



# **Annual Programme Report No.1 EEA/Norway Grants 2009-2014**

## **Programme CZ09—Czech-Norwegian Research Programme**

**Reporting period: 25.2.2013 – 31.12.2013**

**Programme Operator: Ministry of Education, Youth and Sports**

**Programme Partner: N/A**

**Donor Programme Partner: Research Council of Norway**

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## 1. Executive summary

Support granted under the Programme entitled the Czech-Norwegian Research Programme (CZ09) (hereinafter "Programme") is designated for promoting bilateral cooperation projects in basic and applied research and experimental development in selected priority areas (Social Sciences and Humanities, Health, Environment). At the Programme level, the Donor Programme Partner is the Research Council of Norway. At the project level, at least one Czech and one Norwegian partner have to take part in each project.

Bilateral science and research projects will also include activities aimed at supporting young researchers (involvement of Ph.D. students in a project, involvement of researchers who have returned from maternity leave, support of mobility closely linked to the project, etc.).

The motivational effect of the Programme follows from targeted support of activities of research organisations and small and medium-sized enterprises in the field of basic and applied research and experimental development at an international level, hence promoting competitive skills of the entities involved, improving their access to scientific knowledge, development of modern technologies and/or products and developing international contacts of the entities involved. The Programme allows for international cooperation among research organisations as well as research organisations and small and medium-sized enterprises, hence strengthening competitiveness and also the creation of new products, technologies and services.

The Programme proposal was submitted in February 2012 and on 25 February 2013 the Programme was approved by the donors. In the following period the Ministry of Education, Youth and Sports (MoEYS) as the Programme Operator followed all required steps of procedure which enabled an opening of the call in November 2013. Concurrently all necessary formal requirements were successfully fulfilled, namely signing of the Programme Agreement between the Norwegian Ministry of Foreign Affairs and the Ministry of Finance of the Czech Republic on 31 October 2013 and Memorandum on Implementation of the Czech-Norwegian Research Programme between the Ministry of Finance of the Czech Republic as the National Focal Point and the Ministry of Education, Youth and Sports as the Programme Operator on 26 November 2013.

The current stage of implementation is the lasting open Call for applications (till 3 Feb 2014) and the interest from applicants as well as the interim number of applications submitted prove sufficient absorption capacity of the target group. The potential Programme risks are well controlled via risk management methods - the operational risks (Programme management structure and staffing of the PO, methodology and administrative measures, IT support / system, etc.) are currently low and remain under careful monitoring.



## 2. Programme area specific developments

The main objective of the Norwegian Financial mechanism is the reduction of economic and social disparities. The aim of bilateral research cooperation is to enhance excellence and competitiveness of the Czech Republic.

The overall objectives of the Norwegian Financial Mechanism 2009 – 2014 is to contribute to reducing economic and social disparities in the European Economic Area and strengthen bilateral relations between Norway and Beneficiary States through funding in priority sectors listed in the Memorandum of Understanding pertaining to the implementation of the Norwegian Financial Mechanism 2009 – 2014.

Against the backdrop of the overall objectives of the Norwegian Financial Mechanism, science and research are seen as a key element of economic competitiveness and economic and social development. At the same time the above represent a fundamental factor in joining together technological and environmental progress and economic growth and social welfare.

The objective of bilateral research cooperation is to enhance mutual cooperation between Czech and Norwegian entities and hence contribute to the development of scientific knowledge and come up with quality outputs. A further objective of the Programme is to strengthen research capacity and build competence of Programme Operators, Project Promoters, project partners and researchers. The Programme will allow for international cooperation among research organisations as well as research organisations and small and medium-sized enterprises, thus strengthening competitiveness as well as creation of innovative products, technologies and services.

Support of such cooperation is fully in line with the conclusions and recommendations of the current strategic documents, mainly National Research, Development and Innovation Priorities<sup>1</sup> and Implementation of National priorities on Research, Development and Innovation<sup>2</sup> and for the period 2009 – 2015 with perspective till 2020.

The fundamental bodies in R&D issues are represented by Academy of Sciences of the Czech Republic (ASCR) and higher education institutions. ASCR comprises a system of scientific institutes set of 54 public research institutes (there are 21 more public research institutes operating in the Czech Republic besides the ASCR) conducting research in all scientific disciplines including Humanities. Higher education institutions consist of 26 public higher education institutions, 46 private higher education institutions and 2 state higher education institutions (Policy Academy, University of Defense).

## 3. Reporting on Programme outcome

Protecting human rights (e.g. combating discrimination and hate speech, respecting freedom of speech, promoting gender equality) and empowering tolerance to minorities and vulnerable groups, such as the

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<sup>1</sup> Government Resolution No. 552 of 19 July 2012

<sup>2</sup> Government Resolution No. 569 of 31 July 2013

Roma population, is a specific concern for the EEA and Norway grants. The specific priority area is Social Sciences and Humanities and enables to deal with these aspects and in addition at least 20 % of the Grant amount available (€ 13 088 235) shall be allocated to projects under this area.

In the early stage of implementation no achievements in Programme outcomes can be reported so far. The Programme Operator's activities have been focused on carrying out all necessary steps for the launch of the call, including massive and targeted information campaign towards potential applicants and required donor states project partners. These steps included:

- a) Approving of the Programme Committee rules of Procedure (22/3/2013);
- b) Establishing the Programme Committee consisting of Czech and Norwegian scientific community representatives;
- c) Organising two Programme committee meetings in April (4/4) and May (9/5);
- d) Info days in April (5/4, 12/4) and May (2/5 2013);
- e) Presentation of the Programme at two information seminars in Southmoravian Innovation Centre in Brno (International R&D Network and a specific seminar exclusively devoted to the Programme) -9/5;
- f) 21 May 2013 - Launch conference – official opening ceremony for CZ09, press conference;
- g) 30 - 31/5 Match-making event;
- h) Approval of the Call text wording by FMO (June 2013);
- i) Preparing of Programme Operator's Manual - 22/10 approved by the Minister and ready for submission to the NFP/FMO for approval;
- j) Drafting the Call text and other relevant documents including the Guide for Evaluators and the Guide for Applicants. Approval of these documents by the Programme Committee and through internal procedure of Programme Operator by the MoEYS Minister (19/11).

The call was launched on 29 November 2013.

The potential risks of Programme implementation are controlled via the Risk management system, on the basis of updated risk identification/mitigation table (see Annex 1 and section 9). In this stage, a high number of potential project proposals reflect a great interest of R&D community and also provide a valuable feedback about a good targeting of the Programme and about realistic Programme expected outcome.

### **3.1. Progress on horizontal concerns**

Ministry of Education, Youth and Sports provides for all measures necessary to guarantee principles of horizontal concerns laid down in the FPP, which include good governance, environmental considerations, economic sustainability, social sustainability and gender equality. More details are described in Chapter 11: Cross-cutting issues.

Among the horizontal concerns related to democratic values and human rights, stressed within the CZ09 principles, are tolerance/multicultural understanding, Roma, good governance and transparency, participatory democracy, combat racism and xenophobia, anti-discrimination, gender equality and gender-based violence - by means of concrete aspects of particular projects expected, especially in the field of Social Science.

The applicants are asked to include in the project proposals information regarding how their project will contribute to the horizontal concerns. Project evaluation and monitoring shall provide information on specific measures taken to address horizontal concerns.



Bilateral science and research projects will also include activities aimed at supporting young researchers (involvement of Ph.D. students in a project, involvement of researchers who have returned from maternity leave, support of mobility closely linked to the project, etc.).

All these horizontal issues were emphasised during all information activities in relation to the public and potential applicants.

#### **4. Reporting on outputs**

By the APR deadline (31 Dec 2013) the implementation of the Programme was still in the early stage, i.e. the Call has been launched and still open (November 2013) and the potential projects shall be granted in 2Q 2014. Thus, no real achievements can be reported so far and the current stage of the Programme implementation does not allow formulating quantification of expected outcome/outputs indicators.

All existing results (huge interest concerning information days about the Programme framework and attendance of seminars on application form) indicate an unexpectedly large response of potential applicants. This positive feedback proves good Programme specification and targeting.

#### **5. Project selection**

The running open call period does not allow the Programme Operator to report on project selection results. The call was announced on 29 November 2013 and the on-line system for the call was opened on 29 November 2013 at 2 o' clock p.m. The call is open till 3 February 2014 and the evaluation period starts on 4 February 2014. It is foreseen that Project Contracts will be issued at the end of May 2014.

Based on Regulation and Annex 12 requirements, the Programme Operator has developed a set of documents with specified and transparent principles of project evaluation, selection and grant awarding. The key document is represented by the Programme Operator's Manual, which was followed by a Guide for Applicants and a Guide for Evaluators.

All relevant materials were prepared in close cooperation with the Donor Programme Partner Research Council of Norway, the National Focal Point and the Programme Committee and the final versions of all documents were approved by all these bodies.

The Programme Committee, as a bilateral body (three Czech and two Norwegian representatives) plays a fundamental role in recommendation as to which proposals should be selected for funding and the final awarding of grants. In addition, representatives of the Research Council of Norway, the Financial Mechanism Office/Ministry of Foreign Affairs of Norway, the Embassy of the Kingdom of Norway (as well as the National Focal Point and the CZ07 Programme - EEA Scholarship Programme & Bilateral Scholarship Programme) are invited to attend Programme meetings as observers.

## 6. Progress of bilateral relations

Bilateral relations have been facilitated and promoted mainly thanks to communication and deliberations between MoEYS – the Programme Operator, and the Research Council of Norway - the Donor Programme Partner.

Generally, bilateral relations have been strengthened mainly by the following:

- Regular communication by e-mail and phone calls between the Programme Operator and the Donor Programme Partner;
- Regular meetings between the Programme Operator and the Donor Programme Partner;
- Bilateral exchange of experience, knowledge and know-how in order to allow for better research cooperation;
- Holding workshops at national and international level.

In this reporting period several specific events took place which contributed to the development of bilateral relations:

- a) Establishing a webpage dedicated to the Programme both in Czech and English providing all relevant information and useful links (<http://www.msmt.cz/vyzkum-a-vyvoj/norske-fondy>; <http://www.msmt.cz/vyzkum-a-vyvoj/czech-norwegian-research-programme>);
- b) Info days in April (5/4, 12/4) and May (2/5);
- c) 21 May 2013 - Launch conference – official opening ceremony for CZ09, press conference;
- d) 30- 31/5 Match-making event;
- e) Participation in International meeting of Programme Operators and Donor Programme partner - 19 – 20/11 in Warsaw, Poland - best practise and experience sharing;
- f) Programme presentation with focus on the Call documents – action “Norská zima v Liberci”, which was organised by the Embassy of the Kingdom of Norway and Regional Research Library, 11/12 in Liberec.

Apart from Programme Committee members and vice members, also observers (see above, Section 5) were invited to attend these events, and they took part in the actions.

In addition to the above-mentioned events, issues regarding the Programme implementation were discussed on a daily basis between the representatives of the Programme Operator and the Research Council of Norway (RCN). Representatives of the RCN took part in preparation and final approval of the Guide for Applicants and the Guide for Evaluators including final wording of the Call.

Another important tool for support of bilateral relations with impact on the CZ09 is the Bilateral Relations Fund at national level and at programme level according to procedures for the implementation of the Financial Mechanism of the European Economic Area (EEA) 2009 – 2014. The Fund supported bilateral activities in the phase before approval of the CZ09 Programme and helped to prepare basis and contacts for future projects.

Moreover, the bilateral relations are supported by the Fund for bilateral relations at Programme level. The Programme Operator has set aside 1.5% of the eligible expenditure of the Programme for the Fund to facilitate the activities stated below.

Measure I. Seeking partners for donor partnership projects prior to, or during, the preparation of a project application, development of such partnerships and preparation of an application for a donor partnership project. Project Promoters can apply for reimbursement of such spent expenditures while



applying for a project to be funded under an ongoing Call. A lump sum of up to € 5 000 (128 000 CZK) per application can be reimbursed. The concrete amount is to be recommended by the Programme Committee.

Measure II. Networking, exchange, sharing and transfer of knowledge, technology, experience and best practice between Project Promoters and entities in the Donor States during projects implementation. Funding will also be available for enhancing human capital and capacity building for a broader group of staff and researchers involved in research management activities.

Regarding the early implementation stage of the Programme, financial means from the Fund for bilateral relations at the Programme level have not been used in 2013. The original allocation of funds for measure I. and measure II. (I – approximately EUR 132,353; II – EUR 88,235) has not changed so far and in accordance with the Programme agreement, any potential reallocation between the two categories will be approved by the Programme Committee, if applicable.

## **6.1. Complementary action**

Complementary Actions are activities which contribute to the general objectives of the Programme and shall be defined by the Programme Operator in accordance with Article 7.11 of the Regulation. 1,0 % of the overall Programme budget, that means EUR 147,059, is allocated for this budget item. Due to the current stage of the Programme Implementation, complementary actions as a whole have not been specified yet. The Programme Operator shall select the Complementary Actions in accord with the RCN and the Programme Committee after announcement of the Call results in order to target these activities for relevant stakeholders in the most efficient manner.

MoEYS representatives participated in the international meeting of Programme Operators and Donor Programme partner, which was held in November 2013 in Warsaw. The meeting focused on best practise and experience sharing between programme operators, RCN and FMO.

The first complementary action, organised by Programme Operator, is planned to be held in the autumn of 2014 in Prague. It will consist in organisation of the 4th Programme Operator meeting with representatives from other beneficiary states and Donor programme partner (Research Council of Norway) and observers (such as Norwegian embassy, National focal point etc.). The objective of this event is to discuss implementing research programmes, share Programme Operators' experience and analyse the first phase of implementation. It may be accompanied by a press conference. Outputs: event, presentations, promotion, press conference.

The Programme Operator will discuss other complementary actions with the Programme Committee or will react to Programme Committee incentives.

## **7. Monitoring**

According to the time schedule of the Programme the process of signing Project Contracts will last till 29 May 2014. Therefore the project monitoring will commence in the second half of 2014. As a result of



these facts it is not possible to specify Monitoring plans according project specific requirements of Annex 2 at this moment. The mode of project reporting and monitoring is based on the requirements of the Regulation and Annex 12 and the applicable legislation of the Czech Republic. Control activities are governed by Section 13 of Act No. 130/2002 Coll., on research, experimental development and innovation, as amended.

The subject of monitoring and control of the Programme Operator is the verification of whether the Project Promoter/Project Partner uses the funds provided in correspondence to planned activities, results/outputs, economically and efficiently. Both the content and the financial aspect of the project are monitored. In general monitoring activities consist of Interim and Final Report on the project, opposition proceedings and on-site inspections. Details on monitoring are specified in the Programme Operator's Manual.

## **8. Need for adjustments**

No need for essential adjustments of the Programme has arisen. During the negotiation of the Programme during the period from FPP approval and the Partnership agreement signing, some modification issues emerged and resulted in positive achievements, as follows: incorporation of Small and Medium Enterprises as eligible applicants and a one-year prolongation of the period of eligibility of expenditures in projects, with relation of extension of the Programme implementation period by one year.

## **9. Risk management**

Risk issues of the Programme were included in FPP - Chapter 3.7: Risk and uncertainty. In autumn 2013 the Ministry of Education, Youth and Sports updated the Risk Assessment of the Programme according to the NFP requirements and submitted it to the National Focal Point on 24 October 2013. Data from this updated document were used for completion of Annex 1 Risk assessment of the programme of the APR. No new risks have been identified nor expected in the future.

In total 11 risks were specified.

The Programme faces the risk of absorption capacity of the target group, which is of high impact on Programme implementation, however, the current high interest of applicants does not imply any serious fears for fail in regranting the allocation. - The time risk (delay) of spending funds has been mitigated by extension of the projects/ Programme implementation period till April 2016. - Risks related to bilateral relations are not high as the basis of mutual exchange and numerous contacts have been established during the 1<sup>st</sup> programming period of EEA/Norway grants, and will consist in potential administrative difficulties in future project partnerships with donor states partners (financial flows and different accounting principles, legislative differences etc.). - The risk of smooth administration is mitigated by establishing an effective on-line IT system for electronic submission of applications and storage. - As a risk of the highest importance the specific Programme risk was identified, which consists in essential personal changes on key positions at institutions involved, and because the means for elimination of the risk are limited.

## 10. Information and publicity

The MoEYS follows information tools which were described in the FPP with specification in its Annex II - Information plan.

In this reporting period the Programme Operator undertook the following specific informational and promotional activities:

- a) Establishing a webpage dedicated to the Programme both in Czech and English providing all relevant information and useful links;
- b) Info days in April (5/4, 12/4) and May (2/5);
- c) Presentation of the Programme at two information seminars in Southmoravian Innovation Centre in Brno (International R&D Network and a specific seminar exclusively devoted to the Programme) - 9/5;
- d) 21 May 2013 - Launch conference – official opening ceremony for CZ09, press conference;
- e) 30 - 31/5 Match – making event;
- f) Presentation of the Programme at Czech Technical University in Prague (specific information seminar) – 22/6;
- g) Entering the data on the announced call (subject of the call, financial allocation, the competition and evaluation periods etc.) in the R&D&I IS and in the Business Bulletin prior to the call announcement;
- h) Launching the Call 2013 on 29 November 2013 (simultaneously publishing on the Programme Operator's website both in Czech and in English, displaying on the website of the FMO [www.eeagrants.org](http://www.eeagrants.org), the Norwegian Programme partner - the Research Council of Norway, and the NFP [www.mfcr.cz](http://www.mfcr.cz);
- i) Organising a series of workshops for potential applicants in December 2013 (6/12, 9/12, 18/12 in Prague, 11/12 in Liberec - action "Norská zima v Liberci", which was organised by the Embassy of the Kingdom of Norway and the Regional Research Library in Liberec);
- j) Displaying FAQ on the webpage as a part of a call documentation;
- k) Regular presentation of CZ 09 news in Newsletter MEYS on European issues.

## 11. Cross - cutting issues

### Good governance

MoEYS provides for all measures necessary to guarantee efficient management of funds from the Norwegian Financial Mechanism, in accordance with the Regulation and Annex 12. MoEYS has drawn up a set of internal documents, guidelines and regulations that govern all its activities and management.

The Call for proposals launched within the framework of the Programme was operated in a transparent manner. The Call rules, including the evaluation criteria, were specified in the Call documents. All necessary documents were presented on the Programme Operator's webpage.

The Programme Operator has drawn up procedures ensuring monitoring of good governance rules also on the project level. These procedures are fully described in the Project contracts.



All relevant materials were prepared in close cooperation with the Research Council of Norway, the National focal point and the Programme Committee, and the final versions of all documents were approved by all these bodies.

All procedures both on the programme and project level are specified in detail in the Programme Operator's Manual.

### **Environmental considerations**

The thematic fields of the Programme are closely related to the necessity to be aware of the importance and implications of environmental protection. Project partnerships with Norwegian entities that are environmentally friendly in their cross-cutting activities will contribute to raising awareness about the importance of environmental protection.

### **Economic sustainability**

The projects will have a multiplication effect and will strengthen local competitiveness and economy as well as bilateral relations between the Czech Republic and Norway. The projects will be prepared with the current state of Czech science and economy in mind and also with regard to the most pressing needs of the target group.

### **Social sustainability**

Social sustainability of the Programme will be achieved by supporting a diverse target group in terms of age and gender. The Programme will also have a long-term benefit for individuals, social groups, society, etc.

### **Gender equality**

Science is a part of everyday life and women should naturally be involved. As a result of a historical diversification of roles in society, the social experience of women is often different from that of men, even though their roles seem to have converged over the past decades. Due to their often different social experience, women are able to come up with solutions and ideas that present another perspective and increasing women's involvement may thus positively influence our society. Gender balance issues are taken into consideration both during the drafting of the Programme and its implementation. The Programme aims at increasing participation of female researchers, including involvement of researchers who have returned from maternity leave.

When grant applications are assessed, principles of equality of men and women and equal access of women and men to education will strictly be followed. Individual applications will be assessed regardless of the applicant's gender and both genders will be represented in evaluation and decision making bodies. Provision of information, administrative support and other contacts with applicants will not be affected by the applicant's gender.

## 12. Attachments to the Annual Programme Report


Annex 1: Risk assessment of the programme

Annex 2: Monitoring plan 2014



**SIGNATURE:****For Programme Operator**

*I certify that I am duly authorised to sign this Annual programme report and that I have thoroughly reviewed the progress of the programme, reports on outcomes and outputs, the risk management provided in this report and that the information is correct and accurate.*

					<b>Optional second signature</b>		
<b>Name</b>	Marcel Chládek						
<b>Position</b>	Minister						
<b>Organisation</b>	Ministry of Education, Youth and Sports						
<b>Signature</b>							
<b>Date</b>	Day	Month	Year		Day	Month	Year
	12	February	2014				

**For the National Focal Point**

*The National Focal Point certifies that the status of reporting of the programme described above is accurate.*

					<b>Optional second signature</b>		
<b>Name</b>	Zuzana Kudelová				Martina Bečvářová		
<b>Position</b>	Deputy Head of the Department of International Relations				Head of the Monitoring Unit		
<b>Organisation</b>	Ministry of Finance of the Czech Republic				Ministry of Finance of the Czech Republic		
<b>Signature</b>							
<b>Date</b>	Day	Month	Year		Day	Month	Year
	13	Oct	14		12	02	2014

## Annex 1: Risk assessment of the programme

Type of objective <sup>3</sup>	Risk	Description of risk in the reporting period	Likelihood <sup>4</sup>	Impact <sup>5</sup>	Importance <sup>6</sup>	Mitigation planned/done
Cohesion (Programme) outcomes:	Programme absorption capacity	Up to now the interest of prospective applicants is high (by Dec 2013 the Call is still open for applications)	3	5	15	Potential excess of project proposals in comparison to the Programme absorption capacity results in selection of the best qualities projects
	Legislation changes	At present there is no running change of legislation establishing principal rules on Programme implementation (namely Act No 130/2002)	1	3	3	Potential legislation changes will be included in relevant manuals and guides
	Time risk - delay in commitment and disbursement of funds	Period for eligible costs is laid down in Regulation and has been extended till 4/2017 pursuant the donors' decision in 2013	2	5	10	Conditions for covering eligible cost at project level will be specified in individual Project Contracts
	Specific programme risk - essential personal changes on key positions at institutions involved	No essential changes took place in the reporting period. Particular changes can be expected in relation to establishing of the new Government in early 2014.	5	5	25	The changes cannot be avoided; the mitigation is focused on minimization of the impact. The method consists in establishing a transparent, autonomous and functional Programme management system. A well documented Programme management

<sup>3</sup> The risks should be categorised in one of 3 ways, depending on whether it poses a risk to the cohesion objective, the bilateral objective, or is more of an operational issue.

<sup>4</sup> Likelihood is described as Low, Middle or High according to its scoring gained in the risk analysis. (Low: 1-2, Middle:3-4, High:5)

<sup>5</sup> Impact is described as Low, Middle or High according to its scoring gained in the risk analysis. (Low: 1-2, Middle:3-4, High:5)

<sup>6</sup> Importance is counted as Likelihood multiplied by Impact and described as Low, Middle or High according to its scoring gained in the risk analysis (Low: 1-8, Middle: 9-15, High: 16-25).



Type of objective <sup>3</sup>	Risk	Description of risk in the reporting period	Likelihood <sup>4</sup>	Impact <sup>5</sup>	Importance <sup>6</sup>	Mitigation planned/done
	Programme implementation set up	Text of the Call, the Programme Operator's Manual, Guide for Evaluators, the Guide for Applicants, the Project Proposal form were prepared and approved	3	4	12	Manual and Guides fully reflect requirements of the Regulation and its Annex 12. There are clear links between these documents. Administration capacity of the Programme Operator seems to be sufficient
	Reports and irregularities within programme	No irregularities identified so far	1	4	4	Procedures on identification, reporting and resolving of irregularities are clearly set in the particular chapter of the Programme Operator's Manual
	Programme audits/controls	The Programme was approved on 25 February 2013. The internal audit is operated by PO once a year.	3	3	9	The audit and control system is described in detail in the Programme Operator's Manual
	Information system	On the basis of the Act No 130/2002, relevant information is stored in the R&D&I IS. The on-line submission system (Data storage Open KM) is used for electronic submission of project proposals.	2	3	6	Obligation for storing of relevant data into R&D&I IS will be incorporated in Project Contracts. Data storage Open KM operating is verified in the framework of other running research projects
	Corruption risk	The risk was fully under control in the preparatory phase of the Programme, the anticorruption principles were	1	4	4	The Programme Operator provides all steps in a transparent manner and in accordance with

Type of objective <sup>3</sup>	Risk	Description of risk in the reporting period	Likelihood <sup>4</sup>	Impact <sup>5</sup>	Importance <sup>6</sup>	Mitigation planned/done
						system and processes are included in the Programme Operator's Manual. Obligation for reporting of such changes will be incorporated in Project contracts. Programme Operator ensures mutual replacement of individual Programme administrators
Bilateral outcome(s):	Bilateral relations	The bilateral relations have already been launched, the cooperation can follow-up the previously established contacts from the first programming period of FM EEA/Norway grants	2	3	6	Organisation of a matchmaking event (in May 2013), presentation of news on progress in CZ09 on the website and on the DPP's website, participation in Programme Operator's workshops and in international meetings of operators of Research Programmes from other countries
Operational issues:	Management and control structures, programme management	Management and control structure has been established, staffed, the administration is duly running	2	5	10	Detailed procedures are described in relevant chapters of the Programme Operator's Manual and followed by all stakeholders



Type of objective <sup>3</sup>	Risk	Description of risk in the reporting period	Likelihood <sup>4</sup>	Impact <sup>5</sup>	Importance <sup>6</sup>	Mitigation planned/done
		incorporated into all Programme documents, manuals and govern all procedures, starting with open Call announcement, submitting and receiving applications, providing information and guidance to applicants, and including the whole evaluation and granting process.				approved rules and principles, the individual procedures are specified in detail in relevant guides and manuals. PO avoids conflicts of interest, uses information systems for equal treatment of applications, the decision-making steps of the funding process are applied consequently and separately and approved by a collective body. All relevant data will be published on Programme Operator's website.

## Annex 2: Monitoring plan

Project no.	Name of the project	Planned date of on-site monitoring visit /review	Note

Projects monitoring will commence in the second half of 2014.