

Call for Proposals 1/2024: Cooperation Development Support

Norwegian Financial Mechanism 2014-2021
European Economic Area Financial Mechanism 2014-2021
Bilateral Cooperation Fund

Date of the call: 17.04.2024

www.parp.gov.pl/funduszenorweskie

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§ 1. Call for Proposals: Cooperation Development Support

1. The Polish Agency for Enterprise Development ([Polska Agencja Rozwoju Przedsiębiorczości] PARP) announces a **call for proposals regarding the cooperation development support ("Call for Proposals")** from the Bilateral Cooperation Fund under the Norwegian Financial Mechanism 2014-2021 and the EEA Financial Mechanism 2014-2021.
2. Applications may be submitted from 17.04.2024 to 16.05.2024, by 04:00:00 PM, subject to paragraph 3.
3. In the event that the total amount of support in the submitted Applications exceeds 200% of the allocation specified in § 4(1), the Call for Proposals will be withheld at 04:00:00 PM on the day following the date of publication of the pertinent information on <https://en.parp.gov.pl/component/site/site/norway-grants> (news).

§ 2. Definitions, abbreviations/acronyms and legal basis

The terms and abbreviations/acronyms used in the Call for Proposals mean:

- 1) **Applicant's e-mail address** – the electronic mail (e-mail) address identified in the Application in section "II. Contact person (...)" in the field "E-mail address of the contact person";
- 2) **Beneficiary** – an Applicant with whom an Agreement on Cooperation Development Support has been made;
- 3) **days** – calendar days;
- 4) **EEA** – European Economic Area;
- 5) **de minimis aid form** – a form for information presented when applying for *de minimis* aid specified in the regulation issued under Article 37 (2a) of the Act on the Public Aid Cases Procedure of 30th April 2004 (Journal of Laws of 2023, item 702);
- 6) **Memorandum** – Memorandum of Understanding on the Implementation of the Norwegian Financial Mechanism 2014-2021 concluded on 20 December 2017 between the Republic of Poland and the Kingdom of Norway (M. P. [Official Gazette – Monitor Polski] of 2018, item 392, as amended), Memorandum of Understanding on the Implementation of the EEA Financial Mechanism 2014-2021 concluded on 20 December 2017 (M. P. of 2018, item 378, as amended);
- 7) **Regulations** – 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, in accordance with Article 10.5 of Protocol 38c to the EEA Agreement and approved by the Standing

Committee of the EFTA States on 23 September 2016, as amended, and the 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 the Norwegian Financial Mechanism 2014-2021, as amended, made available at:

<https://www.parp.gov.pl/funduszenorweskie> and

<https://www.eog.gov.pl/strony/zapoznaj-sie-z-funduszami/podstawy-prawne/regulacje/#/domyslne=1>;

- 8) **GDPR** – 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, 4.05.2016, p. 1, as amended);
- 9) **Regulation** - the Regulation of the Minister of Development, Labour and Technology of 20 October 2020 on the Polish Agency for Enterprise Development Granting Financial Assistance Not Related to Operational Programmes (Journal of Laws of 2020, item 1933, as amended);
- 10) **Website** – a sub-site of the PARP website operating at the address: <https://en.parp.gov.pl/component/site/site/norway-grants>;
- 11) **Agreement on BCF and NFM** – Agreement on the Bilateral Cooperation Fund under the European Economic Area Financial Mechanism 2014-2021 and the Norwegian Financial Mechanism 2014-2021 concluded on 4 September 2018 between the Minister of Investment and Development and the EEA Financial Mechanism Committee and the Norwegian Ministry of Foreign Affairs;
- 12) **Agreement on the Programme** – Agreement on the Entrepreneurship Development and Innovation Programme between the Norwegian Ministry of Foreign Affairs and the Minister of Investment and Development on 12 September 2019;
- 13) **Public Finance Act** – the Public Finance Act of 27 August 2009 (Journal of Laws of 2023, item 1270, as amended);
- 14) **PARP Act** – the Act on the Establishment of the Polish Agency for Enterprise Development of 9 November 2000 (Journal of Laws of 2024, item 419);
- 15) **Application** – an Application for Cooperation Development Support;
- 16) **Applicant** – the entity that submitted the Application;
- 17) **study visit** – a visit for Beneficiaries organized on the territory of the Republic of Poland by PARP in cooperation with Innovation Norway within the timeframe and on the terms indicated in Annex 1 to the Call.

§ 3. Objectives and purpose of cooperation development support

1. The support aims to develop bilateral cooperation between Norwegian and Polish clusters through participation in a study visit in the following thematic areas:
 - 1) "environmentally friendly technologies" aims to increase the level of application of environmentally friendly technological solutions concerning, among other things, improved waste management, energy efficiency, reduced atmospheric emissions, more efficient materials management;
 - 2) "innovation in marine or inland waters" aims to sustainably use the resources of inland waters, marine waters and their immediate surroundings, among other things, reduce water pollution, promote solutions for responsible and efficient use of water resources and coasts.
2. Support for the development of cooperation is intended to cover costs related to participation in the study visit, i.e. the cost of a foreign business trip, consistent with the purpose referred to in paragraph 1 and related to the implementation in the territory of the Republic of Poland of the activities referred to in Annex 1 to the Call.
3. As part of the study visit, the Beneficiary is obliged to participate in all events accompanying the study visit, as identified in Annex 1 to the Call.
4. The study visit is attended by at most two persons representing one Beneficiary, the persons being responsible for the development of international cooperation and internationalization of the Norwegian cluster, and the same (one) natural person may represent only one Beneficiary. The Applicant should identify the person(s) in the Application.
5. The expenditure eligible for cooperation development support is referred to in § 4(2). It is incurred from the date PARP sends by e-mail to the Applicant's e-mail address the information on the positive evaluation of the Application (subject to qualifying the Applicant for Cooperation Development Support and conclusion of a cooperation development support agreement), no later than by 30.11.2024.
6. From the date PARP sends information on the positive evaluation of the Application to the date of the Agreement on Cooperation Development Support, the Applicant participates in the study visit at their own risk. In such a case, the provisions of this Call regarding the Beneficiary apply to the Applicant.
7. In the event that it is not possible to organize a study visit as originally scheduled, PARP will identify new dates for the study visit and publish them in Annex 1 to the Call.
8. In the case referred to in paragraph 7, the study visit will be organized no later than by 30.11.2024.

§ 4. Allocation and eligible expenditure

1. The support allocated for cooperation development is **EUR 33,720**. PARP reserves the right to increase the allocation.
2. Expenditure eligible for cooperation development support will be the costs incurred for the purpose referred to in § 3(1) of foreign business trip in the amount of:
 - 1) EUR 1,686 (lump sum) in the case of one person participating in the study visit, representing the respective Beneficiary or
 - 2) EUR 3,372 (lump sum) in the case of two persons participating in the study visit, representing the Beneficiary.
3. An Applicant may submit only one Application for Cooperation Development Support under the Call. Subsequent Applications submitted by the Applicant will be left unprocessed.
4. Reimbursable VAT is a non-eligible cost. A catalogue of non-eligible costs is defined in Article 8.7 of the regulations.

§ 5. Eligibility of Applicants

1. Support may be provided to Norwegian law entities:
 - 1) that are active in the Kingdom of Norway as evidenced by an entry in the relevant register, and
 - 2) that are or have been members of the Norwegian Innovation Cluster Programme managed, on behalf of the Ministry of Trade, Industry and Fisheries and the Ministry of Local Government and Regional Development, by Innovation Norway, SIVA and the Research Council¹ and
 - 3) that operate in economic sectors related to the thematic areas referred to in § 3(1), referred to as "Norwegian clusters."
2. Support must not be provided to entities that are subject to exclusion from receiving support:
 - 1) under Article 207 of the Public Finance Law (i.e., they are in the register of excluded entities maintained by the Minister of Finance);
 - 2) pursuant to Article 6b(3)(2)-(4) of the PARP Act, i.e.:
 - a) if a member of their governing bodies has been convicted by a final and unappealable judgment of offences of making false statements, bribery, offences against property, credibility of documents, money and securities trading, economic dealings, the banking system, fiscal and criminal

¹ [Norwegian Innovation Clusters \(innovasjon Norge.no\)](https://www.innovasjon Norge.no)

- offences, or other offences related to the performance of business activities or committed for the purposes of financial benefits,
- b) if the entity:
- has arrears in the payment of public debts or
 - remains under receivership or is in the process of liquidation or bankruptcy proceedings, or
 - has materially violated the agreement concluded with PARP – within the period of 3 years from the date of termination of the agreement,
- c) if the court has ruled against a collective entity prohibiting the use of grants, subsidies or other forms of financial support with public funds;
- 3) following the circumstances identified in:
- a) Article 2 of Council Regulation (EC) No 765/2006,² which would have the effect of prohibiting the provision of funds or economic resources,
- b) Article 2 and Article 9 of the Council Regulations: (EU) No 269/2014,³ (EU) No 208/2014⁴ or Article 2 of Council Decision 2014/145/CFSP,⁵ which would have the effect of prohibiting the provision of funds or economic resources,
- c) Articles 2 and 3 of the Act on Special Solutions to Counter Support for Aggression against Ukraine,⁶ which would have the effect of prohibiting the provision of financial resources, funds or economic resources,
- d) Article 5l of Council Regulation (EU) No 833/2014,⁷ which would have the effect of prohibiting direct or indirect support, including the provision of

² Council Regulation (EC) No 765/2006 of 18 May 2006 concerning restrictive measures in view of the situation in Belarus and Belarus' participation in Russia's aggression against Ukraine (OJ L 134, 20 May 2006, p. 1, as amended).

³ Council Regulation (EU) No 269/2014 of 17 March 2014 on restrictive measures with regard to actions undermining or threatening the territorial integrity, sovereignty and independence of Ukraine (OJ L 78, 17 March 2014, p. 6, as amended).

⁴ Council Regulation (EU) No 208/2014 of 5 March 2014 on restrictive measures directed against certain persons, entities and bodies in view of the situation in Ukraine (OJ L 66, 6 March 2014, p. 1, as amended).

⁵ Council Decision 2014/145/CFSP of 17 March 2014 on restrictive measures in view of actions undermining or threatening the territorial integrity, sovereignty and independence of Ukraine (OJ L 78, 17 March 2014, p. 16, as amended). Article 6. (...) This Decision shall apply until 15 March 2024. It shall be kept under constant review. Where appropriate, its term shall be extended or it shall be amended if the Council deems that its objectives have not been met.

⁶ The Act of 13 April 2022 on Special Solutions to Counter Support for Aggression against Ukraine and to Protect National Security (Journal of Laws of 2023, item 1497, as amended).

⁷ Council Regulation (EU) No 833/2014 of July 31, 2014 concerning restrictive measures in view of Russia's actions destabilizing the situation in Ukraine (OJ L 229, 31 July 2014, p. 1, as amended).

funding and financial assistance or the granting of any other benefits under the national programme;

- 4) due to the purpose of the support:
 - a) for activities prohibited under the acts of EU law adopted or amended in connection with Russia's aggression against Ukraine, i.e. Council regulations: (EU) 2022/263,⁸ (EU) No 833/2014, (EU) No 692/2014⁹ or (EC) No 765/2006, Council decisions: (CFSP) 2022/266,¹⁰ 2014/512/CFSP,¹¹ 2014/145/CFSP or 2012/642/CFSP,¹²
 - (b) to satisfy the claims referred to in Article 11 of the Council Regulations: (EU) No 833/2014, (EU) No 269/2014, (EU) No 208/2014, Article 10 of Council Regulation (EU) 2022/263, Article 6 of Council Regulation (EU) No 692/2014, Article 8d of Council Regulation (EC) No 765/2006, Article 7 of Council Decision 2014/512/CFSP, or Article 2n of Council Decision 2012/642/CFSP.

§ 6. De minimis aid

If the Applicant is engaged in business activities, then, in view of § 2(1) of the Regulation, support for cooperation development constitutes *de minimis* aid and is provided in accordance with the Regulation.

§ 7. Language of Applications

The Application should be written in English. PARP will provide a certified translation into

⁸ Council Regulation (EU) 2022/263 of 23 February 2022 on restrictive measures in response to the illegal recognition, occupation or annexation by the Russian Federation of certain non-government-controlled areas of Ukraine (OJ L 42I, 23 February 2022, p. 77, as amended).

⁹ Council Regulation (EU) No 692/2014 of 23 June 2014 on restrictive measures in response to the illegal annexation of Crimea and Sevastopol (OJ L 183, 24 June 2014, p. 9, as amended).

¹⁰ Council Decision (CFSP) 2022/266 of 23 February 2022 on restrictive measures in response to the illegal recognition, occupation or annexation by the Russian Federation of certain non-government-controlled areas of Ukraine (OJ L42I of 23 February 2022, p. 109, as amended). Article 10. (...) This Decision shall apply until 24 February 2025. It shall be kept under constant review. Its term shall be extended or it shall be amended if the Council deems that its objectives have not been met.

¹¹ Council Decision 2014/512/CFSP of 31 July 2014 concerning restrictive measures in view of Russia's destabilizing actions in Ukraine (OJ L 229, 31 July 2014, p. 13, as amended). Article 9. 1. This decision shall apply until 31 July 2024. 2. It shall be kept under constant review. Its term shall be extended or it shall be amended if the Council deems that its objectives have not been met.

¹² Council Decision 2012/642/CFSP of 15 October 2012 concerning restrictive measures in view of the situation in Belarus and Belarus' participation in Russia's aggression against Ukraine (OJ L 285, 17 October 2012, p. 1, as amended).

Polish.

§ 8. Rules for submitting Applications

1. The Application must be submitted only in electronic form using the form provided on the website. Any other form of electronic or paper visualization of the contents of the Application does not constitute an Application and will not be evaluated. A template of the Application is attached as Annex 2 to the Call.
2. All mandatory fields of the Application should be filled out in English, in accordance with § 7, and should be filled out in accordance with the instructions given in those fields, under the penalty specified in § 10(1)(2).
3. Communication with the Applicant is based on electronic means, to the Applicant's e-mail address.
4. In the event of a failure of the Application form, the Applicant can report the failure using the contact form. In case of prolonged technical problems preventing the submission of Applications, please follow the announcements posted on the website.
5. The Applicant will receive confirmation of the submission of the Application (along with its contents) to the Applicant's e-mail address.

§ 9. Evaluation of Applications

1. PARP evaluates the submitted Applications in accordance with the criteria specified in Annex 3 to the Call following the lapse of the deadline specified in § 1(2) or (3).
2. If obvious mistakes are found in the Application, PARP may correct them without calling the Applicant to correct them (in such a case, PARP corrects the mistake ex officio and informs the Applicant accordingly via the Applicant's e-mail).
3. The Application is evaluated positively if each criterion is met.
4. The Application is evaluated negatively if any of the criteria is not met.
5. In the case of equal results of the evaluation, the order of placing the Application on the list of successfully evaluated Applications is determined by the date of its submission.
6. From the list of Applications positively evaluated as regards the available allocation referred to in § 4(1), PARP selects Applicants for support for cooperation development.
7. PARP announces on its website the list of Applicants selected for support, as well as sends to the Applicant's e-mail address information on the result of the Application evaluation and information on having selected the Applicant for support.
8. A negative assessment is unappealable.
9. The expected evaluation time for Applications is 30 days.

§ 10. Leaving the Application unprocessed

1. The Application will be left unprocessed:
 - 1) if it was submitted past the deadline referred to in § 1(2) and (3);
 - 2) if it was not submitted in accordance with § 8(1) and (2);
 - 3) if it is a subsequent Application submitted by the same Applicant in accordance with § 4(3);
 - 4) if the scope of the information provided in the Application is insufficient to evaluate it in accordance with the criteria.
2. PARP sends a notification on the Application having been left unprocessed to the Applicant's e-mail address.

§ 11. Agreement on Cooperation Development Support

1. If an Applicant is selected for support, PARP sends a request to the Applicant's e-mail address for delivery of the following:
 - 1) completed *de minimis* aid form;¹³
 - 2) Declaration on *de minimis* Aid, the template of which is annexed to the Call (Annex 4 to the Call);¹⁴
 - 3) completed form, the template of which is annexed to the Call (Annex 7 to the Call).
2. The Applicant is required to provide the documents referred to in paragraph 1:
 - 1) in hard copy with handwritten signature(s) to the address:
Polish Agency for Enterprise Development
[at:] ul. Pańska 81/83
00-834 Warsaw
 - or
 - 2) in electronic form with qualified electronic signature(s) (in PDF format) to:
travelgrants@parp.gov.plwithin 7 days from the date of sending the request referred to in paragraph 1. If complete and correct documents are not submitted by this deadline, PARP may refuse to conclude an Agreement on Cooperation Development Support.
3. PARP verifies the completeness and correctness of the documents provided by the Applicant as requested (the request being referred to in paragraph 1).
4. If obvious mistakes are found in the documents referred to in paragraph 1, PARP may correct them without calling the Applicant to correct them (in such a case, PARP corrects the mistake ex officio and informs the Applicant accordingly via the

¹³ If the Applicant is engaged in business activities.

¹⁴ ditto

Applicant's e-mail).

5. Before concluding an Agreement on Cooperation Development Support, PARP verifies whether the Applicant is eligible for support, in particular:
 - 1) requests information from the Minister of Finance as to whether the Applicant is an excluded entity under Article 207 of the Public Finance Act;
 - 2) verifies whether the Applicant has not materially violated the agreement with PARP in connection with Article 6b(3)(3)(c) of the PARP Act;
 - 3) verifies the option of extending *de minimis* aid on the basis of filled out *de minimis* aid form, the Declaration on *de minimis* Aid referred to in paragraph 1(2), and following the data from SHRIMP application referred to in Article 2(18) of the Act on the Public Aid Cases Procedure of 30th April 2004 (Journal of Laws of 2023, item 702);¹⁵
 - 4) in the case of revising the information in the Application, PARP verifies whether the changes do not affect the fulfilment of the Application's evaluation criteria in a way that would result in negatively evaluating the Application.
6. An Agreement on Cooperation Development Support can be concluded:
 - 1) if the Application has been positively evaluated;
 - 2) if the Applicant has provided all the complete and correct documents necessary to conclude the Agreement on Cooperation Development Support;
 - 3) if no negative prerequisites to conclude the Agreement on Cooperation Development Support arise as a result of the verification referred to in paragraph 5.
7. PARP may refuse to provide support under Article 6b (4)-(4c) of the PARP Act.
8. An Applicant who has been denied support will not regain eligibility for support immediately upon the removal of the obstacle preventing the conclusion of the Agreement on Cooperation Development Support.
9. A template of the Agreement on Cooperation Development Support is annexed to this Call (Annex 5 to the Call).
10. The Agreement on Cooperation Development Support will be concluded either in writing or electronically, as preferred by the Applicant.

§ 12. Support disbursement

1. The Beneficiary will submit a Payment Request as per the template specified in Annex 6 to the Call:
 - 1) in hard copy with handwritten signature(s), to the address:
Polish Agency for Enterprise Development
[at:] ul. Pańska 81/83

¹⁵ ditto

00-834 Warsaw

or

- 2) in electronic form with qualified electronic signature(s) (in PDF format) to:
travelgrants@parp.gov.pl

within 30 days following the end of the study visit or within 7 days from the date of the Agreement on Cooperation Development Support, whichever comes later.

The date of crossing the border of the Kingdom of Norway during the return trip from the study visit is considered to be the end date of the study visit. The date should be evident from the documents annexed to the Payment Request in section "VI. Annexes to the Application", in the field "Boarding passes or other documents confirming the foreign business trip."

2. PARP verifies and approves the Payment Request within 30 days of receiving a correctly filled out and complete Payment Request.
3. The condition for disbursement of support is that PARP approves the Payment Request which confirms having made the study visit, in accordance with § 3(3), and having incurred the expenditure under the Agreement on Cooperation Development Support.
4. The support will be disbursed to the Beneficiary's bank account in euros.

§ 13. Personal data protection

1. The controller of the personal data of Applicants, Beneficiaries and third party entities whose data are included in the Application, collected and processed for the purpose of their participation in the process of applying for support for the development of cooperation is the Polish Agency for Enterprise Development with registered address in Warsaw (00-834), [at:] ul. Pańska 81/83.
2. The controller's legal basis for processing personal data is:
 - 1) fulfilment of PARP's legal obligations (Article 6(1)(c) of the GDPR);
 - 2) performance of tasks carried out in the public interest by the controller, in particular the tasks specified in the PARP Act (Article 6(1)(e) of the GDPR).
3. Personal data will be processed for a period of at least five years after the adoption of the final Strategic Report referred to in the Regulations. After the expiration of the periods under the agreements concluded, whenever required by the Act on the National Archival Resource and Archives of 14 July 1983 (Journal of Laws of 2020, item 164, as amended), personal data will be processed for the period specified in the provisions.
4. Personal data will be transferred to:
 - 1) entities performing tasks to the extent necessary to make funding decisions, decisions as regards reporting, irregularities, audits, inspections, monitoring

- visits and evaluations, on the side of the Kingdom of Norway and the Republic of Poland, i.e. the National Focal Point, the Norwegian Ministry of Foreign Affairs, the Financial Mechanism Office in Brussels, the EEA Financial Mechanism Committee, the EFTA Board of Auditors, the Office of the Auditor General of Norway, or to entities authorised to act on their behalf;
- 2) Ministry of Finance – as regards payments, audits and irregularities;
 - 3) entities providing services necessary for PARP to perform its tasks, including IT partners, entities providing technical or organizational support.
5. Persons who provided their personal data in the Application have the following rights:
- 1) to access their data, including to obtain information on the scope of data processed by PARP and to obtain copies of such data;
 - 2) to modify and correct their data, including, if there are no other legal constraints, to limit the scope of their processing;
 - 3) erasure of their data ("right to be forgotten") (if there are no other legal constraints);
 - 4) not to be subject to automated decisions based on profiling;
 - 5) to object to improper processing of personal data (including withdrawal of consent);
 - 6) to lodge a complaint with the supervisory authority (President of the Office for Personal Data Protection, [at:] ul. Stawki 2, 00-193 Warsaw).
6. Persons referred to in paragraph 5 may have their demand to exercise their rights met by means of a request which can be downloaded directly from the PARP website under the "Personal Data Protection" tab, or by e-mail. Pertinent detailed information is available on the PARP website, under the "Personal Data Protection" tab.
7. For all inquiries regarding the processing of personal data, the Applicant may contact the Data Protection Officer at iod@parp.gov.pl or the Administrator's registered address.
8. The Applicant will inform accordingly third party entities whose personal data is included in the Application of the principles of personal data protection as provided in this paragraph.

§ 14. Further information on the Call for Proposals

Queries, if any, can be pursued:

- 1) by e-mail to: travelgrants@parp.gov.pl (from 17.04.2024);
- 2) by phone at +48 501 352 861 or +48 660 566 004 (from 17.04.2024).

§ 15. Final provisions

1. PARP may verify the truthfulness of declarations and data provided in the Application during the evaluation of the Application, as well as before and after the conclusion of the Agreement on Cooperation Development Support.
2. PARP reserves the right to amend the content of the Call.
3. If the Call is amended, PARP will post the current version of it and the “as of” date of the amendment on the website. PARP provides previous versions of the Call on its website.
4. PARP reserves the right to cancel the Call, in particular in the event of significant legislative changes affecting the conditions for carrying out the Call or due to force majeure events.
5. PARP retains electronically submitted Applications for 5 years from the date of adopting the final Strategic Report as referred to in Article 2.6(4) of the Regulation. Past the deadline, the Applications will be permanently deleted.
6. Reporting of irregularities follows the rules set forth at:
<https://www.eog.gov.pl/strony/zapoznaj-sie-z-funduszami/zasady-zglaszania-nieprawidlowosci/>.

§ 16. List of Annexes

Annex 1: Study visit agenda.

Annex 2: Template of the Application for Cooperation Development Support.

Annex 3: Evaluation Criteria for the Application for Cooperation Development Support.

Annex 4: Template of the Declaration on de minimis Aid.

Annex 5: Template of Agreement on Cooperation Development Support.

Annex 6: Payment Request template.

Annex 7: Template of information necessary to conclude the Agreement.