# BILATERAL INITIATIVES TEMPLATE

Note: This template is applicable for all bilateral initiatives (implemented either at “national” or “programme” level) with a grant amount over EUR 3,000. In case of travel grants or similar schemes with many supported activities below the 3000 EUR threshold, the submission of one template for the entire scheme is sufficient. Depending on the “level” of implementation, the National Focal Point (NFP) / Programme Operator (PO) / Fund Operator (FO) is responsible to register this information for each initiative.

**Step 1 Upon launch of the initiative:**  The National Focal Point (NFP) / Programme Operator (PO) / Fund Operator (FO) will register this section for all initiatives contracted at the time of the submission of the Interim Financial Report for the Bilateral Fund (i.e. 15 March and 15 September). In case no specific contract or agreement with the beneficiary is necessary, then the date of issuing the funding decision or formal financial commitment by the NFP/PO shall be used. The IFR submission date is to be considered as the formal deadline for having registered all contracted initiatives up to that point, however NFPs/POs/FOs are encouraged to register them asap after contracting in order to avoid a peak in the workload and also to ensure that the database is regularly kept updated.

**Country** prefilled by the system based on Programme

**Level** Programme/National[prefilled by system based on the user organisation]

**[skip if national level] Programme code** \_\_\_\_ [prefilled by system based on the user organisation]

**Was the Initiative selected through open call?** [Yes/No]

**[skip if not selected through open call] Call** [ID/link to call under which the initiative is selected]

**To which Programme Area under the EEA/Norway Grants is it related?** [if Programme with one Programme Area - prefill, if programme with several choose from the available in the programme, if National choose from all Programme Areas or “NA: not applicable”]

**Related to a specific project financed by EEA/Norway Grants?** [project ID or link]

**Type of initiative** preparation of partnership project or application / matchmaking event / study tour / conference, workshop or seminar / secondment or internship / capacity building and short-term training / data collection, report, study, publication / campaign, exhibition, promotional material/ other (please specify) [select one or several options]

**Title of initiative** \_\_\_\_\_ [text]

**Name of promoter** \_\_\_\_\_ [text]

**Country of promoter:** [select from list – Could be either from Beneficiary State or any of the Donor States]

**Name of Partner(s), if applicable:** \_\_\_\_\_ [text]

**Country of Partner(s), if applicable:** [select one or several countries from list – Could be either from the Beneficiary State or any of the Donor States]

**Has there been previous cooperation between the partners or is the partnership new?** [already existing / new / NA – Not applicable]

**Grant awarded from Bilateral Fund** \_\_\_\_\_ [EUR]

**Planned implementation period:** [mm/yyyy – mm/yyyy]

**Brief description of the initiative (aims, expected bilateral benefits and planned activities)** \_\_\_\_\_ [text, max 1500 characters]

**Website of Promoter / Beneficiary (if available with information on specific activity)** \_\_\_\_\_ [URL]

+automatic fill-in by the system: **Reported by** – user organisation; **Reported by** - organisation role; **Last updated** – date and time

**Step 2** **Upon completion (or termination) of initiative:** The PO/FO/NFP will register this information 4 weeks after the completion/termination of the activity (or approval of final report for the respective initiative)

**Initiative completion date (in case the initiative was terminated, the date of termination)** \_\_/\_\_/\_\_\_\_

**Any major deviations from originally approved initiative / proposal (including termination)** yes/no [choose one option]

**[skip if no major deviation] Brief description of deviation** \_\_\_\_\_\_\_ [text, max 1000 characters]

**Please briefly describe the main results of the initiative (e.g. in terms of project partnership / project application submitted, improved knowledge and understanding or wider effects), including figures or other quantitative data, where relevant and available. Please mention if the initiative can be considered as a “best practice” and if so, why.** [text, max 1500 characters]

**Is the activity or cooperation expected to continue beyond the bilateral initiative?** [select one or several options]

- Yes, the activity/cooperation is likely to continue within EEA/Norway Grants 2014-2021 (e.g. through funded projects)

- Yes, the activity/cooperation is likely to continue beyond the scope of the EEA/Norway Grants

- No, the activity/cooperation is not likely to continue

**Total grant amount incurred** \_\_\_\_\_[EUR] (cannot be higher than the grant awarded)

**Comments, if any** \_\_\_\_\_ [text, max 1000 characters]