

ADDENDUM

to

Norwegian Financial Mechanism 2009-2014

PROGRAMME AGREEMENT

for the financing of the Programme “Mainstreaming Gender Equality and Promoting
Work-Life Balance”
hereinafter referred to as the “Programme Agreement”

between

The Norwegian Ministry of Foreign Affairs
hereinafter referred to as the “NMFA”

and

The Ministry of Finance,
hereinafter referred to as the “Focal Point”,
representing Estonia,
hereinafter referred to as the “Beneficiary State”

together hereinafter referred to as the “Parties”

Article 1

1. The Annexes to the Norwegian Financial Mechanism Programme Agreement for the financing of the Programme EE09 “Mainstreaming Gender Equality and Promoting Work-Life Balance” are replaced by the Annexes sent with this addendum.

2. The modifications contained in the new versions of Annex I and Annex II to the Programme Agreement entered into force on the 18 December 2014.

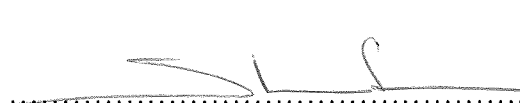
Article 2

This addendum and the Annexes accompanying it constitute an integral part of the Programme Agreement. Except from the modifications stated above, the Programme Agreement remains unchanged.

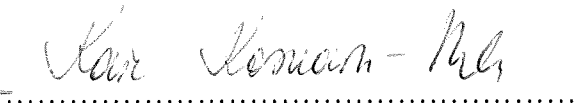
Signed in Brussels on 2/2/2015 Signed in Tallinn on 5/2/2015

For the NMFA

For the Focal Point



Stine Andresen
Director
Financial Mechanism Office



Kaie Koskaru-Nelk
Head of the Focal Point

Annex I - Programme Decision

1. Expected Outcomes & Indicators for Outputs

Expected Outcome(s): Awareness raised and research on gender issues promoted

Output

High-quality, comprehensive and sustainable systems for promoting gender equality developed and implemented

Output indicator(s)	Baseline	Target	Source of Verification
Number of initiatives that contribute to a high-quality, comprehensive and sustainable system(s) for improving the capacity of relevant stakeholder on gender equality	0	3	Project reporting

Output

New concept for gender pay gap statistics in place

Output indicator(s)	Baseline	Target	Source of Verification
Set of indicators on the gender pay gap added to the public on-line data base of Statistics Estonia	0	1	Project reporting
A new concept developed for more efficient collection and faster publication of statistics on the gender pay gap	0	1	Methodological guideline of collection and publication of gender pay gap statistics compiled On-line database of Statistics Estonia

Output

Enhanced capacity of Gender Equality and Equal Treatment Commissioner to protect against discrimination and help obliged actors to mainstream gender in their core work

Output indicator(s)	Baseline	Target	Source of Verification
Number of trainings and consultations on implementation of equal treatment principle and gender mainstreaming are provided (days per year)	8	25	Project reporting
Number of publications about equal treatment of women and men and gender mainstreaming	4	12	Publications by Gender Equality and Equal Treatment Commissioner
Number of studies on the prevalence of inequality and experiences of gender and multiple discrimination	0	1	Studies available to the public on the prevalence of inequality and experiences of gender and multiple discrimination

Expected Outcome(s): Balance between work, private and family life improved

Output

Research- based concepts for promoting balance between work, private and family life developed

Output indicator(s)	Baseline	Target	Source of Verification
A new concept developed	0	1	Project reporting
Research-based measures on balancing work, private and family life pointed out in the concept, available	0	7	Concept with different work, private and family life balancing measures compiled and available

Output

Employee and family friendly social and working environment promoted

Output indicator(s)	Baseline	Target	Source of Verification
Number of measures implemented that promote work, private and family life balance	0	3	Project reports

Expected Outcome(s): Capacity of gender equality organisations and networks strengthened

Output

Gender equality organisations and networks have improved awareness and better cooperation on gender equality and gender mainstreaming measures

Output indicator(s)	Baseline	Target	Source of Verification
Number of measures to improve awareness of gender equality and gender mainstreaming among Gender equality organisations and networks	0	8	Project reporting

Output

Work-life balance measures supported

Output indicator(s)	Baseline	Target	Source of Verification
Number of employers that promote work-life balance	0	4	Project reporting

2. Conditions**2.1 General**

- 1) The National Focal Point shall ensure that any public support under this Programme complies with the procedural and substantive State Aid rules applicable at the time when the public support is granted. The Focal Point shall, by way of the Programme Implementation Agreement, ensure that the Programme Operator maintains written records of all assessments concerning compliance with State Aid rules, particularly decisions to award grants and set grant rates, and provides such records to the NMFA upon request. The approval of the Programme by the NMFA does not imply a positive assessment of such compliance.
- 2) Bilateral, outcome and output indicators shall be reported on in the annual report.
- 3) A plan for the use of the fund for bilateral relations and the fund set-up shall be submitted to the NMFA for approval no later than 1 February 2013.

2.2 Pre-eligibility

Not applicable.

2.3 Pre-payment

Not applicable.

2.4 Pre-completion

Not applicable.

2.5 Post-completion

Not applicable.

2.6 Other

Not applicable.

3. Eligibility of costs**3.1 Eligibility of costs - period**

Eligibility of costs (excluding prog prep costs): 30/10/2012-30/04/2017

Eligibility of programme proposal preparation costs: 11/06/2011-29/10/2012

3.2 Grant rate and co-financing

Programme estimated total cost (€)	€2,352,941
Programme estimated eligible cost (€)	€2,352,941
Programme grant rate (%)	85.0000%
Maximum amount of Programme grant (€)	€2,000,000

3.3 Maximum eligible costs (€) and Advance payment amount (€)

Budget heading	Eligible expenditure	Advance payment*
Programme management	€235,000	€37,550
Awareness raised and research on gender issues promoted	€1,338,007	€277,650
Balance between work, private and family life improved	€340,000	€0
Capacity of gender equality organisations and networks strengthened	€370,000	€0
Fund for bilateral relations	€50,000	€11,250
Complementary action	€15,000	€0
Preparation of programme proposal	€4,934	€4,934
Reserve for exchange rate losses	€0	€0
	€2,352,941	€331,384

* The advance payment is composed of €281,676 in grant amount and €49,708 in co-financing.

3.4 Retention of management costs

Retention of management costs - percentage of the management costs	10.00%
Retention of management costs - planned Euro value	€19,975

3.5 Small Grant Scheme

Outcome	Capacity of gender equality organisations and networks strengthened
Total Amount Reserved	€370,000
Grant Amount at Project Level	€5,000 – 50,000
Duration of the Project	1 – 18 months
Maximum Grant Rate at Project Level	90.00%

Annex II - Operational Rules

1. Eligibility

1.1 Eligible measures (sub-measures if any):

The Programme Operator is the Estonian Ministry of Social Affairs (MoSA). The Norwegian Directorate of Children, Youth and Family Affairs is the Donor Programme Partner.

The programme will contribute to mainstreaming gender equality and promoting work-life balance through awareness raising and promoting research on gender issues, improving opportunities for reconciling work, private and family life and to strengthen the capacity of non-governmental organizations and networks and employers within this field.

Wherever possible, the Programme Operator shall seek to achieve synergies with other Programmes under the EEA and Norwegian Financial Mechanisms 2009-2014, in particular but not limited to, the Estonian NGO programme.

1.2 Eligible applicants:

The rules on eligibility of applicants are set in Article 6.2 of the Regulation.

1.3 Special rules on eligibility of costs:

Costs are eligible in accordance with Chapter 7 of the Regulation.

In-kind contributions made in accordance with Article 5.4.5 of the Regulation may be made for projects implemented by NGOs, as defined in Article 1.5.1(m) of the Regulation. Such contributions shall not amount to more than 50% of the co-financing provided by Project Promoters and will be calculated according to the median average labour expenses (per hour or per month) in the particular region and category of labour, including all required social security contributions, on the basis of the salary survey carried out by Fontes PMP OÜ, or another equally reliable survey where necessary.

2. Financial parameters

2.1 Minimum and maximum grant amount per project:

The minimum amount of grant assistance applied for is as follows:

- Under the call for proposals "High-quality, comprehensive and sustainable systems for promoting gender equality developed and implemented" the minimum amount of grant assistance applied for is € 170,000 and the maximum amount is € 225,000.
- Under the call for proposals "Research-based concepts for promoting balance between work, private and family life developed and employee and family friendly social and working environment promoted" the minimum amount of grant assistance applied for is € 170,000 and the maximum amount is € 170,000.

2.2 Project grant rate:

In case of project promoters that fall within the definition of NGOs contained in Article 1.5.1(m) of the Regulation, the maximum grant rate is 90% of total eligible project costs. For all other project promoters, grants from the programme will not exceed 85% of total eligible project costs. The remaining costs of the project shall be provided or obtained by the Project Promoter.

3. Selection of projects

3.1 Selection procedures:

The selection procedures shall be in accordance with Article 6.5 of the Regulation. The independent and impartial experts referred to in Article 6.5.2 shall be independent of the Programme Operator, the Selection Committee and the project applicants.

3.2 Open calls and availability of funds (including number of calls, duration of calls, and estimated size):

There shall be two calls for proposals, to implement the following measures based on the programme outputs:

- A call for proposals "High-quality, comprehensive and sustainable systems for promoting gender equality developed and implemented", which shall make available € 550,245.
- A call for proposals "Research-based concepts for promoting balance between work, private and family life developed and employee and family friendly social and working environment promoted" which shall make available € 340,000.

Both calls shall be launched no later than in the first quarter of 2013. The calls shall be open for at least 2 months.

3.3 Selection criteria:

The following selection criteria will be taken into account:

- relevance in relation to the objectives and prioritised areas of the programme;

- coherence with the national legislation and national or regional strategies;
- compliance to the objectives and scope described in the call for proposals;
- capability of technically reasonable performance of the activities (including quality of implementation capacity of the applicants);
- relevance, transparency and realistic size of the project budget;
- qualification of the applicant team (competence, incl theoretical and practical experience is taken into consideration);
- the potential impact through the development, dissemination and use of project results;
- the potential of added value and sustainability of project.

The final selection criteria will be included in the text of the call for proposal.

4. Payment flows, verification of payment claims, monitoring and reporting

4.1 Payment flows

Payments will take the form of advance payments, interim pre-financing or reimbursement of incurred costs and payment of the final balance. Payment flows to final beneficiaries will differ depending on whether the project is a pre-defined project or selected through a call for proposals or small grant scheme.

Project Promoters of projects selected through a call for proposals, projects supported under the small grant scheme with a duration greater than one year and the pre-defined projects have the possibility to request an advance payment not exceeding 25% of the total grant amount, depending on liquidity needs. Project Promoters implementing projects within the small grant scheme with a duration of up to one year have the possibility to request an advance payment not exceeding 80% of the total grant amount. Advance payments are disbursed within 15 working days after the Project Contract is signed, and the advance payment is off-set against subsequent approved interim financial reports.

The deadlines for submitting and assessing interim reports will be set out in the Project Contract. Project Promoters will report to the Programme Operator on incurred expenditures, actual progress and pre-payment forecasts through the interim financial reports. For projects supported by the small grant scheme with a duration not exceeding 1 year, the Project Promoters will only report on incurred costs and actual progress on the project activities.

The Programme Operator may withhold up to 10% of the total grant amount for the payment of the final balance for open call projects and pre-defined projects. For Small Grant Scheme projects, up to 20% of the total grant amount can be withheld. The payment of the final balance will be disbursed within 15 working days after the approval of the final report.

4.2 Verification of payment claims

The Foreign Financing Unit of the Department of Finance and Property Management of the Estonian Ministry of Social Affairs will conduct the verification and approval of project interim financial reports and the final reports.

In order to ensure equal treatment of all Project Promoters, the verification system for small grant scheme projects and other projects will be harmonized. Project Promoters compile and submit interim financial reports within 20 working days of the end of the previous reporting period. If needed, additional information from Project Promoters may be requested and shall be provided within 10 working days. Interim financial reports will be reviewed on the basis of a random sample of at least 35% of incurred costs. All expenditures over € 6,500 and public procurements over € 40,000 shall be checked. The verification process will be finalised within 10 working days of receiving all necessary supporting documents needed to approve the interim financial report. If a pre-payment is requested, this should be disbursed within 15 working days of the approval of the interim financial report.

In case of verification of expenditure incurred by a donor project partner, a report by an independent and certified auditor, certifying that the claimed costs are incurred in accordance with the Regulation, the national law and accounting practices of the donor project partner's country, shall be seen as sufficient proof of costs incurred.

The verification procedures for payment claims will be further outlined in the description of the Programme management and control systems according to article 4.8.2 of the Regulation.

4.3 Monitoring and reporting

The Foreign Financing Unit of the Department of Finance and Property Management of the Estonian Ministry of Social Affairs together with the Gender Equality Department of the Estonian Ministry of Social Affairs will monitor all projects.

In addition to monitoring following the approval of the interim financial report and the final report, on-the-spot checks will be carried out based on the annual monitoring plan. On-the-spot checks will be conducted every year on a sample of projects selected on the basis of risk analysis, or by random sample.

The aim of the on-the-spot checks is to make sure that the project is implemented in accordance with the requirements of the Regulation and the project contracts, to verify procurement procedures and the cost efficiency of incurred expenditures. A sample of at least 15% of the payments made during the monitoring period will be checked.

On-the-spot checks on an ad-hoc basis will also be carried out when suspicions arise that the information provided by the Project Promoter is incorrect or misleading. On-the-spot checks on ad-hoc basis can also be organised for other reasons. Information about the date of the on-the-spot check on ad-hoc basis should normally not be provided to the Project Promoter in advance.

Irregularities will be handled in accordance with Chapter 11 of the Regulation.

Information on Reporting and Monitoring shall be further outlined in the description of the Programme's Management and Control System according to Article 4.8.2 of the Regulation.

5. Additional mechanisms within the programme

5.1 Funds for bilateral relations

The details of the use of the bilateral fund, the detailed procedures and criteria for awarding support from the fund, and any other relevant details will be developed by the PO in cooperation with the DPP and will be subject to the approval of the Cooperation Committee.

The following activities will be supported under the fund for bilateral relations:

- a) search for project partners from the Donors State(s) prior to or during the preparation of a project application and the development of such partnerships. Approximately one third of the bilateral fund will be allocated to this measure.
- b) networking, exchange, sharing and transfer of knowledge, technology, experience and best practices between Project Promoters and entities in the Donor State(s). Approximately two thirds of the bilateral fund will be allocated to this measure .

Costs under the bilateral fund are eligible in accordance with Article 7.7 of the Regulation.

5.2 Complementary action

Funds shall be set aside for activities that are organised by the Programme Operator and contribute to the objective(s) of the programme with the primary aim of strengthening co-operation between the Programme Operators and similar entities within Estonia and Norway, and exchanging experiences and best practices related to the implementation of the programme. Eligible activities shall include the Programme Operator's and other relevant stakeholders' participation in meetings and workshops organised by the Programme Operator or other Programme Operators, or in other events, seminars, activities or meetings agreed with the NMFA.

5.3 Small Grant Schemes

A small grant scheme shall be established under the Programme to support interventions and capacity-building by NGOs, and schemes to support employers implement measures enhancing work-life balance. The total amount available for re-granting under the small grant scheme is € 370,000.

The rules on eligibility of applicants are set in Article 6.2 of the Regulation.

One call for proposals will be launched under the small grant scheme, no later than during the first quarter of 2014. The minimum amount of grant assistance applied for is € 5,000; the maximum amount is € 50,000. A second call for proposals will be launched no later than during the first quarter of 2015. The minimum amount of grant assistance applied for is € 5,000; the maximum amount is € 20,000.

In case of project promoters that fall within the definition of NGOs contained in Article 1.5.1(m) of the Regulation, the maximum grant rate is 90% of total eligible project costs. For all other project promoters, grants from the programme will not exceed 85% of total eligible project costs. The remaining costs of the project shall be provided or obtained by the Project Promoter.

The selection procedures under the small grant scheme shall be in accordance with Article 6.5 of the Regulation.

Funds which remain unallocated after the second call for proposals, may be reallocated to additional activities of already approved projects, provided that these additional activities contribute to the objectives of the projects receiving the additional funds. Any decision to reallocate project grants to already approved projects shall be based on recommendations by the Selection Committee in accordance with the procedure set out in paragraphs 2 and 3 of Article 6.9 of the Regulation.

6. Pre-defined projects

There will be two Pre-defined projects implemented under the Programme.

Pre-defined project No. 1: Increased availability of gender pay gap statistics

Project Promoter: Statistics Estonia

Estimated total project cost: € 227 762

Total grant amount: € 227,762

Project grant rate: 100%

Description: The aim of this project is to develop a new strategy (including proposals for new methodology and data source used) for gender divided pay statistics in Estonia to facilitate the administrative burden of data respondents, data base managers and analysts.

The following activities will be implemented under this project:

- Developing a new concept for gender pay gap statistics.
- Comparing available data sets (Estonian Labour Force Survey and Structure of Earnings Survey) for gender pay gap indicator.
- Updating time series according to the regression equations of the gender pay gap study.
- Monitoring the dynamics of the pay gap (developing new indicators).

Pre-defined project No. 2: Promoting Gender Equality through Empowerment and Mainstreaming

Project Promoter: Gender Equality and Equal Treatment Commissioner

Estimated total project cost: € 700 000

Total grant amount: € 700,000

Project grant rate: 100%

Description: The main objective of the project is to raise awareness of different actors on issues of gender equality and prohibition of discrimination as well as structural inequalities in the society. The project aims at enhancing the protection against discrimination through providing training to the professionals in the position to assist the discrimination victims. The project activities also aim at having a positive impact on the legal awareness of the public on issues of gender equality and are expected to bring about a change in legal culture (e.g. strategic litigation initiated etc.).

The following activities will be implemented under this project:

- Training for employers.
- Training for labour inspectorate and labour dispute committees.
- Compiling and publishing the information materials (brochures and web materials) on equal treatment principle. Special focus on minority groups and vulnerable social groups who are more likely to be victims of gender discrimination and multiple discrimination
- Legal counselling in all counties of Estonia.
- Seminars for gender equality professionals and specialists.
- Study on the prevalence of inequality and experiences of gender and multiple discrimination.
- Litigation services and legal advice.
- Training on remedying discrimination for psychologists and post-trauma counsellors.
- Providing assistance and counselling for the Estonian ministries in their work of gender mainstreaming.
- Academic activities in cooperation with the universities and/or other research institutions and academic journals on the female subjectivity.

The pre-defined projects will be appraised in accordance with Article 5.5.3 of the Regulation.

7. Modification of the programme

Any modifications of the programme will follow the rules set forth in the Regulation and in Article 2.9 of the programme agreement.

8. Programme proposal version

Any reference to the programme proposal in this programme agreement shall be interpreted as version signed by the PO on 29 February 2012, and shall include all subsequent correspondence and communication between the NMFA, the Financial Mechanism Office, the National Focal Point and the Programme Operator.

9. Miscellaneous

Not applicable.