

## **ADDENDUM**

to

**Norwegian Financial Mechanism 2009-2014**

### **PROGRAMME AGREEMENT**

for the financing of the Programme “Scholarship”  
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 EE10 “Scholarship” 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 28<sup>th</sup> July 2015.

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.

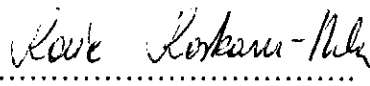
Signed in Brussels on.....<sup>27</sup>.....<sub>10/2015</sub>

Signed in Tallinn.....on.....2.09.2015

For the NMFA

For the Focal Point





Stine Andresen  
Director  
Financial Mechanism Office

## Annex I - Programme Decision

### 1. Expected Outcomes & Indicators for Outputs

**Expected Outcome(s):** Increased higher education student and staff mobility between Beneficiary States and Norway

#### Output

HE mobility programme promoted effectively among institutions and beneficiaries selected on a competitive basis

Output indicator(s)	Baseline	Target	Source of Verification
Increased awareness among HE institutions	0	15	Lists of participants of the events, surveys

#### Output

Agreements for HE student and staff mobility formalized / existing agreements enhanced

Output indicator(s)	Baseline	Target	Source of Verification
Number of mobile students as part of new or existing mobility agreements	0	84	HEI's progress and annual reports, financial statements, monitoring visits
Number of mobile staff (including teachers) as part of new or existing mobility agreements	0	30	HEI's progress and annual reports, financial statements, monitoring visits
Number of staff with recognized stay for professional development	0	30	HEI's progress and annual reports, financial statements, monitoring visits
Number of HE students involved in work placements	0	41	HEI's progress and annual reports, financial statements, monitoring visits

## 2. Conditions

### 2.1 General

- 1) Bilateral, outcome and output indicators shall be reported on in the Annual Programme Report. More qualitative bilateral indicators reflecting the increased country and education sector knowledge of the cooperating countries shall be developed.
- 2) The indicators under section 1. above shall be revised and submitted to the FMO for approval prior to the first disbursement to the projects.

### 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): 20/12/2012-30/04/2017

Eligibility of programme proposal preparation costs: 10/06/2011-19/12/2012

### 3.2 Grant rate and co-financing

Programme estimated total cost (€)	€1,111,111
Programme estimated eligible cost (€)	€1,111,111
Programme grant rate (%)	90.0000%
Maximum amount of Programme grant (€)	€1,000,000

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

Budget heading	Eligible expenditure	Advance payment*
Programme management	€100,000	€25,625
Increased higher education student and staff mobility between Beneficiary States and Norway	€948,018	€379,207
Fund for bilateral relations	€50,000	€21,875
Complementary action	€9,375	€625
Preparation of programme proposal	€3,718	€3,718
Reserve for exchange rate losses	€0	€0
	€1,111,111	€431,050

\* The advance payment is composed of €387,945 in grant amount and €43,105 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	€14,400

### 3.5 Small Grant Scheme

Not applicable

## Annex II - Operational Rules

### 1. Eligibility

#### 1.1 Eligible measures (sub-measures if any):

The Programme Operator is the Ministry of Education and Research of the Republic of Estonia (MoER). The Archimedes Foundation will act as Fund Operator.

The Donor Programme Partners are the Icelandic Centre for Research (RANNIS), Iceland; the National Agency for International Education Affairs (AIBA), Liechtenstein; and the Norwegian Centre for International Cooperation in Education (SIU), Norway (lead DPP).

The EEA Scholarship and the Norwegian-Estonian Scholarship Programme will be implemented jointly. In addition, they will be linked with the Norwegian-Estonian Research Cooperation Programme (RCP) under the Norwegian Financial Mechanism (EE06).

The programme comprises the following measures:

Measure 1: Preparatory visits (to be funded from the bilateral fund).

The measure supports the mobility of staff in:

- Higher educational institutions wishing to establish contacts with prospective partner institutions with a view to establishing an inter-institutional agreement relating to student, academic and administrative staff mobility.
- Upper secondary education level institutions wishing to establish a cooperation project.
- Research organisations wishing to establish contacts with prospective Norwegian partner institution(s) in order to participate in the RCP.

Measure 2: Mobility projects in higher education, which consist of student and staff mobility

Student mobility

- Study periods of three up to 12 months, normally not shorter than one semester, and within one academic year.
- Practical placements of six weeks up to 12 months within one academic year.
- Participation in research projects funded by the Estonian-Norwegian Research Cooperation Programme for a period of 4 days up to six months within one academic year. Degree students mobility for participating in research projects supported from the RCP.

Academic and administrative staff mobility

- Short teaching assignments for a period up till six weeks. A minimum requirement of teaching is five teaching hours per assignment
- Participation in conferences, seminars, workshops and other training events or work shadowing for a period of one day till six weeks.

Measure 5: Inter-institutional cooperation in education/training

- Inter-institutional cooperation projects between institutions and organisations engaged in education in Estonia and the EEA EFTA states on topics relevant for upper secondary level education, with special focus on the priorities set in the Programme and in the call for proposals.

#### 1.2 Eligible applicants:

The rules on eligibility of applicants are set in Article 6.2 of the Regulation. The following specifications apply to this Programme:

Measure 1:

- The following institutions from all the participating countries (i.e. Estonia, Norway, Iceland and Liechtenstein) can apply for funding:
  - Higher education institutions, owners of Erasmus University Charter (EUC), or placement consortia
  - Upper secondary education level institutions - upper secondary schools, vocational secondary schools
  - Research institutions
- Applications are submitted by institutions and cover usually one, in exceptional cases two individuals.

Measure 2:

- Estonian educational institutions holding European University Charter (EUC);
- Estonian placement consortiums working together to facilitate placements for HE students (group of HEIs that are holders EUC, and possibly other organisations (enterprises, associations, chambers of commerce, foundations, etc.); and
- Estonian educational institutions holding EUC with a special focus on degree students and staff related to approved research

projects financed by the RCP.

Measure 5:

- Estonian upper secondary education level schools i.e. upper secondary schools and vocational secondary schools.

1.3 Special rules on eligibility of costs:

Chapter 7 of the Regulation contains the rules on eligibility of costs. In-kind will not be eligible.

## 2. Financial parameters

2.1 Minimum and maximum grant amount per project:

Measure 1:

Support for preparatory visits is provided in the form of an individual mobility grant issued to the home institution of the visiting person. Eligible items for preparatory visits are: a) subsistence costs (accommodation included), b) travel costs, and c) insurance and seminar fees.

Travel costs are covered on the basis of real costs, while subsistence allowances are covered based on country-specific maximum rates submitted as Annex VI to the Programme proposal.

Measure 2:

Grants to natural persons will be calculated as a lump sum. Eligible items are: a) monthly stipend b) allocation for study material; c) travel costs, insurance and conference fees; and d) tuition fees. Country-specific maximum rates for travel costs and subsistence costs were submitted as Annex VI to the Programme proposal.

The maximum rate for organisation of mobility in Estonia will be 225-390 euros per person, based on the number of incoming and outgoing mobility, as described in Annex VI to the programme proposal.

The maximum rates for sending institutions/consortia for the organisation of mobility are calculated per person and on the basis of the rates set by the European Commission for LLP Erasmus programme. The payments are made according to these rates and the beneficiary institutions/consortia do not have to justify the costs incurred. Maximum rates for sending institutions/consortia for the organisation of mobility are further specified in Annex IV to the Programme proposal.

Measure 5:

The minimum amount of grant assistance applied for is €50,000; the maximum amount is €80,000.

2.2 Project grant rate:

Measure 1:

Maximum rates in accordance with Annex VI to the Programme proposal apply to activities under this measure. Any remaining costs shall be provided or obtained by the beneficiary.

Measure 2:

Maximum rates in accordance with Annex VI to the Programme proposal apply to activities under this measure. Any remaining costs shall be provided or obtained by the beneficiary.

Measure 5:

Grants from the Programme will not exceed 90% of total eligible project costs. The remaining costs of the project shall be provided or obtained by the beneficiary.

## 3. Selection of projects

3.1 Selection procedures:

Measure 1:

In accordance with Article 6.5.8 of the Regulation, a simplified selection procedure will apply, which follows the scheme of LLP Erasmus preparatory visits.

Each application that meets the administrative and eligibility criteria will be reviewed by an impartial expert, which may be a staff member of the Fund Operator. The Fund Operator will develop standardised checklists and assessment forms. The Fund Operator's grant award proposal will be submitted to and must be approved by the Selection Committee.

Measure 2:

In accordance with Article 6.5.8 of the Regulation, a modified selection procedure will apply, which follows the scheme of LLP/Erasmus student mobility procedures.

Based on the applications received, the Fund Operator will establish a ranking list for the allocation of funds to higher education institutions. The list will be submitted to the Selection Committee, who will make a final selection. The selection of individuals will be done by their home HEIs.

**Measure 5:**

The project selection procedures are in compliance with Articles 6.1 and 6.5 of the Regulation. The tasks of the Selection Committee will be set up in accordance with the rules set in the Article 6.4 of the Regulation.

The project selection procedures are in compliance with Articles 6.4 and 6.5 of the Regulation. The selection procedure will be organised on the basis of a peer review system (independent experts). The Fund Operator has an existing pool of experts, which was formed for the evaluation of actions under the Lifelong Learning Programme.

The evaluation of grant applications is based on formal eligibility checks and a quality assessment. The Fund Operator will develop standardized checklists and assessment forms. The formal eligibility check performed by the Fund Operator will result in a list of grant applications that will be submitted to the independent experts for a quality assessment.

The Fund Operator will provide a list of ranked grant applications to the Selection Committee that will make a proposal for grant applications to be accepted, rejected or put on a reserve list. The grant award decision shall be based on the grant award proposal prepared by the Selection Committee.

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

For all calls: The Programme Operator shall, in cooperation with the Norwegian Embassy in Tallinn, ensure that the information regarding the open calls reaches as broad an audience as possible, including the Russian-speaking minority in Estonia.

**Measure 1:**

There shall be one rolling call for applications, which will make available €80,000 for the years 2013-2014. The call shall be launched no later than in the first quarter of 2013 and shall be kept open until all funds are committed, but no later than the first quarter of 2015.

**Measure 2:**

There shall be at least two calls for applications. The calls shall be launched no later than in the first quarter of the years 2013 and 2014, respectively. The calls shall make available €474,009 each.

In case of an insufficient number of applications, insufficient value, or insufficient quality of the applications submitted in the planned calls, a third call may be launched no later than in the first quarter of 2015 to allocated any unused funds. Funds which remain unallocated after the third 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.

All calls shall be open at least for 2 months.

**Measure 5:**

There shall be at least two calls for applications. The calls shall be launched no later than in the first quarter of the years 2013 and 2014, respectively. The calls shall make available €284,405 in 2013. Funds remaining from the call in 2013 shall be allocated to the second call taking place in 2014.

In case of an insufficient number of applications, insufficient value, or insufficient quality of the applications submitted in the planned calls, a third call may be launched no later than in the first quarter of 2015 to allocated any unused funds.

All calls shall be open at least for 2 months.

**3.3 Selection criteria:**

For all three measures, the selection criteria will take into account formal/administrative and content-related/quality aspects.

The following selection criteria will be taken into account:

**Measure 1: Preparatory visits**

- Content and duration

- Relevance

Measure 2: Higher education student and staff mobility:

- Relevance
- Quality of the application

Measure 5: Institutional co-operation in the education sector

- Objectives and relevance
- Quality of the work programme
- Quality of the partnership
- Expected impact
- Quality of dissemination of results
- Coherence of budget planning

Social sustainability issues, in particular initiatives that help combat discrimination and intolerance, shall be reflected in the selection criteria in the open calls and shall be reported on to the Donors.

The final selection criteria shall be discussed in the Cooperation Committee and will be included in the text of the call for proposals.

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

##### **4.1 Payment flows**

Payments towards the final beneficiaries will be in the form of advance payments, interim payments and a final payment in the form of a reimbursement of incurred expenditure. Payments are made on the basis of approved interim reports.

An advance payment depending on project duration of up to 40% - 80% of grant awarded will be paid after the Project Contract is signed. The total pre-financing payments may not exceed 80% of the total grant awarded. Interim payments will be made on the basis of approved interim reports. A request for an interim payment can be made when at least 70% of the previous payments have been reported as incurred cost.

The final payment shall be made after the approval of the final report.

##### **4.2 Verification of payment claims**

Verification and approval of project interim reports and final reports will be conducted by the Fund Operator. Project Promoters shall submit interim reports and supporting documents to the Fund Operator within the deadlines specified by the Fund Operator. Interim reports shall contain information on project progress, interim payment requests, and incurred expenditure, and shall be submitted to the Fund Operator. Verification and approval of interim reports will be performed by the Fund Operator.

The procedure for verification of Interim project reports, periodicity of reporting periods, and deadlines for reporting outlined in the Programme proposal will further be detailed in the description of the Programme Operator's Management and Control Systems according to Article 4.8.2 of the Regulation.

##### **4.3 Monitoring and reporting**

The monitoring and reporting for this Programme is described in the Monitoring Plan attached to the Programme Proposal as Annex II.

#### **5. Additional mechanisms within the programme**

##### **5.1 Funds for bilateral relations**

€80,000 from the funds for bilateral relations at Programme level will be used to fund measure 1. Further information is provided in the relevant sections of this Annex II.

The remaining funds will be used for networking, exchange, sharing and transfer of knowledge, technology, experience and best practice between entities in Estonia and entities in the Donor States and international organisations within the programme areas "Scholarships" and "Bilateral scholarship programme".

##### **5.2 Complementary action**

€15,000 of the Programme budget will be set aside for complementary action. Complementary action under this Programme must facilitate the participation of relevant stakeholders in events/seminars/activities agreed with the Donors.

Complementary action under this Programme shall be further defined by the Programme Operator in accordance with Article 7.11 of the Regulation.



**5.3 Reserve for exchange rate losses**

Not applicable.

**5.4 Small Grant Schemes**

Not applicable.

**6. Pre-defined projects**

Not Applicable.

**7. Modification of the programme**

The rules on modifications of Programmes are in Article 5.9 of the Regulation and 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 Programme Operator on 09 February 2012 including any subsequent correspondence and communication between the Donors, the Financial Mechanism Office, the National Focal Point and the Programme Operator.

**9. Miscellaneous**

Not Applicable.