

## Bilateral relations under the EEA Grant

### HU04 – Adaptation to Climate Change Programme

#### I. General description

The EEA and Norway Grants have two overall objectives; contributing to the reduction of economic and social disparities in the European Economic Area and strengthening the bilateral relations between the EEA EFTA states Iceland, Liechtenstein and Norway and the 15 beneficiary states. The HU04 Adaptation to Climate Change programme under the EEA Grants plans to contribute to these two overall objectives.

In general terms the bilateral relations between the donor states and the beneficiary state will increase the cooperation between institutions and individuals of the participatory countries through formal and ad hoc ways of exchange and cooperation. The cooperation will increase the knowledge about the EEA Agreement, the Grant and the EU, about the countries involved. Moreover, due to bilateral activities existing relations between donor countries and beneficiary state can be consolidated or new ones established. The topic of the programme - adaptation to climate change -, is an area of mutual interest of the EEA EFTA states, the EU and the beneficiary country. This way, the program through joint efforts might contribute to international climate related initiatives. The working together element of the bilateral relations will also contribute to sharing experiences, knowledge, working practices, might bring new solutions to similar problems etc. The cooperation, might continue beyond the end of the programme, bringing the established cooperation to a next level.

In line with Article 3.6 of the *Regulation*, Programmes can set aside a minimum of 1.5% of the eligible expenditure of the programme (EUR 106,500), to facilitate and strengthen bilateral relations. On programme level, the allocation of funds can happen in two ways:

- a) as seed money for partners for donor partnership projects and/or
- b) as funds for networking and opportunities for exchange, knowledge/experience/good practice sharing between project promoters and Donor State entities (conferences, meetings, workshops, etc.).

Under the HU04 Adaptation to Climate Change, both types of measures seem to be feasible. Indicatively a 20% of the bilateral fund would be used for measure "a" and 80% of the bilateral fund for measure "b".

Eligible applicants for the Bilateral relation fund at programme level are project promoters (public or private, commercial or non-commercial entities and non-governmental organisations established and registered as a legal person in Hungary as well as inter-governmental organisations operating in Hungary); project donor partners-

entities registered in the countries of the EEA Financial Mechanism (Iceland, Liechtenstein and Norway), in case they are working on the same focus area as the current intervention and poses relevant knowledge and experiences; the Fund Operator (FO) and the Donor Programme Partner (DPP).

The applications shall comply with the objectives and aims of the HU04 programme and shall not include activities already financed by other sources.

There will be no calls for proposal launched. However eligible applicants should request support of their planned bilateral activity in an official way, applying for funds through an application form relevant for the activity, describing the aim and objective of the activity, the expected outcome, the possible partner they will cooperate with, a detailed list of expenses etc. Applications will be evaluated by the Donor Programme Partner, the Programme Operator and the Fund Operator.

Funds will be allocated, approved on a first come-first serve basis till budget exhaustion. In case when applications will not utilize the total budget available for each measure, the Fund Operator will re-allocate the funds.

The following categories of expenditure are eligible for the fund:

- a) fees and travel costs for participation in conferences, seminars, courses, meetings and workshops;
- b) travel costs for study trips;
- c) travel and salary costs for visits by experts;
- d) costs related to feasibility studies and preparation of financial and economic analysis;
- e) costs of conferences, seminars, courses, meetings and workshops;
- f) promotional and information activities;
- g) purchase of data necessary for the preparation of the application; and
- h) external consultancy fees.

The applicable rules on state aid and public procurement shall be complied with.

The bilateral fund is administered by the Fund Operator (FO) in agreement with the FMO/Program Operator (PO) and the Donor Program Partner (DPP). The work plan of the Bilateral Fund on programme level under the HU04-Adaptation to Climate Change will be presented annually in the Cooperation Committee meeting for identifying/agreeing on future activities.

## **II. Main activities planned under the Bilateral Fund at Programme level** (Broad outline of key issues and priorities)

With the support of the HU04 Donor Programme Partner, the Norwegian Directorate for Civil Protection (DSB) several aspects of the bilateral relations were considered such as history of cooperation between the donor states and the beneficiary country, areas of common interest. Since the adaptation to climate change is having a cross-sectoral nature, no single sector(s) was identified as prioritized one. Although the Hungarian program puts great emphasis on water and water related issues, there are many other areas, which will definitely be of common interest including climate modeling, shaping adaptation policies and measures at regional and local levels, coping with sectoral impacts of extreme weather events, raising public awareness on adaptation and sharing/disseminating practical information at different levels. Climate change is considered a hot issue by European or international arenas and the beneficiary state and donor countries could promote initiatives jointly and disseminate outcome of the HU04 programme. With the support of DSB a list of potential partners for bilateral relations for all the three main components of the HU04-Adaptation to Climate Change programme was identified (the list will be regularly updated with new possible partner data). These

potential partners can be involved under both type of measures presented above. The preliminary plan about the main steps to be performed regarding activities for measure "a" and "b" is presented below.

## Measure "a"

### Activity 1. Identifying partners for donor partnership projects

The first main activity is falling under the measure "a". The Fund Operator plans to support through the fund activities which support the search for partners for donor partnership projects under the HU04-Adaptation to Climate Change programme prior to or during the preparation of a project application, the development of such partnerships and the preparation of an application for a donor partnership project. The support which the Bilateral relations fund can provide under measure "a" will be consisting mainly on supporting travel and accommodation expenses of those donor and beneficiary country partners, who express their wish to further discuss cooperation possibilities and meet. The maximum amount to be granted for such activity is EUR 2,000.00 per person and the cost will be reimbursed based on the copies of invoices and boarding passes sent to the FO, plus a short Minute of the meetings. The expression will have to be done in an official way, applying for funds through an application form, describing the aim and objective of the meeting, the expected outcome, the possible partner they will meet, a detailed list of expenses they expect to occur etc.

[Applications for measure "a" are closed as there are no open project calls under the HU04-Adaptation to Climate Change programme.](#)

## Measure "b"

### Activity 2. Participating in meetings, workshops, conferences

The main activity line of high importance is to create a platform for both donor country representatives already identified (the list is always extendable) and beneficiary country project partners to meet, get to know each other, talk about their ideas, plans, experience, to see synergies, possible cooperation, working together. This platform is planned to be realized during thematic events, meetings, workshops where experts from donor countries and beneficiary country can meet and identify common interest, cooperation opportunities.

The Activity 2 is planned to start from early 2014. The exact number of travelling to events will be identified based on the needs and available budget. The maximum amount to be granted for attending such thematic/networking event is EUR 2,000.00 per person and the cost will be reimbursed based on the copies of invoices and boarding passes sent to the FO, plus a short Minute of the meetings. The expression will have to be done in an official way, applying for funds through an application form, describing the aim and objective of the meeting, the expected outcome, the possible partner they will meet, a detailed list of expenses they expect to occur etc.

Possible project partners already identified for the thematic networking events are categorized around topics and presented in the following table:

<b>1. Establishment of NAGIS, its extension with other sectors and developing further the climate models</b>		
<b>Institution</b>	<b>Background</b>	<b>Main contacts</b>
Norwegian Mapping Authority (Kartverket) <a href="http://www.statkart.no/en/">www.statkart.no/en/</a>	General data management & mapping expertise – Coordination of large amounts of data	Ms. Ewa Schage <a href="mailto:Ewa.Schage@kartverket.no">Ewa.Schage@kartverket.no</a> (EEA Grants coordinator) Mr. Kåre Kyrkeide Mr. Arvid Lillethun (map & data)

		experts)
Norwegian Climate Service Center (Cooperation between: Meteorological Institute <a href="http://www.met.no">www.met.no</a> and the Water Resources and Energy Directorate, NVE - <a href="http://www.nve.no">www.nve.no</a> )	Climate & hydrological data	Mr Hans Olav Hygen <a href="mailto:hans.olav.hygen@met.no">hans.olav.hygen@met.no</a> (Met Office)  Ms Hege Hisdal (Hydrologist, NVE)  Mr Bjørn Auli <a href="mailto:aul@nve.no">aul@nve.no</a> (EEA Grants coordinator, NVE)
Forest & Landscape Institute - <a href="http://www.skogoglandskap.no">www.skogoglandskap.no</a>	Forestry, Land Use & Soil Mapping	Mr Geir Harald Strand <a href="mailto:ghs@skogoglandskap.no">ghs@skogoglandskap.no</a>  Ms Wendy Fjellstad <a href="mailto:wef@skogoglandskap.no">wef@skogoglandskap.no</a>
Norwegian Environment Agency <a href="http://www.miljodirektoratet.no/english/">www.miljodirektoratet.no/english/</a>	Biodiversity	Mr Trygve Hallingstad <a href="mailto:trygve.hallingstad@miljodir.no">trygve.hallingstad@miljodir.no</a> (EEA Grants coordinator, climate change & pollution)  Ms Elisabeth Jernqvist <a href="mailto:Elisabeth.jernqvist@miljodir.no">Elisabeth.jernqvist@miljodir.no</a> (EEA Grants coordinator, biodiversity)

## 2. Local adaptation capacity building

Institution	Background	Main contacts
Association of Local and Regional Authorities - <a href="http://www.ks.no">www.ks.no</a>	Existing cooperation with the Hungarian Association of local authorities (TOOSZ)	Gunnbjørg Nåvik <a href="mailto:gunnbjorg.navik@ks.no">gunnbjorg.navik@ks.no</a>  (EEA Grants coordinator, current contact with Töosz)
Vestlandsforskning <a href="http://www.vestforsk.no/en">www.vestforsk.no/en</a>	Regional research institute with specific focus on local governance in relation to climate change adaptation.	Carlo Aal <a href="mailto:caa@vestforsk.no">caa@vestforsk.no</a> (Researcher, Head of Dept.)
Climate Adaptation Programme (DSB/ Ministry of the Environment)		Karl Kerner <a href="mailto:Karl.kerner@dsb.no">Karl.kerner@dsb.no</a>
Partnerships between specific regional (county) or local (municipality) governments		Contacts to be made individually

## 3. Pilot projects

Institution	Background	Main contacts
NVE - Water Resources and Energy Directorate <a href="http://www.nve.no">www.nve.no</a>	Flash floods, drainage, dealing with too much water	Bent Braskerud <a href="mailto:bcb@nve.no">bcb@nve.no</a> (Researcher, expert on local, "green" surface water management)
The Norwegian Institute of Bioeconomy Research (NIBIO) <a href="http://www.nibio.no">http://www.nibio.no</a>		Csilla Farkas <a href="mailto:csilla.farkas@nibio.no">csilla.farkas@nibio.no</a>

### Activity 3. Organizing conferences, study tours, workshops etc.

Under the third activity falling under measure "b", the Bilateral Fund will support the organization of conferences, study tours, site visits, workshops in line with the aims of the programme. These activities are foreseen to possibly boost bilateral cooperation's identified/started during the thematic events linked to the project implementations and assure the long term cooperation of the formerly initiated activities.

Three main topics have been identified as important ones to be covered, however it should be noted that there is a priority given to these topics, based on the problems a topic is trying to cover. These three topics are covering the three main component around which the programme is built:

- 1/ establishment of the NAGIS, its extension with other sectors and developing further climate models based on new data;
- 2/ local adaptation capacity building;
- 3/ pilot project in the area of water related adaptation, more specifically addressing water scarcity and excess of water (precipitation), enhancing climate resilience.

The Activity 3 is to start from 2015, when all projects are under implementation. The exact number of supported activities will be identified based on the needs and available budget. The expenditures related to the implementation of the approved activities will be reimbursed based on the contract signed, by submitting the Final (narrative and financial) report to the FO, together with copies of invoices, timesheets etc. sent to the FO. Eligible applicants should request support of their planned bilateral activity in an official way, applying for funds through an application form relevant for the activity, describing the aim and objective of the activity, the expected outcome, the possible partner they will cooperate with, a detailed list of expenses etc. Bilateral activity applications above EUR 15,000.00 may request a maximum of 20 % advance payment to assure the needed upfront cash flow for the planned activities.

Possible activities for study tours already identified are presented in the table below:

<b>Study tour</b>	<b>Donor partner</b>	<b>Beneficiary partner</b>
Mutual information exchange about regional climate modeling and possible cooperation related to the HARMONIE-Climate non-hydraulic model	Norwegian Meteorological Institute (MET)	Hungarian Meteorological Institute (OMSZ)
Experience exchange related to the establishment of a geoinformatics database, relevant for the NAGIS	Directorate for Civil Protection and Emergency Planning (DSB)	Hungarian Geological and Geoinformatics Institute

### Activity 4. Organizing conferences, study tours, workshops etc, in cooperation with the Fund Operator

This activity aims to support the implementation of bilateral activity ideas coming from the project promoters, who are lacking the upfront cash flow needed to secure the organization/implementation of the planned activities. These bilateral activity ideas have to link to the three main topics already identified under Activity 3:

- 1/ establishment of the NAGIS, its extension with other sectors and developing further climate models based on new data;
- 2/ local adaptation capacity building;
- 3/ pilot project in the area of water related adaptation, more specifically addressing water scarcity and excess of water (precipitation), enhancing climate resilience.

The Activity 4 is to start from 2015, when all projects are under implementation. The exact number of supported activities will be identified based on the needs and available budget. The bilateral activity idea will be developed by the Project Promoter in

cooperation with the Fund Operator. The administrative and financial part of the implementation will fall with the FO, the project Promoter will be responsible for the content part and achieving deliverables and indicators approved

#### Activity 5. Presenting the outcome of the HU04 Programme

Through this activity the Fund Operator in close cooperation with the Donor Programme Partner intends to present the outcomes, successes and possibilities for further development of the HU04 Adaptation to Climate Change programme to an international audience comprising of Donor country representatives, Donor programme partners and donor project partners, Programme Operators in other beneficiary countries managing climate change adaptation related programmes, experts of this field and relevant beneficiary stakeholder groups. The activity is planned to be achieved through delivering three main events thematically constructed around the three main components of the HU04 programme:

1. National Adaptation Geoinformatics System
2. Local adaptation capacity building
3. Pilot projects

The planned activities besides sharing experiences, providing concrete solutions for local problems will strengthen cooperation among the beneficiary countries, will create a platform for networking and future cooperation hopefully resulting in concrete partnerships.

### III. Implementation system

There will be no call for proposals launched for the activities eligible under the Bilateral Fund, however the applications submitted under the Activities described above will have different budget limits, will need to go through different application, approval and contracting process as summarized below:

#### Activity 1:

- one step application
- one step evaluation
- maximum budget EUR 2,000/application
- reimbursement based on invoices and boarding passes

#### Activity 2:

- one step application
- one step evaluation
- maximum budget EUR 2,000/application
- reimbursement based on invoices and boarding passes

#### Activity 3:

- one step application
- two step evaluation
- grant contract signed with project promoter
- reimbursement based on the approved Final Narrative and Financial report, however bilateral activity applications above EUR 15,000.00 may request a maximum of 20 % advance payment to assure the needed upfront cash flow for the planned activities.

Applications submitted under Activity 3 will be evaluated in two step, covering administrative and content evaluation. The Fund Operator will make the administrative evaluation in order to assure that applications comply with administrative and eligibility requirements for application and for contracting. Content evaluation will be made together by the Donor Programme Partner, the Programme Operator and the Fund Operator. The Fund Operator will make the administrative and content evaluation based on the following criteria:

<b>Evaluation criteria</b>	<b>Maximum score</b>
The application fulfills eligibility and administrative criteria	5
The proposed action(s) are in line with the objectives of the climate change program	5
The partnership action is strengthening bilateral relations.	5
Description of the activities, project idea, objectives, expected result	5
Realistic outcomes for the partnership actions	5
The budget is balanced and realistic, developed in line with the proposed activities	5
<b>TOTAL</b>	<b>30</b>

Total scores to be achieved is 30 points, minimum to be achieved is 18 points. Any application not reaching at least 18 points will be rejected, independently from the fact if there are available sources of funding. The score of an eligible application has to include points from each of the six evaluated criteria.

#### Activity 4:

- concept developed by the project promoter and FO
- concept approved by FMO/DPP
- approval of expenses by FMO

#### Activity 5:

- concept approved by FMO/DPP
- approval of expenses by FMO

### Financial conditions

The budget and the requested grant amount should be indicated in EUR. The funding will be paid in EUR.

The project grant rate shall represent 100 percent of eligible project expenditures.

Currency exchange rules in reports:

Reports are in EUR. In case of expenditures occurred in non EUR (HUF, or other foreign currency) the following method shall be used to convert into euro:

Using the monthly accounting exchange rate of the European Commission in the month during which the expenditure was paid:  
<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

For travel support the maximum grant amount is EUR 2,000/participant. Maximum two participants per entity can receive reimbursement, however under justified cases the Fund Operator can approve the reimbursement of higher number of participants/entity. The grant rate shall represent 100 percent of eligible travel expenditures.

Guideline for Application, Guideline for Bilateral cooperation, Guidelines for observance of the cost efficiency principle, Communication & publication guideline should be followed while developing the bilateral activity ideas, during implementation and reporting.

According to the transparency principle, the FO will make available the list of activities funded from the Bilateral Fund. Also sound financial and reporting management will be ensured.