

**Cabinet Regulation No. 111**

Riga, 26 February 2013 (minutes No. 11 § 29)

**Procedures for Implementation of Norwegian Financial Mechanism 2009–2014  
Period Programme “Capacity Building and Institutional Cooperation between  
Latvian and Norwegian Public Institutions, Local and Regional Authorities”**

*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 Norwegian Financial Mechanism 2009–2014 period programme “Capacity Building and Institutional Cooperation between Latvian and Norwegian Public Institutions, Local and Regional Authorities” (hereinafter — programme);
  - 1.2. procedures for cooperation of Programme Operator and donor programme partners;
  - 1.3. Programme Operator and Agency, division of competences 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 strengthen the institutional and human resources capacity of public institutions, local and regional authorities that are responsible for regional development, by cooperating and sharing experience with similar authorities in Norway.
3. Programme target groups are local governments, planning regions, public authorities and non-governmental organisations connected with the programme area.
4. The programme shall be implemented as pre-defined projects (hereinafter — projects).
5. Outcomes to be attained by the programme:
  - 5.1. improved performance of local authorities (baseline of 2012 — 0; target of 2017 — 10%);
  - 5.2. increased user satisfaction with local services (baseline of 2012 — 0; target of 2017 — 10%);
  - 5.3. increased number of strategic decisions made based on the coordinated planning system (multiannual and multisectoral) (baseline of 2012 — 0; target of 2017 — 50%).

6. Output indicators to be attained by the programme:
  - 6.1. established four networks for local authority cooperation and service quality improvement (baseline of 2012 — 0; target of 2017 — 4);
  - 6.2. established database for local service performance measurement (baseline of 2012 — 0; target of 2017 — 1);
  - 6.3. drafted or updated planning documents at local, regional, and State level (baseline of 2012 — 1; target of 2017 — 60);
  - 6.4. territorial approach for investment planning introduced by State, regional, and local authorities (baseline of 2012 — 0; target of 2017 — 25);
  - 6.5. organised experience and knowledge exchange events between Latvian and Norway institutions (baseline of 2012 — 0; target of 2017 — 15);
  - 6.6. developed strategic partnerships between Latvian and Norway institutions (baseline of 2012 — 0; target of 2017 — 20).
7. Donor programme partner is Norwegian Association of Local and Regional Authorities (hereinafter — donor partner).
8. The Ministry of Environmental Protection and Regional Development shall establish a cooperation committee where representatives of the Ministry of Environmental Protection and Regional Development (as Programme Operator) and donor partner participate. Representatives of the Ministry of Foreign Affairs of Norway and the Ministry of Finance (as National Focal Point) may participate in the cooperation committee meetings in the status of observers. The procedures for cooperation of the Ministry of Environmental Protection and Regional Development (as Programme Operator) and donor partner shall be determined by the regulation of cooperation committee.
9. Total programme financing available is EUR 5,645,781, including the Norwegian Financial Mechanism co-financing in the amount of EUR 4,992,000 and State budget co-financing in the amount of EUR 653,781.
10. Programme financing consists of:
  - 10.1. Norwegian Financial Mechanism co-financing in the amount of 88,42% of the total programme financing;
  - 10.2. State budget co-financing in the amount of 11,58% of the total programme financing;

## **2. Functions of Programme Operator and Agency**

11. Implementation of the programme shall be ensured by the Ministry of Environmental Protection and Regional Development (as Programme Operator) and State Regional Development Agency (as Agency).
12. Programme Operator shall:

- 12.1. provide for implementation, monitoring, and control of the programme;
  - 12.2. develop project application evaluation criteria;
  - 12.3. establish project application evaluation committee and approve its regulations;
  - 12.4. send project submitters an invitation to submit a project application;
  - 12.5. provide for project application evaluation and giving of conclusion regarding project evaluation;
  - 12.6. prepare and submit reports pursuant to normative acts regarding management of the European Economic Area Financial Mechanism and Norwegian Financial Mechanism for period 2009–2014;
  - 12.7. ensure that financing available for programme implementation is not exceeded and monitors the use of the mentioned financing;
  - 12.8. submit to The Treasury (certifying authority) forecast of likely Norwegian Financial Mechanism payment applications by the programme;
  - 12.9. prepare information for applying for the State budget financing pursuant to normative acts regarding basic principles for the development and submission of budgetary requests;
  - 12.10. guarantee achieving of programme outcomes and output indicators as listed in Paragraphs 5 and 6 of these Regulations;
  - 12.11. develop and update programme communication plan and ensure its implementation;
  - 12.12. provide for allocation and control of financing of the fund for bilateral relations.
13. The Agency shall:
- 13.1. draw up the project draft contract;
  - 13.2. conclude the project contract, assess amendments to the project contract pursuant to normative acts regarding management of the European Economic Area Financial Mechanism and Norwegian Financial Mechanism for period 2009–2014, coordinate amendments to the project contract with the Programme Operator, and take decision regarding amendments to the project contract;
  - 13.3. provide information to the Programme Operator and institutions involved in the management of the European Economic Area Financial Mechanism and Norwegian Financial Mechanism pursuant to normative acts regarding basic principles for the development and submission of budgetary requests;

- 13.4. monitor and control implementation of projects, including random on-site project inspections and providing for monitoring of information and publicity activities on the project level;
- 13.5. examine and submit the procurement plan of the beneficiary of the co-financing to the Procurement Monitoring Bureau pursuant to normative acts regarding management of the European Economic Area Financial Mechanism and Norwegian Financial Mechanism for period 2009–2014;
- 13.6. collect data on projects and prepare information and analysis for the Programme Operator regarding the use of financing available for the project implementation, implementation of project outcomes, and achievement of project objectives;
- 13.7. examine project reports submitted by the beneficiary of the co-financing, monitor project progress, approve 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;
- 13.8. submit to the Programme Operator information and justifying documents necessary for the preparation of programme interim, annual, and final financial reports;
- 13.9. perform accounting of project ineligible expenditure, take decision regarding ineligible expenditure and procedures for their recovery;
- 13.10. ensure implementation control regarding project contract final provisions that have to be observed after project completion.
14. Functions mentioned in [Paragraph 13](#) of these Regulations in relation to a project, where the project partner is the State Regional Development Agency, shall be performed by the Ministry of Environmental Protection and Regional Development.
15. Agency shall be under the functional supervision of the Programme Operator.

### **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. expenditure for complementary actions of the Programme Operator and **Agency** according to Paragraph 19 of these Regulations that are related to strengthening of cooperation and experience exchange regarding programme implementation with similar institutions in beneficiary countries of Norwegian Financial Mechanism and Norway;
  - 16.3. project expenditure according to the concluded project contract and Chapter IV of these Regulations;

- 16.4. expenditure of the fund for bilateral relations according to Chapter V of these Regulations.
17. Eligible administrative expenditure of the Programme Operator shall be:
- 17.1. 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, 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, heating, water supply, security, management services);
- 17.2.3. expenditure for stationery and office goods;
- 17.2.4. communication service expenditure (telecommunications, Internet, postal services);
- 17.3. outsourcing expenditure:
- 17.3.1. expenditure for services necessary for the programme implementation (audit, expert services, translation/interpreting);
- 17.3.2. publicity and information expenditure (publishing booklets, publications and preparing information for mass media, advertisements, seminars, conferences);
- 17.3.3. expenditure related to organisation of cooperation committee meetings;
- 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 the procedure laid down by normative acts , regarding procedures for reimbursement of expenditure relating to official travels, relevant norms for expenditure (for example, daily allowance, expenditure for transport services, expenditure for fuel and lease of transport , expenditure for hotels (accommodation), 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 programme administrative expenditure.

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, as well as internal normative acts regarding performance of work duties of the respective institution;

18.2. expenditure that are directly related to ensuring Agency functions mentioned in Paragraph 13 of these Regulations:

18.2.1. lease payment for premises used for programme implementation;

18.2.2. premises running expenditure (electricity, heat, water, security, management services);

18.2.3. expenditure for stationery and office goods;

18.2.4. communication service expenditure (telecommunications, Internet, postal services);

18.3. official local and foreign travel expenditure of persons involved in the programme implementation according to the procedure laid down by normative acts regarding procedures for reimbursement of expenditure relating to official travels, relevant norms for expenditure (for example, daily allowance, expenditure for transport services, expenditure for fuel and lease of transport, expenditure for hotels (accommodation), expenditure for insurance);

18.4. 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;

18.5. value added tax payments that are directly related to programme administrative expenditure.

19. Eligible expenditure for complementary actions shall be the following:

19.1. expenditure of the Programme Operator and Agency for organising an event:

19.1.1. lease payments for premises and technical equipment;

19.1.2. expenditure for translation/interpreting services;

19.1.3. official local and foreign travel expenditure of persons involved in the programme implementation according to the procedure laid down by

normative acts regarding procedures for reimbursement of expenditure relating to official travels, norms for expenditure (for example, daily allowance, expenditure for transport services, expenditure for fuel and lease of transport, expenditure for hotels (accommodation), expenditure for insurance);

**19.1.4. publicity expenditure related to the event;**

19.2. other expenditure related to implementation of complementary actions that do not contradict these Regulations and ensure achievement of programme objective and results.

#### **4. Procedure for Project Implementation**

20. Four projects shall be implemented within the programme.

21. The financing available for project implementation shall be EUR 5,061,563.

22. The projects shall be implemented until 30 April 2016.

##### **4.1. Project Eligibility Criteria**

23. Association “Latvian Association of Local and Regional Governments” in cooperation with the State Regional Development Agency and donor state partner shall implement the project “Smart governance and performance improvement of Latvian municipalities”. The project shall be implemented according to the following conditions:

23.1. the financing available for the project shall be EUR 2,111,827;

23.2. project objective is to strengthen the institutional capacity and development of human resources on the State, local, and regional level;

23.3. activities to be supported by the project:

23.3.1. development of system model for analysis of municipal performance, including Poland and Norway experience;

23.3.2. establishment of municipal cooperation network;

23.3.3. training of deputies and employees of municipalities;

23.3.4. establishment of database for analysing, evaluating, and improving municipal performance;

23.3.5. strengthening of municipal network;

23.3.6. project management and publicity activities;

23.4. results to be attained by the project:

23.4.1. established four networks for local authority cooperation and service quality improvement;

- 23.4.2. established database for local service performance measurement;
  - 23.4.3. organised three experience and knowledge exchange events between Latvian and Norway institutions;
  - 23.4.4. developed three strategic partnerships between Latvian and Norway institutions.
24. The Ministry of Environmental Protection and Regional Development in cooperation with Riga, Kurzeme, Vidzeme, Latgale, and Zemgale Planning Regions, association “Urban Institute” (Riga) and at least one partner from Norway shall implement the project “Increasing territorial development planning capacities of planning regions and local governments of Latvia and elaboration of development planning documents”. The project shall be implemented according to the following conditions:
- 24.1. the financing available for the project shall be EUR 1,195,972;
  - 24.2. the project objective is to strengthen the territorial development planning capacities of planning regions and local governments of Latvia, as well as to elaborate territorial development planning documents of regional and national level:
  - 24.3. activities to be supported by the project:
    - 24.3.1. strengthening of capacities of planning regions for elaboration of regional development planning documents;
    - 24.3.2. increasing of territorial development planning capacities for local governments;
    - 24.3.3. establishing links between development planning and budget planning on local level;
    - 24.3.4. elaboration of national long-term thematic plan for the Baltic Sea shoreline;
    - 24.3.5. project management and publicity activities;
  - 24.4. results to be attained by the project:
    - 24.4.1. drafting and updating of 38 planning documents at local, regional, and State level;
    - 24.4.2. territorial approach for investment planning introduced by 25 state, regional, and local authorities;
    - 24.4.3. organised six experience and knowledge exchange events between Latvian and Norway institutions;
    - 24.4.4. developed five strategic partnerships between Latvian and Norway institutions.



25. The Ministry of Environmental Protection and Regional Development in cooperation with Riga, Kurzeme, Vidzeme, Latgale, and Zemgale Planning Regions and at least one partner from Norway shall implement the project “Implementation of regional policy actions in Latvia and elaboration of regional development measures”. The project shall be implemented according to the following conditions:

25.1. the financing available for the project shall be EUR 1,172,029;

25.2. the objective of the project is to strengthen the capacity of local governments and regions of Latvia and to provide support in promoting entrepreneurship;

25.3. activities to be supported by the project:

25.3.1. development of regional entrepreneurship and innovation system;

25.3.2. increasing the role of local governments in entrepreneurship promotion;

25.3.3. development of support measures for distant and under-developed regions for attracting qualified labour force and entrepreneurs;

25.3.4. project management and publicity activities;

25.4. activities mentioned in [Sub-paragraph 25.3](#) of these Regulations shall not qualify as economic activity;

25.5. results to be attained by the project:

25.5.1. updated one planning document on the national level;

25.5.2. organised four experience and knowledge exchange events between Latvian and Norway institutions;

25.5.3. developed six strategic partnerships between Latvian and Norway institutions.

26. The Nature Conservation Agency of Latvia in cooperation with the Ministry of Environmental Protection and Regional Development and at least one partner from Norway shall implement the project “Integration of specially protected nature territories of Latvia in spatial plans”. The project shall be implemented according to the following conditions:

26.1. the financing available for the project shall be EUR 581,735;

26.2. the objective of the project is to elaborate methodology for integrating limitations set for specially protected territories into spatial plans of local governments, as well as to simplify the development planning system;

26.3. activities to be supported by the project:

26.3.1. simplification of the local planning system;

- 26.3.2. project management and publicity activities;
- 26.4. results to be attained by the project:
  - 26.4.1. elaborated or upgraded 21 planning documents of regional and local level;
  - 26.4.2. organised five experience and knowledge exchange events between Latvian and Norway institutions;
  - 26.4.3. developed one strategic partnership between Latvian and Norway institutions.
- 27. The following activities shall be supported within the project:
  - 27.1. training of employees of national, regional, and local institutions;
  - 27.2. elaboration of database and system for analysis, evaluation, and performance improvement of local governments;
  - 27.3. establishment and strengthening of cooperation network of local governments and local government specialists;
  - 27.4. elaboration and upgrading of planning documents, preparation of reports;
  - 27.5. organisation of seminars, conferences, and exhibitions and participation in such activities, as well as publicity activities;
  - 27.6. expert visits and training visits;
  - 27.7. preparation of reports and researches, exchange of experiences and best practices.
- 28. The following information and publicity activities shall be included in the project:
  - 28.1. at least three main information activities (conferences or seminars) regarding achievements and results in project implementation;
  - 28.2. setting up 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:
    - 28.2.1. information on the project (objective, project partners, project implementation period, main activities and planned results, programme co-financing allocated to the project);
    - 28.2.2. information on the project implementation progress and achieved results, including photographs about project implementation;
    - 28.2.3. information on the cooperation with Norway organisations;
    - 28.2.4. contact information of the beneficiary of the co-financing;

28.2.5. logo of the Norwegian Financial Mechanism and reference to the financier.

#### **4.2. Project Expenditure**

29. 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:

29.1. they have arisen during the eligibility period according to the concluded project contract;

29.2. they are related to the project objective, necessary for achieving the results and included in the approved project budget;

29.3. they are proportional and necessary for project implementation;

29.4. 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;

29.5. they are included in invoice and paid, and the services are provided or the goods are delivered within the eligibility period set in the project contract. Costs 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;

29.6. they are accounted in the accounting and tax accounting registers, identifiable, separated from other costs, and verifiable, and they are confirmed by originals of supporting documents.

30. Following the conditions set in [Paragraph 29](#) of these Regulations, the following expenditures shall be regarded as eligible:

30.1. project administrative expenditures, not exceeding 15% of the project eligible expenditures;

30.2. project eligible expenditures that are necessary for implementation of the activities to be supported by the project.

31. Project administrative expenditures shall be:

31.1. project administrative personnel 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, as well as internal normative acts regarding performance of work duties of the respective institution;

31.2. corresponding expenditure for ensuring administrative functions:

- 31.2.1. 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;
  - 31.2.2. communication service expenditure (telecommunications, Internet, postal services);
  - 31.2.3. expenditure for stationery and office goods;
  - 31.2.4. lease payments for premises related to project management;
  - 31.2.5. premises running expenditure (electricity, heat, water, security, management services);
  - 31.2.6. official local and foreign travel expenditure of persons involved in the project implementation according to the procedure laid down by normative acts regarding procedures for reimbursement of expenditure relating to official travels, norms for expenditure (for example, daily allowance, expenditure for transport services, expenditure for fuel and lease of transport , expenditure for hotels (accommodation), expenditure for insurance).
32. Project eligible expenditures that are necessary for implementation of the project activities shall be:
- 32.1. project implementation personnel 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, as well as internal normative acts regarding performance of work duties of the respective institution;
  - 32.2. official local and foreign travel expenditure of persons involved in the project implementation according to the procedure laid down by normative acts regarding procedures for reimbursement of expenditure relating to official travels, norms for expenditure (for example, daily allowance, expenditure for transport services, expenditure for fuel and lease of transport , expenditure for hotels (accommodation), expenditure for insurance);
  - 32.3. expenditure for lease of premises necessary for the project implementation, as well as 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;
  - 32.4. expenditure for development and purchase of software necessary for implementation of the project activity mentioned in Sub-paragraph 23.3.4 of these Regulations, pursuant to normative acts in the field of public procurement;

- 32.5. expenditure for information and publicity activities;
- 32.6. other expenditures for services related with the project implementation that are necessary for execution of activities set in [Paragraph 27](#) of these Regulations.
33. Taxes and fees (except for value added tax) related to implementation of 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 according to the procedure laid down in normative acts regarding value added tax.
34. Non-eligible expenditure shall be:
  - 34.1. expenditure for project application preparation;
  - 34.2. additional payments, bonuses, and gifts, or any other benefit (including paid meals or compensation of travel expenses for getting from home to place of work) awarded to personnel if it has not been provided for in external normative acts;
  - 34.3. expenditure for covering principal and interest payments or other liabilities;
  - 34.4. debit interest payments on financial transactions;
  - 34.5. fees for currency exchange and losses caused by fluctuations in currency exchange rates;
  - 34.6. fines, penalties, late payment interest, and litigation expenditure;
  - 34.7. expenditure for purchasing land and immovable property;
  - 34.8. expenditure for renovation, reconstruction, or construction of premises or buildings;
  - 34.9. expenditure for purchasing motor vehicles;
  - 34.10. expenditure that are already financed from other sources of financing;
  - 34.11. excessive or unjustified expenditure;
  - 34.12. other expenditure that do not confirm to provisions set in Paragraphs 31, 32, and 33.
35. Expenditures in project budget shall be included in euro.

#### **4.3. Preparation and Submission of Project Application**

36. Programme Operator shall send to the project submitter an electronic invitation to submit project application indicating the term for submitting

project application, which is at least two months, pursuant to normative acts regarding drawing up of electronic documents.

37. Project submitter shall fill in and submit the project application form, which is electronically available on the Programme Operator web site ([www.varam.gov.lv](http://www.varam.gov.lv)) (Annex 1). Project application form shall be appended:

- 37.1. project partners partnership confirmation (Annex 2);
- 37.2. detailed project budget (Annex 3);
- 37.3. project partnership draft contract;
- 37.4. 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.

38. Pursuant to [Paragraph 37](#) of these Regulations, project submitter shall prepare project partnership draft contract with project partners from Latvia in Latvian. Partnership draft contract with project partners from Norway shall be prepared in English. At a minimum, the following information shall be included in the partnership draft contract:

- 38.1. responsibilities, rights and obligations of the parties;
- 38.2. financial provisions, including the amount of programme co-financing planned for the project partner and eligibility provisions of the expenditures;
- 38.3. provisions regarding currency conversion expenditure and compensation procedures;
- 38.4. provisions regarding monitorings and audits;
- 38.5. information on the detailed budget of activities implemented by the project partner, including the number of units and cost per unit, and financial flow;
- 38.6. dispute settlement procedures.

39. Project submitter shall coordinate the partnership draft contract with the project partners prior to submission of the partnership draft contract to the Programme Operator.

40. 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.

41. Project submitter or its authorised person shall submit to the Programme Operator project application in the form of an electronic document.

42. 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.
43. Project submitter shall send the project application to the Programme Operator to the electronic mail address indicated in the invitation mentioned in [Paragrph 36](#) of these Regulations.

#### **4.4. Evaluation of Project Application**

44. Project application shall be evaluated by a project evaluation committee (hereinafter — committee) established by the Programme Operator. The committee shall act pursuant to regulations approved by the Programme Operator.
45. The committee shall consist of three representatives of the Programme Operator.
46. Representatives of the Agency, National Focal Point, Financial Mechanism Office, and Embassy of the Kingdom of Norway may participate in the committee in the status of observers.
47. The committee shall evaluate project application according to evaluation criteria listed in [Annex 4](#) of these Regulations.
48. If it is necessary to particularise the project application or give additional explanation according to any of the evaluation criteria indicated in [Annex 4](#) of these Regulations and allowing for particularising of project application, the Programme Operator shall request the project submitter electronically to submit the necessary information within 10 working days by sending the request to the electronic mail address of the project submitter indicated in the project application.
49. Project application shall be regarded as corresponding to quality evaluation criteria if it conforms to the eligibility evaluation criteria stated in [Annex 4](#) of these Regulations and the total number of points received for conformity to quality evaluation criteria, which have been listed in [Annex 4](#) of these Regulations, is not less than nine points.
50. Based on the committee's evaluation, the Programme Operator shall prepare conclusion regarding the project evaluation by including information on the conformity of the project application to the evaluation criteria listed in [Annex 4](#) of these Regulations.
51. Conclusion on positive evaluation of the project shall be given if the project application conforms to the requirements set forth in [Paragraph 49](#) of these Regulations.

52. Conclusion on negative evaluation of the project shall be given if the project application does not conform to the requirements stated in [Paragraph 49](#) of these Regulations.
53. If the Programme Operator gives conclusion on negative evaluation of the project, the project submitter shall elaborate new project application and submit it to the Programme Operator for repeated evaluation pursuant to the procedure stated in [Paragraph 36](#) of these Regulations.
54. The Programme Operator shall inform the National Focal Point regarding positive project evaluation and submit project application in electronic form.

#### **4.5. Project Implementation and Monitoring**

55. Beneficiary of the co-financing shall submit to the Programme Operator copies of partnership agreements signed by the beneficiary of the co-financing and project partners, prior to concluding the project contract.
56. Agency shall conclude an agreement with the beneficiary of the co-financing on implementation of the project. Contract on the implementation of the project mentioned in [Paragraph 23](#) of these Regulations shall be concluded by the Programme Operator and beneficiary of the co-financing.
57. The Programme Operator shall perform following payments to the beneficiary of the co-financing, which is not a State budgetary institution:
  - 57.1. within 20 working days after concluding project contract — an advance payment in the amount not exceeding 40% of the programme co-financing awarded to the project;
  - 57.2. within five working days after the confirmation of the project report — an interim prepayment, based on the forecasted financial flow in the next accounting period, under condition that eligible costs actually performed in the project amount to at least 50% of the total amount of the previously performed advance and interim pre-payments, and it shall be certified by project reports confirmed by the Programme Operator;
  - 57.3. within five working days after the confirmation of the final project report — the final payment, which in total with advance and interim pre-payments paid to the beneficiary of the co-financing does not exceed the amount of co-financing awarded to the project.
58. The Programme Operator when performing advance and interim shall follow the condition that the total amount may not exceed 90% of the programme co-financing awarded to the project.
59. Once in four months according to the project contract, the beneficiary of the co-financing shall submit project report and supporting documents attached thereto to the Programme Operator or Agency, with which project contract has been concluded.



60. Programme Operator and Agency shall examine project reports and supporting documents attached thereto.
61. Programme Operator or Agency shall proportionally reduce the amount of the financing awarded to the project if:
- 61.1. the actual use of the financing is less than provided for in the contract;
  - 61.2. any of the project activities or measures has not been implemented;
  - 61.3. supporting documents have not been submitted;
  - 61.4. expenditure are not proportional and economically substantiated;
  - 61.5. financing has not been used according to requirements of normative acts in the field of public procurement.
62. Once in four months — until 1 March, 1 June, 1 September, and 1 December — the beneficiary of the co-financing shall send to the Programme Operator or Agency information on the information and publicity activities planned in the next four months according to [Annex 5](#) of these Regulations.
63. Programme Operator shall monitor the implementation of the project mentioned in [Paragraph 23](#) of these Regulations. Monitoring of the implementation of the projects mentioned in Paragraphs 24, 25, and 26 of these Regulations shall be performed by the Agency.
64. If changes occur during the implementation of the project, the Programme Operator or Agency, which has concluded the contract with the beneficiary of the co-financing (hereinafter — the Contracting Party), and the beneficiary of the co-financing make amendments to the project contract, taking into consideration the following conditions:
- 64.1. the beneficiary of the co-financing shall coordinate all the necessary changes which are related to the implementation of the project with the Contracting Party, by submitting a request for amendments to the contract (except for the changes mentioned in Sub-paragraph 64.2 of these Regulations);
  - 64.2. 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 Contracting Party about the necessary changes in the implementation of the project. If the Contracting Party, 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 Contracting Party a request for amendments to the project regarding all the changes which have occurred during the relevant accounting period.

65. If the amendments to the contract referred to in Paragraph 64 of these Regulations are related to the project objective and monitoring indicators to be achieved, the Contracting Party 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 Contracting Party.

66. Beneficiary of the co-financing shall ensure the maintenance and use of the results achieved within the project for the project objectives at least for five years after approval of the final project report.

67. Programme Operator, Agency, and the beneficiary of the co-financing shall ensure storing of the originals of the documents connected with the project implementation for five years after approval of the final project report.

## **5. Procedure for Implementing Activities of the Fund for Bilateral Relations**

68. The objective of the fund for bilateral relations is to support transfer of knowledge and good practice among Norway and Latvian institutions by facilitating achievement of the objective of the programme mentioned in [Paragraph 2](#) of these Regulations.

69. The programme features the following bilateral cooperation activities:

69.1. supporting activities for programme project application preparation and donor project partner attraction;

69.2. building of cooperation network, exchange of experience, knowledge, best practices between **the institutions of the programme target groups mentioned in Paragraph 3 of these Regulations and Donor State institutions..**

70. Within the programme, the financing available for bilateral cooperation building was EUR 89,065. Programme cooperation committee shall decide on the use of financing and bilateral cooperation activities.

71. Programme Operator shall monitor implementation of bilateral cooperation activities.

**72. The co-financing of the bilateral cooperation fund may be received:**

**72.1. within the framework of activities of the fund for bilateral relations mentioned in Sub-paragraph 69.1 of these Regulations — by the project submitter;**

**72.2. within the framework of activities of the fund for bilateral relations mentioned in Sub-paragraph 69.2 of these Regulations — by the Programme Operator and the beneficiary of the co-financing.;**

**73. The following may participate in the implementation of activities of the fund for bilateral relations:**

- 73.1. within the framework of activities of the fund for bilateral relations mentioned in [Sub-paragraph 69.1](#) of these Regulations —project submitter and institution or expert of Donor State;
- 73.2. within the framework of activities of the fund for bilateral relations mentioned in [Sub-paragraph 69.2](#) of these Regulations — Programme Operator, beneficiary of the co-financing, institution or expert of Donor State, international organisation, as well as institution of the programme target groups mentioned in [Paragraph 3](#) of these Regulations.
74. The following expenditure shall be eligible when implementing the activities mentioned in [Sub-paragraph 69.1](#) of these Regulations until conclusion of the project contract:
- 74.1. official travel expenses of project submitter for visiting project Donor State partner;
- 74.2. official travel expenses of project Donor State partner for visiting **project submitter**.
75. The following expenditure shall be eligible when implementing the activities mentioned in [Sub-paragraph 69.2](#) of these Regulations:
- 75.1. official travel expenditure for training visits and expert visits;
- 75.2. conferences, seminars, and courses participation fee;
- 75.3. expenditure for organising conferences, seminars, courses, and meetings;
- 75.4. expenditure for collecting of data, preparing and publishing reports, studies, and publications;
- 75.5. expenditure for services of external consultants and experts if contract for work performance or service agreement has been concluded on service provision.
76. Support to one activity of fund for bilateral relations shall not exceed EUR 10,000.
77. The expenditure referred to in Paragraphs 74 and 75 of these Regulations are 100% reimbursed to beneficiaries from the funds provided for eligible expenditure.
78. Until concluding the project contract, project submitter shall present the Programme Operator proposals regarding activities mentioned in [Sub-paragraph 69.1](#) of these Regulations and substantiate the necessity for the bilateral cooperation activity, give the description and time of the activity, planned expenditure, as well as participants of the activity who conform to the requirements stated in [Paragraph 73.1](#), of these Regulations.

79. After concluding the project contract, beneficiary of the co-financing shall provide to the Programme Operator proposals regarding activities mentioned in [Sub-paragraph 69.2](#) of these Regulations by substantiating the necessity for the bilateral cooperation activity and conformity to the objective of bilateral cooperation, giving the description and time of the activity, planned expenditure, as well as participants of the activity who conform to requirements stated in [Paragraph 73.2](#) of these Regulations.
80. The Programme Operator shall submit the proposals mentioned in Paragraphs 78 and 79 of these Regulations, **as well as proposals of the Programme Operator regarding the activities mentioned in [Sub-paragraph 69.2](#)** of these Regulations for examination by the Cooperation Committee once in four months — until 1 February, 1 May, 1 August, and 1 November.
81. The Cooperation Committee shall examine and coordinate the planned programme bilateral cooperation activities at least twice per year, according to its Regulations.
82. The Programme Operator shall inform the submitters of the proposals, as referred to in Paragraphs 78 and 79 of these Regulations, on the conformity of the bilateral cooperation activities to the objective of the programme bilateral cooperation in electronic form within period of time of 10 working days following the meeting of the Cooperation Committee where the bilateral cooperation activities of the programme were coordinated.
83. 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](http://www.varam.gov.lv)) at least twice a year.
84. Not later than 10 working days prior to the implementation of the activities mentioned in [Paragraph 69](#) of these Regulations, the project submitter and beneficiary of the co-financing shall submit to the Programme Operator request for coordinating the planned expenditure of the fund for bilateral relations. Programme Operator shall examine the request and, if necessary, request additional information from the project submitter or beneficiary of the co-financing. Programme Operator shall inform the institution regarding approval or rejection of the request within five working days.
85. If the Programme Operator approves the request of the project submitter or beneficiary of the co-financing mentioned in [Paragraph 84](#) of these Regulations regarding the institutions mentioned in Paragraphs 72 and 73 of these Regulations:
- 85.1. which are not Latvian budget institutions, expenditure for implementing the activities mentioned in [Paragraph 69](#) of these Regulations shall be initially covered by the institution. The Programme Operator shall reimburse the institution mentioned in Paragraphs 72 and 73 of these Regulations 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 supporting documents have been submitted to the Programme Operator;

- 85.2. that are budget institutions, 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 expenditure. The Central Institution shall organise procurement for the implementation of the activities referred to in [Paragraph 69](#) of these Regulations according to normative acts in the field of public procurement and shall submit certified copies of the documents justifying expenditure to the Programme Operator within period of time of 10 working days after arising of the expenditure;
- 85.3. that are derived public persons partly financed from the state budget and involved in the implementation of the activities mentioned in [Paragraph 69](#) of these Regulations, 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 expenditure. Derived public person partly financed from the state budget shall organise procurement for implementing the activities referred to in [Paragraph 69](#) of these Regulations according to normative acts in the field of public procurement and shall submit certified copies of the supporting documents to the Programme Operator within period of time of 10 working days after arising of the expenses;
- 85.4. that are 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 [Paragraph 69](#) of these Regulations according to normative acts in the field of public procurement and shall submit certified copies of the supporting documents to the Programme Operator within period of time of 10 working days after arising of the expenses.
86. For the implementation of the activities mentioned in [Paragraph 69](#) of these Regulations, the project submitter and beneficiary of the co-financing shall organise procurement in line with normative acts in the field of public procurement.

President of Ministers *V. Dombrovskis*

Substituting the Minister of Environmental Protection and Regional Development —  
Minister of Economics *D. Pavļuts*

**In the version submitted by the Ministry of Environmental Protection and  
Regional Development**

Annex 1

/logo: Norway  
grants/



**Norwegian Financial Mechanism 2009–2014 pre-defined project  
application form**

Title of the project:	
Title of the project in English:	

Title of the programme:	Capacity building and institutional cooperation between Latvian and Norwegian public institutions, local and regional authorities
Programme number:	LV07
Project submitter:	

To be filled out by the operator:

Project identification No.:	/ / / / / / / /
Date of submitting the project:	

**1 PART A — BASIC INFORMATION ON THE PROJECT SUBMITTER**

**1.1. Project submitter:**

Name of the institution  
in Latvian  
and English


Registration No.	<input type="text"/>
Taxpayer's registration No.	<input type="text"/>

Legal address	<i>Street, house No.</i>	<input type="text"/>
	<i>Town, municipality</i>	<input type="text"/>
	<i>Country</i>	<input type="text"/>
	<i>Postal code</i>	<input type="text"/>

**1.2. Responsible official of the project submitter:**

First name, surname	<input type="text"/>	
Position	<input type="text"/>	
Contact information	<i>Telephone</i>	<input type="text"/>
	<i>Fax</i>	<input type="text"/>
	<i>E-mail</i>	<input type="text"/>

**1.3. Contact person of the project submitter:**

First name, surname	<input type="text"/>	
Position	<input type="text"/>	
Contact information	<i>Telephone</i>	<input type="text"/>
	<i>Fax</i>	<input type="text"/>
	<i>E-mail</i>	<input type="text"/>

**1 PART B — BASIC INFORMATION ON THE PROJECT PARTNER(S)**

**1.4. Project partnership**

No.	Country	Name
-----	---------	------

Partner 1		
Partner 2		
....		

### 1.5. Information

<b>1 Partner</b>	
Name in Latvian and English	  
Registration No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Taxpayer's registration No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Legal address	<i>Street, house No.</i>	<input type="text"/>
	<i>Town, municipality</i>	<input type="text"/>
	<i>Country</i>	<input type="text"/>
	<i>Postal code</i>	<input type="text"/>

First name, surname of the responsible person	<input type="text"/>	
Position	<input type="text"/>	
Contact information	<i>Telephone</i>	<input type="text"/>
	<i>Fax</i>	<input type="text"/>
	<i>E-mail</i>	<input type="text"/>

First name, surname of the contact person	<input type="text"/>
---	----------------------



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

*If there are several project partners, provide the information at Paragraph 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:**

<b>Activity 1</b>	<i>Name</i>
Description	
Justification	
Role of partners	
<b>Activity 2</b>	<i>Name</i>
...	

**2.7. Results to be attained within the project activities:**

No. of the activity <sup>1</sup>	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:**

<b>3.2. Planned duration of project implementation:</b>	
	<i>(in full months)</i>

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

--

**3.4. 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]	

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

--

### 3.6. Project implementation schedule:

Project activities <sup>2</sup>	Project implementation (by quarters):															
	2013				2014				2015				2016			
	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 Norwegian Financial Mechanism:

--

### 4.3. Planned information and publicity activities:

No.	Activity	Target groups	Organiser	Partners
-----	----------	---------------	-----------	----------


**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 Norwegian Financial Mechanism, informing about objectives and impact of the project and the Norwegian 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	
environmentally friendly activity	
economic sustainability	
social sustainability	
gender equality	

**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		
Indirect positive impact		
Is not connected with this issue		

*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		
Indirect positive impact		
Is not connected with this issue		



*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, LVL

Year	Project Promoter	Partner 1	Partner 2	Partner 3	Partner 4	Partner 5	Partner 6	Partner 7	Total amount		
									LVL	EUR	
	1	2	3	4	5	6	7	8	9=1+...8	10	
2013											
2014											
2015											
2016											
<b>TOTAL</b>											

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

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

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

3	Publicity expenditure		
		<b>TOTAL</b>	<b>100%</b>

## 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. project submitter has not been declared insolvent, is not being wound up and its activity is not suspended or stopped (do not apply to state institutions);

7.1.2. project submitter does not have tax or mandatory state social insurance contribution debts (do not apply to state institutions);

7.1.3. project submitter has sufficient and stable financial resources (do not apply to state institutions);

7.1.4. human resources necessary for the project implementation are available;

7.1.5. 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;

7.1.6. 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 Norwegian 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 Norwegian 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 Norwegian 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 Norwegian 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 and project application copies and electronic version correspond to the original of the project application.

	<i>Signature</i> <sup>3</sup> :	
	<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 37 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)	

---

<sup>1</sup> Activities must correspond to those indicated in the project implementation schedule.

<sup>2</sup> Activities and sub-activities indicated in Paragraph 2.7. must correspond to each other.

<sup>3</sup> *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*

Substituting the Minister of Environmental Protection and Regional Development —  
Minister of Economics *D. Pavļuts*

## PARTNERSHIP STATEMENT

(to be filled out by the Latvian partner)

<b>Partnership statement for the project</b>	_____
	(title of the project)
(to be filled out by each of the Latvian partners involved in the project)	
I, as responsible official of the project partner	_____
	(title of the project partner)
	_____
	(first name, surname, position)
	_____

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 Norwegian 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)

<b>Partnership statement</b> _____
------------------------------------

<b>for the project</b>	
	(title of the project)
I, as responsible official of the project partner	
	(title of the project partner)
	(first name, surname, position)
	,

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 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 to be filled out by the Norwegian partner into English)

Substituting the Minister of Environmental Protection and Regional Development —  
Minister of Economics *D. Pavļuts*

Annex 3  
to the Cabinet Regulation No. 111  
of 26 February 2013

### Detailed Project Budget

Activities / expenditure items	Units	Number of units	Cost per unit, LVL	Project Promoter	Partner 1	Partner 2	Partner 3	Partner 4	Partner 5	Partner 6	Partner 7	Total, LVL	%	Total, EUR
				1	2	3	4	5	6	7	8			
<b>Project management</b>														
0.1.														
...														
<i>Total</i>														
<b>Activity 1</b>														

1.1.														
...														
<i>Total</i>														
<b>Activity 2</b>														
2.1.														
...														
<i>Total</i>														
<b>Activity 3</b>														
3.1.														
...														
<i>Total</i>														
<b>Publicity</b>														
<i>Total</i>														
<b>Total expenditure</b>														

Substituting the Minister of Environmental Protection and Regional Development —  
Minister of Economics *D. Pavļuts*

Annex 4  
to the Cabinet Regulation No. 111  
of 26 February 2013

**Evaluation criteria for pre-defined project application**

<b>1 Eligibility evaluation criteria</b>					
No.	Criterion	Evaluation			A/N**
		Yes	No	NA*	
<b>1</b>	<b>Project eligibility basic criteria</b>				
1.1.	The project application form has been submitted according to Annex 1 of Cabinet Regulation No. 111 of 26 February 2013 “Procedures for Implementation of Norwegian Financial Mechanism 2009–2014 Period Programme “Capacity Building and Institutional Cooperation between Latvian and Norwegian Public Institutions, Local and Regional Authorities”” (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.	Latvian partners are defined in the regulations as pre-defined project partners				N
1.4.	project has at least one donor partner				N
1.5.	project application has been submitted in the term set in the operator’s invitation				N
<b>2</b>	<b>Eligibility criteria for drawing-up project application</b>				
2.1.	project application has been drawn-up according to normative acts regarding preparation and drawing up of documents				A
2.2.	the electronic document has been prepared according to requirements of the regulations				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
<b>3</b>	<b>Project eligibility criteria</b>				
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 objectives are 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 38 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 correspond to 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				A

	sustainability of the results will be ensured (including maintaining and further use for at least five years after project completion)				
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 correspond 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 Norwegian 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 sources of financing and partners				A
3.16.2.	the amount of financial mechanism requested for the project correspond to amount of financing set in the programme				A
3.16.3.	expenditure included in the project application				A

	correspond to the eligible expenditure set in the regulations				
3.16.4.	project expenditure has been calculated correctly in the project budget				A
3.16.5.	allocation of project expenditure over years correspond to project implementation period				A

Notes.

1\* NA — not applicable

2\*\* A — evaluation criteria that can be adjusted. In case of negative evaluation, the Programme Operator shall send commentaries to the project submitter. The project submitter shall ensure conformity to criteria by adjusting the project application within the set deadline.

N — evaluation criteria that is non adjustable.

<b>2 QUALITY EVALUATION CRITERIA</b>		
No.	Criterion and its indices	Evaluation system — scale of points
1	<p>Within the project activities it is planned to strengthen the institutional capacity and promote development of human resources:</p> <p>1.1. on the State, regional, and local level</p> <p>1.2. on the State or regional, and local level</p> <p>1.3. requirements of Sub-paragraphs 1.1. and 1.2. have not been fulfilled</p>	<p>At least 2 points must be received per criterion</p> <p>3</p> <p>2</p> <p>0</p>
2	<p>Within the project activities it is planned to implement knowledge and experience exchange activities by involving Norwegian partners:</p> <p>2.1. project foresees knowledge and experience exchange activities where project submitter, Latvian and Norwegian partners, and target groups participate</p>	<p>At least 2 points must be received per criterion</p> <p>3</p>

	2.2. project foresees knowledge and experience exchange activities where project submitter and Latvian and Norwegian partners participate	2
	2.3. requirements of Sub-paragraphs 2.1. and 2.2. have not been fulfilled	0
3	<p>Within the project activities it is planned to promote creation of efficient public management by improving provision of public services or strategic planning systems:</p> <p>3.1. on the State, regional, and local level</p> <p>3.2. on the State or regional, and local level</p> <p>3.3. requirements of Sub-paragraphs 3.1. and 3.2. have not been fulfilled</p>	<p>At least 2 points must be received per criterion</p> <p>3</p> <p>2</p> <p>0</p>
4	<p>Within the project activities it is planned to build strategic partnership between Latvian and Norwegian institutions:</p> <p>4.1. it is planned to conclude cooperation agreements with more than two Norwegian institutions</p> <p>4.2. it is planned to conclude cooperation agreements with two Norwegian institutions</p> <p>4.3. requirements of Sub-paragraphs 4.1. and 4.2. have not been fulfilled</p>	<p>At least 2 points must be received per criterion</p> <p>3</p> <p>2</p> <p>0</p>
5	<p>Project activities contribute to following the cross-cutting priorities (good governance, sustainability (environmental aspects, social and economic sustainability), gender equality):</p> <p>5.1. contribute to following all three principles</p> <p>5.2. contribute to following two principles</p> <p>5.3. contribute to following one principle</p> <p>5.4. does not contribute to following cross-cutting priorities</p>	<p>At least 1 point must be received per criterion</p> <p>3</p> <p>2</p> <p>1</p> <p>0</p>

Total	
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Substituting the Minister of Environmental Protection and Regional Development —  
Minister of Economics *D. Pavļuts*

Annex 5  
to the Cabinet Regulation No. 111  
of 26 February 2013

**Information and publicity activities of the**

(title of the project)  
**planned in the \_\_\_\_\_ quarter of 20\_\_\_\_\_**

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

Substituting the Minister of Environmental Protection and Regional Development —  
Minister of Economics *D. Pavļuts*