Annex 6: Model Cooperation Development Support Agreement

**Cooperation Development Support Agreement No ...**

co-financed by the funds

of the Norwegian Financial Mechanism 2014-2021 and the European Economic Area (EEA) Financial Mechanism 2014-2021

hereinafter referred to as an “**Agreement**”.

concluded between:

**Polish Agency for Enterprise Development** operating under the Act of 9 November 2000 on the establishment of the Polish Agency for Enterprise Development (Journal of Laws of 2020, item 299);

with its registered office in Warsaw (postal code 00-834), at the following address: ul. Pańska 81/83, Polish Tax Identification No. NIP 526-25-01-444, Polish National Business Registry No. REGON: 017181095, hereinafter referred to as “**PARP**”, represented by: …

under the power of attorney no. ... of ...

and

<for Polish micro, small or medium-sized enterprise:> [[1]](#footnote-1)

* (for Spółka Akcyjna (Polish Joint-stock Company or S.A.) and Spółka komandytowo-akcyjna (Polish Limited Joint-stock Company or S.K.A.)

(Name) Spółka Akcyjna / Spółka Komandytowo-Akcyjna, hereinafter referred to as the “**Beneficiary**”, with its registered office in ... (town/city) at the following address: ... postal code ... (town/city), entered in the Register of Entrepreneurs of the Polish National Court Register (KRS) kept by the District Court..., under KRS no. ..., of share capital in the amount of ... PLN, paid in the following amount..., NIP...., REGON..., represented by[[2]](#footnote-2): …

* (for Spółka z ograniczoną odpowiedzialnością (Polish Limited Liability Company or sp. z o.o. or spółka z o.o.)

(Name) Spółka z ograniczoną odpowiedzialnością, hereinafter referred to as the “**Beneficiary**”, with its registered office in ... (town/city) at the following address: ... postal code ... (town/city), entered in the Register of Entrepreneurs of the Polish National Court Register (KRS) kept by the District Court..., under KRS no. ..., of share capital in the amount of ... PLN, paid in the following amount..., NIP...., REGON..., represented by[[3]](#footnote-3): …

* (for a Partnership: Spółka jawna (Polish General Partnership or sp. j.), Spółka komandytowa (Polish Limited Partnership or sp. k.), Spółka partnerska (Polish Professional Partnership or sp. p.)

(Name) Spółka Jawna/Spółka Komandytowa/Spółka Partnerska, hereinafter referred to as the “**Beneficiary**”, with its registered office in ... (town/city) at the following address: ... postal code ... (town/city), entered in the Register of Entrepreneurs of the Polish National Court Register (KRS) kept by the District Court..., under KRS no. ..., of share capital in the amount of ... PLN, paid in the following amount..., NIP...., REGON..., represented by[[4]](#footnote-4): …

* (for an individual conducting business activity)

(full name) Polish National Identification No. PESEL..., hereinafter referred to as the “**Beneficiary**”, residing in ... (town/city) at the following address: ..., conducting business activity under the following business name... in... (town/city), at the following address: ..., entered in the Polish Central Register and Information on Economic Activity CEIDG, NIP..., REGON..., represented by[[5]](#footnote-5): …

* (for Spółka cywilna (Polish Civil Law Partnership or s.c.))

(full name) Polish National Identification No. PESEL..., residing in ... (town/city) at the following address: ..., conducting business activity under the following business name... in... (town/city), at the following address: ..., entered in the Polish Central Register and Information on Economic Activity CEIDG, NIP..., REGON..., and (full name) Polish National Identification No. PESEL..., residing in ... (town/city) at the following address: ..., conducting business activity under the following business name... in... (town/city), at the following address: ..., entered in the Polish Central Register and Information on Economic Activity CEIDG, NIP..., REGON..., conducting jointly business activity in the form of spółka cywilna (civil law partnership) under business name... In (town/city)... NIP..., REGON..., hereinafter referred to as the “**Beneficiary**”, represented by[[6]](#footnote-6): …

<for micro, small or medium-sized enterprise operating under Norwegian law[[7]](#footnote-7):>[[8]](#footnote-8)

(full name/name), hereinafter referred to as the “**Beneficiary**”, residing/with its registered office in ... (town/city) at the following address: ..., registered in..., under no. ... .

based on the power of attorney of ..., to copy of which constituted Annex 3 to the Agreement[[9]](#footnote-9),

hereinafter referred to as the “**Parties**”,

Considering the agreement on the "Enterprise Development and Innovation" program concluded between the Norwegian Ministry of Foreign Affairs and the Minister of Investment and Development on 12 September 2019 and the agreement on the Bilateral Cooperation Fund under the European Economic Area Financial Mechanism for 2014-2021 and the Norwegian Financial Mechanism for 2014-2021 concluded between the Minister of Investment and Development and the EEA Financial Mechanism Committee and the Norwegian Ministry of Foreign Affairs on 4 September 2018, the Parties conclude this Agreement.

# Clause 1: Legal Framework

1. The Beneficiary undertakes to execute the Agreement in accordance of the relevant provisions of national and EU law, and in particular with:
2. Regulations on the Implementation of the European Economic Area (EEA) Financial Mechanism 2014–2021 adopted by the EEA Financial Mechanism Committee on 8 September 2016, pursuant to Article 10.5 of Protocol 38c to the EEA Agreement and approved by the Standing Committee of the EFTA States on 23 September 2016 and Regulations on the Implementation of the Norwegian Financial Mechanism 2014–2021 adopted by the Norwegian Ministry of Foreign Affairs on 23 September 2016, in accordance with Article 10.5 of the Agreement between the Kingdom of Norway and the European Union on a Norwegian Financial Mechanism 2014–2021, hereinafter referred to as “**Regulations**”;
3. guidelines adopted by the Financial Mechanism Committee or the Norwegian Ministry of Foreign Affairs regarding the implementation of the EEA Financial Mechanism 20214-2021 and the Norwegian Financial Mechanism 2014-2021;
4. Regulation of the Minister of Development, Labour and Technology of 20 October 2020 on granting financial aid not related to operational programmes by the Polish Agency for Enterprise Development (Journal of Laws, item 1933), constituting a public aid scheme (reference number SA.55884), hereinafter referred to as the “**Regulation**”;
5. Act of 9 November 2000 on the establishment of the Polish Agency for Enterprise Development (Journal of Laws of 2020, item 299, hereinafter referred to as “**PARP Act**”;
6. Act of 27 August 2009 on public finance (Journal of Laws] of 2021, item 305), hereinafter referred to as the “**Public Finance Act**”;
7. Regulation No 1407/2013: Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (OJ L 352 of 24.12.2013, p. 1, as amended), hereinafter referred to as “**Regulation 1407/2013**”).
8. Documents referred to in section 1(1-2) are available at: <https://en.parp.gov.pl/component/site/site/norway-grants#learnmore> and <https://eeagrants.org/resources>.
9. The Beneficiary is obliged to use the amended and new documents referred to in sec. 1(1-2) from the date indicated in these documents.
10. The Beneficiary undertakes to execute the Agreement in accordance with the Call for Proposals for Cooperation Development Support no. 1/2021, hereinafter referred to as the "Call fo Proposals", available at: … .

# Clause 2: Subject Matter of the Agreement

1. The Agreement specifies the terms and conditions of providing cooperation development support, hereinafter referred to as the "**Support**", as well as the rights and obligations of the Parties.
2. The Support is intended for the organization of ... [[10]](#footnote-10) trade mission(s)[[11]](#footnote-11), in accordance with the Proposal for Cooperation Development Support (No. 1, No. 2)[[12]](#footnote-12) constituting Annex 1 to the Agreement, hereinafter also referred to as the "**Proposal**".
3. The Beneficiary undertakes to organize trade mission(s)[[13]](#footnote-13) and carry out all activities within this/these[[14]](#footnote-14) mission(s)[[15]](#footnote-15) with due diligence and in accordance with the Agreement.
4. As part of each trade mission, the Beneficiary is obliged to participate in:
5. at least one forthcoming edition of the trade fair or conference indicated in the Proposal and
6. the Event organized by PARP in cooperation with Innovation Norway, during the trade fairs or conference indicated in the Proposal, hereinafter referred to as the "**Event**", and
7. at least two meetings of a business nature with at least two different entities operating in the territory of the country where the trade fair or conference listed in the Proposal, hereinafter referred to as the “**Meetings**”;
8. The trade mission shall be attended by the Beneficiary, her/his partner, a member of the body or seconded employee, where the same (one) natural person may represent only one Beneficiary.
9. The first[[16]](#footnote-16) trade mission may commence on ... [[17]](#footnote-17) at the earliest.
10. Support for cooperation development will be paid, provided that the trade fair, conference, the Event and the Meetings take place no later than 30/11/2022.
11. Beneficiary may not transfer the rights, obligations or liabilities arising from the Agreement to another entity.
12. PARP shall not be liable for any damage resulting from the execution of the Agreement.
13. Support is *de minimis* aid granted under the Regulation.
14. Beneficiary declares that the documents, statements or information submitted to PARP in order to obtain Support prior to the conclusion of the Agreement are consistent with the actual and legal status. As regards the declarations included in the Proposal, point 5(3) (with the exception of (c) (3rd dot)), the beneficiary declares the awareness of criminal liability for submitting a false declaration.

# Clause 3: Support Amount and Expenditure Eligibility

1. PARP grants the Beneficiary Cooperation Development Support[[18]](#footnote-18):
2. in the lump sum of 1,800 EUR / 3,600 EUR (say: one thousand eight hundred / three thousand six hundred euro, 00/100) to cover the costs of a business trip abroad / two business trips abroad;

and

1. in the amount not exceeding 200 EUR/400 EUR (say: two hundred / four hundred euro, 00/100) to cover the actually incurred costs of admission tickets to the treade fair or conference participation fees.
2. The expenditure eligible for Cooperation Development Support are the costs incurred regarding[[19]](#footnote-19):
3. one business trip abroad in the amount of 1,800 EUR per on trade mission (lump sum); and
4. admission tickets to the trade fair or fees for participation in the conference, specified in the Proposal, for a maximum of two people, in the amount not exceeding a total of 200 EUR per one trade mission (costs actually incurred).
5. The amount of Cooperation Development Support may be up to 100% of expenditure referred to in Clause 3.2(2)[[20]](#footnote-20).
6. The period of eligibility of expenditure begins on ... and ends on ....

# Clause 4: Mode and scope of amendments to the Agreement

1. The Agreement may be amended in the scope covered by the Proposal.
2. In the case when:
3. the trade fair or conference specified in the Proposal is cancelled and
4. PARP amends Annex 2 to the Call for Proposals by indicating other trade fairs or conferences,

the Beneficiary may take part in other trade fairs or conferences listed in Annex 2 to the Call for Proposals and the Event, concerning the subject area indicated in the Proposal.

1. If format of the trade fair or conferences listed in the Proposal is changed to a remote (online) format, the Beneficiary may participate in:
	* 1. a trade fair or conference and the Event organised remotely (online); or
		2. the next edition of the trade fair or conference and the Event; or
		3. other trade fairs or conferences listed in Annex 2 to the Call for Proposals and the Event, in the subject area indicated in the Proposal.
2. In the case of a hybrid format of a trade fair or conference listed in the Proposal, i.e. where part of the agenda will be followed at the place of its organisation and part will be remotely (online), the Beneficiary, within the trade mission, may participate in:
	1. the nearest edition of the selected trade fair or conference listed in the Proposals, either in the place of its organisation or remotely (online); and
	2. the Event in the place of its organisation or remotely (online), and the information on the final formula of Event organisation will be published by PARP at least 30 days before the Event.
3. In the cases referred to in Clause 4.3 and Clause 4.4, the Meetings covered by the trade mission cannot take place remotely (online).
4. The amendments referred to in Clause 4.1 are included by the Beneficiary in the payment request.
5. PARP considers the amendments referred to in Clause 4.6 within the verification of the payment request. PARP does not agree to these amendments if they affect the fulfilment of the evaluation criteria for the Proposal in a way that would result in a rejection of this Proposal.

# Clause 5: Rules for Payment of Support

1. Beneficiary submits payment request to PARP within 30 days from the date of completion of the last[[21]](#footnote-21) trade mission. The day of completion of the trade mission shall be the day of participation in the last of the activities referred to in Clause 2.4.
2. Beneficiary shall file the payment request, in accordance with the model specified by PARP in Annex 7 to the Call for Proposals:
	1. in hard copy with handwritten signature(s), to the following address:

Polish Agency for Enterprise Development

ul. Pańska 81/83

00-834 Warsaw

or

* 1. in electronic form with qualified electronic signature(s) (in PDF format) to travelgrants@parp.gov.pl.
1. Together with the payment request, the Beneficiary shall enclose the following items regarding each executed trade mission:
2. in the case of applying only for the payment of the lump sum covering the costs of a business trip abroad:
	1. boarding passes or other documents proving the fact of having travelled abroad on a business trip (dates, route and destination) by one of the persons referred to in Clause 2.5; and
	2. confirmation of participation in the Meetings, the Event and in trade fairs or conferences listed in the Proposal, in accordance with the model included in Annex 8 to the Call for Proposals, with handwritten signature(s) or qualified electronic signature(s);
3. in the case of applying for the payment of the lum sum covering the costs of a business trip abroad and the refund of the cost of admission tickets to the trade fair or the fee for participation in the conference:
4. boarding passes or other documents proving the fact of having travelled abroad on a business trip (dates, route and destination) by persons referred to in Clause 2.5 and which participated in these trade fair or conference (maximum two); and
5. confirmation of participation in the Meetings, the Event and in trade fairs or conferences listed in the Proposals, in accordance with the model included in Annex 8 to the Call for Proposals, with handwritten signature(s) or qualified electronic signature(s); and
6. copies of accounting documents (invoices or documents of equivalent probative value) together with proofs of payment, confirming that the costs of admission tickets to the trade fair or the fee for participation in the conference were incurred, and they must be described in a way that allows them to be linked to the fairs or conferences specified in Annex 2 to the Call for Proposals (when applying for reimbursement of these costs)[[22]](#footnote-22).

Beneficiary includes in the accounting documents at least the Agreement no.

1. PARP verifies and approves the payment request within 30 days from the date of receipt of a correctly filled in and complete payment request. In the case that the payment request contains deficiencies or errors, the Beneficiary, upon PARP's request, shall submit the missing or corrected documents within 7 days from the date of sending the notification by e-mail.
2. The condition for the payment of support is approval of the payment request by PARP, confirming that individual trade missions have been completed and expenses have been incurred in accordance with the Agreement, subject to Clause 4.7.
3. <for Polish micro, small or medium-sized enterprise:> [[23]](#footnote-23)

The Support will be paid to the Beneficiary's bank account in PLN with the number ..... The amount of the payment is converted into PLN according to the monthly EUR exchange rate of the European Commission applicable on the date of payment, published on the InforEuro website (<ec.europa.eu/budg/inforeuro/index#!/convertor>). The risk of exchange rate differences is borne by the Beneficiary.

<for micro, small or medium-sized enterprise operating under Norwegian law:> [[24]](#footnote-24)

The Support will be paid to the beneficiary's bank account in EUR with the number .....

1. The payment of the Support takes place within 21 days from the date of approval of the payment request by PARP.
2. PARP shall not be liable for the delay or failure to pay the Support for reasons not attributable to PARP, and in particular the Beneficiary is not entitled to any compensation in this respect.
3. Beneficiary is obliged to maintain a separate accounting system or enter an appropriate accounting code for all transactions and operations related to the Support granted under the Agreement.
4. Beneficiary is obliged to cover any ineligible costs from own resources, as well as costs exceeding the Support limits specified in Clause 3.1, related to the Support provided under the Agreement.
5. PARP informs the Beneficiary via electronic means of communication about the result of verification of the payment request immediately after its completion.
6. PARP may suspend payment for justified reasons, in particular in the case of objections to the correct implementation of the Agreement, until the reservations are finally clarified.
7. PARP shall not be liable in the case of making a payment to the wrong bank account for reasons attributable to the Beneficiary. All the consequences, including the costs of seeking unjustified enrichment measures, shall be borne by the Beneficiary. Beneficiary shall be jointly and severally liable with the unjustly enriched person and shall be obliged to return the full amount of funds transferred to the wrong bank account at PARP's request.

# Clause 6: Personal Data Protection

Beneficiary is obliged to fulfil the information obligation towards the participants of the activities covered by the Support[[25]](#footnote-25) referred to in Art. 13-14 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) OJ L 119, 4.5.2016, p. 1, as amended); Information for the participant of activities covered by the Support constitutes Annex 2 to the Agreement.

# Clause 7: Monitoring, audit and evaluation

1. PARP, an authorised entity or other authorised entity (such as: The National Contact Point, the Audit Institution (Ministry of Finance), the Norwegian Ministry of Foreign Affairs, the Financial Mechanism Office in Brussels, the EEA Financial Mechanism Committee, the EFTA Auditors Commission, the Office of the Norwegian Auditor General and entities authorized to act on their behalf) may carry out monitoring, audit and evaluation of the implementation of the Agreement by the Beneficiary, at the place of implementation or at the seat of the Beneficiary.
2. At the request of the entities referred to in Clause 7.1, the Beneficiary is obliged to:
3. ensure immediate and full access to all information, documents (including those stored in electronic document management systems), places and persons, subject to the limitations resulting from the applicable provisions of national law;
4. provide all information and documents (including those collected in electronic document management systems) related to the execution of the Agreement within the scope and time indicated by them;
5. ensure the presence of persons competent to provide information and explanations related to the execution of the Agreement;
6. participate in interviews, surveys and evaluation studies;
7. cooperation with entities specified in Clause 7.1.
8. Monitoring, audit and evaluation may be carried out in the following period:
9. from the date of conclusion of the Agreement until the lapse of 5 years counted from the date of adoption by the Norwegian Ministry of Foreign Affairs and the Financial Mechanism Committee of the final Strategic Report;
10. 10 years from the date of the Agreement

whichever date comes later. PARP will inform the Beneficiary about the date of adoption of the Report.

1. Within the period referred to in Clause 7.3, the Beneficiary is obliged to store documentation related to the Agreement (including documentation related to the *de minimis* aid granted, expenditures and audits). The Beneficiary is obliged to keep the originals or certified copies of documents and accounting books on commonly recognized data carriers.
2. PARP shall reserve the right to contact the entities with which the Beneficiary had the Meetings in order to confirm the information provided in the payment request.
3. The Beneficiary shall immediately inform about any threats or irregularities in the implementation of the project.
4. PARP or an authorised entity sends a notification to the Beneficiary about the planned monitoring at least 5 working days[[26]](#footnote-26) before the date of its commencement. In justified cases, in particular at the request of an entity authorised to conduct monitoring other than PARP, if PARP becomes aware of suspected irregularities in project implementation or other significant deficiencies on the part of the Beneficiary, monitoring may be carried out without prior notification.
5. PARP or an authorised entity submits a written report on the performed monitoring within 15 working days from the completion of the monitoring. The report may contain recommendations along with the time limit for their implementation by the Beneficiary.
6. Beneficiary submits the signed monitoring report within 10 working days from the date of its delivery to the Beneficiary.
7. Beneficiary may submit in writing its position or objections to the monitoring report within 10 working days from the date of its delivery to the Beneficiary. PARP examines the objections within 10 working days from the date of delivery of the objections. If the objections are accepted, PARP shall submit a corrected report. If the objections are rejected, PARP provides a written statement with a justification.
8. Beneficiary submits the signed corrected monitoring report within 10 working days from the date of its delivery to the Beneficiary.
9. In the case of a refusal to sign a report on the conducted monitoring or a corrected report on the conducted monitoring, the Beneficiary shall provide a written justification for the refusal to sign the report, together with one copy of the unsigned report, within 10 working days from the date of delivery to the Beneficiary of the report or position of PARP which does not take into account the objections. The refusal to sign the report does not suspend the implementation of the recommendation by the Beneficiary.
10. Provisions from Clause 7.7 to Clause 7.12 shall apply accordingly to the monitoring carried out by the National Contact Point.

# Clause 8: Information and Communication

The Beneficiary is obliged to inform the public about the Support received under this Agreement in accordance with the communication plan set out in the Proposal.

# Clause 9: Termination of the Agreement

1. The Agreement may be terminated by every Party with a 14-day notice. Termination shall be made in writing or in electronic form, otherwise null and void, and shall contain the reasons for the termination.
2. PARP may terminate the Agreement without notice in the case of non-performance or improper performance of the Agreement by the Beneficiary, in particular when:
3. Beneficiary did not submit the payment request on time;
4. at the stage of applying or providing support or implementing the Agreement, the Beneficiary did not disclose any documents, statements or information relevant to granting support or performance of the Agreement, or provided documents, statements or information confirming untruth, unreliable, untrue, forged, altered, incomplete or raising reasonable doubts to their truthfulness and integrity;
5. PARP does not consent to amendments in the case referred to in Clause 4.7;
6. Beneficiary fails to fulfil the obligation to inform the public about the Support received, pursuant to Clause 8;
7. there are other circumstances that make the further performance of the Agreement impossible or pointless.
8. In the case of termination of the Agreement pursuant to Clause 9.1 and Clause 9.2, the Beneficiary shall not be entitled to compensation.
9. Beneficiary shall not be liable for non-performance or improper performance of the Agreement as a result of force majeure. Beneficiary is obliged to immediately inform PARP of the occurrence of force majeure and make the occurrence of force majeure plausible, indicating its impact on the non-performance or improper performance of the Agreement.

# Clause 10: Support Return and Funds Recovery

1. In the case of termination of the Agreement, the Beneficiary shall return the received support within 14 days from the date of delivery of the request, together with interest in the amount specified as for tax arrears, calculated from the date of transfer of funds to the Beneficiary's bank account until their return. The Support is returned to the bank account specified by PARP in the request, indicating:
2. Agreement No;
3. information on the principal amount and the amount of interest;
4. title of the return;
5. the year in which the funds to be returned were transferred.
6. In the case of:
7. misuse of the Support;
8. use of the Support in violation of the procedures referred to in Art. 184 of the Public Finance Act;
9. obtaining the Support unduly or in excessive amount

Article 207 of the Public Finance Act shall apply.

# Clause 11: Communication between the Parties

1. The Parties provide in particular the following forms of communication within the execution of the Agreement:
2. registered letter;
3. courier service;
4. e-PUAP authorisation;
5. e-mail.
6. Unless the Agreement provides otherwise, all statements, requests and notices of the Parties shall be deemed delivered on the date of delivery of the registered letter sent with acknowledgement of receipt, picking up the courier, authorising via e-PUAP, sending correspondence to the e-mail address indicated in section 6(3).
7. The correspondence is considered delivered if the Beneficiary did not inform about the change of the correspondence data or the sent correspondence is returned.
8. If the Beneficiary refuses to accept the correspondence, it is considered delivered on the day of submitting the declaration on the refusal to accept it by the Beneficiary.
9. Correspondence related to the performance of the Agreement should bear the Agreement number.
10. The addresses for service of correspondence for the Beneficiary are as follows:
11. address for service by registered mail and courier service ...;
12. e-PUAP inbox address… (if applicable);
13. e-mail address ….
14. In the case of modification of the data referred to in Clause 11.6, the Beneficiary is obliged to immediately notify PARP of this fact. By the time of notification, correspondence sent to the current address shall be deemed served.

# Clause 12: Final Provisions

1. Any disputes arising in connection with the implementation of the Agreement will be settled by the court competent for the seat of PARP.
2. The Agreement was compiled as two identical copies, one for each Party[[27]](#footnote-27).
3. The Agreement is concluded on the day it is signed by the last of the Parties.
4. All Annexes constitute an integral part of the Agreement.
5. The Agreement was drawn up in the Polish and English language versions. n case of any discrepancies, the Polish version shall prevail[[28]](#footnote-28).

**Polish Agency for Enterprise Development**

Date: …

Signature: ...

**Beneficiary**

Date: …

Signature: ...

# Annexes:

1. Proposal for Cooperation Development Support.
2. Information for the participant of activities covered by the Support
3. Copy of the power of attorney of ...[[29]](#footnote-29).
1. An option should be selected depending on the type of Beneficiary. [↑](#footnote-ref-1)
2. The manner of representation should be consistent with the information contained in the National Court Register in force on the date of conclusion of the Agreement. [↑](#footnote-ref-2)
3. As above. [↑](#footnote-ref-3)
4. As above. [↑](#footnote-ref-4)
5. If applicable. [↑](#footnote-ref-5)
6. As above. [↑](#footnote-ref-6)
7. Norwegian law entity operating in the Kingdom of Norway, confirmed by an entry in the relevant register or another document issued by the competent administration authority in the Kingdom of Norway. [↑](#footnote-ref-7)
8. An option should be selected depending on the type of Beneficiary. [↑](#footnote-ref-8)
9. If applicable. [↑](#footnote-ref-9)
10. Put the number of trade missions that met the conditions set out in Annex 4 to the Call for Proposals. [↑](#footnote-ref-10)
11. Delete as appropriate. [↑](#footnote-ref-11)
12. As above. [↑](#footnote-ref-12)
13. As above. [↑](#footnote-ref-13)
14. As above. [↑](#footnote-ref-14)
15. As above. [↑](#footnote-ref-15)
16. Delete if not applicable. [↑](#footnote-ref-16)
17. The day PARP sends information about the approval of the Proposal. [↑](#footnote-ref-17)
18. The relevant provisions should be left, the others should be deleted. [↑](#footnote-ref-18)
19. The relevant provisions should be left, the others should be deleted. [↑](#footnote-ref-19)
20. If the Support does not cover the costs referred to in Clause 3.2(2) this line should be deleted. [↑](#footnote-ref-20)
21. Delete if not applicable. [↑](#footnote-ref-21)
22. In the case of submission of accounting documents issued in a currency other than EUR, their value will be converted according to the monthly EUR exchange rate of the European Commission applicable on the date when the cost was actually incurred, published on the InforEuro website (<ec.europa.eu/budg/inforeuro/index#!/convertor>). The risk of exchange rate differences is borne by the Beneficiary. [↑](#footnote-ref-22)
23. An option should be selected depending on the type of Beneficiary. [↑](#footnote-ref-23)
24. An option should be selected depending on the type of Beneficiary. [↑](#footnote-ref-24)
25. Participants of supported activities - external entities whose personal data has been included in the Proposal for Cooperation Development Support and the payment request. [↑](#footnote-ref-25)
26. Whenever working days are mentioned in the Agreement, that shall mean days from Monday to Friday, excluding non-working days pursuant to the Act of 18 January 1951 on non-working days (Journal of Laws of 2020, item 1920). [↑](#footnote-ref-26)
27. Delete in the case of concluding the Agreement in electronic form and insert the provision "The Agreement was concluded in electronic form." [↑](#footnote-ref-27)
28. If applicable. [↑](#footnote-ref-28)
29. If applicable. [↑](#footnote-ref-29)