

Cabinet Regulation No. 815¹

Riga, 10 September 2013 (minutes No. 48 § 53)

Procedures for Implementation of European Economic Area Financial Mechanism 2009–2014 Period Programme “National Climate Policy”

Issued pursuant to Section 9, Paragraph one, and Section 15, Clauses 5 and 7 of the Law on the Management of the European Economic Area Financial Mechanism and the Norwegian Financial Mechanism for the Period of 2009–2014

1. General Provisions

1. These Regulations prescribe:
 - 1.1. procedures for implementation of the European Economic Area Financial Mechanism 2009–2014 Period (hereinafter — European Economic Area Financial Mechanism) Programme “National Climate Policy” (hereinafter — programme);
 - 1.2. procedures for cooperation of Programme Operator and donor programme partners (Norway, Iceland, and Liechtenstein);
 - 1.3. division of competences of Programme Operator and agency and procedures for cooperation of these institutions, as well as functional subordination of Programme Operator and agency.
2. The aim of the programme is to support Latvia in the development of comprehensive national climate policy covering sectors not addressed by the European Union Emissions Trading Scheme (non-ETS sectors) as regards emissions, and other sectors as regards adaptation to climate change. The specific objective of the programme is ensuring reduction of greenhouse gas emissions, which includes the following tasks:
 - 2.1. improvement of national system for greenhouse gas inventory;
 - 2.2. strengthening of institutional capacity of greenhouse gas inventory in Latvia;
 - 2.3. development of climate change adaptation policy;
 - 2.4. support to measures for reducing greenhouse gas emissions;
 - 2.5. development of research capacity in climate change area;
 - 2.6. enhancement of society’s knowledge and awareness about climate change.
3. Programme target groups are State administration institutions, local governments, scientific and educational institutions, enterprises, associations, and foundations related to the programme area — climate change adaptation.
4. The programme shall be implemented as follows:
 - 4.1. pre-defined projects;

¹ Included amendments of 19 May 2015 Cabinet Regulation No.236 and amendments of 6 December 2016 Cabinet Regulation No.761

- 4.2. small grant scheme within which projects are implemented (hereinafter — grant scheme projects);
- 4.3. open call within which projects are implemented (hereinafter — open call projects).
5. Outcomes to be attained by the programme:
 - 5.1. improved environmental monitoring system by increasing the quality of national greenhouse gas inventory (baseline of 2013 — 50%, target of 2017 — 85%);
 - 5.2. increased amount of qualitative and sufficient information for evaluation reports regarding national greenhouse gas projections, measures, and policy (baseline of 2013 — 30%, target of 2017 — 70%);
 - 5.3. developed national adaption strategy (baseline of 2013 — 0, target of 2017 — 1);
 - 5.4. increased State, municipal, and public awareness of climate change and adaption issues (baseline of 2013 — 0, target of 2017 — 30%);
 - 5.5. concluded four project partnership agreements with non-governmental organisations (baseline of 2013 — 0, target of 2017 — 4);
 - 5.6. concluded nine project partnership agreements with public sector institutions (baseline of 2013 — 0, target of 2017 — 9);
 - 5.7. Expected annual decrease of greenhouse gas emissions (baseline of 2013 — 0, target of 2017 — 4300 tonnes/CO₂).
6. Output indicators to be attained by the programme:
 - 6.1. within the programme bilateral relations:
 - 6.1.1. established 11 professional cooperation networks between Latvian and donor institutions;
 - 6.1.2. 15 publications in one state about the other partner state;
 - 6.2. within the pre-defined projects:
 - 6.2.1. developed integrated database for climate change and air quality for preparing reports for various international institutions;
 - 6.2.2. developed four studies in the field of improving inventory;
 - 6.2.3. organised five conferences, training seminars, and other experience sharing events to increase the capacity of Latvian experts involved in the inventory;
 - 6.2.4. developed model system for climate change mitigation policy evaluation, including development of guidelines, cost assessment of various climate change policy measures, and *ex-ante* (estimated) and *ex-post* (actual) policy assessments;
 - 6.2.5. organised three educational events for experts involved in the development of national policy, measures, and projections for climate change;

- 6.2.6. developed unified data tool for greenhouse gas projection preparation for international reports;
- 6.2.7. developed scenario of climate change impact and adaption for 2050–2100;
- 6.2.8. developed 13 reports about indicators, risks, and measures for climate change adaption;
- 6.3. within the grant scheme projects:
 - 6.3.1. organised 12 publicity and information events (seminars and campaigns);
 - 6.3.2. developed seven researches on climate change research methodologies, indicator systems, and cross-cutting issues;
 - 6.3.3. developed four professional education programme modules on climate change and adaptation;
- 6.4. within the open call projects:
 - 6.4.1. implemented three low-energy building construction projects;
 - 6.4.2. reduced energy consumption to 25 kWh/m² per year in buildings where energy-saving technologies have been introduced;
 - 6.4.3. increased emission saving to 500 t CO₂ per year in buildings where energy-saving technologies have been introduced;
 - 6.4.4. implemented three low carbon technology projects within the programme;
- 7. Donor programme partners are the Norwegian Environment Agency and Norwegian Directorate for Civil Protection (hereinafter — programme partners).
- 8. The Ministry of Environmental Protection and Regional Development (hereinafter — Programme Operator) shall establish a programme cooperation committee (hereinafter — cooperation committee), where representatives of Programme Operator and donor programme partners participate. Representatives of the European Economic Area Financial Mechanism Committee (hereinafter — Financial Mechanism Committee), Norway Embassy in Latvia, National Focal Point, and State Regional Development Agency (hereinafter — agency) may participate in the cooperation committee meetings in the status of observers. Programme Operator and programme partner shall ensure cooperation within the cooperation committee, but procedures for cooperation shall be determined by the regulation of cooperation committee.
- 9. Total programme financing available is EUR **11,205,405**, including the European Economic Area Financial Mechanism co-financing in the amount of EUR 10,365,000 and State budget co-financing in the amount of EUR 840,405, including:
 - 9.1. programme co-financing available for the pre-defined project “Development of the National System for Greenhouse Gas Inventory and Evaluation and Reporting on Policies, Measures and Projections” — EUR 1,981,871;
 - 9.2. programme co-financing available for the pre-defined project “Development of Proposal for National Adaption Strategy, including Identification of

Scientific Data, Measures for Adapting to Changing Climate, Impact and Cost Evaluation” — EUR 1,209,305;

- 9.3. programme co-financing available for the implementation of find for bilateral relations — EUR 349 649;
- 9.4. programme co-financing available for additional measures — EUR 77 555;
- 9.5. programme co-financing available for programme management — EUR 757,285;
- 9.6. programme co-financing available for the implementation of open call projects — EUR 4 898 318;
- 9.7. programme co-financing available for the implementation of grant scheme projects — EUR 1 931 422;
10. Programme co-financing consists of:
 - 10.1. European Economic Area Financial Mechanism co-financing in the amount of 92,5% of the total programme financing;
 - 10.2. State budget co-financing in the amount of 7,5% of the total programme financing;
11. The grant scheme mentioned in Sub-paragraph 4.2 of these Regulations and open call mentioned in Sub-paragraph 4.3 of these Regulations shall be implemented as open call according to normative acts regarding grant scheme and open call of this programme.

2. Functions of Programme Operator and Agency

12. Implementation of the programme shall be ensured by the Programme Operator and agency.
13. Agency shall be under the functional supervision of the Programme Operator.
14. Programme Operator shall:
 - 14.1. provide for the implementation, monitoring, and control of the programme;
 - 14.2. develop the pre-defined project application evaluation criteria;
 - 14.3. establish the pre-defined project application evaluation committee and approve its regulations;
 - 14.4. send the pre-defined project submitters an invitation to submit a project application;
 - 14.5. ensure selection of independent external experts for evaluation of pre-defined project applications;
 - 14.6. ensure evaluation of the pre-defined project applications and prepare conclusion on the evaluation of pre-defined projects;
 - 14.7. develop the evaluation criteria for grant scheme projects and open call projects applications and coordinate them with the cooperation committee;

- 14.8. prepare and submit programme reports pursuant to normative acts regarding the management of the European Economic Area Financial Mechanism for period 2009–2014;
- 14.9. ensure that financing available for programme implementation is not exceeded and monitor the use of the mentioned financing;
- 14.10. submit to the certifying authority forecast of likely European Economic Area Financial Mechanism payment applications by the programme;
- 14.11. prepare information for applying for the State budget financing pursuant to normative acts regarding basic principles for the development and submission of budgetary requests;
- 14.12. guarantee achieving of programme outcomes and output indicators as set forth in Paragraphs 5 and 6 of these Regulations;
- 14.13. develop and update the programme communication plan and ensure its implementation;
- 14.14. provide for allocation and control of financing of the fund for bilateral relations for the grant scheme and open call projects, and, together with donor states, organise activities for attracting bilateral cooperation project partners according to Sub-paragraph 63.1 of these Regulations;
- 14.15. attract an independent and certified auditor who performs audit of the pre-defined projects after their completion by approving the eligibility of expenditure according to the Regulation on the Implementation of the European Economic Area Financial Mechanism 2009–2014 (hereinafter — donor state regulation), laws and applicable normative acts on accounting of the Republic of Latvia;
- 14.16. submit to the National Focal Point a report on the national co-financing provided by all beneficiaries of the co-financing during the previous calendar year, every year until 1 March;
- 14.17. submit to the Financial Mechanism Committee the detailed budget submitted by the pre-defined project submitter for coordination.

15. Agency shall:

- 15.1. announce grant scheme project and open call project competition;
- 15.2. organise information seminars for grant scheme project and open call project competition;
- 15.3. develop selection committee for grant scheme project and open call project applications and coordinates the committee by-laws with the Programme Operator;
- 15.4. provide for selection of grant scheme project and open call project applications, organise selection of evaluation experts, and take decision on approval, approval with a condition, or rejection of project application;
- 15.5. prepare draft contracts for pre-defined projects, grant scheme projects, and open call projects;

- 15.6. conclude pre-defined project, grant scheme project, and open call project contracts, assess amendments to project contracts pursuant to normative acts regarding management of the European Economic Area Financial Mechanism 2009–2014, coordinate amendments to project contracts with the Programme Operator, and take decision regarding amendments to project contracts;
- 15.7. provide information to the Programme Operator pursuant to normative acts regarding basic principles for the development and submission of budgetary requests;
- 15.8. monitor and control implementation of pre-defined projects, grant scheme projects, and open call projects, including random on-site project inspections and providing for monitoring of information and publicity activities on the project level;
- 15.9. examine and submit procurement plan of the beneficiary of the co-financing to the Procurement Monitoring Bureau and perform pre-purchase examinations pursuant to normative acts regarding management of the European Economic Area Financial Mechanism 2009–2014;
- 15.10. collect data on pre-defined projects, grant scheme projects, and open call projects, and prepare information and analysis for the Programme Operator regarding the use of financing available for the project implementation, implementation of their outcomes, and achievement of objectives;
- 15.11. examine project reports about pre-defined projects, grant scheme projects, and open call projects submitted by the beneficiary of the co-financing, monitor project progress, approve the amounts of eligible expenditure, prepare payment order regarding reimbursement of eligible expenditure to the beneficiary of the co-financing or transfer to revenues of the State budget, or prepare decision on deletion of an advance payment;
- 15.12. submit to the Programme Operator information and supporting documents necessary for preparation of programme interim, annual, and final financial reports;
- 15.13. account the ineligible expenditure of pre-defined projects, grant scheme projects, and open call projects, take decisions regarding ineligible expenditure and their recovery;
- 15.14. make a list indicating the respective projects' equipment and facilities purchased that are exempt from the general provision that project eligible expenditures are cost of new or second hand equipment, provided that it is depreciated in accordance with generally accepted accounting principles applicable to the Project Promoter and generally accepted for items of the same kind, as stated in Article 7.3, Paragraph one, Clause c, of the donor state regulation;
- 15.15. ensure pre-defined projects, grant scheme projects, and open call projects implementation control regarding project contract final provisions that have to be observed after project completion.

3. Programme Expenditure

16. The following expenditure shall be eligible within the programme:
- 16.1. administrative expenditure of Programme Operator and agency according to Paragraphs 17 and 18 of these Regulations;
 - 16.2. complementary actions organised by the Programme Operator and agency according to Paragraph 19 of these Regulations, which are related to strengthening of cooperation and experience exchange regarding programme implementation with similar institutions in beneficiary states of the European Economic Area Financial Mechanism and donor states (Norway, Liechtenstein, and Iceland);
 - 16.3. expenditure of pre-defined projects according to Sub-chapter 4.2 of these Regulations;
 - 16.4. expenditure of the fund for bilateral relations according to Chapter 5 of these Regulations.
 - 16.5. expenditure of grant scheme projects and open call projects according to the concluded contract for grant scheme projects and open call projects.
17. Eligible administrative expenditure of the Programme Operator shall be:
- 17.1. remuneration (work remuneration, social guarantees, and leave), and expenditure for mandatory health examinations that have been determined according to normative acts regarding remunerations of officials and employees of State and local government authorities, as well as internal normative acts regarding performance of work duties of the respective institution;
 - 17.2. expenditure that are directly related with ensuring programme management:
 - 17.2.1. lease payment for premises used for the programme implementation;
 - 17.2.2. premises running expenditure (for example, electricity, heat, water, security, management services);
 - 17.2.3. expenditure for stationery and office goods;
 - 17.2.4. communication service expenditure (for example, telecommunications, Internet, postal services);
 - 17.3. outsourcing expenditure:
 - 17.3.1. expenditure for services necessary for the programme implementation (for example, audit, expert services, translation/interpreting);
 - 17.3.2. publicity and information expenditure (for example, publishing booklets, publications and preparing information for mass media, advertisements, seminars, conferences);
 - 17.3.3. expenditure related to organisation of cooperation committee meeting;
 - 17.3.4. other expenditure related to programme implementation that do not contradict these Regulations and ensure achievement of programme objective and results;

- 17.4. official local and foreign travel expenditure of persons involved in the programme implementation according to norms for expenditure set in normative acts regarding procedures for reimbursement of expenditure relating to official travels (daily allowance, transport expenditure not exceeding the tariffs for class comparable to economy class, expenditure for lease of transport and fuel, expenditure for hotels (lodging), expenditure for insurance);
- 17.5. expenditure for lease of technical equipment used during the programme implementation, pursuant to normative acts in the field of public procurement, and depreciation expenditure for equipment used during the programme implementation, which is calculated pursuant to normative acts on accountancy;
- 17.6. value added tax payments that are directly related to the programme administrative expenditure and are not recoverable in the Republic of Latvia.
18. Eligible administrative expenditure of the agency shall be:
- 18.1. remuneration (work remuneration, social guarantees, and leave), as well as expenditure for mandatory health examinations that have been determined according to normative acts regarding remunerations of officials and employees of State and local government authorities, and internal normative acts regarding performance of work duties of the respective institution;
- 18.2. expenditure that is directly related to ensuring functions mentioned in Paragraph 15 of these Regulations:
- 18.2.1. lease payment for premises used for the programme implementation;
- 18.2.2. premises running expenditure (for example, electricity, heating, water supply, security, management services);
- 18.2.3. expenditure for stationery and office goods;
- 18.2.4. communication service expenditure (for example, telecommunications, Internet, postal services);
- 18.3. outsourcing expenditure:
- 18.3.1. expenditure for services necessary for the programme implementation (for example, audit, expert services, translation/interpreting);
- 18.3.2. expenditure for publicity activities (for example, seminars for grant scheme and open call project submitters);
- 18.4. official local and foreign travel expenditure of persons involved in the programme implementation according to norms for expenditure set in the normative acts regarding procedures for reimbursement of expenditure relating to official travels (daily allowance, transport expenditure not exceeding the tariffs for class comparable to economy class, expenditure for lease of transport and fuel, expenditure for hotels (lodging), expenditure for insurance);
- 18.5. expenditure for lease of technical equipment used during the programme implementation, pursuant to normative acts in the field of public procurement, and depreciation expenditure for equipment used during the programme

implementation, which is calculated pursuant to normative acts on accountancy;

18.6. value added tax payments that are directly related to the programme administrative expenditure and are not recoverable in the Republic of Latvia.

19. Eligible expenditure for complementary actions shall be:

19.1. expenditure of Programme Operator and agency:

19.1.1. expenditure for organising measures;

19.1.2. lease payments for premises and technical equipment;

19.1.3. expenditure for translation/interpreting services;

19.1.4. expenditure for publicity activities related to the activity;

19.1.5. official local and foreign travel expenditure according to norms for expenditure set in normative acts regarding procedures for reimbursement of expenditure relating to official travels (daily allowance, transport expenditure not exceeding the tariffs for class comparable to economy class, expenditure for lease of transport and fuel, expenditure for hotels (lodging), expenditure for insurance);

19.2. official local and foreign travel expenditure of other persons involved in the implementation of programme or complementary action according to norms for expenditure set in normative acts regarding procedures for reimbursement of expenditure relating to official travels (daily allowance, transport expenditure not exceeding the tariffs for class comparable to economy class, expenditure for lease of transport and fuel, expenditure for hotels (lodging), expenditure for insurance).

4. Procedures for Implementation of Pre-defined Projects

20. Within the programme, the following pre-defined projects shall be implemented:

20.1. “Development of the National System for Greenhouse gas inventory and evaluation and reporting on policies, measures and projections”;

20.2. “Development of proposal for National Adaption Strategy, including identification of scientific data, measures for adapting to changing climate, impact and cost evaluation”.

21. The pre-defined projects shall be implemented until 30 April 2017.

4.1. Pre-defined Project Eligibility Provisions

22. The Ministry of Environmental Protection and Regional Development in cooperation with the Ministry of Agriculture, Latvian Environment, Geology and Meteorology Centre, and Norwegian Environment Agency shall implement the pre-defined project “Development of the National System for Greenhouse gas inventory and evaluation and reporting on policies, measures and projections”. The pre-defined project shall be implemented according to the following conditions:

- 22.1. the objective of the project is to strengthen the capacity of State institutions by improving the national system for preparing and analysing and reporting of high-quality information to ensure constant improvements in the greenhouse gas inventory, policy, measures and projections, and to comply with the requirements of the United Nations Framework Convention on Climate Change and Kyoto Protocol;
- 22.2. activities to be supported by the project:
- 22.2.1. improvement of greenhouse gas inventory system in Latvia;
- 22.2.2. raising capacity of experts involved in the preparation of the inventory;
- 22.2.3. improvement of the quality of *ex-ante* (estimated) and *ex-post* (actual) assessment of climate change policy measures, including emission projections;
- 22.3. main results to be attained by the project are set forth in Sub-paragraphs 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5, and 6.2.6 of these Regulations.
23. The Ministry of Environmental Protection and Regional Development in cooperation with the Ministry of Agriculture, Latvian Institute of Aquatic Ecology, Latvian Environment, Geology and Meteorology Centre, and Norwegian Directorate for Civil Protection shall implement the pre-defined project “Development of proposal for National Adaption Strategy, including identification of scientific data, measures for adapting to changing climate, impact and cost evaluation”. The pre-defined project shall be implemented according to the following conditions:
- 23.1. the objective of the project is to develop proposals for the national adaption strategy;
- 23.2. activities to be supported by the project:
- 23.2.1. providing of the current and potential scientific data for the adaption monitoring system;
- 23.2.2. providing for the necessary adaption measures in the most sensitive sectors;
- 23.2.3. development of scenario of climate change impact and adaption for 2050–2100;
- 23.2.4. research of the integrated climate change mitigation and adaption measures and their impact;
- 23.3. the main results to be attained by the project are set forth in Sub-paragraphs 6.2.7 and 6.2.8 of these Regulations.
24. The following information and publicity activities shall be included in the pre-defined projects:
- 24.1. organisation of at least three main information activities (conferences or seminars) regarding achievements and results of project implementation;
- 24.2. creation of a separate project-dedicated section on the web site of the beneficiary of the co-financing. Actual information (to be updated once per quarter) in Latvian and English shall be included in the section by indicating:

- 24.2.1. information on the project (objective, project partners, project implementation period, main activities and planned results, programme co-financing allocated to the project);
- 24.2.2. information on the project implementation progress and achieved results, including photographs about project implementation;
- 24.2.3. information on the cooperation with donor state organisations;
- 24.2.4. contact information of the beneficiary of the co-financing;
- 24.2.5. logo of the European Economic Area Financial Mechanism and reference to the financier.

4.2. Expenditure of Pre-defined Projects:

- 25. Pre-defined project expenditure shall be eligible if they arise to the beneficiary of the co-financing or project partner in fact and comply with the following criteria:
 - 25.1. they have been coordinated with the Financial Mechanism Committee prior to project contract conclusion;
 - 25.2. they have arisen during the eligibility period set forth in the project contract;
 - 25.3. they are related to the project objective, necessary for achieving the results, and included in the approved project budget;
 - 25.4. they are proportional and necessary for project implementation;
 - 25.5. they are used only for achieving project objectives and results, and made following the principles of expediency, economy, efficiency, as well as the legal regulation of public procurement;
 - 25.6. they are included in the supporting documents in the accountancy and paid, and the services are provided or the goods are delivered within the eligibility period set in the project contract. Expenditure in respect of which an invoice has been issued in the final month of eligibility shall also be deemed to be incurred within the dates of eligibility if the services provided or goods delivered are paid within 30 days of the final date for eligibility;
 - 25.7. they are accounted in the accounting and tax accounting registers, identifiable, separated from other costs, and verifiable, and they are confirmed by originals of corresponding supporting documents.
- 26. Following the conditions set in Paragraph 25 of these Regulations, the following expenditures shall be regarded as eligible for pre-defined projects:
 - 26.1. project administrative expenditures, not exceeding 10 % of project eligible expenditures;
 - 26.2. project eligible expenditures that are necessary for implementation of the activities to be supported by the project.
- 27. Administrative expenditure of pre-defined projects:
 - 27.1. project administrative personnel remuneration (work remuneration, social guarantees, and leave), and expenditure for mandatory health examinations that have been determined according to normative acts

regarding remunerations of officials and employees of State and local government authorities, as well as internal normative acts regarding performance of work duties of the respective institution;

- 27.2. expenditure for ensuring administrative functions:
 - 27.2.1. expenditure for lease of technical equipment used during the project implementation, pursuant to normative acts in the field of public procurement, and depreciation expenditure for equipment used during the project implementation, which is calculated pursuant to normative acts on accountancy;
 - 27.2.2. communication service expenditure (for example, telecommunications, Internet, postal services);
 - 27.2.3. expenditure for stationery and office goods;
 - 27.2.4. lease payments for premises related to project management;
 - 27.2.5. premises running expenditure (for example, electricity, heating, water supply, security, management services);
 - 27.2.6. official local and foreign travel expenditure of persons involved in the project administration according to norms for expenditure set in normative acts regarding procedures for reimbursement of expenditure relating to official travels (daily allowance, transport expenditure not exceeding the tariffs for class comparable to economy class, expenditure for lease of transport and fuel, expenditure for hotels (lodging), expenditure for insurance);
 - 27.2.7. expenditure for organising project management committee.
- 28. Pre-defined project eligible expenditures that are necessary for implementation of the project activities shall be:
 - 28.1. project implementation personnel remuneration (work remuneration, social guarantees, and leave), and expenditure for mandatory health examinations that have been determined according to normative acts regarding remunerations of officials and employees of State and local government authorities, as well as internal normative acts regarding performance of work duties of the respective institution;
 - 28.2. official local and foreign travel expenditure of persons involved in the project implementation according to norms for expenditure set in normative acts regarding procedures for reimbursement of expenditure relating to official travels (daily allowance, transport expenditure not exceeding the tariffs for class comparable to economy class, expenditure for lease of transport and fuel, expenditure for hotels (lodging), expenditure for insurance);
 - 28.3. lease payments for premises and technical equipment used during the project implementation that are necessary for the implementation of the project activities, pursuant to normative acts in the field of public procurement, and depreciation expenditure for equipment used during the project implementation, which is calculated pursuant to normative acts on accountancy;

- 28.4. expenditure for purchasing new equipment and facilities necessary for the implementation of the activities to be supported listed in Sub-paragraph 22.2 of these Regulations, if the beneficiary of the co-financing:
- 28.4.1. provides for maintenance and use of the equipment and facilities according to project objective at least for five years after approval of the final project report;
 - 28.4.2. insures equipment and facilities against damages during the project implementation and for five years after approval of the final project report;
 - 28.4.3. retains equipment and facilities as its or partner's property for five years after approval of the final project report;
 - 28.4.4. establishes equipment and facilities maintenance fund for maintaining the equipment and facilities to ensure fulfilment of the condition set forth in Sub-paragraph 28.4.1 of these Regulations. The Programme Operator, agency, and beneficiary of the co-financing shall agree on the amount of equipment and facilities maintenance fund in the project contract;
- 28.5. expenditure for information and publicity activities;
- 28.6. expenditure for training related to the project objective;
- 28.7. certification of expenditures of donor pre-defined project partner, performed by an independent donor state auditor;
- 28.8. other expenditure for services related to the project implementation that are necessary for achieving the results set forth in Sub-paragraphs 22.3 and 23.3 of these Regulations.
29. Taxes and fees (except for value added tax) related to the implementation of pre-defined project activities shall be eligible expenditure. Value added tax payments that are directly related to the project shall be eligible expenditure if the beneficiary of the co-financing or project partner cannot recover them in the Republic of Latvia or donor states.
30. Expenditure of pre-defined projects shall be ineligible if they are not necessary for the implementation of the pre-defined project activities and do not comply with the conditions set forth in Paragraphs 25, 26, 27, 28, and 29 of these Regulations.

4.3. Preparation and Submission of Pre-defined Project Applications

31. The Programme Operator shall send to the submitter of pre-defined project application an electronic invitation to submit project application indicating the term for submitting project application, pursuant to normative acts regarding drawing up of electronic documents. The term may not be less than two months.
32. Pre-defined project submitter shall fill out and submit project application form, which is electronically available on the Programme Operator's web site (www.varam.gov.lv) (Annex 1). The pre-defined project application form shall be appended:
- 32.1. project partners partnership statement (Annex 2);

- 32.2. detailed project budget, stating expenditure and price per unit (Annex 3);
 - 32.3. project partnership draft contract;
 - 32.4. work tasks set for the personnel involved in the project management and the qualification requirements necessary for their execution, as well as curriculum vitae (CV) of the particular employees, if they are known.
33. Submitter of the pre-defined project application shall prepare project partnership draft contract with project partners from Latvia in Latvian. Partnership draft contract with project partners from donor states shall be prepared in English. At a minimum, the following information shall be included in the partnership draft contract:
- 33.1. responsibilities, rights and obligations of the parties;
 - 33.2. financial provisions, including the amount of programme co-financing planned for the project partner and eligibility criteria;
 - 33.3. provisions regarding currency conversion expenditure and compensation procedures;
 - 33.4. provisions regarding examinations and audits;
 - 33.5. detailed budget of activities implemented by the project partner, including the number of units and cost per unit, and financial flow;
 - 33.6. dispute settlement procedures.
34. Prior to concluding the pre-defined project contract, submitter of the pre-defined project application shall submit to the Programme Operator partnership draft contract. The Programme Operator shall examine and coordinate the conformity of partnership draft contract to Paragraph 33 of these Regulations. If necessary, the Programme Operator shall request the submitter of the pre-defined project application to particularise the partnership draft contract.
35. Submitter of pre-defined project application shall coordinate the partnership draft contract with the project partners prior to submission of the partnership draft contract to the Programme Operator.
36. Pre-defined project application shall be prepared in typing in Latvian. If any of the annexes to the project application is not in Latvian, its translation in Latvian, if not stated otherwise in the project form, approved by the responsible official of project submitter shall be appended to it.
37. Submitter of the pre-defined project application or its authorised person shall submit to the Programme Operator project application in the form of an electronic document.
38. Pre-defined project application shall be drawn up pursuant to normative acts regarding drawing up of electronic documents and the responsible official of the project submitter shall sign the project application with a safe electronic signature and a timestamp.
39. Submitter of the pre-defined project application shall send the project application to the Programme Operator's to electronic address indicated in the invitation referred to in Paragraph 31 of these Regulations.

4.4. Evaluation of Pre-defined Project Applications

40. Pre-defined project applications shall be evaluated by a project evaluation selection committee (hereinafter — committee) set up by the Programme Operator. The committee shall act pursuant to regulations approved by the Programme Operator.
41. The committee shall consist of three representatives of the Programme Operator.
42. Representatives of the National Focal Point, Financial Mechanism Committee, Norway Embassy in Latvia, and agency may participate in the committee in the status of observers.
43. The committee shall evaluate pre-defined project application according to evaluation criteria listed in Annex 4 of these Regulations.
44. The committee shall invite an independent external expert for evaluation of the pre-defined project applications.
45. Independent external expert shall prepare a conclusion on the conformity of the activities planned within the pre-defined projects to the requirements of normative acts of the Republic of Latvia and the European Union, and shall assess the pre-defined project application pursuant to eligibility and quality criteria listed in Annex 4 of these Regulations.
46. Based on the committee's evaluation, the Programme Operator shall prepare a conclusion regarding the pre-defined project application by including information on the conformity of the project application to the evaluation criteria listed in Annex 4 of these Regulations.
47. Conclusion on positive assessment of the pre-defined project shall be given if the pre-defined project application complies with all eligibility and quality criteria listed in Annex 4 of these Regulations, and the total number of points received for conformity to quality evaluation criteria is not less than eight points.
48. In the conclusion on positive assessment of the pre-defined project also conditions on particularising the pre-defined project application may be included to ensure fulfilment of the criteria set forth in Sub-paragraphs 1.1, 2.1, 2.2, 2.3, 2.4, 2.5, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12, 3.13, 3.14, 3.15, and 3.16 of Part I of Annex 4 of these Regulations.
49. Conclusion on negative assessment of the pre-defined project shall be given if the pre-defined project application does not comply with any of the criteria listed in Sub-paragraphs 1.2, 1.3, 1.4, or 3.1 of these Regulations, or if the total number of points received for conformity to quality evaluation criteria is less than eight points.
50. If conditions on particularising the pre-defined project application have been included in the conclusion, the submitter of the project application shall ensure fulfilment of the conditions within the term set in the conclusion, which may not exceed 20 working days from the day of sending the conclusion, and shall submit to the Programme Operator information regarding fulfilment of the conditions included in the conclusion. The

mentioned term may be extended if the submitter of the pre-defined project substantiates the necessity for extending the term.

51. If the Programme Operator has given a negative conclusion, the submitter of the project application shall elaborate a new project application and submit it to the Programme Operator for repeated evaluation pursuant to the procedure and within deadlines set in Sub-chapter 4.3 and 4.4 of these Regulations.
52. Within five working days after preparation of positive conclusion, the Programme Operator shall inform the National Focal Point about the positive conclusion and submit to it copy of the pre-defined project application.

4.5. Implementation and Monitoring of Pre-defined Projects

53. Beneficiary of the co-financing shall submit to the Programme Operator copies of the partnership agreements signed by the beneficiary of the co-financing and project partners, prior to concluding the pre-defined project contract.
54. Agency shall conclude a project contract with the beneficiary of the co-financing on implementation of the pre-defined project.
55. Once in four months according to the pre-defined project contract, the beneficiary of the co-financing shall submit to the agency project report and supporting documents attached thereto.
56. The agency shall examine the pre-defined project reports and supporting documents attached thereto.
57. The agency shall proportionally reduce the amount of the financing allocated to the pre-defined project if:
 - 57.1. the actual use of financing is less than provided for in the contract;
 - 57.2. any of the project activities or measures has not been implemented;
 - 57.3. supporting documents have not been submitted;
 - 57.4. expenditure are not proportional and economically substantiated;
 - 57.5. irregularities are found;
 - 57.6. financing has not been used according to requirements of normative acts in the field of public procurement.
58. Once in four months — until 1 March, 1 June, 1 September, and 1 December — the beneficiary of the co-financing shall send to the agency information on the information and publicity activities planned in the next four months according to Annex 5 of these Regulations.
59. If changes occur during the implementation of the project, Agency, which has concluded the contract with the beneficiary of the co-financing and the beneficiary of the co-financing make amendments to the project contract, shall take into consideration the following conditions:
 - 59.1. the beneficiary of the co-financing shall coordinate all the necessary changes which are related to the implementation of the project with the

Agency, by submitting a request for amendments to the contract (except for the changes mentioned in Sub-paragraph 59.2. of these Regulations);

- 59.2. if the changes have occurred within one activity and, by transferring expenditure from one item of the project budget to another one, the expenditure of each budget item do not change by more than 10% of the planned expenditure of relevant budget item, 15 working days before the occurring of such changes the beneficiary of the co-financing shall inform the Agency about the necessary changes in the implementation of the project. If the Agency, within 10 working days, has not declined or requested to specify the proposed changes, it shall be deemed that the changes have been coordinated. Before submitting each project report, the beneficiary of the co-financing shall submit to the Agency a request for amendments to the project regarding all the changes which have occurred during the relevant accounting period.
60. If the amendments to the contract referred to in Paragraph 59 of these Regulations are related to the project objective and monitoring output indicators to be achieved, the Agency shall submit them to the Programme Operator for assessment. Within 10 working days, the Programme Operator shall assess the submitted changes, prepare a conclusion, and submit it to the Cooperation Committee for coordination. After the coordination in the Cooperation Committee, the Programme Operator shall provide a conclusion to the Agency within five working days.
61. Beneficiary of the co-financing shall ensure maintenance and use of the results achieved within the pre-defined project for the project objectives at least for five years after approval of the final project report.

5. Procedure for implementing activities of the Fund for Bilateral Relations

62. The objective of the Fund for Bilateral Relations is to support transfer of knowledge and best practice among Donor States and Latvian institutions to facilitate achievement of the objective of the programme “National Climate Policy”.
63. The Programme activities of the Fund for Bilateral relations are:
- 63.1. the search for partners for donor partnership projects prior to or during preparation of the call for proposals and grant scheme project application;
- 63.2. networking, exchange, sharing and transfer of knowledge, experience and best practice in the programme area between beneficiaries of co-financing for approved pre-defined projects, grant scheme, and call for proposals, international organizations and entities in the Donor States;
- 63.3. exchange, sharing and transfer of knowledge, experience and best practice with Donor States’ entities on implementation of local climate change adaptation measures and development of local adaptation strategies.
64. The activities referred to in Paragraph 63 of this Regulation shall be administered by the Programme Operator.

65. The Cooperation Committee shall decide on use of financing and activities of the Fund for Bilateral Relations in line with the Regulation of the Cooperation Committee.
66. The co-financing of the Fund for Bilateral Relations may be received by:
- 66.1. Programme Operator — within the framework of activities of the Fund for Bilateral Relations referred to in Sub-paragraph 63.1 of this Regulation;
 - 66.2. beneficiary of co-financing for pre-defined projects, grant scheme, and call for proposals and Programme Operator — within the framework of activities of the Fund for Bilateral Relations referred to in Sub-paragraph 63.2 of this Regulation.
 - 66.3. Local governments - within the framework of activities of the Fund for Bilateral Relations referred to in Sub-paragraph 63.3 of this Regulation.
67. The following entities may participate in the implementation of the activities referred to in Sub-paragraph 63.1 of this Regulation:
- 67.1. Programme Operator;
 - 67.2. Agency;
 - 67.3. institutions involved in the preparation of project for grant scheme and call for proposals;
 - 67.4. institution or expert of Donor State.
68. The following entities may participate in the implementation of the activities referred to in Sub-paragraph 63.2 of this Regulation:
- 68.1. beneficiary of co-financing for pre-defined projects, grant scheme, and call for proposals;
 - 68.2. institution of target group of pre-defined projects, grant scheme, and call for proposals;
 - 68.3. Project Partner;
 - 68.4. institution or expert of Donor State;
 - 68.5. Programme Operator;
 - 68.6. international organization.
- 68.¹ Within the framework of activities of the Fund for Bilateral Relations referred to in Sub-paragraph 63.3 of this Regulation may participate programme target group institutions (state administration institutions, local governments, scientific and educational institutions, enterprises, associations and foundations).
69. Eligible costs for implementing the activities referred to in Sub-paragraph 63.1 of this Regulation:
- 69.1. costs of conferences and seminars for the search for partners for donor partnership projects (for example, lease of premises, informative materials, translation/interpreting, experts, publicity, catering, and other costs related to organisation of events);
 - 69.2. travel costs for visits by experts and representatives of Donor State institutions (transport expenses not exceeding the tariffs for class comparable

to economy class, expenses for hotels (lodging)), participating in the activities organised by the Programme Operator and referred to in Sub-paragraph 63.1 of this Regulation, but not more than two persons from one institution. Travel costs may not exceed EUR 1500 for one travel of one person.

70. Eligible costs for implementing the activities referred to in Sub-paragraphs 63.2 and 63.3 of this Regulation:

70.1. travel costs according to the procedure laid down by the normative acts on procedures for reimbursement of expenses relating to official travels, norms for expenses (daily allowance, transport expenses not exceeding the tariffs for class comparable to economy class, expenses for lease of transport and fuel, expenses for hotels (lodging), expenses for insurance). Travel costs may not exceed EUR 1500 for one travel of one person;

70.2. fees for participation in conferences, seminars, courses and exhibitions;

70.3. costs of conferences, seminars, courses, and meetings in Latvia and Donor States;

70.4. costs for collecting of data, preparing and publishing reports, studies, and publications;

70.5. external consultancy and expertise fees if contract for work performance or service agreement has been signed

71. The expenses referred to in Paragraphs 69 and 70 of this Regulation are 100% reimbursed to beneficiaries from the Fund for Bilateral Relations eligible costs.

72. Programme Operator as beneficiary of the support for activities of the Fund for Bilateral Relations shall make proposals to the Cooperation Committee related to organisation of the activities referred to in Sub-paragraph 63.1 of this Regulation. Following a positive decision by the Cooperation Committee, the Programme Operator shall implement an activity of the Fund for Bilateral Relations.

73. Beneficiary of co-financing for pre-defined projects, grant scheme, and call for proposals may apply for implementation of the activities referred to in Sub-paragraph 63.2 of this Regulation after signing of the project contract.

73.¹ Programme Operator shall inform all local governments of Latvia about possibility to organize activities referred to in Sub-paragraph 63.3 of this Regulation by sending notification to official electronic mail addresses of local governments not later than 31 December of 2016. Application and reporting forms as well as information about application procedure and conditions are available in Programme Operator's website (www.varam.gov.lv).

73.² Beneficiary of co-financing for pre-defined projects, grant scheme, and call for proposals and local governments shall make proposals to the Programme Operator planning the activities of the Fund for Bilateral Relations not earlier than 30 working days after submitting proposal and no later than 30 September 2017. Programme Cooperation Committee can agree on applying shorter terms for planned activities. When submitting applications potential beneficiary of co-financing of Fund for Bilateral Relations indicates:

73.²1 contact information (name, legal address, telephone number, e-mail address, web page address);

- 73.² reference to the approved project contract when implementing activities referred to in Sub-paragraph 63.2 of this Regulation;
- 73.³ justification for the necessity of the bilateral collaboration activity;
- 73.⁴ conformity of the planned activity with the objective of the Fund for Bilateral Relations;
- 73.⁵ description and schedule of the measures planned within the activity;
- 73.⁶ description of the participants in the activity, corresponding to the conditions referred to in Paragraphs 68 and 68.¹ of this Regulation, and their role in the activity;
- 73.⁷ cost estimate;
- 73.⁸ if beneficiary of the co-financing is a merchant registered in the Republic of Latvia, a filled-in registration form on the received *de minimis* aid shall be submitted according to the normative acts regarding procedures for accounting and granting of *de minimis* aid and samples of *de minimis* aid accounting forms.
74. Maximum programme co-financing for one activity of the Fund for Bilateral Relations referred to in Sub-paragraphs 63.2 and 63.3 of this Regulation may not exceed EUR 10 000.
75. The Programme Operator shall examine the proposals according procedure referred to in Paragraph 73.² of this Regulation and, if necessary, request additional information from the applicant of proposal and within period of time of 10 working days submit these proposals for examination by the Cooperation Committee.
76. The Cooperation Committee shall examine activities of the Fund for Bilateral Relations according to the Rules of Procedure and coordinate activities if:
- 76.1. objective of the activity conforms objective of the Fund for Bilateral Relations referred to in Paragraph 62 of this Regulation;
- 76.2. costs of the activity conforms eligible costs referred to in Paragraph 70 of this Regulation;
- 76.3. costs of activity do not exceed maximum programme co-financing for one activity of the Fund for Bilateral Relations referred to in Paragraph 74 of this Regulation;
- 76.4. sufficient programme co-financing is available according Sub-paragraph 9.3 of this Regulation.
77. The Programme Operator shall inform the applicants of the proposals, as referred to in Paragraph 73.² of this Regulation not later than 10 working days before planned activity, on approving or rejecting the application for activity of the Fund for Bilateral Relations.
78. Following approval of application for activity of the Fund for Bilateral Relations referred to in Paragraph 77 of this Regulation:



- 78.1. a beneficiary of the co-financing of the Fund for Bilateral Relations that is not a Latvian budget institution shall initially cover the expenses for implementing the activities referred to in Sub-paragraphs 63.2 and 63.3 of this Regulation from its own means by organising procurement according to normative acts on public procurement. The Programme Operator shall reimburse the institution that is not a budget institution the expenses arising during the implementation of its activities within the period of time of 20 working days after the originals of documents justifying the respective expenses have been submitted to the Programme Operator;
- 78.2. for a beneficiary of the co-financing of the Fund for Bilateral Relations that is budget institution, except for the Ministry of Environmental Protection and Regional Development or an institution subordinated to it, the Programme Operator shall plan in the budget of the Ministry of Environmental Protection and Regional Development transfers to other ministries and other central public institutions involved in the implementation of the aforementioned activities. The Central Institution shall plan the use of transfers to be received in its budget according to the economic characteristics of expenses. The Central Institution shall organise procurement for the implementation of the activities referred to in Sub-paragraph 63.2 of this Regulation according to the normative acts on public procurement and shall submit certified copies of the documents justifying expenses to the Programme Operator within period of time of 10 working days after arising of the expenses;
- 78.3. for a beneficiary of the co-financing of the Fund for Bilateral Relations that is derived public persons partly financed from the state budget, the Programme Operator shall plan in the budget of the Ministry of Environmental Protection and Regional Development transfers in line with normative acts in the field of state budget planning. Derived public persons partly financed from the state budget shall plan the use of transfers to be received in its budget according to the economic characteristics of expenses. Derived public person partly financed from the state budget shall organise procurement for implementing the activities referred to in Sub-paragraph 63.2 of this Regulation according to the normative acts on public procurement and shall submit certified copies of the documents justifying expenses to the Programme Operator within period of time of 10 working days after arising of the expenses;
- 78.4. a beneficiary of the co-financing of the Fund for Bilateral Relations that is the Ministry of Environmental Protection and Regional Development and an institution subordinated to the Ministry of Environmental Protection and Regional Development, shall organise procurement for the implementation of the activities referred to in Sub-paragraph 63.2 of this Regulation according to the normative acts on public procurement and shall submit certified copies of the documents justifying expenses to the Programme Operator within period of time of 10 working days after arising of the expenses.
79. The Programme Operator shall publish and update the supported activities of the Fund for Bilateral Relations of the programme on the web page of the Programme Operator (www.varam.gov.lv) at least twice a year.

6. Final Provisions

80. Until 31 December 2013, the amounts mentioned in Paragraphs 9 and 74, and Sub-paragraphs 69.2 and 70.1 of these Regulations shall be used in lats according to the currency exchange rate set by the Bank of Latvia.
81. Starting with 1 January 2014, payments of the programme and projects approved within it shall be planned and performed in *euros*.

President of Ministers *Valdis Dombrovskis*

Minister of Environmental Protection
and Regional Development *Edmunds Sprūdžs*

 																			
<p><i>European Economic Area Financial Mechanism 2009–2014 pre-defined project application form</i></p>																			
Title of the project:																			
Title of the project in English:																			
Title of the programme:	National Climate Policy																		
Programme number:	LV02																		
Project submitter:																			
To be filled out by the operator:																			
Project identification No.:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;">/</td> <td style="width: 15%; text-align: center;">/</td> <td style="width: 15%; text-align: center;">/</td> <td style="width: 15%; text-align: center;">/</td> <td style="width: 15%; text-align: center;">/</td> <td style="width: 15%; text-align: center;">/</td> </tr> <tr> <td colspan="6" style="border: none;">_____</td> </tr> <tr> <td colspan="6" style="border: none;">/ _____ /</td> </tr> </table>	/	/	/	/	/	/	_____						/ _____ /					
/	/	/	/	/	/														

/ _____ /																			
Date of submitting the project:																			

Contact information	<i>Telephone</i>	
	<i>Fax</i>	
	<i>E-mail</i>	

First name, surname of the contact person		
Position		
Contact information	<i>Telephone</i>	
	<i>Fax</i>	
	<i>E-mail</i>	

If there are several project partners, provide the information at Paragrpah 1.5 according to the number of project partners.

1.6. Role of the project partners in the project and substantiation of their involvement:

Please, substantiate the choice of project partner(s) and their role in the project by indicating activities in the implementation of which the project partner will be involved.

--

PART 2 — PROJECT DESCRIPTION

2.1. Project summary

In the summary the following information shall be included: project objective, total expenditure, target groups, place of implementation, main activities, and the planned results:

(information mentioned in Paragraphs 2.1 and 2.2 will be available publically after the project application is approved, according to the procedure set forth in the Freedom of Information Law)

2.2. Summary of the project in English

Translation of Paragraph 2.1 of the project application in English:

2.3. Substantiation of the necessity for the project and description of solutions for the established problems:

2.4. Project objective:

2.5. Conformity of the project to programme objective, EU and national normative acts and strategic planning documents:

--

2.6. Planned project activities:

Please, describe the steps necessary for implementing each of the activities of the project by highlighting sub-activities and substantiating involvement of project partners in their implementation. Please, ensure that project activities and sub-activities comply with the information provided in Sub-paragraph 3.6 of the project application and detailed budget.

Activity 0	Project management
Description	
Activity 1	<i>Name</i>
Description	
Activity 2	<i>Name</i>
...	...
Activity ...	Publicity
Description	

2.7. Results to be attained within the project activities:

No. of the activity ¹	Activity	Outputs of the activity	Output in figures	
			Number	Measurement

2.8. Monitoring indicators of project results (pursuant to programme agreement):

No.	Indicator	Baseline value	Target value
1			
2	...		

2.9. Indicate the primary and secondary target group/s, describe it/them, and give substantiation of the needs of the target group/s by indicating the impact of project results on the target group/s:

2.10. Describe how it will be ensured that activities planned within the project do not overlap with the project activities planned or implemented by the project submitter that are financed by other European Union fund activities and other financial mechanisms:

2.11. Substantiate that activities chosen for achieving the project objective are efficient and the planned expenditure is financially effective for the chosen solutions of problems and achieving project objectives:

PART 3 — PROJECT IMPLEMENTATION

3.1. Characterise the capacity of project implementation and management, and describe the tasks to be performed by the personnel involved in project implementation:

--

3.2. Project monitoring, including the planned division of functions and model for cooperation of submitter of the project application and project partners:

--

3.3. Planned duration of project implementation:	
	<i>(in full months)</i>

3.4. Sustainability, maintenance, and use of the project results at least for five years after approval of the final project report:

--

3.5. Possible risks to the project implementation and preventive measures for risk elimination:

Risk description	Evaluation		Plan for eliminating consequences of risks
	Probability [low/medium/high]	Impact [low/medium/high]	

3.6. Project implementation schedule:

Project activities, sub-activities ²	Project implementation (by quarters):															
	Year 1				Year 2				Year 3				Year 4			
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV

PART 4 — PUBLICITY PLAN

4.1. Types of project information and publicity activities (indicate their number):

Press releases	
Information in mass media	
Information on the web site	

Seminars		
Conferences		
Others (please, specify)		

4.2. Objective, planned financing, implementation mechanism of the publicity plan and publicity activities according to the requirements regarding information and publicity activities within the European Economic Area Financial Mechanism:

--

4.3. Planned information and publicity activities:

No.	Activity	Target groups	Organiser	Partners	Foreseen expenditure

4.4. Schedule:

Publicity activities	Year 1				Year 2				Year 3				Year 4			
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV
1																
...																

4.5. Organising of information and publicity activities, responsible contact person (structural unit / person):

--

4.6. Evaluation of information and publicity activities in relation to publicity promotion of the project and the European Economic Area Financial Mechanism, informing about objectives and impact of the project and the European Economic Area Financial Mechanism, as well as presenting the role of the donor states:

--

PART 5 — CROSS-CUTTING PRIORITIES

5.1. Activities planned within the project contribute to following cross-cutting principles:

good governance	<input type="text"/>	
environmentally friendly activity	<input type="text"/>	
economic sustainability	<input type="text"/>	
social sustainability	<input type="text"/>	
gender equality	<input type="text"/>	

5.2. Conformity of the project to cross-cutting issues:

5.2.1. Good governance

Please, mark the appropriate one with X:

Direct positive impact	<input type="checkbox"/>	
Indirect positive impact	<input type="checkbox"/>	
Is not connected with this issue	<input type="checkbox"/>	

Please, describe, what contribution the project will yield for implementing principles of good governance:

--

5.2.2. Environmentally friendly activity

Please, mark the appropriate one with X:

Direct positive impact	<input type="checkbox"/>	
Indirect positive impact	<input type="checkbox"/>	
Is not connected with this issue	<input type="checkbox"/>	

Please, describe, what contribution the project will yield for implementing principles of environmentally friendly activity:

--

5.2.3. Economic sustainability

Please, mark the appropriate one with X:

Direct positive impact		
Indirect positive impact		
Is not connected with this issue		

Please, describe, what contribution the project will yield for promoting economic sustainability:

5.2.4. Social sustainability

Please, mark the appropriate one with X:

Direct positive impact		
Indirect positive impact		
Is not connected with this issue		

Please, describe, what contribution the project will yield for ensuring social sustainability:

--

5.2.5. Gender equality

Please, mark the appropriate one with X:

Direct positive impact		
Indirect positive impact		
Is not connected with this issue		

Please, describe, what contribution the project will yield for ensuring gender equality:

--

PART 6 — PROJECT EXPENDITURE

6.1. Project financing plan

Year	Project Promoter	Partner 1	Partner 2	Partner 3	Partner 4	Total amount		
						LVL*	EUR	%
	1	2	3	4	5	6=1+...5	7	
2013								
2014								
2015								
2016								
TOTAL								

(According to annex to the detailed budget of the project application)

* Table 6 is effective until 31 December 2013

6.2. Summary of project budget, including the indicative project expenditure plan:

No.	Name of expenditure item	Total amount	
		EUR**	%
1	Administrative expenditure		
2	Expenditure for implementing activities		

3	Publicity expenditure		
		TOTAL	100%

***Until 31 December 2013 in LVL.*

PART 7 — CERTIFICATION OF PROJECT SUBMITTER

I, the undersigned,
official of the project
submitter

title of the project submitter

first name, surname

position

7.1. hereby confirm that at the moment of submitting the project application, _____ :

dd/mm/yyyy

- 7.1.1. human resources necessary for the project implementation are available;
- 7.1.2. project submitter is familiar with all conditions for receiving grant, which are defined in the Regulations for programme implementation, and undertakes to respect them during the implementation of the project;
- 7.1.3. project submitter undertakes responsibility for the project implementation and management, as well as project results;
- 7.1.7. project submitter is responsible for the project to be implemented in the interests of the society by following principles of good governance, gender equality, and environmentally friendly activity, as well as by promoting economic and social sustainability (if applicable);
- 7.1.8. information included in the project application and its annexes is true and the European Economic Area Financial Mechanism co-financing requested for the project implementation will be used according to the project application description;
- 7.1.9. there are no known reasons why this project could not be implemented or due to which its implementation could be delayed, and I confirm that liabilities established within the project can be fulfilled within the terms set by the normative acts regarding implementation of the European Economic Area Financial Mechanism;
- 7.1.10. this particular project or activities included in this project are not already being or have not been financed or co-financed by the European Economic Area Financial Mechanism or other sources of financing, or state or local governments' budgetary means;
- 7.1.11. in case of project approval, this particular project application will not be submitted for financing or co-financing by the European Economic Area Financial Mechanism or other sources of financing, or state or local governments' budgetary means;
- 7.2. I am aware that in case of false information provided in the confirmation administrative and financial sanctions may be imposed upon the above mentioned legal person — project submitter.
- 7.3. I confirm that copies attached to the project application correspond to the original documents being in my possession.

	<i>Signature³:</i>	
	<i>Date:</i>	
		<i>dd/mm/yyyy</i>
<i>L.S.</i>		

PART 8 — ADDITIONAL ANNEXES

Additional documents shall be appended to the project application form pursuant to Paragraph 32 of these Regulations.

Detailed Project Budget	
Project partnership draft contract with partners from Latvia	
Project partnership draft contract with partners from Norway (in English)	
Project partnership statements with partners from Latvia	
Project partnership statements with partners from Norway (in English)	
Work descriptions of project personnel	

	Project personnel CVs (if applicable)		
	Other additional documents (please, specify)		

¹ Activities must correspond to those indicated in the project implementation schedule.

² Activities and sub-activities indicated in Paragraph 2.6. must correspond to each other.

³ *Document properties "Signature", "Date", and "L.S." shall not be filled out provided that the electronic document is drawn-up according to requirements set forth in normative acts on drafting electronic documents*

Minister of Environmental Protection
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PARTNERSHIP STATEMENT
(to be filled out by each of the Latvian partners involved in the project)

Partnership statement for the project

(title of the project)

I, as responsible official of the project partner

(title of the project partner)

(position, first name, surname)

confirm with my signature that:

- 1) I have familiarised myself with the project application and project partnership agreement and am aware of my role in the project implementation;
- 2) I have familiarised myself with the conditions for receiving grant and undertake to respect them during the implementation of the project;

- 3) all the information about the project partner provided in the project application and attached documents is correct;
- 4) project partner institution has the appropriate experience and knowledge to fulfil the tasks foreseen in the project application;
- 5) project partner institution has not been declared insolvent, including no legal defence or liquidation procedure has been initiated against it, its economic activities have not been cancelled or terminated, no litigation has been initiated regarding termination of its activities or insolvency (not applicable to state authorities);
- 6) project partner institution has no tax debts and mandatory state social insurance contribution debts (not applicable to state authorities);
- 7) no violations have been found in the professional activities of the project partner institution and it has not been found guilty in offences related to its professional activities by an effective decision (not applicable to state authorities);
- 8) I have not performed fraudulent, corruptive, or any other unlawful activity;
- 9) project partner institution has no debts of ineligible expenditure in other projects financed by the European Economic Area Financial Mechanism or other sources of financing, or state or local governments' budgetary means;
- 10) I undertake to follow the publicity requirements while implementing the project activities and publishing information materials;
- 11) project partner institution keeps all documentation related to the project implementation for five years after approval of the final project report, as well as consents to controls and audits performed by the representatives of Latvian or donor institutions during the project implementation or for a period of five years after approval of the final project report;
- 12) I authorise the project applicant to undertake contractual obligations with Programme Operator or agency and to represent itself in all matters related to the project implementation;
- 13) I undertake to fulfil all the tasks foreseen in the project application and provide all necessary information upon the request of project submitter.

(signature*)	(date*)

Note. * Document properties “signature” and “date” shall not be filled out provided that the electronic document is drafted according to requirements set forth in normative acts on drafting electronic documents.

PARTNERSHIP STATEMENT
(to be filled out by the Norwegian partner)

Partnership statement for the project	
	(title of the project)

I, as responsible official of the project partner	
	(title of the project partner)
	(position, first name, surname)

confirm that project partner:

1) corresponds to the eligibility provisions of project partners;

- 2) is familiar with the project application and project partnership agreement and is aware of its own role in the project implementation;
- 3) is familiar with the conditions for receiving grant, which are defined in the respective grant regulations, and undertakes to respect them during the implementation of the project;
- 4) confirms that all the information about the project partner provided in the project application and attached documents is correct;
- 5) has appropriate experience and knowledge to fulfil the tasks foreseen in the project application;
- 6) undertakes to follow the publicity requirements while implementing the project activities and publishing information materials;
- 7) undertakes to keep all documentation related to the project implementation for five years after approval of the final project report, as well as consents to controls and audits performed by the representatives of Latvian or donor institutions during the project implementation or for a period of five years after approval of the final project report;
- 8) authorises the project applicant to undertake contractual obligations with Programme Operator or agency and to represent itself in all matters related to the project implementation;
- 9) undertakes to fulfil all the tasks foreseen in the project application and provide all necessary information upon the request of project submitter.

(signature*)	(date*)

Note. * Document properties “signature” and “date” shall not be filled out provided that the electronic document is drafted according to requirements set forth in normative acts on drafting electronic documents.

Translation of the partnership statement in English

Minister of Environmental Protection
and Regional Development *Edmunds Sprūdžs*

Detailed project budget

Activities/expenditure items	Units	Number of units	Cost per unit	Project Promoter	Partner 1	Partner 2	Partner 3	Partner 4	Total	%	Total
1	2	3	4	5	6	7	8	9	10 = 5 + ... 9	11	12
Project management											
0.1.											
...											
<i>Total</i>											
Activity 1											
1.1.											
...											
<i>Total</i>											
Activity 2											

2.1.											
...											
<i>Total</i>											
Activity 3											
3.1.											
...											
<i>Total</i>											
Publicity											
<i>Total</i>											
Total expenditure											

Minister of Environmental Protection
and Regional Development *Edmunds Sprūdžs*

Evaluation criteria for pre-defined project application

I. ELIGIBILITY EVALUATION CRITERIA					
No.	Criterion	Evaluation			A/N ²
		Yes	No	NA ¹	
1	Project eligibility basic criteria				
1.1.	project application form has been submitted according to Annex 1 to the Cabinet Regulation No. 815 of 10 September 2013 “Procedures for Implementation of European Economic Area Financial Mechanism 2009–2014 Period Programme “National Climate Policy”” (hereinafter — Regulations) and all sections have been filled out				A
1.2.	project submitter is defined in the programme as project promoter				N
1.3.	project partners have been indicated in Paragraphs 22 and 23 of the Regulations as pre-defined project partners				N
1.4.	project application has been submitted in the term set in the operator’s invitation				N
2	Eligibility criteria for drawing-up project application				
2.1.	project application has been drawn-up according to normative acts regarding preparation and drawing up of documents				A

2.2.	electronic document is drafted according to requirements set forth in normative acts regarding drafting electronic documents				A
2.3.	project application has been appended all documents listed in the list of documents to be submitted additionally (for example, descriptions of personnel work tasks, detailed budget, project partnership agreements)				A
2.4.	project application has been prepared in typing in Latvian				A
2.5.	the currency used in all calculations in project application is lat				A
3	Project eligibility criteria				
3.1.	project objective will contribute to achieving programme objective				N
3.2.	project application gives detailed description and substantiation for the necessity of project activities to ensure that project objective is achieved				A
3.3.	project application clearly defines the role of project partners and activities to be implemented within the project, project partnership agreement conforms to requirements laid down in Paragraph 33 of the Regulations				A
3.4.	planned results, their indices, and impact of results have been clearly defined in the project application and can be measured, since they are objectively verifiable (including the multiplicative effect of the results)				A
3.5.	project activities, measures, and outcomes matches the regulations and programme				A
3.6.	needs of target groups have been substantiated and the impact of project results has been stated in the project application				A
3.7.	project application includes information on the tasks to be performed by the personnel involved in project implementation and they are sufficient for ensuring project management				A

3.8.	project application gives detailed description how the project promoter will monitor the project implementation				A
3.9.	project application substantiates how sustainability of the results will be ensured (including maintaining and further use for at least five years after project completion)				A
3.10.	project application assesses all the possible risks for project implementation and analyses preventive measures for risk elimination				A
3.11.	project submitter plans implementation of the publicity activities schedule according to requirements of financial mechanism management documents				A
3.12.	information included in project application conforms to normative acts in the field of sector's policy				A
3.13.	activities indicated in the project schedule corresponds to the information included in the description of activities, the deadlines set for the activities are real and do not exceed the deadline set for project implementation				A
3.14.	the activities planned within the project and included in the project application do not overlap with activities that are financed by the European Economic Area Financial Mechanism or any other financial mechanism				A
3.15.	project activities foreseen for achieving the project objective are efficient, the planned expenditure is financially effective for the chosen solutions of problems and achieving project objectives				A
3.16.	financing				
3.16.1.	project application includes detailed project budget, stating expenditures for project activities by years and partners				A
3.16.2.	the amount of financial mechanism requested for the project matches the amount of financing set in the programme				A
3.16.3.	expenditure included in the project application matches the eligible expenditure set in the regulations				A

3.16.4.	project expenditure has been calculated correctly in the project budget				A
3.16.5.	allocation of project expenditure over years matches the project implementation period				A

Notes.

¹ NA — not applicable.

² A — In case of ineligibility, the evaluation committee may decide to give the pre-defined project application a positive evaluation with condition. The project submitter shall ensure conformity to criteria by adjusting the project application within the set deadline.

N — if negative evaluation has been received, the project application is rejected.

II. QUALITY EVALUATION CRITERIA		
No.	Criterion and its indices	Evaluation system — points
1	Within the project activities it is planned to implement knowledge and experience exchange activities by involving Norwegian donor institutions	At least 2 points must be received per criterion
1.1.	project foresees to implement knowledge and experience exchange activities with participation of donor project partners and representatives of project target groups from donor states	3
1.2.	project foresees to implement knowledge and experience exchange activities with participation of donor project partners	2
1.3.	requirements of Sub-paragraphs 1.1. and 1.2. have not been fulfilled	0
2	Within project activities, cooperation with programme target groups (State administration institutions, local governments, scientific institutions, enterprises, associations, and foundations related to the programme field) has been planned	At least 1 point must be received per criterion

2.1.	cooperation with all target groups	3
2.2.	cooperation with three target groups	2
2.3.	cooperation with one or two target groups	1
2.4.	no cooperation with target groups	0
3	Activities foreseen in the project contribute to capacity improvement	At least 2 points must be received per criterion
3.1.	on the policy planning and expert level by organising knowledge exchange activities and seminars	3
3.2.	on the expert level by organising knowledge exchange activities and seminars	2
3.3.	requirements of Sub-paragraphs 3.1. and 3.2. have not been fulfilled	0
4	Activities foreseen in the project contribute to accessibility and applicability of the climate data and information after the implementation of the project	At least 2 points must be received per criterion
4.1.	for other climate-related researches, activities, and ensuring of state functions	3
4.2.	for other climate-related activities and ensuring of state functions	2
4.3.	requirements of Sub-paragraphs 4.1. and 4.2. have not been fulfilled	0
5	Project activities contribute to following the cross-cutting priorities (good governance, sustainability (environmental aspects, social and economic sustainability), gender equality)	At least 1 point must be received per criterion
5.1.	contribute to following three principles	3

5.2.	contribute to following two principles	2
5.3.	contribute to following one principle	1
5.4.	does not contribute to following cross-cutting priorities	0
Total		

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**information and
publicity activities
of the** _____ **planned in** _____ **20**_____

(title of the project) (quarter)

No.	Information measure	Date	Topic	Target group(s)	Location	Organiser	Partners	Contact information

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