



**HELLENIC REPUBLIC
MINISTRY OF ENVIRONMENT & ENERGY
SPECIAL SERVICE "EXECUTIVE AUTHORITY OF
THE PARTNERSHIP AGREEMENT,
ENVIRONMENTAL SECTOR"**

**Unit A': Coordination & Evaluation of
Environmental Policies Implementation**

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Ref.No: ΥΠΕΝ/ΕΣΠΑΠΕΡ/110336/1140

**Call for proposals code: Output_1_3_01
S/N EEA Management Information**

System (MIS): 5563

To: LIST OF RECIPIENTS

**Cc: LIST OF RECIPIENTS FOR
COMMUNICATION**

CALL

FOR PROPOSALS

**IN THE CONTEXT OF THE EUROPEAN ECONOMIC AREA FINANCIAL MECHANISM (EEA FM)
FOR THE PERIOD 2014- 2021 (EEA FM 2014-2021)**

PROGRAMME 'WATER MANAGEMENT'

SMALL GRANT SCHEME

ENTITLED

'INCREASING KNOWLEDGE ON THE IMPORTANCE OF GOOD STATUS OF WATER BODIES'

THE MINISTER OF ENVIRONMENT AND ENERGY

Having regard to (as applying each time):

1. Law 4314/2014 (Government Gazette 265/A/23.12.2014) "A) on the management, control and implementation of development interventions for the programming period 2014– 2020, B) Transposition of the European Parliament and Council Directive 2012/17 dated June, 13th 2012 (EE L 156/16.6.2012) into the Greek law, modification of L. 3419/2005 (A 297) and other provisions",

2. the Joint Ministerial Decision, no.13249/4.2.2020 (B' 526/19.02.2020) on the Management and Control System for the EEA FM implementation for the period 2014-2021-Allocation of Funds",
3. The Joint Ministerial Decision 1000008/Institutional Support Service 936/28.09.2016 (Government Gazette 3296/B'/13.10.2016) on the Programme Operator incorporation and structure,
4. The international Protocol 38c to the EEA Agreement that established the EEA Financial Mechanism 2014- 2021 through which Donor States contribute to mitigating economic and social disparities within the European Economic Area,
5. The "Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism for the years 2014- 2021, dated on 23-9-2016, as adopted by the Financial Mechanism Committee, pursuant to article 10.5 of Protocol 38c to the EEA Agreement (http://www.eysped.gr/el/Documents/EEA_FM_Regulation_Final_23_09_2016.pdf),
6. The Guidelines in force, established and adopted by the EEA FM Committee for the period 2014- 2021 , EEA (FMC),
7. The Memorandum of Understanding dated 31.10.2017 for the implementation of the EEA Financial Mechanism for the period 2014- 2021, signed between the Republic of Island, the Principality of Lichtenstein, the Kingdom of Norway and the Hellenic Republic, as represented by the Ministry of Development and Investment,
8. The programme agreement dated 26-11- 2019 for the financing of the "Water Management" Programme - GR-Environment, signed between the Donor Countries, on the one hand, and the Hellenic Republic on the other, as duly represented by the Ministry of Development and Investment, with its annexes as applying,
9. The Ministerial Decision no. 24663/3-3-2020 (Government Gazette B' 975/21-3-2020) on the financing of the programme entitled Programme D – Water Management, with the Special Service "Executive Authority of the Partnership Agreement, Environmental Sector" of the Ministry of Environment and Energy as Programme Operator, on the resources of the European Economic Area Financial Mechanism (EEA FM) for the period 2014-2021 and National Resources from the Public Investment Programme (PIP), as modified by the Government Gazette 1556/B'/2020 "Correction of Errors",
10. The evaluation procedure and the selection criteria of projects, as described and specified in the document attached to the call for proposals,
11. The PROCEDURES SPECIFICATION DOCUMENT with Ref. No YΠΕΝ/ΕΣΠΑΠΕΡ/106223/736/04.11.2020 by the EEA FM 2014-2021 Programme Operator entitled: "WATER MANAGEMENT", being attached in this call for proposals and constituting an integral part thereof,

12. The Electronic mail dated 15.10.2021 by our Service, as Programme Operator, addressed to the EEA FM Committee concerning the amendment of the Programme Agreement of the European Economic Area (EEA) Financial Mechanism for the period 2014-2021 including reserve allocation and total funding of 6.500.000 €,
13. The electronic message dated 21.10.2021 of the National Focal Point (NFP), based on which the National Focal Point matches the text and tables of the call and therefore guarantees that this call for proposals is fully compatible with the EEA FM 2014-2021 legal framework, as stipulated in article 1.5 of the JMD on the Management and Control System for the implementation of the EEA FM for the period 2014-2021,
14. The Electronic mail dated 30.10.2021 by our Service addressed to the EEA FM Committee, pursuant to article 7.3.5 of the Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism for the years 2014-2021 and the JMD on the Management and Control System for the implementation of the EEA FM for the period 2014-2021,

HEREBY INVITES

Public authorities, regional and local authorities research and scientific institutes as well as management bodies of protected areas and other management bodies and NGOs and specific the bodies falling under the following categories of the potential Project Promoters:

- General Government bodies
- Legal Entities of Public Law
- Local Government Bodies A and B degree.
- Research Bodies under article 12, L.4386/2016
- Higher Education Institutions
- Research and Knowledge dissemination Organizations
- Management bodies of Protected Areas
- Other management bodies
- Non Governmental Organizations
- Other competent authorities

for the submission of projects' proposals, in order to be approved and financed under the Programme.

The potential Project Promoter is encouraged to cooperate, in the context of the proposal to be submitted, with at least one partner from the Donor States or with domestic partners.

Eligible Partners are:

Partners from the Donor States (Iceland, Liechtenstein and Norway) : In accordance with Article 7.2.2 of the EEA FM 2014-2021 Regulation and in particular any public or private entity, commercial or noncommercial, as well as non-governmental organisations established as a legal person either in the Donor States, Beneficiary States or a country outside the European Economic Area that has a common border with the respective Beneficiary State, or any international organisation or body or agency thereof, actively involved in, and effectively contributing to, the implementation of a project, are considered eligible project partners.”.

A Partner from Greece, provided that it is actively involved and contributes effectively to the project implementation, refers to all categories of potential Project Promoters as mentioned above, i.e. General Government bodies, Legal Entities of Public Law, Local Government Bodies A and B degree, Research Bodies under article 12, L.4386/2016, Higher Education Institutions, Research and Knowledge dissemination Organizations, Management bodies of Protected Areas, other management bodies, Non-Government Organizations, Other competent authorities.

Private bodies, with their headquarters in a country other than the Donor states, shall not have the right to participate in this call for proposals, as Project Promoters or Partners.

1. PROPOSAL'S CONTENT

The aim of this call is to raise society's awareness of the importance of improving water status.

The call will fund one (1) information campaign aimed at pupils, highlighting the pressures on water bodies and seeking to increase the understanding - on behalf of the student population - of the importance of improving the status of water bodies (development of educational digital material, teacher training, actions with pupils, etc.).

In addition, digital information material targeted at residents and bilingual digital promotional material for visitors to the target areas (as specified below) will be produced with directions, guidelines and examples of good practices on water saving, protection and sustainable use. In addition, as part of the most efficient dissemination of relevant messages, QR codes technology placed on entry gates and information points will be used.

The information campaign will be carried out on all six (6) islands mentioned below, where the GR02 Program “INTEGRATED MANAGEMENT OF MARITIME AND INLAND WATER of the European Economic Area Financial Mechanism, of the previous period 2009-2014 (EEA FM 2009-2014) was implemented and which islands are under intense pressure from tourism :

- Kalymnos
- Pserimos
- Telendos

- Santorini
- Leros
- Ios

The minimum number of people (student population, residents and visitors) who will benefit from the project as a whole will be one thousand (1.000). The number of visits by tourists, the carrying capacity of the islands and the student population of each island are criteria that should be met in planning and the implementation of the project.

Innovative digital applications, such as the creation of QR codes design, inflight magazines, and other actions or events that will contribute to the project effectiveness and sustainability, are encouraged.

Proposals involving, more than the six above (6) mentioned islands, are encouraged and are acceptable.

The proposals should include the project's Communication Plan, in accordance with article 2.3 of Annex III of the EEA FM 2014- 2021 Regulation, whose actions are financed in the context of this call for proposals, as a separate subproject.

The project's deliverables are the following:

- (a) the development of printed and digital material regarding instructions, good practices, etc. for water saving, protection and sustainable use,
- (b) the project identity and the creation of an electronic file containing presentation material, digital information and promotional material and a photo gallery,
- (c) one (1) microsite, which will form the basis of the campaign, including all actions and which will be regularly updated (at least on a weekly basis),
- (d) two (2) websites on social media, such as Facebook and Instagram, being regularly updated, at least 4 times a week,
- (e) a social networking campaign (paid advertising) running through the period of the project implementation,
- (f) the production of audiovisual content, testimonials video and infographics,
- (g) press releases,
- (h) QR codes applications at information points and entry gates,
- (i) Organization of workshops and events (physical and digital).

Under this call for proposals a proposal on bilateral relations development between bodies, that will be financed by the bilateral relations fund is encouraged and it is acceptable.

The proposed and approved bilateral relations actions will constitute a distinct sub-project of the project and will be included further to this call for proposals. Such actions are not be awarded a scoring during stage B5 PROJECT SCORING of the evaluation.

In the context of bilateral relations development, eligible are:

- (a) Any activities aimed at strengthening the bilateral relations between the Donor States and Greece
- (b) Any actions pertaining to cooperation with partners from the Donor States for drawing up and submitting a proposal, further to this call for proposals (the eligible amount for this category of action shall not exceed € 2.000,00 per submitted proposal)
- (c) Networking, exchanges, exchange and transfer of knowledge, technology, experiences and best practices between bodies in Greece and bodies in the Donor States or/and international organizations.

2. SCOPE OF THE CALL FOR PROPOSALS

2.1 The proposals to be submitted shall fall within the following Programme objectives, regions per Budget heading (priority axis) or per Programme (Operational Programme).

Table 1

PROGRAMME: "Water Management"		CODE	34
ASSIGNMENT CODE: Not Applicable		CODE	
BUDGET HEADING		CODE	
PROGRAMME OBJECTIVE: Improved environmental status in ecosystems and reduced adverse effects of pollution and other human activities		CODE	
REGION: Southern Aegean	<i>I</i>	CODE	
	<i>II</i>		
	<i>III</i>		

2.2 Proposals shall partially contribute towards the attainment of the following indicator targets: :

Table 2: Output Indicators

PROGRAMME	BUDGET HEADING:	FUND:	EEA FM 2014- 2021			
			REGION:	TARGET VALUE		
CODE	NAME	MEASUREMENT UNIT		TOTAL	MEN	WOMEN
	Development of	Binary	South	YES		

	guidelines and good practices for water saving		Aegean			
	Number of information/awareness campaigns implemented	Number	South Aegean	1		
	Number of people targeted by the information/awareness campaign	Number	South Aegean	1000		
Bilateral Relations Indicator						
	Number of projects involving cooperation with a donor project partner	Number	Entire Country	2		

Table 3: Outcome indicators

O.P:	BUDGET HEADING:	FUND:	EEA FM 2014- 2021				
CODE	NAME	MEASUREMENT UNIT	REGION:	BASE VALUE	TARGET VALUE		
					TOTAL	MEN	WOMEN
	Number of beneficiaries of services provided or improved : inhabitants	Number	Entire Country	0	5,000		

3. CALL FOR PROPOSALS FINANCIAL DATA

- 3.1 The total co-financed public expenditure (Grant) for financing the projects in this call for proposals, through the Public Investment Programme (Code E7751) is €100,000 according to the proposed amendment of the Programme Agreement of the European Economic Area (EEA) Financial Mechanism for the period 2014-2021, and it is allocated, indicatively, as follows (80% participation from EEA FM 2014-2021 and 20% from National Resources).

Table 4

PROGRAMME: WATER MANAGEMENT				
Budget Heading:				
Programme Objective:				
S/N	AREA OF SUPPORT	ACTION	REGION	CO-FINANCED PUBLIC EXPENDITURE
(1)	(2)	(3)	(4)	(5)
1			South Aegean	€100,000.00
TOTAL				€100,000.00

It should be highlighted that an additional amount of €50.000 is available by the Bilateral Relations Fund for all the Programme’s calls for proposals. The Programme is funded by 100% from the EEA FM (without national contribution), through the same Public Investment Programme code (E7751).

- 3.2 The Programme Operator may modify the total amount of the co-financed public expenditure of this call for proposals or proceed to a substantiated repeal of the call for proposal’s validity, informing in each case the Project Promoters through the webpage of the ‘Water Management’ programme of the EEA FM 2014-2021 <http://www.eysped.gr/el/Pages/EEA2014-2021.aspx> of the website: <http://www.eysped.gr>
- 3.3 In the context of sound management, the Programme Operator, estimating the Programme's implementation data, on ad hoc basis, as well as the nature of actions, may approve projects beyond the level of the total co-financed public expenditure laid down in this Call for Proposals, up to 10% of the available amount.

4. ELIGIBILITY

- 4.1 The final date for the expenditure eligibility deadline for the suggested projects shall be April **30th, 2024**. The suggested projects shall have been completed by said date.
- 4.2 The amount of €90,000 is set as minimum grant of the submitted projects. The minimum grant does not include the expenditure for bilateral relations and the amount of €100,000 is set as maximum grant of the submitted projects. The maximum grant does not include the expenditure for bilateral relations.
- 4.3 The maximum grant rate may reach up to 100% of the project's eligible expenditure.
- 4.4 The grant rate, in each case, shall be fixed taking into consideration any generated project-revenue.
- 4.5 The expenditure eligibility rules of the co-financed projects are determined in the Ministerial Decision with ref.No 13249 (Government Gazette B'526/19- 02- 2020)

"Definition of a Management and Control System for the implementation of the EEA FM for the period 2014- 2021– Allocation of resources" and in particular in section 8 "Expenditure Eligibility" (JMD on the Management and Control System for the EEA FM 2014- 2021).

The Project Contract date is fixed as the starting date of expenditure eligibility. Particularly for the expenditure related to the bilateral relations actions, the eligibility date is the call for proposals publication date.

Some indicative categories related to direct expenditure involve the personnel cost, the travel and accommodation expenses, the equipment purchase cost, the expenditure on consumables and supplies, the publicity plan implementation costs, the translations and other expenses, as outlined in article 8.3 of the JMD on the Management and Control System for the EEA FM 2014-2021; such expenses are directly linked to the project's implementation and may be directly imputed at it.

With regard to the equipment cost, a general rule is that this part of the depreciation corresponding to the project's implementation duration and to the actual use percentage for its purposes shall only be considered as eligible, on condition that the cost of a new or second-hand equipment is depreciated in accordance with the generally endorsed accounting principles, applied by the Project Promoter/Partner for all types of the relevant category, in accordance with article 8.2 of the JMD on the Control and Management System for the EEA FM 2014- 2021. Nevertheless, the total cost for the purchase of new equipment may be eligible, if it constitutes an integral and necessary element for attaining the Project's outcomes.

In the cases whereby the total equipment purchase cost is eligible, the Project Promoter shall have to comply with the 3 following terms:

- a) to keep the equipment in its ownership for at least five years after the project completion and to continue using the equipment for the benefit of the project's overall objectives for the same period of time,
- (b) to keep the equipment properly insured against losses, such, as fire, theft or other normally insurable incidents both during project implementation and for at least five years following the completion of the project; and
- (c) to set aside appropriate resources for the maintenance of the equipment for at least five years following the project completion.

The Programme Operator may release any Project Promoter from the above obligations with respect to any specifically identified equipment where the Programme Operator is satisfied that, having regard to all relevant circumstances, continued use of that equipment for the overall objectives of the project would serve no useful economic purpose.

Any residual or extracted material, in the context of the projects being co-financed by the programme, shall have to be reused, recycled, treated and/or deposited in an environmentally sound manner.

Moreover, project promoters owe to:

- keep any buildings purchased, constructed, renovated or reconstructed in their ownership, under the co-financed project for a period of at least 5 years following the completion of the project and continue using such buildings for the benefit of the overall objectives of the project for the same period
- keep any buildings purchased, constructed, renovated or reconstructed, under the project, properly insured against losses for damage and losses such as fire, theft and other normally insurable incidents both during project implementation and for at least 5 years following the completion of the project
- set aside appropriate resources for the maintenance of any building that were purchased, constructed, renovated or reconstructed, under the co-financed project, for a period of at least 5 years following the completion of the project. The specific means for implementation of this obligation shall be specified in the project contract.

4.6 Revenue-generating projects

In order to identify the potential 'net income' generated by the project upon its completion and possibly during its implementation, a financial analysis is compiled by the project promoter, pursuant to the respective guidelines attached in this call for proposals (O_E.I_4 "Guidelines for calculating the net income generated from the Programme's Operations").

4.7 Expenditure based on simplified cost

Not applicable.

4.8 Indirect expenditure (overheads)

According to article 8.5 of the JMD on the Control and Management System for the EEA FM 2014- 2021, under the call for proposals, indirect expenditure is eligible. A project's indirect expenditure shall have to reflect a fair allocation of the Project Promoter's /Partner general (operating) expenses. The Project Promoters/Partners may recognize the indirect expenditure adopting one of the following methods:

- based on the actual indirect expenditure for those Project Promoters/Partners according to their analytical accounting system for indirect expenditure identification,
- by a 25% flat rate on the total direct eligible expenditure, excluding the direct eligible expenditure for subcontracting and the expenses for the resources made available by third parties not using the Project Promoters'/Partner facilities,
- by a 15% flat rate on the direct eligible personnel expenses without any requirement for the Programme Operator to carry out a calculation on the applicable rate determination,
- by a flat rate applied on direct eligible expenditure based on existing methods and respective rates being valid in the European Union policies for similar projects and Project Promoters,

The calculation method of indirect expenditure and of the maximum amount are determined in the project contract. The calculation method of indirect expenditure

incurred by a Project Promoter's Partner is foreseen in the cooperation agreement between the Project Promoter and the project's Partner/Partners.

5. PROPOSALS SUBMISSION INSTRUCTIONS

5.1 The candidate Project Promoters shall submit their proposals **exclusively electronically** through the EEA Management Information System 2014- 2021 (hereinafter EEA MIS). For this purpose, it is required for them to have a personal user account (user name and password) for access to be obtained to the EEA MIS by:

5.1.1 The Project Promoter's executives in order to complete the Project's Technical Bulletin

5.1.2 The Project Promoter's Legal representative or the main Project Promoter's legal representative (in case of a project proposal (operation) implementation by many Project Promoters) for proposals submission, who may authorize the system's user for that purpose.

If the candidate Project Promoter does not already own a 'Promoter's code' in the MIS, an application should be submitted requesting a promoter's code, in accordance with the instructions, to the electronic address https://logon.ops.gr/ops_sec/register, prior to the proposal's submission.

5.2 The proposals are submitted through the EEA MIS to the electronic address: logon.ops.gr on the day following the publication date of this call for proposals **29 November 2021** (start date for proposals submission), time 08:00', until, exclusively, **31 March 2022** (proposals submission expiry date), time 23:59'.

It should be highlighted that the proposal is submitted to the EEA MIS by the candidate Project Promoter's legal representative (personal user account of the legal representative). Upon successful proposal submission, the Project Promoter is informed accordingly through the EEA MIS.

The proposal is submitted in Greek. A draft of the corporate cooperation agreement or a letter of intent (see para. 5.3.v) may be submitted in English in case the proposal is submitted with the participation of a Partner from the Donor States.

In the case of documents/files for which an electronic attachment/submission is technically not feasible (e.g. maps, drawings etc), the candidate Project Promoter shall be bound to send them to the Programme Operator to the address:

Ministry of Environment & Energy

Special Service "Executive Authority of the Partnership Agreement, Environmental Sector"

2 Iatridou & Kifisias 124 Str (5th floor), GR-11526, ATHENS

within 10 working days from the proposal's electronic submission date by the Project Promoter or from the proposals' submission expiry date. It is underscored that the relevant documents/files should be handed over to the above mentioned Special Service and be assigned a reference number within the days specified, on the sender's exclusive responsibility.

Any proposals beyond the above specified time limits and any applications for which no electronic submission to the EEA MIS has been made **shall not be accepted**.

Prior to the proposals submission deadline expiry, it shall be allowed to resubmit a new proposal, after annulling the initial proposal. The proposal is evaluated based on the last successful/prompt submission.

5.3 The Project's Technical Bulletin constitutes the Project Promoter's proposal and is exclusively completed in electronic form made available at the EEA MIS. This call for proposals includes Guidelines on filling in the Project's Technical Bulletin fields.

An integral part of the proposal are the following supporting documentation/documents that accompany the Project's Technical Bulletin: *(For documents that can be identified by the Government Gazette number/issue/publication date or by the on line publication number, it may be possible instead of submitting a copy, the project promoter to report the above data and a concise description in a list of documents):*

- i. Documentation that the candidate Project Promoters are competent to submit proposals (articles of association, programme contract, organization, act of incorporation etc)
- ii. Pieces of evidence that the candidate Project Promoter and the Partners have the managing (administrative, operational and if required financial) capacity to complete the project. The procedures to be followed are the ones foreseen for the managing capacity of the Partnership Agreement beneficiaries 2014- 2020, as laid down in article 7.2, para.5 of the JMD on the Control and Management System for the EEA FM 2014- 2021. The criterion of administrative, operational and financial capacity is examined once and is valid for two years for every submitted proposal to the Programme by the Project Promoter. If, during the previous two-year period, the Project Promoter had implemented or continues to implement a project in the context of the tendered Partnership Agreement Programme 2014- 2020 and should such project be similar to the one mentioned in the submitted proposal, then, *ipso jure*, said criterion is met satisfying also the EEA project approval framework. **The Potential Project Promoter and the Partners obligatorily notify the programme operator of any consultant likely to be involved in the application's preparation**

for the projects implementation (article 7.3.2.(k) of the JMD on the Management and Control System for the EEA FM 2014- 2021)

- iii. Regulatory framework for the designation of the Body operating and maintaining the project and of its respective duties, if required
- iv. A Draft Decision for the Implementation of a Subproject by own means, if required
- v. A draft of the partnership agreement or a letter of intent, pursuant to article 7.7 of the Regulation and the Joint Ministerial Decision on the EEA FM 2014- 2021 regarding the partnership of all stakeholders. The letter shall have to include the commitment by the Partner(s), domestic one(s) or from the Donor countries for the proposal's implementation as well as a detailed description of their role in implementing the suggested project. The letter should be drawn up in English for Partners from Donor countries. A draft of the partnership agreement or a letter of intent is required in the case of bilateral relations actions. Should a proposal be selected for financing involving the participation of Partner(s), prior to the first payment, a Partnership Agreement should be signed between the Project Promoter and its Partner(s) and be sent to the Programme Operator.
- vi. A financial analysis for the net income calculation, being elaborated in accordance with the attached guidelines, if required.
- vii. Decision by the competent administrative body (Municipal Council, Regional Council, Rectors' Council, Board of Directors, Secretary General of a Ministry, Region etc) of the Project Promoter and of Partners to accept the terms of the Call and to approve their participation in the Programme as well and any other decision required by an official body or supervising authority
- viii. Tender Documents, if required and if available
- ix. Necessary Studies, if required and if available
- x. A detailed project implementation timetable (including the stage of tender documents or licenses preparation)
- xi. Detailed Budget
- xii. A table displaying and explaining the approvals and licensing required to implement the Project
- xiii. Any other document considered necessary by the candidates.

Any supporting documentation/documents are submitted in a pdf file format, as an attachment to the Project's Technical Bulletin. The analysis for the net income calculation is submitted in a .ods (open document) or .csv (comma separated values) file format.

6. PROCEDURE FOR SELECTION AND INCLUSION OF PROJECTS

The Programme Operator is competent for the projects evaluation and selection procedure. **Following the proposal submission by the Potential Project Promoter**, the proposal is evaluated with the comparative evaluation procedure, in two stages, as described below:

Comparative Evaluation

6.1 Proposals evaluation by the Programme Operator in two stages:

Stage A': **Compliance with the administrative and eligibility criteria** of a proposal

Stage B': Evaluation of proposals per group of criteria

The evaluation is based on the criteria, being attached in this call for proposals, and starts after the proposals submission deadline of this call for proposals.

The evaluation procedure is described in section Annex II, entitled "Selection Procedure".

6.2 Submission and examination of appeals and complaints

The Potential Project Promoters may submit a complaint to the Programme Operator on the evaluation outcomes, in accordance with the Ministerial Decision no. 137675/Special Service for Institutional Support 1016 (B' 5968/2018) entitled "Substitution of the ministerial Decision no. 110427/Special Service for Institutional Support/1020/20.10.2016 entitled" Modification and substitution of the Ministerial Decision no. 81986/Special Service for Institutional Support 712/31.7.2015 "National expenditure eligibility rules for the Partnership Agreement 2014 - 2020 programmes- Legal due diligence of public procurement on co-financed projects for the Partnership Agreement 2014 - 2020 by Managing Authorities and Intermediary bodies - Complaints procedure on the projects evaluation outcomes".

Complaints are submitted once per evaluation stage, within the exclusive deadline of seven (7) working days as of the day following the evaluation outcomes notification, mainly:

- a) the Proposal Dismissal Decision, being issued during the Stage A' of the evaluation
- b) the Provisional Classification Table of proposals in Stage B' that includes also the proposals dismissed during that stage.

A complaint should be substantiated and signed by the Project Promoter and, wherever needed, to be signed by the proposal's body, i.e the project owner, if it is different from the Project Promoter.

The Programme Operator examines all submitted complaints, through protocol, following the procedure mentioned in detail in the Procedures Specification Document of the EEA FM 2014-2021 Programme Operator entitled: 'Water Management' and replies in 15 working days.

Should the submitted complaint be sustained, referring to the outcomes of Stage A', the Programme Operator proceeds to Stage B' evaluation for the corresponding proposal.

- 6.3 Publication of final classification table of Stage B' proposals
- 6.4 Publication of a project approval decision by the Minister of Environment and Energy, further to a relevant suggestion by the Programme Operator
- 6.5 Publication in the relevant O.P webpage of the title of the projects listed in the Operational Programme (O.P), of their Project Promoters and of the co-financed public expenditure amount
- 6.6 In any case, it is possible to submit a complaint to the National Focal Point in charge of receiving complaints related to the EEA FM 2014-2021, being the National Transparency Authority, the competent Service having undertaken the national coordination of fraud-related issues in Greece (AFCOS). Complaints are submitted in the following ways:
 - a) Electronically: <https://aad.gr/complaints/>
 - b) By post
 - c) In person (or by a lawfully authorized proxy) to the Secretariat of the Service during the working days and hours (8.30- 16.30).

7. COMMUNICATION-INFORMATION

- 7.1 For detailed information on the proposals' submission, the filling in of the Project's Technical Bulletin and other clarifications, kindly contact Mrs. Dimitra Koumparou, tel: 213 - 1500964, e-mail: dkoumpa@mou.gr, eysped@mou.gr.
- 7.2 Any further information on the "Water Management" Programme of the EEA FM 2014- 2021, the Programme's Management and Control System, the institutional framework for the implementation of projects included in said Programme, the expenditure eligibility rules of projects as well as any other information pertaining to proposals' submission (guidelines on filling in the Project's/Subproject's Technical Bulletin, monitoring indicators, specification of proposals' evaluation criteria and other necessary documents on the proposal's examination) is available on the electronic address www.eysped.gr. The aforementioned website is a key communication tool between the Programme Operator and the Programme's stakeholders and any relevant information is uploaded on this website.

ATTACHMENTS:

1. Annex I: Project Promoters' Liabilities (Annex of the Approval Decision)
2. Annex II: Selection Procedure
3. Form E.I.1_2: Project's Technical Bulletin

4. Form O_E.I.1_2: Project's Technical Bulletin filling out Instructions
5. Form E.I.1.4: Draft Decision of a Subproject in-house Implementation
6. Form "Calculation of net income for EEA FM 2014- 2021 projects", if required
7. Guidelines on the calculation of net income for the EEA FM 2014- 2021 Programme projects
8. Form E.I.1_5: Project File Keeping Status
9. Form E.I.2_5: Approval decision
10. Project Selection criteria
11. E.I_1_EΞ3: Managing capacity of the Partnership Agreement 2014- 2020 project promoter (it will be implemented respectively in the EEA 2014- 2021)
12. O_E.I_1_EΞ3: Guide on the managing capacity of Partnership Agreement 2014- 2020 beneficiaries (it will be implemented respectively in the EEA 2014- 2021)
13. Form E.I_1_EΞ2: Instructions on conducting a partnership agreement and a draft letter of intent, pursuant to article 7.7 of the Regulation of the Joint Ministerial Decision on the EEA FM 2014- 2021 regarding the cooperation of all stakeholders (implementation body and partners)

The attachments 3 to 13 are available on the electronic address:

<http://www.eysped.gr/el/Pages/output1.3.aspx>

THE MINISTER OF ENVIRONMENT AND ENERGY

Konstantinos Skrekas

Internal Distribution:

Ministry of Environment & Energy

- Minister's Office
- Special Service "Executive Authority of the Partnership Agreement, Environmental Sector"

LIST OF RECIPIENTS FOR COMMUNICATION

1. THE EEA FINANCIAL MECHANISM COMMITTEE
12-16 Rue Joseph II, 1000 Brussels, Belgium
2. THE EEA FINANCIAL MECHANISM OFFICE
12-16 Rue Joseph II, 1000 Brussels, Belgium
3. Royal Norwegian Embassy Athens
Maria Fola, EEA Grants Adviser
5, Hatziyianni Mexi str, 115 28 Athens
maria.fola@mfa.no
4. Ministry of Development and Investment
 - Office of The Minister of Development & Investment, Mr. Adonis Georgiadis, 5- 7 Nikis Str, GR-10180 Athens
 - Office of The Deputy Minister of Development & Investment (Public Investment and Partnership Agreement), Mr. Yiannis Tsakiris, 5-6 Nikis Str, GR-115 80 Athens
 - Office of the Secretary General of Public Investment and Partnership Agreement, Mr. Dimitris Skalkou, 5-7 Nikis Str, GR-115 80, Athens
 - National Focal Point (NFP)-Special Agency for Planning, Coordination and Monitoring of the implementation of the EEA FM, 3 Mitropoleos Str, GR-10557 Athens
5. Ministry of Environment and Energy
The Secretary General of Natural Environment & Water, Mr. Konstantinos Aravossis

ANNEX I: PROJECT PROMOTERS' LIABILITIES

The project promoter "....." undertakes to adhere to the following liabilities:

1. COMPLIANCE WITH THE EEA FM RULES, WITH THE EU & NATIONAL RULES

- (i) To respect the EEA FM 2014- 2021 regulatory framework, the EU and National legislation when implementing the project, in particular with regard to public procurement, sustainable development, state aids, the principles of human integrity, freedom, democracy, equality, respect of human rights, including the rights of people belonging to minorities.

2. PROJECT IMPLEMENTATION

- (i) To respect the project and the individual subprojects' implementation timetables. To secure the project's operating output, taking all necessary measures for that purpose, based on the regulatory framework of the body running and maintaining the project and its corresponding responsibilities, in case the Body operating and maintaining the project does not coincide with its project promoter.
- (ii) To get approval from the Programme Operator for the tendering, awarding and public contracts modification procedures. In case of modification of projects/subprojects implemented on own means, the project promoter shall be bound to submit an examination request for the modification of an implementation decision on own means.
- (iii) To promptly inform the Programme Operator on the project's progress, particularly with regard to the preparatory actions for its implementation and to send all relevant documents regarding the physical and economic implementation of the project until its completion, in accordance with the management and control system procedures.
- (iv) To take all the necessary actions so as to update the EEA Management Information System (MIS) with the data and documents of the project being implemented; in particular, the data, planning and implementation documents required for the financial management, the monitoring of the natural and economic object and the indicators, their verifications, the audits, the projects' evaluation and in general the project's audit trail.
- (v) To secure the accuracy, quality and completeness of data submitted to the EEA MIS, complying with the time frame foreseen in the relevant provisions and to carry out the interconnection of its Information Systems with the EEA-MIS for the automatic data submission, if required.

3. PROJECT FINANCING

- (i) To operate a certification mechanism for the project implementation, ensuring the effective quantitative and qualitative control of materials, services and the final

deliverable and to apply internal payment audit procedures to ensure their legitimacy and regularity.

- (ii) To keep a separate account for the project where all expenditure shall be recorded corresponding fully to the one declared to the Programme Operator, through the the Expenditure Statement Bulletins.
- (iii) To submit (if it is required due to the project's nature) to the Programme Operator and the Certification Authority, upon the project completion,
 - a) data on the interest arising from the financial management of allocated resources,
 - b) an updated financial analysis for the net income calculation, regarding the projects generating net income, should it be required,
 - c) data on annual basis by the project promoter for a three-year period after the project completion, in case it is not possible to make a revenue estimate in advance for such project; or to submit those data until the document submission deadline for the Programme closing, depending on what is the preceding date,
 - d) in case of a project generating net income only during its implementation and such income had not been taken into consideration during the project inclusion in the Programme, the Project Promoter shall be bound to declare such income, the latest in the final Expenditure Statement Bulletin being submitted.

4. VISITS-VERIFICATIONS-AUDITS

- (i) The Project Promoter shall be liable to hand over, if requested, throughout the project implementation and for as long as it is necessary, all documents, supporting documentation and project data to the Programme Operator, the Certification Authority, the Audit Authority, the National Focal Point and all auditing bodies of Greece and the EEA FM Committee.
- (ii) To accept on-the-spot audits by all competent auditing bodies, both at the project promoter's headquarters as well as at the project implementation premises and to facilitate the audit, submitting any data pertaining to the project implementation, upon request.

5. PUBLICITY

The Project Promoter shall be bound to accept the Programme Operator's publishing the project on the web portal www.eeagrants.gr, as foreseen in Annex III of the EEA FM Regulation, in Greek and in English.

As laid down in article 2.3. of Annex III of the EEA FM 2014-2021 Regulation and in the specifications of the Communication and Planning Manual, the Project Promoter shall be

also bound to implement the content of the Communication Plan that has been submitted in its proposal.

The Project Promoter shall be at least bound to:

- i. Promote the EEA FM 2014-2021 official emblem in all information and publicity actions, with reference to the EEA FM 2014-2021 that supports the project.
- ii. Take steps to disseminate project-related information on the Internet, either through a dedicated website or through a dedicated webpage on the existing website of the organization/entity with a link between pages or, alternatively, through an active profile of the project on social media, if no website is yet available.

When a social media profile is created for a project, the social media profile remains visible and all information remains accessible even after the final project selection date

- iii. The information on the Internet, available on websites, webpages or on social media profiles, should include information on the project, its progress, achievements and results, cooperation with bodies in Iceland, Liechtenstein and/or Norway, relevant photographs, contact details and clear reference to the program and to EEA and Norwegian grants. The project information must be regularly updated in the language(s) of the beneficiary State.
- iv. All projects receiving support of at least EUR 150.000 from EEA and Norwegian grants and/or having a Project Partner from the donor states are required to display the project-related information both in English and a national language,
- v. Organize at least three debriefing actions regarding the progress, achievements and results of the project, such as a seminar or a conference with stakeholders, a press conference or an event for the press, including an opening publicity activity and/or a project closing event. If the project budget is below € 500.000, two publicity actions would suffice, and they may be smaller in scale.
- vi. Inform the stakeholders participating in projects being co-financed by the EEA FM 2014- -2021, on the project co-financing by the EEA FM 2014- -2021 and its implementation in the context of the programme. This information is displayed in any document or other certificate used during the project implementation or produced in this context.
- vii. Place a provisional sign, highly discernible, during the implementation phase on the site of each action when it consists of financing a physical object, infrastructure or construction works, with a total public expenditure exceeding €50.000.

- viii. Place a commemorative plate of significant size at an easily discernible site, within six months after the completion of an infrastructure project or construction works, for a total public expenditure exceeding €50.000.

6. PROJECT PROMOTERS KEEPING DATA AND SUPPORTING DOCUMENTS

- (i) To keep and update a project file with all the data pertaining to the project's implementation until its completion, its payment and operation. All the supporting documents regarding the expenditure and the accounting audits for a two-year-period shall be kept in the project's file, as of December 31st after the submission of accounts that include the completed project's final expenditure. The above data and supporting documents are kept either in the form of original or updated copies of the originals, or in commonly accepted data authorities, including the electronic publications of original documents or documents existing only in electronic form.
- (ii) To communicate to the competent Programme Operator the Form E.I.1_6 'Project File Keeping Status', where are recorded, inter alia, the identity and address of any body keeping data and documents as well as the form of keeping such data, the latest upon submission of the first Expenditure Statement Bulletin.
- (iii) To respect specific terms or restrictions set by the special institutional framework for the project implementation or stipulated by the Programme Operator.

7. SPECIAL TERMS

Project Promoters shall be bound to:

- Ensure that any remains or extracted materials, in the context of the projects being co-financed by the programme, are reused, recycled, treated and/ or disposed of in an environmentally sound way
- Keep in their possession buildings that were purchased, constructed, renovated or refurbished, in the framework of a co-financed project of the programme, for a period of at least 5 years after the project completion and to continue using these buildings for the benefit of the project's objectives for the same period
- Have properly insured buildings that were purchased, constructed, renovated or refurbished, in the context of a co-financed programme project, for damage and losses due to fire, theft and other regularly insurable incidents both during the project implementation and for at least 5 years upon its completion.
- Have suitable resources for the maintenance of buildings that were purchased, constructed, renovated or refurbished, in the context of the co-financed project of the programme, for at least 5 years after the project completion. The project contract stipulates the special means for implementing this obligation.
- In case of projects whereby the implementation involves selection of bodies or/and natural persons by the Project Promoter based on the call for expression of interest, for

which the necessary information (e.g description of selection procedure, criteria etc) was not examined during evaluation, the Project Promoter shall be bound to get an approval from the Programme Operator of the call for expression of interest addressed to bodies or/and natural persons, prior to its publication, as well as for any important modification thereof

- At the end of the project, the Beneficiary shall submit a report to the Programme Operator on the eventual impact of the project on further investment, as regards the dissemination of knowledge acquired for innovative technologies and solutions in water management.

ANNEX II: SELECTION PROCEDURE

(Section 4.1.3, Specification of the procedure “Selection of Projects and award of grants in the context of the Small Grant Schemes according to the Procedures Specification Document of the EEA FM 2014-2021 Programme Operator entitled: ‘Water Management’)

The Selection of Projects and the award of grants in the context of the Call for Proposals are based on the Regulation, the JMD on the Management and Control System for the EEA FM 2014-2020, the EEA FM 2014-2021 Procedures Manual and the specific content of:

- Decision no. 24663/3-3-2020 by the Deputy Minister of Development and Investment on the ‘Co-financing of the Programme entitled Programme D – Water Management, with the Special Service “Executive Authority of the Partnership Agreement, Environmental Sector” of the Ministry of Environment and Energy as Programme Operator, on the resources of the European Economic Area Financial Mechanism (EEA FM) for the period 2014-2021 and National Resources from the Public Investment Programme (PIP) (Government Gazette, 975/B/21.03.2020), as modified by the Government Gazette 1556/B’/2020 “Correction of Errors” and
- the Programme Agreement attached to the aforementioned decision for the funding of the “Water Management” Programme - GR-Environment, signed between the Donor Countries, on the one hand, and the Hellenic Republic on the other, as duly represented by the Ministry of Development and Investment

The proposals are submitted through the EEA MIS at the electronic address: logon.ops.gr, by the Project Promoter's legal representative (legal representative's personal user account) in the Greek language until the deadline defined in the call. The Technical Bulletin (form E.I.1_2 of the EEA FM 2014-2021 Procedures Manual) is assigned a registration number by the Programme Operator.

In cases of documents/files, for which an electronic attachment/submission is not technically feasible (e.g. maps, drawings etc.), the Project Promoter shall be bound to send them to the Programme Operator within 10 working days from the proposal's electronic submission date. It is underscored that the relevant documents/files should be handed over to the Programme Operator and be assigned a registration number within the days specified, on the sender's exclusive responsibility.

After the deadline defined in the call, the proposals are evaluated in two stages, as mentioned in the EEA FM 2014-2021 Procedures Manual, and is specified below:

The evaluation of the submitted proposals, is carried out by two (2) evaluators, based on the criteria attached to the call. At least one of the evaluators does not belong to the staff of the OP. The evaluators, who do not belong to the staff of the PO may be selected by the staff of the central service of the Management Organization Unit SA (MOU SA) and more specific by the Department “Planning and Communication” due to its specialization, relevant to the content of the Small Grant Scheme call.

Stage A': Check for completeness and eligibility of proposals submitted (administrative and eligibility criteria)

The completeness and eligibility check for each proposal is carried out by two (2) evaluators/experts, based on the criteria attached to the call for proposals, regarding STAGE A': COMPLETENESS AND ELIGIBILITY CHECK; at least one of the two evaluators/experts does not belong to the Programme Operator's personnel.

The evaluators not belonging to the Programme Operator's personnel are selected out by the staff of the central service of the Management Operation Unit SA (MOU SA) and more specific by the Department of Planning and Communication due to its specialization, relevant to the content of the Small Grant Scheme call of the Programme.

The Programme Operator may request from the applicant additional information/documents to justify compliance with the criteria of this stage, in case, one or both evaluators, during the evaluation, ascertain omissions in the submitted proposal pertaining exclusively to:

- The 'formal completeness of the submitted proposal' and in particular to information/documents being specified in the call for proposals (such as studies, administrative acts etc.) or/and
- Decisions by competent or collective bodies of the project promoter or other competent bodies if it is stipulated by the law in effect.

The evaluator(s) shall inform Unit A' of the Programme Operator and the proposal is returned to the corresponding project promoter via the MIS, with reference to the omissions that need to be covered so that the project promoter complies with what is asked from the Programme Operator, within the time constraints specified by the Programme Promoter and this period shall not exceed four (4) working days from the day following the notification. Alternatively, this procedure may be arranged via correspondence between the Programme Operator and the candidate project promoter.

If the additional information/documents are not submitted in due time, the proposal is rejected.

Any omissions regarding the signatures required by the call for proposal or the suggested project grant beyond the funding limits, fixed by the call, cannot be corrected in the context of additional information/documents.

For every proposal to be evaluated, each evaluator fills in the required fields of the checklist regarding the STAGE A' proposal completeness, in accordance with the project's evaluation criteria attached to the call.

The evaluation shall take the form of a YES/NO answer when each criterion is implemented. For a proposal to be considered as being positively evaluated in Stage A', it should score YES in all implemented criteria by both evaluators.

Should there be a difference in the evaluation of a criterion, between the two (2) evaluators but if at least one criterion has been scored NO by both (2) evaluators, the proposal is rejected.

In case there is a discrepancy in the evaluation of some criterion(a) between the two (2) evaluators, but there is no such criterion having marked NO by both evaluators, the proposal is forwarded to a third evaluator to evaluate only this /these specific criterion/criteria (with the diverging evaluation); this third evaluator shall determine the final evaluation of the proposal (i.e. if the third evaluator marks YES for all criteria to be examined, the proposal is evaluated positively while in the opposite case the proposal is rejected).

Based on Stage A' evaluation outcomes, the Programme Operator draws up the provisional table of Stage A' proposals, which is duly approved by the Minister of Environment and Energy. For proposals rejected at this stage, the Programme Operator provides substantiated information to the candidate project promoters and gives them the possibility to submit an objection/appeal. Objections/appeals are submitted one-off, for this evaluation stage, within the exclusive deadline of seven (7) working days as of the day following the notification of evaluation outcomes.

An objection/appeal should be substantiated and signed by the Project Promoter and, wherever needed, to be signed by the project owner, if it is different from the Project Promoter.

All objections submitted through the registry are examined by a three-member Objections Committee, which is set up by a decision of the Programme Operator. The Objections Committee may be assisted (with relevant opinion delivery) by an evaluator(s), other than the two (2) evaluators who evaluated and scored the specific proposal. Executives of the Programme Operator who participated in the evaluation procedure of the specific proposal shall not be entitled to participate in the Objections Committee. Moreover, it shall be ensured that the Objections Committee members and evaluators examining the objections are duly independent, by submitting a declaration of non-conflict of interest.

The objections are examined according to the lawfulness of the act they are opposing and with regard to the merits of the case; objections are either rejected or accepted. A submitted objection cannot be partially accepted.

Upon completion of Stage A' and the evaluation of objections, the final table of Stage A' proposals is drawn up by the Programme Operator and is duly approved by the Minister of Environment and Energy; the candidate project promoters having submitted their objections are accordingly informed about the acceptance or not of their objection.

Stage B': Evaluation of proposals conducted in accordance with the evaluation criteria.

The Evaluation Stage B' begins upon completion of Evaluation Stage A' and covers only the accepted proposals included in the final table of Stage A' (i.e. not rejected).

During Stage B', the evaluation of every proposal is carried out by the two (2) evaluators/experts who evaluated each proposal in the Evaluation Stage A', based on the relevant criteria attached in the call for proposals.

During the Evaluation Stage B', the Programme Operator may ask additional information/clarifications from the candidate project promoter via a similar procedure like the one mentioned during the evaluation stage A'. Note that these data may only refer to information that were not included in the submitted proposal due to error and if the additional data are submitted overdue, the proposal is rejected (for the possibility to submit additional information, the relevant information in the EEA FM 2014-2021 Procedures Manual apply).

For every proposal to be evaluated, each evaluator fills in the required fields in the stage B' Evaluation Sheet and the scored criteria are scored according to the criteria defined in the call. The final evaluation and the evaluation of proposals are based on the EEA FM 2014-2021 Procedures Manual and the proposals are ranked in score-based descending order.

The Programme Operator provides the list of proposals to the Selection Committee (Selection Committee based on the EEA FM 2014-2021 Procedures Manual), as ranked according to the above-mentioned procedure, in order to come up with the provisional classification table of Stage B' proposals

Once the above procedure is completed, the Selection Committee draws up the provisional classification table of evaluated proposals, which is duly approved by the Minister of Environment and Energy; this table is communicated to all candidate project promoters whose proposals participated in the stage B' evaluation and are given the possibility to submit an objection, following a similar procedure like the one mentioned in the evaluation stage A'.

After the examination of objections, following a similar procedure like the one mentioned in the evaluation stage A', the final classification table of evaluated proposals is created by the Programme Operator and is duly approved by the Minister of Environment and Energy. If the table resulting from the examination of objections differs in terms of the proposals' classification from the respective provisional Stage B' table, it is sent again to the Selection Committee for acceptance or substantiated modification; the final classification table of evaluated proposals is then drawn up and is duly approved by the Minister of Environment and Energy.

Upon approval of the classification table of evaluated proposals, the Programme Operator notifies the candidate project promoters having submitted their objections (about acceptance or not of their objection).

The final classification table of evaluated proposals is sent to the Special State Aid Agency of the Ministry of Development and Investment to be checked based on the state aid rules; all candidate project promoters whose proposals participated in Stage B' evaluation are notified of the outcomes of this check.

The proposals to be funded are the ones with the highest scores in the final classification table; grants are awarded until all the public expenditure in the call is exhausted; public expenditure may be readjusted up to 120%.

Should for any reason whatsoever a grant is not awarded to a proposal from the list of selected for funding proposals, the next in order proposals are awarded a grant until the free budget is exhausted.

Moreover, upon finalization of the reserve allocation in the context of the EEA FM 2014-2021, pursuant to article 1.11 of the JMD on the Management and Control System for the EEA FM 2014-2021, should there be an increase of the available amount, based on the approved programme, for the actions referred to in the call for proposals, there may be a grant award for more proposals, based on their classification in the Final classification table of evaluated proposals.