

**PROGRAMME OPERATOR “GOOD GOVERNANCE,
ACCOUNTABLE INSTITUTIONS, TRANSPARENCY”**

Unit A

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**CALL FOR BILATERAL PROPOSALS BETWEEN PROJECT PROMOTERS, PROGRAMME OPERATOR AND
ENTITIES FROM DONOR STATES**

under the

**BILATERAL FUND OF THE EUROPEAN ECONOMIC AREA FINANCING MECHANISM 2014-2021 (EEA
GRANDS 2014-2021) allocated to the Programme «Good Governance, Accountable Institutions,
Transparency» in the MOU**

The Fund for Bilateral Relations allocated to the Programme “Good Governance, Transparency, Accountable Institutions” based in the Memorandum of Understanding –MoU, for the EEA Grants 2014 – 2021, is expected to enhance cooperation, improve mutual knowledge and understanding and contribute to strengthening bilateral relations between Greece and the Donor States – Iceland, Liechtenstein and Norway, in the area of Good Governance, Transparency and Accountable Institutions.

Main identity of the Call

Call Launch	31 st May 2022
Call End Date	31 st December 2023
Call Code	03_EOX_DIMERI, a/a OPS EOX:5641, v.1/0
Area of Support	Strengthening bilateral relations between Donor states and Greece in the area of good governance, transparency and accountable institutions
Eligible Entities Invited	<ul style="list-style-type: none">• General Secretariat of Digital Governance and Simplification of Procedures• National Transparency Authority• Greek Ombudsman• Programme Operator of Programme F “ Good Governance, Accountable Institutions,Transparency”, Managing Authority of Program “Digital

	Transformation”
Amount to apply for	Up to 28.000€ (VAT is included)
Minimum amount to apply for	N/A
Co-financing	No co-financing is requested by the applicants
Total Allocation from Bilateral Fund to be managed by the PO of the Programme:	100.000€
Additional Information	<p>-The Programme Operator may modify the total co-financed amount of this call or recall it after justification. Relevant information in both cases will be available through the sites https://www.digitalplan.gov.gr and https://www.eagrants.gr.</p> <p>-Under this call, projects will be contracted between the Programme Operator and Project Promoter up to the total co-financed amount. In the case of the Programme Operator, the relevant independent Unit will act as the Project Promoter</p> <p>-The available amount of money per project must cover all the expected programme results (indicators) for bilateral projects of the programme agreement.</p> <p>-The total amount of this call may be increased after the approval of a request made from the PO to the NFP and the Joint Committee of the Bilateral Relations Fund.</p> <p>-Proposals are expected to have a reasonable budget within the current total allocated budget to the Programme. All entities are required to submit a draft summary of their application till 30.07.2022. This draft proposal shall contain at least: the title of the project, the entities that will get into a partnership agreement, the scope of the project, the result indicators to be achieved, a short description of the project, the indicative budget and an estimate time schedule. In case such a draft proposal is not submitted up to the 30.7.2022, then the maximum grant will be up to 28.000€ for all invited entities and the Programme Operator will proceed with the appropriate actions. In case there is a justified need to increase the total budget the PO may request the additional fund from the NFP. Note that the PO cannot guarantee that any additional fund will be granted by the Bilateral Funds.</p> <p>- this document is written in English and is intended to summarise the main points of the corresponding Call that is issued in Greek.</p>
Conditions:	<p>-Each project must have at least two partners, one from Greece and one from a Donor State. It is strongly suggested the main implemented partner to be based in Greece. (see Bilateral Guideline)</p> <p>-A Letter of Intent proving the interest of the applicant and the partner/s to jointly implement the initiative, is mandatory. The Bilateral Guideline is the basic tool for the partnership. For entities from the Donor States please also check the online Partnership Guide. A signed Partnership Agreement between the partners must be concluded and submitted after the Project Contract, prior to its implementation commencing.</p>
Funding Source:	100% funding through EEA Financial Mechanism (EEA Grants) 2014-2021. All projects will be funded through the Public Investments Programme set up in Greece for payment to both the Beneficiary and the Donor State.

Having regard to,

the Memorandum of Understanding –MoU, for the EEA Grants 2014 - 2021 the Beneficiary State sets aside a sum at least equal to 2% of the total EEA FM 2014-2021 funding, so that a fund may be established to enhance bilateral relations between Donor Countries and the Beneficiary State. The exact amount is stipulated in the Memorandum of Understanding (MoU). According to the MoU signed between the Donor Countries and Greece on October 31, 2017, the budget allocated for the Bilateral Relations Fund is 100% financed by the EEA Grants 2014-2021.

The Programme Agreement for funding the Programme «Good Governance, Accountable Institutions, Transparency)», having as a Programme Operator the Managing Authority of Digital Transformation (Ministry Of Digital Governance), that was signed on 25.09.2020 between the Donor States (Financial Mechanism Committee established by Iceland, Liechtenstein and Norway) and the National Focal Point Representing Greece (The Special Service EEA, General Secretariat for Public Investments & the NSRF Ministry of Development & Investments).

The 124428/24.11.2020 (ΦΕΚ 5355/τ'Β/07.12.2020) Decision by the Minister of Development to co-finance the Programme F-Good Governance, Accountable Institutions, Transparency”.

The amount of 100.000€ allocated for enhancement of the Bilateral Relations between the Donor States and Greece to be managed by the Programme Operator through the MoU.

Bilateral Relations Fund being a flexible financing resource used to support initiatives aiming at strengthening relations between the Donor Countries Iceland, Liechtenstein, Norway and Greece as the Beneficiary State, so that they may enhance their cooperation strategy, networking and exchange of knowledge between their entities. The Fund should further strengthen political, professional, social and economic ties and lay foundations between the Donors and Greece.

The Programme Operator issues the following

CALL FOR PROPOSALS

SUBJECT, TERMS AND CONDITIONS

Scope

This call aims to inform the interested parties to submit proposals that will contribute to the improvement and strengthening of the bilateral relationships between Greece and the Donor States (Iceland, Liechtenstein, Norway) through the EEA FM 2014-2021 and the Bilateral Fund. The proposals should be compatible and aligned the area 16 of the Blue Book

(https://eeagrants.org/sites/default/files/resources/Pages%2Bfrom%2BBlue%2BBook_PA%2B00-16.pdf)

Any parts and elements of this Call, including the budget as well as the Terms and Conditions, may be modified before the expiration of this call. Modifications of this call will be immediately communicated through the websites www.digitalplan.gov.gr and www.eeagrants.gr.

The partnership template agreement is available at the following addresses:

<http://www.digitalplan.gov.gr/enotita/27/proskliseis-chm-eoch> and

<https://eeagrants.org/resources/2014-2021-bilateral-guideline-annex-6-partnership-agreement-template>

Eligible Sectors and policy areas

According to the Blue Book (Area 16), the MoU and the objectives and indicators of the Programme Agreement, the outcome of the proposals shall be linked to the improvement of public administration, the efficient operation of institutions based on transparency in the governance, the integrity, the good

management, the strengthening of the trust in the state-citizens-services relations, as well as the improvement of the services that provided to citizens and companies.

The range of eligible activities is linked to actions that aim at strengthening bilateral relations, provided that both the beneficiary and the partner (ies) are actively involved in the design of the initiative and its implementation. Actions should aim to strengthen cooperation, in the mutual knowledge and understanding of issues between Greece and the Donor States in the field of transparency, good governance and institutions, including the digital dimension and the influence of new or emerging technologies.

Taking into account the principles of proportionality and the amount of grant provided under this call, proposals with initiatives combining bilateral cooperation activities with a specific result are expected.

Eligibility of Expenditures

1. Expenditures concerning the following activities are eligible for funding (article 8.8 of the Regulation)

(a) Any activities aiming at strengthening bilateral relations between the Donor States and Greece

(b) Any actions for preparation of cooperation, preparation-submission of a project proposal under this call (*the eligible amount for this category of actions will not exceed € 2,000 per submitted proposal*).

(c) Networking, exchange, sharing and transfer of knowledge, know-how, experience and best practices between entities in Greece and entities in the of Donor States and international organizations.

(d) activities aiming at enhancing cooperation and exchanging of knowledge, know-how, experience and best practices between the Programme Operator and relevant entities in the Donor States as well as international organizations, provided at least one entity within the Donor States is involved in the activity.

The initial date and the final date of eligibility of expenditure of each project will be stated in the project contract. The initial date of eligibility, will be the date of the project selection decision for the grant, by the Programme Operator. In case of expenditure related to preparation of project application, eligibility may start from the publication of this call. The final date for the Bilateral Fund expenditure eligibility is April 30, 2025.

However, it is recommended that the completion of the project should be completed no later than 30.01.2025 (the date where actual final payments for all parties are confirmed as disbursed and paid etc).

Travel costs, including subsistence allowance per day, for Greek public sector are ruled by national provisions and regulations. Above this limit expenditure may be eligible upon relevant documentation. Salaries, experts or other costs related to work deliverables on travel days are not included in the allowance per day.

Indirect expenditures (overheads) are eligible. Project's indirect costs shall have to reflect a fair allocation of the partner's overall (operating) expenses. Implementation entities and project partners may indicate indirect costs by adopting one of the following methods.

- (a) based on the actual indirect expenditure for those Project Promoters/Partners owning an analytical accounting system for indirect expenditure identification,
- (b) by a 25% flat rate on the total direct expenditure, excluding the direct eligible expenditure for subcontracting and the expenses for the resources made available by third parties not using the Project Promoters'/Partner facilities,

- (c) by a 15% flat rate on the direct eligible personnel expenses without any requirement for the National Focal Point to carry out a calculation on the applicable rate determination,
- (d) by a flat rate applied on direct eligible expenditure based on the existing methods and respective rates being valid in the European Union policies for similar projects and Project Promoters,

The calculation method of indirect expenditure and of the maximum amount are determined in the project’s contract. The calculation method of indirect expenditure incurred by a Project Promoter's Partner is foreseen in the cooperation agreement between the Project Promoter and the project’s Partner/Partners.

Other rules of eligibility as per chapter 8 “Expenditure Eligibility” of the Regulation are applied mutatis mutandis to the projects under this call.

Implementation of the Bilateral Projects

The Bilateral Fund implementation follows the Management and Control System at the national level, which is set in effect by a Joint Ministerial Decree (Official Government Gazette), accompanied by a Manual of Procedures which sets out the procedures, workflows and templates for the day to day implementation.

The Programme Operator will keep the National Focal Point informed of any developments under this call. The National Focal Point shall inform the Joint Committee and the Financial Mechanism Office.

The eligible costs in the context of the allocated amount to the Programme “Good Governance, Transparency, Accountable Institutions” can be implemented through actions that may, indicatively, be related, but not restricted to the following:

- Technical cooperation schemes and exchange of expertise
- Practical training, short-term training
- Workshops and seminars on topics of mutual interest
- Educational and study visits,
- Studies, research projects, data collection
- Campaigns, reports and promotional material
- Best practice presentations, instructions, reports in greek and the official language of the partner
- Co-operation between the entities (implementing entity and its partner)
- Participation in conferences or workshops for exchange of experiences, networking, etc.
- Participation in training programs, exchange, co-creation workshops, drafting educational materials
- Participatory and experiential workshops for building ethical and integrity leadership skills, inclusive digital transformation and sustainable policy design and anticipatory governance skills
- Information and awareness on topics related to the Programme
- Communication, promotion and dissemination of the result of the activities for the wider awareness of the public opinion in Greece and the Donor States.

Output Indicators for bilateral projects (already in the Programme Agreement Results Framework)

Cooperation between Donor and Beneficiary State entities supported	Number of participants from Beneficiary States in bilateral activities	15
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	Number of assignments involving cooperation with a donor project partner	4

Ministry of Digital Governance and Norwegian Ministry of Local Government and Modernisation	Number of conferences on digital transformation, workplace innovation and engaging citizens	4
	Number of co-creation workshops on ethical leadership/good governance/policy design	6
NTA OKOKRIM (Norwegian National Authority for Investigation and Prosecution of Economic and Environmental Crime) cooperation and exchange of best practices	Number of NTA experts (beneficiary state) participated in OKOKRIM (donor state) multidisciplinary teams, targeting on capacity building (exchanges)	15
	Number of NTA experts (beneficiary state) trained by OKOKRIM experts (donor state)	15
Cooperation with Norwegian human rights institutions (Norwegian Parliamentary Ombudsman for Children, NHRI)	Number of projects implemented with Norwegian institutions	3
Cooperation between Norwegian authorities (Ministry of justice, local authorities etc) and the Greek Ombudsman	Number of Greek Ombudsman experts in workshops and study visits at the respective institutions	15

Outcome indicators

Level of trust between cooperating entities in Beneficiary States and Donor States	>/ 5 and an increase on the baseline value
Level of satisfaction with the partnership	>/ 5 and an increase on the baseline value
Share of cooperating organisations who apply the knowledge acquired from bilateral partnership	50%

Eligibility of Costs Incurred

- The current final date for eligible costs according to the Regulation, is 30/04/2025. The completion of the projects should take place by maximum the above date. (see point above regarding closure and payment dates)
- Transactions that have been physically completed or fully implemented, are not eligible regardless of the relevant payments
- The eligibility rules of costs are determined in no 13249 (ΦΕΚ526/ΒΔ/19.02.2020 J. Ministerial Decision “Definition for the Management and Control System for the Implementation of the Financial Mechanism of the European Economic Area (EEA) 2014-2014 –Allocation of Resources”

The Project Promoter is expected to explain the above when scoping the proposal (project) to the Donor Partner and make informed choices according to the physical object (scope)

PROPOSAL SUBMISSION BY THE PROJECT PROMOTER

Each candidate project promoter may submit only one (1) bilateral project proposal. The candidate Project Promoters shall submit their proposals exclusively electronically through the national EEA Management Information System 2014-2021 (hereinafter EEA MIS). For this purpose, a personal user account (user name and password) is required. The proposal is submitted to the EEA MIS by the Project Promoter's legal representative (personal user account of the legal representative). Upon successful proposal submission, the Project Promoter is informed accordingly through the EEA MIS.

If the Project Promoter does not already own a Promoter's account in the EEA MIS, an application should be submitted requesting a personal user account (user name and password), in accordance with the instructions, to the electronic address https://logon.ops.gr/ops_sec/register, prior to the proposal's submission.

The proposals are submitted through the EEA MIS to the electronic address <https://logon.ops.gr> from 31/05/2022 08:00 (start date for proposals submission), until maximum, exclusively 31/12/2023 (proposals submission expiry date), time 23:59'.

The submission period may come to a closure earlier than stipulated here in case that the amount of the call is exhausted. Relevant information will be available through the sites <https://www.digitalplan.gov.gr> and <https://www.eagrants.gr>.

Before the end of the above date (31/12/2023), a new proposal may resubmitted after cancellation of the first one.

The proposal is submitted through the EEA MIS in Greek. Attached to the electronic application the Project Promoter submits the proposal translated in English. Two annexes, the letter of intent and/or the partnership agreement with the partner(s) from the Donor State is/are submitted only in English.

In the case of documents/files for which an electronic attachment/submission is technically not feasible (e.g. maps, drawings etc), the Project Promoter needs to send them to Programme Operator to the following address:

MANAGING AUTHORITY OF PROGRAM «DIGITAL TRANSFORMATION», Programme Operator of the Programme "Good Governance, Accountable Institutions, Transparency", 23-25 Lekka Str, 105 62, Athens, Greece, within 10 working days after the proposal's electronic submission date by the Project Promoter.

Any proposals beyond the above mentioned date and any applications for which no electronic submission to the EEA MIS has been made, cannot and shall not be accepted, according to the Management and Control System.

An integral part of the proposal's application are the following supporting documentation/documents that accompany the Project's Technical Bulletin: (For documents that can be identified by the Government Gazette number/issue/publication date or by the on line publication number, the above date with a concise description in a list of them, may be submitted:

1. Funding Application
2. Project's Technical Bulletin in Greek and in English
3. Documentation for the designation of the Body legal representative and operating units related to the project (if required)
4. Decision of the Competent Body for the submission of the proposal, if required (such as the Board of

Directors, General Secretary of the Ministry, etc.) of the implementing body to submit proposals in this call and any other decision required by any relevant official body or supervisory authority of the Implementing Body

5. Documentation for the designation of the Body legal representative and operating units related to the project (if required)
6. Evidence that the candidate Project Promoter has the managing (administrative, operational, and financial) capacity to complete the project. The criterion of this capacity for each project is examined once per Project Promoter and is valid for two years. In case, during the previous two-year period, the Project Promoter had implemented or continues to implement a project in the context of the Public Investments Program (PDE) co-funded mechanism and should such project be similar to the one mentioned in the submitted proposal, then, ipso jure, said criterion is met satisfying also for the EEA project. The candidate Project Promoter and the Partners obligatorily notify the Programme Operator of any consultant likely to be involved in the application's preparation for the project's implementation.
7. Draft Decision for the Implementation by own means (if required)
8. Letter(s) of intent and/or Project partnership agreement(s), pursuant to article 7.7 of the Regulation of the Joint Ministerial Decision on the EEA FM 2014-2021. The letter and the agreement should be written in English for Partners from Donor countries. A template for project partnership agreement in English can be found at <https://eeagrants.org/resources/2014-2021-bilateral-guideline-annex-6-partnership-agreement-template>. In case that at the stage of application and selection the Project Promoter submits a letter of intent, then the full project partnership agreement must be submitted right after project contract and before the implementation commencement.
9. Detailed Budget
10. Calculation of net income, for projects that generate revenue (if required)
11. Detailed implementation timetable of the project
12. Any other document that is deemed or may be considered as necessary to support the application (if required)

Any supporting documentation/documents are submitted in a pdf file format, as an attachment to the Project's Technical Bulletin (within the EEA MIS) The analysis for the net income calculation, in case the project generates revenue for any Party should be submitted in a .ods (open document) or .csv (comma separated values) file format or in .xls(x) format.

EVALUATION AND SELECTION FOR GRANT AWARD

The Programme Operator is the Competent Authority for the management, enacting the projects's evaluation and selection procedure. The proposals are submitted through the EEA MIS at the electronic address: <https://logon.ops.gr>, by the Project Promoter's legal representative (legal representative's personal user account) in the Greek language. The Technical Bulletin (form E.I.1_2 of the EEA FM 2014-2021 Procedures Manual) is assigned a unique registration number by the EEA MIS.

After the submission of the proposal the process follows the steps below.

Evaluation of the proposals by the Programme Operator in two stages:

Stage A' : Assessment on the basis of administrative and eligibility criteria

Stage B': Evaluation of proposals conducted in accordance with the evaluation criteria

The evaluation is based on the criteria attached to the Call that is issued in the Greek Language. The proposal

is evaluated independently, which is determined by the date and time of its electronic submission to the EEA MIS. The PO will make every effort not to exceed the indications (90) days from the submission of the proposal by the Implementing Body (Project Promoter) for checking and completing the evaluation process, depending on the responsiveness of the Project Promoter (and its Partner). Likewise, the applicant (and its Donor Partners) are expected to respond timely to any requests made by the Programme Operator.

There is also a procedure for submitting and examining any objections.

After the completion of the evaluation and a positive suggestion of the Head of the Programme Operator, a decision for the inclusion of the Bilateral Project to the Programme allocated bilateral fund is issued by the Minister of State or the General Secretary for Digital Governance and Simplification for Procedures, according to their capacity (to avoid any potential conflict of position)

Projects that are accepted, shall be published on the Programme Operator's website (title, implementing body, amount of co-financed public expenditure).

COMMUNICATION-INFORMATION

For further information on the proposals' submission, the write up of the Project's Technical Bulletin and any other additional clarifications, please contact Mrs Irene Myriantopoulou, tel. 0030-2131500521, imyr@madc.gr, Mr. Ilias Kastritis 0030-2103722429, liias.kastritis@madc.gr, at the Programme Operator for the Programme "Good Governance, Accountable Institutions, Transparency".

Additional information concerning Bilateral Relations, Management and Control System, the legal framework, eligible costs and any other information relevant to the submission, are available at the <https://www.digitalplan.gov.gr> as a basic communication tool of the Project Promoter with any interested party, and at <https://www.eeagrants.gr>.