

 ENI/2019/412-505

SUB-GRANT AGREEMENT

**Funding for Actions Enhancing Regional Cooperation in the Cultural and Creative Industries**

Sub-grant Agreement Nr. [####]

**Prepared by:** European Institute of the Mediterranean (IEMed)
**Date:** November X, 2023

**SUB-GRANT AGREEMENT**

Under the EU-funded project:

**CReative Entrepreneurs ACTing FOR the future MEDiterranean (CREACT4MED)
Grant Agreement Nº ENI/2019/412-505**

BETWEEN

**Euro-Mediterranean Economist Association (EMEA)**, an independent regional research organisation organised under the laws of Spain, established in Carrer de Sant Antoni Maria Claret 167, 08025, Barcelona, Spain, with VAT nº G-65901902, represented by Prof. Dr. Rym Ayadi, President and Founder, and acting on behalf of the CREACT4MED consortium, hereinafter referred to as the “**CREACT4MED Coordinator**”

and

**[ORGANISATION\_NAME]**, an [MSME] organised under the laws of [COUNTRY], established in [LEGAL ADDRESS] in [YEAR OF REGISTRATION], with VAT nº [VAT NUMBER], duly represented by [LEGAL\_REPRESENTATIVE], [LEGAL\_REPRESENTATIVE\_POSITION], hereinafter referred to as the “**Beneficiary**”

Hereinafter collectively referred to as the “**Contracting Parties**”.

The Contracting Parties agree to the following terms and conditions, including those in the Annexes, which form an integral part of this Sub-grant Agreement (hereinafter referred to as the “**Contract**”).

**General provisions**

The European Commission (hereinafter referred to as the “EC”) and the CREACT4MED Coordinator have signed the Grant Agreement no. ENI/2019/412-505 for the implementation of the project CReative Entrepreneurs ACTing FOR the future MEDiterranean (“CREACT4MED”) within the framework of DG NEAR’s Programme to Support Youth and Culture in the Southern Neighbourhood (EuropeAid/162682/DH/ACT/Multi-2)

The Beneficiary has received a favourable resolution by the Evaluation Committee and therefore is entitled to receive funding and services according to the terms and conditions set out under this Contract and in accordance with the Guidelines for Applicants made available at http://creativemediterranean.org (Annex II).

This Contract defines the framework of rights and obligations of the Contracting Parties for the development of the Project as defined in Application Form and Proposal Outline (Annex I).

The Contracting Parties have agreed as follows:

**Special Conditions**

1. **Article 1 – Purpose**
	1. The purpose of this Contract is the award of a sub-grant to finance the implementation of the action entitled [TITLE OF THE ACTION] (the “Action”).
	2. The Beneficiary shall implement the Action under its own responsibility and in accordance with the Application Form and Proposal Outline in Annex I with a view to achieving the objectives laid down therein.
	3. The Beneficiary shall be awarded the grant on the terms and conditions set out in this contract, which consists of these special conditions (the ‘Special Conditions”) and the annexes, which the Beneficiary hereby declares it has noted and accepted.
	4. The Beneficiary accepts the grant and undertakes to be responsible for carrying out the Action.
2. **Article 2 – Implementation period of the Action**
	1. This Contract shall enter into force on the day of its signature by the last Contracting Party.
	2. The Implementation of the Action shall begin on [DATE]. The implementation period of the Action is [NUMBER OF MONTHS].
	3. The Action shall terminate on [DATE].
3. **Article 3 – Financing the Action**
	1. The total eligible costs are estimated at EUR [≤ 7,500] as set out in the Application Form and Proposal Outline & Budget (Annex I).
	2. The CREACT4MED Coordinator undertakes to finance a maximum amount of EUR [≤ 6,750], corresponding to the 90% of the total budget.
	3. The final amount of the sub-grant contribution shall be determined in accordance with the acceptance of eligible costs and outputs reported in the final report.
	4. In no case can the CREACT4MED Coordinator increase the amount of the contribution set out in article 3.2.
4. **Article 4 – Eligible costs**
	1. Eligible costs must meet all the following criteria:
5. They are incurred during the implementation of the Action as specified in the Sub-grant Agreement. This means that the costs must relate to activities performed during the implementation;
6. They are indicated in the Proposal Outline (Annex I);
7. They are necessary for the implementation of the Action and directly linked with the achievement of its expected outputs;
8. They are identifiable and verifiable, in particular being recorded in the accounting records of the Sub-grant Beneficiary and determined according to the applicable accounting standards of the country of the Beneficiary;
9. They comply with the rules set out in Annex II (Guidelines for Applicants)
10. They comply with the requirements of applicable tax and social legislation;
11. They respect the rules of nationality and origin[[1]](#footnote-1)

Further indications about the eligibility of costs are provided in the Guidelines for Applicants of the call for proposals to enhance regional cooperation in the cultural and creative industries.

1. **Article 5 – Reporting requirements**
	1. The Beneficiary shall provide the CREACT4MED Coordinator and the Technical Assistance Team with all required information on the implementation of the Action. To that end, the : Beneficiary must submit a final report in English following the scheme described below and the format available at <https://creativemediterranean.org>
		1. Monitoring meetings:
* Kick-off meeting: a kick-off meeting will be organized upon the 2 weeks following the signature of this Sub-Grant Agreement, where the beneficiary will be required to present its work plan and make any adjustments required by the project’s Technical Assistance Team
* Interim meeting: At least 1 official progress monitoring meeting will be organised between the Beneficiary and the Project’s Technical Assistance Team halfway through the implementation of the action, to describe and discuss the progress achieved in terms of activities, outputs and indicators, as well as expenses and justification of eligible costs categories: Human Resources, External Services & Other Direct Costs, and Travel.
* Final meeting: a final meeting will be organized upon 2 weeks following the submission of the final report, where the beneficiary will be asked to present the results of the action
	+ 1. Final Report (Annex VI): a final technical and financial report including all the related documentation (e.g. final project outputs/deliverables, supporting documents including quotes, invoices, payslips and proofs of payment) will be submitted by the beneficiaries, including translations to English when necessary), no later than 30 days after the finalisation of the sub-grant agreement.
	1. Financial Statements and Reports shall be made in EUR, and the conversion from other currencies shall be made using the monthly official accounting exchange rate of the European Commission for the month of signature of this contract.[[2]](#footnote-2)
	2. The CREACT4MED Coordinator shall, within 45 days of receipt, notify the Beneficiary of its decision concerning the documents or reports received by it, giving reasons should it reject the reports or documents, or request amendments.
	3. Outputs and deliverables must be documented with appropriate means (i.e. reports, pictures of meetings, exhibitions, events, copies of tests/certifications obtained, certificates of participation, etc). In the event the documented outputs/activities are not validated in full by the Expert Committee, CREACT4MED reserves the right not to pay. Only outputs/deliverables produced after the signature of the sub-grant contracts are eligible.
1. **Article 6 – Payment arrangements**
	1. Subject to the submission and approval of the reports and supporting documents described in Article 5, payment to the Beneficiary shall be made as follows:
* Initial pre-financing payment: 30% of the total grant amount (EUR [30% of sub-grant amount]**)** shall be transferred to selected beneficiaries within 30 days, either from the entry into force of this Contract or from 10 days before the starting date of the action (see Article 2), whichever is the latest.
* Final payment: taking the form of reimbursement of 90% of costs incurred. The balance of the subgrant will be transferred to the selected beneficiaries upon approval of the final report, following the successful and documented attainment of outputs approved by the Expert Committee. Costs must be directly linked to the milestones, activities and outputs of the proposal outline and be necessary for their achievement. A justification must be provided for each of the costs claimed under the project, including a description of the selection process for any external costs. The payment shall be determined following the evaluation of final project outputs by applying the following conditions:
	+ If all project outputs are successfully attained and appropriately documented, the Beneficiary will receive the total grant amount according to the costs declared in the final report and backed by relevant supporting documents (i.e. quotes, invoices, proofs of payment, reports, etc).
	+ If the evaluation outcome is negative, a hearing with the project’s Technical Assistance Team will be organised to ascertain the issues at hand. If the outcome of the hearing is positive, the Beneficiary will receive the grant amount according to the costs declared in the final report and backed by relevant supporting documents (i.e. quotes, invoices, proof of payment, reports, etc). If the outcome of the hearing is negative, 30 days will be given to correct the issues detected and submit the corrected outputs/deliverables and/or final report. If outputs and the final report are not corrected within the 30 given days, the project reserves the right to reduce partially or totally the grant amount.
	+ If activities and expenses are not adequately and appropriately reported in the technical and financial reports, the project reserves the right to reduce the total grant amount. If personnel costs are not adequately reported, a reduction or rejection of personnel costs will be applied according to the work plan established in the proposal outline.
	1. Following the approval of project outputs and reports and the eligibility check of the expenses declared by the Beneficiary in the Financial Report, payments will be made within [60 days] after the submission of the Final Report.
	2. The CREACT4MED Coordinator reserves the right to withhold payments in the case that the Beneficiary does not fulfil its obligations and tasks as per the present Contract, Application Form, Annex I (Proposal outline) and Annex II (Guidelines for Applicants).
	3. The CREACT4MED Coordinator reserves the right to terminate this Contract if the Beneficiary fails to supply the Reports agreed upon in this Contract and fails to provide an acceptable and sufficient written explanation of the reasons it is unable to comply with this obligation.
	4. Banking and transaction costs related to the handling of any financial resources made available to the Beneficiary by the project shall be covered by the Beneficiary.
1. **Article 7 – Language**
	1. This Contract is drawn up in English, and English shall be the language of all documents, meetings, notices and processes relative thereto.
2. **Article 8 - Amendment of the Contract**
	1. This Contract and its annexes may be modified during the implementation period, with the exception of the sub-grant amount specified in Article 3.2.
	2. Any modification to the Contract, including the activities, results and the budget of the Action, must be approved in writing by the CREACT4MED Coordinator before any such modification enters into force.
	3. The amendment may not have the purpose or the effect of making changes that would call into question the sub-grant award decision or be contrary to equal treatment.
	4. Amendments shall be made in writing and signed by the duly authorised representatives of the Contracting Parties.
	5. Requests of modification should be submitted via email to creact4med@euromed-economists.org including a clear reference of the contract number on the title of the message.
3. **Article 9 - Obligations of the Beneficiary**
	1. The obligations and responsibilities of the Beneficiary are defined in detail in this Contract and in Annex II (Guidelines for Applicants).
	2. The Beneficiary shall implement the action with the requisite case, efficiency, transparency, and diligence, in line with the principles of sound financial management.
	3. The Beneficiary shall be accountable to the Sub-grant Managing Committee for the implementation of the action.
	4. The Beneficiary shall monitor that the action is implemented in accordance with the Contract.
	5. The Beneficiary shall inform the Technical Assistance Team of any event likely to affect or delay the implementation of the initiative and about any relevant legal, financial, technical, organisational or ownership change.
	6. The Beneficiary shall check that the expenditures included in the project accounts have been made for the purposes of implementing the project and correspond to the activities included in the approved budget.
	7. The Beneficiary shall prepare and submit a Final Report as detailed in Article 5.
	8. The Beneficiary is required to keep accounting of the sub-grant showing a reliable and easy-to-follow audit trail of the expenditure and revenue generated.
	9. The Beneficiary shall be responsible for supplying all documents and information required by the CREACT4MED Coordinator and by the European Commission, also in case of audits or checks by competent bodies.
	10. The following documents must be kept in original and sent digitally to the CREACT4MED Coordinator with the Financial Report:
4. Proof of commitments such as agreements, contracts and order forms;
5. Proof of delivery of services, such as approved reports, timesheets, transport tickets, proof of attending events, etc;
6. Proof of purchase such as invoices and receipts;
7. Proof of completion of works, such as acceptance certificates together with pictures
8. Proof of payment such as bank statements, debt notices, proof of settlement by the contractor;
9. Accounting records from the accounting system such as general ledger, sub-ledgers and payroll accounts, fixed assets registers and other relevant accounting information
10. For fuel and oil expenses, a summary list of the distance covered, the average consumption of the vehicles used, fuel costs and maintenance costs;
11. Staff and payroll records such as contracts, salary statements, proof of salary payment and timesheets. For staff recruited on fixed-term contracts, details of the remuneration paid, broken down into gross salary, social security charges, insurance and net salary, are required.
	1. The Beneficiary shall ensure that the financial report can be easily reconciled with the underlying accounting.
	2. The Beneficiary is required to keep the original accounting supporting documents for at least 7 years after the termination of this Contract.
	3. The Beneficiary shall take every necessary precaution to avoid any risk of conflict of interest relating to economic interests, political or national affinities, personal or any other interests liable to influence the impartial and objective performance of the Action.
	4. In case the Beneficiary is involved in a conflict of interest or in a risk of conflict of interest, the Beneficiary must formally notify the CREACT4MED Coordinator of this situation without delay and immediately take all the necessary steps to rectify the conflict.
	5. Failure to comply with the obligations set forth in this Article constitutes a case of breach of a substantial obligation under this Contract.
12. **Article 10 – Irregularities and recoveries**
	1. Irregularities may be reported during the project implementation and after its closure by any authority, entity or person involved in the management and/or implementation of the project, whistle-blowers or other bodies and individuals. An irregularity refers to any amount unduly paid to the Sub-grant Beneficiary according to the provisions of this Contract and to the programme rules, due to errors or fraud attributable to them.
	2. If an irregularity is confirmed, the Sub-grant Managing Committee shall recover the unduly paid amounts from the beneficiary, according to the provisions set out in articles 74 to 76 of the European Commission Implementing Regulation (EU) No 897/2014. The concerned Beneficiary shall repay the amounts unduly paid.
	3. Payments already made to the Sub-grant Beneficiary do not preclude the possibility for the Managing Committee to issue a recovery procedure following an expenditure verification report, a check, an audit or further verification of the Beneficiary’s payment request.
	4. If a recovery is justified under the terms of this agreement, the concerned Sub-grant Beneficiary undertakes to repay these amounts within 30 days of the issuing of the debit note, the latter being the letter by which the Managing Committee requests the amount owed.
	5. The Beneficiary shall be responsible for the recovery of any unjustified or ineligible expenditure and for the reimbursement of the whole amount recovered.
13. **Article 11 – Confidentiality**
	1. Information specifically designated as “Confidential” and disclosed under the scope of the program shall remain confidential and neither the Beneficiary nor any of the CREACT4MED partners or experts shall use it for their own benefit, disclose or communicate it.
	2. The Beneficiary undertakes not to use any such information for any purpose other than in accordance with the terms of this Contract for a period of 7 years, and to take the appropriate measures to guarantee the confidentiality of any such information.
	3. In the case of breach of the confidentiality rules hereinabove set, the Contracting Party breaching the confidentiality will remain solely liable for possible claims.
	4. Notwithstanding the aforesaid, the Beneficiary hereby acknowledges that CREACT4MED partners reserve the right to disclose non-confidential information regarding the funded project while promoting it (e.g. in conferences, reports and press releases).
14. **Article 12 - Visibility**
	1. The Beneficiary must take all necessary steps to publicise the fact that the European Union has financed the Action, complying with the objectives and priorities and guaranteeing the visibility of the EU financing (see the [Communication and Visibility Requirements for EU External Actions](https://ec.europa.eu/international-partnerships/system/files/communication-visibility-requirements-2018_en.pdf)).
	2. In particular, the Beneficiary shall mention the Action and the European Union’s financial contribution in information given to the final recipients of the Action, and in any dealings with the media. It shall display the EU logo (available at <http://europa.eu/about-eu/basic-information/symbols/flag/index_en.htm>) wherever appropriate (e.g. banner, leaflets, publications, website).
	3. Any notice or publication by the Beneficiary concerning the Action, including those given at a conference or seminar, must specify that the Action has received EU funding. Any publication by the Beneficiary, in whatever form and by whatever medium, including the internet, must include the following statement: *“This document has been produced with the financial assistance of the European Union. The contents of this document are the sole responsibility of [BENEFICIARY’S NAME] and can under no circumstances be regarded as reflecting the position of the European Union*”.
	4. The Beneficiary authorises the Contracting Authority and the European Commission to publish its name and address, nationality, the project purpose, duration and location, as well as the amount of the sub-grant.
15. **Article 13 - Ownership and use of results and assets**
	1. Ownership of, title, and intellectual and industrial property rights to the actions’ results, reports and other documents related to it will be vested in the Sub-grant Beneficiary.
	2. Without prejudice to article 13.1, the Sub-grant Beneficiary, the Sub-grant Managing Committee and the European Commission reserve the right to use freely and in particular to store, modify, translate, display, reproduce, publish or communicate by any medium all documents deriving from the project whatever their form, provided it does not thereby breach existing industrial and intellectual property rights, confidentiality agreements, or GDPR.
	3. The Sub-grant Beneficiary shall ensure that it has all rights to use any pre-existing intellectual property rights necessary to implement this Agreement.
16. **Article 14 – Liability**
	1. CREACT4MED and its partners cannot under any circumstances or for any reason whatsoever be held liable for damage or injury sustained by the staff or property of the Beneficiary while the Action is being carried out or as a consequence of the Action. The CREACT4MED Coordinator cannot therefore accept any claim for compensation or increases in payment in connection with such damage or injury.
	2. The Beneficiary shall assume sole liability towards third parties, including liability for damage or injury of any kind sustained by them while the Action is being carried out or as a consequence of the Action. The Beneficiary shall discharge the CREACT4MED Consortium of all liability arising from any claim or action brought as a result of an infringement by the Beneficiary or the Beneficiary’s employees or individuals for whom those employees are responsible of rules or regulations, or as a result of violation of a third party’s rights.
17. **Article 15 – Data protection obligations**
	1. The Contracting Parties have the obligation to abide by the Regulation (EU) 2016/679 (General Data Protection Regulation – GDPR) 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.
	2. The processing of personal data shall be carried out lawfully, fairly and in a transparent manner, collected for specified purposes and adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.
18. **Article 16 – Financial audits and controls**
	1. The Sub-grant Managing Committee will monitor the compliance with the conditions for financial support set out in this Contract and in Annex II (Guidelines for Applicants) and will take any action foreseen by the Sub-grant Agreement in case of non-compliance vis à vis the Beneficiary.
	2. The Sub-grant Beneficiary shall make available to the CREACT4MED Coordinator all the information and data that may be requested with a view to verifying that the sub-grant is properly managed and performed in accordance with its provisions and that costs have been charged in compliance with it. This information and data must be precise, complete and effective.
	3. Moreover, the European Commission may at any time during the implementation of the Action and up to 7 years after the end of the project, arrange for financial audits to be carried out by external auditors or by the EC services themselves (including the European Anti-Fraud Office). Such audits may cover financial, systemic and other aspects (such as accounting and management principles) relating to the proper execution of the grant agreement and shall be carried out on a confidential basis.
	4. The Beneficiary shall keep all the project outputs and originals or duly authenticated copies (including electronic copies) of all the documents relating to the funded Action for at least 7 years after the end of the project. These shall be made available to the CREACT4MED Coordinator when requested during any audit under the Grant Agreement.
	5. On the basis of the findings made during the financial audit, the CREACT4MED Coordinator and/or the EC shall take all appropriate measures which it considers necessary, including the issuing of recovery orders regarding all or part of the payments made.
19. **Article 17 – Force Majeure**
	1. “Force Majeure” shall mean any unforeseeable exceptional situation or event beyond the Contracting Parties’ control, which prevents either of them from fulfilling any of their obligations under the Contract, which is not attributable to error or negligence on their part and which proves to be inevitable in spite of exercising all due diligence.
	2. Any default of services, defect in equipment or material delays in making them available, unless they stem directly from a relevant case of force majeure, as well as labour disputes, strikes or financial difficulties, cannot be invoked as force majeure.
	3. The Contracting Parties shall take the necessary measures to limit any damage due to force majeure. They shall do their best to resume the implementation of the Action as soon as possible.
	4. No Contracting Party shall be considered to be in breach of its obligations and tasks if such breach is caused by force majeure. A Contracting Party will notify the other Party of any force majeure as soon as possible. In the case that the Beneficiary is not able to overcome the consequences of Force Majeure within thirty (30) calendar days after such notification, the CREACT4MED Coordinator will decide accordingly on a course of action, up to and including the option of termination of the Contract.
20. **Article 18 – Breach of Contractual obligations**

In the event that the CREACT4MED Sub-grant Managing Committee identifies that the Beneficiary

1. Breached its obligations under the Contract;
2. Stopped carrying out its business activities relevant to this Contract and therefore is not able or willing to continue the Action;
3. Is engaged in a bankruptcy or receivership process

the CREACT4MED Coordinator will give written notice requiring such breach to be remedied within thirty (30) days. If the Beneficiary does not remedy the breach within that time frame, the Sub-grant Managing Committee may decide to terminate the contract unilaterally.

Moreover, in the event that the breach of contractual obligations has been manifestly intentioned or with gross negligence, the CREACT4MED Coordinator may request that the Beneficiary refund any payments made.

1. **Article 19 – Termination of the contract**
	1. The CREACT4MED Coordinator may terminate the Contract, by giving seven (7) days’ notice and without paying compensation of any kind:
2. Where the Beneficiary fails, without justification, to fulfil any of the obligations under the Contract and, after being given notice to comply with those obligations, still fails to do so or to furnish a satisfactory explanation within thirty (30) days of receipt of the notice;
3. Where the Beneficiary is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
4. Where the CREACT4MED Coordinator has evidence of grave professional misconduct on the part of the Beneficiary, including staff and agents of the Beneficiary;
5. Where the CREACT4MED Coordinator has evidence of fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European Union’s financial interests on the part of the Beneficiary or any related entity or person; this also applies to staff and agents of the Beneficiary;
6. Where the Beneficiary changes legal personality, without informing the CREACT4MED Coordinator;
7. Where the Beneficiary makes false or incomplete statements to obtain the grant provided for in the Contract or provides reports that do not reflect the reality;
8. Where the Beneficiary has not fulfilled obligations relating to the payment or social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established;
9. Where the CREACT4MED Coordinator has evidence of substantial errors, irregularities or fraud in the award procedure or the performance of the grant on the part of the Beneficiary or any related entity or person.
10. **Article 20 - Applicable Law and settlement of disputes**
	1. This Contract shall be construed in accordance with and governed by the laws of Spain.
	2. Any dispute arising out of or in connection with this agreement shall be submitted to the courts of Barcelona (Spain), which shall have exclusive jurisdiction, in case the Contracting Parties are unable to resolve a dispute amicably.
11. **Article 21 - Contact addresses**
	1. Any communication relating to this Contract shall be in writing, state the number and title of the Action and be sent to the following addresses:

For the CREACT4MED Coordinator

**Euro-Mediterranean Economists Association (EMEA)**

Recinte Modernista de Sant Pau, Pavelló Sant Jordi - Carrer Sant Antoni Maria Claret 167, 08025, Barcelona, Spain

Contact person: Maria Ruiz de Cossío

E-mail: creact4med@euromed-economists.org; mruizdecossio@euromed-economists.org

For the Beneficiary

[NAME OF THE BENEFICIARY]

[ADDRESS OF THE BENEFICIARY]

[NAME OF THE CONTACT PERSON]

[EMAIL ADDRESS]

1. **Article 22 – Annexes**
	1. The following documents are annexed to these Special Conditions and form an integral part of the Contract:
* Annex I: Proposal Outline (Activity Plan & Financial Proposal)
* Annex II: Guidelines for Applicants
* Annex III: Beneficiary’s De minimis self-declaration
* Annex IV: Declaration on honour on selection criteria and exclusion criteria signed by the Beneficiary
* Annex V: Data Privacy Policy
* Annex VI: Final Report Template
* Annex VI: Beneficiary’s Legal Entity Form
* Annex VII: Beneficiary’s Financial Identification Form
1. **Article 23 – Signatures**

Now therefore, in consideration of the premises contained herein, this Sub-grant Agreement is executed by the Parties and effective as of the date of its signature.

Date: [DATE]

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| --- | --- | --- |
| Signed for and on behalf of the Euro-Mediterranean Economists Association:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Professor RYM AYADIFounder and PresidentChair of the Executive Board |  | Signed for and on behalf of [BENEFICIARY NAME]:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[NAME OF THE AUTHORISED REPRESENTATIVE][TITLE OF THE AUTHORISED REPRESENTATIVE] |

1. The nationality of any contractors for services and supplies and the origin of any items purchased through the Action must be in line with the Rules on Participation in Procurement Procedures and Grants set out in Annex A2a of the “[*Procurement and Grants for European Union external actions - A Practical Guide*](https://ec.europa.eu/europeaid/prag/)” [↑](#footnote-ref-1)
2. InforEuro Currency Converter is available here: <https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en> [↑](#footnote-ref-2)