[**OFFICIAL HEADER OF THE** **ORGANIZATION**]

**REPORT ON BILATERAL ACTIVITIES**

ORGANIZED UNDER THE PROGRAMME

**“Local Development, Poverty Reduction and Enhanced Roma Inclusion”**

**- Local Development -**

|  |  |
| --- | --- |
| **Title of the bilateral initiative/ approved application for funds for bilateral relations** |  |
| **Beneficiary** |  |
| **Number/ date of the financing contract** |  |

**1. BILATERAL ACTIVITIES ORGANIZED**

**ActivitY 1:** *[please enter the title of the activity]*

**Date/ period of implementation**: *[please enter the start date - the completion date]*

**The specific objective of the activity**: *[please specify what you intended to achieve as a result of the activity]*

**Entities involved in the activity, and the participants:** *[please refer to the beneficiary and/ or partner (s) from the Donor State/s and/ or other entities in Romania and/ or the Donor States or international organizations that have participated in the activity, if the case, and provide full name and position in the organization of the participants who represented each entity]*

**The place where the activity took place:** *[please enter the city, country, office/ building, address etc.]*

**Activity description:** *[please provide details of how the activity was carried out and indicate whether the activity was carried out under the terms of the grant agreement, if the initial planning was respected, if there were problems in the implementation of the activity, the nature of these problems and in what way the problems have been solved, etc.]*

**The concrete, immediate results of the activity**: *[please present the immediate, concrete, measurable results of the activity (e.g. letters of intent for future cooperation/ plans to develop bilateral relationships in the future, developed projects/ applications for funding, partnership agreements prepared/ signed, methodologies, procedures and working tools elaborated or shared, development plans or action plans prepared/ shared, trained experts, etc.)]*

[*if the case, please provide the same type of information for each bilateral activity organized, by multiplying the section above whenever necessary*]

**2. GENERAL RESULTS OF THE BILATERAL ACTIVITIES ORGANIZED**

**2.1. Overall achievements compared to expected results:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. crt. | Indicator | Planned (according to the approved letter of intent/ application) | Achieved | Justification for the difference between what was planned and what was achieved, if such differences exist |
| 1. | No. of participants from Romania in exchanges/ bilateral activities, out of which: |  |  |  |
| * women |  |  |  |
| * men |  |  |  |
| 2. | No. of participants from Liechtenstein involved in exchanges/ bilateral activities, out of which: |  |  |  |
| * women |  |  |  |
| * men |  |  |  |
| 3. | No. of participants from Iceland involved in exchanges/ bilateral activities, out of which: |  |  |  |
| * women |  |  |  |
| * men |  |  |  |
| 4. | No. of participants from Norway involved in exchanges/ bilateral activities, out of which: |  |  |  |
| * women |  |  |  |
| * men |  |  |  |
| 5. | Number of letters of intent on future collaboration, signed by entities that participated in bilateral activities |  |  |  |
| 6. | No. of partnership agreements drafted/ signed by entities that participated in bilateral activities, in order to submit, in partnership, projects under the Local Development Programme |  |  |  |
| 7. | No. of projects/ application forms jointly developed by entities that participated in bilateral activities, for the purpose of their submission under the Local Development Programme |  |  |  |
| 8. | Other (specific) indicators:  [*indicator 1*]  [*indicator 2*] |  |  |  |

[*depending on the concrete situation, please provide as appendix(s) a copy marked "according to the original" of the letter of intent for future collaboration and/ or the partnership agreement and/ or the project/ application form/ methodologies/ procedures/ working tools/ development plans/ action plans etc., as outputs of the organized bilateral activities*]

**2.2. Medium and long-term implications of the bilateral activities organized** [*describe the major results/ achievements of the organized bilateral activities; specify the extent to which the organized bilateral activities will contribute to the achievement of the objectives of the Programme regarding the development of bilateral relations and will have a significant and sustainable impact in terms of increasing bilateral cooperation between Romania and the Donor States*]

|  |
| --- |
| … |

**3. PROMOTION OF THE BILATERAL ACTIVITIES ORGANIZED AND DISSEMINATION OF THEIR RESULTS**

*[please describe how the bilateral activities and its results were promoted/ disseminated: press releases produced and/ or published, articles and/ or announcements on these activities published on the websites/ social media accounts of entities participating in bilateral activities or on other websites/ social media, information/ communication materials developed/ used during the implementation of activities, etc. Explain how the bilateral activities have contributed to promoting and raising the level of knowledge on EEA and/or Norway Grants]*

|  |
| --- |
| … |

*[please attach to the Report on Bilateral Activities any relevant documents that outline how bilateral activities have been implemented (e.g. photos taken during activities, press releases and/ or articles and/ or advertisements published on the websites/ social media accounts of entities participating in the activities or on other sites/ social media, related to these activities, information/ communication products made/ used during activities, etc.) to be used by the OP for the dissemination of information on the results of the Programme]*

**4. COST OF BILATERAL ACTIVITIES ORGANIZED**

**4.1. Grant financial situation:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall approved budget (LEI and EUR)** | **Funds received from the PO (LEI and EUR)** | **Overall eligible expenditure incurred (LEI and EUR)** | **Amount to be refunded/ reimbursed to PO/ the Beneficiary (LEI and EUR)** |
| **… LEI** | **… LEI** | **… LEI** | **… LEI** |
| **… EUR** | **… EUR** | **… EUR** | **… EUR** |

**4.2. Implementation of the approved budget (in LEI and EUR[[1]](#footnote-1)):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Types of costs** | **Approved costs** | **Actual costs/ expenditure incurred** | **Supporting documents[[2]](#footnote-2)** |
| **1. TRAVEL COSTS** | | | |
| 1.1. Calculated on a flat rate basis |  |  | *[list the identification data (number, date) and the value of each document]* |
| * + 1. Costs of traveling abroad |  |  |
| 1.1.2. Costs of traveling in Romania |  |  |
| 1.2. Calculated on the basis of applicable Romanian legislation |  |  | *[list the identification data (number, date) and the value of each document]* |
| 1.2.1. National and international transport costs for participants |  |  |
| 1.2.2. Accommodation costs for participants |  |  |
| 1.2.3. Daily subsistence expenses for participants |  |  |
| **2. PARTICIPATION COSTS** | | | |
| 2.1. Mandatory costs for participation at training sessions, workshops, seminars, conferences etc. |  |  | *[list the identification data (number, date) and the value of each document]* |
| **Total** |  |  |  |

|  |
| --- |
| *[if necessary, please provide any details on the budget execution]* |

*[date of the report]*

*[the name and surname of the legal representative]*

*[the position of the legal representative]*

*[the signature of the legal representative]*

1. *using the exchange rate of the financing contract* [↑](#footnote-ref-1)
2. *in case of using the real costs method, on each original supporting documents that involve payments (eg: invoices, tax bills, receipts, expense statements), the Romanian beneficiaries will apply the following phrases: (1) "Funded by the Local Development Programme - bilateral initiatives, contract no. … from the date of … " and (2) „Endorsed for payment for the amount of.....”, name, surname and signature of the responsible person (with these attributions) designated by the Beneficiary. On each copy of a supporting document attached to the Report the beneficiaries will apply, in original, the term «According to the original», the signature of the legal representative of the organization and, if applicable, its stamp. The beneficiaries in Donor States will apply only «According to the original»* [↑](#footnote-ref-2)