

Final report submission

Transnational Project Meeting – Bizzcom-day 2 - 12 th of September 2023

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Highly important information about Final Report as communicated by the Agency

Programul de Educație, Burse, Ucenicie și Antreprenoriatul Tinerilor finanțat prin
Mecanismul Financiar al SEE 2014-2021

Reuniune de raportare finală a proiectelor de cooperare din învățământul universitar Runda 2021 24 aprilie 2023

Operator de Program:

Agenția Națională pentru Programe Comunitare în Domeniul Educației și Formării Profesionale (ANPCDEFP)



Raportul final al proiectului

Termen de transmitere catre Operatorul de Program: conform datei inscrise in art 4.4 din contract

Raportul final va fi redactat in limba engleza.

Raportul final contine:

- Raportul Narativ
- Declarația de cheltuieli (toate costurile vor fi exprimate in Euro/ activitatile derulate on-line nu sunt finantate)
- Declaratia de onoare (completată de reprezentantul legal al Promotorului proiectului)
- Balanța contabilă și fișele de cont aferente proiectului
- Extrase de cont care atesta platile efectuate (către partenerii de proiect / participantii la mobilitati)
- Documentele justificative (cf. art. 4.4 din contract)
- Urmărirea planului de comunicare/diseminare al proiectului (cf. art. 8 din contract)



Rezumatul proiectului

2. Project Results Summary

First, explain why the project was needed (describe the challenges the project set out to address).
Second, give a short summary of what you did in the project (which activities were implemented, outputs were produced, services were delivered, etc.). Why were these activities, outputs and/or services, etc. important?
Third, describe the main results of the project, including any unintended results. What difference has the project made for its end beneficiaries? How has the situation improved as a result of the project? Use facts and figures to support your explanation.
Finally, explain what the importance of the project has been (why does it matter that it achieved its results/was successful), making sure to consider the long-term importance.

3. Bilateral Summary

3.1 Bilateral results summary
Provide a short summary of how the project benefitted from having a donor project partner: what difference having a bilateral partner did make? Why was it important to have a donor project partner in the project?
Describe the main results from a bilateral point of view (were there any shared results, did the collaboration lead to improve knowledge and understanding, has the partnership(s) led to any wider effects?)
Finally, please explain if there are any plans to continue the bilateral collaboration?

2. - se detaliaza motivatia (nevoia) ce a stat la baza realizarii proiectului

- se descriu activitatile si importanta acestora (ex.dezvoltare curriculara, articole stiintifice, programe intensive de studiu (scoli de vara) etc.),

- descrieti valoarea adaugata a rezultatelor obtinute pentru ameliorarea situatiei de la inceputul proiectului si pentru beneficiarii acestuia, prezentand date concrete (de ex. nr de persoane care au accesat site-ul/ au fost implicate sub diverse forme, etc)

3.- pornind de la scopul proiectului, se prezinta importanta existentei unui partener. Cat de importanta a fost prezenta unui partener din statul donator. Mentionati contributia partenerilor

- se detaliaza posibilitatea unei viitoare colaborari



Indicatori

4. Indicators

Outcome 2: Strengthened institutional cooperation in the HE area, based on common needs

Number of joint intellectual outputs created in cooperation projects	0
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Number of joint articles submitted to peer review publications

Norway	0
Iceland	0
Liechtenstein	0

Type of scientific publication (regarding of the joint articles)

Gold open access	0
Pending open access	0
Other	0

Output 2.1: Cooperation projects in HE area implemented

Number of joint events organised (Summer schools, Intensive programmes, seminars, workshops, conferences, training courses)	0
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Number of participants (students and staff) at joined events	0
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4 - se precizeaza numarul produselor intelectuale/articole/ tipul publicatiei

– se precizeaza nr de evenimente in comun si nr de participanti la acestea.



Raportarea indicatorilor

- Nr articole științifice* comune transmise publicațiilor (postate sau link catre conținutul acestora pe site-ul proiectului)
- Nr produse intelectuale** (publicate pe site-ul proiectului)

- Nr evenimente comune – școli de vară, programe intensive, seminarii, ateliere conferințe, cursuri de invatare/formare
- Nr participanți la evenimentele comune (studenti si profesori)

Atenție:

* *articole realizate in comun cu partenerii din statele donatoare. Articolele vor contine “acknowledgements”: **Finanțat prin Granturile SEE 2014-2021, numar si titlu proiect.***

***acestea trebuie să conțină elementele de vizibilitate ale programului (logo, slogan, disclaimer), nr. si titlu proiect.*



Descriere proiect

5.1 Were all planned objectives of the project met ? How were they reached ? Please comment also on any objectives initially planned but not achieved in the project.

5.1 – in primul rand trebuie trecute in revista obiectivele (inclusiv indeplinirea acestora);

– daca au aparut modificari (de ex prelungirea proiectului, etc...)

5.3 In what way was the project innovative and/or complementary to other projects already carried out ? If your project created synergies with other projects approved under Programmes: Research, Business Development, Innovation and SMEs, Renewable Energy, Energy Efficiency, Energy Security-funded by EEA grants 2014-2021 please mention the project title, number of the project, Programme name, link towards the approved status of project, a short description of the project and the synergy content.

5.3 – sinergii cu alte programe, complementaritatea cu un alt proiect



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– daca au aparut modificari (de ex prelungirea proiectului, etc...)

5.3 – sinergii cu alte programe, complementaritatea cu un alt proiect



Managementul si implementarea proiectului

6. Project Management and Implementation

6.1 Which activities and indicators of achievement (quantitative and qualitative) did you put in place in order to assess whether and to what extent did the project reach its objectives and results? How did you measure the level of success ?

6.2 How were the quality, effectiveness and efficiency of the project monitored and evaluated (include budget control and time management)? Please mention the involved staff profiles and frequency of such activities.

6.3 If relevant, please describe any difficulties you have encountered in managing the implementation of the project and how you and your partners handled them. What measures were used to handle project risks?

6.4 Please describe the activities organised by your project and elaborate on the methodology you applied. Please provide detailed information in particular about the project activities that were supported by the grant for Project Management and Implementation.

6.5 What is your qualitative appreciation about the cooperation and communication between the partners and with other relevant stakeholders during the implementation of this project? What are the positive and negative elements of this cooperation process? What are the elements you would improve if you were to carry out a similar project in the future?

6.1 - rapoarte de progres

- indicatori cantitativi/calitativi

6.2 – indeplinire activitati de management al proiectului

6.3 – enumerate dificultatile intalnite (ex. activit virtuale, etc)

- anulare/modificare activitati

6.4. – referiri la Gantt-ul proiectului

- monitorizare activitati cu partenerii din capitolul management si implementare

6.5 – referire la experienta acumulata in proiect

- aspecte +/- in cooperare

- elemente de imbunatatit pentru viitoare proiecte



Intalniri transnationale de proiect

7. Transnational Project Meetings

Please describe the Transnational Project Meetings organized within your project.

For each meeting please describe into the dedicated meeting description field :

- What was the purpose of the transnational project meeting and who participated ?
- Please elaborate on how this meeting served the purpose of project coordination and implementation
- In case there is a difference between what was planned and what was implemented, please explain why

Location : Trondheim Participants : 10

Start Date : 05 Nov 2019 End Date : 09 Nov 2019

Meeting Description :

Descriere:

- Locul desfasurarii activit/perioada
- Scopul intalnirii
- Componenta participantilor
- Cum a contribuit intalnirea la coordonarea si implementarea proiectului
- Au existat diferente intre ceea ce s-a planificat si ceea ce a fost implementat?



Produce intelectuale

8. Project Results / Intellectual Outputs

8.1 What were the achievements of the project? Please provide a detailed description of the project results (only if they are not listed in the sections "intellectual outputs", "multiplier events" or "learning, training, teaching activities").

8.2 Please describe the Intellectual Outputs produced by your project. Please provide detailed information in particular:

- about the nature of the outputs
- the significant contribution in terms of impact and transferability (e.g. new curricula, pedagogical materials, IT Tools, analysis and studies, etc.)
- the free access to the public
- in case there is a difference between what was planned and what was implemented, please explain why

Output Description (including: elements of innovation, expected impact and transferability potential)

Please describe the division of work, the tasks leading to the production of the intellectual output and the applied methodology

Languages

Media(s)

Activity Leading Organisation

Participating Organisations

8.1 Descrieti doar rezultatele care
nu sunt produse intelectuale

8.2

- Descriere O1 / O2...
- Data incepere/data finalizare
- Distributia sarcinilor
- Limbile utilizate
- Media
- Parteneri participanti

- Produce intelectuale accesibile
pe site-ul proiectului



Evenimente de multiplicare

- 9. Multiplier Events

Please describe the multiplier events carried out in your project and the way the multiplier events supported sharing and dissemination of the produced intellectual outputs. In case there is a difference between what was planned and what was implemented, please explain why.

- Localitate
- Data
- Descriere: prezentare produse intelectuale, nr de participanti nationali/internationali– alte organizatii decat cele care compun parteneriatul, de ce evenimentul a fost important in contextul proiectului, etc.



Activitati transnationale de invatare, predare, formare

10. Transnational Learning, Teaching or Training Activities

Please describe the short-term learning, teaching or training activities included in your project and explain how they have contributed to the project's objectives. Also mention the ECTS credits awarded in activities, if applicable. In case there is a difference between what was planned and what was implemented, please explain why.

- C1 –(mobilitati studenti de scurta durata), C2.....etc
- Data de incepere/durata
- Tara gazda
- Nr. participanti (total, conform prezenta)
- Descriere activitate (au survenit modificari fata de aplicatia aprobata?)
- Locul desfasurarii activitatii
- Feedback de la participanti
- Parteneri - cine/ce
- Recunoastere?



Impact

11.1 What was the project's impact on the participants (in terms of learning outcomes) on the participating organisations involved in the project and other relevant stakeholders?

11.1

- asupra institutiilor participante
- asupra participantilor (din punct de vedere al rezultatelor invatarii)
- asupra altor parti interesate

11.2 How did you measured the previous mentioned impact. Please provide a list and values qualitative and quantitative indicators used.

11.2 Masurarea impactului descris la 11.1

de ex.:nr de sesiuni de formare ca urmare a dezvoltarii curriculare; nr. de chestionare aplicate studentilor; nr de utilizatori inregistrati pe platforma dezvoltata in cadrul proiectului, etc.



Diseminare

12. Dissemination of Project Results

12.1 To whom did you disseminate the project results inside and outside your partnership? Please define in particular what project result/output was disseminated, when and where the dissemination activity took place and your targeted audience(s) at local /national/EEA /international level and explain your choices.

12.2 What kind of dissemination activities did your partnership carry out and through which channels? Please also provide information on the feedback received.

12.3 How have you ensured that the project's results will remain available after the project end and/or will be used by other stakeholders?

12.1 - de mentionat ce s-a
diseminat/cand/unde/cui

- la nivel
local/national/regional

12.2 – site(-uri), Facebook,
evenimente (numar), etc.

12.3 – site/format digital
- sustenabilitate, masuri clare



Planuri de viitor

13. Future Plans

13.1 To what extent are the positive effects of the project likely to continue after the funding period ?

- not likely to continue beyond the funding period (e.g. continued funding is not foreseen, or the project's results are not sustainable for other reasons)
- are likely to continue beyond the funding period
- are sustainable and will continue beyond the funding period

Please explain why (and if yes, how)

13.2 Will the cooperation with the donor partner(s) continue after the project is completed ? (if multiple donor project partners provide the overall perspective)

- Yes, a formal cooperation agreement is in place
- Yes, continued cooperation is planned
- Contact may continue, but no concrete plans for cooperation to date
- No, the cooperation will not continue

Please explain why (and if yes: how). If there are in place joint applications for further funding please mention the donor project partner and the funding source – applied for(International source (non-EU), EU source, National source).

13.1 efectele pozitive ale proiectului vor continua si dupa finalizarea acestuia

13.2

- pagina web/ diseminare - conferinte/sustenabilitate – utilizare
- viitoare colaborari/ proiecte



Raportarea cheltuielilor

The Education, Scholarships, Apprenticeships and Youth Entrepreneurship Programme EEA Grants 2014-2021	Final Report Declaration of expenditure Summary	Cooperation Projects in Higher Education
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Se selecteaza tipul de raport

Before completing this report please read carefully the financial regulations mentioned in the grant agreement

Project implementation period (dd/mm/yyyy - dd/mm/yyyy)	
Project duration (months) - according to the grant agreement	
Project prolongation (months) - according to the agreement amendment -if it is the case	
Agreement no	
Project title	

Se completeaza cu datele proiectului

Project Promoter		Country	
Project Partners			

Se completeaza automat in baza datelor din celelalte pagini ale declaratiei de cheltuieli

Expenditure table	Approved budget (acc. to art.3 of agreement) or after amendment	Budget transfer (acc. to limits set out in art.3 of agreement)	Budget available after transfer	Costs declared (Euro)
1. Project management and implementation	0	0	0	0.00
2. Short term transnational mobility activities	0	0	0	0.00
3. Intellectual outputs	0	0	0	0.00
4. Multiplier events	0	0	0	0.00
5. Special needs	0	0	0	0.00
6. Exceptional costs	0	0	0	0.00
Total costs:	0	0	0	0.00

Advanced payment received from PO:	0.00	Euro
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Transferuri bugetare

- Daca depasesc 50% din valoarea capitolului bugetar se notifica OP, utilizand formularul “[Solicitare modificare proiect](#)” ;
- Este posibil transferul din fondurile alocate oricărei categorii bugetare către categoria bugetară *Sprijin pentru nevoi speciale*, chiar dacă inițial nu au fost alocate fonduri acestui capitol;
- **Nu** sunt permise transferurile catre categoriile bugetare *Managementul si implementarea proiectului si Costuri exceptionale*.
- **Inainte de a realiza modificari contactati ofiterul de proiect din cadrul OP.**



Management si implementare

The Education, Scholarships, Apprenticeships and Youth Entrepreneurship Programme EEA Grants 2014-2021		Final Report Declaration of expenditure o Project management and implementation (PMI)					Cooperation Projects in Higher Education		
No.	Institution name	Cost/ month	Project duration (months)	Transfer from PMI to other budget headings	Total EEA grant adjusted (Euro)	Total EEA grant spent (Euro)	To be completed only by PO		
							Grant approved by PO (Euro)	Ineligible grant (Euro)	Comments (regarding ineligible grant)
1	2	3	4	5	6	7	8	9	10
1	Promoter	500	24	0	0	12000.00			
2	Partner 1	250	24	0	0	6000.00			
3	Partner 2	250	24	0	0	6000.00			
4	0		24	0	0	0.00			
5	0		24	0	0	0.00			
6	0		24	0	0	0.00			
Total:						24000	0.00	24000.00	

To be filled cells (if it is the case)

- Sume forfetare calculate in baza validarii activitatilor proiectului;
- Se completeaza doar eventualele transferuri bugetare catre alte capite bugetare.
- Utilizati coloana “adjusted” in cazul necheltuirii integrale a grantului destinat capitolului bugetar



Mobilitati transnationale


The Education, Scholarships, Apprenticeships and Youth Entrepreneurship Programme EEA Grants 2014-2021							Final Report Declaration of expenditure or Short Term Transnational Mobility activities							Cooperation Projects in Higher Education							
													To be completed only by PO								
Institution name	Participant name and surname	Type of mobility	SM/ ST	Destination country	Place destination country	Sending country	Place sending institution	Distance band	Travel grant	Mobility start date (dd-mm-yyyy)	Mobility end date (dd-mm-yyyy)	Activity duration (days)	Travel days	Total duration (incl. travel days)	Total individual support	Special needs support*	EEA grant adjusted (Euro)	Total EEA grant spent (Euro)	Grant approved by PO (Euro)	Ineligible grant (Euro)	Comments (regarding ineligible grant)
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
									0					0	0	0	0.00	0.00			
									0					0	0	0	0.00	0.00			
									0					0	0	0	0.00	0.00			
									0					0	0	0	0.00	0.00			
									0					0	0	0	0.00	0.00			
									0					0	0	0	0.00	0.00			
									0					0	0	0	0.00	0.00			
									0					0	0	0	0.00	0.00			
									0					0	0	0	0.00	0.00			

Documente justificative:

- pentru **activitatile de mobilitate de scurta durata**: dovada de participare la activități, sub forma unei declarații semnată de către reprezentantul legal al organizației de primire (și stampilata dacă este cazul), în care se specifică numele și numărul de identificare a proiectului, numele participantului, scopul activității, precum și data de început și data de sfârșit a acesteia;
- pentru **reuniuni transnationale de proiect**: dovada de participare la reuniune sub forma unei liste a participanților semnată de către aceștia și de către reprezentantul legal al organizației de primire în care se specifică; numele și numărul de identificare a proiectului, denumirea activității, data și locul reuniunii transnaționale de proiect și, pentru fiecare participant: numele și semnătura persoanei respective, numele și adresa organizației de trimitere, agenda detaliată și orice alte documente utilizate sau distribuite în cadrul reuniunii transnaționale de proiect.



Produse intelectuale



The Education, Scholarships, Apprenticeships and Youth Entrepreneurship Programme EEA Grants 2014-2021						Final Report Declaration of expenditure 0 Intellectual outputs						Cooperation Projects in Higher Education					
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No.	Institution Name	Country code	Intellectual Output Code (O1, O2,...)	Intellectual Output Title											To be completed only by PO		
					Manager (days)	Grant/day (Euro)	Teacher/trainer (days)	Grant/day (Euro)	Technical staff (Days)	Grant/day (Euro)	Administrative staff (Days)	Grant/day (Euro)	Total grant adjusted (Euro)	Total EEA grant spent (Euro)	Grant approved by PO (Euro)	Ineligible grant (Euro)	Comments (regarding ineligible grant)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	Promoter	RO	O1			88		74		55		39		0.00			
2	Partner 1	NO	O1			294		241		190		157		0.00			

Documente justificative:

- dovada realizării produselor intelectuale, care vor fi încărcate pe site-ul proiectului **cel mai tarziu** la momentul trimerii raportului final;
- dovada timpului investit de către personal pentru realizarea produsului intelectual, sub forma unei **fișe de pontaj individual (time sheet)** care să cuprindă numele persoanei, categoria de personal conform celor 4 categorii predefinite, datele și numărul total de zile de lucru ale persoanei respective pentru realizarea produsului intelectual; fisa de pontaj va fi semnata de reprezentantul legal al angajatorului (si stampilata daca este cazul);
- o **declaratie asupra naturii relației profesionale** (contract de munca, contract de voluntariat) dintre persoana respectivă și organizatia (PP sau partener) în cauză, semnată de reprezentantul legal.



Evenimente de multiplicare

Iceland Linn Liechtenstein Norway grants Erasmus+ ERASMUS DE SOLIDARITATE unpcorp												
The Education, Scholarships, Apprenticeships and Youth Entrepreneurship Programme EEA Grants 2014-2021			Final Report Declaration of expenditure 0 Multiplier Events				Cooperation Projects in Higher Education					
									To be completed only by PD			
0	1	2	3	4	5	6	7	8	9	10	11	12
Institution name (event organiser)	Event Title	Event code (M1, M2, ...)	Country of venue	No of local participants	Grant per local participant	No. of foreign participants	Grant per foreign participant	Total grant adjusted (Euro)	Total EEA grant spent (Euro)	Grant approved by PD (Euro)	Ineligible grant (Euro)	Comments (regarding ineligible grant)
Promoter	Multiplier event 1	M1	NO		0		0		0.00			
					0		0		0.00			
					0		0		0.00			

Documente justificative:

- dovada de participare la evenimentul de multiplicare sub forma unei **liste a participanților**, semnată de către aceștia, în care se menționează denumirea proiectului și numărul de identificare, titlul evenimentului (daca e cazul), data și locul de desfășurare și, pentru fiecare participant: numele și semnătura persoanei respective, numele și adresa organizației de trimitere a acesteia;
- **agenda detaliată** și orice documente utilizate sau distribuite în cadrul evenimentului de multiplicare.

Atentie: conform Anexei III a contractului “grantul este calculat prin înmulțirea numărului de participanți din alte organizații decât Promotorul de proiect și organizațiile partenere în proiect, așa cum sunt menționate în Contract, cu contribuția pe unitate aplicabilă per participant, după cum se specifică în Anexa II a contractului.



Partenerii din Statele Donatoare sau alte State Beneficiare

- Raport de verificare a cheltuielilor elaborat de către un auditor independent
- Raportul de verificare va conține obligatoriu cerintele minime prezentate în documentul din Anexa VI

Annex VI
Certification of costs claimed by donor partner

This is issued for the certification purposes as required by Article 8.12.4 of the Regulation on the implementation of the Norwegian/European Economic Area Financial Mechanisms 2014-2021 (the Regulation).

We confirm that procedures have been performed in order to provide assurance as to the relevance and conformity with the Regulations, national law and relevant national accounting practices of the costs claimed by the donor project partner.

Project/initiative reference:

Project/initiative title:

Donor project partner:

Entity responsible for the certification:

Type of entity:

Start date of incurred expenditure:

End date of incurred expenditure:

Actual expenditure* incurred this period:

The Auditor/Competent Public Officer hereby certifies that:

- The costs claimed by the donor project partner are incurred in accordance with the Regulations on the EEA / Norwegian Financial Mechanisms 2014-2021¹.
- The cost claimed was incurred in accordance with the relevant law and national accounting practices.
- The Auditor/Competent Public Officer has not been involved in the preparation of the relevant financial statements, and is independent of the donor project partner.

For the Auditor/Competent Public Officer:

Optional second signature:

Name:

Signature:

Position:

Date:

*A breakdown of the costs certified should be provided as an annex.
¹Provisions on eligibility of expenditures are stated in chapter 8 of the Regulations.
²Auditor shall be qualified to carry out statutory audits of accounting documents.

James VI
THE EDUCATION SCHOLARSHIPS, APPRENTICESHIPS AND YOUTH ENTREPRENEURSHIP PROGRAMME (ESAYEP), 2014-2021

AUDIT REPORT
Minimum requirements

Certification of costs claimed by Beneficiary State Partner
for Cooperation Projects in the Higher Education area

Project partner

Name and address of the Project Partner:

Tax ID number:

Represented by Ms./Mr.:

Auditor

Name and address of the Entity responsible for the certification:

Registration number (if applicable):

Auditor:

Represented by Ms./Mr.:

Project Details

Project Promoter:

Agreement number:

Disclaimer:
This report must be completed by an independent auditor qualified to carry out statutory audits of accounting documents, certifying that the claimed costs are incurred in accordance with the Regulations on the implementation of the European Economic Area (EEA) Financial Mechanisms 2014-2021, the national law and relevant national accounting practices, and represent the proof of expenditure incurred. A report issued by a competent and independent public officer (appointed by the relevant national authorities as having a budget and financial control capacity over the entity receiving the costs and who has not been involved in the preparation of the financial statements, certifying that the claimed costs are incurred in accordance with the Regulations, the relevant law and national accounting practices, shall also be accepted as sufficient proof of expenditure incurred.
Upon request by the EEA/EEA or the EFTA Board of Auditors, the Project Promoter or project partner shall grant access to the supporting documents on the basis of which the audit report was issued. Upon request by the Audit Authority, a Project Promoter or project partner located within the respective Beneficiary Area, shall grant access to the supporting documents on the basis of which the audit report was issued.

I the undersigned, _____, auditor at _____, established in _____ (address), examined the final financial report and the supporting documentation and accounting records deemed necessary to obtain assurance that the total used grant of _____ (Project partner) is of _____ EUR which divides into the following categories:

Budget items	Grant used by the partner (Euro)
Project management and implementation	
Short term transnational mobilities	
Intellectual outputs	
Multiplier events	
Special needs support	
Exceptional costs	
Total costs	

I confirm also that:

- I am an independent auditor / a competent public officer recognised by the relevant national authorities as having a budget and financial control capacity over the entity incurring the costs and who has not been involved in the preparation of the financial statements, certifying that the claimed costs are incurred in accordance with the Regulation;
- the costs are complying with the general rules on eligibility of expenditure contained in the Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021, specifically Chapter 8 thereof and with the Partnership Agreement signed between Project Promoter and Project Partner;
- the claimed costs are incurred in accordance with the national law and accounting practices of the Project partners country;
- the eligible expenditure is based on verifiable accounting which is in compliance with generally accepted accounting principles and methods;
- the detailed list of transactions per Budget Item based on real costs is attached.

Auditor / Competent Public Officer.
Full name and signature:

Date and city/town:

Stamp (if applicable):

Raportare financiara – Observatii generale

- Cititi cu atentie ANEXA 3 a contractului financiar
- Nu atasati alte documente in afara celor solicitate
- Toate documentele care atesta o plată (contracte, facturi, documente de plata, etc) vor purta mentiunea
“Decontat din contractul nr. XX-COP-ooXX, finanțat din Granturile SEE 2014-2021”.
- Documentele justificative atasate se semneaza de reprezentantul legal sau in cazul unei persoane delegate se ataseaza imputernicirea.



Raportare financiara – Observatii generale

- Cititi cu atentie ANEXA 3 a contractului financiar
- Nu atasati alte documente in afara celor solicitate
- Toate documentele care atesta o plată (contracte, facturi, documente de plata, etc) vor purta mentiunea
“Decontat din contractul nr. XX-COP-ooXX, finanțat din Granturile SEE 2014-2021”.
- Documentele justificative atasate se semneaza de reprezentantul legal sau in cazul unei persoane delegate se ataseaza imputernicirea.



Evaluarea raportului final

- Raportul final va fi evaluat din punct de vedere **tehnic** (corelarea informatiilor intre documentele transmise)
- Raportul final va fi evaluat pe baza unor criterii referitoare la **calitate** (mentionate si in Anexa III a contractului) și va primi un anumit număr de puncte dintr-un total de 100 de puncte. În cazul în care raportul primește un punctaj total mai mic de 50 de puncte, OP va reduce valoarea grantului final din cauza implementării necorespunzătoare, parțiale sau cu întârziere a Proiectului, chiar dacă toate activitățile raportate au fost eligibile și au fost realizate efectiv.
- Raportul final va fi evaluat din punct de vedere **financiar** pentru a stabili valoarea grantului final.



Planul de comunicare “urmarirea planului”

- Prezintă activitățile și rezultatele obținute pe parcursul implementării proiectului: se specifică nr. final de participanți la activități, de vizitatori/site proiect etc. nu cele previzionate în aplicație.
- Se adaugă o nouă coloană în planul de activități “comments”



Website proiect

- **Elementele de vizibilitate: logo program (în colț stânga sus) + slogan program + disclaimer (<https://www.eea4edu.ro/despre-program/>)**
- **Titlul și numărul proiectului**
- **Descriere proiect: Obiective**
Parteneri proiect + link la website-ul fiecaruia unde se afla
descriș proiectul
Activitati & rezultate: agenda activitate, materiale prezentate,
fotografii relevante
Produse intelectuale (cu elementele de vizibilitate)
Evenimente de multiplicare
- **Contact**

Material realizat cu sprijinul financiar al Mecanismului Financiar al SEE 2014 - 2021. Conținutul acestuia (text, fotografii, video) nu reflectă opinia oficială a Operatorului de Program, a Punctului Național de Contact sau a Oficiului Mecanismului Financiar. Informațiile și opiniile exprimate reprezintă responsabilitatea exclusivă a autorului/autorilor.

Reglementări privind comunicarea

- Regulamentul privind implementarea granturilor

SEE 2014-2021:

- Art. 1.7 Vizibilitate
- Capitol 3 Informare si comunicare: art 3.1 si 3.3

- Anexa 3 privind solicitarile de informare si comunicare:

- Subcapitolul 2.3 – Promotorii de proiecte

- Ghidul de comunicare



Diseminare/Comunicare

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<https://eealibrary.org/>

Informatii utile:

<https://eeagrants.org/news/media-library-resources>

Tutorial profil proiect:

<https://www.youtube.com/watch?v=Dq2kjCjVXAM>

