elections or changing political circumstances can lead to a stop for the design and/or implementation of the strategy Impact: High, Likelihood: Medium	WP 4	The project partnership will work in a flexible and adaptive way so that the activity can be postponed or reframed eg. if it is not possible to endorse the integration strategy in the city council a roadmap will be agreed as preliminary measure.
8	Low media interest for local integration strategies Impact: Low, Likelihood: medium	WP 5	The Partnership is well experienced to breakdown abstract topics to be interesting for journalists. Especially local media will be targeted for the local areas and mayors and other high-level local testimonials employed to reach higher interest.

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3. IMPACT

3.1 Impact and ambition

Impact and ambition

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

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

Does the project aim to trigger change/innovation? If so, describe them and the degree of ambition (progress beyond the status quo).

The project has a high ambition for concrete and long-term impact in local integration strategies and will lead to various short and long term effects:

Short term effects:

- improved and empowered engagement and participation of migrants in local integration
- enhanced skills of migrants and their associations in various important areas (project management, policy advocacy, legal)
- enhanced communication and visibility of the views and opinions of migrants' associations and migrants at local level
- improved cross-border cooperation between local and regional authorities and migrant organisations involved between the 7 countries of the partnership and beyond.
- capacity and willingness of LAs to engage migrants in local integration raised
- Migrants positioning and developing of policy papers strengthened

Long term effects

- local integration strategies in 8 local areas co-designed/co-implemented with migrant participation
- strengthened and newly/well established migrant advisory councils in 8 LAs
- e-participation established as effective good practice for migrant participation in local integration and at the same time their digital skills enhanced
- faster inclusion of migrants, as they feel heard and they feel they can actively participate;
- From local and regional level migrants views will also reach into national and European policies (e.g. EP Roundtable)
- learnings and good practices from the local levels spread on the national and European level will enable adaptation and replicability in other LAs and member states.
- the proven methodology for the co-development and co-implementation of local integration strategies will inspire other local actors across the EU

Benefit for target groups

- The migrant target group will benefit through their improved engagement and empowered participation in local integration strategies and thereby more inclusive policies concerning migrant groups heading towards more inclusive societies.
- The sensation of being heard and taken into account as citizens and/or inhabitants with a voice and the right to participate will lead to a stronger sense of belonging to the community.
- Migrants with specific needs as migrant women, young migrants and people in need of international protection will be especially empowered to include their views in public debate and ensure they get equal opportunities for participation.
- The trainings and (informal) certificates will not only enhance migrants skills and empower their associations regarding project management, fundraising, advocacy and legal issues but also will support their qualifications and employability.

As shown above the project triggers innovation and change in various ways with high ambition, as it does not stop in implementing activities and counting number of participants but on the contrary reaching concrete policy targets with long term effects such as local integration strategies, established migrant advisory councils and e-participation tools.

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3.2 Communication, dissemination and visibility**Communication, dissemination and visibility of funding**

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

Describe how the visibility of EU funding will be ensured.

Communication, dissemination and visibility are built-in elements of EMV-LII project. Especially of the dedicated WP 5 but also European dissemination in WP 1 as well as communication trainings for migrants in WP 2.

Thereby the active participation of migrants in local integration is both a key message of the project and base of its communication strategy, elaborated in WP5. It will be based on the communication activities of migrants (organisations), inducing them to produce social media content along the project to highlight their engagement and on the communication work done via LA + migrants channels and in local media. Also WP 2 holds training activities on communication for migrants and producing their own content for radio- + podcasts as well as social media and vlogging.

The main activities and deliverables of WPs 2, 3 and 4 such as assessment of local integration, e-participation, migrants advisory council, supported migrants communication and cultural activities and the local integration strategies themselves will be disseminated by:

- the workshops and representations and presentations of the project on panels and events and participation in international conferences (e.g. European Migration Forum). (WP 5)
- within the advocacy study visit and the Round Table in the EP (targeting stakeholders on the EU policy level) (WP 1)
- as content of press and social media work (WP5), on the website of the partners and the project website,
- in articles in own media and newsletters
- through the broad networks of the partners to the national networks of municipalities and/or cities (eg. SOS-SI), to migrant and migration networks on national and EU level such as European Migrant Advisory Board (EMAB), Urban Agenda on Integration Strategies, Multicultural Associations network, ECCAR, CoE network of Intercultural Cities, Anna Lindh Foundation Network, Fundamental Rights Platform

Most project materials for trainings and participation tools will be produced in English additionally to the project languages (DE, SI, IT, HR, LU, GR) to enable easy and wide replication.

Through our experienced media work with the mass media we will reach 500.000 media consumers per country on average, and through social medias 20.000 per country.

The main deliverables targeted to migrants are the training modules of WP2 and the civic participation for local integration strategies in WP 4. Additional to the training sessions and issue-raising meetings and participation sessions the training contents and methods will also be disseminated among national networks in the field of migration via newsletters and direct contacts. The WP 3 materials targeting mostly LAs will be disseminated to associations of municipalities nationally and on EU level (by the partner Association of SI Municipalities SOS)

While above only a short overview could be given the communication strategy developed in WP 5 will define led by COSPE+Symbiosis and in cooperation with the Coordinator and the whole partnership which target groups will be reached by which channels and define target numbers using established KPIs.

Also the communication strategy will give clear guidance to the Consortium on the visibility rules of the EU grant agreement to be followed in all project activities and implemented in all published materials and communication activities.

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3.3 Sustainability and continuation**Sustainability, long-term impact and continuation**

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

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

Are the results of the project replicable and usable and is there potential to amplify them within the EU countries targeted by the action and/or in other EU countries beyond those directly targeted by the action?

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

The project is designed to ensure sustainable results and long-term impact. WP 4 on participation in local integration strategies will lead 1. To best practices for migrant participation well established and enhanced in the local areas ready for further use and replication as issue-raising meetings, e-participation tool Decidim adapted for local integration, migrants advisory councils and



2. to co-designed and co-implemented local integration strategies in the 8 partner LAs. Both will constitute significant policy and practice improvement and will become core responsibilities of LAs and local migrant councils/organisations, which will ensure their long-term ownership and use.

While participation activities for migrants have been piloted in two-years EMVI-project, they will be well established, strengthened and enhanced in the proposed action EMV-LII for local integration. After the three years project those will be further used and owned by the LAs and migrant councils/associations.

Additionally all materials and online training modules (WP2) will stay available as open educational resources (OER) on moodle (e.g. ecampus.suedwind.at), partners websites and on www.diaspora-participation.eu.

The migrants and their associations empowered to bring in their voices for local integration strategies as well as in their local, regional, national and European context on all aspects of representation, participation and inclusion will have a sustainable effect on the communities they engage in and continue their work in cooperation with migrants' and civil society organisations. Part of the trainings will consist in getting to know and engage in local advocacy, local integration possibilities and local fundraising and funding associations to continue their initiatives started.

The migrants' organisations involved and the councils founded and/or strengthened will continue their work with the beneficiaries and municipalities as part of their core work (advocacy, capacity building). The partnership NGOs will accompany those as part of their core work.

The mutual learning and exchange of experience among the partners and their stakeholders, especially during the transnational meetings and exchange visits (WP 1), will strengthen all actors to foster local integration and inclusion, solidarity, and participation of migrants in the receiving countries and communities. To sustain the relations within the partnership as a base of mutual learning, a sustainability strategy will be developed in WP 1 within the steering committee and applied along the partner meetings to build suitable tandems or mentoring relations and define responsibilities and fields of common action to build on after the projects end.

As explained in dissemination above the projects materials and methods are meant to and designed for dissemination and replication in other local areas and member states. The good practice and lessons learnt shared on EU level in seminars, panels and the EP Roundtable will lead to their replication and amplification beyond project countries and territories. The dissemination of the project deliverables according to the dissemination strategy WP 5 via European networks and conferences will assure a broad outreach in the field of local integration and migrants' participation on national and European levels.

The new versions of the e-participation platform for migrants' participation will also be available within the decidim.org community, free to use and adapt further for other local contexts. Also all methodologies and statutes of the migrants advisory councils and the roadmaps for the co-design of the local integration strategies will be available as models in EN to replicate in other countries and local areas.

Thereby as well as through the partnership's broad networks on local, national and EU levels and the DG Home exchange seminars in Brussels synergies and complementarities with other EU-funded activities will be actively sought.

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

4.1 Work plan

Work plan

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

The project has set as its general objective:

- to support the development and implementation of local integration strategies by increasing migrants' and Diaspora organisations' participation for more effective inclusion at local and regional level, with a special emphasis on including migrants with specific needs focussing on persons in need of international protection, young migrants and women.

To reach the general objective three specific objectives have been designed based on the needs analysis that all contribute to satisfy the described needs and reach the project objective above:

- SO1. Strengthened and empowered participation of migrants in local integration, through trainings and capacity building
- SO2. Increased capacity and willingness of local and regional authorities to engage migrants in local integration strategies
- SO3. Strengthened participation mechanisms for local integration

To reach each specific objective a corresponding WP of carefully designed activities has been developed to reach the expected impact All activities towards the three specific objectives will be supported by WP 1 Coordination and Good practice Exchange and WP 5 Communication and Dissemination

In total the WP are:

- WP 1 Project Coordination and Good Practice Exchange -> contributing to SO1-3 (lead: Südwind)
- WP 2 Trainings and Capacity Building for Communication and Advocacy for and of migrants and migrant organisations
-> leading to SO 1 Strengthened and empowered participation in local integration (Lead: MoveGlobal+CMS)
- WP 3 Capacity Building for and advocacy with local and regional authorities to engage migrants in local integration strategies
-> leading to SO 2 Increased capacity and willingness of local and regional authorities to engage migrants in local integration (Lead: Mirovni Institut+Südwind)
- WP 4 Participation Mechanisms for local integration and migrant structures strengthened to engage more migrants and migrant organisations more deeply in local integration -> leading to SO3. Strengthened participation mechanisms for local integration (Lead: Südwind+Migrants Advisory Council Graz)
- WP 5 Communication and Dissemination -> contributing to SO1-3 (Lead: COSPE+Symbiosis)

4.2 Work packages, activities, resources and timing

WORK PACKAGES

Work packages

This section concerns a detailed description of the project activities.

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

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

Work packages covering financial support to third parties (⚠ only allowed if authorised in the Call document) 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).

Objectives

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

Activities and division of work (WP description)

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.

Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating **in bold** the task leader.

Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

Note:

In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of the work package.

The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.

If there is subcontracting, please also complete the table below.

Milestones and deliverables (outputs/outcomes)

Milestones are control points in the project that help to chart progress (e.g. completion of a key deliverable allowing the next phase of the work to begin). Use them only for major outputs in complex projects, otherwise leave the section empty. Please limit the number of milestones by work package.

Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open  automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#). For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.

Work Package 1**Work Package 1: Project Coordination and Good Practice Exchange**

Duration: M1 – M36 **Lead Beneficiary:** Südwind **1-Short name:** SW

Objectives

WP 1 contributes to all 3 specific objectives:

- SO1. Strengthened and empowered participation of migrants in local integration, through trainings and capacity building
- SO2. Increased capacity and willingness of local and regional authorities to engage migrants in local integration strategies
- SO3. Strengthened participation mechanisms for local integration

Activities and division of work (WP description)

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	

T1.1	36 Monthly Partnership Coordination Calls	All partners are meeting regularly every month in a Partnership Call for approx. 2 hours to plan upcoming activities together and assess project progress and prepare for financial and narrative reporting	Südwind + All partners	COO + all BEN	No
T1.2	6 Coordination and Good Practice Exchange Meetings (Graz-AT, Medimurje-HR, Ljubljana-SI, Berlin-DE, Heraklion - GR, Empoli-IT)	Each semester all partners will meet in one local project area to coordinate and plan activities, work on project management and work out tricky parts that need proper co-designing by all like the initial assessment, the TORs for evaluation, the participation tools. Next to a 1,5 days coordination meetings a 1,5 days study visit and Good practise exchange will be organized jointly in order to learn from the respective local area and their initiatives as well as provide inputs and ideas from the Partnership to the respective LA and NGO. The EMV-LII KOM will be organised as part of this task being the first coordination meeting in Graz.	Südwind + All partners	COO + all BEN	In kind: yes, contributions by other staff of the LA, RA not employed for the project.
T1.3.	Policy Roundtable in European Parliament, Brussels	In the last project semester a Policy Roundtable in the European Parliament in Brussels will be organized to share policy recommendations of the project with EC decision makers and MEPs, disseminate good practise and meet with European level bodies and networks like EMAB. 2 Migrant representatives per local area will participate additionally to the partnership.	Südwind + All partners	COO + all BEN + Aps	In kind: yes. Contribution by Südwind and partners policy expert, Room in EP will also be provided in kind.
T 1.4.	Internal Monitoring and reporting on project progress	Project progress will be monitored on a 6-month-basis to keep track of how the project is progressing in terms of resources used, implementation, KPIs and delivery of results. Also this task includes the preparation of the mid-term (month 20) and final reports. (month 38 after projects end)	Südwind + All partners	COO + all BEN	n.a.
T .1.5.	External Evaluation of project outcomes and impact	To ensure an independent assessment of the project and the project activities and tools including their effectiveness, KPIs fulfilment and contribution to objectives and impact an external evaluation will be sought. Therefore a	Südwind + All partners	COO + all BEN	No subcontracting of whole WP, but service contract for external project evaluator.

		call for tender will be published and the best (not cheapest) bidder selected by a tender committee. The evaluation will be done in an accompanying mode developing with the project staff all indicators and measurements and inform the project during its duration at meetings on needs for corrective action and possibilities for improvement.					
T 1.6.	Participation in DG Home Exchange Sessions in Brussels	The project manager of Südwind will participate together with 1 other partner representative, selected by the Partnership in line with the topic of the meeting and partners interest.	Südwind + selected partners	COO + selected BEN	n.a.		
T 1.7.	Sustainability strategy	The project lead Südwind will take care of developing a detailed sustainability strategy at the projects end starting at the first partner meeting of the third year for the partnership to enable the network to keep growing and merging efforts with other existing networks, platforms and consultation boards.	Südwind + All partners	COO + all BEN	n.a.		
Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification	
M1	Sustainability Strategy	1	Südwind	The sustainability strategy will constitute a major milestone for the project partnership establishing possibilities and perspectives for continuation of project activities and the partnership beyond the projects end	34	Upload of respective deliverable	
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	Mid-term progress report	1	Südwind	[R — Document, report]	[SEN — Sensitive]	20	Electronic pdf format, ca 20 pages, EN
D1.2	Sustainability Strategy	1	Südwind	[R — Document, report]	[SEN — Sensitive]	34	Electronic pdf format, ca 13 pages, EN
D1.3	6 Good Practise Exchanges report	1	Südwind	[R — Document, report]	[PU — Public]	33	Electronic pdf format, ca 60 pages, EN
D1.4.	KPI Outputs and	1	Südwind	[R — Document,	[SEN — Sensitive]	36	Electronic pdf format

	Result indicators			report]			based on indicators for Union Actions template (Annex VIII), EN
D1.5.	Kick Off Meeting in Graz Report	1	Südwind	/R — Document, report]	/SEN — Sensitive]	5	Minutes of Kick off Meeting, EN, ca 5 pages+annexes

Estimated budget — Resources														
Participant	Costs													
	A. Personnel		B. Subcontracting	C.1 Travel			C.1 Accommodation	C.1 Subsistence	C.2 Equipment	C.3 Other goods, works and services	D. Other cost categories		E. Indirect costs	Total costs
Südwind	5,5 person months	38.887,50 EUR	0 EUR	8 travels	2,5 persons travelling	3.798 EUR	4.376 EUR	5.064 EUR	0 EUR	12.000 EUR		0 EUR	4.488,80 EUR	68.614,55 EUR
MIB Graz	2 person months	10.394,00 EUR	0 EUR	7 travels	2,5 persons travelling	2.660 EUR	3.324 EUR	3.840 EUR	0 EUR	0 EUR		0 EUR	1.415,26 EUR	21.633,26 EUR
Graz City	0,8 person months	5.200 EUR	0 EUR	6 travels	1 person travelling	959 EUR	1.388 EUR	1.614 EUR	0 EUR	0 EUR		0 EUR	641,27 EUR	9.802,27 EUR
Lustenau	0,8 person months	5.200 EUR	0 EUR	7 travels	1,5 persons travelling	1.664 EUR	2.188 EUR	2.532 EUR	0 EUR	0 EUR		0 EUR	810,88 EUR	12.394,88 EUR
KDG	2 person months	7.600 EUR	0 EUR	8 travels	2,5 persons travelling	2.214 EUR	3.376 EUR	3.948 EUR	0 EUR	0 EUR		0 EUR	1.199,66 EUR	18.337,66 EUR
Mirovni Institut	2,2, person	8.800 EUR	0 EUR	7 travels	1 person	967 EUR	1.414 EUR	1.668 EUR	0 EUR	0 EUR		0 EUR	899,43 EUR	13.748,43

	months				travelling									EUR
SOS	0,8 person months	2.968,80 EUR	0 EUR	8 travels	1 person travelling	994 EUR	1.640 EUR	1.920 EUR	0 EUR	0 EUR		0 EUR	526,60 EUR	8.049,40 EUR
Ljubljana	1,1 person months	4.510 EUR	0 EUR	6 travels	1 person travelling	805 EUR	1.414 EUR	1.668 EUR	0 EUR	0 EUR		0 EUR	587,79 EUR	8.984,79 EUR
CMS	3 person months	6.600 EUR	0 EUR	8 travels	2,5 persons travelling	3.064 EUR	3.828 EUR	4.452 EUR	0 EUR	0 EUR		0 EUR	1.256,08 EUR	19.200,08 EUR
Medimurje	1,3 person months	2.444 EUR	0 EUR	6 travels	1 person travelling	951 EUR	1.432 EUR	1.695 EUR	0 EUR	0 EUR		0 EUR	456,54 EUR	6.978,54 EUR
Symbiosis	3 person months	19.212 EUR	0 EUR	13 (7EU+6 nat.) travels	2 persons travelling	5.762 EUR	7.132 EUR	6.792 EUR	0 EUR	0 EUR		0 EUR	2.722,86 EUR	41.620,86 EUR
Heraklion	1,3 person months	3.958,50 EUR	0 EUR	6 travels	1,5 persons travelling	2.635 EUR	2.248 EUR	2.592 EUR	0 EUR	0 EUR		0 EUR	800,35 EUR	12.233,85 EUR
MoveGlobal	3 person months	14.850 EUR	0 EUR	7 travels	2,5 persons travelling	4.370 EUR	3.352 EUR	3870 EUR	0 EUR	0 EUR		0 EUR	1.850,94 EUR	28.292,94 EUR
Berlin	1,3 person months	6.500 EUR	0 EUR	6 travels	1 person travelling	1.400 EUR	1.402 EUR	1.629 EUR	0 EUR	0 EUR		0 EUR	765,17 EUR	11.696,17 EUR
COSPE	3 person months	13.650 EUR	0 EUR	8 travels	2,5 person	3.710 EUR	3.828 EUR	4452 EUR	0 EUR	0 EUR		0 EUR	1794,80 EUR	27.434,80

					s travellin g									EUR
Empoli	1,3 person months	6.110 EUR	0 EUR	6 travels	1 person travellin g	1.114 EUR	1.412 EUR	1.626 EUR	0 EUR	0 EUR		0 EUR	718,34 EUR	10.980, 34 EUR
FSLUX	3 person months	15.000 EUR	0 EUR	7 travels	2,5 person s travellin g	2.974 EUR	3.828 EUR	4.452 EUR	0 EUR	0 EUR		0 EUR	1.837,78	28.091, 78 EUR
Schiffflange	1 person month	5.000 EUR	0 EUR	7 travels	1 person travellin g	1.437 EUR	1.640 EUR	1.920 EUR	0 EUR	0 EUR		0 EUR	699,79	10.696, 79 EUR
ADYFE	0,8 person months	4.800 EUR	0 EUR	7 travels	1 person travellin g	1.097 EUR	1.640 EUR	1920 EUR	0 EUR	0 EUR		0 EUR	661,99	10.118, 99 EUR
Total	37,2 person months	181.68 5 EUR	0 EUR	9 travels	28 person s travellin g	42.575 EUR	50.862 EUR	57.654 EUR	0 EUR	12.000 EUR (ext. evaluation)		0 EUR	24.134,32	368.91 0,37 EUR

Work Package 2**Work Package 2: Trainings and Capacity Building for Communication and Advocacy for and of migrants and migrant organisations****Duration:**

M6 – M30

Lead Beneficiary: MoveGlobal+CMS**1-Short name:** MG+CMS**Objectives**

- Specific Objective 2: Increased capacity and willingness of local and regional authorities to engage migrants in local integration strategies

Activities and division of work (WP description)

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T2.1	Tailored training programme for migrants and their organisations to build skills for participation in local integration strategy (advocacy, legal issues, self-organising, building an organisation, project management, fundraising, campaigning, local integration strategies, specific language needs on local integration and participation)	Focus groups will inform about (renewed) migrant (organisations) training needs, a training programme developed and 10 training modules in english developed or enhanced (if already developed in EMVI). 7 training modules are adapted to and translated for the local level, in each local project area 7 trainings for 15 participants (2 hours) conducted Including peer exchanges with partners and migrant organisations/advisory councils. (8x7 trainings=56 workshops/840 participants)	MoveGlobal+CMS + All partners	BEN + COO + all BEN	In kind: yes. Partly expert trainers not employed for the project from partners (e.g. advocacy, project management), partly rooms of migrant organisations
T2.2	Women advocacy training	Following focus group analysis of previous EMVI project a special advocacy training cycle for women migrants will be developed in order to co-empower them to speak up for their demands on local integration strategies and beyond towards the authorities. Training Cycle of 4 workshop modules (such as: public speaking, advocacy, local integration politics) will be developed on European level and conducted locally in all local project areas. (8x1 training cycle of 4 modules of three hours each, 15 participants/cycle, 120 participants total)	MoveGlobal+CMS + All partners	BEN + COO + all BEN	In kind: yes. Partly expert trainers not employed for the project from partners (policy advocacy), partly rooms of migrant organisations
T2.3.	Legal training based on rights-based approach	Following research and analysis in previous EMVI project a dedicated legal training will be developed for migrant organisations and migrant leaders+multipliers to empower their legal expertise based on a rights based approach. 5 Modules will include migrant+refugee rights, local integration laws+strategies, housing rights, citizenship rights, etc) and will be developed on European	MoveGlobal+CMS + All partners	BEN + COO + all BEN	In kind: yes. Partly expert legal trainers not employed for the project from partners, partly rooms of migrant organisations

		level and trained in the 8 local areas (8x1 training cycle of 5 modules of three hours, 15 participants/cycle, 120 participants total)				
T 2.4.	Advocacy and Participation Activities of migrants and their associations on local integration, migrants & citizenship rights	Following the trainings above and the advocacy with LAs+RAs in WP 3 migrants' and their associations' advocacy and participation activities around design and implementation of local integration strategies and their rights will be supported and strengthened (e.g. meetings with mayor/councillors, participation in policy roundtables, commenting policies). On average 9 per local area.	MoveGlobal+Südwind + All partners	BEN+COO + all BEN	n.a.	
T .2.5.	Empower migrants' Communication Activities like pod- and radiocasts, video and social media content, media appearance training	Media workshops for migrants will be co-developed with migrant organisations and medias (e.g. free radios) and conducted on local level based on local needs (e.g. podcast/radiocast training, media appearance, Vlogging, social media trainings). In each local area 4 workshops with 10 participants on average. (8x4 workshops=32 workshops/320 participants)	Symbiosis+Move Global + All partners	BEN + all BEN	In-kind: yes, partly rooms and technical facilities e.g. radio studio	
T 2.6.	Strengthen visibility of migrants in the municipality through communication and events in public spaces/events in co-creation.	Following the trainings above and the advocacy with LAs+RAs in WP 3 migrants' and their associations' communication and events in public spaces is supported and strengthened (e.g. migrant associations day in the city hall, intercultural festival, cultural monument, op-ed in local newspaper) On average 5 per local area. (40 in total)	MoveGlobal+KDGmajna + all partners	BEN + COO + all BEN	In-kind: yes, partly staff of LAs/RAs, halls and technical facilities e.g. city hall	
Milestones and deliverables (outputs/outcomes)						
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
M2	Tailored Training Programme, women and legal trainings implemented	2	MoveGlobal+CMS	After 7 Training modules implemented in each local area. Women advocates training and legal training implemented in collaboration with target groups.	34	Upload of respective deliverable.

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	7 Training Modules adapted per country	2	MoveGlobal+CMS	[R — Document, report]	[PU — Public]	18	Training Modules as ppt and pdf, ca 20 slides each, in EN, SI, DE, AT, HR, GR, LU, IT
D2.2	Curriculum for women advocates + legal training	2	MoveGlobal + CMS	[R — Document, report]	[PU — Public]	30	Curriculum in pdf ca 10 pages x 2, in EN, SI, DE, AT, HR, GR, LU, IT
D2.3.	Summary of Migrant Communication empowered	2	Symbiosis+Move Global	[DEM — Demonstrator, pilot, prototype]	[PU — Public]	30	pod- and radiocasts, video and social media content, in EN, SI, DE, AT, HR, GR, LU, IT

Estimated budget — Resources

Participant	Costs													
	A. Personnel		B. Subcontracting	C.1 Travel			C.1 Accommodation	C.1 Subsistence	C.2 Equipment	C.3 Other goods, works and services	D. Other cost categories		E. Indirect costs	Total costs
Südwind	8 person months	56.564 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	30.000 EUR		0 EUR	6.059,48 EUR	92.623,48 EUR
MIB Graz	3 person months	15.591 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	2.000 EUR		0 EUR	1.231,37 EUR	18.822,37 EUR
Graz City	0 person months	0 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	0 EUR	0 EUR
Lustenau	0,8 person months	5.200 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	364 EUR	5.564 EUR
KDG	6,7	25.460	0 EUR	0 travels	0	0 EUR	0 EUR	0 EUR	0 EUR	6.500 EUR		0 EUR	2.237,20	34.197,

	person months	EUR			persons travellin g								EUR	20 EUR
Mirovni Institut	2 person months	8.000 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	10.200 EUR		0 EUR	1.274 EUR	19.474 EUR
SOS	0 person months	0 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	0 EUR	0 EUR
Ljubljana	0,8 person months	3.280 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	229,60 EUR	3.509,6 0 EUR
CMS	14,5 person months	31.900 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	12.500 EUR		0 EUR	3.108 EUR	44.400 EUR
Medimurje	0,8 person months	1.504 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	105,28 EUR	1609,2 8 EUR
Symbiosis	7 person months	44.828 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	16.700 EUR		0 EUR	4.306,96 EUR	65.834, 96 EUR
Heraklion	0,8 person months	2.436 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	170,52 EUR	2.606,5 2 EUR
MoveGlobal	13 person months	64.350 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	16.7000 EUR		0 EUR	5.673,50 EUR	86.723, 50 EUR
Berlin	0,8 person months	4.000 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	280 EUR	4.280 EUR
COSPE	8 person months	36.400 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	16.700 EUR		0 EUR	3.717 EUR	56.817 EUR
Empoli	0,8	3.760	0 EUR	0 travels	0	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	263,20 EUR	4023,2

	person months	EUR			persons travelling									0 EUR
FSLUX	8 person months	40.000 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	16.700 EUR		0 EUR	3.969 EUR	60.669 EUR
Schiffflange	0,5 person months	2.500 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	175 EUR	2.675 EUR
ADYFE	0,8 person months	4.800 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	1.400 EUR		0 EUR	434 EUR	6.634 EUR
Total	76,3 person months	350.573 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	129.400 EUR		0 EUR	33.598,11	513.571,11 EUR

Work Package 3**Work Package 3: Capacity Building for and advocacy with local and regional authorities to engage migrants in local integration strategies and action plans**

Duration: M1 – M24 **Lead Beneficiary:** Mirovni Institut+Südwind **1-Short name:** MI+SW

Objectives

- Specific Objective 2. Increased capacity and willingness of local and regional authorities to engage migrants in local integration strategies

Activities and division of work (WP description)

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T3.1	Baseline Assessment of local integration strategies and migrant participation in	A research guideline based on explorative interviews and focus groups with LA and	Mirovni Institut + All partners	BEN + COO +	In-kind: Interviewees time

	those	migrant reps will be developed by MI, translated and applied in the 8 local areas resulting in local baseline assessments of local/regional integration strategies and migrant participation, that will inform the local work and will be summarized in a European level assessment including good practices and recommendations to be shared.		all)BEN	(LAs/RAs)
T3.2	Trainings for LA officials and local politicians	Following the Baseline assessment and identified gaps and needs tailored trainings will be developed tailor-made on local level for LA officials and local politicians and shared on EU level (e.g. on intercultural understanding, intersectionality, (e-)participation, local integration strategies) incl. peer exchanges between partner LAs/RAs. 4 per local area, 7 participants each, 2 hours=32 trainings/224 participants)	Südwind + All partners	COO + all BEN	In kind: yes, contributions by expert staff of partners (e.g. on intersectionality) not employed for the project. Rooms in city hall for trainings
T.3.3.	Anti-discrimination trainings for LAs	Following the baseline assement in each local area a training cycle on Anti-discrimination for LA representatives will be developed on European level, adapted locally and conducted. It will consist of 3 seminars each for 2 hours (topics such as: anti-discrimination legislation, practical+positive approaches to counter discrimination, guidance on anti-discrimination policies and strategies) (1 training cycle per local area = 8 in total, 10 participants each)	MoveGlobal+Mirovni Institut + All partners	BEN + COO + all BEN	In kind: yes, contributions by expert staff of partners (e.g. on countering discrimination) not employed for the project. Rooms of authority for trainings
T 3.4.	Train and facilitate migrants engagement as anti-discrimination mediators	Following research migrants are often object of discrimination, these experiences shall be turned into becoming anti-discrimination mediators for intercultural understanding on local levels. Therefore a training course will be developed by migrant-led organisations of 5 modules (each 3 hours) and piloted once per local area for 15 participants receiving a certificate and being linked with authorities for their future engagement as anti-discrimination mediators.	MoveGlobal+Migrants Advisory Council Graz + All partners	BEN + COO + all BEN	In kind: yes, contributions by expert staff of partners (e.g. on countering discrimination) not employed for the project.
T .3.5.	Advocacy and lobbying with LAs on	Following advocacy trainings of WP2	Südwind+Migrants	COO+BEN	No subcontracting of

	migrants participation and engagement for local integration strategies	advocacy and lobbying meeting with LA/RA will be facilitated, prepared and supported to empower participation in local integration strategies 7 meetings per local area, 5 participants each, 1 hour	Advisory Council + All partners	+ all local BEN	whole WP, but service contract for external project evaluator.
T 3.6.	Multistakeholder Workshops+Roundtables co-designing and co-implementing local integration strategies and other policies relevant for local integration	2 expert Workshops (15 participants each) on local integration strategy per local area for migrant organisations + authority 1 Policy Roundtable (10 participants each) on local integration strategy design/implementation/roadmap based on respective stage of strategy	Migrants Advisory Council Graz + Südwind + All local partners	BEN+COO + all local BEN	n.a.

Milestones and deliverables (outputs/outcomes)

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
M3	Baseline Assessment	3	Mirovni Institute	Baseline assessment is finished in all 7 countries and 8 local areas		10	Upload of respective deliverable
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.	Baseline Assessment	3	Mirovni Institut	[R — Document, report]	[PU — Public]	10	Baseline report as pdf covering the 8 local areas, EN
D3.2	LA Training modules	3	Südwind, MoveGlobal, Mirovni	[R — Document, report]	[PU — Public]	12	Training modules as pdf and ppt in EN, SI, IT, DE, LU, HR, AT,GR adapt.
D3.3.	Workshop+Roundtable Reports LA+Migrants	3	MIB Graz+Südwind	[R — Document, report]	[SEN — Sensitive]	24	Documentation and Reports of joint workshops in EN

Estimated budget — Resources

Participant	Costs									
	A. Personnel	B. Subcontracting	C.1 Travel	C.1 Accommodation	C.1 Subsistence	C.2 Equipment	C.3 Other goods, works and services	D. Other cost categories	E. Indirect costs	Total costs

Südwind	5,5 person months	38.887 ,75 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	17.240 EUR		0 EUR	3.928,94 EUR	60.056, 69 EUR
MIB Graz	2,5 person months	12.992 ,50 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	909,48 EUR	13.901, 98 EUR
Graz City	1 person months	6.500 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	455 EUR	6.955 EUR
Lustenau	1 person months	6.500 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	455 EUR	6.955 EUR
KDG	1 person months	3.800 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	2.400 EUR		0 EUR	434 EUR	6.634 EUR
Mirovni Institut	5,5 person months	22.000 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	2.920 EUR		0 EUR	1.744,40 EUR	26.664, 40 EUR
SOS	1 person months	3.711 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	X EUR		0 EUR	259,77 EUR	3.970,7 7 EUR
Ljubljana	1 person months	4.100 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	3.300 EUR		0 EUR	518 EUR	7.918 EUR
CMS	3,8 person months	8.360 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	6.070 EUR		0 EUR	1010,10 EUR	15.440, 10 EUR
Medimurje	1 person months	1.880 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	131,60 EUR	2011,6 0 EUR
Symbiosis	2,7 person months	17.290 ,80 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	8.620 EUR		0 EUR	1.813,76 EUR	27.724, 56 EUR

Heraklion	1 person months	3.045 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	213,15 EUR	3.258,15 EUR
MoveGlobal	2,7 person months	13.365 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	8.620 EUR		0 EUR	1.538,95 EUR	23.523,95 EUR
Berlin	1 person months	5.000 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	350 EUR	5.350 EUR
COSPE	2,7 person months	12.285 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	8.620 EUR		0 EUR	1.463,35 EUR	22.368,35 EUR
Empoli	1 person months	4.700 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	329 EUR	5.029 EUR
FSLUX	3 person months	15.000 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	8.620 EUR		0 EUR	1.653,40 EUR	25.273,40 EUR
Schiffflange	0 person months	0 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	0 EUR	0 EUR
ADYFE	0,8 person months	4.800 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	336 EUR	5.136 EUR
Total	38,2 person months	184.217 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	66.410 EUR		0 EUR	17.543.89 EUR	268.170,94 EUR (direct costs)

Work Package 4**Work Package 4: Empower Participation of Migrants in local integration strategies and action plans of local and regional authorities**

Duration: M10 – M33 **Lead Beneficiary:** Südwind + Migrants **1-Short name:** SW+MIB

Advisory Council Graz					
Objectives					
▪ Specific Objective 3. Strengthened participation mechanisms for local integration					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T4.1	Issue raising meetings for migrants partly including city councillors and policy makers	In EMVI project the methodology for issue-raising meetings has been co-developed. In open meetings between migrants daily issues, needs and demands are raised, collected and clustered and then brought in the political discourse with the authority. For EMV-LII these will be enhanced by policy dialogue and spread to LU+HR and their local areas. 4 Issue-Raising meetings per local area with 15 participants each = 32 meetings/480 participants, Half of meetings incl. policy	KDGmajna+Südwind + All local partners	BEN+COO + all local BEN	In kind: Rooms of Authority
T4.2	E-Participation Tool to support and structure issue raising developed or enhanced	In EMVI 6 e-participation portals for migrant participation in local areas have been developed and piloted. These will be enhanced with new process and maintained, while in the two new local areas Medimurje (HR) and LU they will be developed and introduced based on EMVI good practice. E-Participation has proven in the evaluation session of EMVI as a good practise tool for migrant participation by itself as well as to plan, structure and follow up on offline issue raising meetings. Also they increase migrants and authorities digital skills for mutual benefit. The e-participation portals are developed according to best practice of e-participation with the open source tool Decidim, used by EC for Dialogue on the Future of Europe and various local and regional authorities. They are mobile first, accessible to migrants and in multiple languages using AI.	Südwind+Migrant Advisory Board Graz + All local partners	COO+BEN + all local BEN	In kind: yes, contributions by IT and participation departments of authorities. No subcontracting but service contract following a call for tender for maintenance of 6 portals and development of 2 new.

T.4.3.	Strengthen Migrants Advisory Councils and committees for local integration	<p>While in EMVI project 6 migrants advisory councils have been planned, piloted, or enhanced they will be further developed and integrated for local integration strategies, new migrants advisory councils for local integration will be founded in Medimurje and LU local area:</p> <ul style="list-style-type: none"> - For the already piloted/existing migrant advisory councils they will decide on 6 actions they need to be strengthened and supported for their participation in local integration strategies (this can be Workshops on design and implementation of local integration strategies, policy and advocacy work, joint EU level or local advocacy for local integration, a publication, a social media campaign). - For the not yet piloted/existing migrants advisory boards the following tasks will be implemented following good practise: <ul style="list-style-type: none"> 1 Workshop for migrants+migrant organizations on their expectations, demands and limitations for a advisory council 1 Co-Development workshop for migrant organisations+migrants together with local/regional authority to establish and agree on a roadmap towards an advisory council/committee for local integration 3 Follow-up Meetings leading to a final Agreement on the establishing of the council 	Migrants Advisory Council Graz + Ljubljana + All partners	BEN+BEN + Coö + all local BEN	In kind: yes LA/RA staff and decision makers, not employed by the project Rooms for meetings
T.4.4.	Strengthen networks, initiatives and advocacy campaigns of migrant organisations	Following trainings, issue raising meetings and e-participation 6 actions of migrant organisations will be supported logistically, organisational and by taking over part of the costs, such as social media campaign, vlogging, local radio, cultural event, networking meeting between organisations and with the authority	Südwind+Migrants Advisory Council Graz + All local partners	COO+BEN + all local BEN	In-kind: Voluntary work of migrant associations outside of the project
T.4.5.	Enhance participation of migrants and refugees in local / neighbourhood boards.	3 representations of migrant organisation/council in local/neighbourhood boards will be advocated for, piloted and supported per local area to enhance their	Südwind+City of Graz+Migrants Advisory Council Graz + All partners	COO+BEN + all local BEN	In kind: Voluntary work of migrant associations outside of the project

T 4.6.	Enhance and strengthen migrant positioning and developing of policy papers for the co-design and co-implementation of local integration strategies	involvement in local integration		Support the development of 3 policy papers per local area by the migrant advisory council or/and migrant organisations. Enhance the advocacy for these papers with the local or regional authority (2 meetings per paper)		Migrants Advisory Council Graz + Südwind + selected partners	COO+BEN + all local BEN	In kind: Authority staff not employed by the project. Rooms by authority
Milestones and deliverables (outputs/outcomes)								
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification	
M4	8 E-Participation processes for local integration established	4	Südwind + MIB Graz	The process is co-defined and the E-participation portal for the local area is established		15	Respective deliverables online	
M5	8 new migrants advisory boards established/enhanced	4	Südwind + MIB Graz	The boards are newly established or significantly enhanced		33	Foundation documents/statutes 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)	
D4.1	8 E-Participation Portal processes for local integration	4	Südwind + MIB Graz	[DEC — Websites,]	[PU — Public]	15	Decidim participation portal for local integration in local area+migrant languages	
D4.2	Foundation documents/statutes of advisory boards	4	Südwind+MIB Graz	[R — Document, report]	[SEN — Sensitive] (partly)	33	Foundation documents/statutes in local area language and EN, pdf	
D4.3.	24 Migrant policy papers (3/area)	4	MIB+Südwind	[R — Document, report]	[PU — Public]	33	24 Migrant Policy papers (2 pages each) in local areas languages	

Estimated budget — Resources

Participant	Costs									
	A. Personnel	B. Subcontrac	C.1 Travel	C.1 Accomod	C.1 Subsist	C.2 Equipment	C.3 Other goods,	D.Other cost categories	E. Indirect costs	Total costs

			ting				ation	ence		works and services				
Südwind	6 person months	42.423 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	22.600 EUR		0 EUR	4.551,61 EUR	69.574,61 EUR
MIB Graz	3 person months	15.591 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	1.000 EUR		0 EUR	1.161,37 EUR	17.752,37 EUR
Graz City	1 person months	6.500 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	455 EUR	6.955 EUR
Lustenau	1 person months	6.500 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	455 EUR	6,955 EUR
KDG	3,5 person months	13.300 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	8.000 EUR		0 EUR	1.491 EUR	22.791 EUR
Mirovni Institut	2,6 person months	10.400 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	4.300 EUR		0 EUR	1.029 EUR	15.729 EUR
SOS	1 person months	3.711 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	259,77 EUR	3.970,77 EUR
Ljubljana	1,4 person months	5.740 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	401,80 EUR	6.141,80 EUR
CMS	6,5 person months	14.300 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	15.400 EUR		0 EUR	2.079 EUR	31.779 EUR
Medimurje	1,5 person months	2.820 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	197,40 EUR	3.017,40 EUR

Symbiosis	5,5 person months	35.222 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	12.300 EUR		0 EUR	3.326,54 EUR	50.848, 54 EUR
Heraklion	1,5 person months	4.567, 50 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	319,73 EUR	4.887,2 3 EUR
MoveGlobal	5,5 person months	27.225 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	12.300 EUR		0 EUR	2.766,75 EUR	42,291, 75 EUR
Berlin	1,5 person months	7.500 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	525 EUR	8.025,0 0 EUR
COSPE	5,5 person months	25.025 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	12.300 EUR		0 EUR	2.612,75 EUR	39.937, 75 EUR
Empoli	1,5 person months	7.050 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	493,50 EUR	7.543,5 0 EUR
FSLUX	5 person months	25.000 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	18.100 EUR		0 EUR	3.017 EUR	46.117 EUR
Schiffflange	1 person months	5.000 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	350 EUR	5.350 EUR
ADYFE	0 person months	0 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	1.000 EUR		0 EUR	70 EUR	1.070 EUR
Total for ALL (detailed budget for 19 partners available)	54,5 person months	257.87 4,50 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	107.300 EUR		0 EUR	25.562,22	390.73 6,72 EUR

Work Package 5

Work Package 5: Communication and Dissemination					
Duration:		M1 – M36	Lead Beneficiary: COSPE+Symbiosis		1-Short name: CO + SY
Objectives					
WP 5 contributes to all 3 specific objectives: <ul style="list-style-type: none">SO1. Strengthened and empowered participation of migrants in local integration, through trainings and capacity buildingSO2. Increased capacity and willingness of local and regional authorities to engage migrants in local integration strategiesSO3. Strengthened participation mechanisms for local integration					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T5.1	European website, local subsites & active dissemination through networks	The existing site used by the partnership in EMVI project and prior activities for participation of diaspora www.diaspora-participation.eu will be updated and used as a common landing page for the project. Additionally the partners will use and adapt their own websites to publish, share and promote the project activities and results on project subsites. With targeted emails the website and project materials will be specifically promoted for replicability and wider use by other NGOs, project consortia and networks of partners such as ADYFE on EU level and all on national level as well as through networks we are connected with like cities network ECCAR (member: Graz), the refugee and migrant rights network ECRE and NGO networks like CONCORD.	COSPE+Südwind + All partners	BEN+COO + all BEN	No
T5.2	Common communication and reachout strategy including visibility guidelines	A common communication strategy will be developed and agreed with all partners, based on the own media of the broad partnership, including the migrants organisations and its networks and the channels of the local authorities to promote the project activities and results. The strategy will include a detailed	COSPE + Symbiosis + All partners	BEN+BEN + COO and all BEN	n.a.

		analysis of the own media channels and a guideline for all partners including timeline, responsibilities, content). The strategy will also include a strategy for the social media campaign and the media work (see 5.3. and 5.4) and include AMIF visibility guidelines.			
T.5.3.	Social and community media campaign for participation of migrants in local integration strategies	Active social and community media work will be part of the communication strategy, especially for inviting to the training and capacity building activities and to the participation activities. This includes the design of shareables and memes, of insta-stories (e.g. on the proposals on the participation platform), vlogging, disseminated through the social media channels of the NGOs, independent media working on migration issues and migrant organisation and local and regional authority partners but it will also target instant messaging services, used within migrant communities (e.g. whatsapp, telegram)	COSPE+Symbiosis + All partners	BEN+BN + COO + all BEN	n.a.
T 5.4.	Media campaign for importance of participation of migrants in local integration	The traditional and community media work will mainly be used to reach local audiences as well as public authorities and the local communities as a whole, With focus on the majority population to communicate the benefits and value of democratic participation and inclusive citizen rights for all and to present the activities and proposals of the project in the region. Thus press releases, media events, interviews or talks with journalists will focus local and regional media. Main target will be migrant and local media.	Symbiosis+COSPE + All partners	BEN+BEN + COO + all BEN	n.a. In-kind: yes Journalist databases of partner used in kind.
T .5.5.	Representation of the Project on Panels and Events	As already EMVI project was considered best practice by various municipalities and migrant associations as well as research project representatives were invited to various panels and presentations. To that end and to enable European dissemination this is directly planned as a task.	COSPE + Symbiosis + All partners	BEN+BEN + COO + all BEN	

		Per local area 3 panel/project representations will be implemented. COSPE and Symbiosis as WP lead will prepare in collaboration with partners a Presentation draft in English to adapt and translate for local use.					
Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
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)
D5.1	Communication Strategy	5	COSPE + Symbiosis	[R — Document, report]	[PU — Public]	4	Communication strategy in pdf ca. 20 pages, EN
D5.2	Europ. Website + national subsites refurbished/established.	5	COSPE+Südwind	[DEC — Websites,]	[PU — Public]	9	Europ. Website EN, national subsiter in nat. Languages
D5.3.	Shareables for media campaign	5	Symbiosis+COSP E	[DEC —Websites,]	[PU — Public]	24	7 Shareables as png and pdf in EN, IT, SI; GR, DE, HR, LU, AT adapted.

Estimated budget — Resources														
Participant	Costs													
	A. Personnel		B. Subcontracting	C.1 Travel			C.1 Accommodation	C.1 Subsistence	C.2 Equipment	C.3 Other goods, works and services	D. Other cost categories		E. Indirect costs	Total costs
Südwind	2 person months	14.141 EUR	0 EUR	3 travels	2 persons travelling	632 EUR	504 EUR	408 EUR	0 EUR	7.000 EUR		0 EUR	1.587,95 EUR	24.272,95 EUR
MIB Graz	1 person months	5.197 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	2.000 EUR		0 EUR	503,79 EUR	7.700,79 EUR

Graz City	0,5 person months	3.250 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	227,50 EUR	3.477,5 0 EUR
Lustenau	0,5 person months	3.250 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	227,50 EUR	3.477,5 0 EUR
KDG	1,5 person months	5.700 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	2.000 EUR		0 EUR	539 EUR	8.239 EUR
Mirovni Institut	1,5 person months	6.000 EUR	0 EUR	3 travels	1 person travellin g	250 EUR	226 EUR	168 EUR	0 EUR	4.000 EUR		0 EUR	745,08 EUR	11.389, 08 EUR
SOS	0,5 person months	1.855, 5 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	129,89 EUR	1.985,3 9 EUR
Ljubljana	0,5 person months	2.050 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	143,50 EUR	2.193,5 0 EUR
CMS	2,9 person months	6.380 EUR	0 EUR	3 travels	1 person travellin g	268 EUR	208 EUR	150 EUR	0 EUR	5.500 EUR		0 EUR	875,42 EUR	13.381, 42 EUR
Medimurje	0,5 person months	940 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	65,80 EUR	1.005,8 0 EUR
Symbiosis	3,5 person months	22.414 EUR	0 EUR	3 travels	1 person travellin g	268 EUR	214 EUR	164 EUR	0 EUR	6.000 EUR		0 EUR	2.034,20 EUR	31.094, 20 EUR
Heraklion	0,5 person months	1.522, 50 EUR	0 EUR	0 travels	0 persons travellin g	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	106,58 EUR	1.629,0 8 EUR
MoveGlobal	2,7 person months	13.365 EUR	0 EUR	3 travels	1 person travellin g	324 EUR	238 EUR	194 EUR	0 EUR	6.000 EUR		0 EUR	1.408,47 EUR	21.529, 47 EUR

Berlin	0,5 person months	2.500 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	175 EUR	2.675 EUR
COSPE	3,5 person months	15.925 EUR	0 EUR	3 travels	1 person travelling	300 EUR	228 EUR	196 EUR	0 EUR	6.000 EUR		0 EUR	1.585,43 EUR	24.234,43 EUR
Empoli	0,5 person months	2.350 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	164,50 EUR	2.514,50 EUR
FSLUX	3 person months	15.000 EUR	0 EUR	3 travels	1 person travelling	296 EUR	326 EUR	196 EUR	0 EUR	6.000 EUR		0 EUR	1.527,26 EUR	23.345,26 EUR
Schiffange	0 person months	0 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR		0 EUR	0 EUR	0 EUR
ADYFE	0,5 person months	3.000 EUR	0 EUR	0 travels	0 persons travelling	0 EUR	0 EUR	0 EUR	0 EUR	500 EUR		0 EUR	245 EUR	3.745 EUR
Total	26,1 person months	124.840 EUR	0 EUR	21 short travels	1 persons travelling	2.338 EUR	1.944 EUR	1.476 EUR	0 EUR	45.000 EUR		0 EUR	12.291,86	187.889,86 EUR

Staff effort**Staff effort per work package (**

Fill in the summary on work package information and effort per work package.

Work Package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Start Month	End Month	Person-Months
1	Project Coordination and Good Practice Exchange	1	Südwind	1	36	37,2
2	Trainings and Capacity Building for Communication and Advocacy for and of migrants and migrant organisations	3+13	MoveGlobal+ CMS	6	30	76,3
3	Capacity Building for and advocacy with local and regional authorities to engage migrants in local integration strategies and action plans	1+10	Mirovni Institut+ Südwind	1	24	38,2

4	Empower Participation of Migrants in local integration strategies and action plans of local and regional authorities	1 + 5	Südwind + MIB Graz	10	33	54,5
5	Communication and Dissemination	2+15	COSPE + SYMBIOSIS	1	36	26,1
					Total Person-Months	232,3

Staff effort per participant <i>Fill in the effort per work package and Beneficiary/Affiliated Entity.</i> <i>Please indicate the number of person/months over the whole duration of the planned work.</i> <i>Identify the work-package leader for each work package by showing the relevant person/month figure in bold.</i>						
Participant	WP1	WP2	WP3	WP4	WP5	Total Person-Months
Südwind-AT	5,5	8	5,5	6	2	27
MIB-Graz-AT	2	3	2,5	3	1	11,5
City of Graz - AT	0,8	0	1	1	0,5	3,3
Municipality of Lustenau - AT	0,8	0,8	1	1	0,5	4,1
KDG - SI	2	6,7	1	3,5	1,5	14,7
MI - SI	2,2	2	5,5	2,6	1,5	13,8
SOS - SI	0,8	0	1	1	0,5	3,3
Ljubljana - SI	1,1	0,8	1	1,4	0,5	4,8
CMS - HR	3	14,5	3,8	6,5	2,9	30,7
Medimurje - HR	1,3	0,8	1	1,5	0,5	5,1
Symbiosis - GR	3	7	2,7	5,5	3,5	21,7
HDA - GR	1,3	0,8	1	1,5	0,5	5,1
MoveGlobal - DE	3	13	2,7	5,5	2,7	26,9
Berlin - DE	1,3	0,8	1	1,5	0,5	5,1
COSPE - IT	3	8	2,7	5,5	3,5	22,7
EMPOLI - IT	1,3	0,8	1	1,5	0,5	5,1
FSLUX – LU	3	8	3	5	3	22
LA Schiffflange Municipality	1	0,5	0	1	0	2,5
ADYFE, AT-EU	0,8	0,8	0,8	0	0,5	2,9
Total Person-Months	37,2	76,3	38,2	54,5	26,1	232,3

*Subcontracting N/A**Equipment NA**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 - 36 Monthly Partnership Coordination Calls												
Task 1.2 - 6 Coordination and Good Practice Exchange Meetings												
Task 1.3 - Policy Roundtable in European Parliament, Brussels												
Task 1.4 - Internal Monitoring and reporting on project progress												
Task 1.5 - External Evaluation of project outcomes and impact												
Task 1.6 - Participation in DG Home Exchange Sessions												
Task 1.7 - Sustainability strategy												
Task 2.1 - Tailored training programme for migrants												
Task 2.2 - Women advocacy training												
Task 2.3 - Legal training based on rights-based approach												
Task 2.4 - Advocacy and Participation Activities of migrants												
Task 2.5 - Empower migrants' Communication Activities												
Task 2.6 - Strengthen visibility of migrants in the local area												
Task 3.1 - Baseline Assessment of local integration strategies												
Task 3.2 - Trainings for LA officials and local politicians												
Task 3.3 - Anti-discrimination trainings for LAs												

Task 3.4. - Train migrants as anti-discrimination mediators												
Task 3.5. - Advocacy and lobbying with LAs on local integration												
Task 3.6. - Multistakeholder Workshops+for local integration												
Task 4.1. - Issue raising meetings												
Task 4.2. - E-Participation Tool												
Task 4.3. - Strengthen Migrants Advisory Councils												
Task 4.4. - Strengthen networks, initiatives of migrant organisations												
Task 4.5. - Enhance participation of migrants in local boards.												
Task 4.6. - migrant positioning and developing of policy papers												
Task 5.1. - European website, local subsites & active dissemination												
Task 5.2. – communication strategy												
Task 5.3. - Social + community media campaign f. local integration												
Task 5.4. - Media campaign for migrants in local integration												
Task 5.5. - Representation of the Project on Panels and Events												

#\$WRK-PLA-WP\$#



#@ETH-ICS-EI@#

5. OTHER**5.1 Ethics**

Ethics issues		
Please go through the table and indicate which elements concern your proposal by answering 'Yes' or 'No'.		
If you answer 'Yes' to any of the questions:		
<ul style="list-style-type: none"> - indicate in the adjacent box at which page in your full proposal further information relating to that ethics issue can be found, and - provide additional information on these ethics issue in the Ethics self-assessment section below. 		
For more information on each of the ethics issues and how to address them, including detailed legal references, see the guidelines How to Complete your Ethics Self-Assessment .		
1. Human embryonic stem cells and human embryos		n/a
2. Humans		Yes/No Page
Does this activity involve human participants?		Yes See below
If YES:	- Are they volunteers?	Yes
	- Are they healthy volunteers for medical studies?	No
	- Are they patients for medical studies?	No
	- Are they potentially vulnerable individuals or groups?	Yes See below
	- Are they children/minors?	Partly minors See below
	- Are they other persons unable to give informed consent?	No
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, tracking and tracing, etc) on the study participants?		No
If YES:	- Does it involve invasive techniques?	No
	- Does it involve collection of biological samples?	No
3. Human cells / tissues		n/a
4. Personal data		Yes/No Page
Does this activity involve processing of personal data?		Yes See below
If YES:	- Does it involve the processing of special categories of personal data (e.g. sexual lifestyle, ethnicity, genetic, biometric and health data, political opinion, religious or philosophical beliefs)?	Yes See below
If YES:	- Does it involve processing of genetic, biometric or health data?	No
	- Does it involve profiling, systematic monitoring of individuals, or processing of large-scale of special categories of data or intrusive methods of data processing (such as, surveillance, geolocation tracking etc.)?	No
Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?		Yes See below
Is it planned to export personal data from the EU to non-EU countries?		No
If YES:	Specify the type of personal data and countries involved:	No
Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country?		No
If YES:	Specify the type of personal data and countries involved:	
Does this activity involve the processing of personal data related to criminal convictions or offences?		No
5. Animals		n/a
6. Non-EU countries		Yes/No Page
Will some of the activities be carried out in non-EU countries?		No
If YES:	Specify the countries:	N.A.
In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues?		No
If YES:	Specify the countries:	
Could the situation in the country put the individuals taking part in the activity at risk?		Partly See below
7. Environment, health and safety		Yes/No Page
Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants (during the implementation of the activity or further to the use of the results, as a possible impact)?		No
Does this activity deal with endangered fauna and/or flora / protected areas?		No
Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity (during the implementation of the activity or further to the use of the results, as a possible impact)?		No
8. Artificial intelligence		Yes/No Page
Does this activity involve the development, deployment and/or use of Artificial		Yes See below



Intelligence-based systems? <i>If yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed.</i>		
9. Other ethics issues	Yes/No	Page
Are there any other ethics issues that should be taken into consideration?	Yes	See below

The action has an emphasis on migrants in need of international protection and young migrants (that can be – unaccompanied - minors) therefore the partnership will do its utmost to protect their personality and rights and will be very sensible with their data. Therefore only collective data and reporting will be done but no records will be kept on individual participants and their background. For participants lists vulnerable participants have the right to use pseudonyms. Sensible data like legal status and status of the asylum procedure is not gathered. Regarding minors child protection policies are used by the Partnership.

Ethics self-assessment
If you have answered 'Yes' for one or more of the questions indicated above, describe the measures you intend to take to solve/avoid them, in compliance with ethical principles and relevant EU, international and national legislation.

Ethics issues are regarded of utmost importance by the Partnership. All project partners will abide to national and European laws such as the EU Convention on Human Rights, EU Human Rights Framework, European Social Charter as well as the Declaration of Human Rights and the Geneva Convention regarding protection of human rights, privacy, non-discrimination and the use of sensible data. Particular concerns about vulnerabilities of migrants, asylum-seekers and other people in need of international protection are specifically considered. The action complies with the International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families (ICRMW) and the New York Declaration on Refugees and Migrants. Attention is paid to the way people are treated (i.e. gendered non-discriminatory language). Anonymity, respect, meaningful participation, collaborative approach, empathic listening and follow-up are guaranteed, avoiding risks of re-traumatization or distress. The Action is implemented in respect for all groups, guaranteeing non-discrimination, avoiding marginalisation or exclusion. Participation in local integration and inclusion in general is voluntary-based and the possibility to withdraw at any stage of the action is guaranteed. The data collected in the focus group and interviews for the analysis will only be published in anonymous form. The participants of the training sessions will give their explicit and written consent that photos or video material might be used for media work or opt-out of usage. The EU General Data Protection Regulation (GDPR) that came into force on 25th of May 2018 and strengthens and unifies data protection for all individuals within the European Union will of course be adhered to as well and all data saved for project reporting purposes (migrant background, participant lists etc.) will be stored only in aggregated way and only as much and as long as needed for reporting purposes. No information will be given to third parties, nor be used outside of the scope of the project.

While the action is not involving the processing of special categories of personal data on ethnicity, opinions or beliefs it does collect information on migratory background of participants of e.g. trainings for reporting purposes but only in aggregated form.

The action involves further processing of previously collected personal data of participants to invite participants of previous AMIF projects trainings and events also to trainings and participation events of this project.

While the action is not involving activities outside the EU migrants and especially people in need of international protection can be particularly vulnerable to situations also in EU member states e.g. discrimination, hate-speech and hate-crime. Therefore the partnership is sensible to this issues and will do all in its power to protect all participants from any known risk.

The action involves in WP 4 in the e-participation tool the use of AI based translation for the multilingual e-participation process on local integration strategies. This does not raise ethical concerns related to human rights and values.

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5.2 Security

Security

*If the Call document contains a section on security, describe security issues that may arise during the project implementation and the measures you intend to take to solve/avoid them.**Indicate if there is need for EU classification of information (Decision [2015/444](#)) or any other specific security measures.*


According to the Model Grant Agreement Art. 13 security issues also covers the use of personal data and sensitive information. While the issue of personal data protection has been already described above additionally we want to highlight that some documents of the project and related to the project such as roadmaps towards migrants advisory councils and local integration strategies might be sensitive information of LAs that will be marked SEN also as deliverables and only be classified PU when there is an official decision of e.g. the city council.

#SEC-URI-SU\$# #DEC-LAR-DL@#

6. DECLARATIONS

Double funding

Information concerning other EU grants for this project

 *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).*

YES/NO

We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc).

YES



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 <i>(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc)</i> . If NO, explain and provide details.	YES

Financial support to third parties (if applicable) <i>If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project's objectives.</i>
N.a.

#§DEC-LAR-DL§#

ANNEXES

LIST OF ANNEXES

Standard
Detailed budget table (annex 1 to Part B) — *not applicable*
CVs (annex 2 to Part B) — *not applicable*
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*

Special
n/a



LIST OF PREVIOUS PROJECTS

List of previous projects						
Please provide a list of your EU-funded projects for the last 4 years.						
Participant	EU Programme Name	Project Reference No and Title	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]						
[name]						

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	15.04.2021	Initial version (new MFF).
2.0	01.06.2022	Consolidation, formatting and layout changes. Tags added.

ANNEX 2

ESTIMATED BUDGET FOR THE ACTION

	Estimated eligible ¹ costs (per budget category)											Estimated EU contribution ²				
	Direct costs										Indirect costs	Total costs	EU contribution to eligible costs			Maximum grant amount ⁶
	A. Personnel costs			B. Subcontracting costs	C. Purchase costs			D. Other cost categories	E. Indirect costs ³	Funding rate % ⁴	Maximum EU contribution ⁵		Requested EU contribution			
	A.1 Employees (or equivalent)	A.4 SME owners and natural person beneficiaries	A.5 Volunteers	B. Subcontracting	C.1 Travel and subsistence			C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties	E. Indirect costs					
	A.2 Natural persons under direct contract				Travel	Accommodation	Subsistence									
A.3 Seconded persons																
Forms of funding	Actual costs	Unit costs ⁷	Unit costs ⁷	Actual costs	Unit ⁷ or actual costs	Unit ⁷ or actual costs	Unit ⁷ or actual costs	Actual costs	Actual costs	Actual costs	Flat-rate costs ⁸					
	a1	a3	a4	b	c1a	c1b	c1c	c2	c3	d1a	e = flat-rate * (a1 + a3 + b + c1a + c1b + c1c + c2 + c3 + d1a)	f = a + b + c + d + e	U	g = f * U%	h	m
1 - SUDWIND	190 903.00	0.00	0.00	0.00	4 430.00	4 880.00	5 472.00	0.00	88 840.00	0.00	20 616.75	315 141.75	90	283 627.58	283 627.00	283 627.00
2 - COSPE	103 285.00	0.00	0.00	0.00	4 010.00	4 056.00	4 648.00	0.00	43 620.00	0.00	11 173.33	170 792.33	90	153 713.10	153 713.00	153 713.00
3 - MOVEGLOBAL	133 155.00	0.00	0.00	0.00	4 694.00	3 590.00	4 064.00	0.00	43 620.00	0.00	13 238.61	202 361.61	90	182 125.45	182 125.00	182 125.00
4 - EMPOLI	23 970.00	0.00	0.00	0.00	1 114.00	1 412.00	1 626.00	0.00	0.00	0.00	1 968.54	30 090.54	90	27 081.49	27 081.00	27 081.00
5 - MIB GRAZ	59 765.00	0.00	0.00	0.00	2 660.00	3 324.00	3 840.00	0.00	5 000.00	0.00	5 221.23	79 810.23	90	71 829.21	71 829.00	71 829.00
6 - CITY OF GRAZ	21 450.00	0.00	0.00	0.00	959.00	1 388.00	1 614.00	0.00	0.00	0.00	1 778.77	27 189.77	90	24 470.79	24 470.00	24 470.00
7 - LUSTENAU	26 650.00	0.00	0.00	0.00	1 664.00	2 188.00	2 532.00	0.00	0.00	0.00	2 312.38	35 346.38	90	31 811.74	31 811.00	31 811.00
8 - ADYFE	17 400.00	0.00	0.00	0.00	1 097.00	1 640.00	1 920.00	0.00	2 900.00	0.00	1 746.99	26 703.99	90	24 033.59	24 033.00	24 033.00
9 - KDG	55 860.00	0.00	0.00	0.00	2 214.00	3 376.00	3 948.00	0.00	18 900.00	0.00	5 900.86	90 198.86	90	81 178.97	81 178.00	81 178.00
10 - MI	55 200.00	0.00	0.00	0.00	1 217.00	1 640.00	1 836.00	0.00	21 420.00	0.00	5 691.91	87 004.91	90	78 304.42	78 304.42	78 304.42
11 - LJUBLJANA	19 680.00	0.00	0.00	0.00	805.00	1 414.00	1 668.00	0.00	3 300.00	0.00	1 880.69	28 747.69	90	25 872.92	25 872.00	25 872.00
12 - SOS	12 246.00	0.00	0.00	0.00	994.00	1 640.00	1 920.00	0.00	0.00	0.00	1 176.00	17 976.00	90	16 178.40	16 178.00	16 178.00
13 - CMS	67 540.00	0.00	0.00	0.00	3 332.00	4 036.00	4 602.00	0.00	39 470.00	0.00	8 328.60	127 308.60	90	114 577.74	114 577.00	114 577.00
14 - MEDJIMURJE	9 588.00	0.00	0.00	0.00	951.00	1 432.00	1 695.00	0.00	0.00	0.00	956.62	14 622.62	90	13 160.36	13 160.00	13 160.00
15 - SYMBIOSIS	138 966.00	0.00	0.00	0.00	6 030.00	7 346.00	6 956.00	0.00	43 620.00	0.00	14 204.26	217 122.26	90	195 410.03	195 410.00	195 410.00
16 - IRAKLEIOU AAE	15 529.00	0.00	0.00	0.00	2 635.00	2 248.00	2 592.00	0.00	0.00	0.00	1 610.28	24 614.28	90	22 152.85	22 152.00	22 152.00
17 - BERLIN Senate	25 500.00	0.00	0.00	0.00	1 400.00	1 402.00	1 629.00	0.00	0.00	0.00	2 095.17	32 026.17	90	28 823.55	28 823.00	28 823.00
18 - FSLUX	110 000.00	0.00	0.00	0.00	3 270.00	4 154.00	4 648.00	0.00	49 420.00	0.00	12 004.44	183 496.44	90	165 146.80	165 146.00	165 146.00
19 - Schiffflange	12 501.00	0.00	0.00	0.00	1 437.00	1 640.00	1 920.00	0.00	0.00	0.00	1 224.86	18 722.86	90	16 850.57	16 850.00	16 850.00
Σ consortium	1 099 188.00	0.00	0.00	0.00	44 913.00	52 806.00	59 130.00	0.00	360 110.00	0.00	113 130.29	1 729 277.29		1 556 349.56	1 556 339.42	1 556 339.42

¹ See Article 6 for the eligibility conditions. All amounts must be expressed in EUR (see Article 21 for the conversion rules).

² The consortium remains free to decide on a different internal distribution of the EU funding (via the consortium agreement; see Article 7).

³ Indirect costs already covered by an operating grant (received under any EU funding programme) are ineligible (see Article 6.3). Therefore, a beneficiary/affiliated entity that receives an operating grant during the action duration cannot declare indirect costs for the year(s)/reporting period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action. This requires specific accounting tools. Please immediately contact us via the EU Funding & Tenders Portal for details.

⁴ See Data Sheet for the funding rate(s).

⁵ This is the theoretical amount of the EU contribution to costs, if the reimbursement rate is applied to all the budgeted costs. This theoretical amount is then capped by the 'maximum grant amount'.

⁶ The 'maximum grant amount' is the maximum grant amount decided by the EU. It normally corresponds to the requested grant, but may be lower.

⁷ See Annex 2a 'Additional information on the estimated budget' for the details (units, cost per unit).

⁸ See Data Sheet for the flat-rate.

ANNEX 2a

ADDITIONAL INFORMATION ON UNIT COSTS AND CONTRIBUTIONS

SME owners/natural person beneficiaries without salary

See [*Additional information on unit costs and contributions \(Annex 2a and 2b\)*](#)

Volunteers

See [*Additional information on unit costs and contributions \(Annex 2a and 2b\)*](#)

Travel and subsistence

See [*Additional information on unit costs and contributions \(Annex 2a and 2b\)*](#)

ANNEX 3

ACCESSION FORM FOR BENEFICIARIES

COSPE - COOPERAZIONE PER LO SVILUPPO DEI PAESI EMERGENTI ONLUS (COSPE), PIC 939779942, established in VIA SLATAPER 10, FIRENZE 50134, Italy,

hereby agrees

to become beneficiary

in Agreement No 101141138 — EMV-LII ('the Agreement')

between SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE GERECHTIGKEIT (SUDWIND) **and** the **European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

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

MOVEGLOBAL BERLINER VERBAND MIGRANTISCHER DIASPORISCHER ORGANISATIONEN IN DER EINEN WELT EV (MOVEGLOBAL), PIC 915612004, established in AM SUDHAUS 1, BERLIN 12053, Germany,

hereby agrees

to become beneficiary

in Agreement No 101141138 — EMV-LII ('the Agreement')

between SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE GERECHTIGKEIT (SUDWIND) **and** the **European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

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

COMUNE DI EMPOLI (EMPOLI), PIC 920821195, established in VIA GIUSEPPE DEL PAPA 41, EMPOLI 50053, Italy,

hereby agrees

to become beneficiary

in Agreement No 101141138 — EMV-LII ('the Agreement')

between SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE GERECHTIGKEIT (SUDWIND) **and the European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

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

MIGRANTINNENBEIRAT GRAZ (MIB GRAZ), PIC 891617696, established in KEESGASSE 6, GRAZ 8010, Austria,

hereby agrees

to become beneficiary

in Agreement No 101141138 — EMV-LII ('the Agreement')

between SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE GERECHTIGKEIT (SUDWIND) **and the European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

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

STADT GRAZ (CITY OF GRAZ), PIC 972558376, established in HAUPTPLATZ 1 RATHAUS, GRAZ 8010, Austria,

hereby agrees

to become beneficiary

in Agreement No 101141138 — EMV-LII ('the Agreement')

between SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE GERECHTIGKEIT (SUDWIND) **and the European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

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

MARKTGEMEINDE LUSTENAU (LUSTENAU), PIC 896341014, established in RATHAUSSTRASSE, 1, LUSTENAU 6890, Austria,

hereby agrees

to become beneficiary

in Agreement No 101141138 — EMV-LII ('the Agreement')

between SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE GERECHTIGKEIT (SUDWIND) **and the European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

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

AFRICAN DIASPORA YOUTH FORUM IN EUROPE ADYFE (ADYFE), PIC 905505768,
established in TURKENSTRASSE 3/3, WIEN 1090, Austria,

hereby agrees

to become beneficiary

in Agreement No 101141138 — EMV-LII ('the Agreement')

between SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE
GERECHTIGKEIT (SUDWIND) **and the European Union** ('EU'), represented by the European
Commission ('European Commission' or 'granting authority'),

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

KULTURNO DRUSTVO GMAJNA (KDG), PIC 913529802, established in TRUBARJEVA 72, LJUBJANA 1000, Slovenia,

hereby agrees

to become beneficiary

in Agreement No 101141138 — EMV-LII ('the Agreement')

between SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE GERECHTIGKEIT (SUDWIND) **and the European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

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

MIROVNI INSTITUT (MI), PIC 994605700, established in METELKOVA ULICA 6, LJUBLJANA 1000, Slovenia,

hereby agrees

to become beneficiary

in Agreement No 101141138 — EMV-LII ('the Agreement')

between SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE GERECHTIGKEIT (SUDWIND) **and the European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

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

MESTNA OBCINA LJUBLJANA (LJUBLJANA), PIC 999851557, established in MESTNI TRG 1, LJUBLJANA 1001, Slovenia,

hereby agrees

to become beneficiary

in Agreement No 101141138 — EMV-LII ('the Agreement')

between SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE GERECHTIGKEIT (SUDWIND) **and the European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

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

SKUPNOST OBCIN SLOVENIJE (SOS), PIC 939869570, established in PARTIZANSKA 1, MARIBOR 2000, Slovenia,

hereby agrees

to become beneficiary

in Agreement No 101141138 — EMV-LII ('the Agreement')

between SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE GERECHTIGKEIT (SUDWIND) **and the European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

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

UDRUGE CENTAR ZA MIROVNE STUDIJE (CMS), PIC 935970461, established in SELSKA CESTA 112 A, ZAGREB 10000, Croatia,

hereby agrees

to become beneficiary

in Agreement No 101141138 — EMV-LII ('the Agreement')

between SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE GERECHTIGKEIT (SUDWIND) **and the European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

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

MEDJIMURJE COUNTY (MEDJIMURJE), PIC 941317295, established in RUDERA BOSKOVICA 2, CAKOVEC 40000, Croatia,

hereby agrees

to become beneficiary

in Agreement No 101141138 — EMV-LII ('the Agreement')

between SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE GERECHTIGKEIT (SUDWIND) **and the European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

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

SYMBIOSIS ASTIKI MI KERDOSKOPIKI ETAIREIA (SYMBIOSIS), PIC 940007892,
established in AGHIAS THEODORAS 10, 1ST FLOOR, THESSALONIKI 546 23, Greece,

hereby agrees

to become beneficiary

in Agreement No 101141138 — EMV-LII ('the Agreement')

between SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE
GERECHTIGKEIT (SUDWIND) **and the European Union** ('EU'), represented by the European
Commission ('European Commission' or 'granting authority'),

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

ANAPTYXIAKI IRAKLEIOU ANAPTYXIAKIANONYMOS ETAIREIA OTA (IRAKLEIOU AAE), PIC 941497327, established in NIKOLAOU PACHAKI 2, ARCHANES IRAKLEIO 70100, Greece,

hereby agrees

to become beneficiary

in Agreement No 101141138 — EMV-LII ('the Agreement')

between SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE GERECHTIGKEIT (SUDWIND) **and the European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

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

SENATSVERWALTUNG FUR INTEGRATION, ARBEIT UND SOZIALES (BERLIN Senate),
PIC 894255320, established in ORANIENSTRASSE 106, BERLIN 10969, Germany,

hereby agrees

to become beneficiary

in Agreement No 101141138 — EMV-LII ('the Agreement')

between SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE
GERECHTIGKEIT (SUDWIND) **and the European Union** ('EU'), represented by the European
Commission ('European Commission' or 'granting authority'),

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

FORMATION ET SENSIBILISATION DE LUXEMBOURG (FSLUX), PIC 933352140,
established in 138 BOULEVARD DE LA PETRUSSE, LUXEMBOURG 2330, Luxembourg,

hereby agrees

to become beneficiary

in Agreement No 101141138 — EMV-LII ('the Agreement')

between SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE
GERECHTIGKEIT (SUDWIND) **and the European Union** ('EU'), represented by the European
Commission ('European Commission' or 'granting authority'),

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

COMMUNE DE SCHIFFFLANGE (Schifflange), PIC 902402059, established in AVENUE DE LA LIBERATION, SCHIFFFLANGE 3850, Luxembourg,

hereby agrees

to become beneficiary

in Agreement No 101141138 — EMV-LII ('the Agreement')

between SUDWIND VEREIN FUR ENTWICKLUNGSPOLITIK UND GLOBALE GERECHTIGKEIT (SUDWIND) **and the European Union** ('EU'), represented by the European Commission ('European Commission' or 'granting authority'),

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 4 AMIF, ISF and BMVI MGA — MULTI + MONO

FINANCIAL STATEMENT FOR [PARTICIPANT NAME] FOR REPORTING PERIOD [NUMBER]

	Eligible ¹ costs (per budget category)												EU contribution ²				Revenues		
	Direct costs										Indirect costs	Total costs	EU contribution to eligible costs			Total requested EU contribution	Income generated by the action		
	A. Personnel costs			B. Subcontracting costs	C. Purchase costs			D. Other cost categories			E. Indirect costs ²		Funding rate % ³	Maximum EU contribution ⁴	Requested EU contribution				
	A.1 Employees (or equivalent)	A.4 SME owners and natural person beneficiaries	A.5 Volunteers	B. Subcontracting	C.1 Travel and subsistence			C.2 Equipment	C.3 Other goods, works and services	D.X Financial support to third parties	[OPTION for AMIF EMN actions: D.2 EMN ad-hoc queries]	[OPTION for AMIF EMN actions: D.3 EMN translation of Ad-hoc queries]	E. Indirect costs						
A.2 Natural persons under direct contract			Travel		Accommodation	Subsistence													
A.3 Seconded persons																			
Forms of funding	Actual costs	Unit costs ⁵	Unit costs ⁵	Actual costs	Unit ⁵ or actual costs	Unit ⁵ or actual costs	Unit ⁵ or actual costs	Actual costs	Actual costs	Actual costs	[Unit costs ⁷]	[Unit costs ⁷]	Flat-rate costs ⁶						
	a1	a3	a4	b	c1a	c1b	c1c	c2	c3	d1a	[d2]	[d3]	e = flat-rate * (a1 + a3 + b + c1a + c1b + c1c + c2 + c3 + d1a [+ d2/[+ d3])	f = a+b+c+d+e	U	g = f*U%	h	m	n
XX – [short name beneficiary/affiliated entity]																			

The beneficiary/affiliated entity hereby confirms that:

The information provided is complete, reliable and true.

The costs and contributions declared are eligible (see Article 6).

The costs and contributions 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, 20 and 25).

For the last reporting period: that all the revenues have been declared (see Article 22).

① Please declare all eligible costs and contributions, even if they exceed the amounts indicated in the estimated budget (see Annex 2). Only amounts that were declared in your individual financial statements can be taken into account lateron, in order to replace costs/contributions that are found to be ineligible.

¹ See Article 6 for the eligibility conditions. All amounts must be expressed in EUR (see Article 21 for the conversion rules).

² If you have also received an EU operating grant during this reporting period, you cannot claim indirect costs - unless you can demonstrate that the operating grant does not cover any costs of the action. This requires specific accounting tools. Please contact us immediately via the Funding & Tenders Portal for details.

³ See Data Sheet for the reimbursement rate(s).

⁴ This is the *theoretical* amount of EU contribution to costs that the system calculates automatically (by multiplying the reimbursement rates by the costs declared). The amount you request (in the column 'requested EU contribution') may be less.

⁵ See Annex 2a 'Additional information on the estimated budget' for the details (units, cost per unit).

⁶ See Data Sheet for the flat-rate.

ANNEX 5

SPECIFIC RULES

CONFIDENTIALITY AND SECURITY (— ARTICLE 13)

Sensitive information with security recommendation

Sensitive information with a security recommendation must comply with the additional requirements imposed by the granting authority.

Before starting the action tasks concerned, the beneficiaries must have obtained all approvals or other mandatory documents needed for implementing the task. The documents must be kept on file and be submitted upon request by the coordinator to the granting authority. If they are not in English, they must be submitted together with an English summary.

For requirements restricting disclosure or dissemination, the information must be handled in accordance with the recommendation and may be disclosed or disseminated only after written approval from the granting authority.

EU classified information

If EU classified information is used or generated by the action, it must be treated in accordance with the security classification guide (SCG) and security aspect letter (SAL) set out in Annex 1 and Decision 2015/444¹ and its implementing rules — until it is declassified.

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

Action tasks involving EU classified information may be subcontracted only with prior explicit written approval from the granting authority and only to entities established in an EU Member State or in a non-EU country with a security of information agreement with the EU (or an administrative arrangement with the Commission).

EU 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.

ETHICS (— ARTICLE 14)

Ethics

Actions involving activities raising ethics issues must be carried out in compliance with:

- ethical principles (

¹ 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).

and

- applicable EU, international and national law, including the EU Charter of Fundamental Rights and the European Convention for the Protection of Human Rights and Fundamental Freedoms and its Supplementary Protocols.

The beneficiaries must pay particular attention to the principle of proportionality, the right to privacy, the right to the protection of personal data, the right to the physical and mental integrity of persons, the right to non-discrimination, the need to ensure protection of the environment and high levels of human health protection.

Before the beginning of an action task raising an ethical issue, the beneficiaries must have obtained all approvals or other mandatory documents needed for implementing the task, notably from any (national or local) ethics committee or other bodies such as data protection authorities.

The documents must be kept on file and be submitted upon request by the coordinator to the granting authority. If they are not in English, they must be submitted together with an English summary, which shows that the documents cover the action tasks in question and includes the conclusions of the committee or authority concerned (if any).

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, dissemination and publicity 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).

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**
- upload the public **project results** to the AMIF/ISF/BMVI Project Results platform, available through the Funding & Tenders Portal.

Limited communication and visibility to protect persons involved

Where the communication, dissemination or visibility obligations set out in Article 17 or this Annex would harm the safety of persons involved in the action, the beneficiaries may submit appropriate alternative arrangements to the granting authority for approval.

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 (TEU) or Article 215 of the Treaty on the Functioning of the EU (TFEU).

Durability

Unless exempted by the granting authority, the beneficiaries must commit to continue to use and maintain after the end of the action equipment bought and eligible at full cost, for activities pursuing the action’s objectives. Such equipment must be used for these purposes — for at least five years after the end of the action (see Data Sheet, Point 1) or until the end of its economic lifespan (i.e. until it has been fully depreciated) — whichever is earlier.

Specific rules for humanitarian actions

When implementing humanitarian actions, the beneficiaries must respect the following conditions:

- implement the action in compliance with:
 - applicable EU, international and national law (in particular Article 214 of the Treaty on the Functioning of the European Union, the European Consensus on Humanitarian Aid² and the national laws of the country where the assistance is implemented and the national laws of the country of registration and the country where the assistance is implemented)
 - the following fundamental humanitarian principles and, in situations of armed conflicts, international humanitarian law:
 - humanity: focus on saving and preserving human lives and relieving suffering
 - impartiality: respond solely to identified needs of affected populations, without discrimination of any kind between or within these populations
 - neutrality: not favour any side in an armed conflict or other dispute and
 - independence: respect the autonomy of the humanitarian objectives from political, economic, military or other objectives that motivate actors in the regions where the operations are carried out
- ensure that the action is implemented with utmost regard to the **safety and security** of emergency assistance workers and the final recipients of the assistance
- ensure **zero tolerance** in relation to all wrongful conduct that has an impact on their professional credibility, in particular physical abuse or punishment, threats of physical abuse, sexual abuse or exploitation, harassment or verbal abuse, as well as any other forms of intimidation.

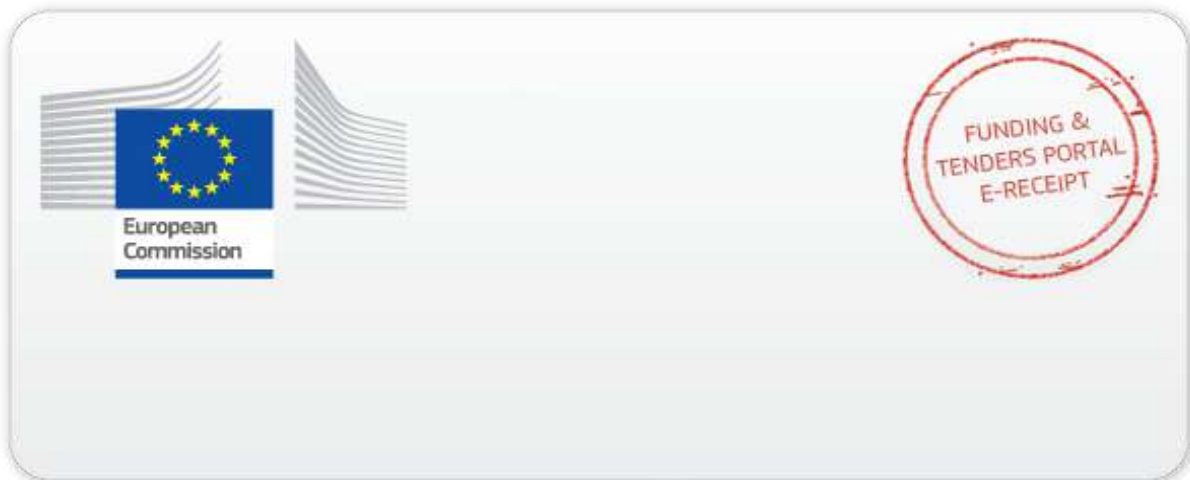
Specific rules for blending operations

When implementing blending operations, the beneficiaries acknowledge and accept that:

- the grant depends on the approved financing from the Implementing Partner and/or public or private investors for the project
- they must inform the granting authority both about the approval for financing and the financial close — within 15 days
- the payment deadline for the first prefinancing is automatically suspended until the granting authority is informed about the approval for financing

² Joint Statement by the Council and the Representatives of the Governments of the Member States meeting within the Council, the European Parliament and the European Commission (OJ C 25, 30.1.2008, p. 1).

- both actions will be managed and monitored in parallel and in close coordination with the Implementing Partner, in particular:
 - all information, data and documents (including the due diligence by the Implementing Partner and the signed agreement) may be exchanged and may be relied on for the management of the other action (if needed)
 - issues in one action may impact the other (e.g. suspension or termination in one action may lead to suspension also of the other action; termination of the grant will normally suspend and exit from further financing and vice versa, etc.)
- the granting authority may disclose confidential information also to the Implementing Partner.



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