



EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B – Creativity, Citizens, EU values and Joint operations
B.1 – Culture

GRANT AGREEMENT

Project 101056214 — AToM

PREAMBLE

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

on the one part,

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

and

on the other part,

1. 'the coordinator':

ICARUS HRVATSKA (ICARUS HRVATSKA), PIC 909859322, established in SV ROKA 14, ZAGREB 10000, Croatia,

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

2. **NATIONAL ARCHIVES OF HUNGARY (NAH)**, PIC 958366306, established in BECSI KAPUTER 2-4, BUDAPEST 1014, Hungary,

3. **MINISTERIO DE CULTURA Y DEPORTE (MCD SPAIN)**, PIC 904776037, established in PLAZA DEL REY 1, MADRID 28004, Spain,

4. **STICHTING DE DOMIJNEN (De Domijnen)**, PIC 930073443, established in LIGNE 2, SITTARD 6131MT, Netherlands,

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 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>Project "Archives and traces of migration" seeks to explore issues of appraisal, preservation and access of archival and documentary heritage material that documents emigration, expatriation, immigration, and diaspora communities with clear contributions to social inclusion of abovementioned communities through archival heritage and archival practices. Objectives of the project are: reinforce the capacity of archivists and other documentary heritage professionals in area of historical and contemporary migrations, connect archivists and documentary heritage professionals with respective migrant communities and co-create specific cultural products with members of respective communities. To meet the defined objectives, the following activities will be conducted: innovative education and training of archivists and documentary heritage professionals, collecting, archiving, and publishing migrants' oral histories, creating specialized finding aids with participation of community members, representing archival material on topic of migrations through virtual and physical exhibitions created in co-curated manner, with participation of community members. Supporting activities include communication and dissemination activities (social media activities and final project conference). Direct benefit from project activities will have minimum 40 archivists and documentary heritage professionals, minimum of 80 members of respective migrants' communities. Expected results as outcomes are more connected groups and individuals (i.e., migrants) with archival institutions, more sensitive and inclusive archival practices and co-created narratives. Expected outputs are training workshops for minimum 40 archivists, minimum 4 finding aids (e-publications), minimum 10 oral histories collected by each partner, 4 physical exhibitions and 1 virtual exhibition and 1 final conference for heritage professionals.</p>

Keywords:

- Archives and Libraries - Culture
- Integration of refugees and migrants

Project number: 101056214

Project name: Archives and Traces of Migration

Project acronym: ATOM

Call: CREA-CULT-2021-COOP

Topic: CREA-CULT-2021-COOP-1

Type of action: CREA Lump Sum Grants

Granting authority: European Education and Culture Executive Agency

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

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

Project end date: starting date + months of duration

Project duration: 36 months

Consortium agreement: Yes

2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	ICARUS HRVATSKA	ICARUS HRVATSKA	HR	909859322	38 896.80
2	BEN	NAH	NATIONAL ARCHIVES OF HUNGARY	HU	958366306	39 781.60
3	BEN	MCD SPAIN	MINISTERIO DE CULTURA Y DEPORTE	ES	904776037	39 873.60

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
4	BEN	De Domijnen	STICHTING DE DOMIJNEN	NL	930073443	41 216.00
5	AP	CEL	Coöperatie Erfgoed Limburg U.A.	NL	889521720	0.00
Total						159 768.00

Coordinator:

- ICARUS HRVATSKA (ICARUS HRVATSKA)

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

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
159 768.00	159 768.00

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

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

Prefinancing payments and guarantees:

Prefinancing payment		Prefinancing guarantee		
Type	Amount	Guarantee amount	Division per participant	
Prefinancing 1 (initial)	127 814.40	n/a	1 - ICARUS HRVATSKA	n/a
			2 - NAH	n/a
			3 - MCD SPAIN	n/a
			4 - De Domijnen	n/a

Reporting and payment modalities (art 21, 22):

Mutual Insurance Mechanism (MIM): No

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

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

No-profit rule: n/a

Late payment interest: ECB + 3.5%

Bank account for payments:

HR6524840081135010729

Conversion into euros: n/a

Reporting language: Language of the Agreement

4.3 Certificates (art 24): n/a**4.4 Recoveries (art 22)****First-line liability for recoveries:**

Beneficiary termination: Beneficiary concerned

Final payment: Coordinator

After final payment: Beneficiary concerned

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

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

Joint and several liability of affiliated entities — n/a

5. Consequences of non-compliance, applicable law & dispute settlement forum**Applicable law (art 43):**

Standard applicable law regime: EU law + law of Belgium

Dispute settlement forum (art 43):

Standard dispute settlement forum:

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

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

6. Other

Specific rules (Annex 5): Yes

Standard time-limits after project end:

Confidentiality (for X years after final payment): 5

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

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

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

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

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

CHAPTER 1 GENERAL

ARTICLE 1 — SUBJECT OF THE AGREEMENT

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

ARTICLE 2 — DEFINITIONS

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

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

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

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

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

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

Affiliated entities (AE) — Entities affiliated to a beneficiary within the meaning of Article 187 of EU Financial Regulation 2018/1046⁴ 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 **101056214 — AToM** ('action'), as described in Annex 1.

ARTICLE 4 — DURATION AND STARTING DATE

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

CHAPTER 3 GRANT

ARTICLE 5 — GRANT

5.1 Form of grant

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

⁶ OJ C 316, 27.11.1995, p. 48.

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

The grant is an action grant⁸ which takes the form of a lump sum grant for the completion of work packages.

5.2 Maximum grant amount

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

5.3 Funding rate

Not applicable

5.4 Estimated budget, budget categories and forms of funding

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

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

Annex 2 also shows the types of contributions (forms of funding)⁹ to be used for each work package.

5.5 Budget flexibility

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

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

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

ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS

6.1 and 6.2 General and specific eligibility conditions

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

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

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

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".

⁹ See Article 125 EU Financial Regulation 2018/1046.

6.3 Ineligible contributions

‘Ineligible contributions’ are:

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

6.4 Consequences of non-compliance

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

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

CHAPTER 4 GRANT IMPLEMENTATION

SECTION 1 CONSORTIUM: BENEFICIARIES, AFFILIATED ENTITIES AND OTHER PARTICIPANTS

ARTICLE 7 — BENEFICIARIES

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

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

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

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

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

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

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

(a) Each beneficiary must:

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

(b) The coordinator must:

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

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

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

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

Moreover, coordinators which are ‘sole beneficiaries’¹⁰ (or similar, such as European research infrastructure consortia (ERICs)) may delegate the tasks set out in Point (b)(i) to (iii) above to one of their members. The coordinator retains sole responsibility for compliance with the obligations under the Agreement.

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

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

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

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

ARTICLE 8 — AFFILIATED ENTITIES

Not applicable

ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION

9.1 Associated partners

The following entities which cooperate with a beneficiary will participate in the action as ‘associated partners’:

- **Coöperatie Erfgoed Limburg U.A. (CEL)**, PIC 889521720

Associated partners must implement the action tasks attributed to them in Annex 1 in accordance with Article 11. They may not charge contributions to the action (no lump sum contributions) and the costs for their tasks are not eligible (may not be included in the estimated budget in Annex 2).

The tasks must be set out in Annex 1.

¹⁰ For the definition, see Article 187(2) EU Financial Regulation 2018/1046: “Where several entities satisfy the criteria for being awarded a grant and together form one entity, that entity may be treated as the **sole beneficiary**, including where it is specifically established for the purpose of implementing the action financed by the grant.”

The beneficiaries must ensure that their contractual obligations under Articles 11 (proper implementation), 12 (conflict of interests), 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 associated partners.

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 associated partners.

9.2 Third parties giving in-kind contributions to the action

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

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

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

9.3 Subcontractors

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

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

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

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

9.4 Recipients of financial support to third parties

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

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

ARTICLE 10 — PARTICIPANTS WITH SPECIAL STATUS

10.1 Non-EU participants

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

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC¹¹
- for the controls under Article 25: allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the bodies mentioned in that Article (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.).

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).

¹¹ 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 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 2015/444¹² 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

¹² 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 2018/1725¹³.

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 2016/679¹⁴).

¹³ 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).

¹⁴ 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 and
- (h) **processing**, analysing, aggregating the materials, documents and information received and **producing derivative works**.

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

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

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

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

16.4 Specific rules on IPR, results and background

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

16.5 Consequences of non-compliance

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

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

ARTICLE 17 — COMMUNICATION, DISSEMINATION AND VISIBILITY

17.1 Communication — Dissemination — Promoting the action

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

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

17.2 Visibility — European flag and funding statement

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



Funded by the
European Union



Co-funded by the
European Union



Funded by the
European Union



Co-funded by the
European Union

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

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

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

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

17.3 Quality of information — Disclaimer

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

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

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

17.4 Specific communication, dissemination and visibility rules

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

17.5 Consequences of non-compliance

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

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

ARTICLE 18 — SPECIFIC RULES FOR CARRYING OUT THE ACTION

18.1 Specific rules for carrying out the action

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

18.2 Consequences of non-compliance

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

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

SECTION 3 GRANT ADMINISTRATION

ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS

19.1 Information requests

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

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

19.2 Participant Register data updates

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

19.3 Information about events and circumstances which impact the action

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

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

19.4 Consequences of non-compliance

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

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

ARTICLE 20 — RECORD-KEEPING

20.1 Keeping records and supporting documents

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

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

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

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

20.2 Consequences of non-compliance

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

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

ARTICLE 21 — REPORTING

21.1 Continuous reporting

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

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

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

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

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

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

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

21.3 Currency for financial statements and conversion into euros

The financial statements must be drafted in euro.

21.4 Reporting language

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

21.5 Consequences of non-compliance

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

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

ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE

22.1 Payments and payment arrangements

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

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

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

The cost of payment transfers will be borne as follows:

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

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

22.2 Recoveries

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

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

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

In case of enforced recoveries (see Article 22.4):

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

22.3 Amounts due

22.3.1 Prefinancing payments

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

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

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

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

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

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

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

22.3.2 Amount due at beneficiary termination — Recovery

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 1 — Calculation of the total accepted EU contribution

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

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

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

{total accepted EU contribution for the beneficiary
 minus

{prefinancing and interim payments received (if any)}.

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

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

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

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

22.3.3 Interim payments

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the interim payment ceiling

Step 1 — Calculation of the total accepted EU contribution

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

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

Step 2 — Limit to the interim payment ceiling

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

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

For grants where the granting authority is the European Commission or an EU executive agency,

offsetting may also be done against amounts owed to other Commission services or executive agencies.

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

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

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the maximum grant amount

Step 3 — Reduction due to the no-profit rule

Step 1 — Calculation of the total accepted EU contribution

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

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

Step 2 — Limit to the maximum grant amount

Not applicable

Step 3 — Reduction due to the no-profit rule

Not applicable

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Step 1 — Calculation of the revised total accepted EU contribution

Step 1 — Calculation of the revised total accepted EU contribution

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

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

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

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

{total accepted EU contribution for the beneficiary

divided by
total accepted EU contribution for the action}
multiplied by
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 23.5, from the day following the payment date in the debit note, up to and including the date the full payment is received.

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

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2015/2366¹⁵ applies.

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

22.5 Consequences of non-compliance

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

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

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

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

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

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

22.5.2 If the coordinator breaches any of its obligations under this Article, the grant may be reduced (see Article 29) and the grant or the coordinator may be terminated (see Article 32).

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

ARTICLE 23 — GUARANTEES

23.1 Prefinancing guarantee

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

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

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

¹⁵ 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).

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

They will be released within the following month.

23.2 Consequences of non-compliance

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

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

ARTICLE 24 — CERTIFICATES

Not applicable

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

25.1 Granting authority checks, reviews and audits

25.1.1 Internal checks

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

25.1.2 Project reviews

The granting authority may carry out reviews on the proper implementation of the action and compliance with the obligations under the Agreement (general project reviews or specific issues reviews).

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

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

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

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

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

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

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

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

Project reviews (including project review reports) will be in the language of the Agreement.

25.1.3 Audits

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

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

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

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

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

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

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

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

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

Audits (including audit reports) will be in the language of the Agreement.

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

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

25.3 Access to records for assessing simplified forms of funding

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

25.4 OLAF, EPPO and ECA audits and investigations

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

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013¹⁶ and No 2185/96¹⁷
- the European Public Prosecutor's Office (EPPO) under Regulation 2017/1939
- the European Court of Auditors (ECA) under Article 287 of the Treaty on the Functioning of the EU (TFEU) and Article 257 of EU Financial Regulation 2018/1046.

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

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

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

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

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

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

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

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

¹⁶ 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).

¹⁷ Council Regulation (Euratom, EC) No 2185/1996 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15/11/1996, p. 2).

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

25.5.2 Extension from other grants

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

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

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

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

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

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

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

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

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

25.6 Consequences of non-compliance

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

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

ARTICLE 26 — IMPACT EVALUATIONS

26.1 Impact evaluation

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

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

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

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

26.2 Consequences of non-compliance

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

CHAPTER 5 CONSEQUENCES OF NON-COMPLIANCE

SECTION 1 REJECTIONS AND GRANT REDUCTION

ARTICLE 27 — REJECTION OF CONTRIBUTIONS

27.1 Conditions

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

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

Ineligible lump sum contributions will be rejected.

27.2 Procedure

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

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

27.3 Effects

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

ARTICLE 28 — GRANT REDUCTION

28.1 Conditions

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

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

The amount of the reduction will be calculated for each beneficiary concerned and proportionate to the seriousness and the duration of the errors, irregularities or fraud or breach of obligations, by applying an individual reduction rate to their accepted EU contribution.

28.2 Procedure

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

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

28.3 Effects

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

SECTION 2 — SUSPENSION AND TERMINATION

ARTICLE 29 — PAYMENT DEADLINE SUSPENSION

29.1 Conditions

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

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

29.2 Procedure

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

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

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

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

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

ARTICLE 30 — PAYMENT SUSPENSION

30.1 Conditions

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

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

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

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

30.2 Procedure

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

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

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

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

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

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

During the suspension, no prefinancing will be paid to the beneficiaries concerned. For interim payments, the periodic reports for all reporting periods except the last one (see Article 21) must not contain any financial statements from the beneficiary concerned (or its affiliated entities). The coordinator must include them in the next periodic report after the suspension is lifted or — if suspension is not lifted before the end of the action — in the last periodic report.

ARTICLE 31 — GRANT AGREEMENT SUSPENSION

31.1 Consortium-requested GA suspension

31.1.1 Conditions and procedure

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

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

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

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

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

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

31.2 EU-initiated GA suspension

31.2.1 Conditions

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

- (a) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed or is suspected of having committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.), or
- (b) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5)
- (c) other:
 - (i) linked action issues: not applicable
 - (ii) additional GA suspension grounds: not applicable.

31.2.2 Procedure

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

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

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

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

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

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

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

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

ARTICLE 32 — GRANT AGREEMENT OR BENEFICIARY TERMINATION

32.1 Consortium-requested GA termination

32.1.1 Conditions and procedure

The beneficiaries may request the termination of the grant.

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

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

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

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

32.1.2 Effects

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

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

If the granting authority does not receive the report within the deadline, only lump sum contributions

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

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

After termination, the beneficiaries' obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 41 (assignment of claims)) continue to apply.

32.2 Consortium-requested beneficiary termination

32.2.1 Conditions and procedure

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

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

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

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

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

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

32.2.2 Effects

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

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

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

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

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

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

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

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

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

After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 41 (assignment of claims)) continue to apply.

32.3 EU-initiated GA or beneficiary termination

32.3.1 Conditions

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

- (a) one or more beneficiaries do not accede to the Agreement (see Article 40)
- (b) a change to the action or the legal, financial, technical, organisational or ownership situation of a beneficiary is likely to substantially affect the implementation of the action or calls into question the decision to award the grant (including changes linked to one of the exclusion grounds listed in the declaration of honour)
- (c) following termination of one or more beneficiaries, the necessary changes to the Agreement (and their impact on the action) would call into question the decision awarding the grant or breach the principle of equal treatment of applicants
- (d) implementation of the action has become impossible or the changes necessary for its continuation would call into question the decision awarding the grant or breach the principle of equal treatment of applicants
- (e) a beneficiary (or person with unlimited liability for its debts) is subject to bankruptcy proceedings or similar (including insolvency, winding-up, administration by a liquidator or court, arrangement with creditors, suspension of business activities, etc.)
- (f) a beneficiary (or person with unlimited liability for its debts) is in breach of social security or tax obligations



- (g) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has been found guilty of grave professional misconduct
- (h) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed fraud, corruption, or is involved in a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking
- (i) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) was created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin (or created another entity with this purpose)
- (j) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.)
- (k) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5)
- (l) despite a specific request by the granting authority, a beneficiary does not request — through the coordinator — an amendment to the Agreement to end the participation of one of its affiliated entities or associated partners that is in one of the situations under points (d), (f), (e), (g), (h), (i) or (j) and to reallocate its tasks, or
- (m) other:
 - (i) linked action issues: not applicable
 - (ii) additional GA termination grounds: not applicable.

32.3.2 Procedure

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

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

If the granting authority does not receive observations or decides to pursue the procedure despite

the observations it has received, it will confirm the termination and the date it will take effect (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.

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

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

32.3.3 Effects

(a) for **GA termination**:

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

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

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

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

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

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

After termination, the beneficiaries’ obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 41 (assignment of claims)) continue to apply.

(b) for **beneficiary termination**:

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

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

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

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

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

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

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

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

After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 41 (assignment of claims)) continue to apply.

SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS

ARTICLE 33 — DAMAGES

33.1 Liability of the granting authority

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

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

33.2 Liability of the beneficiaries

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

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

ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES

Nothing in this Agreement may be construed as preventing the adoption of administrative sanctions (i.e. exclusion from EU award procedures and/or financial penalties) or other public law measures, in addition or as an alternative to the contractual measures provided under this Agreement (see, for instance, Articles 135 to 145 EU Financial Regulation 2018/1046 and Articles 4 and 7 of Regulation 2988/95¹⁸).

SECTION 4 FORCE MAJEURE

ARTICLE 35 — FORCE MAJEURE

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

‘Force majeure’ means any situation or event that:

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

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

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

CHAPTER 6 FINAL PROVISIONS

ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES

36.1 Forms and means of communication — Electronic management

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

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

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

¹⁸ 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).

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 1182/71¹⁹, periods expressed in days, months or years are calculated from the moment the triggering event occurs.

¹⁹ 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).

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.

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



Creative Europe Programme (CREA)

Description of the action (DoA)

Part A

Part B

DESCRIPTION OF THE ACTION (PART A)

COVER PAGE

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

PROJECT	
<i>Grant Preparation (General Information screen) — Enter the info.</i>	
Project number:	101056214
Project name:	Archives and Traces of Migration
Project acronym:	AToM
Call:	CREA-CULT-2021-COOP
Topic:	CREA-CULT-2021-COOP-1
Type of action:	CREA-LS
Service:	EACEA/B/01
Project starting date:	first day of the month following the entry into force date
Project duration:	36 months

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Staff effort	8
List of deliverables	9
List of milestones (outputs/outcomes)	15
List of critical risks	16

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.

Project "Archives and traces of migration" seeks to explore issues of appraisal, preservation and access of archival and documentary heritage material that documents emigration, expatriation, immigration, and diaspora communities with clear contributions to social inclusion of abovementioned communities through archival heritage and archival practices. Objectives of the project are: reinforce the capacity of archivists and other documentary heritage professionals in area of historical and contemporary migrations, connect archivists and documentary heritage professionals with respective migrant communities and co-create specific cultural products with members of respective communities.

To meet the defined objectives, the following activities will be conducted: innovative education and training of archivists and documentary heritage professionals, collecting, archiving, and publishing migrants' oral histories, creating specialized finding aids with participation of community members, representing archival material on topic of migrations through virtual and physical exhibitions created in co-curated manner, with participation of community members. Supporting activities include communication and dissemination activities (social media activities and final project conference).

Direct benefit from project activities will have minimum 40 archivists and documentary heritage professionals, minimum of 80 members of respective migrants' communities.

Expected results as outcomes are more connected groups and individuals (i.e., migrants) with archival institutions, more sensitive and inclusive archival practices and co-created narratives.

Expected outputs are training workshops for minimum 40 archivists, minimum 4 finding aids (e-publications), minimum 10 oral histories collected by each partner, 4 physical exhibitions and 1 virtual exhibition and 1 final conference for heritage professionals.

LIST OF PARTICIPANTS

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

Number	Role	Short name	Legal name	Country	PIC
1	COO	ICARUS HRVATSKA	ICARUS HRVATSKA	HR	909859322
2	BEN	NAH	NATIONAL ARCHIVES OF HUNGARY	HU	958366306
3	BEN	MCD SPAIN	MINISTERIO DE CULTURA Y DEPORTE	ES	904776037
4	BEN	De Domijnen	STICHTING DE DOMIJNEN	NL	930073443
5	AP	CEL	Coöperatie Erfgoed Limburg U.A.	NL	889521720

LIST OF WORK PACKAGES

Work packages <i>Grant Preparation (Work Packages screen) — Enter the info.</i>						
Work Package No	Work Package name	Lead Beneficiary	Effort (Person-Months)	Start Month	End Month	Deliverable No(s)
WP1	Project Management and Coordination	1 - ICARUS HRVATSKA	9.28	1	36	D1.1, D1.2
WP2	Communication and dissemination	1 - ICARUS HRVATSKA	4.83	1	36	D2.4, D2.2, D2.1, D2.3
WP3	Training for archivists and documentary heritage professionals	1 - ICARUS HRVATSKA	3.33	1	25	D3.1, D3.2
WP4	Oral histories	4 - De Domijnen	6.11	8	36	D4.1
WP5	Archival and documentary collections on migration	3 - MCD SPAIN	9.45	9	36	D5.4, D5.3, D5.2, D5.1

Work package WP1 – Project Management and Coordination

Work Package Number	WP1	Lead Beneficiary	1. ICARUS HRVATSKA
Work Package Name	Project Management and Coordination		
Start Month	1	End Month	36

Objectives
To manage consortium joint actions To coordinate financial and reporting activities To ensure quality of internal and external evaluation To measure impact of project activities

Description
Task 1.1 Transnational Steering Committee meetings: regular 4 TSC meetings during the project (1 CRO, 1 HU, 1 ES, 1 NL) Task 1.2 Project monitoring: monitoring and reporting about project activities Task 1.3 Internal evaluation: providing internal evaluation successively after each activity (action research) Task 1.4 Impact assessment: research on impact of project activities Task 1.5 Financial management and reporting: financial management

Work package WP2 – Communication and dissemination

Work Package Number	WP2	Lead Beneficiary	1. ICARUS HRVATSKA
Work Package Name	Communication and dissemination		
Start Month	1	End Month	36

Objectives
To communicate project activities with public To disseminate project results To encourage participation of defined target groups

Description
Task 2.1 Project communication: general project communication strategy plan on international level Task 2.2 Project website: launch of project website communication and project social networks Task 2.3 Local project communication plans: communication of project activities on local levels by all partners Task 2.4 Communication material: materials in printed and electronic format needed for communication and promotion of the project activities by all partners, report on conferences with program of the conference and presentations Task 2.5 Dissemination EU level: conferences, symposium by all partners Task 2.6 Dissemination local level: conferences, public presentations by all partners Task 2.7 Interpreters and translations: interpreters and translations of project activities outputs and communication activities by all partners Task 2.8 Final symposium “Archives and Traces of Migration”: final symposium for professionals from various background and disciplines as well as members of civil society organizations that deal with migration

Work package WP3 – Training for archivists and documentary heritage professionals

Work Package Number	WP3	Lead Beneficiary	1. ICARUS HRVATSKA
Work Package Name	Training for archivists and documentary heritage professionals		

Start Month	1	End Month	25
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Objectives
<p>Innovative training for archivists and other documentary heritage professionals</p> <p>Fostering education on social inclusion through cultural – archival activities</p> <p>Contemporary state-of-the art archival education and knowledge transfer</p>

Description
<p>Task 3.1. Educational manual for archivists and documentary heritage professionals: creation of education manual that foster innovative approach to migrant heritage intended for community of archivists and documentary heritage professionals</p> <p>Task 3.2. Educational workshops & training for archivists and documentary heritage professionals: 5 educational/training workshops per partner for archivists and documentary heritage professionals</p>

Work package WP4 – Oral histories

Work Package Number	WP4	Lead Beneficiary	4. De Domijnen
Work Package Name	Oral histories		
Start Month	8	End Month	36

Objectives
Collecting and publishing oral histories regarding migration experiences

Description
<p>Task 4.1 Oral histories campaign: launching oral histories campaign to form network of participants (organizations, NGOs and individuals)</p> <p>Task 4.2 Collecting oral histories: collecting and filming oral histories from past and current migrants (minimum 10 per each partner)</p> <p>Task 4.3 Editing and adding additional content: adding translated subtitles to video material and metadata for archiving on English and language in which participants express their experiences</p> <p>Task 4.4 Publishing oral histories on project's website: publishing collected oral histories (minimum 10 per each partner)</p>

Work package WP5 – Archival and documentary collections on migration

Work Package Number	WP5	Lead Beneficiary	3. MCD SPAIN
Work Package Name	Archival and documentary collections on migration		
Start Month	9	End Month	36

Objectives
<p>To explore and define what constitute a migration collection from archival perspective</p> <p>To create new finding aids and guides from existing archival collections that highlight material that is important for historical and/or contemporary migration</p> <p>To create digital collections that contain material about migration</p> <p>To create exhibitions based on re-described and newly created collections</p>

Description
Task 5.1 Migration collections definition: defining migration collections profiles

Task 5.2 Selecting and digitizing material: selecting and digitizing material from archival fonds and collections
Task 5.3 Creating specialized finding aids for existing and new collections: redesigning existing finding aids and guides of collections to reflect migrant heritage in more visible manner
Task 5.4 Publishing collections and/or finding aids: publishing specialized finding aids of already existing collections
Task 5.5 Virtual exhibition: one virtual transnational exhibition of archival material on migration and oral histories created during project, created as dispersive social media exhibition on multiple languages
Task 5.6 Community physical exhibitions: 4 physical exhibitions in archives or community centers dedicated to specific migrant community that presets material from archives collections as well as private collection from community in question – 1 by each partner

STAFF EFFORT

Staff effort per participant <i>Grant Preparation (Work packages - Effort screen) — Enter the info.</i>						
Participant	WP1	WP2	WP3	WP4	WP5	Total Person-Months
1 - ICARUS HRVATSKA	6.39	1.94	1.11	0.55	0.56	10.55
2 - NAH	1.39	1.56	0.83	3.06	7.22	14.06
3 - MCD SPAIN	0.67	0.22	0.39	0.67	0.67	2.62
4 - De Domijnen	0.83	1.11	1.00	1.83	1.00	5.77
Total Person-Months	9.28	4.83	3.33	6.11	9.45	33.00

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	Internal report evaluation results	WP1	1 - ICARUS HRVATSKA	R — Document, report	SEN - Sensitive	36
D1.2	Progress report	WP1	1 - ICARUS HRVATSKA	R — Document, report	PU - Public	12
D2.1	General communication strategy and action plan	WP2	1 - ICARUS HRVATSKA	R — Document, report	PU - Public	1
D2.2	Official project website	WP2	1 - ICARUS HRVATSKA	DEC —Websites, patent filings, videos, etc	PU - Public	6
D2.3	Local communication strategy and action plan	WP2	1 - ICARUS HRVATSKA	R — Document, report	PU - Public	2
D2.4	Conference reports	WP2	1 - ICARUS HRVATSKA	OTHER	PU - Public	20
D3.1	Educational manual	WP3	1 - ICARUS HRVATSKA	R — Document, report	PU - Public	7
D3.2	Workshops report	WP3	1 - ICARUS HRVATSKA	OTHER	SEN - Sensitive	25
D4.1	Links of video clips of oral histories	WP4	4 - De Domijnen	DEC —Websites, patent filings, videos, etc	PU - Public	36
D5.1	Manual on migration collections	WP5	3 - MCD SPAIN	R — Document, report	PU - Public	15
D5.2	Guide - archival finding aid	WP5	3 - MCD SPAIN	OTHER	PU - Public	19
D5.3	Report on virtual exhibition	WP5	3 - MCD SPAIN	OTHER	PU - Public	30

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)
D5.4	Report on physical exhibitions	WP5	3 - MCD SPAIN	OTHER	PU - Public	36

Deliverable – Internal report evaluation results

Deliverable Number	D1.1	Lead Beneficiary	1. ICARUS HRVATSKA
Deliverable Name	Internal report evaluation results		
Type	R — Document, report	Dissemination Level	SEN - Sensitive
Due Date (month)	36	Work Package No	WP1

Description			
Electronic / English; Report on project results, including impact assessment and internal evaluation results			

Deliverable – Progress report

Deliverable Number	D1.2	Lead Beneficiary	1. ICARUS HRVATSKA
Deliverable Name	Progress report		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	12	Work Package No	WP1

Description			
report on implementation of WP/deliverables			

Deliverable – General communication strategy and action plan

Deliverable Number	D2.1	Lead Beneficiary	1. ICARUS HRVATSKA
Deliverable Name	General communication strategy and action plan		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	1	Work Package No	WP2

Description			
Electronic/English; strategy and action plan for communication on EU level			

Deliverable – Official project website

Deliverable Number	D2.2	Lead Beneficiary	1. ICARUS HRVATSKA
Deliverable Name	Official project website		
Type	DEC — Websites, patent filings, videos, etc	Dissemination Level	PU - Public
Due Date (month)	6	Work Package No	WP2

Description			
Electronic / English; project website and links to social networks			

Deliverable – Local communication strategy and action plan

Deliverable Number	D2.3	Lead Beneficiary	1. ICARUS HRVATSKA
Deliverable Name	Local communication strategy and action plan		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	2	Work Package No	WP2

Description			
Electronic / BEN's languages ; Strategy and action plan for communication on local levels			

Deliverable – Conference reports

Deliverable Number	D2.4	Lead Beneficiary	1. ICARUS HRVATSKA
Deliverable Name	Conference reports		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	20	Work Package No	WP2

Description			
Electronic / English; report on conferences with program of the conference and presentation			

Deliverable – Educational manual

Deliverable Number	D3.1	Lead Beneficiary	1. ICARUS HRVATSKA
Deliverable Name	Educational manual		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	7	Work Package No	WP3

Description			
Educational manual for archivists – to be used in workshops and training activities in the project but also to be used in similar context beside project itself / electronic, English			

Deliverable – Workshops report

Deliverable Number	D3.2	Lead Beneficiary	1. ICARUS HRVATSKA
Deliverable Name	Workshops report		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	25	Work Package No	WP3

Description
Report on delivered workshops and training for archivists and documentary heritage professionals with workshop program, list of participants and evaluation report based on participants' survey.

Deliverable – Links of video clips of oral histories

Deliverable Number	D4.1	Lead Beneficiary	4. De Domijnen
Deliverable Name	Links of video clips of oral histories		
Type	DEC — Websites, patent filings, videos, etc	Dissemination Level	PU - Public
Due Date (month)	36	Work Package No	WP4

Description
List of video clips of oral histories uploaded on portal with direct links to published video material.

Deliverable – Manual on migration collections

Deliverable Number	D5.1	Lead Beneficiary	3. MCD SPAIN
Deliverable Name	Manual on migration collections		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	15	Work Package No	WP5

Description
Electronic, English /Joint report of all partners, based on Manual from T3.1, about what constitutes migration collection

Deliverable – Guide - archival finding aid

Deliverable Number	D5.2	Lead Beneficiary	3. MCD SPAIN
Deliverable Name	Guide - archival finding aid		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	19	Work Package No	WP5

Description
Guide - archival finding aid in the form of thematic catalogue of migration collection (English and mother tongue language of migrant group / Specialized finding aids, minimum 1 per partner i.e., collection)

Deliverable – Report on virtual exhibition

Deliverable Number	D5.3	Lead Beneficiary	3. MCD SPAIN
Deliverable Name	Report on virtual exhibition		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	30	Work Package No	WP5

Description
Report on virtual exhibition (English / 1 joint social media exhibition targeting issues of historical and contemporary migration)

Deliverable – Report on physical exhibitions

Deliverable Number	D5.4	Lead Beneficiary	3. MCD SPAIN
Deliverable Name	Report on physical exhibitions		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	36	Work Package No	WP5

Description
Report on physical exhibitions

LIST OF MILESTONES

Milestones <i>Grant Preparation (Milestones screen) — Enter the info.</i>					
Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date (month)
1	Grants agreement signed / allocation of funds	WP1	1-ICARUS HRVATSKA	Grant agreements and complete documentation package approved and accepted; grant agreements signed	1
2	Project kick-off meeting	WP1	1-ICARUS HRVATSKA	All beneficiaries participate in the meeting (list of participants) , relevant documentation and plans produced, official project launch communicated through media and achieved public attention verified through press releases and media communication.	2
3	Start of communication plan implementation through local communication plans	WP2	1-ICARUS HRVATSKA	Report on communication plans approved as documents ready for implementation.	3
4	Communication launched (website, social media)	WP2	1-ICARUS HRVATSKA	Report on website content and social media posts and stories in open access to audience and basic statistics.	4
5	Educational manual published	WP3	1-ICARUS HRVATSKA	Educational manual published online in open access.	9
6	Educative workshop delivered	WP3	1-ICARUS HRVATSKA	Participants lists, press releases, dissemination in open access professional journals	27
7	Collected and published oral histories	WP4	4-De Domijnen	Report on content available on project website	30
8	Collected and digitized material presented in finding aids	WP5	3-MCD SPAIN	Documents of finding aids in open access on project website	34
9	Virtual exhibition launched	WP5	3-MCD SPAIN	Report on exhibition available in open access for public view	35
10	Physical exhibition opens for public view	WP5	3-MCD SPAIN	Press releases, exhibition catalogues	35

Milestones					
<i>Grant Preparation (Milestones screen) — Enter the info.</i>					
Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date (month)
11	Symposium “Archives and traces of migration”	WP5	2-NAH	Press releases, participant lists, symposium program and book of abstracts	36
12	Financial reports	WP1	1-ICARUS HRVATSKA	Project financial reports to EACEA	36

LIST OF CRITICAL RISKS

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
1	Internal project conflict among partners (probability: low, impact: medium)	WP3, WP4, WP5, WP1, WP2	Transnational Steering Committee majority votes on resolving the issue.
2	Covid-19 related risks (probability: high, impact: medium)	WP3	Education and training might be organized in virtual format, albeit with less successful outcomes.
3	Covid-19 related risks (probability: high, impact: medium)	WP5	Physical exhibitions will attract fewer visitors, mitigation measures: prolong opening time.
4	Withdrawal of one or several partners (probability: low; impact: high)	WP3, WP4, WP5, WP1, WP2	Transparent project management and timely reports on progress and next steps
5	Missed deadlines (probability: medium; impact: low)	WP3, WP4, WP5	Ensuring flexible timeframe for planned activities
6	Key persons withdrawal (probability: low; impact: low)	WP3, WP4, WP5, WP1, WP2	Planning replacement of key personnel.

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
7	Slow recruitment of project participants (probability: medium; impact: medium)	WP4, WP5	Early recruiting start.



Archives and Traces of Migration (AToM)



Creative Europe Programme (CREA)

Application Form

**Administrative Forms (Part A)
Technical Description (Part B)**

(CREA CULT and Cross Sectoral Standard)

**Version 1.0
15 April 2021**



IMPORTANT NOTICE

What is the Application Form?

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

The Form consists of 2 parts:.

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

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

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

How to prepare and submit it?

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

Character and page limits:

- page limit normally **70** pages (unless otherwise provided in the Call document)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

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

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

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



ADMINISTRATIVE FORMS (PART A)

Part A of the Application Form must be filled out directly in the Portal Submission System screens.

**TECHNICAL DESCRIPTION (PART B)****COVER PAGE**

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system.

Note: Please read carefully the conditions set out in the Call document (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:	Archives and Traces of Migration
Project acronym:	AToM
Coordinator contact:	Tamara Štefanac, ICARUS Hrvatska

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PROJECT SUMMARY

Project summary

Project proposal entitled "Archives and traces of migration" seeks to explore issues of appraisal, preservation and access of archival and documentary heritage material that documents emigration, expatriation, immigration, and diaspora communities with clear contributions to social inclusion of abovementioned communities through archival heritage and archival practices.

Objectives of the project are to reinforce the capacity of archivists and other documentary heritage professionals in area of historical and contemporary migrations, to connect archivists and documentary heritage professionals with respective migrant communities and to co-create specific cultural products with members of respective communities. To meet defined objectives following activities are conducted: innovative education and training of archivists and documentary heritage professionals, collecting, archiving, and publishing migrants' oral histories, creating specialized finding aids with participation of community members, representing archival material on topic of migrations through virtual and physical exhibitions created in co-curated manner, with participation of community members. Supporting activities include communication and dissemination activities (social media activities and final project conference). Direct benefit from project activities will have minimum 40 archivists and documentary heritage professionals and minimum 80 members of respective migrants' communities.

Expected results as outcomes are more connected groups and individuals (i.e., migrants) with archival institutions, more sensitive and inclusive archival practices, and co-created cultural narratives.

Expected outputs are training workshops for minimum 40 archivists, minimum 4 finding aids (e-publications), minimum 10 oral histories collected by each partner, 4 physical exhibitions and 1 virtual exhibition and 1 final conference for heritage professionals.

1. RELEVANCE

1.1 Background and objectives

Background and objectives

Describe the background and rationale of the project.

How is the project relevant to the scope of the call? How does the project address the objectives of the call? What is the project's contribution to the priorities of the call?

For Circulation of European literary works: Explain:

- to what extent the project will contribute to increasing the diversity of European literature in the targeted countries
- how the project will contribute to circulating works in lesser used languages into English-, German-, French-, Spanish- or Italian-speaking territories.

The ATOM project activities seek to contribute to innovation in the archival sector specifically in the development of new practices of active documentary and archiving policies and practices as well as the transfer and implementation of contemporary knowledge and ethical principles advocated within the rapidly evolving field of Archival Studies. One of the objectives is to creative innovative professionals' training with the aim of reshaping passive archival professional practices into active, documentary challenges with raising the



profile of private archives and documentary initiatives, particularly in the area of transnational migrant communities of various types. In such mode the issues of cultural diversity and inclusiveness as well as visibility in archival repositories will be tackled. Issues of migration and archival traces of migrations as well as promotion of archival heritage and records of such topics are nowadays relevant more than ever and need to be addressed from the perspectives of archivists and other relevant heritage professionals. Concept of migration, in this sense, is closely related with diaspora, ethnical minorities and diverse societal structures. There are many stories and oral histories that include both historical and contemporary migrant communities but at the same time there is evident lack of reflections of cultural heritage professionals about their experiences with working on appraisal, accessing, processing and promoting migrant, refugee, diaspora and expatriate archival and documentary material and sources. Secondly, the grass-root organizations and micro-organizations in the domain of private archives and small repositories often lack expertise on one end and strength to gain public recognition on the other end. The indicator of that is low participation of such organizations and initiatives in large collaborative European archival projects, such as Archives Portal Europe and Europeana. The collections of migrant heritage, that created by migrants or those created by the institution about past and/or present migrant communities, represent a tool that can be used in connecting them with cultural institutions. That kind of social inclusion is much needed in contemporary cultural sphere and societies that build their identities around their cultures in shared space of mutual respect and understanding. Innovation as reformatting and educating cultural heritage professionals to develop more social inclusive approach that would, in as much as possible participatory manner, enable migrant communities (those from past and present) to create their own archival stories and retell their historical traces through archival and documentary collections. Social inclusion will manifest through making relevant archival materials held in archival repositories more inclusive, accessible, and visible while at the same time, identifying additional materials that might be collected from diasporic communities together with new oral histories designed to fill existing gaps in knowledge and documentation. To tackle this challenge grass-root and micro-organizations from the cultural sector (including what are increasingly referred to as “community archives”) will be included with the intent that this cross-national archival agenda gets international attention, encourages international and community networking, and leads to additional capacity-building activities following the training workshops developed in this project. Transfer of knowledge as well as project’s products (e.g., training for professionals, new collections, exhibitions) are integral parts of all activities. Social inclusion through cultural heritage, specifically archival and documentary heritage, is the background rationale. Targeted groups for inclusion in institutional and organizational discourses, are communities of historical and current migrants that include ethnical minorities and groups who immigrated in a partner country in distant or recent past. Creating co-curated narratives (through finding aids, exhibitions, and oral histories collection) in which targeted communities cooperate with designated institution or organization is a manifest of social inclusion as well as a potential power of cultural heritage and cultural institutions to act as agents of inclusion and advocates for co-created historical narratives.

1.2 Needs analysis

Needs analysis

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).

In almost two decades old European Commission “Report on archives in the enlarged European Union-opportunities for future action: priorities” (2005) the role of archivist as a guardian of memory of society was emphasized as well as the need to support actions which could enhance access to the collective memory of societies in Europe. These priorities remain the same, but the collective memory is nowadays conceptualized as more than just a set of national archival narratives. Challenges of understanding, appraising, describing, and surfacing archival and documentary heritage about migration in some specific community contexts are relevant as they contribute to the collective memory, making it more diverse, inclusive and justly. The role of archives as cultural heritage repositories has become even more important and, in this context, following needs are detected:

- Archives need to appraise, describe, and represent their holdings in more sensitive, inclusive and diverse manners.
- Migrations and their consequences (i.e., immigration, communities of minorities, underrepresented communities etc.) are vital component both of historical and contemporary Europe and they need to be addressed through archival heritage and through practical archival work.
- Archivist and other documentary heritage professionals need to pass additional training and education in order to prepare to work in abovementioned challenging conditions.



- Community members need to be included in participatory manner, as co-creators in archival narrative of their migration histories and representations of their past.

To address these needs, the objectives set with this project are:

Objective 1: Reinforce the capacity of archivists and other documentary heritage professionals in area of historical and contemporary migrations i.e., archival traces of migrations.

Indicators for measuring achievement for Objective 1: education & training on migration in context of archives is innovative product, designed specifically for the purpose of this project. Target value is total 40 archivist and documentary heritage professionals included in project activities and trained and educated on these specific topics and 1 educational manual that can be used in future similar projects as theoretical and practical state-of-the-art guide.

Objective 2: Connect archivists and documentary heritage professionals with respective migrant communities (e.g., descendants of immigrants, groups, and individuals).

Indicators for measuring achievement for Objective 2: Targeted value are 80 participants from diverse historical or contemporary migrant communities involved in project activities in total. Outcomes within this objective are more connected groups and individuals with archival institutions, more sensitive and inclusive archival practices, and co-created narratives.

Objective 3: Co-create specific cultural products (e.g., finding aids, oral histories, exhibitions) with members of respective communities (i.e., co-presentation of archival and documentary cultural heritage).

Indicators for measuring achievement for Objective 3: Outputs include minimum 4 finding aids (electronical publications), minimum 10 oral histories collected by each partner, 4 physical exhibitions and 1 virtual exhibition.

1.3 Complementarity with other actions and innovation — European added value

[OPTION by default (all except Creative Europe Desks):

Complementarity with other actions and innovation

Explain how the project builds on the results of past activities carried out in the field and describe its innovative aspects. 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?

For Pan-European cultural entities: Describe how the project will develop a strategy to fulfil its role as ambassador of European values and ideals through artistic excellence. Specify the concrete measures to be put in place to guarantee visibility.

For European networks of cultural and creative organisation: Describe the European/trans-national dimension and representativeness of the network and its members. Explain its relevance from the point of view of both the sector(s) in which the network operates and the geographical coverage of the Creative Europe Participating Countries?

Proposed activities are designed with results of previous EU funded projects in mind including Europeana Migration (<https://pro.europeana.eu/page/europeana-migration>), the MIGRANTS project from Erasmus+ funding strand (<https://migrantsproject.eu/>), Maximising Migrants' Contribution to Society (<https://maxamif.eu/about/>) among others. These projects were large in scale and raised important issues and delivered valuable outputs and outcomes which are going to be taken into consideration while planning this project activities. The proposed project differs because it put emphasis on information, original sources as archival, museum and library material that is the basis for all other future research. Such initiatives, as well as activities of Archives Portal Europe (<https://www.archivesportaleurope.net/home>), promote joint access to European archives and recognize the value of archival heritage to societies. However, some aspects of archival heritage and its stakeholders and stewards remain underrepresented including those relating to migration and diasporic communities. The project intends to address these gaps.

The proposed project is based on EU legacy of stressing the importance of cultural heritage for



societies, as stipulated in the Convention on the Value of Cultural Heritage for Society (2005) and on recommendations of the UN Special Rapporteur in the field of cultural rights, Farida Shaheed, from 2011 (A/HRC/17/38) that state that:

Professionals working in the field of cultural heritage and cultural institutions (museums, libraries and archives in particular) should build stronger relationships with the communities and peoples whose cultural heritage they are the repositories of, respect their contributions regarding the significance, interpretation, sharing and display of such heritage, and consider in good faith their queries regarding repatriation.

The four proposed activities and outcomes of this project seek to implement abovementioned recommendations in the context of historical and contemporary migration and migrant communities and also represent archivists who deal with heritage of Others as cultural rights defenders. Furthermore, the objectives of proposed activities are in line with the target 10.2 of the goal 10 of the UN's Sustainable Development Goals that promotes greater social inclusivity. The culture and its institutions might act both as exclusive and inclusive societal stakeholders. Archival inclusiveness in highlighting migration heritage from past and documenting and preserving present migration heritage is in the core of this project proposal. The UN's SGD goal 16 promotes such inclusiveness,

The European dimension of the project activities reflects in facts that as people migrate and travel, records about them or/and created by them travel too. Very often state boundaries are not real boundaries of archival, museum and library material, because as people move, migrate, their records and records about them migrate too – through various countries and institutions. Prior similar projects haven't included archival component as baseline and especially archivists' capacities to deal and work with such complex topics weren't in focus of previous projects. Planned activities are taking place primarily in Croatia, Hungary, Netherlands, and Spain but since many activities are planned with transnational component as baseline value they can be implemented in various context (education model for archivists and heritage professionals, virtual format of exhibition) and especially countries from which specific migrant community originates.

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[OPTION for Creative Europe Desks:

Complementarity with other actions and crossborder activities

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 participating countries, etc.

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

n/a

Synergies with other EU funding programmes

Describe any synergies/complementarities with other EU Programmes. Explain how you intend to ensure an exchange of information between the offices/contact points of other programmes and any networking activities.

Project activities are conceptually connected with EU Citizens, Equality, Rights and Values program strand especially in promoting citizens engagement and participation in the democratic life of EU and raising awareness of the common European history. Also, they are related to Horizon Europe idea of supporting creation of innovative approach in education and research as well as innovative modes of dispersing and transfer of knowledge. By applying open access policy on project outputs (educational manual, finding aids etc.) we will enable direct dissemination and support possible network activities. Communication and dissemination strategies include outreach activities that will include professionals from sector of civil society and academics from sector of science and education.

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1.4 Cross-cutting priorities

Environment

Explain what in the project design and its implementation will specifically contribute to tackling environmental challenges?

For Creative Europe Desks: How will the Desk support and promote this cross-cutting priority and stimulate potential applicants to address it in their proposals?

Not applicable

Gender balance, inclusion, diversity and representativeness

Explain what in the project design and its implementation will ensure gender balance, inclusion, diversity and representativeness?

For Creative Europe Desks: How will the Desk support and promote this cross-cutting priority and stimulate potential applicants to address it in their proposals?

Project is designed in a manner that will primarily take into consideration the cross-cutting issue of social inclusion as inclusion in archival spaces, finding aids and outreach programs of archives and similar institutions with documentary heritage. Migration collections that are built (immigration of past), migration collections that are in the process of creation (immigration of present) their intersections and the role of archivists should be designed within the overarching concept of enhancing greater social inclusion. European Union Agency for Fundamental Rights in the "Common Basic Principles for Immigrant Integration Policy in the EU" elaborated in publication "Together in the EU: Promoting the participation of migrants and their descendants" (2017) states, among other, that immigrants have equal rights of access to institutions, that education about immigrant and immigrant cultures is of utmost importance and that is on EU states to ensure, as much as possible, safeguarding of practice of diverse cultures. Having this in mind, the historical trajectory that is reflected in archives and memory institutions, is clear and therefore we state that archives are as much as places of past as places of present and future. The activities within this project are designed in a way to accentuate these facts and position of archives as places of communication among communities, cultures, and time periods. Archives and traces of migration raise distinctive issues for archival and other cultural heritage professionals, many of whom have mandates that focus on one state or jurisdiction or on only certain types of documentary materials. Those issues are manifold and manifested in: various forms and formats in which material might exist; dispersion, fragmentation and transnationality of both materials and communities; incompletely understood diasporic community needs, identity and affect; motivations and priorities of "home" and "settlement" countries and their cultural institutions; and how to address existing documentary gaps and silences.

Since the project is oriented toward enabling and promoting greater archival inclusion and diversity the mode of implementation of activities will take into consideration following elements:

- Inclusion of participants of different cultural background
- Following the UN statistical data that women are among most vulnerable groups within migrant communities this group will be equally represented in oral histories activities and exhibition.
- Representativeness can't be artificially induced because each context (societal, historical and archival) differs from another but the methods of research and key ideas of archival inclusion and diversity can be generalized to fit another contextual framework.



2. QUALITY OF CONTENT AND ACTIVITIES

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.

For Pan-European cultural entities: Explain how the proposed work programme ensures the overall artistic excellence of the proposal.

The overarching concept of project is that migration is transnational, transgenerational, and interdisciplinary phenomenon that has multiple stakeholders involved. Among these, archives and memory institutions have immense role. They can act as societal agents that can develop their activities to be inclusive, supporting participatory approach, reflect diversity. Main activities within this project, e.g. training and education, migrant oral histories and building and reflecting migrant collections, seek multi-method, multi-pronged and transnational approach.

Methodology:

1. To educate and train archivists and other heritage professionals to work with material that was created by migrants' communities in past and present and material that was created by other institutions and that reflect issues of migration.
2. To document personal migrant experience and create virtual collection of migrants' oral histories.
3. To map archival material regarding migration across various national and international repositories, to describe migrant heritage in archival collections by applying new knowledge gained through training and education within project.
4. To represent migrant heritage through co-curated exhibitions with members of communities in transgenerational manner.

Elaborated methods can track in linear manner the progress of project activities; one first must understand the gaps in existing archival practices to be able to think about development of new services that will include underrepresented communities, current or past migrants, or their descendants. Since educational workshops will be held successively the action research will be applied to test the effectiveness of the training method. Following each above outlined steps, the internal evaluation will be applied to ensure effectiveness and relateness of delivered actions.

Migration by itself is transnational agenda that seeks transnational approach that extends beyond EU borders. Historical immigrations are at the same time emigrations that create diaspora communities. In the scope of this project minimum 4 countries, other than countries from which project partners originate, will have direct benefit from the project results. Indirect outcomes will include networking and connecting with professionals and repositories that would potentially build future partnerships and develop new cooperation. Impact on countries outside EU will be achieved by creating innovative education on archives and migration, that might be used (and tested) in global context.

2.2 Partnership and consortium

Partnership and consortium (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.

For European networks of cultural and creative organisations: Describe how the application takes into account the needs of the network members and facilitates members' participation throughout the lifetime of the project.

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

This project is managed and coordinated by ICARUS Hrvatska from Croatia as lead partner. Other partners in the role of beneficiaries are Ministry of Culture and Sport: Spanish State Archives (Ministerio de Cultura y Deporte: Archivos Estatales de España), National Archives of Hungary (Magyar Nemzeti Levéltár) and the De Domijnen Foundation (Stichting De Domijnen) from Netherlands. All beneficiaries form Project consortium team with designated tasks and agreed coordination distribution of activities

within work packages. In the capacity of associated partner Coöperatie Erfgoed Limburg will participate in the project.

Each partner brings own former expertise in the project activities, from their prior experience and other projects. The State Archive of Spain has already created collections that contain archival records and other documentary material that reflects migration issues, the De Domijnen Foundation has long experience with direct working in the community and collecting oral histories, ICARUS Hrvatska has members that are renowned experts in the field of Information Science and university educators in Archive studies. National Archives of Hungary has substantial experience in migration related cultural heritage projects, highly skilled staff and long records in successful EU cooperation projects. The roles in this project are divided in the way that each partner might learn and benefit from other partners' expertise and specific know-how skills. Each partner will coordinate specific Work package or activities for which they have already built in-house expertise and in that mode ensure project progress and quality.

ICARUS Croatia (project coordinator; beneficiary) is a non-profit association dedicated to the research of historical sources, the promotion of the open access to archives through new IT technologies and the development of cross-institutional and international cooperation in the field of cultural, scientific, and professional activities. ICARUS Croatia now has 137 members (individuals and institutions) with longtime experience in the cultural heritage sector, publishing, presentation and digitalization of archival sources, networking and cooperation through Creative Europe projects such as APEX, ENArC, co:op, CREARCH, They: Live, Time Machine, and other similar projects. As a non-for-profit association ICARUS Croatia participate as active member in activities of other international infrastructure activities (DARIAH, ICARUS, TMO, ICA/EURBICA).

ICARUS HRVATSKA work is oriented toward promotion of best professional archival and heritage practices and EU cultural and information society politics, coordination and fostering of ICARUS projects and programs in Croatia, as also on starting new activities in the fields of institutional and international cooperation, transfer of professional knowledge and implementation of ICT in the work of Croatian heritage institutions. ICARUS Croatia publishes professional journal @arhivi twice a year, works on content developing on different on-line platforms, organizes public lectures, seminars, and workshops on various archival and GLAM issues for general public and heritage professionals. Profiles of ICARUS Croatia members are very diverse but mostly include GLAM professionals, academics, individuals and groups from creative and cultural sectors and IT experts) and we have cooperation with various institutions, associations, and experts from this sector, as well as with educational institutions and NGO's. ICARUS Croatia is dedicated to interaction with local communities and institutions on encouraging preservation and research of cultural heritage, as well as citizens engagement with archival and documentary heritage. ICARUS Croatia regular activities include education and support for digitization in public and private GLAM institutions, fostering digital literacy of GLAM professionals, help publishing and promote open online access to information and sources on various open digital platforms (Topotheque, Monasterium, Mapire, APE, Znameniti.hr, #PričelzArhiva etc) and creative communication of historic sources to public. Regarding ICARUS Croatia members profile and permanent cooperation with various institutions, associations, and experts from GLAM, education and Information science sectors, one of main orientation of ICARUS Croatia work is networking and fostering cooperation among Croatian heritage institutions, as well as raising awareness of GLAM resources and activities among general public and particular target groups. Therefore, ICARUS Croatia actively participate in various educational programs and cultural projects, as well as in digitization of historic records projects and publishing this material at cultural portals, platforms and in virtual collections.

Specific contribution to the project activities, beside project management and coordination, will be in organizing activities in WP3: Training for archivists and documentary heritage professionals. ICARUS Croatia project team members are archival professionals, scholars and academics in the field of Archive Studies and have valuable experience in delivering adult training and education.

De Domijnen Foundation (DDF; beneficiary) is a cultural foundation in the Netherlands Limburg, a region in the south of the Netherlands but also for an audience over the German and Belgian border, in the Euregion Meuse/Rhine. In the foundation are joined together four cultural entities. Among them are Library in our region, the Historical Museum and Museum of Modern Arts and the former Euregional Historical Centre, which is also the city and region Archives. For several years already the Archives, Museum and Library functions were in very close contact, in order to present their documents, objects and information in an integrated, contextual way. The institutions work with a highly trained staff, but there is also room for people with a large distance to the labor market and over 70 volunteers undertake all kinds of work for our organization. The central platform used in the historical system is the Aezel projek or Limburg Time machine (aezel.eu), an innovative system we developed ourselves and in which you can present digitized historical (mass-)data in a geo-referred and vectorized way. The Limburg Time



Machine is presented many times already at European level, e.g. in Sofia, Girona, Heidelberg, Amsterdam, Brussels, Prague, Reykjavik, Naples, Pula, Mafra and St Pölten, but also by video presentation in Corona-times. Sittard is an very old fortified city, that goes back well over 2000 years of habitation (even from the linear ceramic periode from about 5500-5000 BC there are settlements present), and Geleen is a (also very old) village that in the 20th century grew fast because of the coalmine (once Europe's biggest and most modern two-shaft mine) from 4.000 to 40.000 inhabitants in the years 1925-1965.

In those years workers came from all over Europe to work here, mainly from Poland, Italy (Sardinia, Calabria), former Yugoslavia (e.g. Slovenia), Spain, Morocco, Turkey, Hungary, the Ukraine and many more. Geleen was in the 1950's called 'world-city' because of the many countries the people originated from. The mines are now closed, but the chemical industry that is 'the child' of the coalmines is still there as a spin-off (now the European headquarters of SABIC from Saudi Arabia). But also many 'grand-children' are located in the city: many innovative companies are located in the 'Chemelot-Campus' in Geleen (over 100 smaller and bigger companies in nano-technology e.g.) We would like to show our diversity in our population to others, but also to our population itself, because many inhabitants do not know anything at all about their own history, do not know about the way their family came here.

As an archive we work closely together with several historical museums and libraries, but also with a theatre and art-film house. We like to interact with other cultural organizations. We worked on immigration and migration-issues already some years ago. We had projects about e.g. mining-history, immigrated Moroccans and people from the Moluccas in our city. We also are used to work together with volunteers in our region, so we have close communication with them. This simplifies a project about migration, because some of the volunteers can function as 'ambassadors'. As our organization we try to integrate immigration and inclusion in the daily work, but it will help realize this in a structural way. In the country and province immigration is a very important issue. More, open and clear information about the context of this subject from a historical point of view will realize more understanding between people in city, region and country. We had projects about e.g., mining-history, immigrated Moroccans, and people from the Moluccas in our city. We always try to connect to people in their 'environment' and make (where possible) crossovers with e.g., the museums of history and archaeology and the museum of modern art and the public library.

De Domijnen Foundation will oversee WP4: Oral histories. In this aspect their specific skills set from prior projects in collecting oral histories would directly benefit to this project goals. Inclusion of volunteers and wide range of heritage professionals even more contributes to the project objectives.

The National Archives of Hungary (NAH; beneficiary) is the nation's record keeper, a national level cultural heritage institution. Its task is not only to collect, to catalogue, to preserve and to restore historic documents, but also to serve the needs of society and the citizens and provide them assistance in their research.

The NAH stores 300 kilometers of records, 66 million microfilm slides and 15 million digital files. This remarkable collection includes 108.000 medieval charters (the oldest one dates back to 1109), architectural plans and maps (c. 50.000 records), archives of central government offices of modern times, and archives of prominent Hungarian families. Each year, NAH serves around 2.200 Hungarian and foreign researchers, providing some 20.000 visits. NAH has a professional and administrative staff of 660 in 20 member institutions at 70 locations in the country.

NAH have substantial experience using technology to facilitate preservation of, and access to, the national records placed in their care.

According to its statue The National Archives of Hungary acts as the central general archives of Hungary. The following shall fall within its competence: the records of the President of the Republic and his Office, that of Parliament and its Office, as well as the offices of Parliamentary Ombudsmen, of the Constitutional Court, the Prime Minister and his Office, of the Ministries and other agencies with nation-wide competence, as well as of the institutions and the bodies of foreign representation falling under the direct supervision and direction of the above, of the Supreme Court, of the Attorney General's Office, of the State Audit Office and of the National Bank of Hungary, as well as of the predecessors of all these agencies, and of all national public bodies and public foundations having no archives of their own.

The National Archives of Hungary shall a) elaborate methodological recommendations and other auxiliary materials to promote enforcement of professional requirements specified in a separate legal rule, and make them available with the consent of the Ministry of Cultural Heritage; b) register all public and private archives; c) explore, register and collect (acquire a copy of, or purchase) any foreign archival records of Hungarian relevance; d) keep the original copies of the Acts; e) keep up a research library of archives science; f) provide consultation to other archives on preservation issues; g) keep in its security film repository a series of security copies prepared of the records preserved in domestic public



archives; h) contribute to the advanced professional training of archivists, and achieve its duties related to professional training at the intermediate level; i) annually publish the accession register of public archives, and the essential data of their operating; j) carry out the duties concerning the maintenance of Archival Inspectorate; k) enforce the right of first refusal specified in Section 34, subsection (1) of the Archives Act; l) collect and process the data of service provided by public archives and open private archives, according to the considerations stated by the Ministry of Human Capacities. As part of its international cooperation responsibilities, the unit promotes, develops, and recovers the documentary heritage. We have also participated in a wide cooperation with Europe, carried out through the development of several programs and it is present in various international organizations. NAH added value to the project is based on its archival collection, experience in migration related cultural heritage projects, highly skilled staff, and long records in successful EU cooperation projects.

Relevant activities. According to Act LXVI of 1995 on Archives and Government Decision 1107/2018 (III. 19) of 2018, the NAH is responsible for the discovery, registration and collection of Hungary-related documents preserved abroad in copies and originals. This activity is carried out on the one hand by the staff of the archives, on the other hand the archive cooperates with individual researchers and research groups. As a result of this work, the NAH has a comprehensive collection on Hungarian communities living abroad.

Since 2014, NAH has been involved in the "Mikes Kelemen Program" with the aim to collect and preserve the endangered library and archival heritage of Hungarians living in the diaspora. Indications from the diaspora have pointed out that the collections of books, archival materials, correspondence, periodicals and small prints describing the life of the communities are increasingly at risk, in many cases on the verge of destruction. The programme has saved nearly 300 cubic metres of library and archival documents at risk of destruction placed them to public collections in Hungary from the United States, Canada, South America, and Australia. Since the beginning 15 researchers have participated in the programme, collecting a total of 3,747 boxes of material.

The NAH makes its archival material on diasporas, ethnic groups and migration accessible through a range of online services and pan European aggregators. In the context of its education activities, trained staff provides complementary training for school groups supports elementary, secondary schools, teachers with special programmes and a continually expanding content through its online education portal and e-learning materials.

The Hungarian diaspora, the Hungarians who emigrated, were displaced, exiled or fled to Western Europe, North and South America, Australia, Israel and South Africa in the historical storms of the 20th century, make up 2.5 million people, one fifth of the Hungarian population. The first major wave of emigration from the end of the 19th century to North America was followed by the migration after the First World War. After 1920 a quarter of a million Hungarians moved from the successor states of the former Austro-Hungarian Monarchy to Hungary. In the years before and after the Second World War, around half a million Hungarians fled to Western Europe to escape from the persecution of the Jews, then the Soviet occupiers, and a further 200,000 from the reprisals following the 1956 revolution.

Throughout Hungary's turbulent history, much of the archival collections of the country's history has been destroyed, and much of what remains has been scattered. For several centuries after 1526, the country was part of larger state complexes, and the centers of these empires and state complexes produced many sources relating to Hungary. After the First World War, the Central European states underwent territorial changes which transformed the ethnic composition of the region, and as a result, the archival sources can only be discovered and accessed by the cooperation of the archives of the related countries.

The project contributes to the institution's strategic objectives of making the resource base of academic research accessible, fostering local, national and European identity through the exploration of personal histories, supporting the growing research on family history and providing online content.

Ministry of Culture and Sport: Spanish State Archives (SSA; beneficiary). The Sub directorate General of the Spanish State Archives is the unit under the Directorate General Fine Arts and is entrusted of the archives' management. Its mission is to draw up, direct and coordinate all those actions aimed at the custody, conservation and dissemination of documentary heritage. Ministry of Culture and Sport: Spanish State Archives functions are: management of the state-owned and managed archives assigned to the Ministry, creation, provision and promotion of state-owned archives, advising on state-owned archives attached to other ministries, coordination of the Spanish Archive System, encouraging the preservation of its documentary heritage, its promotion and national and international dissemination, planning, development and maintenance of the Central Archive. The sub directorate General of the Spanish State Archives is made of civil servant that works for the public administration 25 workers



approx. The General Sub-Directorate of the State Archives is organised into different areas and services: Archives Documentary Information Centre (CIDA), Archival Programming and Coordination., Document Reproduction Service (SRD), Economic Programming, Document Management and Electronic Archiving, Institutional Relations. The Subdirector General of the State Archives is the body in charge of preparing, directing and coordinating all actions aimed at the custody, conservation and dissemination of the documentary heritage. It also manages the network of archives and centres dependent on the Ministry of Culture and Sport. As part of its international cooperation responsibilities, the unit promotes, develops, and recovers the documentary heritage. In addition to international cooperation with Ibero-America, in which this Sub directorate General has a deep-rooted experience, we have also participated in a wide cooperation with Europe, carried out through the development of several programs and it is present in various international organizations

Relevant experiences of the Sub directorate General of the Spanish State Archives in connection with this project is participations in a wide cooperation with Europe, carried out through the development of several programs. The most relevant for this project are activities carried within "European Digital Treasures" project. Two of the project activities are related to the topic of migration and migration flows and with the transnational creation and circulation.

Activity 17. Archival literacy online course has been created to tackle some of the challenges faced by the archives in Europe. This includes the identification of new audiences, especially aimed towards the younger generations. Activity 10. Transmedia exhibitions. To invite the public to discover archival (digital) treasures and learn about the importance of archives for our cultural heritage, we are creating three roaming exhibitions, including the roaming of some 140 key documents from 46 different archives and the creation of transmedia interactive products (videogames and apps) to tell the stories of our shared past to the public – to young and old, to history enthusiasts and expert historians, to unexpected and anticipated user communities of archives. The exhibitions will roam through Spain, Portugal, Norway, Austria, Malta and Hungary during 2021 and 2022. Each roaming exhibition will focus on a specific topic – each telling a story of shared European history:

The ATOM project will complement and improve The Spanish Archives Portal (PARES). The Spanish Archives Portal (PARES) is a project of the Ministry of Culture and Sport to allow access via the internet to the Spanish Historical Documentary Heritage which is stored in the Spanish State Archives network of centres. This Portal includes databases related with the topic's project: Online archival guide of the Spanish Exile of 1939 in the Spanish State Archives, Ibero-American Migratory Movements online database, Portal of Victims of the Civil War and Reprisals of Francoism and Spaniards deported to the Nazi camps (1940-1945).

Coöperatie Erfgoed Limburg (CEL; associated partner) from Netherlands is the organisation in which over 25 of the most important heritage-organisations work together. Among them museums, big and smaller archives and volunteer-organisations, such as the Royal LGOG (Limburgs Geschied- en Oudheidkundig Genootschap, since 1863) and the Kastelenstichting (castle-foundation). Projects are undertaken in several ways, as much as possible together. We promote and present heritage in the province of the Netherlands Limburg, but also cooperate with our bordering regions in Belgium and Germany. We are very aware that our province is and always has been a border-region and that immigration is and always has been a logical effect of this. We will try to help where we can to make the ATOM-project successful by using the network we have in society and respective communities.

2.3 Target groups and audiences

Target groups and audiences

Define the target groups and audiences. Describe how will they be reached and how they will benefit concretely from the project — what would change for them?

Target groups are for the most part participants in the project activities and have direct benefits from the project activities.

Audiences are defined as much broader and diverse groups and individuals that will indirectly benefit



from the projects' outputs and outcomes.

Two target groups:

1. First target group are professionals working in archives, documentary centers and similar institutions. Professionals from partners' institutions will be involved, depending on their regular work roles but archivists from national and local institutions will be called to join project activities. The contact will be established through open calls for participation, direct contacts with professional associations and networks and archives and documentary centers on national level in each partners' country. Graduate students will be welcomed to join the activities and contacts will be established through universities. Benefits for this target groups are three-fold: they'll gain high level specialized knowledge and new set of skills through education and training (e.g. skills in oral histories, skills for working with transnational communities and their records), they'll become more invested in diverse communities on their local level (i.e. open the space for members of migrant and diaspora community) and establish contact with peer-colleagues from partner's institutions and enhance the possibility of networking.
2. Members of the historical and contemporary immigrant communities, i.e., descendants of immigrants from the past.
Direct target group are persons who once were or currently are migrants, nevertheless the reasons of their status. The benefits for the historical immigrant communities are in presenting their cultural identity in certain space as individual but integral to the greater historical fabric of that space, in positive valuing their contribution to the development of that space, in better researched and more visible histories of collective memories and individuals who helped in shaping their presence throughout various time periods. That directly influence contemporary immigrant communities and their members who starting to develop their own identity within the identity of culture of majority and who document their presence in new spaces and might do so with sustainability in mind with the help of local and national archivists and other cultural heritage professionals.

Audiences:

1. Cultural heritage professionals beside archivists that can use education model and training material themselves to educate librarians, curators and other professionals employed in their institutions or organizations.
2. Students in the field of Information Science. The innovative model of education and training to work with migration heritage and migrants, might be of interest to upcoming professionals that seek to work in their own cultures but also in any EU country.
3. Communities of migrants (historical and present) that are not directly involved in the project activities as participants but might wish to join or to take similar actions within their own needs. Since services and products that archives will provide are reconceptualized to include various aspects of historical and contemporary migrants' experiences they will attract new audience who will find an archive as a place in which they are welcomed to present their histories and experiences.
4. Local communities in general, statistical population majorities who will be introduced with rich history of minorities that participated side by side in life of certain place throughout history. The outputs of the project, in this sense, might also be used in school curriculum and in advocacy for more inclusive and tolerate societies.

2.4 Project design

Project design

Description of the project and its main activities

Identify and describe the main activities to be undertaken to produce results, justifying the choice of activities and specifying the role of each organisation involved in the activities (co-applicants, affiliated entities, associated partners, subcontractors and/or recipients of financial support, where applicable). Do not repeat the information provided in section 5 but provide the details that are required for a complete understanding of the activities to be implemented, and demonstrate coherence and consistency of the project design.

For Circulation of European literary works: Describe the distribution strategy and its relevance to the project, in particular how it will ensure an easy access to the translated works. Explain to what extent the project will help the organisation exploring and developing innovative business practices.



Main activities in this project are, briefly, to explore archival definitions of historical and contemporary migrations and their reflections in collections and fonds, to educate archivists and other documentary heritage professionals to more inclusively work with such heritage and to promote this kind of heritage and archival activities through oral histories, publications and exhibitions in order to on one side include migrants' and their descendants in archival world and on the other to sensitize general public on historical and contemporary migration topics.

Project is designed as set of linear actions and steps that need to be completed subsequently. Communication on international level is designed as iterative and simultaneous set of communication activities with the aim of reaching wider public. Education component is iterative in a way that addresses issues and problems that participants encounter during implementation of project activities. By regular scheduled training meetings participants will find help and support in resolving current issues.

The basic presumption behind project activities is that professional community (i.e., archivists and documentary heritage professionals, broadly conceptualized) need to redefine its appraisal, description and representation practices so that might approach communities of migrants (i.e., historical immigrant groups and individuals and existing minorities as well as recent immigrants) in more inclusive and sensitive manner. The element of social inclusion should be reflected in archival policies and strategies, but in order to achieve such integration the professionals who work in such institutions and organizations need to be provided with suitable training and education. After completion of educational courses, archivists and documentary heritage professionals will be included in shaping collections of oral histories, building new collections, or creating specialized finding aids that would facilitate migrants to explore their own archival heritage already preserved in the archives and in preparing exhibitions with participation of member of migrants' communities (principle of co-curated historical accounts).

This activities partners will design together, with one partner in charge to keep track of development and monitor progress but implement on local scale – since the context of migration (both historical and contemporary) is different in various countries. The goal is to make difference in local communities and archival and documentary centers, difference in archivists' approach to migrants and minorities and members of such communities in their relation to archives, but also to ensure high-quality theoretical educational content on archivists and migration issues that might be transferred in other contexts, with adjustments.

Financial support to third parties (if applicable)

If financial support to third parties is allowed in the Call document, set out the conditions for managing this. Define the objectives and results to be obtained with financial support. Include also the complete list of activities that are eligible for financial support, the types of entity or categories of persons which may receive financial support, the criteria for selecting these entities and the criteria for determining the amount of financial support for each third party as well as the maximum amount which may be given. This total must be the same as the amount included in the budget annex. If it exceeds EUR 60 000, complete also the declaration in section 6.

For European platforms for the promotion of emerging artists: Ensure that the explanations under Financial support to third parties include a clear definition of an emerging artist, along with the anticipated number of emerging artists to be reached.

n/a

3. PROJECT MANAGEMENT

3.1 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.*



Project consortium is composed of all 4 beneficiaries: ICARUS Croatia, Ministry of Culture and Sport: Spanish State Archives, National Archives of Hungary and the De Domijnen Foundation. Each partner will appoint two team representatives to participate in the work of Transnational Steering Committee (TSC), a committee that will decide on resolution of possible difficulties, accept reports and monitor status of activities. Therefore, TSC is constituted by in total of 8 persons.

Tasks of the TSC:

- To ensure successful achievement of the project objectives.
- To approve risk management strategy and re-assess potential risks during the project and to prepare risk mitigation measures.
- To solve conflict between consortium members by vote of the majority.
- To decide about relocate work portions between partners as well as consequent allocation of resource, by the vote of the majority.
- To approve and accept communication and dissemination strategies.
- To approve and accept reports on work activities status.
- To approve and accept internal evaluation report.
- To approve and accept quality management plan prepared by lead partner.

TSC workplan overview:

- Regular 4 TSC meetings during the project (1 CRO, 1 HU, 1 ES, 1 NL)
- Additional meetings if any of beneficiaries send request for the meeting.

Key persons roles: each partner will ensure following roles: project manager, communication officer, administrative assistant, and leading partner will in addition include role of advisor.

Decisions will be made by the majority of the vote of TSC and if doubts occur the lead partner will ask clarification from the Creative Europe entity in charge for advising.

Methods to ensure planning and control:

- Activities planning: workflow plans by every project team presented to TSC in written forms
- Communication and dissemination planning: accepted communication and dissemination strategies and adjusted accordingly local communication and dissemination plans
- Risk management planning: accepted risk management plans, revised each 6 months
- Human resource planning: key persons are appointed by each partner

3.2 Project teams, staff and outside resources

Project teams and staff

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

List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. — use the same profiles as in the detailed budget table, if any) and describe briefly their tasks.

For Circulation of European literary works: Attach CVs of translators.

For Pan-European cultural entities: Attach CVs of artistic staff (as defined in the Call document).

Name and function	Organisation	Role/tasks/professional profile and expertise
Tamara Štefanac, Project coordinator	ICARUS Croatia	Tamara Štefanac, Ph. D. works as an archivist in National and University Library in Zagreb, Croatia. She holds master's degrees in Art History, Comparative Literature and Archival Studies and Ph. D in Information Science. She has professional recognitions of Senior archivist and museum curator. She was a director of the Croatian Railway Museum and head of a collection of museum and documentary collections. In her scholarly work she is dedicated to the problems of description of archival material in different institutional and societal contexts.



Vlatka Lemić Administrative assistant	ICARUS Croatia	Assistant professor Vlatka Lemić, Ph. D. works at University of Zagreb as Head of Archival Office. She has 25 years' experience in information and archival science, as well as in heritage sector, in the area of reference services, information systems, publishing and presenting of historic records and heritage objects and international cooperation. She was Director of Croatian State Archives from 2013 till 2016. From 2003 teaches archival studies at Zagreb University and participates in various educational and professional programs and projects. During professional career she participated and lectured at various professional meetings and conferences in Croatia and abroad and published more than 100 works in Croatian and foreign publications. She is actively engaged in various international projects in the field of information and archival sciences, culture and digital humanities (Creative Europe, DARIAH, AERI). She is vice president of ICARUS, president of ICARUS Croatia and member of ICA EURBICA Executive Board and EGSHAH and member of Europeana Advisory Board.
Anne J. Gilliland Advisor	ICARUS Croatia	Anne Gilliland is Professor and Director of the Archival Studies specialization in the Department of Information Studies, as well as Coordinator of the Rights & Records in Displacement & Diaspora Network (RRDD) based at the University of California Los Angeles (UCLA). She is a faculty affiliate of UCLA's Centers for Digital Humanities, European and Russian Studies, and for the Study of International Migration, and of the Promise Institute for Human Rights of the UCLA Law School. She is a Fellow of the Society of American Archivists and recipient of numerous awards in archival and information studies. She is an Honorary Research Fellow of the Centre for Global Research, RMIT University in Melbourne and also of the University of Liverpool Department of History. She has served as a NORSLIS (Nordic Research School in Library and Information Science) Professor (with Tampere University, Finland; Lund University, Sweden; and the Royal School, Denmark), and as an Honorary Professorial Research Fellow, Humanities Advanced Technology and Information Institute, University of Glasgow. She has also taught courses as a visiting faculty member at Renmin University of China and the University of Zadar, Croatia. Her interests relate broadly to archives, recordkeeping and memory, particularly in translocal and international contexts.
Peer Boselie	De Domijnen Foundation	Drs. Peer H.M. Boselie (1958) is born in Eindhoven (the Netherlands). He studied as an archivist (Den Haag 1979). Also studied theology and church-history (Heerlen/Nijmegen 1996). He worked as an archivist in Eindhoven, Maastricht and Sittard. Since 1999 he is director of the Sittard-Geleen and regional archives, from 2010 to 2015 also director of the Euregional Historic Centre (now Archief De Domijnen). He is very active in the (eu)regional historical world and publishes mainly on subjects relating to Euregional history, church-history and historical recipes. He always tries to find new ways to let the public discover history. For this, archival information needs context, analog or digital. Digitization of (part of) the archival records can be very helpfull in these matters, so many archival information can be found on the companies website. But he also finds 'storytelling' and the build ánd unbuilt (green) environment of major importance for contextualization (geheimetuinen.nl). He is Member of the executive board of ICAR-us (International centre for Archival Research) and was Member of the Steering committee of SMLT (section municipal, local and territorial archives) of ICA (International Council on Archives) and has over 20 ancillary positions in the heritage-field in de Meuse-Rhine Euregion
Nina Vogels	De Domijnen Foundation	Nina Vogels (1996) studied coast- and sea management (Leeuwarden), Celtic Language and literature science (Utrecht university) and Archival and information studies (university of Amsterdam). She is since august 2021 responsible for the archival-



		and information system of Archives De Domijnen and the regional Archives Sittard-Geleen
Zoltán Szatucsek	National Archives of Hungary	Zoltán Szatucsek is a senior archivist of the National Archives of Hungary (NAH), Director of the Innovation and IT Department. He studied history and philosophy in Debrecen and holds an MA in History from the Debrecen University. In the archives his professional fields are electronic records, either born or scanned. He conducts HTR and NLP research projects combining cultural heritage digitization and AI/ML. He is an active member of professional communities. Represents the NAH at Archives Portal Europe Foundation (APEF), the European Commission's European Archives Group (EAG) and the Digital Cultural Heritage and Europeana (DCHE). His current interests are the use of disruptive technologies and reuse of archival data in modern societies.
György Majtényi	National Archives of Hungary	György Majtényi is a social historian and professor at Károly Eszterházy University. Between 2000 and 2011, he was department head of the National Archives of Hungary. He received his PhD in 2004 from the Eötvös Loránd University with a thesis on social mobility in post-1945 Hungary and his habilitation with a book on the social history of state socialist elites in 2010. He taught at multiple universities of Central Europe in bachelors, masters and doctoral programs. He completed several research projects in the US, in Austria and in Germany; and thanks to various research grants, he conducted historical research in archives and libraries through Central Europe. He has published five monographs dealing with post-1945 social history of Hungary. His latest English language volume dealing with the history of the Hungarian Roma minority after 1945. His recent research interests include Roma social history, the history of East-Central Europe in the twentieth century, intellectual history, and historiography.
Dorottya, Szabó	National Archives of Hungary	Dorottya, Szabó is a senior archivist of the National Archives of Hungary (NAH) holds a master's degree in History and Literature & Linguistics from the Péter Pázmány Catholic University. Works as a practicing archivist and an archival manager, connected to customer service, communication, organization of archival events and archival education (exhibitions, competitions, educational materials) in several ways: member of the European Digital Treasures international archival project (2018-present), member and author of „Hetediziglen MNL”, a genealogy project of the NAH (2019-present), communication specialist of "Reformáció MNL" project of the NAH (2016-2019), curator of archival exhibition "Bővülő történelem" / "Expanding history" of the NAH (2016-2018).
Cristina Díaz Martínez	Ministry of Culture and Sport. Spanish State Archives	Cristina Díaz is a senior archivist since 2002. Head of Institutional Affairs and International Cooperation Area of the Spanish State Archives, she is in charge of the international cooperation and responsible of the Portal of Spanish Archives (PARES). She coordinates the European Digital Treasures project. She has previously worked in the Historical Archives of the European Parliament, in the Spanish Archives of Railways and in the Historical Archives of Simancas. She has a degree in Geography and History and a master's degree in Archival Science.
Miguel Ángel Bermejo Alonso	Ministry of Culture and Sport. Spanish State Archives	Technical Archivist, since 2017 working in the International Cooperation Service, from 2021 Head of the Service within the General Sub Directorate of the Spanish State Archives. Librarianship and Information Science degrees from the Universities of Salamanca and Alcala de Henares (Madrid); member of the Steering Committee of the European Digital Treasures project.

**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 5.

ICARUS Croatia is a non-profit association dedicated to the research of historical sources, the promotion of the open access to heritage through new ICT and the institutional and international cooperation in the field of cultural, scientific and professional activities. It is founded in 2016 and registered in the National Association Register (MB: 4601173, OIB: 88361334356) which operates by legal regulations prescribed by the national Law on Associations and financial procedures defined by the Ministry of Finance. The registered area of our activities, in accordance with Statute of the Association, is culture and art, education, science and research. We have 137 members (GLAM professionals, academics, people from creative and cultural industries sectors, IT experts and institutions), as well as network of cooperating organisations comprising of more than 100 various institutions, associations, and experts from these sectors, actively engaged in ICARUS Croatia activities. We are part of ICARUS, DARIAH and TMO and we are actively involved in various pan European projects. All our international and national activities can be traced through our web pages and relevant national agencies registers. Although ICARUS Croatia have many activities, we are association, and we don't have permanent employees since all our members already have work contracts in various cultural, academic, and educational institutions and their involvement in ICARUS Croatia activities is in compliance with their organisation's work. According to Croatian legislation any eventually paid engagement of our members in the ICARUS Croatia work can be regulated only with additional "service" contract, what we apply in accordance with specific regulations governing each national and international project. Described organisational work is formal framework for non-profit associations and it's compliance with Croatian legal regulations can be proved by past and actual financial support to ICARUS Croatia work from Ministry of culture and media of the Republic of Croatia and Ministry of science and education of the Republic of Croatia, for which this is precognition.

3.3 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 and where relevant, 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.

Measures to ensure cost-effective deliverables:

- Realistic financial planning: Financial projections and budget construction are based on realistic financial estimations that differ in each partner country (e.g., employment fees, costs of services and goods etc.).
- Cost-effective purchase of good and services: based on each partner institutional regulations and managed as best for value principle.
- Precise financial management: regular check-up and reporting activities.

Financial resources are allocated in dependence of the activities undertaken by every BEN, following their roles and tasks. The budget is well balanced, i.e. project management and communication costs are taking app.40% of the predicted lump sum and other working packages with main deliverables up to 60% in total.

3.4 Project management, quality assurance, risk management 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.

Project management activities are concentrated in the WP1 and implemented by lead partner. Monitoring will include progress reports disseminated to partners with special focus on timeframe status of activities and regular consolidated reports on financial status as well as monthly update on project schedule.

The quantitative indicators for measuring quality are: number of archivists and other documentary heritage professionals included in the project (minimum 40), number of community members included in the activities (minimum 80), number of new finding aids (minimum 4), number of physical exhibitions (4), number of virtual exhibitions (1), number of number of media mentions (press clippings, minimum 40), number of social media page likes and engagements of project and virtual exhibition (2000 likes FB page / 1000 Instagram), number of physical exhibition visitors (200 per exhibition),

Methods of quality assurance:

- Lead partner will prepare quality management plan that focus on major outputs and deliverables of activities from all WPs.
- Each partner will include in reports review on quality inspection of outputs using measures elaborated in the quality management plan.

The evaluation of the project activities will be carried as internal mid-term evaluation and external ex-post evaluation. Internal evaluation will be carried by the lead partner and external evaluation will be carried by subcontracted company.

The evaluation of the project outputs and outcomes will be assured by usage of following tools:

- Evaluation questionnaires about impact of training workshops
- Feedback of the community members involved in the activities

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	Internal project conflict among partners (probability: low, impact: medium)	1-5	Transnational Steering Committee majority votes on resolving the issue.
2	Covid-19 related risks (probability: high, impact: medium)	3	Education and training might be organized in virtual format, albeit with less successful outcomes.
3	Covid-19 related risks (probability: high, impact: medium)	5	Physical exhibitions will attract fewer visitors, mitigation measures: prolong opening time.



4	Withdrawal of one or several partners (probability: low; impact: high)	1-5	Transparent project management and timely reports on progress and next steps
5	Missed deadlines (probability: medium; impact: low)	3-5	Ensuring flexible timeframe for planned activities
6	Key persons withdrawal (probability: low; impact: low)	1-5	Planning replacement of key personnel.
7	Slow recruitment of project participants (probability: medium; impact: medium)	4,5	Early recruiting start.

4. DISSEMINATION

4.1 Impact and ambition

Impact and ambition — Progress beyond the state-of-the-art (*n/a for Creative Europe Desks*)

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

Does the project aim to trigger change/innovation? If so, describe the changes / innovations envisaged and the degree of ambition (progress beyond the status quo/state-of-the-art).

For European platforms for the promotion of emerging artists: Include the strategy to increase the membership of the platform over the duration of the project.

Effects of the project:

Short-term effects are innovative educational programs in the domain of adult education for heritage professionals and their immediate implementation through project activities, creation of important archival products (e.g. finding aid, exhibition), immediate involvement of community members in co-creation of defined project outputs. Also, since the virtual exhibition as a product in WP5 will be available to general public the impact on distant users is ensured (in this case specific types of distant users are citizens of the country from which involved migrant community originates).

Medium term effects are inclusion of community members in archives' programmes and better mutual understanding about the needs of community as well as the requirements of institution. Furthermore, medium-term effects reflect in more sensitive reception of general public on issues of migration and understanding about European migration histories.

Long-term effects include capacity building in domain of archives and similar cultural institutions and creation of transferable knowledge in product that can be disseminated among European archivists networks.

Innovative aspects of the project are manifested in WP3 and WP5. Education and training for archivists and other documentary heritage professionals (in WP3) is designed as a set of training and support activities. Initial training will be held in the archives with archivists who will be involved in subsequent project activities and support meetings will be held regularly scheduled in virtual format to ensure implementation of gained knowledge and professional application of acquired skills. Objectives of the training are to help archivists in critical engagement with the records about migrations from their holdings, to educate archivists in oral history methods and principles, to help archivists in work with the community while co-creating exhibitions. Support meetings will be held online with the function to address issues that will arise during project activities (from WP4 and WP5) and in that mode help archivists involved in the project to deliver outputs in state-of-the-art manner.

The co-curated physical exhibitions (in WP5) are joint narratives of archivists involved in the project and respective members of migrant community (recent immigrants, descendants of immigrants from past etc). They are products of co-creation and through critical engagements with official records and official top-down narratives.

**Impact on non-EU countries (if applicable) (n/a for Creative Europe Desks)**

Please specify which country(ies) will benefit from the project and explain why the project is important for this (those) country(ies)? Specify the ways the project aims to improve the situation the country(ies) concerned?

Migration, both historical and contemporary, is global phenomenon. The impact of this project on non-EU countries is manifested in two possible strands: impact on migrated communities and impact on heritage institutions that collect material about diaspora of specific country. In the case of institutions directly involved in this project the targets are immigration communities and archival and documentary material about them, but in the case of other countries (including non-EU countries) these communities are their diaspora.

Impact on the target audience: readership and visibility (for Circulation of European literary works)

Explain how the promotional activities will be tailored to the specifics of each book and describe how they will contribute to reaching new readership for European translated literature.

Explain, for each work, how the promotion and communication activities are likely to contribute to the visibility of:

- authors and translators
- literary works of fiction and
- if applicable, works that have been awarded the EU Prize for Literature (EUPL).

n/a

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

Describe the communication and dissemination activities which are planned in order to promote the Creative Europe Programme to the relevant stakeholders, the project 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.

For Creative Europe Desks: Describe your plans to communicate and disseminate the selection results, results of finalised projects (in particular of successful projects addressing environmental issues as well as diversity and inclusiveness) and the impact of the Creative Europe Programme in your country.

For European platforms for the promotion of emerging artists: Describe how the project integrates a common editorial and branding strategy into its communication activities.

The communication strategy is conceptualized both as a mean to communicate the project on international and local levels and a cohesive tool with target groups and relevant stakeholders. It is intended to be integral part of each activity, tailored to the needs of each activity and project phase and inclusive. Its inclusiveness is reflected in use of various languages, differing by the project partner and their respective participants' language background. Beside communication strategy plan and action plan on international level (on English) each partner will define local (i.e., on their national levels) communication strategy plan and action plan that will include communication on the official language of the country from which partner originate and a communication on language of historical and contemporary migrant communities of participants that are included in project activities. Language in this project becomes important factor because it reflects European language diversity that might become either factor of distancing or, if included as important element in planned activities, as a factor of cultural richness and transculturality.

The communication will be used in order to: increase the visibility of the project and its activities, to include targeted groups in the activities and to inform back on the outputs and outcomes, to sensitize general public and stakeholders from sectors of policy and culture about the progress and results.



General communication about project, its relevance, ideas, concepts, and changes which strives to achieve, value of activities for citizens of EU and possible impacts will be managed on English and delivered through project website and social media campaign on Instagram and Twitter as facts driven direct messages oriented toward a) general public, b) communities of experts and professionals from sectors of culture and civil society, c) stakeholders from sector of policy.

Local communication, beside communication about project and activities will be oriented toward national and local audience in project partners' countries. Based on local communication strategy and action plan, that each partner will define for themselves, it will be managed on languages of partners' and their participants in project activities. Language component is crucial in this aspect since language is primary tool of communication and therefore this aspect will be elaborated in each communication plan. The aims of the local communication are to a) introduce project and activities to general and professional public, b) promote activities in the sectors of culture, civil society and policy, c) reach out to participants, e.g., historical and contemporary migrant communities and involve them in the project activities (in their language if applicable), d) communicate the project activities to the communities of archival and documentary professionals from the country of origin of migrant communities involved in the project. The channels of these communication activities will be delivered through website of each partner, targeted FB campaign on local levels and partnership with local print and electronic media. Targeted stakeholders in local campaign are a) participants from historical and contemporary migrant communities, b) professionals from sector of culture and civil society, c) national policymakers, d) general public.

Each partner in the consortium will have one team member responsible for communication activities (communication officer role).

Main outputs: project website, social media pages (Instagram, Twitter, Facebook), articles in print and electronic media (press releases).

The dynamic of communication activities will iterate among international and local communication campaigns, following the project activities outputs. Minimum deliverables are: 1 project website, project promotion at partners websites (4), minimum 80 FB feeds per partner, in total 150 tweets, in total 100 Instagram feeds, 5 news releases per partner.

Visibility of EU funding both in communication and dissemination will be ensured by use of official Creative Europe program logotypes in abovementioned deliverables.

The dissemination aspect in this project is very important because the one of main objective of this project is to reinforce the capacity of archivists and other documentary heritage professionals in area of historical and contemporary migrations. Through appropriate dissemination channels wider professional audience might be reached and influenced. Therefore, the dissemination strategies will be prepared for the international level and local levels, coordinated in a way to reach broad communities of heritage professionals. The dissemination channels will include publications in professional journals (minimum 2 per partner), in academic journals (total 3), conferences and symposiums both international and on national level.

4.3 Sustainability and continuation

Sustainability, long-term impact and continuation *(n/a for Creative Europe Desks)*

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? What resources will be necessary to continue the project? How will the results be used?

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

The project impact on first target group (archivist and documentary heritage professionals) is immediate and transferable in other contexts (both different institutional contexts, e.g., libraries and museums and other countries, including those outside EU borders). The impact on second target group (communities of immigrants, descendant of migrants from past) is long-term since the results of activities (finding aid) might be used by new generations. Since this aspect (producing finding aids and facilitate use of records) is central part of archival work in general the sustainability is ensured in long-term and without need of additional resources.

**Other project results differ regarding sustainability issue:**

- Education of other professionals in future will be possible through educational manual (product in WP3) that will be available as open access e-publication published on partners' websites. In that mode permanent impact on archivists' education might be continued, without additional resources.
- Collected oral histories will be archived permanently by partners and available for use after completion of the project (regulation regarding archiving and use will be agreed individually with participants according to GDPR regulations).
- Both exhibitions are temporary outputs with long-term possible outcomes regarding building relationships with respective communities but also as indicators of archival outreach and societal importance of archives.

Project results might be used by other archives and repositories that aren't included in the project and efforts will be made (through communication and dissemination activities) to interest those entities in archival heritage and historical accounts that surfaced in this project. Records on migration are of interest both for institutions in country of emigration and country of immigration. That aspect includes clear connection to possible future collaboration with different institutions, organizations and communities.

Proposed activities are designed with results of previous EU funded projects in mind including Europeana Migration (<https://pro.europeana.eu/page/europeana-migration>), the MIGRANTS project from Erasmus+ funding strand (<https://migrantsproject.eu/>), Maximising Migrants' Contribution to Society (<https://maxamif.eu/about/>) among others.

There is a clear synergy of this project with EACEA funded current project "European Digital Treasures" in which two activities are related to the topic of migration and migration flows and with the transnational creation and circulation.

5. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

5.1 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)).

List of work packages:

WP1: Project management and coordination

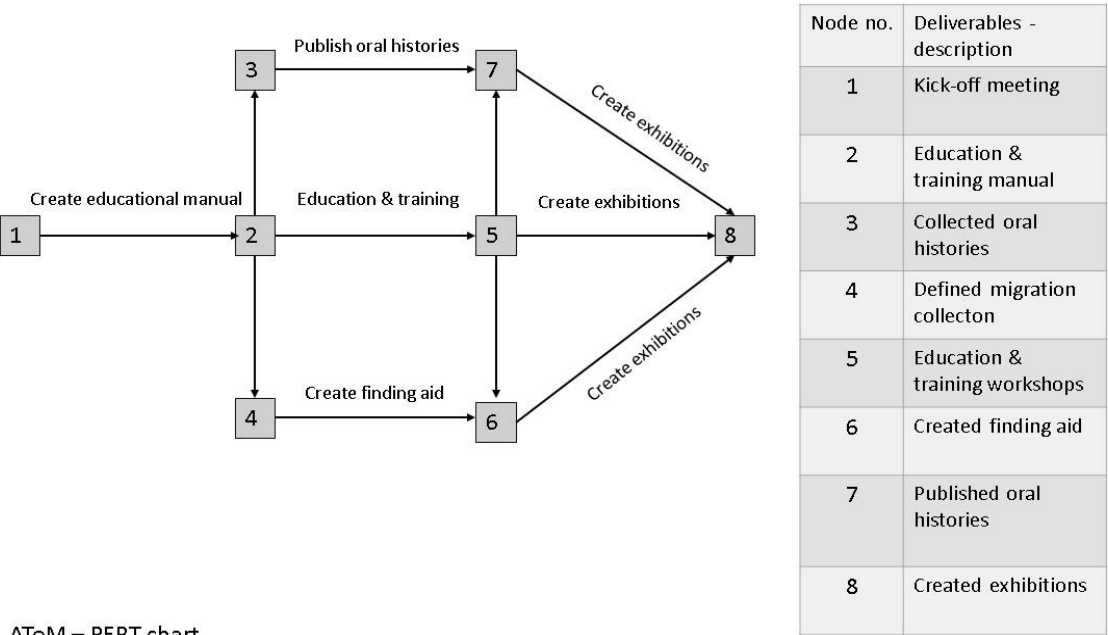
WP2: Communication and dissemination

WP3: Training for archivists and documentary heritage professionals

WP4: Oral histories

WP5: Archival and documentary collections on migration

Pert chart of core activities WP3 – WP5:



AToM – PERT chart

Activities in WP1: Project management and coordination and WP2: Communication and dissemination are continuous; management and communication activities follow every task as their integral parts.

5.2 Work packages and activities

WORK PACKAGES

This section concerns a detailed description of the project activities.

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

Work Package 1

Work Package 1: Project management and coordination

Duration:	01 - 36	Lead Beneficiary: ICARUS Hrvatska	ICARUS HR
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Objectives

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

- To manage consortium joint actions
- To coordinate financial and reporting activities
- To ensure quality of internal and external evaluation
- To measure impact of project activities

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

Provide a concise overview of the work (planned tasks). There should be a limited number of tasks per work package: the definition of tasks should enable the lead beneficiary to monitor the overall progress of the work package. 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. .In monobeneficiary projects the 'COO' and 'BEN' are the same.

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

Note:

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

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

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

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1	Transnational Steering Committee meetings	Regular 4 TSC meetings during the project (1 CRO, 1 HU, 1 ES, 1 NL)	ICARUS HR	COO, BEN, AE	No
T1.2	Project monitoring	Monitoring and reporting about project activities	ICARUS HR	COO	No
T1.3	Internal evaluation	Providing internal evaluation successively after each activity (action research)	ICARUS HR	COO	No
T1.4	External audit evaluation	Formal external post-ex project evaluation	ICARUS HR	COO	Yes – subcontracting
T1.5	Impact assessment	Research on impact of project activities	ICARUS HR	COO	No
T1.6	Financial management and reporting	Financial management and regular financial reports to TSC and toward EACEA	ICARUS HR	COO	Yes- subcontracting

Milestones and deliverables (outputs/outcomes)

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

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

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

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

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

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

The labels used mean:

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

Sensitive — limited under the conditions of the Grant Agreement

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

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1							
MS2							
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.3		1	ICARUS HR	R	PU	36	Electronic / English; Report on project results, including impact assessment and internal evaluation results

D1.5		1	ICARUS HR	R	PU	36	External audit evaluation report
D1.6		1.	ICARUS HR	R	PU	36	Regular reporting to EACEA

Estimated budget — Resources

For Lump Sum Grants, see detailed budget table (annex 1 to Part B; see [Portal Reference Documents](#)).

Work Package 2**Work Package 2: Communication and dissemination**

Duration: 01 - 36 **Lead Beneficiary:** ICARUS Hrvatska **ICARUS HR**

Objectives

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

- To communicate project activities with public
- To disseminate project results
- To encourage participation of defined target groups

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

Provide a concise overview of the work (planned tasks). There should be a limited number of tasks per work package: the definition of tasks should enable the lead beneficiary to monitor the overall progress of the work package. 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. .In monobeneficiary projects the 'COO' and 'BEN' are the same.*

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

Note:

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

context of this work package.

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

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

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T2.1	Project communication	General project communication strategy plan on international level	ICARUS HR	COO	No
T2.2	Project website	Launch of project website communication and project social networks	ICARUS HR	COO	No
T2.3	Local project communication plans	Communication of project activities on local levels	All	COO, BEN	No
T2.4	Communication material	Materials in printed and electronic format needed for communication and promotion of the project activities	All	COO, BEN	No
T2.5	Dissemination EU level	Conferences, symposium	All	COO, BEN	No
T2.6	Dissemination local level	Conferences, public presentations	All	COO, BEN	No
T2.7	Interpreters and translations	Interpreters and translations of project activities outputs and communication activities	All	COO, BEN	No
T2.8	Final symposium “Archives and Traces of Migration”	Final symposium for professionals from various background and disciplines as well as members of civil society organizations that deal with migration	The National Archives of Hungary	COO, BEN	No

Milestones and deliverables (outputs/outcomes)

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

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

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

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

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

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

The labels used mean:

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

Sensitive — limited under the conditions of the Grant Agreement

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

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1							
MS2							
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D2.1	General communication strategy and action plan	2	ICARUS HR	R	PU	1	Electronic/English; strategy for communication on EU level
D2.2.	Official project website	2	ICARUS HR	DEC —Websites	PU — Public	6	Electronic / English; project website + social networks

D2.3	Local communication strategy and action plan	2	All	R	PU — Public	2	Electronic / BEN's languages ; plans for communication on local levels
D2.5	Conference presentations	2	All	Other – presentations	PU	20,36	Electronic / English; 2 presentations of project activities on international conferences

Work Package 3

Work Package 3: Training for archivists and documentary heritage professionals			
Duration:	01- 25	Lead Beneficiary: ICARUS Hrvatska	ICARUS HR
Objectives <i>List the specific objectives to which this work package is linked.</i>			
<ul style="list-style-type: none"> ▪ Innovative training for archivist and other documentary heritage professionals ▪ Fostering education on social inclusion through cultural – archival activities ▪ Contemporary state-of-the art archival education and knowledge transfer 			
Activities (what, how, where) and division of work <i>Provide a concise overview of the work (planned tasks). There should be a limited number of tasks per work package: the definition of tasks should enable the lead beneficiary to monitor the overall progress of the work package. Be specific and give a short name and number for each task.</i> <i>Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader. .In monobeneficiary projects the 'COO' and 'BEN' are the same.</i> <i>Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.</i> Note:			

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

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

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

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T3.1	Educational manual for archivists and documentary heritage professionals	Creation of education manual that foster innovative approach to migrant heritage intended for community of archivists and documentary heritage professionals	ICARUS HR	COO	No
T3.2	Educational workshops & training for archivists and documentary heritage professionals	5 educational/training workshops per partner for archivists and documentary heritage professionals	All	All	No

Milestones and deliverables (outputs/outcomes)

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

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

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

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

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

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

The labels used mean:

<i>Public — fully open (⚠ automatically posted online on the Project Results platforms)</i> <i>Sensitive — limited under the conditions of the Grant Agreement</i> <i>EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444.</i>							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1							
MS2							
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (Including format and language)
D3.1	Educational manual	3	ICARUS HR	R — Document,	PU	7	Educational manual for archivists – to be used in workshops and training activities in the project but also to be used in similar context beside project itself / electronic, English
D3.2	Workshops and training for archivists and documentary heritage professionals	3	ICARUS HR	OTHER	PU	25	Workshops based on manual for archivist / English; 4 physical and 16 virtual training sessions

Work Package 4

Work Package 4: Oral histories					
Duration:	08-36	Lead Beneficiary: De Dominijen Foundation	DDF		
Objectives <i>List the specific objectives to which this work package is linked.</i>					
<ul style="list-style-type: none"> Collecting and publishing oral histories regarding migration experiences 					
Activities (what, how, where) and division of work <i>Provide a concise overview of the work (planned tasks). There should be a limited number of tasks per work package: the definition of tasks should enable the lead beneficiary to monitor the overall progress of the work package. Be specific and give a short name and number for each task.</i> <i>Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader. .In monobeneficiary projects the 'COO' and 'BEN' are the same.</i> <i>Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.</i> Note: <i>In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of this work package.</i> <i>The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.</i> <i>If there is subcontracting, please also complete the table below.</i>					
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	Oral histories campaign	Launching oral histories campaign to form network of participants (organizations, NGOs and individuals)	De Domijnen Foundation	BEN	No

T4.2	Collecting oral histories	Collecting and filming oral histories from past and current migrants (minimum 10 per each partner)	All	COO, BEN	No
T4.3	Editing and adding additional content	Adding translated subtitles to video material and metadata for archiving on English and language in which participants express their experiences	All	COO, BEN	No
T4.4	Publishing oral histories on project's website	Publishing collected oral histories (minimum 10 per each partner)	De Domijnen Foundation	COO	No

Milestones and deliverables (outputs/outcomes)

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

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

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. 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.

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Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS1		1				
MS2		1				

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)
D4.4.	Video clips of oral history testimonials	4	De Domijnen Foundation	DEC - video	PU	36	Electronic / English subtitles, mother tongue of participant; video material filmed as result of oral history activity regarding migration experience published on project website, minimum 40 video clips

Work Package 5

Work Package 5: Archival and documentary collections on migration			
Duration:	09 - 36	Lead Beneficiary: Ministry of Culture and Sport: Spanish State Archives	SSA
Objectives <i>List the specific objectives to which this work package is linked.</i>			
<ul style="list-style-type: none"> ▪ To explore and define what constitute a migration collection from archival perspective ▪ To create new finding aids and guides from existing archival collections that highlight material that is important for historical and/or contemporary migration ▪ To create digital collections that contain material about migration ▪ To create exhibitions based on re-described and newly created collections 			

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

Provide a concise overview of the work (planned tasks). There should be a limited number of tasks per work package: the definition of tasks should enable the lead beneficiary to monitor the overall progress of the work package. 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. .In monobeneficiary projects the 'COO' and 'BEN' are the same.

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

Note:

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

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

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

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T5.1	Migration collections definition	Defining migration collections profiles	All	COO, BEN	No
T5.2	Selecting and digitizing material	Selecting and digitizing material from archival fonds and collection	All	COO, BEN, AE	No
T5.3	Creating specialized finding aids for existing and new collections	Redesigning existing finding aids and guides of collections to reflect migrant heritage in more visible manner	All	COO, BEN, AE	No
T5.4	Publishing collections and/or finding aids	Publishing specialized finding aids of already existing collections	All	COO, BEN, AE	No
T5.5	Virtual exhibition	One virtual transnational exhibition of archival material on migration and oral histories created during project, created as dispersive social media exhibition on multiple languages	Ministry of Culture and Sport. Spanish State Archives	BEN	No

T5.6	Community physical exhibitions	4 Physical exhibitions in archives or community centers dedicated to specific migrant community that presets material from archives collections as well as private collection from community in question – 1 by each partner	All	COO, BEN, AE	No
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Milestones and deliverables (outputs/outcomes)

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

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

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. 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.

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Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1							
MS2							

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)

D5.1		5	Ministry of Culture and Sport. Spanish State Archives	Report	PU	15	Electronic, English /Joint report of all partners, based on Manual from T3.1, about what constitutes migration collection
D5.3		5	Ministry of Culture and Sport. Spanish State Archives	Other / Guide through fonds and collections	PU	19	English + mother tongue language of migrant group / Specialized finding aids, minimum 1 per partner i.e., collection
D5.5		5	Ministry of Culture and Sport. Spanish State Archives	Other / Virtual exhibition	PU	30	English / 1 joint social media exhibition targeting issues of historical and contemporary migration
D5.6		5	Ministry of Culture and Sport. Spanish State Archives	Other / physical exhibition	PU	36	Language of beneficiaries + mother tongue of migrant group / 4 physical exhibitions co-curated with targeted group of historical or contemporary migrants

Events and trainings

Events and trainings (including performances, residencies, exhibitions, workshops, conferences, etc. both face to face and virtual events are to be included).

This table is to be completed for events that have been mentioned as part of the activities in the work packages above.

*Complete the table below with **realistic** estimates in terms of the number of attendees / participants / audience size. This data will be used in part to assess the success of the implementation of the project. Use your risk assessment to explain your mitigating measures.*

Event No (continuous numbering linked to WP)	Participant	Description					Attendees
		Name	Type	Area	Location	Duration (days)	Number
E3.2	ICARUS HR	Training and education for archivists	Workshop	Migration archival and documentary heritage; professional skills development; cultural sensitivity	1 physical session in Zagreb + 4 virtual	2 days physical; 8 days virtual	80
E3.2	De Domijnen Foundation	Training and education for archivists	Workshop	Migration archival and documentary heritage; professional skills development; cultural sensitivity	1 physical session in Sittard-Geleen + 4 virtual	2 days physical; 8 days virtual	80
E3.2	Ministry of Culture and Sport. Spanish State Archives	Training and education for archivists	Workshop	Migration archival and documentary heritage; professional skills development; cultural sensitivity	1 physical session in Madrid + 4 virtual	2 days physical; 8 days virtual	80
E3.2	The National Archives of Hungary	Training and education for archivists	Workshop	Migration archival and documentary heritage; professional skills development; cultural sensitivity	1 physical session in Budapest + 4 virtual	2 days physical; 8 days virtual	80
E4.4.	De Domijnen Foundation	Promotional event: launch of oral histories activities	Event	Promotional event for local stakeholders	Sittard-Geleen	1	50
E4.4.	Ministry of Culture and Sport. Spanish	Promotional event:	Event	Promotional event	Madrid	1	50

	State Archives	launch of oral histories activities		for local stakeholders			
E4.4.	The National Archives of Hungary	Promotional event: launch of oral histories activities	Event	Promotional event for local stakeholders	Budapest	1	50
E4.4.	ICARUS HR	Promotional event: launch of oral histories activities	Event	Promotional event for local stakeholders	Zagreb	1	50
E5.6	De Domijnen Foundation	Promotional event: exhibition opening	Event	Promotional event for local stakeholders	Sittard-Geleen	1	80
E5.6	Ministry of Culture and Sport. Spanish State Archives	Promotional event: exhibition opening	Event	Promotional event for local stakeholders	Madrid	1	80
E5.6	The National Archives of Hungary	Promotional event: exhibition opening	Event	Promotional event for local stakeholders	Budapest	1	80
E5.6	ICARUS HR	Promotional event: exhibition opening	Event	Promotional event for local stakeholders	Zagreb	1	80
E2.8	The National Archives of Hungary	Symposium	Event	Symposium for international and local stakeholders	Budapest	2	160

5.3 Timetable

Timetable (projects up to 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.

ACTIVITY	MONTHS																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Task 1.1 - ...																								
Task 1.2 - ...																								
Task ...																								

Timetable (projects of more than 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: Use actual, calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.

ACTIVITY	YEAR 2022				YEAR 2023				YEAR 2024				YEAR 2025				YEAR 5				YEAR 6			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
T1.1 Transnational Steering Committee meetings																								
T1.2 Project monitoring																								
T1.3 Internal evaluation																								

[illegible]

[illegible]

5.4 Subcontracting

Subcontracting

Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).

Subcontracting — Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.

Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).

Work Package No	Subcontract No (continuous	Subcontract Name	Description (including task number and	Estimated Costs (EUR)	Justification (why is subcontracting	Best-Value-for-Money (how do you intend to
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	numbering linked to WP)	(subcontracted action tasks)	BEN to which it is linked)		necessary?)	ensure it?)
	S1.4	External audit evaluation	T1.4 Formal external post-ex project evaluation ICARUS-HR	1000,00	Need for neutral evaluation.	Subcontracting according to national financial guidelines (minimum 3 offers/ market value).
	S1.6	Financial management and reporting	T1.6 Financial management and regular financial reports to TSC and toward EACEA ICARUS HR	3000,00	Need for experienced financial management with special skills in EU project management.	Subcontracting according to national financial guidelines (minimum 3 offers / market value).
Other issues: <i>If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</i>			WP1 Project coordination and management B Subcontracting costs – total 4000,00 EUR			

**6. OTHER****6.1 Ethics**

Ethics
Not applicable.

6.2 Security

Security
Not applicable.

7. DECLARATIONS

Double funding	
Information concerning other EU grants for this project ⚠ Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).	YES/NO
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details.	YES
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details.	YES

Financial support to third parties (if applicable) 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.
Insert text



ANNEXES

LIST OF ANNEXES

Standard

Detailed budget table (annex 1 to Part B) — *mandatory*

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

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

Other annexes (annex X to Part B) — *mandatory, if required in the Call document*

**LIST OF PREVIOUS PROJECTS**

List of previous projects <i>Please provide a list of your previous projects for the last 4 years.</i>					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
ICARUS Hrvatska	Nr. 551987-CREA-1-2014-1-DE-CULT-COOP2 co:op – Community as opportunity. The creative archives' and users' network Creative Europe	2014 -2018	AE	1.990.078,00 total grant	https://www.coop-project.eu/
ICARUS Hrvatska	Nr. 597237-CREA-1-2018-1-IT-CULT-COOP1 CREARCH – Creative Archives as Innovative Cultural Hubs Creative Europe	2018 -2021	BEN	329.255,05 total ICARUS HR grant 50.322,10	https://www.crearcproject.eu/
ICARUS Hrvatska	Nr. 616793-CREA-1-2010-1-RS-CULT-CO THEY LIVE – Student lives revealed through context-based art practices OP1 Creative Europe	2020 - 2023	BEN	303.450,00 total ICARUS HR grant 31.185,00	http://theylive.eu/
ICARUS Hrvatska	Nr. 2020-LT01-KA204-077823 WAAAt - We are all together to raise awareness of cultural heritage Erasmus +	2020-2022	BEN	184.035,00 total ICARUS HR grant 17.480,00	http://www.waatproject.eu/



HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	15.04.2021	Initial version (new MFF).

ANNEX 2

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

Forms of funding	Estimated EU contribution					
	Estimated eligible lump sum contributions (per work package)					Maximum grant amount ¹
	WP1 Project Management and Coordination	WP2 Communication and dissemination	WP3 Training for archivists and documentary heritage professionals	WP4 Oral histories	WP5 Archival and documentary collections on migration	
	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	
	a	b	c	d	e	f = a + b + c + d + e
1 - ICARUS HRVATSKA	16 478.40	15 836.00	2 910.40	1 797.60	1 874.40	38 896.80
2 - NAH	1 746.40	12 116.00	1 985.60	4 143.20	19 790.40	39 781.60
3 - MCD SPAIN	5 119.20	582.40	2 516.80	3 800.80	27 854.40	39 873.60
4 - De Domijnen	6 420.00	6 265.60	4 108.80	18 943.20	5 478.40	41 216.00
5 - CEL						
Σ consortium	29 764.00	34 800.00	11 521.60	28 684.80	54 997.60	159 768.00

¹ The 'maximum grant amount' is the maximum grant amount fixed in the grant agreement (on the basis of the sum of the beneficiaries' lump sum shares for the work packages).

ANNEX 3

ACCESSION FORM FOR BENEFICIARIES

NATIONAL ARCHIVES OF HUNGARY (NAH), PIC 958366306, established in BECSI KAPUTER 2-4, BUDAPEST 1014, Hungary,

hereby agrees

to become beneficiary

in Agreement No 101056214 — AToM ('the Agreement')

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

and mandates

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

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

SIGNATURE

For the beneficiary

ANNEX 3

ACCESSION FORM FOR BENEFICIARIES

MINISTERIO DE CULTURA Y DEPORTE (MCD SPAIN), PIC 904776037, established in PLAZA DEL REY 1, MADRID 28004, Spain,

hereby agrees

to become beneficiary

in Agreement No 101056214 — AToM ('the Agreement')

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

and mandates

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

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

SIGNATURE

For the beneficiary

ANNEX 3

ACCESSION FORM FOR BENEFICIARIES

STICHTING DE DOMIJNEN (De Domijnen), PIC 930073443, established in LIGNE 2, SITTARD 6131MT, Netherlands,

hereby agrees

to become beneficiary

in Agreement No 101056214 — AToM ('the Agreement')

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

and mandates

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

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

SIGNATURE

For the beneficiary

FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

EU contribution												
Eligible lump sum contributions (per work package)												Requested EU contribution
	WP1 [name]	WP2 [name]	WP3 [name]	WP4 [name]	WP5 [name]	WP6 [name]	WP7 [name]	WP8 [name]	WP9 [name]	WP10 [name]	WP [XX]	
Forms of funding	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	
Status of completion	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	PARTIALLY COMPLETED	PARTIALLY COMPLETED	COMPLETED	NOT COMPLETED	
	a	b	c	d	e	f	g	h	i	j	k	l = a + b+ c+ d+ e+ f+ g+ h+ i+ j+ k
1 – [short name beneficiary]												
1.1 – [short name affiliated entity]												
2 – [short name beneficiary]												
2.1 – [short name affiliated entity]												
X – [short name associated partner]												
Total consortium												

The consortium hereby confirms that:

The information provided is complete, reliable and true.

The lump sum contributions declared are eligible (in particular, the work packages have been completed and the work has been properly implemented and/or the results were achieved; see Article 6).

The proper implementation of the action/achievement of the results can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 19, 21 and 25).

ANNEX 5

SPECIFIC RULES

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

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

When the action includes a work intended for commercial exploitation, Article 16.3 can only be applied to the promotion materials and documents related to the work, but not to the artistic material related to the work or to the work itself.

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 special logo and project results) on the beneficiaries' **websites** or **social media accounts**
- for actions involving **publications**, mention the action and the European flag and funding statement and special logo on the cover or the first pages following the editor's mention
- for actions involving public **events**, display signs and posters mentioning the action and the European flag and funding statement and special logo
- for actions involving the distribution of audiovisual works, mention the European flag, funding statement and special logo in the opening credits of the work
- for actions involving the production of audiovisual works, mention the funding statement in the opening credits and the European flag, funding statement and special logo in the end credits of the work
- upload the public **project results** to the Creative Europe Project Results platform, available through the Funding & Tenders Portal.

Special logos

Communication activities and infrastructure, equipment or major results funded by the grant must moreover display the following logo:

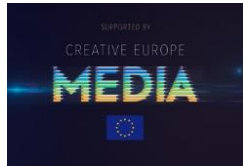
- for Creative Europe Media grants and Creative Europe Desk communication activities about the MEDIA strand:

- the Creative Europe Media logo



and

- for actions involving the distribution of audiovisual works: the Creative Europe Media animated logo:

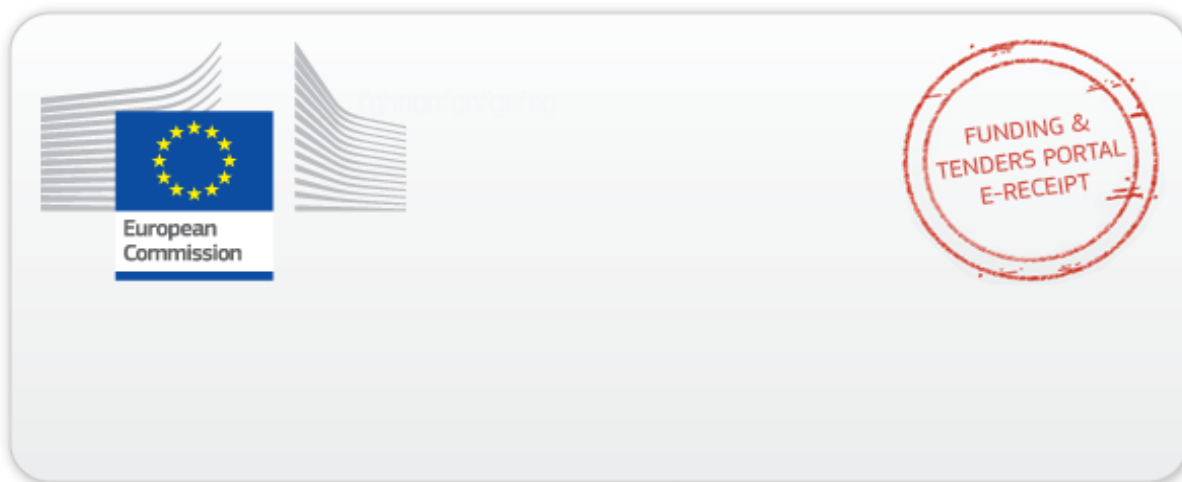


- for Creative Europe Desk communication activities covering all strands of the Creative Europe programme: a combined logo



SPECIFIC RULES FOR CARRYING OUT THE ACTION (— ARTICLE 18)

n/a



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