

DECISION FOR AN ACTION

Financing exclusively by lump sum(s) and/or flat-rates financing in the form of scales of unit costs

ANNEX I-GENERAL CONDITIONS

Submission of a grant application implies acceptance of these General Conditions. These General Conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the Grant Decision.

GENERAL CONDITION N° 1 - CONFLICT OF INTERESTS

1. The beneficiary undertakes to take all the necessary measures to prevent any risk of conflicts of interests which could affect the impartial and objective performance of the Decision. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional reasons, or any other shared interest.
2. Any situation constituting or likely to lead to a conflict of interests during the performance of the Decision must be brought to the attention of the Agency, in writing, without delay. The beneficiary shall undertake to take whatever steps are necessary to rectify this situation at once.
3. The Agency reserves the right to check that the measures taken are appropriate and may demand that the beneficiary take additional measures, if necessary, within a certain time.

GENERAL CONDITION N° 2 - OWNERSHIP/USE OF THE RESULTS

1. Unless stipulated otherwise in the basic act or the call for proposals, ownership of the results of the action, including industrial and intellectual property rights, and of the reports and other documents relating to it shall be vested in the beneficiary.
2. The beneficiary grants the Agency and the Commission the right to make free use of the results of the action as they deem fit, provided they do not thereby breach their confidentiality obligations or existing industrial and intellectual property rights.

GENERAL CONDITION N° 3 - CONFIDENTIALITY

Unless otherwise stipulated in the Grant Decision, the Agency, and the beneficiary undertake to preserve the confidentiality of any document, information or other material directly related to the subject of the granted action that is duly classed as confidential, if disclosure could cause prejudice to the Commission, the Agency or the beneficiary. The parties shall remain bound by this obligation beyond the closing date of the action.

GENERAL CONDITION N° 4 - PUBLICITY

1. Unless the Agency requests otherwise, any communication or publication by the beneficiary about the action, including at a conference or seminar, shall indicate that the action has received funding from the European Union.

2. Any communication or publication by the beneficiary, in any form and medium, shall indicate that sole responsibility lies with the author and that the Agency and the Commission are not responsible for any use that may be made of the information contained therein.
3. The beneficiary authorises the Agency and the Commission to publish the following information in any form and medium, including via the Internet:
 - the beneficiary's name and address,
 - the subject and purpose of the grant,
 - the amount awarded
4. Upon a reasoned and duly substantiated request by the beneficiary, the Agency and/or the Commission may agree to forgo such publicity, if disclosure of the information indicated above would risk compromising the beneficiary's security or prejudicing his commercial interests.

GENERAL CONDITION N° 5 - EVALUATION

Whenever the Agency and/or the Commission carries out an interim or final evaluation of the action's impact measured against the objectives of the Union programme concerned, the beneficiary undertakes to make available to the Agency and the Commission and/or persons authorised by them all such documents or information, including information in electronic format, as will allow the evaluation to be successfully completed and to give them the rights of access specified in General Condition n° 15.

GENERAL CONDITION N° 6 - SUSPENSION

1. The beneficiary may suspend the implementation of the action if exceptional circumstances make this impossible or excessively difficult, notably in the event of *force majeure*. He shall inform the Agency without delay, giving all the necessary reasons and details and the foreseeable date of resumption.
2. If the Agency does not withdraw its financial support for any of the situations mentioned under General Condition n°9, the beneficiary shall resume implementation once circumstances allow and shall inform the Agency accordingly. The duration of the action shall be extended by a period equivalent to the length of the suspension.
3. *Force majeure* shall mean any unforeseeable exceptional situation or event beyond the beneficiary's control which prevents him from fulfilling any of his obligations under this decision, was not attributable to error or negligence on his part, and proves insurmountable in spite of all due diligence. Defects in equipment or material or delays in making them available (unless due to *force majeure*), labour disputes, strikes or financial difficulties cannot be invoked as *force majeure* by the defaulting beneficiary.

GENERAL CONDITION N° 7 – AWARD OF CONTRACTS

1. If the beneficiary has to conclude contracts in order to carry out the action and those contracts constitute costs of the action giving rise to the Union grant, he shall award the contract to the bid offering best value for money; in doing so he shall take care to avoid any conflict of interests.
2. Recourse to the award of contracts referred to in paragraph 1 must be justified having regard to the nature of the action and what is necessary for its implementation;

The beneficiary shall retain sole responsibility for carrying out the action and for compliance with the provisions of the Decision; the beneficiary must undertake to make the necessary arrangements to ensure that the contractor waives all rights in respect of the Agency under the Decision;

The beneficiary must undertake to ensure that the provisions applicable to him under the General Conditions n°1, 2, 3, 4, 5, 6, 9 and 15 are also applicable to the contractor.

GENERAL CONDITION N° 8 - ASSIGNMENT

1. Claims against the Agency may not be transferred.
2. In exceptional circumstances, where the situation warrants it, the Agency may authorize the assignment of the Decision, or part thereof, and payments flowing from it, to a third party, following a written request to that effect, giving reasons, from the beneficiary. If the Agency agrees, it must make its Decision known in writing before the proposed assignment takes place. In the absence of the above authorization, or in the event of failure to observe the terms thereof, the assignment shall not be enforceable against and shall have no effect on the Agency. In no circumstances shall such assignment release the beneficiary from his obligations to the Agency.

GENERAL CONDITION N° 9 – TERMINATION OF THE GRANT

9.1 Termination by the beneficiary

1. In duly justified cases, the beneficiary may renounce the grant at any time, by giving to the Agency 60 days' written notice and stating the reasons of the impossibility to pursue the action for which the grant has been awarded, without being required to provide any indemnity on this account.
2. If no reasons are given or if the Agency does not accept the reasons, the beneficiary shall be deemed to have terminated this grant improperly, with the consequences set out in the fourth subparagraph of paragraph 4 of this General Condition.

9.2 Termination by the Agency

The Agency may decide to terminate the grant, without any indemnity on its part, in the following circumstances:

- (a) in the event of a change to the beneficiary's legal, financial, technical, organisational or ownership situation that is liable to affect the Decision substantially or to call into question the decision to award the grant;

- (b) if the beneficiary fails to fulfil a substantial obligation incumbent on him under the terms of the Decision, including its annexes;
- (c) in the event of *force majeure*, or if the action has been suspended as a result of exceptional circumstances, notified in accordance with General Condition n°6;
- (d) if the beneficiary is declared bankrupt, is being wound up, is having his 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 an analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (e) where the Agency has evidence or seriously suspects the beneficiary or any related entity or person, of professional misconduct;
- (f) if the beneficiary has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established;
- (g) where the Agency has evidence or seriously suspects the beneficiary or any related entity or person, of fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
- (h) where the Agency has evidence or seriously suspects the beneficiary or any related entity or person, of substantial errors, irregularities or fraud in the award procedure or the performance of the grant;
- (i) if the beneficiary has made false declarations or submits reports inconsistent with reality to obtain the grant provided for in the Grant Decision.

In the cases referred to in points (e), (g) and (h) above, any related person shall mean any physical person with powers of representation, decision-making or control in relation to the beneficiary. Any related entity shall mean in particular any entity which meets the criteria laid down by Article 1 of the Seventh Council Directive n° 83/349/EEC of 13 June 1983.

9.3 Termination procedure

The termination procedure is initiated by registered letter with acknowledgment of receipt or equivalent.

In the cases referred to in points (a), (b), (d), (e), (g) and (h) above, the beneficiary shall have 30 days to submit his observations and take any measures necessary to ensure continued fulfilment of his obligations under the Decision. If the Agency fails to confirm acceptance of these observations by giving written approval within 30 days of receiving them, the termination procedure shall continue to run.

Where notice is given, termination shall take effect at the end of the period of notice, which shall start to run from the date when notification of the Agency's decision to terminate the grant is received.

If notice is not given in the cases referred to in points (c), (f) and (i) above , termination shall take effect from the day following the date on which notification of the Agency's decision to terminate the grant is received.

9.4 Effects of termination

In the event of termination, payments by the Agency shall be proportionate to the actual progress made in carrying out the action on the date when termination takes effect, in accordance with General Condition n°13. Costs relating to current commitments that are not due to be executed until after termination shall not be taken into account.

The beneficiary shall have 60 days from the date when termination takes effect, as notified by the Agency, to produce a request for final payment in accordance with General Condition n° 11. If no request for final payment is received within this time limit, the Agency shall not contribute to the financing of expenditure incurred by the beneficiary up to the date of termination, and it shall recover any amount of pre-financing granted.

By way of exception, at the end of the period of notice referred to in paragraph 3, where the Agency is terminating the grant on the grounds that the beneficiary has failed to produce the final technical implementation report and financial statement within the deadline stipulated in Article 5 of the Decision and the beneficiary has still not complied with this obligation within two months following the written reminder sent by the Agency by registered letter with acknowledgement of receipt or equivalent, the Agency shall not pay the balance and shall recover any amount of pre-financing granted.

By way of exception, in the event of improper termination by the beneficiary or termination by the Agency on the grounds set out in points (a), (e), (g), (h) or (i) above , the Agency may require the partial or total repayment of sums already paid under the Decision, in proportion to the gravity of the failings in question and after allowing the beneficiary to submit his observations.

GENERAL CONDITION N° 10 - FINANCIAL PENALTIES

1. By virtue of the Financial Regulation applicable to the General Budget of the European Union , any beneficiary declared to be in grave breach of his obligations may be subject to financial penalties of between 2% and 10% of the value of the grant in question, with due regard for the principle of proportionality. This rate may be increased to between 4% and 20% in the event of a repeated breach in the five years following the establishment of the first.
2. Where the beneficiary has made false declarations regarding the lump sum or flat-rate financing, the Agency may impose financial penalties up to 50% of the total amount of the lump sum or flat-rate financing.
3. The beneficiary shall be notified in writing of any decision by the Agency to apply such financial penalties.

PART B - FINANCIAL PROVISIONS

GENERAL CONDITION N° 11 - REQUESTS FOR PAYMENT

Payments shall be made in accordance with Article 4 of the Decision.

11.1. Pre-financing

Pre-financing is intended to provide the beneficiary with a float.

Where required by the provisions of Article 4 of the Decision, the beneficiary shall provide a financial guarantee from a bank or an approved financial institution established in one of the Member States of the European Union.

The guarantor shall stand as first call guarantor and shall not require the Agency to have recourse against the principal debtor (the beneficiary).

The guarantee shall remain in force until the balance is paid. The Agency undertakes to release the guarantee within 30 days of that date.

11.2 Further pre-financing payments

Where pre-financing is divided into several instalments, the beneficiary may request a further pre-financing payment once he has used up the percentage of the previous payment specified in the provisions of the Grant Decision on further pre-financing. The request shall be accompanied by the following documents:

- a detailed statement of the eligible costs actually incurred;
- where required by the provisions of the Grant Decision, a financial guarantee;
- where required by the provisions of the Grant Decision, on external audit report on the action's financial statements and underlying accounts, produced by an approved auditor or in case of public bodies, by a competent and independent public officer;
- any other documents in support of his request that may be required in support of the request for further pre-financing payments.

The documents accompanying the request for payment shall be drawn up in accordance with the relevant provisions in the Grant Decision.

11.3 Payment of the balance

Payment of the balance, which may not be repeated, is made after the end of the action on the basis of actual implementation. It may take the form of a recovery order if previous pre-financing payments exceed the amount of the final grant determined in accordance with General Condition n°13.

By the appropriate deadline indicated in Article 5 of the Decision, the beneficiary shall submit a request for payment of the balance accompanied by the following documents:

- a final report on the implementation of the action;
- an explanation of the amount of the grant requested in the form of lump sums or flat-rate financing in the form of scales of unit costs as laid down in Article 3 of the Decision on the basis of the actual implementation of the action;
- a declaration certifying that the information provided in his request for payment is full, reliable and true. He shall also certify that the action has been carried out in accordance with the agreement and that his request for payment is substantiated by documentation which can be checked.

- where required by the provisions of Article 4 of the Decision on payment of the balance, a full summary statement of the actual receipts and final expenditure of the action for the period of implementation defined in Article 2 of the Decision;
- where required by the provisions of Article 4 of the Decision on payment of the balance, an external audit report on the action's financial statements and underlying accounts, produced by an approved auditor or, in case of public bodies, by a competent and independent public officer. The purpose of the audit is to certify that the conditions for awarding the grant set out in the Decision have been fulfilled, that the reports and other documents submitted to the Agency by the beneficiary comply with the provisions of the Decision and that the request for payment is justified. It shall also certify that the full summary statement of the actual receipts and final expenditure is full, reliable and true, and corresponds to the actual costs incurred and financing received for the action.

On receipt of these documents, the Agency shall have the period specified in Article 4 of the Decision in order to:

- approve the final report on implementation of the action;
- ask the beneficiary for supporting documents or any additional information it deems necessary to allow the approval of the reports;
- reject the report(s) and ask for the submission of (a) new report(s).

Failing a written reply from the Agency within the time limit for scrutiny indicated above, the reports shall be deemed to have been approved. Approval of the reports accompanying the request for payment shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations and information they contains.

If additional information or a new report is requested, the time limit for scrutiny shall be extended by the time it takes to obtain this information. The beneficiary shall be informed of that request and of the extension of the delay for scrutiny by means of a formal document. The beneficiary shall have the period laid down in the Grant Decision to submit the information or new documents requested.

Extension of the delay for approval of the report(s) may delay the payment by the equivalent time.

Where a report is rejected, as not admissible within 30 days of receipt, and a new report requested, the approval procedure described in this article shall apply.

In the event of renewed rejection, the Agency reserves the right to terminate the grant by invoking General Condition n°9.2 (b).

GENERAL CONDITION N° 12 -GENERAL PROVISIONS ON PAYMENTS

1. Payments due by the agency shall be made in euros. Payments by the Agency shall be deemed to be effected on the date when they are debited to the Commission's account.
2. The Agency may suspend the period for payment laid down in Article 4 of the Decision at any time for the purposes of additional checks by notifying the beneficiary that his request for payment cannot be met, either because it does not comply with the

provisions of the Decision, or because the appropriate supporting documents have not been produced.

The Agency may suspend its payments at any time if the beneficiary is found or presumed to have infringed the provisions of the Decision, in particular in the wake of the audits and checks provided for in General Condition n°15.

The Agency may also suspend its payments:

- if there is a suspicion of irregularity committed by the beneficiary in the implementation of the Grant Decision;
- if there is a suspected or established irregularity committed by the beneficiary in the implementation of another grant agreement or grant decision funded by the General Budget of the European Union or by any other budget managed by them. In such cases, suspension of the payments will only proceed where the suspected or established irregularity can affect the implementation of the current Grant Decision.

The Agency shall inform the beneficiary in writing as soon as possible of any such suspension, setting out the reasons for suspension.

Suspension shall take effect on the date when notice is sent by the Agency. The remaining payment period shall start to run again from the date when a properly constituted request for payment is registered, when the supporting documents requested are received, or at the end of the suspension period as notified by the Agency.

3. On expiry of the period for payment specified in Article 4 of the Decision, and without prejudice to paragraph 2 of this Article, the beneficiary is entitled to interest on the late payment at the rate applied by the European Central Bank for its main refinancing operations in euros, plus three and a half points; the reference rate to which the increase applies shall be the rate in force on the first day of the month of the final date for payment, as published in the C series of the Official Journal of the European Union. This provision shall not apply to recipients of a grant which are public authorities of the Member States of the European Union.

Interest on late payment shall cover the period from the final date for payment, exclusive, up to the date of payment as defined in paragraph 1, inclusive. The suspension of payment by the Agency may not be considered as late payment.

By way of exception, when the interest calculated in accordance with the provisions of the first and second subparagraphs is lower than or equal to EUR 200, it shall be paid to the beneficiary only upon demand submitted within two months of receiving late payment.

4. The Agency shall deduct the interest yielded by pre-financing which exceeds EUR 50 000, as provided for in Article 6 of the Grant Decision, from the payment of the balance of the amount due to the beneficiary.¹ The interest shall not be treated as a receipt for the action within the meaning of General Condition n° 13.

¹ For external actions, the corresponding ceiling is set at EUR 250 000. For crisis management and humanitarian aid actions, the interest shall be recovered if the pre-financing exceeds per grant agreement/decision EUR 750 000 at the end of each financial year and is for a duration of more than 12 months.

Where the pre-financing payments exceed EUR 750 000 per grant decision at the end of each financial year, the interest shall be recovered for each reporting period. Taking account of the risks associated with the management environment and the nature of actions financed, the Agency may recover the interest generated by pre-financing lower than EUR 750 000 at least once a year.

Where the interest yielded exceeds the balance of the amount due to the beneficiary, as indicated in General Condition n° 11, or is generated by pre-financing referred to in the preceding paragraph, the Agency shall recover it in accordance with General Condition n° 14.

Interest yielded by pre-financing paid to Member States is not due to the Agency.

The beneficiary shall have two months from the date of notification by the Agency of the final amount of the grant determining the amount of the payment of the balance or the recovery order pursuant to General Condition n° 13 or, failing that, of the date on which the payment of the balance was received, to request information in writing on the determination of the final grant, giving reasons for any disagreement. After this time, such requests will no longer be considered. The Agency undertakes to reply in writing within two months following the date on which the request for information is received, giving reasons for its reply.

This procedure is without prejudice to the beneficiary's right to appeal against the Agency's decision. Under the terms of Union legislation in this matter, such appeals must be lodged within two months following the notification of the decision to the applicant or, failing that, following the date on which the applicant learned of the decision.

5. The beneficiary shall have two months from the date of notification by the Agency of the final amount of the grant determining the amount of the payment of the balance or the recovery order pursuant to General Condition n°14, or failing that of the date on which the payment of the balance was received, to request information in writing on the determination of the final grant, giving reasons for any disagreement. After this time, such requests will no longer be considered.

The Agency undertakes to reply in writing within two months following the date on which the request for information is received, giving reasons for its reply. This procedure is without prejudice to the beneficiary's right to appeal against the Agency's Decision pursuant to Article 8. Under the terms of Union legislation in this matter, such appeals must be lodged within two months following the notification of the decision to the applicant or, failing that, following the date on which the applicant learned of the decision.

GENERAL CONDITION N° 13 - DETERMINING THE FINAL GRANT

1. Without prejudice to information obtained subsequently pursuant to General Condition n° 15, the Agency shall adopt the amount of the final payment to be granted to the beneficiary on the basis of the documents referred to in General Condition n°11 which it has approved.

2. The amount paid to the beneficiary by the Agency may not in any circumstances exceed the maximum amount of the grant laid down in Article 3 of the Decision.

Financing in the form of one or several lump sums is limited to the amounts referred to in the Grant Decision. Flat-rate financing in the form of scales of unit costs is determined by application of the formulas provided for in the above-mentioned Article of the agreement on the basis of the actual implementation of the action and within the ceilings laid down therein.

If the conditions or grounds for granting these contributions (i.e.: lump sums or flat-rate financing in the form of scales of unit costs), as set out in the Decision, are not fulfilled or are only partially fulfilled on completion of the action, the Agency shall withdraw or reduce its contributions in line with the actual extent of fulfilment of the conditions or requirements.

3. Without prejudice to the right for the beneficiary to renounce to the grant or for the Agency to terminate the grant under General Condition n°9, and without prejudice to the right of the Agency to apply the penalties referred to in General Condition n°10, if the action is not implemented or is implemented poorly, partially or late, the Agency may reduce the grant initially provided for in line with the actual implementation of the action on the terms laid down in this Decision.
4. On the basis of the amount of the final payment determined in this way and of any pre-financing the payments already made under the terms of the Decision, the Agency shall set the amount of the payment of the balance as being the amount still owing to the beneficiary. Where the aggregate amount of the payments already made exceeds the amount of the final grant, the Agency shall issue a recovery order for the surplus.

GENERAL CONDITION N° 14 – RECOVERY

1. If any amount is unduly paid to the beneficiary or if recovery is justified under the terms of the Decision, the beneficiary undertakes to repay the Agency, on the bank account indicated by the latter, the sum in question on whatever terms and by whatever date it may specify.
2. If the beneficiary fails to pay by the date set by the Agency, the sum due shall bear interest at the rate indicated in General Condition n°12.3. Interest on late payment shall cover the period between the date set for payment, exclusive, and the date when the Commission receives full payment of the amount owed, inclusive.

Any partial payment shall first be entered against charges and interest on late payment and then against the principal.

3. If payment has not been made by the due date, sums owed to the Agency may be recovered by offsetting them against any sums owed to the beneficiary by the Agency or the Commission, after informing him accordingly by registered letter with acknowledgment of receipt or equivalent, or by calling in the financial guarantee provided in accordance with General Condition n°11.1. In exceptional circumstances, justified by the necessity to safeguard the financial interests of the Union, the Agency and/or the Commission may recover by offsetting before the due date of the payment. The beneficiary's prior consent shall not be required.

4. Bank charges occasioned by the recovery of the sums owed to the Agency shall be borne solely by the beneficiary.
5. The beneficiary understands that, under Article 299 of the Treaty on the functioning of the European Union, the Commission may adopt an enforceable decision formally establishing an amount as receivable from persons other than States. An action may be brought against such decision before the General Court of the European Union.

GENERAL CONDITION N° 15 - CHECKS AND AUDITS

1. The beneficiary undertakes to provide any detailed information, including information in electronic format, requested by the Agency and/or the Commission or by any other outside body authorised by the Agency and/or by the Commission to check that the action and the provisions of the Decision are being properly implemented.
2. The beneficiary shall keep at the Agency's and the Commission's disposal all original documents, especially accounting and tax records, or, in exceptional and duly justified cases, certified copies of original documents relating to the Decision for a period of five years from the date of payment of the balance.
3. The beneficiary allows the Agency and/or the Commission to audit the use made of the grant carried out either directly by its own staff or by any other outside body authorised to do so on its behalf. Such audits may be carried out throughout the period of implementation of the Decision until the balance is paid and for a period of five years from the date of payment of the balance. Where appropriate, the audit findings may lead to recovery decisions by the Agency.
4. Where the checks on the event generating the lump sum or flat-rate financing reveal that the event has not occurred and an undue payment has been made to the beneficiary, the Agency shall be entitled to recover up to the amount of the lump sum or flat-rate financing. Where the beneficiary has made false declarations, the Agency may impose financial penalties in accordance with General Condition n°10.
5. The beneficiary undertakes to allow the Agency and/or the Commission staff and outside personnel authorised by the Agency or the Commission the appropriate right of access to sites and premises where the action is carried out and to all the information, including information in electronic format, needed in order to conduct such audits.
6. By virtue of Council Regulation (Euratom, EC) No 2185/96 and Regulation (EC) No 1073/1999 of the European Parliament and the Council, the European Anti-Fraud Office (OLAF) may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by Union law for the protection of the financial interests of the European Union against fraud and other irregularities. Where appropriate, the inspection findings may lead to recovery decisions by the Agency and/or the Commission.
7. The European Court of Auditors shall have the same rights as the Agency and the Commission, notably right of access, as regards checks and audits.

GENERAL CONDITION N°16 - LIABILITY

1. The beneficiary shall have sole responsibility for complying with any legal obligations incumbent on him.
2. The Agency shall not, in any circumstances or on any grounds, be held liable in the event of a claim under the Grant Decision relating to any damage caused while the action is being carried out. Consequently, the Agency will not entertain any request for indemnity or reimbursement accompanying any such claim.
3. Except in cases of *force majeure*, the beneficiary shall make good any damage sustained by the Agency as a result of the execution or faulty execution of the action.
4. The beneficiary shall bear sole liability vis-à-vis third parties, including for damage of any kind sustained by them while the action is being carried out.