

**EDUCATION, SCHOLARSHIPS, APPRENTICESHIPS AND YOUTH
ENTREPRENEURSHIP PROGRAMME IN ROMANIA**

FINANCED THROUGH EEA FINANCIAL MECHANISM 2014-2021

BILATERAL FUNDS

APPLICANTS GUIDE 2017 FOR PREPARATORY VISITS

1. LEGAL BASIS

•Regulation on the implementation of the EEA Financial Mechanism (EEA) 2014-2021

•Memorandum of Understanding between Norway, Iceland, Liechtenstein and the Romanian Government concerning the EEA Financial Mechanism 2014-2021

•Government Ordinance no 34/2017concerning the institutional framework for the coordination, implementation and management of financial support granted to Romania through the EEA and Norway Financial Mechanism 2014-2021

2. GLOSSARY

• Donor States (DS): Norway, Iceland, Liechtenstein

• Beneficiary State (BS): Romania

•Programme Operator (PO): National Agency for Community Programmes in the Field of Education and Vocational Training (ANPCDEF)

• National Focal Point (NFP): Ministry of Regional Development, Public Administration and European Funds

• Project Promoter (PP): the successful applicant that receives a grant.

1. CONDITIONS FOR SUBMISSION

Eligible applicants	<ul style="list-style-type: none">-Accredited higher education institutions (universities) from Romania which hold an Erasmus Charter for Higher Education (ECHE) approved by the European Commission;- Accredited HEI's from DS;- County school inspectorates, Teacher Training Centres, County Centers for Resources and Educational Assistance from Romania;-VET schools from Romania;- Any public or private entity of DS.
Description	<p>The main objective of the preparatory visits action is to enhance collaboration between Romanian an DS institutions in order to conclude new inter-institutional agreements for mobility in higher education and develop new partnerships under the framework of ESAYEP-EEA grants, for the following purposes:</p> <ul style="list-style-type: none">-mobility of students (for studies and placements) and/or staff (for teaching or training);- initiating inter-institutional cooperation projects in higher education;- setting the mobility framework for educational experts from County school inspectorates, Teacher Training Centres, County Centers for Resources and Educational Assistance (attending structured courses, job shadowing, study visits, seminars, etc)- setting the framework for study visits of the VET schools staff and staff from partner companies <p>Preparatory visits grants can be used to:</p> <ul style="list-style-type: none">-visit one or more potential partner or hosting institutions;- to attend a “contact seminar” to identify potential partners. <p>Details regarding contacts seminars could be found at: www.eea4edu.ro</p> <p>Contact with the host institution/organization/company should be made before applying and it will be proven by attaching the official invitation letter from the hosting</p>

	<p>partner and the (draft) agenda for the visit.</p> <p>Note: For a "contact seminar" it is necessary to present the official invitation sent by the organizers and the workshop agenda.</p> <p>- Applications for preparatory visits for a certain project cease to be eligible after submitting an application for the respective project.</p>
Who can participate	<p>- Employees of a higher education institution (teaching or non-teaching staff)</p> <p>- Educational experts and managers from County school inspectorates, Teacher Training Centres, County Resource Center and Educational Assistance</p> <p>- Teaching staff (from VET disciplines) and eligible VET schools managers.</p> <p>- Representatives of private or public DS entities.</p>
Application procedure	<p>The application will be sent online to PO, following the procedures described in the 2017 Call for Proposals (available on www.eea4edu.ro).</p>
Deadline for application	<p>Rolling deadline - at least 4 weeks before the starting date of the visit</p> <p>(except applications for contact seminars which will be analyzed case by case)</p>
Duration	<p>Minimum duration : 1 day of activity Maximum duration: 5 days of activity</p> <p>Additionally to the total number of activity days there could be requested maxim 2 days of subsistence for travel (one before and one after the visit).</p>
Funding and payments:	<p>- Transport (unit cost): according to the distance band calculated with the distance calculator available at: http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en</p>

Eligible costs	Description	Financing mechanisms	Amount
Travel	Contribution to travel costs of participants, from their place of location to activity venue and return	Unit cost	Distances between 10-99 km: 20 EUR / participant Distances between 100-499 km: 180EUR / participant Distances between 500-1999 km: 275 EUR / participant Distances between 2000-2999 km: 360 EUR / participant Distances between 3000-3999 km: 530 EUR / participant Distances between 4000-7999 km: 820 EUR / participant
<p>- Subsistence (accommodation, meals, local transport etc) : 200 Euro/day unit cost for visits to institutions in DS; 150 Euro/day unit cost for visits to institutions in Romania Co-funding is NOT necessary.</p> <p>After the contract is signed by both parties, the PO will transfer 80% of the grant to the Project promoter. The balance (if the case) will be paid only based on the approval of the final report.</p>			
<p>2. EVALUATION PROCEDURES</p>			
<p>Eligibility rules :</p>	<ul style="list-style-type: none"> - All sections of the application are filled in; - The application was sent at least 4 weeks before the date when the visit is due to start (except applications for contact seminars which will be analyzed case by case); - Only legal entities can apply; - Declaration of honour (that is attached to the application) is signed and stamped (if applicable) by the legal representative of the applicant; - The applicant institution is eligible; - Host institutions must be from one of the Donor States (in case of Romanian applicants) or from Romania (in case of an applicant from DS). - A grant is usually awarded to the applicant for a single person undertaking the visit, but, in exceptional cases, two employees of the same applicant can receive a grant to undertake the visit together (if the need is well justified and documented in the application). 		

	-Application annexes are attached (declaration of honour, letter of intent and agenda)
Minimum number of countries :	Not the case
Minimum number of partners :	Not the case
Grant awarding criteria	<p>1. Content and duration (max. 30 points)</p> <ul style="list-style-type: none"> - The description of the working programme is coherent; - The programme is clear and reasonable; its duration is realistic and appropriate for the purpose of the visit; - The role of each participant (visiting or hosting) is well described .
	<p>2. Relevance (max. 30 points)</p> <ul style="list-style-type: none"> - The contribution of planned activities (during the visit) to initiating a new project under the framework of ESAYEP-EEA grants is well described; - There is a clear and documented link between the activities and strategy of the applicant university/institution/organisation and the goal and content of the preparatory visit; - The participant has the appropriate competences and the experience in order to establish a cooperation that will lead to a new project. <p>NB: Applications for visits aiming at initiating projects that address to priorities mentioned in the 2017 Call for proposals will be encouraged through additional priority points (20% of the maximum possible score)</p>
3. CONTRACTUAL PROCEDURES	
Probable date of sending preliminary	5 working days from the receipt of the application

information about selection results	
Contracting	The Project promoter will receive the electronic version of the contract and will send to Programme Operator two original copies of the contract, stamped and signed both by the legal representative of the institution and by the participant, within maximum 10 working days after the publication of the selection results.
Reporting	The Project promoter will submit a final report within maximum 10 working days after the end of the visit, using the relevant form on the website www.eea4edu.ro The report will be accompanied by the following document: a copy of participation certificate issued by the host institution (the template could be found here).

4. SELECTION PROCEDURES

PO has the entire responsibility for organising the selection process and taking the grant award decision.

The selection process has two components:

- a. Administrative and eligibility check**
- b. Qualitative assessment (content)**

- a. The administrative and eligibility check is performed by the PO's experts, members of the programme implementation team, using specific check-lists.**

- b. The qualitative assessment (content) will be performed for all eligible applications, using specific assessment forms.**

Project submitted for preparatory visits will be assessed by a PO expert.

After finalising the stages a. and b., a list of projects proposed for funding, reserve projects (including proposed budgets) and rejected projects will be drafted and submitted to the Selection Committee for review.

The final proposal of the Committee is submitted to the PO director, who takes the grant award decision.

- a. Administrative and eligibility check.**

The following will be checked:

- Applications will be checked if they comply with the condition set in the paragraph "2.Evaluation Procedures".**

In the case where clerical errors are detected, the applicants will be asked to correct/make the corrections in terms of up to 5 working days from

the receipt of the notification. No modification (completion) which could affect qualitative assessment will be accepted.

The administrative and eligibility check results in a list of applications passed on for qualitative assessment and a list of applications rejected for administrative reasons.

b. Qualitative assessment (content)

All the applications declared approved following the administrative and eligibility check, will undergo a qualitative assessment, according to the criteria described under paragraph “2.Evaluation Procedures”.

5. PROCEDURES FOR APPEAL

Applicants rejected as a result of the administrative and eligibility check can submit an appeal the decision, with arguments, in up to 5 working days from the publication of results; the appeal will be send electronically to contestatie@anpcdefp.ro using the specific [form](#).

The appeal will be analysed in two stages: PO is the first instance analysing the appeal and if the appeal is rejected, NFP is the second instance where the applicant can submit an appeal.

If the NFP also rejects the appeal, the decision to reject the application is deemed final. If the appeal is accepted by one of the two instances then the application is deemed approved and passed on to qualitative assessment. The applicant who submits the appeal will be notified by email in maximum 15 working days from the receipt of the appeal.

Rejected applicants after qualitative assessment can appeal, with arguments, in maximum 5 working days from the publication of results; the appeal will be send electronically to contestatie@anpcdefp.ro using the specific [form](#).

The appeal will be analysed in two stages: PO is the first instance analysing the appeal and, if the appeal is rejected, NFP is the second instance where the applicant can submit an appeal. During the analysis of the appeal, there will be reviewed the conformity and regularity of the qualitative assessment process (conformity to internal assessment procedures) but the PO and the NFP will not redo the qualitative assessment and will not give a different score to the application. If the NFP also rejects the appeal, the decision to reject the application is deemed final. The applicant who submits the appeal will be notified by email in maximum 15 working days from the receipt of the appeal.