



EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.A – Erasmus+, EU Solidarity Corps
A.6 – Platforms, studies and analysis

GRANT AGREEMENT

Project 101074795 — eTwinning NSO Latvia

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':

JAUNATNES STARPTAUTISKO PROGRAMMU AGENTURA (JSPA), PIC 949544253, established in MUKUSALAS IELA 41, RIGA 1004, Latvia,

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
eTwinning NSOs implement eTwinning, adjusting and tailoring to specific situation and needs of the target audiences in the country, but still following the same goals like helping teachers to set up and carry out their projects, rewarding schools for their successful participation in eTwinning projects, organising training sessions for teachers and assisting that the school education platform evolves in a way that fits the needs of schools, thus contributing to long term impact in education – improving teachers' skills and teaching practices; enabling increased networking of teachers and other practitioners in education and training; Increased student motivation in, and also outside eTwinning; More easily accessible high-quality and relevant information for teachers and other practitioners in education and training. To ensure the implementation of the eTwinning/ ESEP, the NSO has set a work plan that consists of 4 work packages (management; promotion, recruitment and engagement; Recognition of Achievements and Community Building; support to users; safety and quality of eTwinning projects) objectives and specific tasks followed by the deliverables that are spread out thought the planned timeframe. Most of the activities include direct target audiences – existing users (teachers, headmasters, and librarians), potential users (not only teachers but also wider audience for ESEP) and secondary target audiences – national/ regional educational authorities, Initial teacher education institutions, collaboration partners and media. The NSO is also taking into the consideration national specifics (changes in a national curriculum – moving towards competence-based approach to education; teachers digital skills; distance learning and covid19 consequences in education) when building the activities, thus ensuring that eTwinning/ ESEP implementation in Latvia is not only in high quality but also relevant both on national and European level.

Keywords: not defined

Project number: 101074795

Project name: Implementing eTwinning/ ESEP in Latvia 04/2022- 12/2023

Project acronym: eTwinning NSO Latvia

Call: ERASMUS-EDU-2022-ETWIN-NSO-IBA

Topic: ERASMUS-EDU-2022-ETWIN-NSO-IBA

Type of action: ERASMUS Lump Sum Grants

Granting authority: European Education and Culture Executive Agency

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

Project starting date: fixed date: 1 April 2022

Project end date: 31 December 2023

Project duration: 21 months

Consortium agreement: No

2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	JSPA	JAUNATNES STARPTAUTISKO PROGRAMMU AGENTURA	LV	949544253	321 900.00
Total						321 900.00

Coordinator:

– JAUNATNES STARPTAUTISKO PROGRAMMU AGENTURA (JSPA)

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

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
321 900.00	321 900.00

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	21	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)	225 330.00	n/a	1 - JSPA	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:

LV32TREL215061904000B

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 **101074795 — eTwinning NSO Latvia** ('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

Not applicable

9.2 Third parties giving in-kind contributions to the action

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

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

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 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.).

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).

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

10.2 Participants which are international organisations

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

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

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

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

10.3 Pillar-assessed participants

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

‘Pillar-assessment’ means a review by the European Commission on the systems, rules and procedures which participants use for managing EU grants (in particular internal control system, accounting system, external audits, financing of third parties, rules on recovery and exclusion, information on recipients and protection of personal data; see Article 154 EU Financial Regulation 2018/1046).

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

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

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

and use the following specific rules, for:

- recoveries (Article 22): in case of financial support to third parties, there will be no recovery if the participant has done everything possible to retrieve the undue amounts from the third party receiving the support (including legal proceedings) and non-recovery is not due to an error or negligence on its part
- checks, reviews, audits and investigations by the EU (Article 25): will be conducted taking into account the rules and procedures specifically agreed between them and the framework agreement (if any)
- impact evaluation (Article 26): will be conducted in accordance with the participant's internal rules and procedures and the framework agreement (if any)
- grant agreement suspension (Article 31): certain costs incurred during grant suspension are eligible (notably, minimum costs necessary for a possible resumption of the action and costs relating to contracts which were entered into before the pre-information letter was received and which could not reasonably be suspended, reallocated or terminated on legal grounds)
- grant agreement termination (Article 32): the final grant amount and final payment will be calculated taking into account also costs relating to contracts due for execution only after termination takes effect, if the contract was entered into before the pre-information letter was received and could not reasonably be terminated on legal grounds
- liability for damages (Article 33.2): the granting authority must be compensated for damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Agreement only if the damage is due to an infringement of the participant's internal rules and procedures or due to a violation of third parties' rights by the participant or one of its employees or individual for whom the employees are responsible.

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

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

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

- eligibility (Article 6)
- consortium roles and set-up (Articles 7-9)
- security and ethics (Articles 13, 14)

- IPR (including background and results, access rights and rights of use), communication, dissemination and visibility (Articles 16 and 17)
- information obligation (Article 19)
- payment, reporting and amendments (Articles 21, 22 and 39)
- rejections, reductions, suspensions and terminations (Articles 27, 28, 29-32)

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

Participants whose assessment has not yet been updated to cover (the new rules on) data protection may rely on their internal systems, rules and procedures, provided that they ensure that personal data is:

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

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

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

SECTION 2 RULES FOR CARRYING OUT THE ACTION

ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION

11.1 Obligation to properly implement the action

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

11.2 Consequences of non-compliance

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

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

ARTICLE 12 — CONFLICT OF INTERESTS

12.1 Conflict of interests

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

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

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

12.2 Consequences of non-compliance

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

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

ARTICLE 13 — CONFIDENTIALITY AND SECURITY

13.1 Sensitive information

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

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

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

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

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

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

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

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

The confidentiality obligations no longer apply if:

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

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

13.2 Classified information

The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/444¹² 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

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

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).

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).

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.

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).

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:

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

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

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

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

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

22.3.3 Interim payments

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the interim payment ceiling

Step 1 — Calculation of the total accepted EU contribution

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

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

Step 2 — Limit to the interim payment ceiling

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

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

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

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

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

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the maximum grant amount

Step 3 — Reduction due to the no-profit rule

Step 1 — Calculation of the total accepted EU contribution

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

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

Step 2 — Limit to the maximum grant amount

Not applicable

Step 3 — Reduction due to the no-profit rule

Not applicable

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

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

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

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

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

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

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

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

- formally notifying the intention to recover, the final grant amount, the amount to be recovered and the reasons why

- requesting observations within 30 days of receiving notification.

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

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

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

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

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

Step 1 — Calculation of the revised total accepted EU contribution

Step 1 — Calculation of the revised total accepted EU contribution

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

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

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

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

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

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

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

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

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

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

22.4 Enforced recovery

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

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

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

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

- (b) by drawing on the financial guarantee(s) (if any)
- (c) by holding other beneficiaries jointly and severally liable (if any; see Data Sheet, Point 4.4)
- (d) by holding affiliated entities jointly and severally liable (if any, see Data Sheet, Point 4.4)
- (e) by taking legal action (see Article 43) or, provided that the granting authority is the European Commission or an EU executive agency, by adopting an enforceable decision under Article 299 of the Treaty on the Functioning of the EU (TFEU) and Article 100(2) of EU Financial Regulation 2018/1046.

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

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

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

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).

month in which the payment deadline expires, as published in the C series of the *Official Journal of the European Union*.

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

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

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

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

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

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

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

ARTICLE 23 — GUARANTEES

23.1 Prefinancing guarantee

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

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

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

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

They will be released within the following month.

23.2 Consequences of non-compliance

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

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

ARTICLE 24 — CERTIFICATES

Not applicable

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

25.1 Granting authority checks, reviews and audits

25.1.1 Internal checks

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

25.1.2 Project reviews

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

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

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

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

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

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

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

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

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

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

25.1.3 Audits

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

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

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

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

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

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

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

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

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

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

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

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

25.3 Access to records for assessing simplified forms of funding

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

25.4 OLAF, EPPO and ECA audits and investigations

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

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013¹⁶ 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').

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

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).

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).

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).

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).

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.

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

‘Days’ means calendar days, not working days.

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).

ARTICLE 39 — AMENDMENTS

39.1 Conditions

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

Amendments may be requested by any of the parties.

39.2 Procedure

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

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

The request for amendment must include:

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

The granting authority may request additional information.

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

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

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

ARTICLE 40 — ACCESSION AND ADDITION OF NEW BENEFICIARIES

40.1 Accession of the beneficiaries mentioned in the Preamble

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

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

If a beneficiary does not accede to the grant within the above deadline, the coordinator must — within

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

40.2 Addition of new beneficiaries

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

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

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

Additions are also possible in mono-beneficiary grants.

ARTICLE 41 — TRANSFER OF THE AGREEMENT

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

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

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

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

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

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

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

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

ARTICLE 43 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES

43.1 Applicable law

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

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

43.2 Dispute settlement

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

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

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

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

For grants where the granting authority is an EU executive agency (see Preamble), actions against offsetting and enforceable decisions must be brought against the European Commission (not against the granting authority; see also Article 22).

ARTICLE 44 — ENTRY INTO FORCE

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

SIGNATURES

For the coordinator

For the granting authority



ANNEX 1



Erasmus+ Programme (ERASMUS)

Description of the action (DoA)

Part A

Part B

DESCRIPTION OF THE ACTION (PART A)

COVER PAGE

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

PROJECT	
<i>Grant Preparation (General Information screen) — Enter the info.</i>	
Project number:	101074795
Project name:	Implementing eTwinning/ ESEP in Latvia 04/2022- 12/2023
Project acronym:	eTwinning NSO Latvia
Call:	ERASMUS-EDU-2022-ETWIN-NSO-IBA
Topic:	ERASMUS-EDU-2022-ETWIN-NSO-IBA
Type of action:	ERASMUS-LS
Service:	EACEA/A/06
Project starting date:	fixed date: 1 April 2022
Project duration:	21 months

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List of work packages	4
Staff effort	8
List of deliverables	9
List of milestones (outputs/outcomes)	30
List of critical risks	30

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.

eTwinning NSOs implement eTwinning, adjusting and tailoring to specific situation and needs of the target audiences in the country, but still following the same goals like helping teachers to set up and carry out their projects, rewarding schools for their successful participation in eTwinning projects, organising training sessions for teachers and assisting that the school education platform evolves in a way that fits the needs of schools, thus contributing to long term impact in education – improving teachers' skills and teaching practices; enabling increased networking of teachers and other practitioners in education and training; Increased student motivation in, and also outside eTwinning; More easily accessible high-quality and relevant information for teachers and other practitioners in education and training.

To ensure the implementation of the eTwinning/ ESEP, the NSO has set a work plan that consists of 4 work packages (management; promotion, recruitment and engagement; Recognition of Achievements and Community Building; support to users; safety and quality of eTwinning projects) objectives and specific tasks followed by the deliverables that are spread out through the planned timeframe. Most of the activities include direct target audiences – existing users (teachers, headmasters, and librarians), potential users (not only teachers but also wider audience for ESEP) and secondary target audiences – national/ regional educational authorities, Initial teacher education institutions, collaboration partners and media. The NSO is also taking into the consideration national specifics (changes in a national curriculum – moving towards competence-based approach to education; teachers digital skills; distance learning and covid19 consequences in education) when building the activities, thus ensuring that eTwinning/ ESEP implementation in Latvia is not only in high quality but also relevant both on national and European level.

LIST OF PARTICIPANTS

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

Number	Role	Short name	Legal name	Country	PIC
1	COO	JSPA	JAUNATNES STARPTAUTISKO PROGRAMMU AGENTURA	LV	949544253

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	Contributing to the management and operation of the European School Education Platform / eTwinning	1 - JSPA	1.00	1	21	D1.5, D1.1, D1.2, D1.4, D1.3
WP2	Promote the European School Education Platform / eTwinning at national, regional and local levels; recruitment and engagement of users	1 - JSPA	1.00	1	21	D2.3, D2.2, D2.1, D2.12, D2.13, D2.11, D2.4, D2.6, D2.5, D2.18, D2.17, D2.15, D2.19, D2.16, D2.14, D2.9, D2.10, D2.7, D2.8
WP3	Contributing to Recognition of Achievements and Community Building	1 - JSPA	1.00	1	21	D3.7, D3.8, D3.10, D3.9, D3.4, D3.2, D3.6, D3.5, D3.1, D3.3
WP4	Provide support to users of the European School Education Platform / eTwinning	1 - JSPA	1.00	1	21	D4.1, D4.4, D4.6, D4.7, D4.2, D4.3, D4.5
WP5	Ensure safety and quality of eTwinning projects and contribute to monitoring the content of the European School Education Platform	1 - JSPA	1.00	1	21	D5.2, D5.3, D5.5, D5.4, D5.1, D5.6

Work package WP1 – Contributing to the management and operation of the European School Education Platform / eTwinning

Work Package Number	WP1	Lead Beneficiary	1. JSPA
Work Package Name	Contributing to the management and operation of the European School Education Platform / eTwinning		
Start Month	1	End Month	21

Objectives
to contribute to the transition to, operation and management of European School Education Platform / eTwinning, including the active collaboration with the Central Support Service (CENTRAL SUPPORT SERVICE) for the general development of the platform and its content, to be an active part of the NSO network, which brings mutual benefits for all participants in terms of peer-learning and support,

Description
T1.1 Coordinate with the Central support Service (CSS) and with other NSOs T1.2 Contribute to the eTwinning support network T1.3 Liaison with Erasmus+ National Agencies

Work package WP2 – Promote the European School Education Platform / eTwinning at national, regional and local levels; recruitment and engagement of users

Work Package Number	WP2	Lead Beneficiary	1. JSPA
Work Package Name	Promote the European School Education Platform / eTwinning at national, regional and local levels; recruitment and engagement of users		
Start Month	1	End Month	21

Objectives
to identify and engage stakeholders at national level, notably the Ministry of Education and Initial Teacher Education Institutions; to increase the number of users and schools (with a particular attention towards Vocational Education and Training (VET) schools and Early Childhood Education Care (ECEC) institutions, with a view to contribute to the mainstreaming of eTwinning; to ensure that users are participating in eTwinning activities; to make it possible for any school in eTwinning countries to make pedagogical projects with other schools.

Description
T2.1 Communication strategy T2.2 Political outreach: liaise with regional and local school authorities T2.3 Contribute to the content of the European School Education Platform, including the eTwinning area T2.4 Cooperate with Initial Teacher Education institutions

Work package WP3 – Contributing to Recognition of Achievements and Community Building

Work Package Number	WP3	Lead Beneficiary	1. JSPA
Work Package Name	Contributing to Recognition of Achievements and Community Building		

Start Month	1	End Month	21
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Objectives

to promote innovative cooperation methods and transfer of quality educational approaches and to reinforce language learning and intercultural dialogue,

Description

T3.1 National Quality Label
 T3.2 European Quality Label
 T3.3 National Prize
 T3.4 European Prize
 T3.4 eTwinning School Label
 T3.5 Rewarding Initial Teacher Education institutions

Work package WP4 – Provide support to users of the European School Education Platform / eTwinning

Work Package Number	WP4	Lead Beneficiary	1. JSPA
Work Package Name	Provide support to users of the European School Education Platform / eTwinning		
Start Month	1	End Month	21

Objectives

to provide technical and pedagogical support to participating teachers and schools,
 to contribute to the professional development of teachers through their active participation in collaborative projects, communities of practice and specific training activities);
 to foster the development of teachers' professional skills in the pedagogical and collaborative use of ICT (Information and Communication Technology).

Description

T4.1 Helpdesk and pedagogical support team
 T4.2 Provide teachers with adequate professional development opportunities for successful participation

Work package WP5 – Ensure safety and quality of eTwinning projects and contribute to monitoring the content of the European School Education Platform

Work Package Number	WP5	Lead Beneficiary	1. JSPA
Work Package Name	Ensure safety and quality of eTwinning projects and contribute to monitoring the content of the European School Education Platform		
Start Month	1	End Month	21

Objectives

to ensure a safe and high-quality delivery of eTwinning in Latvia

Description

T5.1 Monitor registrations and validations and adequate user behaviour in the eTwinning area
 T5.2 Monitor the quality of eTwinning projects
 T5.3 Identify and disseminate good practices emerging from eTwinning projects

T5.4 European School Education Platform content monitoring

T5.5 Provide feedback to the European Commission and participate in the evaluation process

STAFF EFFORT

Staff effort per participant						
Grant Preparation (Work packages - Effort screen) — Enter the info.						
Participant	WP1	WP2	WP3	WP4	WP5	Total Person-Months
1 - JSPA	1.00	1.00	1.00	1.00	1.00	5.00
Total Person-Months	1.00	1.00	1.00	1.00	1.00	5.00

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	Participation in 5 NSO meetings, 2 Professional Development Workshops (PDW), dedicated to NSO, 2 Annual Conferences, 2 Award Ceremonies	WP1	1 - JSPA	OTHER	SEN - Sensitive	21
D1.2	Participation to at least 6 working groups and task forces (Communication, Ambassadors, eTwinning Schools, Monitoring and Pedagogy, Formal Recognition and ITE)	WP1	1 - JSPA	OTHER	SEN - Sensitive	21
D1.3	Participation in joint NA-NSO meetings/ webinars	WP1	1 - JSPA	OTHER	SEN - Sensitive	21
D1.4	Informational events co-organised with other NAs	WP1	1 - JSPA	OTHER	SEN - Sensitive	21
D1.5	technical report	WP1	1 - JSPA	R — Document, report	R-UE/EU-R -	11
D2.1	Ensuring participation of an appropriate number of teachers from Latvia in CSS events/ conferences	WP2	1 - JSPA	OTHER	SEN - Sensitive	21
D2.2	Articles/ best practice examples in website to promote the interest for collaborative	WP2	1 - JSPA	OTHER	PU - Public	21

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)
	projects with schools from the neighbouring countries;					
D2.3	A network of multipliers (ambassadors) set up and animated	WP2	1 - JSPA	OTHER	PU - Public	21
D2.4	Professional development events provided for ambassadors	WP2	1 - JSPA	OTHER	PU - Public	21
D2.5	Number of articles on national website and social media, newsletters (including joint NA communication campaigns and CSS campaigns)	WP2	1 - JSPA	OTHER	PU - Public	21
D2.6	Articles/ news published on website encouraging applications of schools taking part in eTwinning for Erasmus+ Key Action 1 and Key Action 2 and encourage accreditation for KA1 Learning mobility for individuals and applications by eTwinners / eTwinning pro	WP2	1 - JSPA	OTHER	PU - Public	21
D2.7	Organised participation in online/ onsite informational events, representing eTwinning/ ESEP	WP2	1 - JSPA	OTHER	PU - Public	21
D2.8	Webinars organised for teachers (also non-eTwinners)	WP2	1 - JSPA	OTHER	PU - Public	21

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)
D2.9	Organised national conferences	WP2	1 - JSPA	OTHER	PU - Public	21
D2.10	Print and electronic publication and promotion materials developed	WP2	1 - JSPA	OTHER	PU - Public	21
D2.11	Number of activities to activate dormant users	WP2	1 - JSPA	OTHER	SEN - Sensitive	21
D2.12	Number of videos, tutorials and animations created (promotion, providing support)	WP2	1 - JSPA	OTHER	PU - Public	21
D2.13	Media relations maintained (number of press releases and mentions of eTwinning/ ESEP in national/ local mass media)	WP2	1 - JSPA	OTHER	SEN - Sensitive	21
D2.14	Liaison with regional and local school authorities established and maintained	WP2	1 - JSPA	OTHER	SEN - Sensitive	21
D2.15	Content created for the European School Education Platform, including the eTwinning area	WP2	1 - JSPA	OTHER	SEN - Sensitive	21
D2.16	Establishing contacts with ITE institutions and maintaining	WP2	1 - JSPA	OTHER	SEN - Sensitive	21
D2.17	Running an introductory course/ training on eTwinning for ITE institutions	WP2	1 - JSPA	OTHER	PU - Public	21
D2.18	2 (1 each year) Validating student teachers against a list provided by ITEs within 5 days	WP2	1 - JSPA	OTHER	PU - Public	21

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)
	Qualitative target: eTwinning/ ESEP training is valued as useful part of ITE curricular					
D2.19	Monitoring the ITE activities and prepare a country report for the European Commission.	WP2	1 - JSPA	OTHER	PU - Public	21
D3.1	Number of National Quality Labels awarded	WP3	1 - JSPA	OTHER	PU - Public	21
D3.2	Number of projects nominated for European Quality Labels	WP3	1 - JSPA	OTHER	SEN - Sensitive	21
D3.3	Number of applications for National Awards	WP3	1 - JSPA	OTHER	SEN - Sensitive	20
D3.4	Number of projects nominated for European Prize	WP3	1 - JSPA	OTHER	SEN - Sensitive	20
D3.5	Number of eTwinning School Labels granted, school packs distributed	WP3	1 - JSPA	OTHER	SEN - Sensitive	21
D3.6	Number of professional development activities organised for eTwinning Schools	WP3	1 - JSPA	OTHER	PU - Public	21
D3.7	Number participants sent to international eTwinning Schools events outside Latvia	WP3	1 - JSPA	OTHER	PU - Public	21
D3.8	Number of eTwinning School promotional events/ school visits organised involving local authorities	WP3	1 - JSPA	OTHER	PU - Public	19

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)
D3.9	Number eTwinning Schools as eTwinning "training centres" established	WP3	1 - JSPA	OTHER	PU - Public	21
D3.10	Number of Initial Teacher Education institutions reward	WP3	1 - JSPA	OTHER	PU - Public	21
D4.1	Efficient work of national helpdesk service ensured	WP4	1 - JSPA	OTHER	SEN - Sensitive	21
D4.2	Number of national online professional development activities organised	WP4	1 - JSPA	OTHER	PU - Public	21
D4.3	Number of international online professional development activities organised	WP4	1 - JSPA	OTHER	PU - Public	21
D4.4	Number of national onsite professional development activities organised (Trainings organized for ambassadors and ITE institutions are described under WP2 and for eTwinning Schools under WP3.)	WP4	1 - JSPA	OTHER	PU - Public	21
D4.5	Number of international onsite professional development activities organised (except ambassadors and eTwinning Schools)	WP4	1 - JSPA	OTHER	PU - Public	21
D4.6	Number of teachers participating in seminars/ trainings abroad	WP4	1 - JSPA	OTHER	PU - Public	21
D4.7	Number of mentored projects/ teachers	WP4	1 - JSPA	OTHER	SEN - Sensitive	21

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)
D5.1	Ensured checking of registrations and completed validation process and project registrations	WP5	1 - JSPA	OTHER	SEN - Sensitive	21
D5.2	Endured monitoring the quality of eTwinning projects	WP5	1 - JSPA	OTHER	SEN - Sensitive	21
D5.3	Number of good practices and project examples identified and showcased through the national and European eTwinning areas	WP5	1 - JSPA	OTHER	PU - Public	21
D5.4	Ensured monitoring content (containing blacklisted keywords) and acting on alerts	WP5	1 - JSPA	OTHER	SEN - Sensitive	21
D5.5	ESEP/ eTwinning key performance targets	WP5	1 - JSPA	OTHER	PU - Public	21
D5.6	Ensured feedback to the European Commission and participation in the evaluation process	WP5	1 - JSPA	OTHER	SEN - Sensitive	21

Deliverable – Participation in 5 NSO meetings, 2 Professional Development Workshops (PDW), dedicated to NSO, 2 Annual Conferences, 2 Award Ceremonies

Deliverable Number	D1.1	Lead Beneficiary	1. JSPA
Deliverable Name	Participation in 5 NSO meetings, 2 Professional Development Workshops (PDW), dedicated to NSO, 2 Annual Conferences, 2 Award Ceremonies		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	21	Work Package No	WP1

Description	
<p>All meetings/ workshops/ conferences will be organised onsite or online depending on situation regarding covid19.</p> <p>Number of participants for these events are:</p> <p>2022: 2 NSO meetings/ 1 participant in each (1 meeting onsite)</p> <p>1 Professional PDW/ 2 participants, (onsite)</p> <p>1 Annual Conference/ 3 participants,</p> <p>1 Award Ceremony/ 3 participants,</p> <p>2023: 3 NSO meetings/ 1 participant in each, (1 meeting onsite)</p> <p>1 Professional PDW/ 2 participants (onsite)</p> <p>1 Annual Conference/ 3 participants,</p> <p>1 Award Ceremony/ 3 participants,</p> <p>Language: English</p>	

Deliverable – Participation to at least 6 working groups and task forces (Communication, Ambassadors, eTwinning Schools, Monitoring and Pedagogy, Formal Recognition and ITE)

Deliverable Number	D1.2	Lead Beneficiary	1. JSPA
Deliverable Name	Participation to at least 6 working groups and task forces (Communication, Ambassadors, eTwinning Schools, Monitoring and Pedagogy, Formal Recognition and ITE)		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	21	Work Package No	WP1

Description	
<p>Online meetings (set by CSS)</p> <p>Language: English</p> <p>Number of participants:</p> <p>3 NSO members</p>	

Deliverable – Participation in joint NA-NSO meetings/webinars

Deliverable Number	D1.3	Lead Beneficiary	1. JSPA
Deliverable Name	Participation in joint NA-NSO meetings/webinars		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	21	Work Package No	WP1

Description	
Online/ onsite meetings (set by CSS)	

Language: English
 Number of participants:
 1 NSO member

Deliverable – Informational events co-organised with other NAs

Deliverable Number	D1.4	Lead Beneficiary	1. JSPA
Deliverable Name	Informational events co-organised with other NAs		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	21	Work Package No	WP1

Description

1 in 2022
 2 in 2023

Deliverable – technical report

Deliverable Number	D1.5	Lead Beneficiary	1. JSPA
Deliverable Name	technical report		
Type	R — Document, report	Dissemination Level	R-UE/EU-R -
Due Date (month)	11	Work Package No	WP1

Description

submission of a technical report at mid term

Deliverable – Ensuring participation of an appropriate number of teachers from Latvia in CSS events/ conferences

Deliverable Number	D2.1	Lead Beneficiary	1. JSPA
Deliverable Name	Ensuring participation of an appropriate number of teachers from Latvia in CSS events/ conferences		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	21	Work Package No	WP2

Description

Number will be set by the CSS, the NSO will deliver according to quota

Deliverable – Articles/ best practice examples in website to promote the interest for collaborative projects with schools from the neighbouring countries;

Deliverable Number	D2.2	Lead Beneficiary	1. JSPA
Deliverable Name	Articles/ best practice examples in website to promote the interest for collaborative projects with schools from the neighbouring countries;		

Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP2

Description
2 articles in 2022 3 articles in 2023 Language: Latvian

Deliverable – A network of multipliers (ambassadors) set up and animated

Deliverable Number	D2.3	Lead Beneficiary	1. JSPA
Deliverable Name	A network of multipliers (ambassadors) set up and animated		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP2

Description
Open call every year, 20-25 ambassadors every year Qualitative target: eTwinning is a community for personal growth that is supportive in carrier development for talented teachers

Deliverable – Professional development events provided for ambassadors

Deliverable Number	D2.4	Lead Beneficiary	1. JSPA
Deliverable Name	Professional development events provided for ambassadors		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP2

Description
1 national onsite/ online training every year (up to 25 participants) Language: Latvian 1 international onsite/ online seminar for Baltic ambassadors in 2022 (up to 40 participants) Language: English Providing participants for 1 international onsite seminar for Baltic ambassadors in 2023 (4-6 participants) Language: English

Deliverable – Number of articles on national website and social media, newsletters (including joint NA communication campaigns and CSS campaigns)

Deliverable Number	D2.5	Lead Beneficiary	1. JSPA
Deliverable Name	Number of articles on national website and social media, newsletters (including joint NA communication campaigns and CSS campaigns)		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP2

Description
<p>Website 2022:100 articles/ posts 2023:120 articles/ posts Facebook posts 2022:250 2023:400 New Facebook followers 2022: 200 2023: 350 Number of national newsletters sent: 2022: 8 2023: 11 Qualitative target: eTwinning Latvia has developed content valuable for teachers, not only about international collaboration but also valuable resource for professional development and personal growth.</p>

Deliverable – Articles/ news published on website encouraging applications of schools taking part in eTwinning for Erasmus+ Key Action 1 and Key Action 2 and encourage accreditation for KA1 Learning mobility for individuals and applications by eTwinners / eTwinning pro

Deliverable Number	D2.6	Lead Beneficiary	1. JSPA
Deliverable Name	Articles/ news published on website encouraging applications of schools taking part in eTwinning for Erasmus+ Key Action 1 and Key Action 2 and encourage accreditation for KA1 Learning mobility for individuals and applications by eTwinners / eTwinning pro		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP2

Description
<p>2022: 4 articles 2023: 6 articles Qualitative target: eTwinning is a valuable pedagogical and technical support while implementing Erasmus+ projects and partnerships</p>

Deliverable – Organised participation in online/ onsite informational events, representing eTwinning/ ESEP

Deliverable Number	D2.7	Lead Beneficiary	1. JSPA
Deliverable Name	Organised participation in online/ onsite informational events, representing eTwinning/ ESEP		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP2

Description
<p>2022: 6 events (200 participants) 2023: 12 events (400 participants) Language: Latvian or English Qualitative target: eTwinning/ ESEP is visible in all the important educational events in Latvia.</p>

Deliverable – Webinars organised for teachers (also non-eTwinners)

Deliverable Number	D2.8	Lead Beneficiary	1. JSPA
Deliverable Name	Webinars organised for teachers (also non-eTwinners)		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP2

Description
2022: 6 webinars (270 participants) 2023: 10 webinars (450 participants) Language: Latvian, 1 to 2hrs each Qualitative target: eTwinning webinars are free to join, useful for everyday pedagogical practice, and available for everyone (recordings are available)

Deliverable – Organised national conferences

Deliverable Number	D2.9	Lead Beneficiary	1. JSPA
Deliverable Name	Organised national conferences		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP2

Description
1 in 2022 (100 participants) 1 in 2023 (100 participants) Language: Latvian Qualitative target: eTwinning National conference is central event for awarding and showcasing best practice international collaboration

Deliverable – Print and electronic publication and promotion materials developed

Deliverable Number	D2.10	Lead Beneficiary	1. JSPA
Deliverable Name	Print and electronic publication and promotion materials developed		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP2

Description
2022: Cards (teaching methods and project examples): 600 Teacher's eTwinning calendar/ planner: 600 Poster: 300 2023: Teacher's eTwinning calendar/ planner: 600 Project guide & criteria: 600 Project workbook: 600 Qualitative target: eTwinning is valued not only for supporting international collaboration, but also for providing useful pedagogical methods and digital solutions.

Deliverable – Number of activities to activate dormant users

Deliverable Number	D2.11	Lead Beneficiary	1. JSPA
Deliverable Name	Number of activities to activate dormant users		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	21	Work Package No	WP2

Description
Emails and support materials sent out to all dormant users every 3 month

Deliverable – Number of videos, tutorials and animations created (promotion, providing support)

Deliverable Number	D2.12	Lead Beneficiary	1. JSPA
Deliverable Name	Number of videos, tutorials and animations created (promotion, providing support)		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP2

Description
5 in 2022 7 in 2023

Deliverable – Media relations maintained (number of press releases and mentions of eTwinning/ ESEP in national/ local mass media)

Deliverable Number	D2.13	Lead Beneficiary	1. JSPA
Deliverable Name	Media relations maintained (number of press releases and mentions of eTwinning/ ESEP in national/ local mass media)		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	21	Work Package No	WP2

Description
Press releases issued: 15 in 2022 22 in 2023 Mentions in national/ local media 2022: 160 news/ articles 2023: 210 news/ articles

Deliverable – Liaison with regional and local school authorities established and maintained

Deliverable Number	D2.14	Lead Beneficiary	1. JSPA
Deliverable Name	Liaison with regional and local school authorities established and maintained		

Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	21	Work Package No	WP2

Description
Organised collaboration events with participation of principals/ local education authorities 2022: 1; 2023:2; Best practice materials promoted in webpage of Ministry of Education and Science and National education center – 2022:2, 2023:4 Qualitative target: eTwinning/ ESEP will be positively recognized and supported by national/ regional school authorities in Latvia.

Deliverable – Content created for the European School Education Platform, including the eTwinning area

Deliverable Number	D2.15	Lead Beneficiary	1. JSPA
Deliverable Name	Content created for the European School Education Platform, including the eTwinning area		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	21	Work Package No	WP2

Description
The NSO will contribute to the content of the ESEP, in particular in the following main areas: About” area, “Contact page”, “Professional development courses” area, “Labels and prizes” area and contribute to the subsections of “Insight / Resources” section.

Deliverable – Establishing contacts with ITE institutions and maintaining

Deliverable Number	D2.16	Lead Beneficiary	1. JSPA
Deliverable Name	Establishing contacts with ITE institutions and maintaining		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	21	Work Package No	WP2

Description
Establishing contact with higher educational institutions and supporting the representatives: 2 universities/ institutions (2022 to 2023)

Deliverable – Running an introductory course/ training on eTwinning for ITE institutions

Deliverable Number	D2.17	Lead Beneficiary	1. JSPA
Deliverable Name	Running an introductory course/ training on eTwinning for ITE institutions		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP2

Description
2 (1 each year) Validating student teachers against a list provided by ITEs within 5 days Qualitative target: eTwinning/ ESEP training is valued as useful part of ITE curricular

Deliverable – 2 (1 each year) Validating student teachers against a list provided by ITEs within 5 days Qualitative target: eTwinning/ ESEP training is valued as useful part of ITE curricular

Deliverable Number	D2.18	Lead Beneficiary	1. JSPA
Deliverable Name	2 (1 each year) Validating student teachers against a list provided by ITEs within 5 days Qualitative target: eTwinning/ ESEP training is valued as useful part of ITE curricular		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP2

Description
2022: 1 participant (online) 2023: 1 participant (online)

Deliverable – Monitoring the ITE activities and prepare a country report for the European Commission.

Deliverable Number	D2.19	Lead Beneficiary	1. JSPA
Deliverable Name	Monitoring the ITE activities and prepare a country report for the European Commission.		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP2

Description
Report available when requested

Deliverable – Number of National Quality Labels awarded

Deliverable Number	D3.1	Lead Beneficiary	1. JSPA
Deliverable Name	Number of National Quality Labels awarded		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP3

Description
2022: 60 NQLs 2023: 80 NQLs Qualitative target: NQL is a valuable award for teachers

Deliverable – Number of projects nominated for European Quality Labels

Deliverable Number	D3.2	Lead Beneficiary	1. JSPA
Deliverable Name	Number of projects nominated for European Quality Labels		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	21	Work Package No	WP3

Description
2022: 10 projects 2023: 12 projects Qualitative target: EQL is a highly valued award for teachers and school management

Deliverable – Number of applications for National Awards

Deliverable Number	D3.3	Lead Beneficiary	1. JSPA
Deliverable Name	Number of applications for National Awards		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	20	Work Package No	WP3

Description
2022: 20 applications 2023: 20 applications (at least 1 for ECEC) Qualitative target: National prize is a highly valued award on national level

Deliverable – Number of projects nominated for European Prize

Deliverable Number	D3.4	Lead Beneficiary	1. JSPA
Deliverable Name	Number of projects nominated for European Prize		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	20	Work Package No	WP3

Description
2022: 1 project 2023: 1 project Qualitative target: Application to European prize is a highly valued by EQL receivers

Deliverable – Number of eTwinning School Labels granted, school packs distributed

Deliverable Number	D3.5	Lead Beneficiary	1. JSPA
Deliverable Name	Number of eTwinning School Labels granted, school packs distributed		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	21	Work Package No	WP3

Description
2022: 0 2023: 35 eTwinning School Labels
Qualitative target: eTwinning Schools are training centres and model for other schools

Deliverable – Number of professional development activities organised for eTwinning Schools

Deliverable Number	D3.6	Lead Beneficiary	1. JSPA
Deliverable Name	Number of professional development activities organised for eTwinning Schools		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP3

Description
2022: National 1 event/ max 45 participants
2023 National 1 event/ max 50 participants 1 support webinar/ 20 participants (Language: Latvian)
2023: international 1 event in Latvia / up to 40 participants (Language: English)
Qualitative target: Prof .development activities for eTwinning Schools are highly valued by both eTwinning Schools and others

Deliverable – Number participants sent to international eTwinning Schools events outside Latvia

Deliverable Number	D3.7	Lead Beneficiary	1. JSPA
Deliverable Name	Number participants sent to international eTwinning Schools events outside Latvia		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP3

Description
2022: 1 online event / 5 participants (Language: English)
2023: 1 online event / 5 participants (Language: English)
Qualitative target: Prof .development activities for eTwinning Schools are highly valued by both eTwinning Schools and others

Deliverable – Number of eTwinning School promotional events/ school visits organised involving local authorities

Deliverable Number	D3.8	Lead Beneficiary	1. JSPA
Deliverable Name	Number of eTwinning School promotional events/ school visits organised involving local authorities		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	19	Work Package No	WP3

Description			
2023: at least online/ onsite 8 events (Language: Latvian) Qualitative target: eTwinning School label is highly valued by school/ local authorities			

Deliverable – Number eTwinning Schools as eTwinning "training centres" established

Deliverable Number	D3.9	Lead Beneficiary	1. JSPA
Deliverable Name	Number eTwinning Schools as eTwinning "training centres" established		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP3

Description			
2023: at least 1 centre Qualitative target: eTwinning Schools are training centres and model for other schools			

Deliverable – Number of Initial Teacher Education institutions reward

Deliverable Number	D3.10	Lead Beneficiary	1. JSPA
Deliverable Name	Number of Initial Teacher Education institutions reward		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP3

Description			
2023:1 (if cooperation is successful) Qualitative target: Participation in eTwinning is highly valued by ITE institutions			

Deliverable – Efficient work of national helpdesk service ensured

Deliverable Number	D4.1	Lead Beneficiary	1. JSPA
Deliverable Name	Efficient work of national helpdesk service ensured		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	21	Work Package No	WP4

Description
<p>Quality Indicators: Ticketing time for issues: 24h Assignment time: 24h Analysis time: Max 1 week Feedback time: 24h</p> <p>Qualitative target: The NSO provides qualitative in-time helpdesk support through all possible comfortable channels for users – in person, phone, e-mail, social networks;</p>

Deliverable – Number of national online professional development activities organised

Deliverable Number	D4.2	Lead Beneficiary	1. JSPA
Deliverable Name	Number of national online professional development activities organised		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP4

Description
<p>National partner finding fairs: 2 each year (20 participants each), focusing on priority themes</p> <p>National online courses (ESEP and TwinSpace): 2 each year (30 participants each), Erasmus+ participants invited Language: Latvian</p> <p>Qualitative target: eTwinning is inclusive and provides support for building collaboration and use of ESEP/eTwinning for all teachers</p>

Deliverable – Number of international online professional development activities organised

Deliverable Number	D4.3	Lead Beneficiary	1. JSPA
Deliverable Name	Number of international online professional development activities organised		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP4

Description
<p>International partner finding fairs: 2022:2 (30 participants each) 2023:3 (30 participants each), focusing on priority themes: ECEC, IVET, annual themes. Former Plus countries invited</p> <p>International online courses (focus on projects): 1 in 2022, 1 in 2023, (30 participants each), Former Plus countries invited Language: English</p> <p>Qualitative target: eTwinning in Latvia provides support for building international collaboration</p>

Deliverable – Number of national onsite professional development activities organised (Trainings organized for ambassadors and ITE institutions are described under WP2 and for eTwinning Schools under WP3.)

Deliverable Number	D4.4	Lead Beneficiary	1. JSPA
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Deliverable Name	Number of national onsite professional development activities organised (Trainings organized for ambassadors and ITE institutions are described under WP2 and for eTwinning Schools under WP3.)		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP4

Description
<p>One day (6h) trainings: 2022: 8 trainings (up to 24 participants each) 2023: 15 trainings (up to 24 participants each) Multiple day (24) trainings 2022: 2 trainings (up to 35 participants each) 2023: 3 trainings (up to 35 participants each) Language: Latvian Qualitative target: eTwinning provides high variety of face-to-face events that are valuable for different subject and level teachers</p>

Deliverable – Number of international onsite professional development activities organised (except ambassadors and eTwinning Schools)

Deliverable Number	D4.5	Lead Beneficiary	1. JSPA
Deliverable Name	Number of international onsite professional development activities organised (except ambassadors and eTwinning Schools)		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP4

Description
<p>2022: 1 international multiple day seminar for ECEC teachers (up to 40 participants) Language: English Qualitative target: With contribution on general activities the NSO provides Latvian best practices to the international partners.</p>

Deliverable – Number of teachers participating in seminars/ trainings abroad

Deliverable Number	D4.6	Lead Beneficiary	1. JSPA
Deliverable Name	Number of teachers participating in seminars/ trainings abroad		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP4

Description
<p>2022: 8 participants 2023: 13 participants</p>

Deliverable – Number of mentored projects/ teachers

Deliverable Number	D4.7	Lead Beneficiary	1. JSPA
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Deliverable Name	Number of mentored projects/ teachers		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	21	Work Package No	WP4

Description
<p>Number of mentored teachers:</p> <p>2022: 8</p> <p>2023: 13</p> <p>Qualitative target: The NSO provides support for inexperienced teachers and offer personal growth for experienced eTwinners</p>

Deliverable – Ensured checking of registrations and completed validation process and project registrations

Deliverable Number	D5.1	Lead Beneficiary	1. JSPA
Deliverable Name	Ensured checking of registrations and completed validation process and project registrations		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	21	Work Package No	WP5

Description
<p>The validation process will be completed within five (5) working days.</p> <p>The validation process will be completed within five (5) working days</p>

Deliverable – Endured monitoring the quality of eTwinning projects

Deliverable Number	D5.2	Lead Beneficiary	1. JSPA
Deliverable Name	Endured monitoring the quality of eTwinning projects		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	21	Work Package No	WP5

Description
Project cards and emails regarding project quality will be answered within five (5) working days

Deliverable – Number of good practices and project examples identified and showcased through the national and European eTwinning areas

Deliverable Number	D5.3	Lead Beneficiary	1. JSPA
Deliverable Name	Number of good practices and project examples identified and showcased through the national and European eTwinning areas		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP5

Description

2022: 15 (1 video made)
 2023: 20 (1 video made)
 Qualitative target: eTwinning projects and experience through projects is highly valued by teachers on national level

Deliverable – Ensured monitoring content (containing blacklisted keywords) and acting on alerts

Deliverable Number	D5.4	Lead Beneficiary	1. JSPA
Deliverable Name	Ensured monitoring content (containing blacklisted keywords) and acting on alerts		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	21	Work Package No	WP5

Description

The NSO will ensure acting on alerts (content containing blacklisted keywords) within five (5) working days.

Deliverable – ESEP/ eTwinning key performance targets

Deliverable Number	D5.5	Lead Beneficiary	1. JSPA
Deliverable Name	ESEP/ eTwinning key performance targets		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP5

Description

Number of new registered eTwinning users per year: 500
 Number of projects per year: 350 in 2022
 400 in 2023

Deliverable – Ensured feedback to the European Commission and participation in the evaluation process

Deliverable Number	D5.6	Lead Beneficiary	1. JSPA
Deliverable Name	Ensured feedback to the European Commission and participation in the evaluation process		
Type	OTHER	Dissemination Level	SEN - Sensitive
Due Date (month)	21	Work Package No	WP5

Description

The NSO will provide regular, accurate, up to date information about the development of the ESEP/ eTwinning in Latvia and an annual report summarizing all relevant data.

LIST OF MILESTONES

(None)

LIST OF CRITICAL RISKS

Critical risks & risk management strategy			
Grant Preparation (Critical Risks screen) — Enter the info.			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
1	Cancellation of onsite events due to covid19 pandemic (medium risk)	WP3, WP2, WP4	The NSO is prepared to reduce onsite events when necessary and them into online turn format, the NSO has already planned many online and onsite activities
2	Participants leaving eTwinning due to complicated registration procedure in ESEP (medium risk)	WP3, WP2, WP4	The NSO is prepared will plan a diverse communication campaign and disseminate support materials to ensure users will finish the reactivation
3	Teachers leaving eTwinning due to reduction/cancellation of national eTwinning projects by the CSS (medium risk)	WP5, WP2, WP1, WP4	The NSO has put more focus on international projects and will restructure national trainings if the CSS will decide to cancel national projects.
4	Not reaching the national benchmark for new registrations	WP5	The NSO has panned wide range of activities to ensure reaching the benchmark.



Erasmus+ Programme (ERASMUS)

Application Form

Technical Description (Part B)

(ERASMUS IBAs Budget-based + LS Type I and II)

Version 1.0
25 February 2021

Disclaimer

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





IMPORTANT NOTICE

What is the Application Form?

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

The Form consists of 2 parts:.

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

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

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


How to prepare and submit it?


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

Character and page limits:

- page limit normally 40 pages for calls for low value grants (60 000 or below); 70 pages for all other calls (unless otherwise provided for in the Call document/Programme Guide)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

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

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

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

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

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

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

PROJECT	
Project name:	[eTwinning National Support Organisations]
Project acronym:	[eTwinning NSO Latvia]
Coordinator contact:	[Baiba Suseja], [Agency for international programs for Youth - JSPA]

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PROJECT SUMMARY

Project summary (in English)

See Abstract (Application Form Part A).

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives

Please refer to the description foreseen in the Invitation to submit a proposal under the award criterion 'Relevance'.

Describe the background and rationale of the project.

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

eTwinning and School education gateway (together the European School Education Platform (ESEP), funded under the Erasmus+ programme) is an important instrument on implementing EU policies in school education towards building a European Education Area by offering project-based pedagogy, collaborative learning and cooperation among European schools and beyond. eTwinning National Support Organizations (NSOs) are the main interface with users and potential users and play a key role in the operation, development and growth of ESEP / eTwinning. NSOs are responsible for promoting ESEP / eTwinning in their countries, the registration of users, helping teachers to set up and carry out their projects, rewarding schools for their successful participation in eTwinning projects, organising training sessions for teachers and assisting that the school education platform evolves in a way that fits the needs of schools.

To ensure the implementation of ESEP and eTwinning in Latvia for 21 month period (April 2022 – December 2023), the NSO will contribute to following general objectives set in the call document:

- to promote and contribute to the operation of the European School Education Platform for all European school education stakeholders, which includes the support to the eTwinning community,
- to contribute to the professional development of practitioners in education and training in Europe and beyond,
- to support and further develop the networking of practitioners in education and training,
- to contribute to embedding eTwinning and professional development activities of the European School Education Platform in the national education systems,
- to contribute to the building of a European Education Area, supporting the implementation of the European strategic cooperation in the field of education and training and priorities outlined in section
- to promote and contribute to activities linked to the European Year of Youth

All activities carried out by the NSO will also contribute to **the Priorities of the Erasmus+ Programme | Erasmus+ (europa.eu) namely:**



- Inclusion and Diversity.
- Digital Transformation.
- Environment and fight against climate change.
- Participation in democratic life.

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives

Please address the specific conditions set out in the Invitation to submit a proposal, if applicable.

Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address? The objectives should be clear, measurable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).

The NSO will contribute to following specific objectives set in the call document:

- to contribute to the transition to, operation and management of European School Education Platform / eTwinning, including the active collaboration with the Central Support Service (CENTRAL SUPPORT SERVICE) for the general development of the platform and its content,
- to be an active part of the NSO network, which brings mutual benefits for all participants in terms of peer-learning and support,
- to identify and engage stakeholders at national level, notably the Ministry of Education and Initial Teacher Education Institutions,
- to increase the number of users and schools (with a particular attention towards Vocational Education and Training (VET) schools and Early Childhood Education Care (ECEC) institutions, with a view to contribute to the mainstreaming of eTwinning,
- to make it possible for any school in eTwinning countries to make pedagogical projects with other schools,
- to promote innovative cooperation methods and transfer of quality educational approaches and to reinforce language learning and intercultural dialogue,
- to contribute to the professional development of teachers through their active participation in collaborative projects, communities of practice and specific training activities,
- to foster the development of teachers' professional skills in the pedagogical and collaborative use of ICT (Information and Communication Technology),
- to ensure that users are participating in eTwinning activities,
- to provide technical and pedagogical support to participating teachers and schools,
- to ensure a safe and high-quality delivery of eTwinning in their country.

Further tasks and deliverables (with indicators) are described in section 4 under 4.2 (Work packages and activities).

Additionally to specific objectives, the NSO will also contribute to priorities set in the Call document for 2022 – 2023:

- Promoting within all possible activities the annual themes, which in 2022 will be: “Our future: beautiful, sustainable, together. Schools and the New European Bauhaus: Imagining a creative learning environment in green and inclusive schools.”
- Involving Vocational Education and Training (VET) schools and training centres as well as Early Childhood Education and Care (ECEC) institutions more systematically with a view to reflect and promote the integrated nature of the Erasmus+ programme: more dedicated efforts should be made to involve them in eTwinning.
- Reaching out to audiences / areas with fewer opportunities, including schools in rural areas. Addressing current discrepancies between the effective eTwinning population and the school staff/teachers population of the geographical area covered by the NSO, by taking appropriate



measures.

- Reinforcing the cooperation with Initial Teacher Education institutions;
- Enhancing the promotion and implementation of the "eTwinning School" label;
- Actively contributing to further "embedding" the ESEP/ eTwinning in national school education policy where it can serve the national education policies and support teachers for their own specific needs.
- Promoting blended mobility and developing the link between virtual exchanges and Erasmus+ physical mobility to maximise the impact of both actions, therefore encouraging applications of schools taking part in eTwinning for Erasmus+ Key Action 1 (short-term projects and accreditations, with the latter being especially relevant for eTwinning schools), as well as applications by eTwinners / eTwinning projects for partnerships for cooperation and exchange of practices (including small-scale partnerships) under Key Action 2;
- Reinforcing collaboration with schools from EU Neighbouring countries, in particular newcomers.

1.3 Complementarity with other actions and innovation — European added value

Complementarity with other actions and innovation

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

The NSO, as a part of the NSO and CSS network supports the two core priorities of EU policy in school education towards building a European Education Area and Communication on the Digital Education Action Plan 2021-2027. Taking into consideration the digital characteristics of eTwinning and ESEP, contribution to the Digital Education Action Plan will be an important part of the action, specially fostering the development of digital skills and competences, fostering teachers' capacity to use digital tools and content, testing and promoting blended learning and also enhancing digital skills and competences basis for the support of the digital dimension of Erasmus+. In addition (as laid out in the call document) eTwinning and ESEP supports the policy objectives in:

- the Council Recommendation on key competences for lifelong learning, including multilingual competence as the ability to use different languages appropriately and effectively for communication;
- the Council Recommendation on promoting common values, inclusive education and the European dimension of teaching, which encourages "an understanding of the European context and common heritage and values and an awareness of the unity and diversity, social, cultural and historical, of the Union and the Member States of the Union";
- The forthcoming Council Recommendation for blended learning for high quality and inclusive primary and secondary education;
- The forthcoming Council Recommendation on education for environmental sustainability;
- The forthcoming Council Recommendation on Pathways to School Success.

As a part of Erasmus+, the NSO will work closely with the NAs (both education and youth) to contribute to the program throughout its 4 priorities: Inclusion and Diversity; Digital Transformation; Environment and fight against climate change; Participation in democratic life, specially promoting the blended mobility and developing the link between virtual exchanges (using eTwinning and ESEP tools) and Erasmus+ physical mobility to maximise the impact of both actions. The tasks and activities carried out by the NSO will also encourage teachers (and therefore also their students) to engage and learn to participate in civic society, raising awareness about European Union common values.

The NSO will also continue cooperation with other EU networks (EPALE, Eurodesk etc).

2. QUALITY



2.1 PROJECT DESIGN AND IMPLEMENTATION

2.1.1 Concept and methodology

Concept and methodology

Please address all guiding points presented in the Invitation to submit proposals under the award criterion 'Quality of the project design and implementation'.

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

eTwinning National Support Organizations (NSOs) implement eTwinning in each country, adjusting and tailoring to specific situation and needs of the target audiences in the country, but still following the same goals like helping teachers to set up and carry out their projects, rewarding schools for their successful participation in eTwinning projects, organising training sessions for teachers and assisting that the school education platform evolves in a way that fits the needs of schools, thus contributing to long term impact in education – improving teachers' skills and teaching practices; enabling increased networking of teachers and other practitioners in education and training; Increased student motivation in, and also outside eTwinning; More easily accessible high-quality and relevant information for teachers and other practitioners in education and training.

To ensure the implementation of the eTwinning/ ESEP, the NSO has set a work plan that consists of 4 work packages (management; promotion, recruitment and engagement; Recognition of Achievements and Community Building; support to users; safety and quality of eTwinning projects) objectives and specific tasks followed by the deliverables (see section 4) that are spread out through the planned timeframe. Most of the activities include direct target audiences – existing users (teachers, headmasters, and librarians), potential users (not only teachers but also wider audience for ESEP) and secondary target audiences – national/ regional educational authorities, Initial teacher education institutions, collaboration partners and media. The NSO is also taking into the consideration national specifics (changes in a national curriculum – moving towards competence-based approach to education; teachers digital skills; distance learning and covid19 consequences in education) when building the activities, thus ensuring that eTwinning/ ESEP implementation in Latvia is not only in high quality but also relevant both on national and European level. All activities carried out by the NSO are built taking into consideration national curricular, previous experience and most importantly evaluation/ suggestions by eTwinning users, multipliers and educational authorities.

2.1.2 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy

Please address the specific conditions set out in the Invitation to submit a proposal if applicable.

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

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

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

The eTwinning NSO in Latvia is a unit of the digital literacy development for educators within the Agency for International Programs for Youth (JSPA) which is subordinated to the Ministry of Education and Science of the Republic of Latvia the following functions of the Agency:

- 1) to ensure implementation of national, European and international programmes, projects, initiatives in the field of youth (Erasmus+: Youth, European Solidarity Corps, eTwinning, State Youth Policy Programme, etc.)
- 2) to administrate European Youth information network and ensure national content of European Youth Portal (Eurodesk, etc.)
- 3) to administrate and ensure content of the National Youth information network.

The NSO has successfully implemented eTwinning since 2011, promoting the action, establishing cooperation with national and local educational authorities (including the Erasmus+ NAs), strengthening the ambassadors and eTwinning schools network, providing high quality teacher professional

development activities (that are officially recognized by the national authorities) to build the community of schools that by the end of 2021 has more than 7700 registered users from Latvia. The previous experience, high work ethics of the NSO members and detailed work plan and activities (see part 4) set out by the NSO are the cornerstones to reach the objectives set out the EC and CSS and execute tasks set by the NSO.

The NSO will ensure clear monitoring throughout the whole period to evaluate the progress – collecting and evaluating the evidence of major outputs and tasks (on monthly basis), thus accordingly evaluating the implementation stage of each work package (on quarterly basis) as well as providing midterm and final reports with deeper analysis. To ensure quality of online and onsite professional development activities carried out according to WPs, the NSO will conduct evaluation surveys after each event. This will not only ensure the quality, but also help shaping further activities suited to the needs of different target audiences. As part of an NA and government institution, there is also an official planning and reporting system that includes monitoring and evaluating both quantitative and qualitative outcomes of the action, also evaluating the performance and skills/competences of each team member of the NSO.

The NSO will also manage risk control to ensure that critical risks, uncertainties or difficulties related to the implementation of the action are identified and necessary steps are taken to avoid or minimize them (see section 2.1.5.).

2.1.3 Project teams, staff and experts

Project teams and staff

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

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

Name and function	Organisation	Role/tasks	Professional profile and expertise
Baiba Suseja (Project manager)	JSPA	1) Implements eTwinning activity according to work programme approved by the European Commission and the Grant Decision; 2) Cooperates with the European Commission, CSS and other NSOs; 3) Contributes to the common tasks of the eTwinning support network; 4) Cooperates with relevant stakeholders on national level; 5) Provides feedback to the European Commission and the CSS 6) Participates in the evaluation process of eTwinning; 7) Promotes eTwinning in mass media; 8) Counsels staff and experts involved in eTwinning; 9) Organises and participates in activities of eTwinning; 10) Promotes eTwinning by participating in conferences, exhibitions, seminars and other events; 11) Prepares project documentation (work programme, final report, monitoring reports); 12) Coordinates eTwinning national portal	1) Experience in public sector; 2) Experience in project management; 3) Experience in finances and budgeting; 4) Experience in event planning and management; 5) Experience in communication and marketing; 6) Team management; 7) Planning and organising; 8) Target orientation; 9) Responsibility; 10) High ethics; 11) Communication; 11) Writing and oral English language skills;



		activities; 13) Coordinates selection of participants for national and European eTwinning events; 14) Develops network of eTwinning ambassadors and eTwinning schools.	12) ICT use for educational purposes; 13) Technical skills Microsoft Office, Outlook, Google Drive, Zoom.
Liene Millere (Project coordinator on platform and pedagogical issues)	JSPA	1) Provides technical and pedagogical advice to participants of eTwinning during local activities and via phone hotline/online service; 2) Monitors teacher and project registrations on the European eTwinning portal; 3) Promotes and monitors the quality of eTwinning projects; 4) Identifies and disseminates good practise emerging from eTwinning; 5) Carries out needs analysis and evaluation of eTwinning in Latvia, including partnership evaluation; 6) Organises eTwinning training activities (seminars, information days, teacher's training, mini-conferences, national conference), contributes to developing strategies for teacher professional development; 7) Counsels schools and teachers on international project partnership issues; 8) Provides information necessary for midterm and final report; 9) Supervises the national eTwinning project database.	1) Experience in public sector; 2) Experience with project management; 3) Experience in formal education and teacher professional development; 4) Communication skills; 5) Planning and organising; 6) Flexibility; 7) Independence; 8) Responsibility; 9) Client oriented; 10) High ethics; 11) Basic English skills; 12) Technical skills Microsoft Office, Outlook, Google Drive, Zoom.
Linda Muižniece (Project coordinator on communication)	JSPA	1) Coordinates the development of eTwinning national web site www.etwinning.lv, prepares and publishes materials for it; 2) Develops promotional material, plans and organises distribution of promotional materials; 3) Contributes to the European eTwinning portal (and upcoming ESEP); 4) Prepares eTwinning national newsletter; 5) Translates, edits and localises texts; 6) Prepares translations/ language edits for the NSO and CSS; 7) Assists at organisation of events and different national and international activities of the NSO; 8) Organises media events and public relations; 9) Edits national slots and topics of eTwinning/ ESEP portal; 10) Carries out selection of participants for international events.	1) Experience in public sector; 2) Experience in project management; 3) Experience in public relationships or communication; 4) Communication skills; 5) Client oriented; 6) Planning and organising; 7) Flexibility; 8) Independence; 9) High ethics; 10) Writing and oral English language skills; 11) Technical skills with Microsoft Office,



			Outlook Express, Google Drive, Photoshop and CMS.
Ingūna Riža (accountant)	JSPA	1) Prepares, examines, and analyses eTwinning accounting records, insures accuracy, completeness, and conformance to reporting and procedural standards; 2) Prepares eTwinning accounting registration according to official economical classification codes; 3) Performs monthly reconciliation of records with The Treasury of the Republic of Latvia Public; 4) Registers all eTwinning incoming and outgoing financial documents and assets; 5) Prepares payment orders and provides money transfers in the banking system of the State Treasury; 6) Controls the compliance of documents for accounting transactions with normative acts of the Republic of Latvia; 7) Provides eTwinning budget control according to referable costs and issues invoices, if necessary; 8) Coordinates and provides eTwinning money transfers; 9) Controls accuracy and compliance of eTwinning staff advance payment documents; 10) Controls the accuracy and compliance of actual expenses for eTwinning events and seminars according to management orders and estimated cost documents provided before events; 11) Prepares and issues reports about eTwinning financial expenditures, if necessary; 12) Takes part of planning of eTwinning budget and control the budget execution; 13) Prepares eTwinning finance plans and reports of estimated expenses; 14) Provides control of eTwinning cash-flow and accounting.	1) Experience in public sector; 2) Experience in accounting; 3) Experience in finance management; 4) Planning and organising; 5) Independence; 7) Responsibility; 8) High ethics; 9) Technical skills with Microsoft office, Outlook, Excel, Horizon

Outside resources (subcontracting, seconded staff etc)

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

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

The NSO subcontracts ambassadors (for certain tasks), mentors and evaluation for national award (ambassador).

eTwinning ambassadors are experienced eTwinning teachers selected at the end of each school year (May/ June) through an open call based on the specific criteria (project experience, experience in organising teacher professional development activities, language and ICT skills). The NSO usually selects 20-25 experienced eTwinning teachers as ambassadors, covering all educational levels from ECEC to IVET. Ambassadors have several tasks (more detailed in section 4.1. WP2), but **the NSO subcontracts Ambassadors for eTwinning trainings, webinars, workshops, mentoring and**

development of new trainings etc., according to an official rate approved within the NA (JSPA).

Mentors

The NSO has developed eTwinning mentoring programme, which encourages experienced eTwinning teachers become mentors to eTwinning newcomers or inactive eTwinners. The Mentors can be either Ambassadors or teachers having multiple eTwinning projects that have received the National Quality Label. In previous term, the mentoring programme has been successfully implemented in eTwinning schools, contributing not only to the new projects established on the platform, but also investing in further developing teacher skills and competences (especially cultural diversity, digital and language skills). **The NSO subcontracts mentors for executing mentorship** (supporting teachers from project planning to establishing and implementing it as well as receiving the NQL after), **according to an official rate approved within the NA (JSPA).**

2.1.4 Cost effectiveness and financial management

Cost effectiveness and financial management *(n/a for prefixed Lump Sum Grants)*

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

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

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

All legal and financial management carried out by the NSO, including cost effectiveness, is monitored, evaluated and approved by the legal and finance departments of the NA (JSPA). The previous experience of the NSO team (both management and finance), high work ethics together with clear national and internal NA financial regulations will ensure that all proposed results and objectives will be achieved in the most cost-effective way. Subcontracting of mentors and ambassadors (for planning and conducting eTwinning trainings, workshops, mentoring and development of new trainings) is organized according to an official open call (by internal regulation with set criteria) and rate approved within the NA (JSPA).

2.1.5 Risk management

Critical risks and risk management strategy

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

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

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

Risk No	Description	Work package No	Proposed risk-mitigation measures
1	Cancelation of onsite events due to covid19 pandemic (medium risk)	WP2 WP3 WP4	The NSO is prepared to reduce onsite events when necessary and turn them into online format, the NSO has already planned many online and onsite activities
2	Participants leaving eTwinning due to complicated registration procedure in ESEP (medium risk)	WP2 WP3 WP4	The NSO is prepared will plan a diverse communication campaign and disseminate support materials to ensure



			users will finish the reactivation
3	Teachers leaving eTwinning due to reduction/ cancellation of national eTwinning projects by the CSS (medium risk)	WP1 WP2 WP4 WP5	The NSO has put more focus on international projects and will restructure national trainings if the CSS will decide to cancel national projects.
4	Not reaching the national benchmark for new registrations	WP5	The NSO has planned wide range of activities to ensure reaching the benchmark.

2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS

2.2.1 Consortium set-up

Consortium cooperation and division of roles (if applicable)

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

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

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

2.2.2 Consortium management and decision-making

Consortium management and decision-making (if applicable)

Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control. **Note:** The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.

3. IMPACT

3.1 Impact and ambition

Impact and ambition

Please address each guiding points presented in the Invitation to submit under the award criterion 'Impact'.

Define the short, medium and long-term effects of the project. Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?

The major expected long term impact is as follows:

- **Stronger teachers' skills and teaching practices** and of other practitioners in education and training in Europe and beyond. (Target group for NSO Latvia: registered and new (to the platform) teachers/ educators/ headmasters in Latvia) → see section 4, WP2 and WP4 for tasks and deliverables;
- A school and teachers' community, **enabling increased networking of teachers and other practitioners in education and training.** (Target group for NSO Latvia: registered and new



(to the platform) teachers/ educators/ headmasters in Latvia) → see section 4, WP2 and WP4 for tasks and deliverables;

- **Increased student motivation** in, and also outside eTwinning projects and improved relationships with teachers. (Target group for NSO Latvia: registered and new (to the platform) teachers/ educators/ headmasters, especially in eTwinning Schools) → see section 4, WP2 and WP4 for tasks and deliverables;
- **More easily accessible high-quality and relevant information for teachers and other practitioners in education and training.** (Target group for NSO Latvia: education researchers, ambassadors and practitioners that would contribute to creating content for eTwinning/ ESEP) → see section 4, WP1, WP2, WP5 for tasks and deliverables;
- **Professional development activities of the European School Education Platform and other eTwinning activities further embedded in the national education systems.** (Target group for NSO Latvia: Ministry of Education and science, regional and local education authorities, Initial Teacher Education institutions) → see section 4, WP1, WP2, WP5 for tasks and deliverables;

According to the call document, the NSO is expected to meet the Minimum Performance Benchmark (MPB) – number of new registered eTwinning users per year, that is set 500 for Latvia. Even though Covid19 pandemic has also negatively influenced number of new registered eTwinning users in Latvia for 2020 and 2021, the work plan and communication strategy is built to achieve these numbers for 2022 and 2023.

3.2 Communication, dissemination and visibility

Communication, dissemination and visibility of funding

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

Describe how the visibility of EU funding will be ensured.

The main communication objective of eTwinning is **to contribute to the mainstreaming of European school cooperation**. Active involvement of the highest possible number of teachers is important for success of the objective. The NSO has developed and continuously improves communication strategy in order to make the action well known at national, regional, local and school level. Communication strategy focuses on teachers and local school authorities, but it also includes teacher unions, teacher training institutions, parents, non-governmental organizations and other relevant institutions. Important part of communication strategy is also political outreach: liaison with regional and local school authorities, thus working towards embedding eTwinning in national education system. Communication tasks and deliverables are further discussed in section 4 WP2.

All communication, promotion and dissemination activities will clearly identify eTwinning as an action of the Erasmus+ program. All national eTwinning webpages, publications, social media accounts, gadgets and other promotional, communication and dissemination activities carried out by the NSO will acknowledge the EU support and display the European flag (emblem) and funding statement (in Latvian for local events and in English for international events) together with eTwinning visuals. Publications and will also indicate the official disclaimer.

3.3 Sustainability and continuation

Sustainability, long-term impact and continuation

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

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

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

*results?*

eTwinning has been a continuous action successfully carried out by JSPA since 2011, continuously following the guidelines of the CSS and improving the work plan and its planned activities every year. **The NSO has sustained the number of registered users and ensured that not only the number of projects but also the quality of collaborative projects carried out by eTwinning teachers have significantly improved due to high quality professional development activities carried out (and continuously developed) by the NSO.** The NSO has been and will continue successful liaison with national and regional authorities to make it possible for every teacher in Latvia to join eTwinning/ ESEP and participate in the activities provided by both the NSO and ESEP in general. The NSO has carefully followed development of national education program (that has been changing towards such a curriculum and competence-based approach to education, which would develop value-based knowledge, skills and attitudes necessary in the 21st century) and imbedded the skills/ competences in its trainings. As the digital skills, collaboration and project based learning is an important part of the approach, eTwinning could be further embedded in every classroom. The NSO is cooperating to the Ministry of education, National centre for educational and local education authorities to contribute on embedding eTwinning in national educational system. The NSO is sharing its best practices to the NA and other European networks in Latvia to ensure the continuity and knowledge transfer.

eTwinning as action has played an important part in developing teacher's digital skills, collaboration (throughout different levels, including ECEC, IVET and teachers from rural areas) and also strengthened European values as well as active participation and inclusion throughout the network. Thorough the participation in projects, also pupils and school communities have benefited and received an intangible investment regarding their values, attitudes, skills and competences. Therefore the action should be continued both in national and European context, embedding it in the education system, Erasmus+ projects and education towards building a European Education Area by offering project-based pedagogy, collaborative learning and cooperation among European schools and beyond.

4. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

4.1 Work plan

Work plan

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

The work plan for the NSO is divided into 4 work packages (WPs) according to the call document:

- WP1: Common tasks contributing to the management and operation of the European School Education Platform / eTwinning
- WP2: Promote the European School Education Platform / eTwinning at national, regional and local levels; recruitment and engagement of users
- WP3: Contributing to Recognition of Achievements and Community Building
- WP4: Provide support to users of the European School Education Platform / eTwinning
- WP5: Ensure safety and quality of eTwinning projects and contribute to monitoring the content of the European School Education Platform

Each WP is then followed by tasks and deliverables (Section 4.2)

WP1: Common tasks contributing to the management and operation of the European School Education Platform / eTwinning

Coordinate with the Central support Service (CSS) and with other NSOs

The NSO will continue to cooperate closely with CSS and other NSOs. The NSO members will participate in the PDW for NSOs, annual meetings, Annual conference, award ceremony and TTI conference organised by the CSS.

The NSO will collaborate with other NSOs not only in official meetings, but will also continue to foster established cooperation with specific NSOs (Lithuania, Estonia, Finland, Poland, and Ukraine). Cooperation includes discussion and development of the NSOs implementation strategies, specifically regarding teacher professional development (online, onsite and blended events). The NSO will distribute and promote all relevant publications from the CSS and other NSOs. The NSO will actively participate in co-organising international eTwinning seminars.

Contribute to the eTwinning support network

The NSO will continue contribution to participating in 6 workgroups and taskforces. In order to ensure a real multilingualism in all eTwinning activities, the NSO, when necessary, will take part in moderating the eTwinning groups or in organising learning events, by identifying or providing experts able to do so in the requested language.

Liaison with Erasmus+ National Agencies

The NSO will liaise regularly with both Erasmus+ National Agencies (NAs) in Latvia to exchange information on developments, stakeholders, events, and priorities and develop common activities. The NSO will organise joint and cross-promotions with NAs to present ESEP and eTwinning to relevant organisations at Erasmus+ events, such as information days, particularly highlighting the partner search tool and also supporting teachers on establishing eTwinning project platforms (TwinSpaces) as part of virtual mobility or collaboration platform for Erasmus+ projects.

Translate, edit, and localize texts

Even though this task is to be completed by the CSS, the NSO will continue to contribute to editing and localizing ESEP/ eTwinning texts when necessary.

WP2: Promote the European School Education Platform / eTwinning at national, regional and local levels; recruitment and engagement of users

Communication strategy

The global objective of eTwinning is to contribute to the mainstreaming of European school cooperation. Active involvement of the highest possible number of teachers is important for success of the objective. The NSO has developed and continuously improves communication strategy in order to make the action well known at national, regional, local and school level. Communication strategy will help in recruiting new users, reactivating dormant users, and keep existing users motivated.

Communication strategy for eTwinning/ ESEP will focus on teachers, multipliers, national and local educational authorities, teacher unions, teacher training institutions and mass media (primary target audiences), but will include parents, non-governmental organizations and collaboration partners, researchers and other relevant institutions within the field of education (secondary target audiences). The messages/ content will be shaped and channels adjusted regarding to needs of certain target audiences.

Communication strategy includes these main elements set in the Call document:

- **Raising and promoting interest among teachers in Latvia** for eTwinning collaborative projects, thus ensuring the participation of an appropriate number of teachers from Latvia in the events organised by the CSS and promoting the interest for collaborative projects with schools from the neighbouring countries.
- Setting up and animating a **network of multipliers** who help to promote the action.
- **Liaising with national, regional or local school authorities, national agencies for the Erasmus+ programme**, teachers' unions, professional organisations, teacher training institutions, parents' associations or any other relevant organisations or agencies; informing about eTwinning informing about eTwinning and its achievements and potential.
- **Participating at the common NSO/ National Agencies communication activities.**
- **Encouraging accreditation by schools taking part in eTwinning for KA1 Learning mobility** for individuals and applications by eTwinners / eTwinning projects to partnerships for cooperation and exchange of practices, including small scale partnerships under Key Action 2.

- **Participating in specific campaigns.**
- **Ensure adequate visibility of eTwinning: promoting the annual eTwinning publication(s)** produced by the Central Support Service, ensuring an appropriate presence of eTwinning in relevant printed and online, ensuring the visibility of eTwinning in education conferences or events; contributing to the overall success of the promotional activities by sharing their ideas, experiences and any specific resources or materials created with the purpose of promotion.
- Developing / implementing a strategy **to reactivate dormant users.**
- **Keeping track of the traffic visiting the eTwinning national website** or web page and submit data on the subject on demand.

To achieve the objectives, the NSO will use **following communication channels and mechanisms:**

- **Internal channels:** emails, phone, social media chats, in-person and online meetings, newsletter
- **External channels:** national webpage (to provide information on eTwinning, activities, good practise examples, tutorials, publications, training opportunities, applications), NA webpage and Erasmus+ national webpages (for general information and dissemination on good practice examples and events), social media (Facebook and Youtube), onsite and online informational events and conferences, press realises and media relations (print, tv, radio and online), multipliers (ambassadors, mentors, eTwinning Schools), local educational authorities
- **Additional communication mechanisms:** print and online publications, gadgets, support materials.

Promotion, national websites, social media and visibility

The NSO will promote interest among teachers in Latvia for eTwinning collaborative projects (using both internal and external communication channels), thus ensuring the participation of an appropriate number of teachers from Latvia in the events organised by the CSS and promoting the interest for collaborative projects with schools from the neighbouring countries (detailed professional development activities explained in WP4).

The main online communication tools will be the national website www.etwinning.lv to provide information on eTwinning, activities, good practise examples, tutorials, publications, training opportunities, applications and 2 additional websites: www.jaunatne.gov.lv (website of the National Agency) and www.erasmusplus.lv (Erasmus+ national webpage) for general information and dissemination on good practice examples and events (awards, conferences). The NSO will prepare monthly national e-newsletters for registered/ subscribed users to inform them about eTwinning/ ESEP news, good practise examples, publications, relevant activities by other Erasmus+ institutions, training opportunities and applications. To ensure GDPR, every subscriber has clearly visible unsubscribe opportunity.

The NSO will maintain national eTwinning accounts in most popular social networks in Latvia (Facebook, Twitter and Youtube) to promote eTwinning for different target audiences and to encourage teachers/ ESEP users to use social media as a powerful communication tool.

The NSO will cooperate with various media for teachers/ education professionals – websites of regional education authorities, web portals for teachers, national newspaper on education and other. The NSO will encourage regional media to include articles and interviews with local schools (especially eTwinning Schools) on their eTwinning experience to promote eTwinning as a good case practice for developing ICT, cross-cultural and language skills as well as overall development of education. The NSO will

issue press releases about attended and organised national and international events. Teachers, who have attended international seminars, will be invited to share and publish information about their experience in regional/ local media. Coverage of regional and local media will support one of the main priorities and will address people in rural regions. The NSO will also ensure promoting the annual eTwinning publication(s) produced by the Central Support Service.

Promotional materials and publications

The NSO will develop and disseminate different printed (and electronical) publications:

- Project guide – Support material with project evaluation criteria, methodology of project method, collection of best practices and useful ICT tools. Number of copies to be published: 600
- Project workbook – practical workbook for teachers that would help them to implement eTwinning projects according to criteria and with added value. Number of copies to be published: 600
- Cards with best teaching methods and project examples gathered from successful national and European projects. Cards will be widely used as teaching material in workshops and as promotional material in conferences. Number of copies to be published: 600
- Teacher's eTwinning calendar/ planner (each year) with guidelines for successful participation in eTwinning, highlighting important dates will be published and distributed. Calendars will be distributed only around active and qualitative project implementers of previous years. Number of copies published annually – 500-650
- Poster – *In order to encourage teachers to use online tools as part of regular curriculum, the NSO will develop interactive design poster of diversification methods that will be distributed in the eTwinning trainings. Number of copies to be published – 300*

The NSO will create promotional materials and gadgets that will be distributed through eTwinning informational events, international seminars and small promotional online or on-site activities. To follow sustainable principles, the chosen promotional materials will be with practical use for teachers and pupils to complement learning process and motivate them participating in eTwinning activities. The number of prints will be minimal, focusing on the electronical issues.

To ensure visibility of the ESEP/ eTwinning, The NSO will also develop videos, tutorials and animations showcasing eTwinning activities and promoting them

Events and cooperation

Activities to promote eTwinning will be planned mostly throughout the school year (August – June). The NSO will cooperate with local education authorities, teachers' unions, professional organisations, teacher training institutions, parents' associations or any other relevant organisations or agencies; informing about eTwinning informing about eTwinning and its achievements and potential. Those activities include attending teachers' and municipalities' informative gatherings, education related exhibitions, seminars, work groups (especially with National Education centre), conferences both online and onsite. For onsite conferences and events the NSO has developed an innovative booth with interactive elements (augmented and/or virtual reality) that already has proved to attract attention and interest.

As a part of informational events (open for all, not only registered users), the NSO will organize webinars that introduce teachers/ potential ESEP user to eTwinning and ESEP, as well as show newest methods and ICT tools. Webinars will be announced and streamed in social media, recorded and available for all interested parties on the

especially dedicated section on the webpage, Facebook and also Youtube to ensure wider reach of audience.

In order to provide inclusion, geographical coverage and “green dimension” (less Co2 emissions), informational events organised by the NSO will be held in both cities and rural areas, closer to respective target audiences. To further ensure “green” dimension, sustainable principles will be imposed in all events: biodegradable materials for packaged food, waste sorting and management, if possible - use of local food/ production. Participants will be encouraged to use train and carpooling to lower co2 emissions, also more electronical than printed materials will be used. The NSO will try to cover all geographical areas and educational levels, specifically paying attention to involving more ECEC and IVET teachers/ educators.

The NSO will also participate in several other national/ international events in cooperation with other organisations e.g. ALL DIGITAL Week, European day, eTwinning day, Safer internet day, code week etc.

The NSO will also organise bilateral, multilateral, national, regional seminars and workshops on national and international level on eTwinning/ ESEP tools, project based learning and ICT tools (more details on WP4). The NSO will also ensure visibility of eTwinning in major education conferences and events.

Each year (September/ October) the annual National Conference will be organised to promote eTwinning/ ESEP to new and already registered teachers. Conference is also a tool for reaching other stakeholders (school leaders, regional education authorities etc.). Teachers will participate in workshops facilitated by eTwinning ambassadors or different field experts and receive key note addresses regarding each year's theme or priority. The conference will be promoted on the website, social media, newsletter and a press release will be sent out as well. The NSO expects 100 – 150 participants (including participants in online). During conference the National awards ceremony is also held (more detailed under WP3). To promote the action and for the conference to be available for bigger audience conference will be streamlined, therefore blended event is being provided and both online and onsite participants can join activities, comment, ask their questions etc.

Teachers of leading projects will be invited to attend annual European eTwinning Conference, therefore also promoting their conference experience for their colleagues/ parents/ school authorities.

The NSO will also continue to organise planned monitoring visits to schools.

Multipliers

The NSO has built a valuable multiplier structure, that helps ensuring the implementation and promotion of eTwinning/ ESEP:

- 1) eTwinning ambassadors
- 2) Teachers sharing experience after attending international onsite events

Ambassadors network

eTwinning ambassadors are experienced eTwinning teachers selected at the end of each school year (May/ June) through an open call based on the specific criteria (project experience, experience in organising teacher professional development activities, language and ICT skills). The NSO usually selects 20-25 ambassadors, that represent various education institutions geographically and thematically covering all levels – ECEC, primary schools, lower secondary and upper-secondary schools, interested-related (afterschool) educational institutions as well as ITE institutions and VET schools. In previous periods some of the ambassadors are also part of other networks (e.g. safer internet ambassadors) and are also working as experts for National Centre for Education (NCE), developing such a curriculum and competence-based approach to

education, which would develop value-based knowledge, skills and attitudes necessary in the 21st century.

Tasks of ambassadors:

- to disseminate information about eTwinning and its activities;
- to run eTwinning on-site and online trainings and webinars about eTwinning for teachers;
- to counsel the NSO on possible future developments;
- to advise teachers on eTwinning projects, ICT tools and intercultural communication.

The NSO subcontracts Ambassadors for eTwinning trainings, workshops, mentoring and development of new trainings etc., according to an official rate approved within the NA (JSPA). The NSO organises online and onsite meetings with Ambassadors on regular basis and provide at least 1 onsite training for them each year, thus strengthening their skills and competencies in facilitating professional development activities and promoting eTwinning/ ESEP. eTwinning ambassadors are also contributing to European ambassador's network by participating in online groups and online/ onsite conferences as well as contributing to surveys, testing new portal features and other tasks when necessary.

The NSO has already established collaboration with NSOs of Estonia, Lithuania, Estonia and Finland to create an opportunity for eTwinning ambassadors from these countries to share their experience, best practices, learn from successful methods of participating countries and create new ways of collaboration on regular basis. At least 1 online or onsite international event is organised every year (each year in different country) to strengthen this collaboration. The NSO will organise seminar in 2022. (up to 40 participants)

The NSO requires teachers participating in international onsite eTwinning events to share their experience in at least two events (for instance, during teacher's meetings in their school, during the regional meetings of teachers of the same subject, conferences, trainings etc.). Limited availability to participate in international onsite events will reduce number of teachers sharing their experience to others, but the NSO will also encourage participants from online events to share their experience.

Common NSO/ CSS communication activities/ campaigns, Erasmus+, Common NA communication activities

The NSO will promote "eTwinning Weeks", "eTwinning Spring campaign" by CSS on regular basis by supporting the European campaigns, according to what is decided in the framework of the CSS/NSO coordination work using both internal and external communication channels, especially webpage and social media. The NSO will also actively support any other specific campaigns or special eTwinning/ ESEP activities planned and implemented at the European level during the school year, especially paying attention to campaigns regarding smooth transition to the new ESEP platform. The NSO will also contribute to the overall success of the promotional activities by sharing ideas, experiences and any specific resources or materials created with the purpose of promotion.

As the NSO is part of the NA (youth part) in Latvia, the action has already collaborating with the NA, especially in field of communication. The NSO will continue the collaboration, also contributing to communication activities regarding The European Year of Youth.

The NSO will contribute to encourage accreditation by schools taking part in eTwinning for KA1 Learning mobility for individuals and applications by eTwinners / eTwinning

projects to partnerships for cooperation and exchange of practices, including small scale partnerships under Key Action I or local school authorities and Erasmus+ NAs

Reactivating dormant users

The NSO will develop strategy to reactivate dormant users, supplementing already existing and developing new support materials and tutorials, thus giving technical support (how to reactivate) on reactivating the profile as well as providing information on eTwinning/ ESEP activities and events that would motivate users to activate their profiles. Data of dormant users will be exported and relevant information (with tutorials and supporting information) will be sent once every three month. Ambassadors and eTwinning School teachers will also contribute to disseminating relevant information to motivate users stay active and seek support when necessary.

Visual identity

All communication, promotion and dissemination activities will clearly identify eTwinning as an action of the Erasmus+ program. All national eTwinning webpages, publications, social media accounts, gadgets and other promotional, communication and dissemination activities carried out by the NSO will acknowledge the EU support and display the European flag (emblem) and funding statement (in Latvian for local events and in English for international events) together with eTwinning visuals. Publications and will also indicate the official disclaimer.

Monitoring statistics and results

To ensure that communication objectives have been implemented, the NSO will monitor and evaluate all activities: quantitative targets (social media statistics, website traffic statistics, number of articles and news in the website, number of informational events, number of issued press releases and publications, media monitoring) and qualitative targets (evaluations and surveys of webinars and informational events, annual public survey by the NA, interviews and informal conversations with stakeholders).

Political outreach: liaison with regional and local school authorities

The NSO will reach out and collaborate with the regional and local authorities, covering all aspects of the eTwinning action. The NSO will ensure that the ESEP/ eTwinning is promoted by national and regional education portals and have an adequate presence on the public educational portals. The NSO will also liaise with both websites of the National Agency of the Erasmus+ programme (jaunatne.gov.lv and viaa.gov.lv) and national Erasmus+ website erasmusplus.lv to ensure that links to European Platform for School Education including eTwinning are present and visible. The NSO will promote synergies with other actions for schools of the Erasmus+ programme, and nurture an active working relationship with both National Agencies for the Erasmus+ programme in Latvia. The NSO will report on the activities undertaken in this area and on their results.

Contribute to the content of the European School Education Platform, including the eTwinning area

The NSO will contribute to the content of the ESEP, in particular in the following main areas: 1) "About" area – keeping up to date the contact details of the NSO, 2) "Contact page" – keeping up to date the contact details of the NSO, 3) "Professional development courses" area: creating /publishing post about on-site and online courses created by NSO, webinars, other events and conferences, 4) "Labels and prizes" area: contributing about the eTwinning National Quality label. 5) Contributing to the subsections, when necessary. The NSO will comply with the guidelines for the editorial process, including any content indicators and feedback, agreed in the relevant joint NSO/.CSS working groups.

Initial Teacher Education (ITE)

The NSO will cooperate with Initial Teacher Education institutions, to introduce eTwinning to student teachers ('eTwinning for future teachers'), carrying out following tasks:

- Establishing contacts with ITEs and liaising with the representatives in the ITEs.
- Supporting and training the ITE representative/s about eTwinning and its features.
- Supporting the ITEs in running an introductory course on eTwinning by identifying ambassadors or other suitable persons to deliver the relevant information.
- Providing individual support to each ITE for training, integration in curriculum, contacts with Ambassadors and Regional authorities, follow up of partner findings and implementation of projects, etc.
- Coordinating activities at national level and participating in meetings organised by the Central Support Service (ITE working group and task force).
- Attending the meetings of the working group and involve in the organisation of tasks such as partner matching where appropriate.
- Validating student teachers against a list provided by ITEs.
- Rewarding ITE Institutions according to the agreed guidelines.
- Monitoring the ITE activities and prepare a country report for the European Commission.
- Attending and support the organization of the annual meeting for ITE organised by the Central support Service.

The NSO will focus on strengthening already established relationships with ITEs representatives and establish contacts with new ones, thus supporting the ITEs in running an introductory course on eTwinning (at least 1 course each year). The NSO will continue to contribute to participation in ITE working group and task force, giving its insight and sharing experience on implementing eTwinning in ITE Institutions.

WP3: Contributing to Recognition of Achievements and Community Building

National Quality Label

The NSO will assess applications and award the National Quality Label (NQL) on regular basis, based on the criteria commonly agreed to also providing all necessary information for the teachers (online tutorials and presentations on national website and social media, social media campaigns) to apply for NQL. The NSO will also give feedback to each awarded or rejected project to insure that teachers are aware of the strength and weaknesses of their projects and that they can improve their projects in order to receive the NQL for their upcoming projects.

Professional qualification while implementing eTwinning projects

By implementing eTwinning projects teachers also raise their professional qualification. Teachers in Latvia are required to undertake courses for teacher professional development. They have to combine 36 hours of training every 3 years. The NSO has introduced a system where teachers who received National Quality label can apply for a certificate approving their professional development. The provided opportunity is a great alternative for teachers and helps to improve their professional development by active participation through implementation of eTwinning projects in their regular work in a classroom. The opportunity is highly appreciated by teachers and the NSO will promote this activity for headmasters too.

European Quality Label and European Prize

The NSO will nominate projects / teachers for European Quality Labels (EQLs) based on the criteria commonly agreed to, contribute to the pre-selection of the best national projects among the applicants competing for the European eTwinning Prize and Award ceremony. The NSO will also contribute to the organisation of the local European ceremony together with CSS in case there is a European Prize winner in Latvia.

National Prize

The NSO will organise annual National Award each year, where the NSO with help of ambassadors will evaluate projects submitted for the contest, according to evaluation criteria available on the national website. Six best projects will be selected. The teachers and up to 5 pupils involved in these six projects will be invited to the National Conference (onsite or online) to present their projects. Description and presentation of each project will be promoted on the national website and social media and best practice examples will be used for both national and international promotion (when possible). The NSO will work on receiving more pre-school projects to the awards, so an ECEC special prize could be awarded in 2023. All projects who apply for national contest will receive feedback on good sides of the project and things to improve next time. (More detailed info about national conference available under WP2).

Teachers of leading projects will be invited to attend annual European eTwinning Conference. Each of the finalists will receive an information board (etched metal) which states their project name and school. This helps schools to demonstrate their experience and is recognition of their work. Pupils receive eTwinning gadgets (WP2: promotional materials). Finalist schools receive special educational prize for winner classes. Every year NSO offer different special workshops for pupils and teachers within their school.

eTwinning School Label

The NSO will contribute to developing and strengthening the eTwinning School label in Latvia by:

- Providing all support (tutorials and webinars) for submitting the applications and fulfilling the requirements.
- Promoting the eTwinning School label in the regional and national level (individual visits to local education authorities in 2023 awarding all schools in certain region and presenting the opportunities of eTwinning/ ESEP to local authorities and headmasters, inviting mass media, best practice sharing on the national website)
- Providing professional development opportunities (both national and international) for eTwinning schools, thus strengthening eTwinning pillars (especially student leadership) also including eTwinning School pupils. The NSO has planned several onsite events for eTwinning schools and also started collaboration with NSOs of

Estonia and Poland to organise the first regional seminar (with blended activities) for eTwinning Schools in the region.

- Contributing to development of eTwinning Schools as eTwinning “training centres”, where several regional eTwinning professional development activities would take place (more details about 6h trainings in the WP4)

The NSO will ensure validating all the submitted applications, shipment and re-distribution within our geographical area of responsibility of eTwinning School packs.

Rewarding Initial Teacher Education institutions

Depending on the collaboration with the Initial Teacher Education institutions, the NSO will implement the label/ prize according to the forthcoming EAC/EACEA and CSS guidelines.

WP4: Provide support to users of the European School Education Platform / eTwinning

Helpdesk and pedagogical support team

The NSO will contribute to the eTwinning support network with a helpdesk service, open during all working days and accessible by different means (phone, email, social media, eTwinning/ ESEP portal). Main tasks for the helpdesk will be giving information about the eTwinning action and on how to participate in it, and providing technical assistance and pedagogical advice in this regard. A special e-mail address is set up info@etwinning.lv for teachers to address their questions regarding registration, partner search, project implementation etc. The NSO will respond to comments and replays on social networks. All questions, if they do not require additional investigation (for instance CSS technical help) will be sorted out same working day. Teachers will have access to up to date video tutorials about use of eTwinning/ ESEP tools.

Experienced team of NSO will provide support for teachers and users encountering all kind of difficulties:

- The NSO will support teachers encountering difficulties in setting up eTwinning projects.
- The NSO will also provide teachers with technical and pedagogical guidelines regarding eTwinning/ ESEP (also registration and EU login)
- Possible solution will be accessible in eTwinning website or provided when contacting NSO.
- When necessary the NSO will continue developing/updating video tutorials.

All eTwinning professional development activities will have space and time dedicated to pedagogical and technical support. After each event organised by the NSO, the participants will be asked to fill out evaluation forms where, besides the information about the event, they are asked about the necessary future assistance, possibilities to cooperate etc. This information will be used when developing support activities for teachers.

Provide teachers with adequate professional development opportunities for successful participation

All activities will be organised according to Face-To-Face event framework designed by CSS. The NSO will strictly follow the rules stated in the document. The NSO will organise multiple types of online and on-site training activities for teachers. Content of multiple activities will represent an annual theme and 4 Erasmus+ priorities, include

ICT tools and pedagogy methods to promote collaboration and implementation of eTwinning projects, thus fostering teacher's digital skills, project based learning skills, cross-cultural understanding and use of foreign languages. The teacher professional development programmes (onsite and online) implement by the NSO are approved by the Ministry of education, thus certificates issued by the NSO are considered as part of national professional development for teachers. Most of the onsite seminars and workshops therefore are categorized under number of hours acquired (6h, 12h, 24h). The NSO does not issue certificates for participation in short online activities like webinars as it doesn't always require active participation and tasks, but are more informative. There is an established system of application/ content creation/ evaluation for each training. The NSO adjusts training regarding the needs and specification of each target audience. Trainings are carried out by eTwinning ambassadors, additional experts are invited when necessary. The NSO collaborates with other NSOs when organizing international trainings.

To ensure sustainability and green dimension, the NSO is constantly evaluating and seeking for most relevant form of training (onsite, online, blended), consulting with ambassadors, experts and informal education trainers from the NA. Online trainings are offered for activities, that require more self-reflection and can be tailored to different personal schedules, while onsite seminars are based on more collaborative methods and include non-formal education + informal activities that require physical space and live communication. Blended trainings include most of onsite and online elements, therefore the NSO will test and adjust trainings regarding the situations and needs.

The NSO will also promote all relevant professional development activities provided by the CSS on ESEP portal and plan extensive promotion for that.

National and international online activities

The NSO will organise:

- Webinars (under WP2)
- National partner finding fairs to encourage teachers to network, share their ideas, best practices and plan eTwinning projects.
- International finding fairs (in cooperation with NSOs from Poland, Estonia and Jordan) to encourage planning and implementation of international projects, especially for ECEC and IVET schools. One of the fairs will be continued by mentoring programme, where teachers from the participating countries will receive additional help by mentors to implement their projects.
- National online courses to foster teachers understanding of eTwinning/ ESEP portal (especially TwinSpace part). Erasmus+ project schools will also be invited to join the course to ensure virtual motilities as well as safe and sufficient use of TwinSpace in their Erasmus+ project/ partnership activities.
- International online course (in cooperation with other NSOs) about project-based learning and project implementation. The online course will be also open for participants from Jordan, Lithuania and Estonia. to encourage planning and implementation of international projects, including former Plus countries.

National and international onsite activities

The NSO will organise:

- One day (6h) trainings for beginners: based on demand, initiated by local education authorities, ambassadors, school or teacher's union, preselection, focusing on newcomers and includes topics like "what is eTwinning, project-based learning, meaningful use of ICT, TwinSpace, ESEP. The training content is focused on

pedagogical issues and project-based learning practices, best practices, methods and experiences. 14 to 25 participants in each training.

- One day (6h) trainings for advanced users: focuses on improving ICT skills and tools for teachers who already have participated in eTwinning projects, rpeselection. The training also includes hand on session on tools and information about e-safety and netiquette. 14 to 25 participants in each training.
- Multiple day (24) trainings: based on specific target audience or topic, preselection, newcomers are encouraged to apply for participation. Planned topics include: digitals tools, eTwinning/ ESEP for VET schools and sustainability. Trainings organized for ambassadors and ITE institutions are described under WP2 and for eTwinning Schools under WP3. Up to 35 participants for each training.
- International multiple day seminar for ECEC teachers: focusing on sustainability and “green” projects, sharing good practice examples (possible school visit) and guided planning of eTwinning projects (up to 40 participants)

The NSO has developed selection procedure for the participants of international and national trainings. The procedure is following:

- The NSO sets up the program, picks suitable teacher-trainers, creates time schedule and sends out online applications.
- Information about trainings and courses is published on national website and distributed via communication channels (newsletter, social media, emails etc.)
- After the deadline of application the NSO evaluates potential participants.
- Criteria are motivation, experience in eTwinning and distribution over the country.
- After the training/ course teachers are asked to give feedback and they receive certificates of attendance.

International seminars/ trainings abroad

The NSO will continue to promote online/ onsite seminars and trainings organised by other NSOs (see section 4.2. for indicators). Selection for these trainings is similar to the national one, additionally an agreement with teacher is signed before participating in international onsite events, that the participant will implement and international eTwinning project and organise at least 2 informational events (or news articles) within 6 month. The NSO organises online meetings/ chats before international seminars to make sure participants have met all requirements, have fulfilled all tasks set by the organising NSO and have all technical/ pedagogical support to establish and implement qualitative eTwinning projects.

Mentoring programme

The NSO has developed eTwinning mentoring programme, which encourages experienced eTwinning teachers become mentors to eTwinning newcomers or inactive eTwinners. The Mentors can be either Ambassadors or teachers having multiple eTwinning projects that have received the National Quality Label. In previous term, the mentoring programme has been successfully implemented in eTwinning schools, contributing not only to the new projects established on the platform, but also investing in further developing teacher skills and competences (especially cultural diversity, digital and language skills). Mentors have regular online meetings with the NSO to give them all tools necessary for mentoring and help them dealing with challenging situations, track the process and ensure the results. The NSO subcontracts mentors for executing

mentorship (supporting teachers from project planning to establishing and implementing it as well as receiving the NQL after), according to an official rate approved within the NA (JSPA).

WP5: Ensure safety and quality of eTwinning projects and contribute to monitoring the content of the European School Education Platform

Monitor registrations and validations and adequate user behaviour in the eTwinning area

In order to ensure data reliability and internet safety, the NSO will check on a daily basis the registrations of users from Latvia; validate the accuracy of the data submitted (after comparing the data with the State education system's data base to ensure the accuracy and reliability of the data and to filter out inappropriate registrations). The validation process will be completed within five (5) working days. While watching over ethical issues and avoiding unnecessary interferences, the NSO will check and approve project registrations, taking into account the comments of the other NSO involved in the partnership, and will strive to coordinate with them. As a goal, all project registration requests will be approved or rejected within five (5) working days.

The NSO will exchange with other NSO's and CSS all relevant information concerning schools and projects' registrations, and will adopt a pro-active attitude towards dormant users, supporting them to successfully participate in the action and use eTwinning according to their needs. The NSO will also ensure that projects, which are no longer active, are properly closed.

Before the new school year the NSO will inspect data about registered schools, comparing to the national education system to ensure school information is correct. Every 2 years the NSO will also inspect all teacher data to make sure that teachers who are no longer teaching are

Monitor the quality of eTwinning projects

To ensure the overall quality of the action, the NSO will regularly check the progress of the projects via their Project Cards, available in the eTwinning area and on the NSO desktop, and, if appropriate, give feedback to the participating schools. The NSO will contribute in fostering the quality and the pedagogical value of eTwinning projects by producing videos, tutorials and other materials (detailed in WP2 communication).

Identify and disseminate good practices emerging from eTwinning projects

The NSO will encourage and support schools to develop quality projects and to share with each other their experiences and know-how in fostering the pedagogical quality of projects. Many of publications (both printed and electronic) cover best practice examples (more details under WP2, communication).

The NSO will analyse project registrations, Quality Label and Prizes entries, Project Cards and public TwinSpaces in order to identify good practices and project examples to be showcased through the national and European eTwinning areas, publications and any other adequate means. NSO will also develop videos showcasing best practice examples of eTwinning winning projects.

(detailed in WP2 communication)

. Increased attention will be paid to the activities and projects that are organised by teachers who have recently participated in multilateral seminars, international trainings and PDWs.

European School Education Platform content monitoring

In cooperation with the CSS and other NSOs, the NSO will contribute to monitoring the user generated content. Any content containing blacklisted keywords will be alerted via the NSO & CSS desktops. The NSO will monitor such alerts and act within 2 working days.

Provide feedback to the European Commission and participate in the evaluation process

The NSO will provide regular, accurate, up to date information about the development of ESEP / eTwinning in Latvia and an annual report summarizing all relevant data and any other relevant information for the monitoring and steering of the action resulting from the experience. The NSO will provide a selection of best practice cases for the annual report on the action. The NSO will collaborate with the European Commission, the EACEA and the Pedagogical Team of the CSS in designing and carrying out evaluations and in providing information needed for any external assessment of the action (also through taskforces).

4.2 Work packages and activities


WORK PACKAGES

This section concerns a detailed description of the project activities.

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

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

For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name). Please refer to the Call document/Programme Guide for specific requirements concerning the number and the typology of work packages.

Work packages covering financial support to third parties  only allowed if authorised in the Call document/Programme Guide) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).

 *Enter each activity/milestone/output/outcome/deliverable only once (under one work package).*

Work Package 1

Work Package 1: Contributing to the management and operation of the European School Education Platform / eTwinning					
Duration:	M1 – M21	Lead Beneficiary:	JSPA		
Objectives <i>List the specific objectives to which this work package is linked.</i>					
<ul style="list-style-type: none"> to contribute to the transition to, operation and management of European School Education Platform / eTwinning, including the active collaboration with the Central Support Service (CENTRAL SUPPORT SERVICE) for the general development of the platform and its content, to be an active part of the NSO network, which brings mutual benefits for all participants in terms of peer-learning and support, 					
Activities (what, how, where) and division of work <i>Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.</i> <i>Show who is participating in each task: Coordinator (COO), and if applicable Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader.</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 against payment are allowed (in-kind contributions for free are not prohibited, but they are cost-neutral, i.e. cannot be declared as cost). Please indicate clearly whether in-kind contributions are against payment or free-of-charge.</i> <i>The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted. If there is subcontracting, please also complete the table below.</i>					
Task No (continuous numbering 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	Coordinate with the Central support Service (CSS) and with other NSOs	The NSO closely cooperates with the CSS and NSO to advise each other about strong and weak points and discuss ways and means of improving and extending participation.	NSO staff (Baiba Suseja, Liene Millere, Linda Muižniece)	COO	No
T1.2	Contribute to the eTwinning support network	The NSO will contribute as much as possible to the common tasks of the eTwinning support network, participate in working groups, task forces, focus groups and in the design and promotion of surveys concerning the action.	NSO staff (Baiba Suseja, Liene Millere, Linda Muižniece)	COO	No
T1.3	Liaison with Erasmus+ National Agencies	The NSO will liaise regularly with the Erasmus+ National Agencies (NA) of Latvia to exchange information on developments, stakeholders, events, and priorities and develop common activities.	NSO staff (Baiba Suseja, Liene Millere, Linda Muižniece)	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.

For low value grants (less or equal to 60.000 EUR), it is not necessary to include milestones.

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	
Not applicable.							
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1	Participation in 5 NSO meetings, 2 Professional Development Workshops (PDW), dedicated to NSO, 2 Annual Conferences, 2 Award Ceremonies	1	JSPA	[OTHER]	[SEN — Sensitive]	12/2023	<p>All meetings/ workshops/ conferences will be organised onsite or online depending on situation regarding covid19. Number of participants for these events are:</p> <p>2022: 2 NSO meetings/ 1 participant in each (1 meeting onsite) 1 Professional PDW/ 2 participants, (onsite) 1 Annual Conference/ 3 participants, 1 Award Ceremony/ 3 participants,</p> <p>2023: 3 NSO meetings/ 1 participant in each, (1 meeting onsite) 1 Professional PDW/ 2 participants (onsite) 1 Annual Conference/ 3 participants, 1 Award Ceremony/ 3</p>

							participants, Language: English
D1.2	Participation to at least 6 working groups and task forces (Communication, Ambassadors, eTwinning Schools, Monitoring and Pedagogy, Formal Recognition and ITE)	1	JSPA	[OTHER]	[SEN — Sensitive]	12/2023	Online meetings (set by CSS) Language: English Number of participants: 3 NSO members
D1.3	Participation in joint NA-NSO meetings/webinars	1	JSPA	[OTHER]	[SEN — Sensitive]	12/2023	Online/ onsite meetings (set by CSS) Language: English Number of participants: 1 NSO member
D1.4	Informational events co-organised with other NAs	1	JSPA	[OTHER]	[SEN — Sensitive]	12/2023	1 in 2022 2 in 2023

Estimated budget — Resources (n/a for prefixed Lump Sum Grants)

Participant	Costs									
	A. Personnel	B. Subcontracting	C.1a Travel	C.1b Accommodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties	E. Indirect costs	Total costs

[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants	X EUR	X EUR	X EUR
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X prizes	X EUR	X EUR	X EUR
Total	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants X prizes	X EUR	X EUR	X EUR]
For certain Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; see Portal Reference Documents).														

Work Package 2

Work Package 2: Promote the European School Education Platform / eTwinning at national, regional and local levels; recruitment and engagement of users
Duration:

M1 – M21

Lead Beneficiary:

JSPA

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

- to identify and engage stakeholders at national level, notably the Ministry of Education and Initial Teacher Education Institutions;
- to increase the number of users and schools (with a particular attention towards Vocational Education and Training (VET) schools and Early Childhood Education

Care (ECEC) institutions, with a view to contribute to the mainstreaming of eTwinning;

- to ensure that users are participating in eTwinning activities;
- to make it possible for any school in eTwinning countries to make pedagogical projects with other schools.

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

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

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

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

Note:

In-kind contributions: in-kind contributions against payment are allowed (in-kind contributions for free are not prohibited, but they are cost-neutral, i.e. cannot be declared as cost). Please indicate clearly whether in-kind contributions are against payment or free-of-charge.

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	Communication strategy	<p>The NSO will:</p> <p>ensure the participation of an appropriate number of teachers in CSS organized seminars and conferences;</p> <p>promote the interest for collaborative projects with schools from the neighbouring countries;</p> <p>set up and animate a network of multipliers (ambassadors);</p> <p>liaise with national, regional or local school authorities, NAs for the Erasmus+ programme</p> <p>participate at the common NSO/ NA communication activities;</p>	<p>Baiba Suseja</p> <p>Linda Muižniece</p> <p>Baiba Suseja</p> <p>Baiba Suseja, Liene Millere</p> <p>Baiba Suseja, Linda Muižniece</p>	COO	<p>No</p> <p>No</p> <p>Yes (subcontracting only for facilitating trainings)</p> <p>No</p> <p>No</p>

		<p>encourage applications of schools taking part in eTwinning for Erasmus+ Key Action 1 (short-term projects and accreditations) and applications by eTwinners / eTwinning projects for partnerships for cooperation and exchange of practices (including small-scale partnerships) under Key Action 2;</p> <p>encourage accreditation by schools taking part in eTwinning for KA1 Learning mobility for individuals and applications by eTwinners / eTwinning projects to partnerships for cooperation and exchange of practices, including small scale partnerships under Key Action 2;</p> <p>participate in specific campaigns (decided by the CSS and working groups/ taskforces)</p> <p>ensure adequate visibility of eTwinning (promotional materials, publications, media relations, webpage and social media)</p> <p>develop / implement a strategy to reactivate dormant users;</p> <p>keep track of the traffic visiting the eTwinning national website;</p>	<p>Baiba Suseja, Liene Millere, Linda Muižniece</p> <p>Baiba Suseja, Liene Millere, Linda Muižniece</p> <p>Baiba Suseja, Linda Muižniece</p> <p>Baiba Suseja, Linda Muižniece</p> <p>Liene Millere, Linda Muižniece</p> <p>Linda Muižniece</p>		<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>
T2.2	Political outreach: liaise with regional and local school authorities	the NSO will reach out and collaborate with the regional and local authorities, covering all aspects of the eTwinning action. The NSO will promote synergies with other actions for schools of the Erasmus+ programme, and nurture an active working relationship with the NAs for the Erasmus+ programme in Latvia.	Baiba Suseja	COO	No
T2.3	Contribute to the content of the European School Education Platform, including the eTwinning area	The NSO will to contribute to the content of the ESEP, in particular in the following main areas: About" area, "Contact page",	Linda Muižniece	COO	No

		“Professional development courses” area, “Labels and prizes” area and contribute to the subsections of “Insight / Resources” section.			
T2.4	Cooperate with Initial Teacher Education institutions	The NSO will to cooperate with Initial Teacher Education institutions, to introduce eTwinning to student teachers (‘eTwinning for future teachers.	Baiba Suseja, Liene Millere	COO	Yes (subcontracting only for facilitating trainings)

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.

For low value grants (less or equal to 60.000 EUR), it is not necessary to include milestones.

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
Not applicable.						

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	Ensuring participation of an appropriate number of teachers from Latvia in CSS events/ conferences	2	JSPA	[OTHER]	[SEN — Sensitive]	12/2023	Number will be set by the CSS, the NSO will deliver according to quota
D2.2	Articles/ best practice examples in website to promote the interest for collaborative projects with schools from the neighbouring countries;	2	JSPA	[OTHER]	[PU — Public]	12/2023	2 articles in 2022 3 articles in 2023 Language: Latvian
D2.3	A network of multipliers (ambassadors) set up and animated	2	JSPA	[OTHER]	[PU — Public]	12/2023	Open call every year, 20-25 ambassadors every year Qualitative target: eTwinning is a community for personal growth that is supportive in career development for talented teachers
D2.4	Professional development events provided for ambassadors	2	JSPA	[OTHER]	[PU — Public]	12/2023	1 national onsite/ online training every year (up to 25 participants) Language: Latvian 1 international onsite/ online seminar for Baltic ambassadors in 2022 (up to 40 participants) Language: English Providing participants for 1 international onsite seminar for Baltic ambassadors in 2023 (4-6 participants) Language: English

D2.5	Number of articles on national website and social media, newsletters (including joint NA communication campaigns and CSS campaigns)	2	JSPA	[OTHER]	[PU — Public]	12/2023	<p>Website 2022:100 articles/ posts 2023:120 articles/ posts</p> <p>Facebook posts 2022:250 2023:400</p> <p>New Facebook followers 2022: 200 2023: 350</p> <p>Number of national newsletters sent: 2022: 8 2023: 11</p> <p>Qualitative target: eTwinning Latvia has developed content valuable for teachers, not only about international collaboration but also valuable resource for professional development and personal growth.</p>
D2.6	Articles/ news published on website encouraging applications of schools taking part in eTwinning for Erasmus+ Key Action 1 and Key Action 2 and encourage accreditation for KA1 Learning mobility for individuals and applications by eTwinners / eTwinning projects to partnerships for cooperation and exchange of practices, including small scale partnerships under Key Action 2;	2	JSPA	[OTHER]	[PU — Public]	12/2023	<p>2022: 4 articles 2023: 6 articles</p> <p>Qualitative target: eTwinning is a valuable pedagogical and technical support while implementing Erasmus+ projects and partnerships</p>
D2.6	Organised participation in online/ onsite informational events, representing eTwinning/ ESEP	2	JSPA	[OTHER]	[PU — Public]	12/2023	<p>2022: 6 events (200 participants) 2023: 12 events (400 participants) Language: Latvian or English</p>

							Qualitative target: eTwinning/ ESEP is visible in all the important educational events in Latvia.
D2.7	Webinars organised for teachers (also non-eTwinners)	2	JSPA	[OTHER]	[PU — Public]	12/2023	<p>2022: 6 webinars (270 participants) 2023: 10 webinars (450 participants) Language: Latvian, 1 to 2hrs each</p> <p>Qualitative target: eTwinning webinars are free to join, useful for everyday pedagogical practice, and available for everyone (recordings are available)</p>
D2.8	Organised national conferences	2	JSPA	[OTHER]	[PU — Public]	12/2023	<p>1 in 2022 (100 participants) 1 in 2023 (100 participants) Language: Latvian</p> <p>Qualitative target: eTwinning National conference is central event for awarding and showcasing best practice international collaboration</p>
D2.9	Print and electronic publication and promotion materials developed	2	JSPA	[OTHER]	[PU — Public]	12/2023	<p>2022: Cards (teaching methods and project examples): 600 Teacher's eTwinning calendar/ planner: 600 Poster: 300</p> <p>2023: Teacher's eTwinning calendar/ planner: 600 Project guide & criteria: 600 Project workbook: 600</p> <p>Qualitative target: eTwinning is valued not only for supporting international collaboration, but also for providing useful pedagogical methods and</p>

							digital solutions.
D2.10	Number of activities to activate dormant users	2	JSPA	[OTHER]	[SEN — Sensitive]	12/2023	Emails and support materials sent out to all dormant users every 3 month
D2.11	Number of videos, tutorials and animations created (promotion, providing support)	2	JSPA	[OTHER]	[PU — Public]	12/2023	5 in 2022 7 in 2023
D2.12	Media relations maintained (number of press releases and mentions of eTwinning/ ESEP in national/ local mass media)	2	JSPA	[OTHER]	[SEN — Sensitive]	12/2023	Press releases issued: 15 in 2022 22 in 2023 Mentions in national/ local media 2022: 160 news/ articles 2023: 210 news/ articles
D2.13	Liaison with regional and local school authorities established and maintained	2	JSPA	[OTHER]	[SEN — Sensitive]	12/2023	Organised collaboration events with participation of principals/ local education authorities 2022: 1; 2023:2; Best practice materials promoted in webpage of Ministry of Education and Science and National education center – 2022:2, 2023:4 Qualitative target: eTwinning/ ESEP will be positively recognized and supported by national/ regional school authorities in Latvia.
D2.14	Content created for the European School Education Platform, including the eTwinning area	2	JSPA	[OTHER]	[SEN — Sensitive]	12/2023	The NSO will to contribute to the content of the ESEP, in particular in the following main areas: About” area, “Contact page”, “Professional development courses” area, “Labels and prizes” area and contribute to the

							subsections of “Insight / Resources” section.
D2.15	Establishing contacts with ITE institutions and maintaining	2	JSPA	[OTHER]	[SEN — Sensitive]	12/2023	Establishing contact with higher educational institutions and supporting the representatives: 2 universities/ institutions (2022 to 2023)
D2.16	Running an introductory course/ training on eTwinning for ITE institutions	2	JSPA	[OTHER]	[PU — Public]	12/2023	2 (1 each year) Validating student teachers against a list provided by ITEs within 5 days Qualitative target: eTwinning/ ESEP training is valued as useful part of ITE curricular
D2.17	Ensuring support and Latvian ITE participants for organizing annual meeting for ITE organised by the Central support Service	2	JSPA	[OTHER]	[PU — Public]	12/2023	2022: 1 participant (online) 2023: 1 participant (online)
D2.18	Monitoring the ITE activities and prepare a country report for the European Commission.	2	JSPA	[OTHER]	[PU — Public]	12/2023	Report available when requested

Work Package 3

Work Package 3: Contributing to Recognition of Achievements and Community Building			
Duration:	M1 – M21	Lead Beneficiary:	JSPA
Objectives			

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

- to promote innovative cooperation methods and transfer of quality educational approaches and to reinforce language learning and intercultural dialogue,

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

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

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

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

Note:

In-kind contributions: in-kind contributions against payment are allowed (in-kind contributions for free are not prohibited, but they are cost-neutral, i.e. cannot be declared as cost). Please indicate clearly whether in-kind contributions are against payment or free-of-charge.

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	National Quality Label	The NSO will ensure assessing applications and awarding the National Quality Label based on the criteria commonly agreed to.	Liene Millere	COO	No
T3.2	European Quality Label	The NSO will ensure nominating project / teachers (check) for European Quality Labels.	Liene Millere	COO	No
T3.3	National Prize	The NSO will organise National awards every year, encouraging for ECEC teachers to apply.	Liene Millere, Baiba Suseja	COO	Yes, subcontracting only for the external evaluation for National Prize
T3.4	European Prize	The NSO will ensure contributing to the pre-selection of the best national projects among the applicants competing for the European eTwinning Prize and Award ceremony and	Liene Millere	COO	No

		also participate in project evaluation (nominate juror).			
T3.4	eTwinning School Label	<p>The NSO will contribute to developing and strengthening the eTwinning School label in Latvia by:</p> <ul style="list-style-type: none"> • Validating all the submitted applications. • Providing support for submitting the applications and fulfilling the requirements. • Promoting the eTwinning School label in the regional and national level. • Providing professional development opportunities (both national and international) for eTwinning schools. • Contributing to development of eTwinning Schools as eTwinning “training centres”, 	<p>Liene Millere</p> <p>Baiba Suseja, Liene Millere</p> <p>Baiba Suseja, Linda Muižniece</p> <p>Baiba Suseja, Liene Millere</p> <p>Baiba Suseja, Liene Millere</p>	COO	<p>No</p> <p>No</p> <p>Yes (subcontracting only for facilitating trainings)</p> <p>No</p> <p>No</p>
T3.5	Rewarding Initial Teacher Education institutions	The NSO will contribute to rewarding Initial Teacher Education institutions by to implementing the label/prize according to the forthcoming EAC/EACEA and Central Support Service guidelines.	Baiba Suseja, Liene Millere	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.

For low value grants (less or equal to 60.000 EUR), it is not necessary to include milestones.

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
Not applicable.							
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	Number of National Quality Labels awarded	3	JSPA	[OTHER]	[PU — Public]	12/2023	2022: 60 NQLs 2023: 80 NQLs Qualitative target: NQL is a valuable award for teachers
D3.2	Number of projects nominated for European Quality Labels	3	JSPA	[OTHER]	[SEN — Sensitive]	12/2023	2022: 10 projects 2023: 12 projects Qualitative target: EQL is a highly valued award for teachers and school management
D3.3	Number of applications for National Awards	3	JSPA	[OTHER]	[SEN — Sensitive]	11/2023	2022: 20 applications 2023: 20 applications (at least 1 for ECEC)

							Qualitative target: National prize is a highly valuated award on national level
D3.4	Number of projects nominated for European Prize	3	JSPA	[OTHER]	[SEN — Sensitive]	11/2023	2022: 1 project 2023: 1 project Qualitative target: Application to European prize is a highly valuated by EQL receivers
D3.5	Number of eTwinning School Labels granted, school packs distributed	3	JSPA	[OTHER]	[PU — Public]	12/2023	2022: 0 2023: 35 eTwinning School Labels Qualitative target: eTwinning Schools are training centres and model for other schools
D3.4	Number of professional development activities organised for eTwinning Schools	3	JSPA	[OTHER]	[PU — Public]	12/2023	2022: National 1 event/ max 45 participants 2023 National 1 event/ max 50 participants 1 support webinar/ 20 participants (Language: Latvian) 2023: international 1 event in Latvia / up to 40 participants (Language: English) Qualitative target: Prof .development activities for eTwinning Schools

							are highly valued by both eTwinning Schools and others
D3.5	Number participants sent to international eTwinning Schools events outside Latvia	3	JSPA	[OTHER]	[PU — Public]	12/2023	2022: 1 online event / 5 participants (Language: English) 2023: 1 online event / 5 participants (Language: English) Qualitative target: Prof .development activities for eTwinning Schools are highly valued by both eTwinning Schools and others
D3.6	Number of eTwinning School promotional events/ school visits organised involving local authorities	3	JSPA	[OTHER]	[PU — Public]	10/2023	2023: at least online/ onsite 8 events (Language: Latvian) Qualitative target: eTwinning School label is highly valued by school/ local authorities
D3.7	Number eTwinning Schools as eTwinning “training centres” established	3	JSPA	[OTHER]	[PU — Public]	12/2023	2023: at least 1 centre Qualitative target: eTwinning Schools are training centres and model for other schools
D3.8	Number of Initial Teacher Education institutions reward	3	JSPA	[OTHER]	[PU — Public]	12/2023	2023:1 (if cooperation is successful) Qualitative target: Participation in eTwinning

							is highly valued by ITE institutions
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Work Package 4

Work Package 4: Provide support to users of the European School Education Platform / eTwinning					
Duration:	M1 – M21	Lead Beneficiary:	JSPA		
Objectives <i>List the specific objectives to which this work package is linked.</i>					
<ul style="list-style-type: none"> to provide technical and pedagogical support to participating teachers and schools, to contribute to the professional development of teachers through their active participation in collaborative projects, communities of practice and specific training activities); to foster the development of teachers' professional skills in the pedagogical and collaborative use of ICT (Information and Communication Technology). 					
Activities (what, how, where) and division of work <i>Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.</i> <i>Show who is participating in each task: Coordinator (COO), and if applicable Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader.</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 against payment are allowed (in-kind contributions for free are not prohibited, but they are cost-neutral, i.e. cannot be declared as cost). Please indicate clearly whether in-kind contributions are against payment or free-of-charge.</i> <i>The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted. If there is subcontracting, please also complete the table below.</i>					
Task No (continuous numbering linked to)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role	

WP)				(COO, BEN, AE, AP, OTHER)	
T4.1	Helpdesk and pedagogical support team	The NSO will to contribute to the eTwinning support network with a helpdesk service in the effective use of eTwinning and the European School Education Platform as well as on the pedagogical content of the eTwinning projects.	Liene Millere	COO	No, ambassadors assist when necessary (their contacts are available for teachers on website) without paying
T4.2	Provide teachers with adequate professional development opportunities for successful participation	Complementing the centralised professional development offer under the ESEP, the NSO will provide teachers with relevant training and professional development opportunities (online, on-site, blended courses) in order to exploit the potential of ICT for innovation and collaborative work in education and to successfully participate in projects (detailes under section 4.1. WP4)	Baiba Suseja, Liene Millere, Linda Muižniece	COO	Yes (subcontracting for facilitating trainings)

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.

For low value grants (less or equal to 60.000 EUR), it is not necessary to include milestones.

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
Not applicable.							
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D4.1	Efficient work of national helpdesk service ensured	4	JSPA	[OTHER]	[SEN — Sensitive]	12/2023	<p>Quality Indicators: Ticketing time for issues: 24h Assignment time: 24h Analysis time: Max 1 week Feedback time: 24h</p> <p>Qualitative target: The NSO provides qualitative in-time helpdesk support through all possible comfortable channels for users – in person, phone, e-mail, social networks;</p>
D4.2	Number of national online professional development activities organised	4	JSPA	[OTHER]	[PU — Public]	12/2023	<p>National partner finding fairs: 2 each year (20 participants each), focusing on priority themes</p> <p>National online courses (ESEP and TwinSpace): 2 each year (30 participants each), Erasmus+ participants invited</p> <p>Language: Latvian</p>

							Qualitative target: eTwinning is inclusive and provides support for building collaboration and use of ESEP/eTwinning for all teachers
D4.3	Number of international online professional development activities organised	4	JSPA	[OTHER]	[PU — Public]	12/2023	<p>International partner finding fairs: 2022:2 (30 participants each) 2023:3 (30 participants each), focusing on priority themes: ECEC, IVET, annual themes. Former Plus countries invited</p> <p>International online courses (focus on projects): 1 in 2022, 1 in 2023, (30 participants each), Former Pus countries invited</p> <p>Language: English</p> <p>Qualitative target: eTwinning in Latvia provides support for building international collaboration</p>
D4.4	Number of national onsite professional development activities organised (Trainings organized for ambassadors and ITE institutions are described under WP2 and for eTwinning Schools under WP3.)	4	JSPA	[OTHER]	[PU — Public]	12/2023	<p>One day (6h) trainings: 2022: 8 trainings (up to 24 participants each) 2023: 15 trainings (up to 24 participants each)</p> <p>Multiple day (24) trainings 2022: 2 trainings (up to 35 participants each) 2023: 3 trainings (up to 35 participants each)</p> <p>Language: Latvian</p> <p>Qualitative target: eTwinning provides high variety of face-to-face events that are valuable for different</p>

							subject and level teachers
D4.5	Number of international onsite professional development activities organised (except ambassadors and eTwinning Schools)	4	JSPA	[OTHER]	[PU — Public]	12/2023	2022: 1 international multiple day seminar for ECEC teachers (up to 40 participants) Language: English Qualitative target: With contribution on general activities the NSO provides Latvian best practices to the international partners.
D4.6	Number of teachers participating in seminars/ trainings abroad	4	JSPA	[OTHER]	[PU — Public]	12/2023	2022: 8 participants 2023: 13 participants
D4.7	Number of mentored projects/ teachers	4	JSPA	[OTHER]	[SEN — Sensitive]	12/2023	Number of mentored teachers: 2022: 8 2023: 13 Qualitative target: The NSO provides support for inexperienced teachers and offer personal growth for experienced eTwinners

Work Package 5

Work Package 5: Ensure safety and quality of eTwinning projects and contribute to monitoring the content of the European School Education Platform
Duration:

M1 – M21

Lead Beneficiary:

JSPA

Objectives

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

- to ensure a safe and high-quality delivery of eTwinning in Latvia

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

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

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

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

Note:

In-kind contributions: in-kind contributions against payment are allowed (in-kind contributions for free are not prohibited, but they are cost-neutral, i.e. cannot be declared as cost). Please indicate clearly whether in-kind contributions are against payment or free-of-charge.

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	Monitor registrations and validations and adequate user behaviour in the eTwinning area	The NSO will check and validate registrations of users, check and approve project registrations, taking into account the comments of the other NSO involved in the partnership, and will strive to coordinate with them. When necessary, the NSO will contribute to the moderation of forums and other types of interactions among eTwinners in the eTwinning area, and other relevant areas of the European School Education Platform	Liene Millere	COO	No
T5.2	Monitor the quality of eTwinning projects	To ensure the overall quality of the action, the NSO will to regularly check the progress of the projects via their Project Cards, available in the eTwinning area and on the NSO desktop, and, if appropriate, give feedback to	Liene Millere	COO	No

		the participating schools. The NSO will contribute in fostering the quality and the pedagogical value of eTwinning projects by producing videos, tutorials and other materials (detailed in WP2 communication).			
T5.3	Identify and disseminate good practices emerging from eTwinning projects	The NSO will analyse project registrations, Quality Label and Prizes entries, Project Cards and public TwinSpaces in order to identify good practices and project examples to be showcased through the national and European eTwinning areas, publications and any other adequate means (detailed in WP2 communication). Increased attention will be paid to the activities and projects that are organised by teachers who have recently participated in multilateral seminars, international trainings and PDWs.	Liene Millere, Linda Muižniece	COO	No
T5.4	European School Education Platform content monitoring	In cooperation with the CSS and other NSOs, the NSO will contribute to monitoring the user generated content. Any content containing blacklisted keywords will be alerted via the NSO & CSS desktops.	Liene Millere	COO	No
T5.5	Provide feedback to the European Commission and participate in the evaluation process	The NSO will provide regular, accurate, up to date information about the development of the ESEP / eTwinning in its Latvia and an annual report summarizing all relevant data and any other relevant information for the monitoring and steering of the action resulting from its experience.	Baiba Suseja	COO	No

Milestones and deliverables (outputs/outcomes)

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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
Not applicable.							
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	Ensured checking of registrations and completed validation process and project registrations	5	JSPA	[OTHER]	[SEN — Sensitive]	12/2023	The validation process will be completed within five (5) working days. The validation process will be completed within five (5) working days
D5.2	Endured monitoring the quality of eTwinning projects	5	JSPA	[OTHER]	[SEN — Sensitive]	12/2023	Project cards and emails regarding project quality will be answered within five (5) working

							days
D5.3	Number of good practices and project examples identified and showcased through the national and European eTwinning areas	5	JSPA	[OTHER]	[PU — Public] [12/2023	2022: 15 (1 video made) 2023: 20 (1 video made) Qualitative target: eTwinning projects and experience through projects is highly valued by teachers on national level
D5.4	Ensured monitoring content (containing blacklisted keywords) and acting on alerts	5	JSPA	[OTHER]	[SEN — Sensitive]	12/2023	The NSO will ensure acting on alerts (content containing blacklisted keywords) within five (5) working days.
D5.5	ESEP/ eTwinning key performance targets	5	JSPA	[OTHER]	[PU — Public]	12/2023	Number of new registered eTwinning users per year: 500 Number of projects per year: 350 in 2022 400 in 2023
D5.6	Ensured feedback to the European Commission and participation in the evaluation process	5	JSPA	[OTHER]	[SEN — Sensitive]	12/2023	The NSO will provide regular, accurate, up to date information about the development of the ESEP/ eTwinning in Latvia and an annual report summarizing all relevant data.

To insert work packages, copy WP1 as many times as necessary

Overview of Work Packages: (n/a for Lump Sum Grants)

Staff effort per work package

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

Work Package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Start Month	End Month	Person-Months
1						
2						
					Total Person-Months	

Staff effort per participant

Fill in the effort per work package and Beneficiary/Affiliated Entity.

Please indicate the number of person/months over the whole duration of the planned work.

*Identify the work-package leader for each work package by showing the relevant person/month figure in **bold**.*

Participant	WP1	WP2	WP...	Total Person-Months
[name]				
[name]				
Total Person-Months				

Events and Meetings

Events and meetings							
<p><i>This table is to be completed for events and meetings that have been mentioned as part of the activities in the work packages above</i></p> <p><i>Give more details on the type, location, number of persons attending, etc.</i></p>							
Event No (continuous numbering linked to WP)	Participant	Description					Attendees
		Name	Type	Area	Location	Duration (days)	Total
E1.1	[NSO]	[NSO meetings]	[event]	[Management]	[Brussels, Belgium or online]	[1.5 days each]	[1 participant] x 5 meetings – 2 meetings onsite, 3 meetings online]
E1.2	[NSO]	[Professional Development Workshops (PDW), dedicated to NSO]	[training]	[NSO management, communication, professional development]	[Hybrid – onsite Brussels +online]	[3 days each]	[2 participants] x 2 trainings, onsite]
E1.3	[NSO]	[Annual conference]	[conference]	[Digital skills, collaboration, sharing best practices]	[Hybrid – onsite +online]	[3 days each]	[3 participants] x 2 conferences, online]
E1.4	[NSO]	[Award Ceremonies]	[conference]	[Digital skills, collaboration, sharing best practices]	[Hybrid – onsite +online]	[1 day each]	[3 participants] x 2 Ceremonies, online]
E1.5	[Teachers]	[Informational events co-organised with other NAs]	[training]	[Digital skills, collaboration, sharing best practices, eTwinning/ESEP, Erasmus+. Diversity and inclusion]	[Latvia, different locations or online]	[1 day each]	[30 participants x 3 trainings]
E2.1.	[Ambassadors]	[National training for ambassadors]	[training]	[Digital skills, collaboration, sharing best practices,	[Latvia, different locations or	[2-3 days each]	[25 participants x 2 trainings]

				eTwinning/ESEP, self-development]	online]		
E2.2.	[Ambassadors]	[International seminar for ambassadors]	[seminar]	[Digital skills, collaboration, sharing best practices, eTwinning/ESEP, self-development]	[Latvia]	[3 days]	[up to 40 participants]
E2.2.	[Ambassadors]	[International seminar for ambassadors]	[seminar]	[Digital skills, collaboration, sharing best practices, eTwinning/ESEP, self-development]	[Estonia]	[3 days]	[4-6 participants + 2 NSO]
E2.3	[Teachers]	[Webinars organised for teachers (also non-eTwinners)]	[webinar]	[sharing best practices, eTwinning/ESEP, digital skills and ICT tools]	[online]	[1-2 hours each]	[720 participants for 16 webinars]
E2.4	[Teachers, authorities]	[National conference]	[conference]	[sharing best practices, digital skills and ICT tools]	[Riga, Latvia or online]	[1 day each]	[200 participants for 2 conferences]
E2.5	[Headmasters, authorities]	[Collaboration events with participation of principals/ local education authorities]	[event]	[Digital skills, collaboration, sharing best practices, eTwinning/ESEP, embedding eTwinning in education system]	[Latvia, different locations or online]	[1 day each]	[60 participants for 3 events]
E2.6	[ITEs, NSO]	[Annual meeting for ITE organised by the Central support Service]	[conference]	[eTwinning for future teachers, international cooperation, digital skills]	[Online]	[3 days each]	[1 teacher + 1 NSO x 2 conferences, online]
E3.1	[eTwinning Schools]	[National training for eTwinning Schools]	[training]	[eTwinning pillars, democratic participation, shared leadership, digital skills, environment and fight]	[Latvia, different locations or online]	[3 days each]	[up to 45 participants x 2 trainings]

				against climate change]			
E3.2	[eTwinning Schools]	[International seminar for eTwinning Schools]	[training]	[eTwinning pillars, democratic participation, shared leadership, sustainability, digital skills, international cooperation]	[Latvia]	[3 days each]	[up to 40 participants]
E3.2	[eTwinning Schools]	[eTwinning Schools Annual European Conference]	[online conference]	[eTwinning schools]	[Online]	[3 days]	[5 participants x 2 online conferences]
E3.3	[educational authorities, eTwinning Schools]	[eTwinning School promotional events/ school visits organised involving local authorities]	[event]	[eTwinning pillars, digital skills, international cooperation, best practices, embedding eTwinning in education system]	[Latvia, different locations]	[1 day each]	[80 participants for 8 events]
E4.1	[Teachers]	[National partner finding fair]	[Online event]	[cooperation, digital skills, IVET, ECEC, Inclusion and Diversity, Digital Transformation, Environment and fight against climate change]	[Online]	[1-2 hours each]	[20 participants x 2 events]
E4.2	[Teachers, Erasmus+]	[National online course]	[Online course]	[international cooperation, digital skills, eSafety, eTwinning for Erasmus+ virtual mobilities, Inclusion and Diversity, Digital Transformation, Environment and fight against climate change]	[Online]	[3-6 weeks each]	[30 participants x 2 courses]
E4.3	[Teachers]	[International partner finding fair]	[Online event]	[international cooperation, digital skills, IVET, ECEC, Inclusion and Diversity, Digital Transformation,	[Online]	[1-2 hours each]	[30 participants x 5 events]

				Environment and fight against climate change]			
E4.4	[Teachers]	[International online course]	[Online course]	[international cooperation, digital skills, eSafety, IVET, ECEC, green dimension/ sustainability, annual themes, former Plus countries]	[Online]	[3-6 weeks each]	[30 participants x 2 courses]
E4.5	[Teachers, headmasters]	[One day (6h) training]	[Workshop]	[international cooperation, digital skills, pedagogy methods, eSafety, eTwinning for Erasmus+ virtual motilities]	[Latvia, different locations or online]	[1 day each]	[24 participants x 23 workshops]
E4.6	[Teachers, headmasters]	[Multiple day (24) training]	[training]	[international cooperation, digital skills, pedagogy methods, eSafety, IVET, ECEC, Inclusion and Diversity, Digital Transformation, Environment and fight against climate change]	[Latvia, different locations or online]	[3 days each]	[35 participants x 5 trainings]
E4.7	[Teachers]	[international multiple day seminar for ECEC teachers]	[seminar]	[international cooperation, digital skills, pedagogy methods for ECEC, eSafety, green dimension/ sustainability for ECEC]	[Latvia]	[3 to 4 days]	[40 participants]
E4.8	[Teachers]	[international multiple day seminar for ECEC teachers]	[seminar]	[international cooperation, digital skills, pedagogy methods, ECEC]	[Denmark]	[3 to 4 days each]	[2 participants]
E4.8	[Teachers]	[international multiple day seminar for ECEC teachers]	[seminar]	[international cooperation, digital skills, pedagogy methods, ECEC]	[Poland]	[3 to 4 days]	[4 participants]

		seminar for ECEC teachers]		methods, ECEC]		each]	
E4.8	[Teachers]	[international multiple day seminar on digital transformation]	[seminar]	[international cooperation, digital skills, pedagogy methods, digital transformation]	[Estonia]	[3 to 4 days each]	[5 participants]
E4.8	[Teachers]	[international multiple day seminars abroad]	[seminar]	[international cooperation, digital skills, pedagogy methods, ECEC, IVET green dimension/ sustainability, annual themes]	[To be specified]	[3 to 4 days each]	[10 participants for 3 seminars]

4.3 Timetable

Timetable (projects up to 2 years) <i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i> 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
T1.1 - Coordinate with the Central support Service (CSS) and with other NSOs																					
T1.2 - Contribute to the eTwinning support network																					
T1.3 - Liaison with Erasmus+ National Agencies																					
T2.1 - Communication strategy																					

[illegible]

Timetable (projects of more than 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.
Note: Use actual, calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.

ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Task 1.1 - ...																								
Task 1.2 - ...																								
Task ...																								

4.4 Subcontracting

Subcontracting						
<p><i>Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).</i></p> <p><i>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.</i></p> <p>Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants to have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.</p> <p><i>Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of project coordinator tasks).</i></p>						
Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
WP2	1	Facilitating trainings	T2.1 subcontracting for facilitating trainings for eTwinning ambassadors	According to an official rate approved within the NA (JSPA)180 EUR per day for	Ambassadors have received training/ qualification to develop/ facilitate trainings tailored	Open call for ambassadors every year, set rate

				national, 320 EUR per day for international training + taxes Total amount: 4080 EUR	to specific target audiences and pedagogical needs	
WP2	2	Facilitating webinars	T2.1 subcontracting for facilitating eTwinning webinars	According to an official rate approved within the NA (JSPA 100 EUR per 1h webinar + taxes) Total amount: 3000 EUR	Ambassadors have received training/ qualification to develop/ facilitate trainings tailored to specific target audiences and pedagogical needs	Open call for ambassadors every year, special outside experts chosen
WP2	3	Facilitating trainings	T2.1 subcontracting for facilitating workshops in national conference	According to an official rate approved within the NA (JSPA)180 EUR + taxes for national training, Total amount:1440 EUR	Ambassadors have received training/ qualification to develop/ facilitate trainings tailored to specific target audiences and pedagogical needs	Open call for ambassadors every year, set rate
WP2	4	Facilitating trainings	T2.1 subcontracting for facilitating trainings for ITE institutions	According to an official rate approved within the NA (JSPA)180 EUR for national training, 320 EUR per day for international training Total amount:1080 EUR	Ambassadors have received training/ qualification to develop/ facilitate trainings tailored to specific target audiences and pedagogical needs	Open call for ambassadors every year, set rate
WP3	5	External project evaluation for National Prize	T3.3 National Prize	According to an official rate approved within the NA (JSPA) 20 EUR	The evaluator has 7+ experience and skills to evaluate projects applied	Only expert in the field, set rate

				per project Total amount:1000 EUR	for National Prize	
WP3	6	Facilitating trainings	T3.4 eTwinning School Label	According to an official rate approved within the NA (JSPA)180 EUR for national training, 320 EUR per day for international training Total amount: 4080 EUR	Ambassadors have received training/ qualification to develop/ facilitate trainings tailored to specific target audiences and pedagogical needs	Open call for ambassadors every year, set rate
WP4	7	Facilitating trainings	T4.2 Provide teachers with adequate professional development opportunities for successful participation	According to an official rate approved within the NA (JSPA)180 EUR + taxes for national training, 320 EUR per day + taxes for international training 20 271 EUR	Ambassadors have received training/ qualification to develop/ facilitate trainings tailored to specific target audiences and pedagogical needs	Open call for ambassadors every year, set rate
WP4	8	Project mentoring	T4.2 Provide teachers with adequate professional development opportunities for successful participation	According to an official rate approved within the NA (JSPA)150 EUR + taxes for a mentored project 3702 EUR	Mentors have received training and have necessary experience to mentor other teachers	Open call (set criteria) all year around, set rate
Other issues: <i>If subcontracting for the project goes beyond 30% of the total eligible</i>			Insert text			

<i>costs, give specific reasons.</i>	
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5. OTHER

5.1 Ethics

Ethics (if applicable)
Not applicable.

5.2 Security

Security
Not applicable.

6. DECLARATIONS

Double funding	
Information concerning other EU grants for this project  Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).	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)
<i>If your project requires a higher maximum amount per third party than the threshold amount set in the Call document/Programme Guide, justify and explain why this is necessary in order to fulfil your project's objectives.</i>
Insert text



ANNEXES

LIST OF ANNEXES

Standard

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

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

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

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

Special

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

**LIST OF PREVIOUS PROJECTS****List of previous projects***Please provide a list of your previous projects for the last 4 years.*

Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					

HISTORY OF CHANGES

VERSION	PUBLICATION DATE	CHANGE
1.0	25.02.2021	Initial version (new MFF).

ANNEX 2

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

	Estimated EU contribution					Maximum grant amount ¹
	Estimated eligible lump sum contributions (per work package)					
	WP1 Contributing to the management and operation of the European School Education Platform / eTwinning	WP2 Promote the European School Education Platform / eTwinning at national, regional and local levels; recruitment and engagement of users	WP3 Contributing to Recognition of Achievements and Community Building	WP4 Provide support to users of the European School Education Platform / eTwinning	WP5 Ensure safety and quality of eTwinning projects and contribute to monitoring the content of the European School Education Platform	
	Forms of funding	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	
	a	b	c	d	e	f = a + b + c + d + e
1 - JSPA	43 906.00	109 306.00	38 322.00	108 969.00	21 397.00	321 900.00

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).

FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

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

The consortium hereby confirms that:

The information provided is complete, reliable and true.

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

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

ANNEX 5

SPECIFIC RULES

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

Rights of use of the granting authority on results for information, communication, publicity and dissemination purposes

The granting authority also has the right to exploit non-sensitive results of the action for information, communication, dissemination and publicity purposes, using any of the following modes:

- **use for its own purposes** (in particular, making them available to persons working for the granting authority or any other EU service (including institutions, bodies, offices, agencies, etc.) or EU Member State institution or body; copying or reproducing them in whole or in part, in unlimited numbers; and communication through press information services)
- **distribution to the public** in hard copies, in electronic or digital format, on the internet including social networks, as a downloadable or non-downloadable file
- **editing** or **redrafting** (including shortening, summarising, changing, correcting, cutting, inserting elements (e.g. meta-data, legends or other graphic, visual, audio or text elements extracting parts (e.g. audio or video files), dividing into parts or use in a compilation
- **translation** (including inserting subtitles/dubbing) in all official languages of EU
- **storage** in paper, electronic or other form
- **archiving** in line with applicable document-management rules
- the right to authorise **third parties** to act on its behalf or sub-license to third parties, including if there is licensed background, any of the rights or modes of exploitation set out in this provision
- **processing**, analysing, aggregating the results and **producing derivative works**
- **disseminating** the results in widely accessible databases or indexes (such as through ‘open access’ or ‘open data’ portals or similar repositories, whether free of charge or not.

The beneficiaries must ensure these rights of use for the whole duration they are protected by industrial or intellectual property rights.

If results are subject to moral rights or third party rights (including intellectual property rights or rights of natural persons on their image and voice), the beneficiaries must ensure that they

comply with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the rights holders concerned).

Access rights for the granting authority, EU institutions, bodies, offices or agencies and national authorities to results for policy purposes

The beneficiaries must grant access to their results — on a royalty-free basis — to the granting authority, other EU institutions, bodies, offices or agencies, for developing, implementing and monitoring EU policies or programmes.

Such access rights are limited to non-commercial and non-competitive use.

The access rights also extend to national authorities of EU Member States or associated countries, for developing, implementing and monitoring their policies or programmes in this area. In this case, access is subject to a bilateral agreement to define specific conditions ensuring that:

- the access will be used only for the intended purpose and
- appropriate confidentiality obligations are in place.

Moreover, the requesting national authority or EU institution, body, office or agency (including the granting authority) must inform all other national authorities of such a request.

Access rights for third parties to ensure continuity and interoperability

Where the call conditions impose continuity or interoperability obligations, the beneficiaries must make the materials, documents and information and results produced in the framework of the action available to the public (freely accessible on the Internet under open licences or open source licences).

COMMUNICATION, DISSEMINATION AND VISIBILITY (— ARTICLE 17)

Additional communication and dissemination activities

The beneficiaries must engage in the following additional communication and dissemination activities:

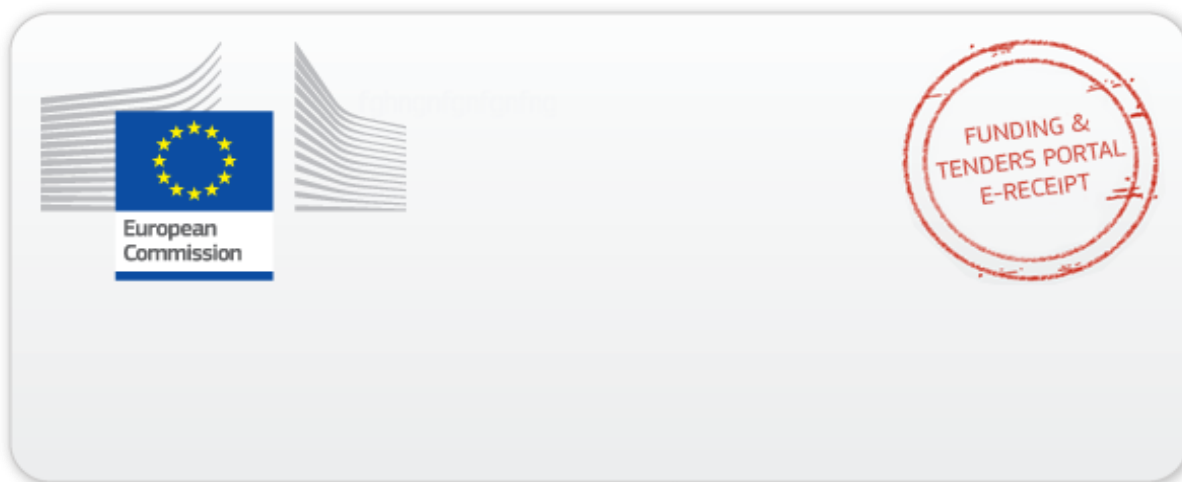
- **present the project** (including project summary, coordinator contact details, list of participants, European flag and funding statement and project results) on the beneficiaries' **websites** or **social media accounts**
- for actions involving public **events**, display signs and posters mentioning the action and the European flag and funding statement
- upload the public **project results** to the Erasmus+ Project Results platform, available through the Funding & Tenders Portal.

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

EU restrictive measures

The beneficiaries must ensure that the EU grant does not benefit any affiliated entities, associated partners, subcontractors or recipients of financial support to third parties that are

subject to restrictive measures adopted under Article 29 of the Treaty on the European Union or Article 215 of the Treaty on the Functioning of the EU (TFEU).



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