



## EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B – Creativity, Citizens, EU values and Joint operations  
**B.1 – Culture**

### GRANT AGREEMENT

#### **Project 101128588 — REEPLAI**

#### **PREAMBLE**

This **Agreement** ('the Agreement') is **between** the following parties:

**on the one part,**

the **European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

**and**

**on the other part,**

1. 'the coordinator':

**CENTRO DI STUDI STORICO-LETTERARI NATALINO SAPEGNO- ONLUS (CSSNS)**, PIC 883714427, established in PIAZZA PLACE DE L'ARCHET 6, Morgex 11017, Italy,

and the following other beneficiaries, if they sign their 'accession form' (see Annex 3 and Article 40):

2. **FONDAZIONE SANTAGATA PER L'ECONOMIA DELLA CULTURA (FS)**, PIC 904566129, established in CORSO DUCA DEGLI ABRUZZI N 43, TORINO 10129, Italy,

3. **CAMARA MUNICIPAL DE OBIDOS (CMO)**, PIC 937772624, established in LARGO DE SAN PEDRO, OBIDOS 2510 086, Portugal,

4. **UKRAYINSKA ASOTSIATSIYA KULTUROLOHIV - LVIV (Lviv-UAC)**, PIC 883783685, established in NOVAKIVSKOHO STREET, BUILDING 1, AP, LVIV 79000, Ukraine,

5. **LVIV MUNICIPAL LIBRARY (LML)**, PIC 883895332, established in MULYARSKA STR 2-A, LVIV 79018, Ukraine,

Unless otherwise specified, references to 'beneficiary' or 'beneficiaries' include the coordinator and affiliated entities (if any).

If only one beneficiary signs the grant agreement ('mono-beneficiary grant'), all provisions referring to the 'coordinator' or the 'beneficiaries' will be considered — mutatis mutandis — as referring to the beneficiary.

The parties referred to above have agreed to enter into the Agreement.

By signing the Agreement and the accession forms, the beneficiaries accept the grant and agree to implement the action under their own responsibility and in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

The Agreement is composed of:

Preamble

Terms and Conditions (including Data Sheet)

Annex 1 Description of the action<sup>1</sup>

Annex 2 Estimated budget for the action

Annex 3 Accession forms (if applicable)<sup>2</sup>

Annex 3a Declaration on joint and several liability of affiliated entities (if applicable)<sup>3</sup>

Annex 4 Model for the financial statements

Annex 5 Specific rules (if applicable)

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<sup>1</sup> Template published on [Portal Reference Documents](#).

<sup>2</sup> Template published on [Portal Reference Documents](#).

<sup>3</sup> Template published on [Portal Reference Documents](#).

## **TERMS AND CONDITIONS**

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## DATA SHEET

### 1. General data

Project summary:

Project summary
<p>REEPLAI aims at enhancing the reading habits of families with children and teenagers and to improve capacities to promote reading as a means for self-growth, interaction, dialogue and community activation in the partner countries - Ukraine, Portugal and Italy - through the promotion of innovative cultural practices related to reading and to the promotion of literature. For this to happen, the work plan includes 5 WPs that, under the umbrella of an effective project management plan, will foresee a phase of Content Design in which installations and activities will be imagined and designed based on literary works from the countries' literatures that will give birth to it; the implementation of new game installations' prototypes and literary quests, as well as the preparation of the inaugural events; finally, engagement and capacity-building activities will take place to establish a dialogue with a wide array of stakeholders and enable educators, teachers and cultural mediators to familiarise with REEPLAI's activities. REEPLAI will mainly address families with their children and teenagers, devoting special attention to Ukrainian families temporarily residing in Obidos and Aosta Valley to stimulate inclusion, mutual understanding and knowledge sharing. In addition, it will operate to strengthen the capacities of school teachers, educators, cultural mediators and operators of the field who live in the surrounding areas. Alongside the creation of spaces and activities related to reading, REEPLAI intends to protect and promote cultural diversity, stimulate curiosity and the desire to learn. Additionally, it advocates the enlargement and expansion of its network in the long term, based on starting formats and models. In concrete terms, REEPLAI results in the creation of 2 Reading Parks with their game installations and the implementation of reading-related activities, e.g., literary quests based on the adaptation of 5 literary works from each of the partner's literatures.</p>

Keywords:

- Literature books and reading - Culture

Project number: 101128588

Project name: REEPLAI. REaders of Europe Play, Learn And Interact

Project acronym: REEPLAI

Call: CREA-CULT-2023-COOP

Topic: CREA-CULT-2023-COOP-1

Type of action: CREA Lump Sum Grants

Granting authority: European Education and Culture Executive Agency

Grant managed through EU Funding & Tenders Portal: Yes (eGrants)

Project starting date: first day of the month following the entry into force date

Project end date: starting date + months of duration

Project duration: 24 months

Consortium agreement: Yes

### 2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	CSSNS	CENTRO DI STUDI STORICO-LETTERARI NATALINO SAPEGNO- ONLUS	IT	883714427	43 566.00
2	BEN	FS	FONDAZIONE SANTAGATA PER L'ECONOMIA DELLA CULTURA	IT	904566129	32 621.00
3	BEN	CMO	CAMARA MUNICIPAL DE OBIDOS	PT	937772624	62 962.00
4	BEN	Lviv-UAC	UKRAYINSKA ASOTSIATSIYA KULTUROLOHIV - LVIV	UA	883783685	28 931.00



N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
5	BEN	LML	LVIV MUNICIPAL LIBRARY	UA	883895332	31 234.00
6	AP	MM	COMUNE DI MORGEX	IT	883154737	0.00
<b>Total</b>						199 314.00

**Coordinator:**

- CENTRO DI STUDI STORICO-LETTERARI NATALINO SAPEGNO- ONLUS (CSSNS)

**3. Grant****Maximum grant amount, total estimated eligible costs and contributions and funding rate:**

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
199 314.00	199 314.00

**Grant form:** Lump Sum**Grant mode:** Action grant**Budget categories/activity types:** Lump sum contributions**Cost eligibility options:** n/a**Budget flexibility:** No**4. Reporting, payments and recoveries****4.1 Continuous reporting** (art 21)**Deliverables:** see Funding & Tenders Portal Continuous Reporting tool**4.2 Periodic reporting and payments****Reporting and payment schedule** (art 21, 22):

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	30 days from entry into force/ financial guarantee (if required) – whichever is the latest
1	1	24	Periodic report	60 days after end of reporting period	Final payment	90 days from receiving periodic report

**Prefinancing payments and guarantees:**

Prefinancing payment		Prefinancing guarantee		
Type	Amount	Guarantee amount	Division per participant	
Prefinancing 1 (initial)	159 451.20	n/a	1 - CSSNS	n/a
			2 - FS	n/a
			3 - CMO	n/a
			4 - Lviv-UAC	n/a
			5 - LML	n/a

**Reporting and payment modalities (art 21, 22):**

Mutual Insurance Mechanism (MIM): No

Restrictions on distribution of initial prefinancing: The prefinancing may be distributed only if the minimum number of beneficiaries set out in the call conditions (if any) have acceded to the Agreement and only to beneficiaries that have acceded.

Interim payment ceiling (if any): 100% of the maximum grant amount

No-profit rule: n/a

Late payment interest: ECB + 3.5%

Bank account for payments:

IT46O0858701211000110100340

Conversion into euros: n/a

Reporting language: Language of the Agreement

**4.3 Certificates** (art 24): n/a

**4.4 Recoveries** (art 22)

**First-line liability for recoveries:**

Beneficiary termination: Beneficiary concerned

Final payment: Coordinator

After final payment: Beneficiary concerned

**Joint and several liability for enforced recoveries (in case of non-payment):**

Limited joint and several liability of other beneficiaries — up to the maximum grant amount of the beneficiary

Joint and several liability of affiliated entities — n/a

**5. Consequences of non-compliance, applicable law & dispute settlement forum****Applicable law** (art 43):

Standard applicable law regime: EU law + law of Belgium

**Dispute settlement forum** (art 43):

Standard dispute settlement forum:

EU beneficiaries: EU General Court + EU Court of Justice (on appeal)

Non-EU beneficiaries: Courts of Brussels, Belgium (unless an international agreement provides for the enforceability of EU court judgements)

## **6. Other**

**Specific rules (Annex 5):** Yes

**Standard time-limits after project end:**

Confidentiality (for X years after final payment): 5

Record-keeping (for X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Reviews (up to X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Audits (up to X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Extension of findings from other grants to this grant (no later than X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Impact evaluation (up to X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

## **CHAPTER 1 GENERAL**

### **ARTICLE 1 — SUBJECT OF THE AGREEMENT**

This Agreement sets out the rights and obligations and terms and conditions applicable to the grant awarded for the implementation of the action set out in Chapter 2.

### **ARTICLE 2 — DEFINITIONS**

For the purpose of this Agreement, the following definitions apply:

**Actions** — The project which is being funded in the context of this Agreement.

**Grant** — The grant awarded in the context of this Agreement.

**EU grants** — Grants awarded by EU institutions, bodies, offices or agencies (including EU executive agencies, EU regulatory agencies, EDA, joint undertakings, etc.).

**Participants** — Entities participating in the action as beneficiaries, affiliated entities, associated partners, third parties giving in-kind contributions, subcontractors or recipients of financial support to third parties.

**Beneficiaries (BEN)** — The signatories of this Agreement (either directly or through an accession form).

**Affiliated entities (AE)** — Entities affiliated to a beneficiary within the meaning of Article 187 of EU Financial Regulation 2018/1046<sup>4</sup> which participate in the action with similar rights and obligations as the beneficiaries (obligation to implement action tasks and right to charge costs and claim contributions).

**Associated partners (AP)** — Entities which participate in the action, but without the right to charge costs or claim contributions.

**Purchases** — Contracts for goods, works or services needed to carry out the action (e.g. equipment, consumables and supplies) but which are not part of the action tasks (see Annex 1).

**Subcontracting** — Contracts for goods, works or services that are part of the action tasks (see Annex 1).

**In-kind contributions** — In-kind contributions within the meaning of Article 2(36) of EU Financial

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<sup>4</sup> For the definition, see Article 187 Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 ('EU Financial Regulation') (OJ L 193, 30.7.2018, p. 1): "**affiliated entities** [are]:

- (a) entities that form a sole beneficiary [(i.e. where an entity is formed of several entities that satisfy the criteria for being awarded a grant, including where the entity is specifically established for the purpose of implementing an action to be financed by a grant)];
- (b) entities that satisfy the eligibility criteria and that do not fall within one of the situations referred to in Article 136(1) and 141(1) and that have a link with the beneficiary, in particular a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation".

Regulation 2018/1046, i.e. non-financial resources made available free of charge by third parties.

**Fraud** — Fraud within the meaning of Article 3 of EU Directive 2017/1371<sup>5</sup> and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995<sup>6</sup>, as well as any other wrongful or criminal deception intended to result in financial or personal gain.

**Irregularities** — Any type of breach (regulatory or contractual) which could impact the EU financial interests, including irregularities within the meaning of Article 1(2) of EU Regulation 2988/95<sup>7</sup>.

**Grave professional misconduct** — Any type of unacceptable or improper behaviour in exercising one's profession, especially by employees, including grave professional misconduct within the meaning of Article 136(1)(c) of EU Financial Regulation 2018/1046.

**Applicable EU, international and national law** — Any legal acts or other (binding or non-binding) rules and guidance in the area concerned.

**Portal** — EU Funding & Tenders Portal; electronic portal and exchange system managed by the European Commission and used by itself and other EU institutions, bodies, offices or agencies for the management of their funding programmes (grants, procurements, prizes, etc.).

## **CHAPTER 2 ACTION**

### **ARTICLE 3 — ACTION**

The grant is awarded for the action **101128588 — REEPLAI** ('action'), as described in Annex 1.

### **ARTICLE 4 — DURATION AND STARTING DATE**

The duration and the starting date of the action are set out in the Data Sheet (see Point 1).

## **CHAPTER 3 GRANT**

### **ARTICLE 5 — GRANT**

#### **5.1 Form of grant**

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<sup>5</sup> Directive (EU) 2017/1371 of the European Parliament and of the Council of 5 July 2017 on the fight against fraud to the Union's financial interests by means of criminal law (OJ L 198, 28.7.2017, p. 29).

<sup>6</sup> OJ C 316, 27.11.1995, p. 48.

<sup>7</sup> Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1).

The grant is an action grant<sup>8</sup> which takes the form of a lump sum grant for the completion of work packages.

## 5.2 Maximum grant amount

The maximum grant amount is set out in the Data Sheet (see Point 3) and in the estimated budget (Annex 2).

## 5.3 Funding rate

Not applicable

## 5.4 Estimated budget, budget categories and forms of funding

The estimated budget for the action (lump sum breakdown) is set out in Annex 2.

It contains the estimated eligible contributions for the action (lump sum contributions), broken down by participant and work package.

Annex 2 also shows the types of contributions (forms of funding)<sup>9</sup> to be used for each work package.

## 5.5 Budget flexibility

Budget flexibility does not apply; changes to the estimated budget (lump sum breakdown) always require an amendment (see Article 39).

Amendments for transfers between *work packages* are moreover possible only if:

- the work packages concerned are not already completed (and declared in a financial statement) and
- the transfers are justified by the technical implementation of the action.

## ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS

### 6.1 and 6.2 General and specific eligibility conditions

Lump sum contributions are eligible ('eligible contributions'), if:

- (a) they are set out in Annex 2 and
- (b) the work packages are completed and the work is properly implemented by the beneficiaries and/or the results are achieved, in accordance with Annex 1 and during in the period set out in Article 4 (with the exception of work/results relating to the submission of the final periodic report, which may be achieved afterwards; see Article 21)

They will be calculated on the basis of the amounts set out in Annex 2.

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<sup>8</sup> For the definition, see Article 180(2)(a) EU Financial Regulation 2018/1046: '**action grant**' means an EU grant to finance "an action intended to help achieve a Union policy objective".

<sup>9</sup> See Article 125 EU Financial Regulation 2018/1046.

### 6.3 Ineligible contributions

‘Ineligible contributions’ are:

- (a) lump sum contributions that do not comply with the conditions set out above (see Article 6.1 and 6.2)
- (b) lump sum contributions for activities already funded under other EU grants (or grants awarded by an EU Member State, non-EU country or other body implementing the EU budget), except for the following case:
  - (i) Synergy actions: not applicable
- (c) other:
  - (i) country restrictions for eligible costs: not applicable.

### 6.4 Consequences of non-compliance

If a beneficiary declares lump sum contributions that are ineligible, they will be rejected (see Article 27).

This may also lead to other measures described in Chapter 5.

## CHAPTER 4 GRANT IMPLEMENTATION

### SECTION 1 CONSORTIUM: BENEFICIARIES, AFFILIATED ENTITIES AND OTHER PARTICIPANTS

#### **ARTICLE 7 — BENEFICIARIES**

The beneficiaries, as signatories of the Agreement, are fully responsible towards the granting authority for implementing it and for complying with all its obligations.

They must implement the Agreement to their best abilities, in good faith and in accordance with all the obligations and terms and conditions it sets out.

They must have the appropriate resources to implement the action and implement the action under their own responsibility and in accordance with Article 11. If they rely on affiliated entities or other participants (see Articles 8 and 9), they retain sole responsibility towards the granting authority and the other beneficiaries.

They are jointly responsible for the *technical* implementation of the action. If one of the beneficiaries fails to implement their part of the action, the other beneficiaries must ensure that this part is implemented by someone else (without being entitled to an increase of the maximum grant amount and subject to an amendment; see Article 39). The *financial* responsibility of each beneficiary in case of recoveries is governed by Article 22.

The beneficiaries (and their action) must remain eligible under the EU programme funding the grant

for the entire duration of the action. Lump sum contributions will be eligible only as long as the beneficiary and the action are eligible.

The **internal roles and responsibilities** of the beneficiaries are divided as follows:

(a) Each beneficiary must:

- (i) keep information stored in the Portal Participant Register up to date (see Article 19)
- (ii) inform the granting authority (and the other beneficiaries) immediately of any events or circumstances likely to affect significantly or delay the implementation of the action (see Article 19)
- (iii) submit to the coordinator in good time:
  - the prefinancing guarantees (if required; see Article 23)
  - the financial statements and certificates on the financial statements (CFS): not applicable
  - the contribution to the deliverables and technical reports (see Article 21)
  - any other documents or information required by the granting authority under the Agreement
- (iv) submit via the Portal data and information related to the participation of their affiliated entities.

(b) The coordinator must:

- (i) monitor that the action is implemented properly (see Article 11)
- (ii) act as the intermediary for all communications between the consortium and the granting authority, unless the Agreement or granting authority specifies otherwise, and in particular:
  - submit the prefinancing guarantees to the granting authority (if any)
  - request and review any documents or information required and verify their quality and completeness before passing them on to the granting authority
  - submit the deliverables and reports to the granting authority
  - inform the granting authority about the payments made to the other beneficiaries (report on the distribution of payments; if required, see Articles 22 and 32)
- (iii) distribute the payments received from the granting authority to the other beneficiaries without unjustified delay (see Article 22).

The coordinator may not delegate or subcontract the above-mentioned tasks to any other beneficiary or third party (including affiliated entities).

However, coordinators which are public bodies may delegate the tasks set out in Point (b)(ii) last



indent and (iii) above to entities with ‘authorisation to administer’ which they have created or which are controlled by or affiliated to them. In this case, the coordinator retains sole responsibility for the payments and for compliance with the obligations under the Agreement.

Moreover, coordinators which are ‘sole beneficiaries’<sup>10</sup> (or similar, such as European research infrastructure consortia (ERICs)) may delegate the tasks set out in Point (b)(i) to (iii) above to one of their members. The coordinator retains sole responsibility for compliance with the obligations under the Agreement.

The beneficiaries must have **internal arrangements** regarding their operation and co-ordination, to ensure that the action is implemented properly.

If required by the granting authority (see Data Sheet, Point 1), these arrangements must be set out in a written **consortium agreement** between the beneficiaries, covering for instance:

- the internal organisation of the consortium
- the management of access to the Portal
- different distribution keys for the payments and financial responsibilities in case of recoveries (if any)
- additional rules on rights and obligations related to background and results (see Article 16)
- settlement of internal disputes
- liability, indemnification and confidentiality arrangements between the beneficiaries.

The internal arrangements must not contain any provision contrary to this Agreement.

## ARTICLE 8 — AFFILIATED ENTITIES

Not applicable

## ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION

### 9.1 Associated partners

The following entities which cooperate with a beneficiary will participate in the action as ‘associated partners’:

- **COMUNE DI MORGEX (MM)**, PIC 883154737

Associated partners must implement the action tasks attributed to them in Annex 1 in accordance with Article 11. They may not charge contributions to the action (no lump sum contributions) and the costs for their tasks are not eligible (may not be included in the estimated budget in Annex 2).

The tasks must be set out in Annex 1.

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<sup>10</sup> For the definition, see Article 187(2) EU Financial Regulation 2018/1046: “Where several entities satisfy the criteria for being awarded a grant and together form one entity, that entity may be treated as the **sole beneficiary**, including where it is specifically established for the purpose of implementing the action financed by the grant.”

The beneficiaries must ensure that their contractual obligations under Articles 11 (proper implementation), 12 (conflict of interests), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) also apply to the associated partners.

The beneficiaries must ensure that the bodies mentioned in Article 25 (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.) can exercise their rights also towards the associated partners.

## **9.2 Third parties giving in-kind contributions to the action**

Other third parties may give in-kind contributions to the action (i.e. personnel, equipment, other goods, works and services, etc. which are free-of-charge), if necessary for the implementation.

Third parties giving in-kind contributions do not implement any action tasks. They may not charge contributions to the action (no lump sum contributions) and the costs for the in-kind contributions are not eligible (may not be included in the estimated budget in Annex 2).

The third parties and their in-kind contributions should be set out in Annex 1.

## **9.3 Subcontractors**

Subcontractors may participate in the action, if necessary for the implementation.

Subcontractors must implement their action tasks in accordance with Article 11. The beneficiaries' costs for subcontracting are considered entirely covered by the lump sum contributions for implementing the work packages (irrespective of the actual subcontracting costs incurred, if any).

The beneficiaries must ensure that their contractual obligations under Articles 11 (proper implementation), 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) also apply to the subcontractors.

The beneficiaries must ensure that the bodies mentioned in Article 25 (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.) can exercise their rights also towards the subcontractors.

## **9.4 Recipients of financial support to third parties**

If the action includes providing financial support to third parties (e.g. grants, prizes or similar forms of support), the beneficiaries must ensure that their contractual obligations under Articles 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) also apply to the third parties receiving the support (recipients).

The beneficiaries must also ensure that the bodies mentioned in Article 25 (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.) can exercise their rights also towards the recipients.

# **ARTICLE 10 — PARTICIPANTS WITH SPECIAL STATUS**

## **10.1 Non-EU participants**

Participants which are established in a non-EU country (if any) undertake to comply with their obligations under the Agreement and:

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC<sup>11</sup>
- for the controls under Article 25: allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the bodies mentioned in that Article (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.).

Special rules on dispute settlement apply (see Data Sheet, Point 5).

## 10.2 Participants which are international organisations

Participants which are international organisations (IOs; if any) undertake to comply with their obligations under the Agreement and:

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: to use either independent public officers or external auditors which comply with comparable standards as those set out in EU Directive 2006/43/EC
- for the controls under Article 25: to allow for the checks, reviews, audits and investigations by the bodies mentioned in that Article, taking into account the specific agreements concluded by them and the EU (if any).

For such participants, nothing in the Agreement will be interpreted as a waiver of their privileges or immunities, as accorded by their constituent documents or international law.

Special rules on applicable law and dispute settlement apply (see Article 43 and Data Sheet, Point 5).

## 10.3 Pillar-assessed participants

Pillar-assessed participants (if any) may rely on their own systems, rules and procedures, in so far as they have been positively assessed and do not call into question the decision awarding the grant or breach the principle of equal treatment of applicants or beneficiaries.

‘Pillar-assessment’ means a review by the European Commission on the systems, rules and procedures which participants use for managing EU grants (in particular internal control system, accounting system, external audits, financing of third parties, rules on recovery and exclusion, information on recipients and protection of personal data; see Article 154 EU Financial Regulation 2018/1046).

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<sup>11</sup> Directive 2006/43/EC of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts or similar national regulations (OJ L 157, 9.6.2006, p. 87).

Participants with a positive pillar assessment may rely on their own systems, rules and procedures, in particular for:

- record-keeping (Article 20): may be done in accordance with internal standards, rules and procedures
- currency conversion for financial statements (Article 21): may be done in accordance with usual accounting practices
- guarantees (Article 23): for public law bodies, prefinancing guarantees are not needed
- certificates (Article 24):
  - certificates on the financial statements (CFS): may be provided by their regular internal or external auditors and in accordance with their internal financial regulations and procedures
  - certificates on usual accounting practices (CoMUC): are not needed if those practices are covered by an ex-ante assessment

and use the following specific rules, for:

- recoveries (Article 22): in case of financial support to third parties, there will be no recovery if the participant has done everything possible to retrieve the undue amounts from the third party receiving the support (including legal proceedings) and non-recovery is not due to an error or negligence on its part
- checks, reviews, audits and investigations by the EU (Article 25): will be conducted taking into account the rules and procedures specifically agreed between them and the framework agreement (if any)
- impact evaluation (Article 26): will be conducted in accordance with the participant's internal rules and procedures and the framework agreement (if any)
- grant agreement suspension (Article 31): certain costs incurred during grant suspension are eligible (notably, minimum costs necessary for a possible resumption of the action and costs relating to contracts which were entered into before the pre-information letter was received and which could not reasonably be suspended, reallocated or terminated on legal grounds)
- grant agreement termination (Article 32): the final grant amount and final payment will be calculated taking into account also costs relating to contracts due for execution only after termination takes effect, if the contract was entered into before the pre-information letter was received and could not reasonably be terminated on legal grounds
- liability for damages (Article 33.2): the granting authority must be compensated for damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Agreement only if the damage is due to an infringement of the participant's internal rules and procedures or due to a violation of third parties' rights by the participant or one of its employees or individual for whom the employees are responsible.

Participants whose pillar assessment covers procurement and granting procedures may also do

purchases, subcontracting and financial support to third parties (Article 6.2) in accordance with their internal rules and procedures for purchases, subcontracting and financial support.

Participants whose pillar assessment covers data protection rules may rely on their internal standards, rules and procedures for data protection (Article 15).

The participants may however not rely on provisions which would breach the principle of equal treatment of applicants or beneficiaries or call into question the decision awarding the grant, such as in particular:

- eligibility (Article 6)
- consortium roles and set-up (Articles 7-9)
- security and ethics (Articles 13, 14)
- IPR (including background and results, access rights and rights of use), communication, dissemination and visibility (Articles 16 and 17)
- information obligation (Article 19)
- payment, reporting and amendments (Articles 21, 22 and 39)
- rejections, reductions, suspensions and terminations (Articles 27, 28, 29-32)

If the pillar assessment was subject to remedial measures, reliance on the internal systems, rules and procedures is subject to compliance with those remedial measures.

Participants whose assessment has not yet been updated to cover (the new rules on) data protection may rely on their internal systems, rules and procedures, provided that they ensure that personal data is:

- processed lawfully, fairly and in a transparent manner in relation to the data subject
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed and
- processed in a manner that ensures appropriate security of the personal data.

Participants must inform the coordinator without delay of any changes to the systems, rules and procedures that were part of the pillar assessment. The coordinator must immediately inform the granting authority.

Pillar-assessed participants that have also concluded a framework agreement with the EU, may moreover — under the same conditions as those above (i.e. not call into question the decision awarding

the grant or breach the principle of equal treatment of applicants or beneficiaries) — rely on provisions set out in that framework agreement.

## **SECTION 2 RULES FOR CARRYING OUT THE ACTION**

### **ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION**

#### **11.1 Obligation to properly implement the action**

The beneficiaries must implement the action as described in Annex 1 and in compliance with the provisions of the Agreement, the call conditions and all legal obligations under applicable EU, international and national law.

#### **11.2 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

### **ARTICLE 12 — CONFLICT OF INTERESTS**

#### **12.1 Conflict of interests**

The beneficiaries must take all measures to prevent any situation where the impartial and objective implementation of the Agreement could be compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect interest ('conflict of interests').

They must formally notify the granting authority without delay of any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation.

The granting authority may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

#### **12.2 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28) and the grant or the beneficiary may be terminated (see Article 32).

Such breaches may also lead to other measures described in Chapter 5.

### **ARTICLE 13 — CONFIDENTIALITY AND SECURITY**

#### **13.1 Sensitive information**

The parties must keep confidential any data, documents or other material (in any form) that is identified as sensitive in writing ('sensitive information') — during the implementation of the action and for at least until the time-limit set out in the Data Sheet (see Point 6).

If a beneficiary requests, the granting authority may agree to keep such information confidential for a longer period.

Unless otherwise agreed between the parties, they may use sensitive information only to implement the Agreement.

The beneficiaries may disclose sensitive information to their personnel or other participants involved in the action only if they:

- (a) need to know it in order to implement the Agreement and
- (b) are bound by an obligation of confidentiality.

The granting authority may disclose sensitive information to its staff and to other EU institutions and bodies.

It may moreover disclose sensitive information to third parties, if:

- (a) this is necessary to implement the Agreement or safeguard the EU financial interests and
- (b) the recipients of the information are bound by an obligation of confidentiality.

The confidentiality obligations no longer apply if:

- (a) the disclosing party agrees to release the other party
- (b) the information becomes publicly available, without breaching any confidentiality obligation
- (c) the disclosure of the sensitive information is required by EU, international or national law.

Specific confidentiality rules (if any) are set out in Annex 5.

### **13.2 Classified information**

The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/444<sup>12</sup> and its implementing rules).

Deliverables which contain classified information must be submitted according to special procedures agreed with the granting authority.

Action tasks involving classified information may be subcontracted only after explicit approval (in writing) from the granting authority.

Classified information may not be disclosed to any third party (including participants involved in the action implementation) without prior explicit written approval from the granting authority.

Specific security rules (if any) are set out in Annex 5.

### **13.3 Consequences of non-compliance**

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<sup>12</sup> Commission Decision 2015/444/EC, Euratom of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).



If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

## **ARTICLE 14 — ETHICS AND VALUES**

### **14.1 Ethics**

The action must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles.

Specific ethics rules (if any) are set out in Annex 5.

### **14.2 Values**

The beneficiaries must commit to and ensure the respect of basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).

Specific rules on values (if any) are set out in Annex 5.

### **14.3 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

## **ARTICLE 15 — DATA PROTECTION**

### **15.1 Data processing by the granting authority**

Any personal data under the Agreement will be processed under the responsibility of the data controller of the granting authority in accordance with and for the purposes set out in the Portal Privacy Statement.

For grants where the granting authority is the European Commission, an EU regulatory or executive agency, joint undertaking or other EU body, the processing will be subject to Regulation 2018/1725<sup>13</sup>.

### **15.2 Data processing by the beneficiaries**

The beneficiaries must process personal data under the Agreement in compliance with the applicable EU, international and national law on data protection (in particular, Regulation 2016/679<sup>14</sup>).

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<sup>13</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

<sup>14</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC ('GDPR') (OJ L 119, 4.5.2016, p. 1).



They must ensure that personal data is:

- processed lawfully, fairly and in a transparent manner in relation to the data subjects
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed and
- processed in a manner that ensures appropriate security of the data.

The beneficiaries may grant their personnel access to personal data only if it is strictly necessary for implementing, managing and monitoring the Agreement. The beneficiaries must ensure that the personnel is under a confidentiality obligation.

The beneficiaries must inform the persons whose data are transferred to the granting authority and provide them with the Portal Privacy Statement.

### **15.3 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

## **ARTICLE 16 — INTELLECTUAL PROPERTY RIGHTS (IPR) — BACKGROUND AND RESULTS — ACCESS RIGHTS AND RIGHTS OF USE**

### **16.1 Background and access rights to background**

The beneficiaries must give each other and the other participants access to the background identified as needed for implementing the action, subject to any specific rules in Annex 5.

‘Background’ means any data, know-how or information — whatever its form or nature (tangible or intangible), including any rights such as intellectual property rights — that is:

- (a) held by the beneficiaries before they acceded to the Agreement and
- (b) needed to implement the action or exploit the results.

If background is subject to rights of a third party, the beneficiary concerned must ensure that it is able to comply with its obligations under the Agreement.

### **16.2 Ownership of results**

The granting authority does not obtain ownership of the results produced under the action.

‘Results’ means any tangible or intangible effect of the action, such as data, know-how or information, whatever its form or nature, whether or not it can be protected, as well as any rights attached to it, including intellectual property rights.

### **16.3 Rights of use of the granting authority on materials, documents and information received for policy, information, communication, dissemination and publicity purposes**

The granting authority has the right to use non-sensitive information relating to the action and materials and documents received from the beneficiaries (notably summaries for publication, deliverables, as well as any other material, such as pictures or audio-visual material, in paper or electronic form) for policy information, communication, dissemination and publicity purposes — during the action or afterwards.

The right to use the beneficiaries’ materials, documents and information is granted in the form of a royalty-free, non-exclusive and irrevocable licence, which includes the following rights:

- (a) **use for its own purposes** (in particular, making them available to persons working for the granting authority or any other EU service (including institutions, bodies, offices, agencies, etc.) or EU Member State institution or body; copying or reproducing them in whole or in part, in unlimited numbers; and communication through press information services)
- (b) **distribution to the public** (in particular, publication as hard copies and in electronic or digital format, publication on the internet, as a downloadable or non-downloadable file, broadcasting by any channel, public display or presentation, communicating through press information services, or inclusion in widely accessible databases or indexes)
- (c) **editing or redrafting** (including shortening, summarising, inserting other elements (e.g. meta-data, legends, other graphic, visual, audio or text elements), extracting parts (e.g. audio or video files), dividing into parts, use in a compilation)
- (d) **translation**
- (e) **storage** in paper, electronic or other form
- (f) **archiving**, in line with applicable document-management rules
- (g) the right to authorise **third parties** to act on its behalf or sub-license to third parties the modes of use set out in Points (b), (c), (d) and (f), if needed for the information, communication and publicity activity of the granting authority and
- (h) **processing**, analysing, aggregating the materials, documents and information received and **producing derivative works**.

The rights of use are granted for the whole duration of the industrial or intellectual property rights concerned.

If materials or documents are subject to moral rights or third party rights (including intellectual property rights or rights of natural persons on their image and voice), the beneficiaries must ensure that they comply with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the rights holders concerned).

Where applicable, the granting authority will insert the following information:

“© – [year] – [name of the copyright owner]. All rights reserved. Licensed to the [name of granting authority] under conditions.”

#### **16.4 Specific rules on IPR, results and background**

Specific rules regarding intellectual property rights, results and background (if any) are set out in Annex 5.

#### **16.5 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such a breach may also lead to other measures described in Chapter 5.

### **ARTICLE 17 — COMMUNICATION, DISSEMINATION AND VISIBILITY**

#### **17.1 Communication — Dissemination — Promoting the action**

Unless otherwise agreed with the granting authority, the beneficiaries must promote the action and its results by providing targeted information to multiple audiences (including the media and the public), in accordance with Annex 1 and in a strategic, coherent and effective manner.

Before engaging in a communication or dissemination activity expected to have a major media impact, the beneficiaries must inform the granting authority.

#### **17.2 Visibility — European flag and funding statement**

Unless otherwise agreed with the granting authority, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge the EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate):



Funded by the  
European Union



Co-funded by the  
European Union



Funded by the  
European Union



Co-funded by the  
European Union

The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text.

Apart from the emblem, no other visual identity or logo may be used to highlight the EU support.

When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.

For the purposes of their obligations under this Article, the beneficiaries may use the emblem without first obtaining approval from the granting authority. This does not, however, give them the right to exclusive use. Moreover, they may not appropriate the emblem or any similar trademark or logo, either by registration or by any other means.

### **17.3 Quality of information — Disclaimer**

Any communication or dissemination activity related to the action must use factually accurate information.

Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them.”

### **17.4 Specific communication, dissemination and visibility rules**

Specific communication, dissemination and visibility rules (if any) are set out in Annex 5.

### **17.5 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

## **ARTICLE 18 — SPECIFIC RULES FOR CARRYING OUT THE ACTION**

### **18.1 Specific rules for carrying out the action**

Specific rules for implementing the action (if any) are set out in Annex 5.

### **18.2 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such a breach may also lead to other measures described in Chapter 5.

### **SECTION 3 GRANT ADMINISTRATION**

#### **ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS**

##### **19.1 Information requests**

The beneficiaries must provide — during the action or afterwards and in accordance with Article 7 — any information requested in order to verify eligibility of the lump sum contributions declared, proper implementation of the action and compliance with the other obligations under the Agreement.

The information provided must be accurate, precise and complete and in the format requested, including electronic format.

##### **19.2 Participant Register data updates**

The beneficiaries must keep — at all times, during the action or afterwards — their information stored in the Portal Participant Register up to date, in particular, their name, address, legal representatives, legal form and organisation type.

##### **19.3 Information about events and circumstances which impact the action**

The beneficiaries must immediately inform the granting authority (and the other beneficiaries) of any of the following:

- (a) **events** which are likely to affect or delay the implementation of the action or affect the EU's financial interests, in particular:
  - (i) changes in their legal, financial, technical, organisational or ownership situation (including changes linked to one of the exclusion grounds listed in the declaration of honour signed before grant signature)
  - (ii) linked action information: not applicable
- (b) **circumstances** affecting:
  - (i) the decision to award the grant or
  - (ii) compliance with requirements under the Agreement.

##### **19.4 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

## ARTICLE 20 — RECORD-KEEPING

### 20.1 Keeping records and supporting documents

The beneficiaries must — at least until the time-limit set out in the Data Sheet (see Point 6) — keep records and other supporting documents to prove the proper implementation of the action (proper implementation of the work and/or achievement of the results as described in Annex 1) in line with the accepted standards in the respective field (if any); beneficiaries do not need to keep specific records on the actual costs incurred.

The records and supporting documents must be made available upon request (see Article 19) or in the context of checks, reviews, audits or investigations (see Article 25).

If there are on-going checks, reviews, audits, investigations, litigation or other pursuits of claims under the Agreement (including the extension of findings; see Article 25), the beneficiaries must keep these records and other supporting documentation until the end of these procedures.

The beneficiaries must keep the original documents. Digital and digitalised documents are considered originals if they are authorised by the applicable national law. The granting authority may accept non-original documents if they offer a comparable level of assurance.

### 20.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, lump sum contributions insufficiently substantiated will be ineligible (see Article 6) and will be rejected (see Article 27), and the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

## ARTICLE 21 — REPORTING

### 21.1 Continuous reporting

The beneficiaries must continuously report on the progress of the action (e.g. **deliverables, milestones, outputs/outcomes, critical risks, indicators**, etc; if any), in the Portal Continuous Reporting tool and in accordance with the timing and conditions it sets out (as agreed with the granting authority).

Standardised deliverables (e.g. progress reports not linked to payments, reports on cumulative expenditure, special reports, etc; if any) must be submitted using the templates published on the Portal.

### 21.2 Periodic reporting: Technical reports and financial statements

In addition, the beneficiaries must provide reports to request payments, in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2):

- for additional prefinancings (if any): **an additional prefinancing report**
- for interim payments (if any) and the final payment: a **periodic report**

The prefinancing and periodic reports include a technical and financial part.

The technical part includes an overview of the action implementation. It must be prepared using the template available in the Portal Periodic Reporting tool.

The financial part of the additional prefinancing report includes a statement on the use of the previous prefinancing payment.

The financial part of the periodic report includes:

- the financial statement (consolidated statement for the consortium)
- the explanation on the use of resources (or detailed cost reporting table): not applicable
- the certificates on the financial statements (CFS): not applicable.

The **financial statement** must contain the lump sum contributions indicated in Annex 2, for the work packages that were completed during the reporting period.

For the last reporting period, the beneficiaries may exceptionally also declare partial lump sum contributions for work packages that were not completed (e.g. due to force majeure or technical impossibility).

Lump sum contributions which are not declared in a financial statement will not be taken into account by the granting authority.

By signing the financial statement (directly in the Portal Periodic Reporting tool), the coordinator confirms (on behalf of the consortium) that:

- the information provided is complete, reliable and true
- the lump sum contributions declared are eligible (in particular, the work packages have been completed, that the work has been properly implemented and/or the results were achieved in accordance with Annex 1; see Article 6)
- the proper implementation and/or achievement can be substantiated by adequate records and supporting documents (see Article 20) that will be produced upon request (see Article 19) or in the context of checks, reviews, audits and investigations (see Article 25).

In case of recoveries (see Article 22), beneficiaries will be held responsible also for the lump sum contributions declared for their affiliated entities (if any).

### **21.3 Currency for financial statements and conversion into euros**

The financial statements must be drafted in euro.

### **21.4 Reporting language**

The reporting must be in the language of the Agreement, unless otherwise agreed with the granting authority (see Data Sheet, Point 4.2).

### **21.5 Consequences of non-compliance**

If a report submitted does not comply with this Article, the granting authority may suspend the payment deadline (see Article 29) and apply other measures described in Chapter 5.

If the coordinator breaches its reporting obligations, the granting authority may terminate the grant or the coordinator's participation (see Article 32) or apply other measures described in Chapter 5.

## **ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE**

### **22.1 Payments and payment arrangements**

Payments will be made in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2).

They will be made in euro to the bank account indicated by the coordinator (see Data Sheet, Point 4.2) and must be distributed without unjustified delay (restrictions may apply to distribution of the initial prefinancing payment; see Data Sheet, Point 4.2).

Payments to this bank account will discharge the granting authority from its payment obligation.

The cost of payment transfers will be borne as follows:

- the granting authority bears the cost of transfers charged by its bank
- the beneficiary bears the cost of transfers charged by its bank
- the party causing a repetition of a transfer bears all costs of the repeated transfer.

Payments by the granting authority will be considered to have been carried out on the date when they are debited to its account.

### **22.2 Recoveries**

Recoveries will be made, if — at beneficiary termination, final payment or afterwards — it turns out that the granting authority has paid too much and needs to recover the amounts undue.

The general liability regime for recoveries (first-line liability) is as follows: At final payment, the coordinator will be fully liable for recoveries, even if it has not been the final recipient of the undue amounts. At beneficiary termination or after final payment, recoveries will be made directly against the beneficiaries concerned.

Beneficiaries will be fully liable for repaying the debts of their affiliated entities.

In case of enforced recoveries (see Article 22.4):

- the beneficiaries will be jointly and severally liable for repaying debts of another beneficiary under the Agreement (including late-payment interest), if required by the granting authority (see Data Sheet, Point 4.4)
- affiliated entities will be held liable for repaying debts of their beneficiaries under the Agreement (including late-payment interest), if required by the granting authority (see Data Sheet, Point 4.4).

### **22.3 Amounts due**



### 22.3.1 Prefinancing payments

The aim of the prefinancing is to provide the beneficiaries with a float.

It remains the property of the EU until the final payment.

For **initial prefinancings** (if any), the amount due, schedule and modalities are set out in the Data Sheet (see Point 4.2).

For **additional prefinancings** (if any), the amount due, schedule and modalities are also set out in the Data Sheet (see Point 4.2). However, if the statement on the use of the previous prefinancing payment shows that less than 70% was used, the amount set out in the Data Sheet will be reduced by the difference between the 70% threshold and the amount used.

Prefinancing payments (or parts of them) may be offset (without the beneficiaries' consent) against amounts owed by a beneficiary to the granting authority — up to the amount due to that beneficiary.

For grants where the granting authority is the European Commission or an EU executive agency, offsetting may also be done against amounts owed to other Commission services or executive agencies.

Payments will not be made if the payment deadline or payments are suspended (see Articles 29 and 30).

### 22.3.2 Amount due at beneficiary termination — Recovery

In case of beneficiary termination, the granting authority will determine the provisional amount due for the beneficiary concerned.

This will be done on the basis of work packages already completed in previous interim payments. Payments for ongoing/not yet completed work packages which the beneficiary was working on before termination (if any) will therefore be made only later on, with the next interim or final payments when those work packages have been completed.

The **amount due** will be calculated in the following step:

Step 1 — Calculation of the total accepted EU contribution

#### Step 1 — Calculation of the total accepted EU contribution

The granting authority will first calculate the 'accepted EU contribution' for the beneficiary, on the basis of the beneficiary's lump sum contributions for the work packages which were approved in previous interim payments.

After that, the granting authority will take into account grant reductions (if any). The resulting amount is the 'total accepted EU contribution' for the beneficiary.

The **balance** is then calculated by deducting the payments received (if any; see report on the distribution of payments in Article 32), from the total accepted EU contribution:

{total accepted EU contribution for the beneficiary  
minus

{prefinancing and interim payments received (if any)}.

If the balance is **negative**, it will be **recovered** in accordance with the following procedure:

The granting authority will send a **pre-information letter** to the beneficiary concerned:

- formally notifying the intention to recover, the amount due, the amount to be recovered and the reasons why and
- requesting observations within 30 days of receiving notification.

If no observations are submitted (or the granting authority decides to pursue recovery despite the observations it has received), it will confirm the amount to be recovered and ask this amount to be paid to the coordinator (**confirmation letter**).

### 22.3.3 Interim payments

Interim payments reimburse the eligible lump sum contributions claimed for work packages implemented during the reporting periods (if any).

Interim payments (if any) will be made in accordance with the schedule and modalities set out the Data Sheet (see Point 4.2).

Payment is subject to the approval of the periodic report and the work packages declared. Their approval does not imply recognition of compliance, authenticity, completeness or correctness of their content.

Incomplete work packages and work packages that have not been delivered or cannot be approved will be rejected (see Article 27).

The **interim payment** will be calculated by the granting authority in the following steps:

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the interim payment ceiling

#### Step 1 — Calculation of the total accepted EU contribution

The granting authority will first calculate the ‘accepted EU contribution’ for the action for the reporting period, by calculating the lump sum contributions for the approved work packages.

After that, the granting authority will take into account grant reductions from beneficiary termination (if any). The resulting amount is the ‘total accepted EU contribution’.

#### Step 2 — Limit to the interim payment ceiling

The resulting amount is then capped to ensure that the total amount of prefinancing and interim payments (if any) does not exceed the interim payment ceiling set out in the Data Sheet (see Point 4.2).

Interim payments (or parts of them) may be offset (without the beneficiaries’ consent) against amounts owed by a beneficiary to the granting authority — up to the amount due to that beneficiary.

For grants where the granting authority is the European Commission or an EU executive agency,

offsetting may also be done against amounts owed to other Commission services or executive agencies.

Payments will not be made if the payment deadline or payments are suspended (see Articles 29 and 30).

### 22.3.4 Final payment — Final grant amount — Revenues and Profit — Recovery

The final payment (payment of the balance) reimburses the remaining eligible lump sum contributions claimed for the implemented work packages (if any).

The final payment will be made in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2).

Payment is subject to the approval of the final periodic report and the work packages declared. Their approval does not imply recognition of compliance, authenticity, completeness or correctness of their content.

Work packages (or parts of them) that have not been delivered or cannot be approved will be rejected (see Article 27).

The **final grant amount for the action** will be calculated in the following steps:

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the maximum grant amount

Step 3 — Reduction due to the no-profit rule

#### Step 1 — Calculation of the total accepted EU contribution

The granting authority will first calculate the ‘accepted EU contribution’ for the action for all reporting periods, by calculating the lump sum contributions for the approved work packages.

After that, the granting authority will take into account grant reductions (if any). The resulting amount is the ‘total accepted EU contribution’.

#### Step 2 — Limit to the maximum grant amount

Not applicable

#### Step 3 — Reduction due to the no-profit rule

Not applicable

The **balance** (final payment) is then calculated by deducting the total amount of prefinancing and interim payments already made (if any), from the final grant amount:

$$\begin{aligned} & \{\text{final grant amount} \\ & \text{minus} \\ & \{\text{prefinancing and interim payments made (if any)}\} \}. \end{aligned}$$

If the balance is **positive**, it will be **paid** to the coordinator.

The final payment (or part of it) may be offset (without the beneficiaries' consent) against amounts owed by a beneficiary to the granting authority — up to the amount due to that beneficiary.

For grants where the granting authority is the European Commission or an EU executive agency, offsetting may also be done against amounts owed to other Commission services or executive agencies.

Payments will not be made if the payment deadline or payments are suspended (see Articles 29 and 30).

If the balance is **negative**, it will be **recovered** in accordance with the following procedure:

The granting authority will send a **pre-information letter** to the coordinator:

- formally notifying the intention to recover, the final grant amount, the amount to be recovered and the reasons why
- requesting observations within 30 days of receiving notification.

If no observations are submitted (or the granting authority decides to pursue recovery despite the observations it has received), it will confirm the amount to be recovered (**confirmation letter**), together with a **debit note** with the terms and date for payment.

If payment is not made by the date specified in the debit note, the granting authority will **enforce recovery** in accordance with Article 22.4.

### **22.3.5 Audit implementation after final payment — Revised final grant amount — Recovery**

If — after the final payment (in particular, after checks, reviews, audits or investigations; see Article 25) — the granting authority rejects lump sum contributions (see Article 27) or reduces the grant (see Article 28), it will calculate the **revised final grant amount** for the beneficiary concerned.

The **beneficiary revised final grant amount** will be calculated in the following step:

Step 1 — Calculation of the revised total accepted EU contribution

#### Step 1 — Calculation of the revised total accepted EU contribution

The granting authority will first calculate the 'revised accepted EU contribution' for the beneficiary, by calculating the 'revised accepted contributions'.

After that, it will take into account grant reductions (if any). The resulting 'revised total accepted EU contribution' is the beneficiary revised final grant amount.

If the revised final grant amount is lower than the beneficiary's final grant amount (i.e. its share in the final grant amount for the action), it will be **recovered** in accordance with the following procedure:

The **beneficiary final grant amount** (i.e. share in the final grant amount for the action) is calculated as follows:

{total accepted EU contribution for the beneficiary

divided by  
 total accepted EU contribution for the action}  
 multiplied by  
 final grant amount for the action}.

The granting authority will send a **pre-information letter** to the beneficiary concerned:

- formally notifying the intention to recover, the amount to be recovered and the reasons why and
- requesting observations within 30 days of receiving notification.

If no observations are submitted (or the granting authority decides to pursue recovery despite the observations it has received), it will confirm the amount to be recovered (**confirmation letter**), together with a **debit note** with the terms and the date for payment.

Recoveries against affiliated entities (if any) will be handled through their beneficiaries.

If payment is not made by the date specified in the debit note, the granting authority will **enforce recovery** in accordance with Article 22.4.

## 22.4 Enforced recovery

If payment is not made by the date specified in the debit note, the amount due will be recovered:

- (a) by offsetting the amount — without the coordinator or beneficiary's consent — against any amounts owed to the coordinator or beneficiary by the granting authority.

In exceptional circumstances, to safeguard the EU financial interests, the amount may be offset before the payment date specified in the debit note.

For grants where the granting authority is the European Commission or an EU executive agency, debts may also be offset against amounts owed by other Commission services or executive agencies.

- (b) by drawing on the financial guarantee(s) (if any)
- (c) by holding other beneficiaries jointly and severally liable (if any; see Data Sheet, Point 4.4)
- (d) by holding affiliated entities jointly and severally liable (if any, see Data Sheet, Point 4.4)
- (e) by taking legal action (see Article 43) or, provided that the granting authority is the European Commission or an EU executive agency, by adopting an enforceable decision under Article 299 of the Treaty on the Functioning of the EU (TFEU) and Article 100(2) of EU Financial Regulation 2018/1046.

The amount to be recovered will be increased by **late-payment interest** at the rate set out in Article 23.5, from the day following the payment date in the debit note, up to and including the date the full payment is received.

Partial payments will be first credited against expenses, charges and late-payment interest and then against the principal.

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2015/2366<sup>15</sup> applies.

For grants where the granting authority is an EU executive agency, enforced recovery by offsetting or enforceable decision will be done by the services of the European Commission (see also Article 43).

## 22.5 Consequences of non-compliance

**22.5.1** If the granting authority does not pay within the payment deadlines (see above), the beneficiaries are entitled to **late-payment interest** at the reference rate applied by the European Central Bank (ECB) for its main refinancing operations in euros, plus the percentage specified in the Data Sheet (Point 4.2). The ECB reference rate to be used is the rate in force on the first day of the month in which the payment deadline expires, as published in the C series of the *Official Journal of the European Union*.

If the late-payment interest is lower than or equal to EUR 200, it will be paid to the coordinator only on request submitted within two months of receiving the late payment.

Late-payment interest is not due if all beneficiaries are EU Member States (including regional and local government authorities or other public bodies acting on behalf of a Member State for the purpose of this Agreement).

If payments or the payment deadline are suspended (see Articles 29 and 30), payment will not be considered as late.

Late-payment interest covers the period running from the day following the due date for payment (see above), up to and including the date of payment.

Late-payment interest is not considered for the purposes of calculating the final grant amount.

**22.5.2** If the coordinator breaches any of its obligations under this Article, the grant may be reduced (see Article 28) and the grant or the coordinator may be terminated (see Article 32).

Such breaches may also lead to other measures described in Chapter 5.

## ARTICLE 23 — GUARANTEES

### 23.1 Prefinancing guarantee

If required by the granting authority (see Data Sheet, Point 4.2), the beneficiaries must provide (one or more) prefinancing guarantee(s) in accordance with the timing and the amounts set out in the Data Sheet.

The coordinator must submit them to the granting authority in due time before the prefinancing they are linked to.

The guarantees must be drawn up using the template published on the Portal and fulfil the following conditions:

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<sup>15</sup> Directive (EU) 2015/2366 of the European Parliament and of the Council of 25 November 2015 on payment services in the internal market, amending Directives 2002/65/EC, 2009/110/EC and 2013/36/EU and Regulation (EU) No 1093/2010, and repealing Directive 2007/64/EC (OJ L 337, 23.12.2015, p. 35).

- (a) be provided by a bank or approved financial institution established in the EU or — if requested by the coordinator and accepted by the granting authority — by a third party or a bank or financial institution established outside the EU offering equivalent security
- (b) the guarantor stands as first-call guarantor and does not require the granting authority to first have recourse against the principal debtor (i.e. the beneficiary concerned) and
- (c) remain explicitly in force until the final payment and, if the final payment takes the form of a recovery, until five months after the debit note is notified to a beneficiary.

They will be released within the following month.

## **23.2 Consequences of non-compliance**

If the beneficiaries breach their obligation to provide the prefinancing guarantee, the prefinancing will not be paid.

Such breaches may also lead to other measures described in Chapter 5.

## **ARTICLE 24 — CERTIFICATES**

Not applicable

## **ARTICLE 25 — CHECKS, REVIEWS, AUDITS AND INVESTIGATIONS — EXTENSION OF FINDINGS**

### **25.1 Granting authority checks, reviews and audits**

#### **25.1.1 Internal checks**

The granting authority may — during the action or afterwards — check the proper implementation of the action and compliance with the obligations under the Agreement, including assessing lump sum contributions, deliverables and reports.

#### **25.1.2 Project reviews**

The granting authority may carry out reviews on the proper implementation of the action and compliance with the obligations under the Agreement (general project reviews or specific issues reviews).

Such project reviews may be started during the implementation of the action and until the time-limit set out in the Data Sheet (see Point 6). They will be formally notified to the coordinator or beneficiary concerned and will be considered to start on the date of the notification.

If needed, the granting authority may be assisted by independent, outside experts. If it uses outside experts, the coordinator or beneficiary concerned will be informed and have the right to object on grounds of commercial confidentiality or conflict of interest.

The coordinator or beneficiary concerned must cooperate diligently and provide — within the deadline requested — any information and data in addition to deliverables and reports already submitted. The granting authority may request beneficiaries to provide such information to it directly. Sensitive information and documents will be treated in accordance with Article 13.



The coordinator or beneficiary concerned may be requested to participate in meetings, including with the outside experts.

For **on-the-spot visits**, the beneficiary concerned must allow access to sites and premises (including to the outside experts) and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the review findings, a **project review report** will be drawn up.

The granting authority will formally notify the project review report to the coordinator or beneficiary concerned, which has 30 days from receiving notification to make observations.

Project reviews (including project review reports) will be in the language of the Agreement.

### 25.1.3 Audits

The granting authority may carry out audits on the proper implementation of the action and compliance with the obligations under the Agreement.

Such audits may be started during the implementation of the action and until the time-limit set out in the Data Sheet (see Point 6). They will be formally notified to the beneficiary concerned and will be considered to start on the date of the notification.

The granting authority may use its own audit service, delegate audits to a centralised service or use external audit firms. If it uses an external firm, the beneficiary concerned will be informed and have the right to object on grounds of commercial confidentiality or conflict of interest.

The beneficiary concerned must cooperate diligently and provide — within the deadline requested — any information (including complete accounts, individual salary statements or other personal data) to verify compliance with the Agreement. Sensitive information and documents will be treated in accordance with Article 13.

For **on-the-spot** visits, the beneficiary concerned must allow access to sites and premises (including for the external audit firm) and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the audit findings, a **draft audit report** will be drawn up.

The auditors will formally notify the draft audit report to the beneficiary concerned, which has 30 days from receiving notification to make observations (contradictory audit procedure).

The **final audit report** will take into account observations by the beneficiary concerned and will be formally notified to them.

Audits (including audit reports) will be in the language of the Agreement.

## 25.2 European Commission checks, reviews and audits in grants of other granting authorities



Where the granting authority is not the European Commission, the latter has the same rights of checks, reviews and audits as the granting authority.

### **25.3 Access to records for assessing simplified forms of funding**

The beneficiaries must give the European Commission access to their statutory records for the periodic assessment of simplified forms of funding which are used in EU programmes.

### **25.4 OLAF, EPPO and ECA audits and investigations**

The following bodies may also carry out checks, reviews, audits and investigations — during the action or afterwards:

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013<sup>16</sup> and No 2185/96<sup>17</sup>
- the European Public Prosecutor's Office (EPPO) under Regulation 2017/1939
- the European Court of Auditors (ECA) under Article 287 of the Treaty on the Functioning of the EU (TFEU) and Article 257 of EU Financial Regulation 2018/1046.

If requested by these bodies, the beneficiary concerned must provide full, accurate and complete information in the format requested (including complete accounts, individual salary statements or other personal data, including in electronic format) and allow access to sites and premises for on-the-spot visits or inspections — as provided for under these Regulations.

To this end, the beneficiary concerned must keep all relevant information relating to the action, at least until the time-limit set out in the Data Sheet (Point 6) and, in any case, until any ongoing checks, reviews, audits, investigations, litigation or other pursuits of claims have been concluded.

### **25.5 Consequences of checks, reviews, audits and investigations — Extension of findings**

#### **25.5.1 Consequences of checks, reviews, audits and investigations in this grant**

Findings in checks, reviews, audits or investigations carried out in the context of this grant may lead to rejections (see Article 27), grant reduction (see Article 28) or other measures described in Chapter 5.

Rejections or grant reductions after the final payment will lead to a revised final grant amount (see Article 22).

Findings in checks, reviews, audits or investigations during the action implementation may lead to a request for amendment (see Article 39), to change the description of the action set out in Annex 1.

Checks, reviews, audits or investigations that find systemic or recurrent errors, irregularities, fraud or breach of obligations in any EU grant may also lead to consequences in other EU grants awarded under similar conditions ('extension to other grants').

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<sup>16</sup> Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF) and repealing Regulation (EC) No 1073/1999 of the European Parliament and of the Council and Council Regulation (Euratom) No 1074/1999 (OJ L 248, 18/09/2013, p. 1).

<sup>17</sup> Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15/11/1996, p. 2).

Moreover, findings arising from an OLAF or EPPO investigation may lead to criminal prosecution under national law.

### 25.5.2 Extension from other grants

Findings of checks, reviews, audits or investigations in other grants may be extended to this grant, if:

- (a) the beneficiary concerned is found, in other EU grants awarded under similar conditions, to have committed systemic or recurrent errors, irregularities, fraud or breach of obligations that have a material impact on this grant and
- (b) those findings are formally notified to the beneficiary concerned — together with the list of grants affected by the findings — within the time-limit for audits set out in the Data Sheet (see Point 6).

The granting authority will formally notify the beneficiary concerned of the intention to extend the findings and the list of grants affected.

If the extension concerns **rejections of lump sum contributions**: the notification will include:

- (a) an invitation to submit observations on the list of grants affected by the findings
- (b) the request to submit revised financial statements for all grants affected
- (c) the correction rate for extrapolation, established on the basis of the systemic or recurrent errors, to calculate the amounts to be rejected, if the beneficiary concerned:
  - (i) considers that the submission of revised financial statements is not possible or practicable or
  - (ii) does not submit revised financial statements.

If the extension concerns **grant reductions**: the notification will include:

- (a) an invitation to submit observations on the list of grants affected by the findings and
- (b) the **correction rate for extrapolation**, established on the basis of the systemic or recurrent errors and the principle of proportionality.

The beneficiary concerned has **60 days** from receiving notification to submit observations, revised financial statements or to propose a duly substantiated **alternative correction method/rate**.

On the basis of this, the granting authority will analyse the impact and decide on the implementation (i.e. start rejection or grant reduction procedures, either on the basis of the revised financial statements or the announced/alternative method/rate or a mix of those; see Articles 27 and 28).

### 25.6 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, lump sum contributions insufficiently substantiated will be ineligible (see Article 6) and will be rejected (see Article 27), and the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

## **ARTICLE 26 — IMPACT EVALUATIONS**

### **26.1 Impact evaluation**

The granting authority may carry out impact evaluations of the action, measured against the objectives and indicators of the EU programme funding the grant.

Such evaluations may be started during implementation of the action and until the time-limit set out in the Data Sheet (see Point 6). They will be formally notified to the coordinator or beneficiaries and will be considered to start on the date of the notification.

If needed, the granting authority may be assisted by independent outside experts.

The coordinator or beneficiaries must provide any information relevant to evaluate the impact of the action, including information in electronic format.

### **26.2 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the granting authority may apply the measures described in Chapter 5.

## **CHAPTER 5 CONSEQUENCES OF NON-COMPLIANCE**

### **SECTION 1 REJECTIONS AND GRANT REDUCTION**

## **ARTICLE 27 — REJECTION OF CONTRIBUTIONS**

### **27.1 Conditions**

The granting authority will — at interim payment, final payment or afterwards — reject any lump sum contributions which are ineligible (see Article 6), in particular following checks, reviews, audits or investigations (see Article 25).

The rejection may also be based on the extension of findings from other grants to this grant (see Article 25).

Ineligible lump sum contributions will be rejected.

### **27.2 Procedure**

If the rejection does not lead to a recovery, the granting authority will formally notify the coordinator or beneficiary concerned of the rejection, the amounts and the reasons why. The coordinator or beneficiary concerned may — within 30 days of receiving notification — submit observations if it disagrees with the rejection (payment review procedure).

If the rejection leads to a recovery, the granting authority will follow the contradictory procedure with pre-information letter set out in Article 22.

### **27.3 Effects**

If the granting authority rejects lump sum contributions, it will deduct them from the lump sum contributions declared and then calculate the amount due (and, if needed, make a recovery; see Article 22).

## **ARTICLE 28 — GRANT REDUCTION**

### **28.1 Conditions**

The granting authority may — at beneficiary termination, final payment or afterwards — reduce the grant for a beneficiary, if:

- (a) the beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed:
  - (i) substantial errors, irregularities or fraud or
  - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.), or
- (b) the beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5).

The amount of the reduction will be calculated for each beneficiary concerned and proportionate to the seriousness and the duration of the errors, irregularities or fraud or breach of obligations, by applying an individual reduction rate to their accepted EU contribution.

### **28.2 Procedure**

If the grant reduction does not lead to a recovery, the granting authority will formally notify the coordinator or beneficiary concerned of the reduction, the amount to be reduced and the reasons why. The coordinator or beneficiary concerned may — within 30 days of receiving notification — submit observations if it disagrees with the reduction (payment review procedure).

If the grant reduction leads to a recovery, the granting authority will follow the contradictory procedure with pre-information letter set out in Article 22.

### **28.3 Effects**

If the granting authority reduces the grant, it will deduct the reduction and then calculate the amount due (and, if needed, make a recovery; see Article 22).

## **SECTION 2 — SUSPENSION AND TERMINATION**

### **ARTICLE 29 — PAYMENT DEADLINE SUSPENSION**

## 29.1 Conditions

The granting authority may — at any moment — suspend the payment deadline if a payment cannot be processed because:

- (a) the required report (see Article 21) has not been submitted or is not complete or additional information is needed
- (b) there are doubts about the amount to be paid (e.g. ongoing extension procedure, queries about eligibility, need for a grant reduction, etc.) and additional checks, reviews, audits or investigations are necessary, or
- (c) there are other issues affecting the EU financial interests.

## 29.2 Procedure

The granting authority will formally notify the coordinator of the suspension and the reasons why.

The suspension will **take effect** the day the notification is sent.

If the conditions for suspending the payment deadline are no longer met, the suspension will be **lifted** — and the remaining time to pay (see Data Sheet, Point 4.2) will resume.

If the suspension exceeds two months, the coordinator may request the granting authority to confirm if the suspension will continue.

If the payment deadline has been suspended due to the non-compliance of the report and the revised report is not submitted (or was submitted but is also rejected), the granting authority may also terminate the grant or the participation of the coordinator (see Article 32).

## ARTICLE 30 — PAYMENT SUSPENSION

### 30.1 Conditions

The granting authority may — at any moment — suspend payments, in whole or in part for one or more beneficiaries, if:

- (a) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed or is suspected of having committed:
  - (i) substantial errors, irregularities or fraud or
  - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.), or
- (b) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or

serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5).

If payments are suspended for one or more beneficiaries, the granting authority will make partial payment(s) for the part(s) not suspended. If suspension concerns the final payment, the payment (or recovery) of the remaining amount after suspension is lifted will be considered to be the payment that closes the action.

### 30.2 Procedure

Before suspending payments, the granting authority will send a **pre-information letter** to the beneficiary concerned:

- formally notifying the intention to suspend payments and the reasons why and
- requesting observations within 30 days of receiving notification.

If the granting authority does not receive observations or decides to pursue the procedure despite the observations it has received, it will confirm the suspension (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.

At the end of the suspension procedure, the granting authority will also inform the coordinator.

The suspension will **take effect** the day after the confirmation notification is sent.

If the conditions for resuming payments are met, the suspension will be **lifted**. The granting authority will formally notify the beneficiary concerned (and the coordinator) and set the suspension end date.

During the suspension, no prefinancing will be paid to the beneficiaries concerned. For interim payments, the periodic reports for all reporting periods except the last one (see Article 21) must not contain any financial statements from the beneficiary concerned (or its affiliated entities). The coordinator must include them in the next periodic report after the suspension is lifted or — if suspension is not lifted before the end of the action — in the last periodic report.

## ARTICLE 31 — GRANT AGREEMENT SUSPENSION

### 31.1 Consortium-requested GA suspension

#### 31.1.1 Conditions and procedure

The beneficiaries may request the suspension of the grant or any part of it, if exceptional circumstances — in particular *force majeure* (see Article 35) — make implementation impossible or excessively difficult.

The coordinator must submit a request for **amendment** (see Article 39), with:

- the reasons why
- the date the suspension takes effect; this date may be before the date of the submission of the amendment request and
- the expected date of resumption.

The suspension will **take effect** on the day specified in the amendment.

Once circumstances allow for implementation to resume, the coordinator must immediately request another **amendment** of the Agreement to set the suspension end date, the resumption date (one day after suspension end date), extend the duration and make other changes necessary to adapt the action to the new situation (see Article 39) — unless the grant has been terminated (see Article 32). The suspension will be **lifted** with effect from the suspension end date set out in the amendment. This date may be before the date of the submission of the amendment request.

During the suspension, no prefinancing will be paid. Moreover, no work may be done. Ongoing work packages must be interrupted and no new work packages may be started.

## 31.2 EU-initiated GA suspension

### 31.2.1 Conditions

The granting authority may suspend the grant or any part of it, if:

- (a) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed or is suspected of having committed:
  - (i) substantial errors, irregularities or fraud or
  - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.), or
- (b) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5)
- (c) other:
  - (i) linked action issues: not applicable
  - (ii) additional GA suspension grounds: not applicable.

### 31.2.2 Procedure

Before suspending the grant, the granting authority will send a **pre-information letter** to the coordinator:

- formally notifying the intention to suspend the grant and the reasons why and
- requesting observations within 30 days of receiving notification.

If the granting authority does not receive observations or decides to pursue the procedure despite the observations it has received, it will confirm the suspension (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.



The suspension will **take effect** the day after the confirmation notification is sent (or on a later date specified in the notification).

Once the conditions for resuming implementation of the action are met, the granting authority will formally notify the coordinator a **lifting of suspension letter**, in which it will set the suspension end date and invite the coordinator to request an amendment of the Agreement to set the resumption date (one day after suspension end date), extend the duration and make other changes necessary to adapt the action to the new situation (see Article 39) — unless the grant has been terminated (see Article 32). The suspension will be **lifted** with effect from the suspension end date set out in the lifting of suspension letter. This date may be before the date on which the letter is sent.

During the suspension, no prefinancing will be paid. Moreover, no work may be done. Ongoing work packages must be interrupted and no new work packages may be started.

The beneficiaries may not claim damages due to suspension by the granting authority (see Article 33).

Grant suspension does not affect the granting authority's right to terminate the grant or a beneficiary (see Article 32) or reduce the grant (see Article 28).

## ARTICLE 32 — GRANT AGREEMENT OR BENEFICIARY TERMINATION

### 32.1 Consortium-requested GA termination

#### 32.1.1 Conditions and procedure

The beneficiaries may request the termination of the grant.

The coordinator must submit a request for **amendment** (see Article 39), with:

- the reasons why
- the date the consortium ends work on the action ('end of work date') and
- the date the termination takes effect ('termination date'); this date must be after the date of the submission of the amendment request.

The termination will **take effect** on the termination date specified in the amendment.

If no reasons are given or if the granting authority considers the reasons do not justify termination, it may consider the grant terminated improperly.

#### 32.1.2 Effects

The coordinator must — within 60 days from when termination takes effect — submit a **periodic report** (for the open reporting period until termination).

The granting authority will calculate the final grant amount and final payment on the basis of the report submitted and taking into account the lump sum contributions for activities implemented before the end of work date (see Article 22). Partial lump sum contributions for work packages that were not completed (e.g. due to technical reasons) may exceptionally be taken into account.

If the granting authority does not receive the report within the deadline, only lump sum contributions



which are included in an approved periodic report will be taken into account (no contributions if no periodic report was ever approved).

Improper termination may lead to a grant reduction (see Article 28).

After termination, the beneficiaries' obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

## 32.2 Consortium-requested beneficiary termination

### 32.2.1 Conditions and procedure

The coordinator may request the termination of the participation of one or more beneficiaries, on request of the beneficiary concerned or on behalf of the other beneficiaries.

The coordinator must submit a request for **amendment** (see Article 39), with:

- the reasons why
- the opinion of the beneficiary concerned (or proof that this opinion has been requested in writing)
- the date the beneficiary ends work on the action ('end of work date')
- the date the termination takes effect ('termination date'); this date must be after the date of the submission of the amendment request.

If the termination concerns the coordinator and is done without its agreement, the amendment request must be submitted by another beneficiary (acting on behalf of the consortium).

The termination will **take effect** on the termination date specified in the amendment.

If no information is given or if the granting authority considers that the reasons do not justify termination, it may consider the beneficiary to have been terminated improperly.

### 32.2.2 Effects

The coordinator must — within 60 days from when termination takes effect — submit:

- (i) a **report on the distribution of payments** to the beneficiary concerned
- (ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work
- (iii) a second **request for amendment** (see Article 39) with other amendments needed (e.g. reallocation of the tasks and the estimated budget of the terminated beneficiary; addition of a new beneficiary to replace the terminated beneficiary; change of coordinator, etc.).

The granting authority will calculate the amount due to the beneficiary on the basis of the reports submitted in previous interim payments (i.e. beneficiary's lump sum contributions for completed and approved work packages).

Lump sum contributions for ongoing/not yet completed work packages will have to be included in the periodic report for the next reporting periods when those work packages have been completed.

If the granting authority does not receive the report on the distribution of payments within the deadline, it will consider that:

- the coordinator did not distribute any payment to the beneficiary concerned and that
- the beneficiary concerned must not repay any amount to the coordinator.

If the second request for amendment is accepted by the granting authority, the Agreement is **amended** to introduce the necessary changes (see Article 39).

If the second request for amendment is rejected by the granting authority (because it calls into question the decision awarding the grant or breaches the principle of equal treatment of applicants), the grant may be terminated (see Article 32).

Improper termination may lead to a reduction of the grant (see Article 31) or grant termination (see Article 32).

After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

### **32.3 EU-initiated GA or beneficiary termination**

#### **32.3.1 Conditions**

The granting authority may terminate the grant or the participation of one or more beneficiaries, if:

- (a) one or more beneficiaries do not accede to the Agreement (see Article 40)
- (b) a change to the action or the legal, financial, technical, organisational or ownership situation of a beneficiary is likely to substantially affect the implementation of the action or calls into question the decision to award the grant (including changes linked to one of the exclusion grounds listed in the declaration of honour)
- (c) following termination of one or more beneficiaries, the necessary changes to the Agreement (and their impact on the action) would call into question the decision awarding the grant or breach the principle of equal treatment of applicants
- (d) implementation of the action has become impossible or the changes necessary for its continuation would call into question the decision awarding the grant or breach the principle of equal treatment of applicants
- (e) a beneficiary (or person with unlimited liability for its debts) is subject to bankruptcy proceedings or similar (including insolvency, winding-up, administration by a liquidator or court, arrangement with creditors, suspension of business activities, etc.)
- (f) a beneficiary (or person with unlimited liability for its debts) is in breach of social security or tax obligations

- (g) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has been found guilty of grave professional misconduct
- (h) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed fraud, corruption, or is involved in a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking
- (i) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) was created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin (or created another entity with this purpose)
- (j) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed:
  - (i) substantial errors, irregularities or fraud or
  - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.)
- (k) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5)
- (l) despite a specific request by the granting authority, a beneficiary does not request — through the coordinator — an amendment to the Agreement to end the participation of one of its affiliated entities or associated partners that is in one of the situations under points (d), (f), (e), (g), (h), (i) or (j) and to reallocate its tasks, or
- (m) other:
  - (i) linked action issues: not applicable
  - (ii) additional GA termination grounds: not applicable.

### 32.3.2 Procedure

Before terminating the grant or participation of one or more beneficiaries, the granting authority will send a **pre-information letter** to the coordinator or beneficiary concerned:

- formally notifying the intention to terminate and the reasons why and
- requesting observations within 30 days of receiving notification.

If the granting authority does not receive observations or decides to pursue the procedure despite

the observations it has received, it will confirm the termination and the date it will take effect (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.

For beneficiary terminations, the granting authority will — at the end of the procedure — also inform the coordinator.

The termination will **take effect** the day after the confirmation notification is sent (or on a later date specified in the notification; ‘termination date’).

### 32.3.3 Effects

#### (a) for **GA termination**:

The coordinator must — within 60 days from when termination takes effect — submit a **periodic report** (for the last open reporting period until termination).

The granting authority will calculate the final grant amount and final payment on the basis of the report submitted and taking into account the lump sum contributions for activities implemented before termination takes effect (see Article 22). Partial lump sum contributions for work packages that were not completed (e.g. due to technical reasons) may exceptionally be taken into account.

If the grant is terminated for breach of the obligation to submit reports, the coordinator may not submit any report after termination.

If the granting authority does not receive the report within the deadline, only lump sum contributions which are included in an approved periodic report will be taken into account (no contributions if no periodic report was ever approved).

Termination does not affect the granting authority’s right to reduce the grant (see Article 28) or to impose administrative sanctions (see Article 34).

The beneficiaries may not claim damages due to termination by the granting authority (see Article 33).

After termination, the beneficiaries’ obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

#### (b) for **beneficiary termination**:

The coordinator must — within 60 days from when termination takes effect — submit:

- (i) a **report on the distribution of payments** to the beneficiary concerned
- (ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work
- (iii) a **request for amendment** (see Article 39) with any amendments needed (e.g. reallocation of the tasks and the estimated budget of the terminated beneficiary; addition of a new beneficiary to replace the terminated beneficiary; change of coordinator, etc.).

The granting authority will calculate the amount due to the beneficiary on the basis of the reports submitted in previous interim payments (i.e. beneficiary's lump sum contributions for completed and approved work packages).

Lump sum contributions for ongoing/not yet completed work packages will have to be included in the periodic report for the next reporting periods when those work packages have been completed.

If the granting authority does not receive the report on the distribution of payments within the deadline, it will consider that:

- the coordinator did not distribute any payment to the beneficiary concerned and that
- the beneficiary concerned must not repay any amount to the coordinator.

If the request for amendment is accepted by the granting authority, the Agreement is **amended** to introduce the necessary changes (see Article 39).

If the request for amendment is rejected by the granting authority (because it calls into question the decision awarding the grant or breaches the principle of equal treatment of applicants), the grant may be terminated (see Article 32).

After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

### **SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS**

#### **ARTICLE 33 — DAMAGES**

##### **33.1 Liability of the granting authority**

The granting authority cannot be held liable for any damage caused to the beneficiaries or to third parties as a consequence of the implementation of the Agreement, including for gross negligence.

The granting authority cannot be held liable for any damage caused by any of the beneficiaries or other participants involved in the action, as a consequence of the implementation of the Agreement.

##### **33.2 Liability of the beneficiaries**

The beneficiaries must compensate the granting authority for any damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Agreement, provided that it was caused by gross negligence or wilful act.

The liability does not extend to indirect or consequential losses or similar damage (such as loss of profit, loss of revenue or loss of contracts), provided such damage was not caused by wilful act or by a breach of confidentiality.

## **ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES**

Nothing in this Agreement may be construed as preventing the adoption of administrative sanctions (i.e. exclusion from EU award procedures and/or financial penalties) or other public law measures, in addition or as an alternative to the contractual measures provided under this Agreement (see, for instance, Articles 135 to 145 EU Financial Regulation 2018/1046 and Articles 4 and 7 of Regulation 2988/95<sup>18</sup>).

## **SECTION 4 FORCE MAJEURE**

### **ARTICLE 35 — FORCE MAJEURE**

A party prevented by force majeure from fulfilling its obligations under the Agreement cannot be considered in breach of them.

‘Force majeure’ means any situation or event that:

- prevents either party from fulfilling their obligations under the Agreement,
- was unforeseeable, exceptional situation and beyond the parties’ control,
- was not due to error or negligence on their part (or on the part of other participants involved in the action), and
- proves to be inevitable in spite of exercising all due diligence.

Any situation constituting force majeure must be formally notified to the other party without delay, stating the nature, likely duration and foreseeable effects.

The parties must immediately take all the necessary steps to limit any damage due to force majeure and do their best to resume implementation of the action as soon as possible.

## **CHAPTER 6 FINAL PROVISIONS**

### **ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES**

#### **36.1 Forms and means of communication — Electronic management**

EU grants are managed fully electronically through the EU Funding & Tenders Portal (‘Portal’).

All communications must be made electronically through the Portal in accordance with the Portal Terms and Conditions and using the forms and templates provided there (except if explicitly instructed otherwise by the granting authority).

Communications must be made in writing and clearly identify the grant agreement (project number and acronym).

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<sup>18</sup> Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1).

Communications must be made by persons authorised according to the Portal Terms and Conditions. For naming the authorised persons, each beneficiary must have designated — before the signature of this Agreement — a ‘legal entity appointed representative (LEAR)’. The role and tasks of the LEAR are stipulated in their appointment letter (see Portal Terms and Conditions).

If the electronic exchange system is temporarily unavailable, instructions will be given on the Portal.

### **36.2 Date of communication**

The sending date for communications made through the Portal will be the date and time of sending, as indicated by the time logs.

The receiving date for communications made through the Portal will be the date and time the communication is accessed, as indicated by the time logs. Formal notifications that have not been accessed within 10 days after sending, will be considered to have been accessed (see Portal Terms and Conditions).

If a communication is exceptionally made on paper (by e-mail or postal service), general principles apply (i.e. date of sending/receipt). Formal notifications by registered post with proof of delivery will be considered to have been received either on the delivery date registered by the postal service or the deadline for collection at the post office.

If the electronic exchange system is temporarily unavailable, the sending party cannot be considered in breach of its obligation to send a communication within a specified deadline.

### **36.3 Addresses for communication**

The Portal can be accessed via the Europa website.

The address for paper communications to the granting authority (if exceptionally allowed) is the official mailing address indicated on its website.

For beneficiaries, it is the legal address specified in the Portal Participant Register.

## **ARTICLE 37 — INTERPRETATION OF THE AGREEMENT**

The provisions in the Data Sheet take precedence over the rest of the Terms and Conditions of the Agreement.

Annex 5 takes precedence over the Terms and Conditions.

The Terms and Conditions take precedence over the Annexes other than Annex 5.

Annex 2 takes precedence over Annex 1.

## **ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES**

In accordance with Regulation No 1182/71<sup>19</sup>, periods expressed in days, months or years are calculated from the moment the triggering event occurs.

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<sup>19</sup> Regulation (EEC, Euratom) No 1182/71 of the Council of 3 June 1971 determining the rules applicable to periods, dates and time-limits (OJ L 124, 8/6/1971, p. 1).



The day during which that event occurs is not considered as falling within the period.

‘Days’ means calendar days, not working days.

## ARTICLE 39 — AMENDMENTS

### 39.1 Conditions

The Agreement may be amended, unless the amendment entails changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants.

Amendments may be requested by any of the parties.

### 39.2 Procedure

The party requesting an amendment must submit a request for amendment signed directly in the Portal Amendment tool.

The coordinator submits and receives requests for amendment on behalf of the beneficiaries (see Annex 3). If a change of coordinator is requested without its agreement, the submission must be done by another beneficiary (acting on behalf of the other beneficiaries).

The request for amendment must include:

- the reasons why
- the appropriate supporting documents and
- for a change of coordinator without its agreement: the opinion of the coordinator (or proof that this opinion has been requested in writing).

The granting authority may request additional information.

If the party receiving the request agrees, it must sign the amendment in the tool within 45 days of receiving notification (or any additional information the granting authority has requested). If it does not agree, it must formally notify its disagreement within the same deadline. The deadline may be extended, if necessary for the assessment of the request. If no notification is received within the deadline, the request is considered to have been rejected.

An amendment **enters into force** on the day of the signature of the receiving party.

An amendment **takes effect** on the date of entry into force or other date specified in the amendment.

## ARTICLE 40 — ACCESSION AND ADDITION OF NEW BENEFICIARIES

### 40.1 Accession of the beneficiaries mentioned in the Preamble

The beneficiaries which are not coordinator must accede to the grant by signing the accession form (see Annex 3) directly in the Portal Grant Preparation tool, within 30 days after the entry into force of the Agreement (see Article 44).



They will assume the rights and obligations under the Agreement with effect from the date of its entry into force (see Article 44).

If a beneficiary does not accede to the grant within the above deadline, the coordinator must — within 30 days — request an amendment (see Article 39) to terminate the beneficiary and make any changes necessary to ensure proper implementation of the action. This does not affect the granting authority's right to terminate the grant (see Article 32).

#### **40.2 Addition of new beneficiaries**

In justified cases, the beneficiaries may request the addition of a new beneficiary.

For this purpose, the coordinator must submit a request for amendment in accordance with Article 39. It must include an accession form (see Annex 3) signed by the new beneficiary directly in the Portal Amendment tool.

New beneficiaries will assume the rights and obligations under the Agreement with effect from the date of their accession specified in the accession form (see Annex 3).

Additions are also possible in mono-beneficiary grants.

### **ARTICLE 41 — TRANSFER OF THE AGREEMENT**

In justified cases, the beneficiary of a mono-beneficiary grant may request the transfer of the grant to a new beneficiary, provided that this would not call into question the decision awarding the grant or breach the principle of equal treatment of applicants.

The beneficiary must submit a request for **amendment** (see Article 39), with

- the reasons why
- the accession form (see Annex 3) signed by the new beneficiary directly in the Portal Amendment tool and
- additional supporting documents (if required by the granting authority).

The new beneficiary will assume the rights and obligations under the Agreement with effect from the date of accession specified in the accession form (see Annex 3).

### **ARTICLE 42 — ASSIGNMENTS OF CLAIMS FOR PAYMENT AGAINST THE GRANTING AUTHORITY**

The beneficiaries may not assign any of their claims for payment against the granting authority to any third party, except if expressly approved in writing by the granting authority on the basis of a reasoned, written request by the coordinator (on behalf of the beneficiary concerned).

If the granting authority has not accepted the assignment or if the terms of it are not observed, the assignment will have no effect on it.

In no circumstances will an assignment release the beneficiaries from their obligations towards the granting authority.

## **ARTICLE 43 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES**

### **43.1 Applicable law**

The Agreement is governed by the applicable EU law, supplemented if necessary by the law of Belgium.

Special rules may apply for beneficiaries which are international organisations (if any; see Data Sheet, Point 5).

### **43.2 Dispute settlement**

If a dispute concerns the interpretation, application or validity of the Agreement, the parties must bring action before the EU General Court — or, on appeal, the EU Court of Justice — under Article 272 of the Treaty on the Functioning of the EU (TFEU).

For non-EU beneficiaries (if any), such disputes must be brought before the courts of Brussels, Belgium — unless an international agreement provides for the enforceability of EU court judgements.

For beneficiaries with arbitration as special dispute settlement forum (if any; see Data Sheet, Point 5), the dispute will — in the absence of an amicable settlement — be settled in accordance with the Rules for Arbitration published on the Portal.

If a dispute concerns administrative sanctions, offsetting or an enforceable decision under Article 299 TFEU (see Articles 22 and 34), the beneficiaries must bring action before the General Court — or, on appeal, the Court of Justice — under Article 263 TFEU.

For grants where the granting authority is an EU executive agency (see Preamble), actions against offsetting and enforceable decisions must be brought against the European Commission (not against the granting authority; see also Article 22).

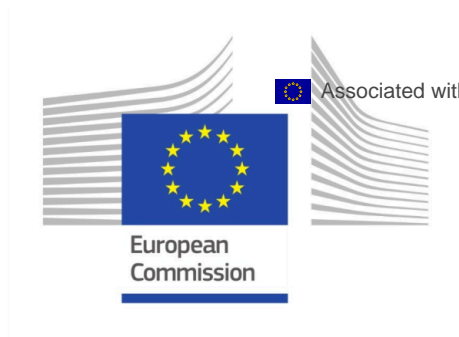
## **ARTICLE 44 — ENTRY INTO FORCE**

The Agreement will enter into force on the day of signature by the granting authority or the coordinator, depending on which is later.

### **SIGNATURES**

For the coordinator

For the granting authority



## **ANNEX 1**



# **Creative Europe Programme (CREA)**

## **Description of the action (DoA)**

**Part A**

**Part B**

## DESCRIPTION OF THE ACTION (PART A)

### COVER PAGE

Part A of the Description of the Action (DoA) must be completed directly on the Portal Grant Preparation screens.

<b>PROJECT</b>	
<i>Grant Preparation (General Information screen) — Enter the info.</i>	
<b>Project number:</b>	101128588
<b>Project name:</b>	REEPLAI. REaders of Europe Play, Learn And Interact
<b>Project acronym:</b>	REEPLAI
<b>Call:</b>	CREA-CULT-2023-COOP
<b>Topic:</b>	CREA-CULT-2023-COOP-1
<b>Type of action:</b>	CREA-LS
<b>Service:</b>	EACEA/B/01
<b>Project starting date:</b>	first day of the month following the entry into force date
<b>Project duration:</b>	24 months

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## PROJECT SUMMARY

### Project summary

*Grant Preparation (General Information screen) — Provide an overall description of your project (including context and overall objectives, planned activities and main achievements, and expected results and impacts (on target groups, change procedures, capacities, innovation etc)). This summary should give readers a clear idea of what your project is about.*

*Use the project summary from your proposal.*

REEPLAI aims at enhancing the reading habits of families with children and teenagers and to improve capacities to promote reading as a means for self-growth, interaction, dialogue and community activation in the partner countries - Ukraine, Portugal and Italy - through the promotion of innovative cultural practices related to reading and to the promotion of literature.

For this to happen, the work plan includes 5 WPs that, under the umbrella of an effective project management plan, will foresee a phase of Content Design in which installations and activities will be imagined and designed based on literary works from the countries' literatures that will give birth to it; the implementation of new game installations' prototypes and literary quests, as well as the preparation of the inaugural events; finally, engagement and capacity-building activities will take place to establish a dialogue with a wide array of stakeholders and enable educators, teachers and cultural mediators to familiarise with REEPLAI's activities.

REEPLAI will mainly address families with their children and teenagers, devoting special attention to Ukrainian families temporarily residing in Obidos and Aosta Valley to stimulate inclusion, mutual understanding and knowledge sharing. In addition, it will operate to strengthen the capacities of school teachers, educators, cultural mediators and operators of the field who live in the surrounding areas.

Alongside the creation of spaces and activities related to reading, REEPLAI intends to protect and promote cultural diversity, stimulate curiosity and the desire to learn. Additionally, it advocates the enlargement and expansion of its network in the long term, based on starting formats and models.

In concrete terms, REEPLAI results in the creation of 2 Reading Parks with their game installations and the implementation of reading-related activities, e.g., literary quests based on the adaptation of 5 literary works from each of the partner's literatures.

## LIST OF PARTICIPANTS

### PARTICIPANTS

*Grant Preparation (Beneficiaries screen) — Enter the info.*

Number	Role	Short name	Legal name	Country	PIC
1	COO	CSSNS	CENTRO DI STUDI STORICO-LETTERARI NATALINO SAPEGNO- ONLUS	IT	883714427
2	BEN	FS	FONDAZIONE SANTAGATA PER L'ECONOMIA DELLA CULTURA	IT	904566129
3	BEN	CMO	CAMARA MUNICIPAL DE OBIDOS	PT	937772624
4	BEN	Lviv-UAC	UKRAYINSKA ASOTSIATSIYA KULTUROLOHIV - LVIV	UA	883783685
5	BEN	LML	LVIV MUNICIPAL LIBRARY	UA	883895332
6	AP	MM	COMUNE DI MORGEX	IT	883154737

## LIST OF WORK PACKAGES

<b>Work packages</b>						
<i>Grant Preparation (Work Packages screen) — Enter the info.</i>						
<b>Work Package No</b>	<b>Work Package name</b>	<b>Lead Beneficiary</b>	<b>Effort (Person-Months)</b>	<b>Start Month</b>	<b>End Month</b>	<b>Deliverables</b>
WP1	Project Management, Monitoring and Evaluation	1 - CSSNS	16.00	1	24	D1.1 – Project Management Plan D1.2 – Plenary Board Meetings and Management Board Meetings
WP2	Content Design	3 - CMO	11.00	2	8	D2.1 – Translated literary works D2.2 – Design of the new Reading Parks - Model D2.3 – Design for the reading-related activities (e.g., literary quests) - Model D2.4 – Preliminary study of replication
WP3	Reading games installations and activities	3 - CMO	13.00	9	18	D3.1 – New parks evaluation report
WP4	Capacity-building and community activation	1 - CSSNS	21.00	18	24	D4.1 – Training material D4.2 – Activities of inclusion D4.3 – Literary quests D4.4 – Surveys report
WP5	Communication and dissemination	2 - FS	31.00	1	24	D5.1 – Website and social media accounts D5.2 – "I read because" video campaign D5.3 – Webinars D5.4 – Online Forum D5.5 – Presentation in training programmes and conferences

## Work package WP1 – Project Management, Monitoring and Evaluation

<b>Work Package Number</b>	WP1	<b>Lead Beneficiary</b>	1. CSSNS
<b>Work Package Name</b>	Project Management, Monitoring and Evaluation		
<b>Start Month</b>	1	<b>End Month</b>	24

<b>Objectives</b>
<ul style="list-style-type: none"> <li>▪ Ensure efficient management and coordination activities</li> <li>▪ Ensure the early identification of risks and the development of an appropriate response</li> <li>▪ Allocation of adequate financial and human resources for specific tasks</li> <li>▪ Monitoring and evaluation of the progress of the project and its work phases</li> <li>▪ Provide correct reporting of the project's development</li> </ul>

<b>Description</b>
<p>T1.1 Development of a Project Management Plan and Budget A Project Management and Monitoring Plan will be shaped in a document that will guide the consortium into the different phases, from the design of the project activities until the final evaluation of the results. It will include task and responsibilities distribution, timetable (e.g., partners meetings sequence), reporting templates and budget.</p> <p>T1.2 Consortium Agreement Creation of a Consortium Agreement among the partners.</p> <p>T1.3 Plenary Board Meetings 8 online meetings of the Plenary Board (project managers of each partner - every three months). In case the PBM will coincide with partners' travelling, they will be carried out in person.</p> <p>T1.4 Management Board Meetings 8 online meetings of the Plenary Board (General project manager + 2 WP leaders from each partner and each associated partner - every three months).</p> <p>T1.5 Monitoring and evaluation In order to ensure the smooth and quality implementation of the activities, the project will assess the achievement of milestones and rely on internal reporting. Creation of Reports to evaluate project progress (1 complete final report and 2 simplified interim reports).</p>

## Work package WP2 – Content Design

<b>Work Package Number</b>	WP2	<b>Lead Beneficiary</b>	3. CMO
<b>Work Package Name</b>	Content Design		
<b>Start Month</b>	2	<b>End Month</b>	8

<b>Objectives</b>
<ul style="list-style-type: none"> <li>▪ Contribute to the circulation of literary works in less influential literatures in the country partners</li> <li>▪ Raise awareness and deepen knowledge about game-development and implementation procedures</li> <li>▪ Design the new Reading Parks based on the existing prototype</li> <li>▪ Design the new literary quests based on the existing model</li> </ul>

<b>Description</b>
<p>T2.1 Selection, translation and adaptation of literary works Each partner country will provide a proposal of literary works ( for children readers) that will be translated into the partner countries' languages, in case not available on the market yet. The content of the books will be adapted into individual proposals for the game installations that will enrich the Reading Parks and the reading-related activities. The final number of literary works chosen will depend on translation costs, which may vary according to page numbers and IP rights.</p> <p>T2.2 Workshops 2 workshops will be organised a) among creative groups (service providers) in the three countries to align teams on REEPLAI approach and exchange good practice on game development; b) among partners' on IP issues. The workshops will be the occasion for CSSNS to transfer the knowledge acquired through its previous experience.</p>

T2.3 Request of permits for installing the games in Lviv and Obidos Reading Parks CMO, Lviv-UAC and LML will issue a formal request to their respective municipalities/suitable public agencies for the realisation of Reading Parks in the areas they have identified (task done before the preparation of this proposal) and their respective game installations. The permits approved by the respective municipalities will form part of the project documentation.

T2.4 Design and adaptation of the game installations Lviv-UAC, LML and CMO will design and work for the adaptation of the chosen literary works into reading games, following the example of the Reading Park in Morgex. CSSNS will prepare the integration of Portuguese and Ukrainian content into its reading games. Preliminary tests will be carried out to verify the feasibility and effectiveness of the designed product/service.

T2.5 Adaptation of literary-related activities CSSNS and CMO will proceed to the adaptation of the literary-related activities (WP4 activities) based on the past experiences of the Ukrainian partner. Preliminary tests will be carried out to verify the feasibility and effectiveness of the designed format.

T2.6 Preliminary study for the creation for a model of REEPLAI content development Realisation of a preliminary study to shape a model for REEPLAI content development in other contexts/languages, based on observation and evidence gathered monitoring partners' collaboration scheme (i.e, Reading Park of Morgex's idea based on Protection of Intellectual Rights), institutional support and design development and testing, both for the Reading Parks and literary-related activities.

### Work package WP3 – Reading games installations and activities

<b>Work Package Number</b>	WP3	<b>Lead Beneficiary</b>	3. CMO
<b>Work Package Name</b>	Reading games installations and activities		
<b>Start Month</b>	9	<b>End Month</b>	18

#### Objectives

- To create the light infrastructure of the Reading Parks
- To open the Reading Parks to the public
- To assess public appreciation, and efficacy and efficiency of the opening process

#### Description

T3.1 Implementation of the game installations and opening of the new Reading Parks in Lviv and Obidos  
Creation of the Reading Parks and their game installations based on the prototypes implemented by CSSNS, that is the Reading Park in Morgex. The new Reading Parks will be implemented by CMO, Lviv-UAC and LML in their respective cities.

T3.2 Implementation of the Portuguese and Ukrainian game installations in Morgex  
In Morgex Reading Park, CSSNS will implement reading game installations in Portuguese and Ukrainian.

T3.3 Inaugural events of the Reading Parks Inaugural events will be held in the partner countries to give visibility to the implemented Reading Parks, new game installations.  
Local communities and institutions will be involved in the inaugural events, as well as local administrations.

T3.4 Institutions and community feedback collection  
On the occasion of the inaugural events, a short-term assessment will be carried out, through 2 means. 1) questionnaires will be given out to the local community to assess their expectations, impressions, perceived quality and potential impact of the Reading Park; the questionnaire will also investigate expectations on future development and community activation initiatives; 2) in-depth interviews will be carried out by the staff of Fondazione Santagata to partners' staff and staff of the local institutions who have contributed to the implementation of the Reading Parks to evaluate the efficacy and efficiency of the process that has led to the public opening of the Reading Parks.

### Work package WP4 – Capacity-building and community activation

<b>Work Package Number</b>	WP4	<b>Lead Beneficiary</b>	1. CSSNS
<b>Work Package Name</b>	Capacity-building and community activation		



<b>Start Month</b>	18	<b>End Month</b>	24
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### Objectives

- To enhance capacity of local operators to act as mediators of the Reading park and other activation activities
- To leverage on reading potential to create inclusion among people
- To create playful occasions to discover literary works

### Description

T4.1 Identification of the training teams and preparation of the programmes CSSNS, Lviv-UAC and CMO will proceed to the identification of training equips in each partner country. The training teams will be composed of 3 trainers (internal to the partner organisations or external collaborators) with a background in pedagogy, humanities, theatre studies, cultural mediation, and educational psychology. The partners will prepare detailed programmes of the training, set out training days, times, locations.

T4.2 Preparation of training materials Under the lead of CSSNS and FS, a common set of training materials will be prepared (in English). They will be discussed among partners and, once approved in general terms, the training kits will be presented to the teams of trainers, who all together will be involved in an initial training (two 2-hour online sessions) to get to know each other and align teams on the scope of the community training and the contents of training materials. After the alignment of trainers, training materials will be adapted to the specificity of each pilot area and translated into the national languages. Detailed programmes of the training will be prepared and discussed by all partners and trainers during an online meeting.

T4.3 Training for educators, teachers and cultural mediators

The activity is conceived for educators, cultural mediators and teachers in the municipalities involved and in the surrounding area and it has the objective of: a) making them familiarise with the Reading Parks, with the proposed Reading games and the way of using them in safety; b) inform them about the inclusivity features of the Reading games; c) instruct them on how children and youth can be guided throughout the Reading parks; d) illustrate the objectives and competencies needed to perform the

Literary quest; e) the potential for intercultural knowledge and dialogue posed by the Reading parks. Four sessions of the training will be organised in each country, each open to 20 participants. Training will be organised in the local language and each will have a duration of 4 hours.

T4.4 Activities of inclusion towards the Ukrainian families temporarily resident in Obidos and Aosta Valley (Morgex), and in the surrounding areas

The task foresees activities aimed at welcoming and promoting the inclusion of Ukrainian families and children currently living in Obidos, Aosta Valley (Morgex) and in the surrounding areas. Two types of activities will be offered: 1) Activities in Ukrainian, conceived for Ukrainian children (the majority of temporarily residents) to maintain, through the reading games, connections with their roots, culture and literary works; 2) Activities in both Italian and Ukrainian, to stimulate inclusion and mutual knowledge among local and Ukrainian temporarily resident families. Approximately 25 people participate in each activity.

For both, the groups will be guided by educators and linguistic mediators.

Active participation from cultural mediators who have attended the training at T4.3 will be sought.

T4.5 Literary quests for schools Under the guidance of Lviv-UAC and LML, CSSNS and CMO will organise 2 Literary quests for schools in their municipality. Each literary quest will be conceived for approx. 50 children in primary school. Active participation from teachers who have attended the training at T4.3 will be sought.

T4.6 Literary quest for the general public Under the guidance of Lviv-UAC and LML, CSSNS and CMO will organise 2 Literary quests for the general public, in particular targeting families. Each literary quest will be conceived for approx. 50 people (adults and children) and it will be organised on a weekend day.

Active participation from educators who have attended the training at T4.3 will be sought.

T4.7 Surveys On occasion of T4.3, T4.4, T4.5 and T4.6, surveys will be

carried out to a sample of participants. They will aim at gathering feedback on the perceived impact of REEPLAI proposed activities on quality free time, on the potential to become a complementary educational tool, on the impact on inclusion (of foreign communities but also of individuals with disabilities), and on the interest raised towards foreign literature. The surveys will be prepared by FS and translated into the local languages by partners.

### Work package WP5 – Communication and dissemination

<b>Work Package Number</b>	WP5	<b>Lead Beneficiary</b>	2. FS
<b>Work Package Name</b>	Communication and dissemination		
<b>Start Month</b>	1	<b>End Month</b>	24

Objectives
<ul style="list-style-type: none"> <li>● To ensure visibility of Creative Europe and partners’ co-funding</li> <li>● To reach out to REEPLAI’s target audiences</li> <li>● To foster interest on reading and enhance reading habits</li> <li>● To foster interest on replicating REEPLAI’s approach in other areas</li> </ul>

Description
<p>T5.1 Project identity and visibility guideline Development of the identity of the project, including logo and formats for documents, slides, etc.                  The project identity formats will be prepared and spread among partners together with a stylesheet and with instructions on the visibility of the EU Creative Europe programme in all project materials.                  Preparation of REEPLAI Project presentation to be used as dissemination material and asset for communication on partners’ website and at meetings.</p> <p>T5.2 Project communication strategy Preparation of REEPLAI communication strategy, defining objectives, target audiences, channels to be used (website, social media, partners’ websites, newsletter, photo and video coverage, leaflets and brochures, etc), key messages and tactics, metrics for measuring engagement and targets.</p> <p>T5.3 Design of REEPLAI project website, opening of social media accounts and continuous update of content                  REEPLAI’s website will be designed, optimising the user experience and the interface by taking into consideration the need to have a multi-language platform. The landing page of the website will be developed in English devoted to presenting the project for an international audience.                  Translation in the project partners’ languages will allow local communities (where part of the population does not speak English) to access detailed content on activities in each country/pilot area in the national language.                  Social media accounts will be opened on the most used platforms (to be confirmed: Facebook, Instagram, LinkedIn) each of which will be used to attract attention and engage different personas and to respond to the variety of strategic communication objectives.</p>

T5.4 "I read because" video campaign Preparation of a video-campaign made of 5 short videos of people who have taken part to REEPLAI's activities respond to a variety of questions on what reading brings into their lives.

The style of the videos will be playful and, to ensure a good outreach to younger generations, an illustrator and an animator will be involved to accompany the images with a visual story.

To testify the richness of languages, the videos will present content in people's mother tongues, with subtitles provided for the dissemination in partners' countries and internationally.

Prior consent for the participation of children to the video campaign will be ensured through forms signed by parents. Informed consent will be asked to all participants in a formal way.

T5.5 Webinars Organisation of 3 public webinars to be held on free-access platforms.

Objective of the webinars will be: Webinar 1) presentation of REEPLAI methodology and objectives, visibility of the Creative Europe supporting co-financing; Webinar 2) to present the new Reading Parks; Webinar 3) to present the outcomes of REEPLAI as the project comes to an end and to stimulate replication in other territories.

T5.6 Online forum for organisations promoting Reading and for UNESCO's City of Literature, part of Creative Cities network

The online forum will be devoted to gathering European organisations and institutions that are on a daily basis devoted to promoting reading. The online forum will be open upon inscription and organised in sections for practitioners to discuss a) needs and critical factors affecting their work; b) opportunities and good practices; c) european cooperation strategies.

T5.7 Photo and video coverage Photo and video coverage will be ensured throughout the project, for a) internal activities (i.e.: collaboration among partners, project launch, project closing event); b) meetings and roundtables to present the project; c) the installation of reading games and the opening of the Reading Parks; d) the Literary quests; g) the international community exchanges; h) forum and webinars.

T5.8 Presentation of REEPLAI in scientific workshops, training and conferences

FS is the promoter of a number of training and capacity building programmes, both formal (in collaboration with University of Turin) and informal (as for instance the Academy on Sustainable Development organised in collaboration with UNESCO). Moreover, it takes part, on a regular basis, to scientific conferences and workshops. On these occasions, it will disseminate knowledge on good practice emerging from REEPLAI and it will present the evidence generated through prototyping, tests and validation.

## STAFF EFFORT

<b>Staff effort per participant</b>						
<i>Grant Preparation (Work packages - Effort screen) — Enter the info.</i>						
<b>Participant</b>	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>Total Person-Months</b>
1 - CSSNS	6.00	1.00	1.00	5.00	1.00	14.00
2 - FS	2.00	1.00	2.00	2.00	5.00	12.00
3 - CMO	4.00	6.00	4.00	7.00	4.00	25.00
4 - Lviv-UAC	2.00	1.00	1.00	5.00	2.00	11.00
5 - LML	2.00	2.00	5.00	2.00	19.00	30.00
<b>Total Person-Months</b>	16.00	11.00	13.00	21.00	31.00	92.00

## LIST OF DELIVERABLES

<b>Deliverables</b>						
<i>Grant Preparation (Deliverables screen) — Enter the info.</i>						
<i>The labels used mean:</i>						
<i>Public — fully open (⚠ automatically posted online)</i>						
<i>Sensitive — limited under the conditions of the Grant Agreement</i>						
<i>EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision <a href="#">2015/444</a></i>						
<b>Deliverable No</b>	<b>Deliverable Name</b>	<b>Work Package No</b>	<b>Lead Beneficiary</b>	<b>Type</b>	<b>Dissemination Level</b>	<b>Due Date (month)</b>
D1.1	Project Management Plan	WP1	1 - CSSNS	R — Document, report	SEN - Sensitive	2
D1.2	Plenary Board Meetings and Management Board Meetings	WP1	1 - CSSNS	R — Document, report	SEN - Sensitive	23
D2.1	Translated literary works	WP2	1 - CSSNS	R — Document, report	SEN - Sensitive	7
D2.2	Design of the new Reading Parks - Model	WP2	3 - CMO	R — Document, report	SEN - Sensitive	8
D2.3	Design for the reading-related activities (e.g., literary quests) - Model	WP2	1 - CSSNS	DEM — Demonstrator, pilot, prototype	SEN - Sensitive	8
D2.4	Preliminary study of replication	WP2	2 - FS	R — Document, report	SEN - Sensitive	8
D3.1	New parks evaluation report	WP3	2 - FS	R — Document, report	PU - Public	18
D4.1	Training material	WP4	1 - CSSNS	R — Document, report	SEN - Sensitive	19
D4.2	Activities of inclusion	WP4	1 - CSSNS	DEM — Demonstrator, pilot, prototype	PU - Public	23
D4.3	Literary quests	WP4	1 - CSSNS	DEM — Demonstrator, pilot, prototype	PU - Public	23
D4.4	Surveys report	WP4	2 - FS	DEM — Demonstrator, pilot, prototype	SEN - Sensitive	24

**Deliverables**

Grant Preparation (Deliverables screen) — Enter the info.

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Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D5.1	Website and social media accounts	WP5	2 - FS	DEC —Websites, patent filings, videos, etc	PU - Public	3
D5.2	”I read because” video campaign	WP5	2 - FS	DEC —Websites, patent filings, videos, etc	PU - Public	21
D5.3	Webinars	WP5	2 - FS	OTHER	SEN - Sensitive	23
D5.4	Online Forum	WP5	2 - FS	OTHER	PU - Public	20
D5.5	Presentation in training programmes and conferences	WP5	2 - FS	OTHER	PU - Public	23

### Deliverable D1.1 – Project Management Plan

<b>Deliverable Number</b>	D1.1	<b>Lead Beneficiary</b>	1. CSSNS
<b>Deliverable Name</b>	Project Management Plan		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	2	<b>Work Package No</b>	WP1

<b>Description</b>
The document outlines the development of the project management and the procedures that will be followed during the work phases. Furthermore, it will include tasks and responsibilities distributions and timetable - in English, pdf.

### Deliverable D1.2 – Plenary Board Meetings and Management Board Meetings

<b>Deliverable Number</b>	D1.2	<b>Lead Beneficiary</b>	1. CSSNS
<b>Deliverable Name</b>	Plenary Board Meetings and Management Board Meetings		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	23	<b>Work Package No</b>	WP1

<b>Description</b>
Document containing the agenda, participants list and short summary of the Plenary Board & Management Board Meetings, in English-pdf.

### Deliverable D2.1 – Translated literary works

<b>Deliverable Number</b>	D2.1	<b>Lead Beneficiary</b>	1. CSSNS
<b>Deliverable Name</b>	Translated literary works		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	7	<b>Work Package No</b>	WP2

<b>Description</b>
Digital document containing the full text of translated literary works based on the choice of books titles by country partners - PDF in Ukrainian, Portuguese and Italian.

### Deliverable D2.2 – Design of the new Reading Parks - Model

<b>Deliverable Number</b>	D2.2	<b>Lead Beneficiary</b>	3. CMO
<b>Deliverable Name</b>	Design of the new Reading Parks - Model		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	8	<b>Work Package No</b>	WP2

<b>Description</b>
Document containing the design of the new Reading Parks in Ukraine and Portugal, including the location of games, identification of pathways - PDF in English

**Deliverable D2.3 – Design for the reading-related activities (e.g., literary quests) - Model**

<b>Deliverable Number</b>	D2.3	<b>Lead Beneficiary</b>	1. CSSNS
<b>Deliverable Name</b>	Design for the reading-related activities (e.g., literary quests) - Model		
<b>Type</b>	DEM — Demonstrator, pilot, prototype	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	8	<b>Work Package No</b>	WP2

<b>Description</b>
Document containing the design of animation activities to be implemented in Italy and Portugal, based on previous experience in Lviv. The document will contain the following details: objectives, human and technic resources, duration, one-time or repeated activity, indicators to compare performances - PDF - in English.

**Deliverable D2.4 – Preliminary study of replication**

<b>Deliverable Number</b>	D2.4	<b>Lead Beneficiary</b>	2. FS
<b>Deliverable Name</b>	Preliminary study of replication		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	8	<b>Work Package No</b>	WP2

<b>Description</b>
Preliminary study indicating what the replication process of REEPLAI is in order to enable further dissemination of the model. It will contain indications on: rules of engagement, incentives for participation, constraints and use of materials, recommended activities, how to use content, how to use games. PDF in English

**Deliverable D3.1 – New parks evaluation report**

<b>Deliverable Number</b>	D3.1	<b>Lead Beneficiary</b>	2. FS
<b>Deliverable Name</b>	New parks evaluation report		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	18	<b>Work Package No</b>	WP3

<b>Description</b>
Report on the evaluation of public appreciation and the effectiveness and efficiency of the process of opening new parks, based on data collected in the field. PDF in English

**Deliverable D4.1 – Training material**

<b>Deliverable Number</b>	D4.1	<b>Lead Beneficiary</b>	1. CSSNS
<b>Deliverable Name</b>	Training material		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	19	<b>Work Package No</b>	WP4



Description			
Document containing training activities for educators, teachers and cultural mediators, indicating the objectives of the training.			

### Deliverable D4.2 – Activities of inclusion

<b>Deliverable Number</b>	D4.2	<b>Lead Beneficiary</b>	1. CSSNS
<b>Deliverable Name</b>	Activities of inclusion		
<b>Type</b>	DEM — Demonstrator, pilot, prototype	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	23	<b>Work Package No</b>	WP4

Description			
Short report on the activities of inclusion, through literature and reading, towards the Ukrainian families temporarily resident in Obidos and Aosta Valley (Morgex), and in the surrounding areas. Pdf in English			

### Deliverable D4.3 – Literary quests

<b>Deliverable Number</b>	D4.3	<b>Lead Beneficiary</b>	1. CSSNS
<b>Deliverable Name</b>	Literary quests		
<b>Type</b>	DEM — Demonstrator, pilot, prototype	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	23	<b>Work Package No</b>	WP4

Description			
Short report on the literary quests organised for schools and the general audience. Pdf in English			

### Deliverable D4.4 – Surveys report

<b>Deliverable Number</b>	D4.4	<b>Lead Beneficiary</b>	2. FS
<b>Deliverable Name</b>	Surveys report		
<b>Type</b>	DEM — Demonstrator, pilot, prototype	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	24	<b>Work Package No</b>	WP4

Description			
Report on capacity building and mobilisation activities carried out, based on questionnaires and data collected in the field through participatory observation. PDF in English			

### Deliverable D5.1 – Website and social media accounts

<b>Deliverable Number</b>	D5.1	<b>Lead Beneficiary</b>	2. FS
<b>Deliverable Name</b>	Website and social media accounts		

<b>Type</b>	DEC —Websites, patent filings, videos, etc	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	3	<b>Work Package No</b>	WP5

<b>Description</b>
Implementation of Webpage and social accounts of REEPLAI project

### Deliverable D5.2 – ”I read because” video campaign

<b>Deliverable Number</b>	D5.2	<b>Lead Beneficiary</b>	2. FS
<b>Deliverable Name</b>	”I read because” video campaign		
<b>Type</b>	DEC —Websites, patent filings, videos, etc	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	21	<b>Work Package No</b>	WP5

<b>Description</b>
Video Campaign of the project containing: 5 videos of approximately 3 minutes each; with visual story animation. Video in the languages of the consortium + English

### Deliverable D5.3 – Webinars

<b>Deliverable Number</b>	D5.3	<b>Lead Beneficiary</b>	2. FS
<b>Deliverable Name</b>	Webinars		
<b>Type</b>	OTHER	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	23	<b>Work Package No</b>	WP5

<b>Description</b>
3 public webinars to be held on free-access platforms.  Webinar 1) presentation of REEPLAI methodology and objectives, visibility of the Creative Europe supporting co-financing; Webinar 2) to present the new Reading Parks; Webinar 3) to present the outcomes of REEPLAI as the project comes to an end and to stimulate replication in other territories.

### Deliverable D5.4 – Online Forum

<b>Deliverable Number</b>	D5.4	<b>Lead Beneficiary</b>	2. FS
<b>Deliverable Name</b>	Online Forum		
<b>Type</b>	OTHER	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	20	<b>Work Package No</b>	WP5

<b>Description</b>
Online forum devoted to gathering European organisations and institutions that promote reading. The online forum will be open upon inscription and organised in sections for

practitioners to discuss a) needs and critical factors affecting their work; b) opportunities and good practices; c) European cooperation strategies.

- pdf with links to the forum and screenshots from its different sections

### **Deliverable D5.5 – Presentation in training programmes and conferences**

<b>Deliverable Number</b>	D5.5	<b>Lead Beneficiary</b>	2. FS
<b>Deliverable Name</b>	Presentation in training programmes and conferences		
<b>Type</b>	OTHER	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	23	<b>Work Package No</b>	WP5

#### **Description**

Presentation of REEPLAI in the Academy on UNESCO Designations and Sustainable Development jointly organised by Fondazione Santagata and UNESCO. PPT in English

## LIST OF MILESTONES

<b>Milestones</b>					
<i>Grant Preparation (Milestones screen) — Enter the info.</i>					
<b>Milestone No</b>	<b>Milestone Name</b>	<b>Work Package No</b>	<b>Lead Beneficiary</b>	<b>Means of Verification</b>	<b>Due Date (month)</b>
1	Consortium Agreement	WP1	1-CSSNS	Contract signed.	2
2	Kick-off meeting	WP1	1-CSSNS	Travel documentation, meeting agendas, progress of the war in Ukraine.	2
3	Interim and final reports	WP1	1-CSSNS	Report signed by PM and available to Creative Europe.	24
4	Permissions cleared	WP2	3-CMO	Administrative evidence (according to national legislation).	4
5	Preliminary tests and results	WP2	1-CSSNS	Brief report about the community's response collected through questionnaire.	6
6	Validation of the ideas	WP2	1-CSSNS	Approval by the municipalities.	8
7	Reading games installed	WP3	3-CMO	Evidence of the first game installation existence.	16
8	Reading Parks' opening	WP3	5-LML	Inaugural events.	16
9	Training for educators	WP4	1-CSSNS	Certificate of participation to the training programme.	21
10	REEPLAI identity and CE visibility guideline	WP5	2-FS	Project logos, stylesheet and visibility guideline distributed among partners.	2
11	Communication strategy	WP5	2-FS	Communication strategy plan uploaded on the partners' shared folder.	2

## LIST OF CRITICAL RISKS

<b>Critical risks &amp; risk management strategy</b>			
<i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
<b>Risk number</b>	<b>Description</b>	<b>Work Package No(s)</b>	<b>Proposed Mitigation Measures</b>
1	Miscommunication among partners. Risk level: Low	WP1	Having in mind previous cooperation between the project partners the risk is low, although the well-established management system of the consortium, daily communication and extraordinary partners meetings will be initiate, if any signs of miscommunication.
2	Deficit of budget. Risk level: low	WP1	Although the project budget is well thought out and sufficient financial resources are allocated to each WP, the changes of economic situation in partner countries may affect the implementation process. To avoid the risk, the expenditures needed for the implementation of each particular activity will be assessed on the planning phase while actual spending's checked after the implementation. Any mismatch with the planned budget will be discussed and the ways of re-allocation funds from other lines considered. The changes will be agreed with EACEA officers.
3	No efficiency of communication. Risk level: medium	WP2	The communication and dissemination plan will be developed in advance taking into

<b>Critical risks &amp; risk management strategy</b>			
<i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
<b>Risk number</b>	<b>Description</b>	<b>Work Package No(s)</b>	<b>Proposed Mitigation Measures</b>
			account the target beneficiaries. The best channels to reach them will be selected. In case of the low visibility of project activities partners will discuss the possible changes and re-tailor the communication strategy.
4	Low interest from the beneficiaries in the offered capacity building activities. Risk level: Medium	WP3, WP4	In case of a small number of applications the project will intensify call dissemination via different channels. Educational institutions and professional networks will be activated (i.e. Fondazione per la Scuola in Italy). The goals of the trainings as well as nature of opportunities will be outlined.
5	Low quality of the capacity building activities. Risk level: Low	WP4	Selection of the trainers will be done thoroughly in accordance to their professional record in compliance with the needs of the beneficiary groups. The quality assessment will be done on each stage of the WP and in case of need the modification of the programme and improvement of components noted by the participants will be made.
6	New cultural offer is not visible online. Risk level: medium	WP3, WP4	The dissemination of the new cultural offer will be ensured. It will be promoted to ensure high traffic from different countries. Assistance in the uploading of the products to other platforms will also be ensured as a mitigation of

<b>Critical risks &amp; risk management strategy</b>			
<i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
<b>Risk number</b>	<b>Description</b>	<b>Work Package No(s)</b>	<b>Proposed Mitigation Measures</b>
			the risk occurred.
7	Feasibility of the proposed activities in Ukraine due to the war. Risk level: high	WP1, WP2, WP3, WP5, WP4	It is clear that the consortium cannot operate effectively against a risk of this magnitude. However, some actions that can mitigate the effects on the project of such a risk are: transposition of reading and capacity activities digitally (e.g. online reading groups, webinars already planned), preparation of materials in partner countries and delivery to Lviv, contacting the embassies in order to keep contacts and exchanges open.

## TECHNICAL DESCRIPTION (PART B)

### COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

**Note:** Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	[REaders of Europe Play, Learn And Interact]
Project acronym:	[REEPLA]
Coordinator contact:	[Giulia Alexandra Radin] [Centro studi storico-letterari Natalino Sapegno]



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#@APP-FORM-CREACULT@#

#@PRJ-SUM-PS@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

## PROJECT SUMMARY

### Project summary

REEPLAI aims at enhancing the reading habits of families with children and teenagers and to improve capacities to promote reading as a means for self-growth, interaction, dialogue and community activation in the partner countries - Ukraine, Portugal and Italy - through the promotion of innovative cultural practices related to reading and to the promotion of literature.

For this to happen, the work plan includes 5 WPs that, under the umbrella of an effective project management plan, will foresee a phase of Content Design in which installations and activities will be imagined and designed based on literary works from the countries' literatures that will give birth to it; the implementation of new game installations' prototypes and literary quests, as well as the preparation of the inaugural events; finally, engagement and capacity-building activities will take place to establish a dialogue with a wide array of stakeholders and enable educators, teachers and cultural mediators to familiarise with REEPLAI's activities.

REEPLAI will mainly address families with their children and teenagers, devoting special attention to Ukrainian families temporarily residing in Obidos and Aosta Valley to stimulate inclusion, mutual understanding and knowledge sharing. In addition, REEPLAI will operate to strengthen the capacities of school teachers, educators, cultural mediators and operators of the field who live in the surrounding areas.

Alongside the creation of spaces and activities related to reading, REEPLAI intends to protect and promote cultural diversity, stimulate curiosity and the desire to learn. Additionally, it advocates the enlargement and expansion of its network of Reading Parks and community activation activities in the long term, based on a common, tested model.

In concrete terms, REEPLAI results in the creation of 2 Reading Parks with their game installations and the implementation of reading-related activities, e.g., literary quests based on the adaptation of 5 literary works from each of the partner's literatures.

#\$PRJ-SUM-PS\$# #@\$REL-EVA-RE@\$# #@\$PRJ-OBJ-PO@\$#

## 1. RELEVANCE

### 1.1 Background and objectives

#### Background and objectives

*Describe the background and rationale of the project.*

- *How is the project relevant to the scope of the call? How does the project address the objectives of the call? What is the project's contribution to the priorities of the call (see section 2 of the Call document)?*

#### Relevance of REEPLAI to the scope of the call

REEPLAI stems from the common desire to bring families and young people from different backgrounds into reading practice and closer to less studied and shared literary cultures in Europe. More concretely, REEPLAI's aim is to design, implement and validate a pilot model and tools to foster a reading habit designed for teenagers and families at a time when, on the one hand, there is a general decrease in the amount of time devoted to reading (Eurostat, 2008-2015) and, on the other hand, there is a greater need to disseminate and give visibility to less internationalised literary cultures, such as the Ukrainian, Portuguese and Italian ones as a starting point. In fact, these literatures have less impact on the European educational scenario than other major influential languages, such as English, German or French. By doing so, REEPLAI would then protect cultural diversity, in line with the intent of the call.

Furthermore, the advent of the Covid-19 and Russia's devastating invasion of Ukrainian territory have contributed considerably to damaging the quality of life and to the slowdown in the socio-economic and cultural development of the countries involved, with a particular focus on the case of Ukraine which has seen part of the population emigrate temporarily to other countries. The consortium believes that REEPLAI's proposal will facilitate the process of social integration of those Ukrainian communities that have begun to populate the cities of the host countries (according to [UNHCR latest figures](#), about 170.000 Refugees from Ukraine registered for Temporary Protection in Italy and about 58.000 in Portugal), especially in the past year as well as helping to build opportunities for access to culture for those who continued to live in the country.

**REEPLAI addressing the objectives of the call**

The involvement of three European countries - Ukraine, Portugal and Italy - in the joint effort to share traditional literary works that have guided children and teenagers through the early stages of their growth and learning process, results in a new project, REEPLAI, which aims at creating new opportunities for supporting reading practice and for transnational creation and literary works circulation through mutual understanding, appreciation and open universal access to cultural contents, and, more concretely, through the co-designing of tools and contents, the exchange of good practices and the promotion of literary works for young teenagers among the three countries involved. By doing so, it would also promote European cultural and linguistic diversity and the valorisation of a common literary cultural heritage.

The project responds to the call objective 1 - *Transnational creation and circulation*, as:

- It facilitates the exchange of literary works, as well as best practices and expertise among the countries involved;
- It allows the designing and the implementation of a pilot model in European territories based on the exchange of best practices and expertise and on testing the effectiveness of the model with different users and host communities;
- makes literary production in languages that are less influential on the international arena accessible, especially children's literature
- It fosters mutual understanding and the appreciation of those cultures that are the core of this proposal.

All this, thanks to:

- The engagement of organisations belonging to three different European countries with their own histories, cultures, and literary traditions;
- The interconnection among countries and peoples distant in space but close in spirit, as they share similar interests, such as reading and literature, and consider the practice of reading as a tool of great importance for the development of an independent critical spirit, for the growth of fundamental skills for everyday life and for making informed choices, and for access to other cultures.;
- Extensive experience of the proposing consortium in activities to promote literary heritage and reading, which has led to integrating cultural cooperation in the organisations' way of operating and enhancing their work thanks to peer learning.

**REEPLAI's contribution to the priorities of the call**

The project will address two of the main priorities individualised by this CREA's call for proposal, that are Social Inclusion and International dimension.

The project activities aim to respond to **societal priorities** such as societal resilience and social inclusion, with a special focus on people with disabilities, people belonging to minorities and marginalised groups, since:

1. It is based on design-for-all principles in parks creation;
2. Identifies Ukrainian children and youth who are guests in European countries as a result of the war as one of the target audiences;
3. Provides tools and ways of approaching reading that are particularly effective in activating the attention of people with low cultural consumption habits, designing a playful and inclusive approach to reading.

In concrete terms, it results through:

1. The creation of inclusive **Reading Parks** learning from the experience of the one created in Morgex (e.g., *Parco della Lettura*), open to joint attendance by all people, including those with motor, sensory or cognitive disabilities;
2. **Literary Quests** based on books from Ukrainian, Portuguese and Italian literatures in Ukraine, Portugal and Italy, following the model of BookMints, the Lviv Book Festival, promoting reading, science and culture while solving curiosities;
3. The selection of **literary works from the Ukrainian tradition**, as well the **Portuguese** and the **Italian** ones, in order to enable children hosted in European countries following the war to rediscover their own stories along with those of other European literary traditions and at the same time creating the conditions for everyone to be exposed to works from different European countries.

The second priority that REEPLAI foment is the **international dimension**, since:

1. It involves three European countries that are located in three different areas of the continent - Western Europe, Central Europe and Eastern Europe, together with their cultures and traditions, very different even in terms of literary tradition. The Portuguese one that is connected to Latin America, the Italian one that has strong connections with the French and German ones, the Ukrainian one that is central in the literary world of Eastern Europe ;

2. It encompasses several European realities that interact and make a joint effort to share good practices and expertise in the areas of culture, education and sustainability
3. It aims to collaborate in constructing a new literary canon for children and young people, expanding reading options, reference authors, and literary traditions to be explored.

In concrete terms, it results through:

1. A new network of reading cores based on the translation and circulation of literary works as well as their adaptation for the creation of cultural products (e.g., reading parks and literary quests);
2. A larger offer of European literary works available in less influential languages in children and young adults literature, i.e., Ukrainian, Portuguese and Italian;
3. An enhanced connection among young teenagers from Ukraine, Portugal and Italy who converge on the territories where the outputs will materialise.

Finally, this project aims at creating positive impacts on an international scale not only on a cultural basis but also on a social level. It is therefore going to give each of the participant countries and, in turn, their people, some concrete tools to reach their own objectives, in line with those of the European Commission, with particular attention to the enlargement of the readership in Europe, guaranteeing free access to culture and information .

## 1.2 Needs analysis

### Needs analysis

*Describe how the objectives of the project are based on a sound needs analysis in line with the objectives of the call. What issue/challenge/gap does the project aim to address?*

*The objectives should be clear, measureable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).*

The needs analysis consists of two parts: first, a study of the needs and gaps related to readers in Europe; secondly, a closer focus on the languages and literatures involved in the study.

#### Part 1. Analysis of the reading habits

In the first phase of the analysis, some issues have emerged as far as the reading habits in Europe are concerned. The topic covered are the following:

1. The first topic regards the **amount of time devoted to reading** each day by Europeans. Europeans reading minutes per day ranges between two and thirteen minutes, being Italy's numbers lower than the average. According to Eurostat (2018), the amount of time dedicated to reading books is in severe decline along with the decreasing amount of money spent on books, newspapers and stationery (1,1% of the EU householders' total consumption expenditure) in the entirety of the EU Member States (2016). A 8-year survey carried out in 15 EU countries shows that the average time spent reading books fluctuates between two and thirteen minutes a day, Estonia being the one that presented higher numbers, while in Italy it is 5 minutes per day. Ukraine and Portugal are not part of the sample analysed, but national statistics showed trends that are reported in the following paragraphs.

Among those who read in Ukraine, 33% spend between 30-60 minutes on this activity, 36% about 1-2 hours, and 18.5% more than 2 hours. Only 15% of respondents find extra time for reading, more people (26%) read books whenever possible, during breaks or simultaneously with other activities, and the other 23% answered "Both". Extra time is more frequently contributed by students (25%), housewives (21%) and pensioners (20%).(Ukrainian Reading and Publishing Data 2018)

A Portuguese study from 2007 reveals instead that about 46% of the sample surveyed in the country read up to half an hour a day, 12% read more than one hour a day, and 16% do not read at all (Lima dos Santos, M.d.L. et al., 2007).

2. A similar statistics measured the **participation rate of those who read books** in Italy: it was 8,5% of the total population. Of those who read, 7,8% were aged between 15 and 20 years. (Eurostat, 2010).

Ukrainians data indicate that about 20% of the total sample surveyed read paper books several times a month, 16% several times a week, and almost 8% every day. Of those who read, almost 13% are between 18 and 24 years old. It is worth mentioning that younger groups of respondents show more preference towards printed books and that respondents with higher

education levels read books more often, being reading frequency influenced by financial status (Ukrainian Reading and Publishing Data 2018).

With regard to reading practices in Portugal, a survey revealed that only 39% of the Portuguese read printed books in 2020. Last available data show that 18% of readers are aged between 15 and 24 years old of the sample population (Lima dos Santos, M.d.L. et al., 2007). In Portugal, the printed book-reading population is made up largely of small readers (27% who read between 1 and 5 books), while medium readers (6-20 books) account for 7% and large readers (over 20 books) 1%.

The vast majority of Portuguese respondents (68%) read books for pleasure, a percentage which rises among the oldest and least educated. Those who find least pleasure in reading (43%) are young people between the ages of 15 and 24, whose main purpose is studying or doing their homework (45%) (ICS Estudos e relatórios, 2020).

3. Another alarming statistics elaborated by the **Programme for International Student Assessment** (PISA), shows that an abundant share of 15-year-old students in surveyed countries fails to reach level 2 ('basic skills level') on the PISA scale for the three core school subjects of reading, mathematics and science. It is a triennial survey framed under the goal 4 - Quality Education of the EU Sustainable Development Goals (SDGs), which is embedded in the European Commission's Priorities under 'A Europe fit for a digital age', 'An economy that works for people' and 'Promoting our European way of life'. As far as the reading statistics are concerned, the indicator proves that Portugal improved its performance steadily, reaching Level 3 of PISA standards with a score of 492. Ukraine and Italy instead show lower scores that limit them to Level 2 ('basic skills level'). Their scores, 466 and 476 respectively, are 14,18 and 4,18 points away from the cut-off line. Therefore, these figures are more distant from the higher ones and show that even at the age of 15, correct understanding of text is not widespread. As far as the European context is concern, higher scores were registered in Estonia (523), Finland (520), Ireland (518), and Poland (512); on a global level, a group of Chinese provinces performed 555 scores, while Singapore ranks second with 549, being them the best countries in terms of PISA performance.

4. Finally, a focus on the reading habits of families with and for children. The family environment is, in fact, the element that strongly conditions the reading experience and the relationship with books as observed in the research conducted on the subject, and also, for example, in the PISA data at international level.

In Italy, reading is confirmed to be strongly conditioned by family habits, and children's and young people's propensity to read proves to be directly correlated to the presence of parents who have the habit of reading books: the share of readers of those who have both mother and father readers, among school-age children aged 6-10 years (63.7%) and among 11-14 year olds (66.8%) is more than double that of those who have both parents who are not readers (respectively 26,7% e 30,9%) (ISTAT, 2015).

In Ukraine, a survey sample was asked whether their parents read to them when they were young, and 13% said yes, while 3.5% said yes, but that they wished their parents had spent more time reading for them. Almost 9% said that they did not at all instead. It is worth mentioning though that 22% of literature for children and adolescents was the most read in Ukraine in 2018, especially in the western and southern regions.

A recent survey carried out in Portugal shows that during their childhood and adolescence, most respondents did not benefit from any family-generated stimulus to read. Parents or any other family member never took them to a bookshop (in 71% of cases), a book fair (75%) or a library (77%); nor did they give them a book (47%) or treat them to a storybook (54%). However, the youngest respondents and those whose parents have or had higher academic qualifications more frequently recognise this family support.

This data shows the persistence of social asymmetries in the creation of reading habits, but it also signals a change. The fact that today's young people have parents who are better educated than those of older generations and are therefore more sensitive to the cultural value of reading shows an important link in generational transmission: democratisation of access to education encourages cultural gains in successive generations.

#### Analysis observation

As a result of the aforementioned, it is noticed that there are difficulties and low levels of understanding and involvement in the educational systems as well as poor results when compared with other European realities.

From the operational point of view, this is reflected in a reduced ability to be able to navigate the world, a reduced understanding of any given situation and, as a result, a widespread difficulty in making decisions, seeing one's demands represented and/or current-even at the political level.

On the other hand, from the aesthetic/cultural point of view, it mainly refers to the loss of a chance to broaden and enrich one's cultural horizons. In fact, as the Italian literary critic and novelist Umberto Eco once wrote, "*Those who do not read will have lived only one life at the age of 70: their own. The one who reads will have lived 5,000 years: he was there when Cain killed Abel, when Renzo married Lucia, when Leopardi admired the infinite ... because reading is a backward immortality.*"

## **Part 2. Analysis of the influence of less common literatures and languages in Ukrainian, Portuguese, and Italian realities**

As a second focus of the analysis, we looked at how the three languages involved and the respective literatures are addressed in Europe and/or in their own countries. Linguistic diversity and choice ensure friendly and tolerant value education and promote respect towards other nations and their history and culture, and that is why the study of foreign languages and literatures should be promoted.

1. Firstly, we considered the share of **students who learn two or more foreign languages** in Europe at upper secondary general education and the most commonly studied languages in the EU (2019) and in Ukraine. As a result, low shares of pupils in secondary general education studied two or more foreign languages in Italy and Portugal, showing only a 25% and 6% respectively, in contrast with other EU cases, such as Luxembourg and France (100%), as well as Estonia, Romania, Czechia and Finland with a large proportion of students studying two or more languages (99%), followed closely by Slovakia (98%), Croatia (98%) and Slovenia (92%). Ukraine follows the same trend as Italy and Portugal - just 10,5% learn a second foreign language. It luckily shows a growing number of pupils in schools which learn two foreign languages which proves the positive attitude of the society to foreign languages' learning. As far as the most commonly studied languages are concerned, English is the most commonly studied foreign language at upper secondary general education level in the EU, with 96% of students learning it. Spanish ranked second (26%), followed by French (22%), German (20%) and Italian (3%). In addition, Russian was the non-EU language most commonly learned in the EU (3%), especially in Estonia (68%) and Latvia (57%), followed by Lithuania (30%) and Bulgaria (24%). Portuguese and Ukrainian languages do not appear in the study, as only foreign languages studied as compulsory subjects or as compulsory curriculum options are considered.

In Ukrainian schools, 84% of pupils in secondary school learn English as their first foreign language, while only 10,5% study a second foreign language. German (4,7%), English (2,2%), French (1,8%) and Spanish (1,8%) are the four foreign languages that have been learnt as second foreign languages in Ukraine lately (Ministry of Education and Science of Ukraine, 2010). Besides, in certain institutions teaching of Chinese, Japanese, Arabic, Turkish, Hindi, Korean, Persian, Polish, Scandinavian is available for the learners. It is worth mentioning that in 2009/2010, 80% of pupils studied in school where the curricula were taught in Ukrainian. Almost 20% would study in schools where the medium of instruction was Russian or of other national minorities. From 2010 all the graduates have been tested in Ukrainian only. (Country report - Ukraine, 2010).

2. Secondly, there is nationwide **less consideration of foreign authors** both in general common readings and in school anthologies, which, at most, focus on national authors or authors from the most studied literatures in Europe, such as English, French or German. Minor literatures in Europe are put on the second spot, compared to the better known ones, or forgotten by some educational systems that instead prefer teaching based on the great authors who shaped the country itself or on the great classical and/or contemporary authors who have earned their place on the international scene. The market for school anthologies, in which, therefore, certain languages and literature are underrepresented especially in children's literature, sees a loss of cultural diversity and, at the same time, scarce shared knowledge of the European literary tradition.

### **Analysis observation**

As a result of the findings presented above, studies show that there is a low to medium percentage of students studying two or more foreign languages in Europe, and this is related to the structure of European countries' education systems that are focused especially on certain influential languages and literatures in Europe, such as English, French, German and Spanish. An example can be found in the extensive study of philosophies and policies of Central European countries, which have founded and structured the thoughts on which modern states were born.

As far as the expense on cultural goods is concerned, statistics suggest that the trend has increased in the country involved lately, being Ukraine's last available data dating back to before the war started in February 2022.



**Languages and diversity**

It is considered necessary to devote a few lines to the diversity of language minorities in Ukraine and the reading choices of citizens based on a survey carried out in 2018. Selection of book language is characterised with some peculiarities depending on different social and demographic factors. In particular, data revealed that younger respondents prefer books written in Ukrainian. The vast majority of respondents from western Ukraine prefer books written in Ukrainian, while respondents from southern and eastern Ukraine mostly prefer books written in Russian. Residents of central regions almost equally share their preferences for books written in Ukrainian and Russian, and the majority of respondents from these regions feel comfortable with both languages. Respondents who speak Ukrainian at home are almost equally divided into those who feel more comfortable with Ukrainian and those who are happy with any language. The situation is different with the Russian-speaking respondents: two-thirds answer that they feel more comfortable with books written in Russian and one third have no specific preference. The majority of bilingual respondents (i.e. both languages spoken at home) say that both languages are acceptable.

**Gaps in the European context**

What has been identified leads to considerable gaps in the European context. On the one hand, Europe, and the partners countries targets in particular, are facing a loss of reading habits that has been partially replaced by the advent of technology along with new ways of entertainment (e.g. social media, audiovisual content platforms, etc); on the other hand, there is a lack of knowledge of minor European literatures that have not been explored by young students or by families, who are certainly more familiar, instead, with other European pieces, i.e., the Grimm brothers' tale or the Harry Potter saga, to whose diffusion certainly contributed a major investment in promotion.

Based on the analysis carried out, REEPLAI intends to meet the following **objectives**:

- For the **family target, Objective 1**: Contribute to enhance the reading habits of adults and children.

Quantitative indicators to measure the achievement of Objective 1 would be:

- Number of people (adults and children) attending the new Reading Parks of Obidos and Lviv (N°). Baseline: 0 - Target: 150 per day (over weekend days, monitored on sample bases).
- Return rate among people (adults and children) visiting the Reading Park in Morgex (N°). Baseline: 0 - Target: 150 per day (over weekend days, monitored on sample bases).
- Number of books read compared to previous year(s) (N°, %);

Qualitative indicators to measure the achievement of Objective 1 will be collected through questionnaires presented to the residents in the 3 municipalities involved during events:

- Overall appreciation of the Reading Park expressed by interviewed visitors. (Scale 1 to 10). Target value: 7.
- Overall appreciation of the Literary quest expressed by interviewed visitors. (Scale 1 to 10). Target value: 7.
- Likelihood to suggest a visit to the Reading park to acquaintances expressed by visitors answering the surveys. Baseline value: 0. Target value: 7 out of 10
- Likelihood to read one of the foreign literary works presented through REEPLAI activities. Baseline value: 0. Target value: 4 out of 10

- For the target of **teachers, educators, cultural mediators, pedagogists, operators of cultural associations, Objective 2**: enhance their capacities to promote reading as a means for self-growth, interaction, dialogue, community activation. Its indicators would be:

- Number of people attending REEPLAI training (N°). Baseline: 0 - Target: 120 (among the 3 countries).
- Number of attendees to REEPLAI training who take part in the following community activation activities (on a volunteer basis, cascading effect). Baseline: 0 - Target: 30 (among the 3 countries).

Qualitative indicators to measure the achievement of Objective 2 will be collected through questionnaires presented to the participants to WP4 after the activities:

- Overall appreciation of the training received, as expressed by interviewed teachers, educators, cultural mediators, pedagogists, operators of cultural associations. (Scale 1 to 10). Target value: 7.
- Likelihood to accompany a group of children or teenagers to visit the Reading park. (Scale 1 to 10). Baseline value: 0. Target value: 7 out of 10

- Likelihood to inform peers (professionals) about REEPLAI activities and legacy (Reading Park and Community activation activities). (Scale 1 to 10). Baseline value: 0. Target value: 5 out of 10

Finally, the project would contribute to stimulate curiosity and to engage European communities in the reading activities (e.g., reading parks, reading games, quests, etc.) that represent an innovative alternative to formal educational learning methods.

#@COM-PL-CP@#

### 1.3 Complementarity with other actions and innovation — European added value

[OPTION by default (all except Creative Europe Desks):

#### Complementarity with other actions and innovation

*Explain how the project builds on the results of past activities carried out in the field and describe its innovative aspects. Explain how the activities are complementary to other activities carried out by other organisations.*

*Illustrate the European dimension of the activities: trans-national dimension of the project; impact/interest for a number of EU countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among EU countries, etc.*

*Which countries will benefit from the project (directly and indirectly)? Where will the activities take place?*

REEPLAI's proposal was born on the basis of previous experiences developed over the years by the partners involved, active in the sector of culture, as well as tourism and social and economic development on a different basis.

The previous experience of the cities of Lviv and Óbidos in the world of literature has been rewarded and promoted by the **UNESCO's City of Literature** programme, which is part of the wider Creative Cities Network, launched in 2004 and that currently is made up of 295 UNESCO Creative Cities globally. The Creative Cities Network's aim is to "promote the social, economic and cultural development of cities in both the developed and the developing world." The cities in the network promote their local creative scene and conform to UNESCO's goal of fostering cultural diversity. They recognise past, present and future: a strong cultural heritage, a vibrant and diverse contemporary cultural scene, and aspirations to extend culture to the next generation at home and to other cities in a global partnership.

The cities of Lviv and Óbidos have thus proven to the international community that they are active citizens in the world of literature, guaranteeing quality, quantity and diversity of publications, as well as educational programmes dedicated to domestic and international literature in the various levels of school education. The respective literatures are also emphasised in literary events and festivals, as these play an important role in cities that are home to numerous libraries, bookshops and public and private cultural centres. The latter play a pivotal role in the promotion and dissemination of domestic and foreign literature for the citizens of the cities, but also for the most curious tourists who seek in their travels stimuli to discover - while having fun - new stories and adventures.

Going into more detail on the merits of cities of literature, the Ukrainian city of Lviv boasts past activities that have had a great social impact locally - and beyond, including:

- **The Literary Quest, part of BookMints, the Lviv Book Forum festival.** It promotes reading and science, starting from children's books and experiments related to these textbooks, in which librarians, scientists and children gather to solve curiosities through a literary quest.
- **Pidzamche project.** It is a multimedia application based on the literary screenwriting by Petro Yatsenko, which weaves together the stories of the inhabitants of this unique part of Lviv. One can learn more about the interwar history of Lviv and the unknown heroes - Deborah Vogel, Raphael Lemkin, Stefan Grabinsky, Stefania Turkevych and Heinrich Streng - who changed the world around them thanks to their stories. In the story of their lives, one can travel through the life of Pidzamcha's new hero Koli Kapsul, who shows what it was like to be a resident of the city.
- The Lviv Municipal Library also actively implements interdisciplinary projects for the promotion of reading in Lviv: recording audio books with library visitors, writing and publishing books of stories of children visiting the libraries, as well as **the Book Square project** - a large city book exchange, in which all libraries and more than 60 000 residents of Lviv participate.



On the Portuguese side, Câmara Municipal de Óbidos, a municipality located in the Western subregion of Portugal, promoted an array of activities within the frame of their historic town that is today considered as one of the main jewels of the country, remaining a well-preserved example of mediaeval architecture.

Among them:

- The **Óbidos Literary Village project** began in 2011 and aimed to pave the way for the regeneration of the historical centre of Óbidos. This adventure began mainly because of the need to rehabilitate some buildings and public spaces. Funding opportunities were sought, especially for the rehabilitation of an old historic church located within the walls which then demonstrated to be a valid solution for the project's objectives. The national context was that of a country with no funding programs for conservation and heritage, so it was necessary to find solutions that aimed at a cultural and economic dimension of the area while respecting the history of the building. The strategy was to create a cultural and literary centre in Óbidos using rehabilitated spaces. When, in 2013, the largest Portuguese bookstore in a church was opened, attention was drawn to the new configurations between spaces and activities and between local and foreign talents. This led to the idea of building a physical network of bookstores, which skyrocketed to 11 new bookstores in less than five years, including a literary hotel. The project has brought the city of Óbidos more than positive results, not only for its cultural relevance, but also for tourism differentiation.

Óbidos Literary Village is then a unique project in the context of the artistic and cultural manifestations. The quality of this literary and artistic project is recognized by the local, regional, national and international community, both the public and its peers at local and global level: UNESCO Creative Cities Network, IOB-International Organization of Booktowns and International Literary Events.

The Literary Village of Óbidos was built on the assumption that there would be a Network of Bookstores equipped with specific spaces for the organisation of art exhibitions, concerts, conferences and performances.

- The activities of Óbidos Literary Village are ongoing throughout the year, with manifestations of greater importance in the festivals and literary and artistic gatherings, namely in **FOLIO - International Literary Festival** (in its diverse and artistically comprehensible components: Authors, Illustrates, Educates, Folia, and Parallel) and in Latitudes - Literature and Travel. Óbidos Literary Village thus plays a crucial role in the social cohesion of the territory involving the residents of the municipality and of the Western region, extending even to other municipalities and neighbouring regions. The plan of activities has a main concern related with social inclusion, integration and collaboration with schools, polytechnics and universities, students, teachers and researchers. This plan, which starts from the sphere that rotates around books and reading activity, has a holistic and integrative approach covering the different areas of knowledge and the Arts.
- In addition to the spaces related to the books, Óbidos has a wide number of municipal spaces: museums, galleries and artistic and literary residences that allowed us to complete the offer and meet the requests of writers, authors and artists looking for Óbidos as a place where they can develop their projects or present them.
- On December 11th, 2015 UNESCO designated **Óbidos as a City of Literature**, as part of the Creative Cities Network programme. Óbidos' application for UNESCO's network of literary cities was based, among other factors, on the Literary Village project as result of a partnership between the municipality and José Pinho, from LerDevagar Association. Óbidos is, at the moment and as a whole, a Literary City, as it encompasses literature in everything it does, from the reconstruction and reuse of old buildings to the creation of jobs, thinking of alternative tourism products.

The Italian Municipality of Morgex, associated partner of the consortium, thanks to the collaboration with the Centro Studi Storico-letterari Natalino Sapegno (CSSNS), has been admitted in 2020 among the "**Cities that read**", a circuit promoted by the Centre for Books and Reading (Cepell) of the Ministry of Culture (MIC) in Italy that involves 859 municipalities, of different sizes, distributed throughout the country. Fundamental to its inclusion in the network is the creation of the Reading Park, a green space dedicated to the active promotion of reading and key to the conceptualisation and development of this proposal, based on its idea that will be protected by Intellectual Rights.

The **Reading Park** in Morgex was opened to the public on 12 September 2020, for the joy of adults and children who had been waiting for its opening since 2017, when they contributed to the participatory phase of the planning through surveys and drawings.

Since 2015, CSSNS and the Municipality of Morgex have faced many challenges, as the objectives themselves were numerous and diverse, when they presented the Territorial Cooperation Program "Famille à la montagne entre nature et culture" (Alcotra France/Italie 2014/2020), thanks to which it was largely possible to build the Park. First of all the rehabilitation of an abandoned area, which was to become a pole of tourist attraction and at the same time be a welcoming and widely inclusive space for all; they also intended to maintain the historical memory of the place; highlight the naturalistic aspects; and ensure an important and innovative contribution to the promotion of reading even among those families and those children who are not used to go to libraries, bookstores, museums, exhibitions.

Thanks to a common effort within the working group that can lay claim to some experience in the field as well as different skills – architects, experts in disability and inclusion, illustrators, linguists, engineers, teachers, dramaturgs, journalists – it was possible to create a unique Park of its kind in Italy, which the partners hope will soon become a model for other territories that intend to create a space for growth for their community: in fact, reading allows us to exponentially increase and amplify what we can learn independently as individuals. Reading allows us to discover the exact words to express what we feel and to interpret the thoughts of others. This is the reason why there are quiet spaces in the Park, in which to immerse in reading, but also sharing spaces in which to meet, have an open discussion, listen to each other, revive the words of the past and give life to those of the present.

CSSNS has also created **four games**, which allow users (especially children aged 8-12) to learn new words, to use them in different contexts, to compare them with their French and English translations, to touch them transposed into braille. Every six months the game installations, specially designed and created for CSSNS by a company from Milan, are updated with new words, taken from a different "guide book" chosen from the great masterpieces of children's literature: from Giono to Buzzati, from Stevenson to Verne, Baum and Selma Lagerlöf (first female author awarded the Nobel Prize for literature).

The logo of the Reading Park is a tree solidly anchored to the ground by robust roots, from which branches laden with books branch off. It's a long life wish for this place, the Reading Park, where CSSNS hopes that many people and, above all, many families – families of all types, children with many different abilities, each with their own extraordinary nature – they can feed on many masterpieces, just as they would feed on tasty fruits; and can spend serene moments, converse, feed their curiosity and desire for discovery, learn from the guide books but also from the great book of nature, which asks us every day to be read with interest and care, as Elzéard Bouffier, the protagonist of Jean Giono's story *The man who planted trees*, with whom CSSNS began this adventure, teaches us.

The Reading Park was designed with the aim of promoting inclusiveness and the purpose of improving accessibility even after its opening. The accessibility of the Park expresses the desire to reflect into a concrete right the full participation of children with disabilities in playful, recreational and free time activities, as enshrined in the UN Convention on the Rights of Persons with Disabilities.

Furthermore, the Municipality of Morgex and the CSSNS, in collaboration with the Pro Loco association and the Morgex public library, have invited the entire population of Morgex to actively participate in the promotion of reading and of the Reading Park by setting up **bookcrossing stations** (i.e. free exchange of books) that will make a large number of volumes of various kinds available to everyone: anyone - inhabitants, tourists visiting the Reading Park and the town - will be able to freely leave or take a book from each station, created to encourage the free circulation of stories and ideas. In order for the initiative to come to life and have a broader socio-cultural impact, the Municipality of Morgex invited the population of villages and neighbourhoods to install small wooden houses in shops and/or public spaces, destined to host books that would make the towns more colourful and welcoming. The bookcrossing stations are little wooden houses built with recycled materials, such as old wooden boxes, placed in easily accessible places. In this spirit, to date there are about forty bookcrossing stations, all different from each other and built thanks to the cooperation and enthusiasm of the inhabitants. It is worth mentioning that the Municipality of Morgex has only about two thousand inhabitants, so there is a high concentration of bookcrossing stations available for each of them, close to their houses and stores,

being part of their urban furniture. Updated maps are available for the location of the reading houses and might be found online and in the municipality.

Since its incorporation, Fondazione Santagata has been active in research activities on cultural practices and cultural consumption, developing research lines independently or producing studies within commissioned projects. In the specific field of books and reading, its research activities include:

- the analysis of the publishing sector both at the national level of Italy (Libro Bianco, 2011), and at the regional level of Piedmont (Atmosfera Creativ, 2011);
- a research on the library system in Milan and the role they play in fostering reading practices with respect to different targets (2013);
- the impact analysis of 'The Publishing Fair', a trade fair held in Turin and dedicated to school textbooks and manuals (2018 or 19);
- In addition, Fondazione Santagata has established a research section called "Osservatorio Under 18", which for years has been collecting data and analyses on cultural practices and cultural offerings for under-18 audiences.

Fondazione Santagata is committed to transfer the knowledge gathered from its research and support projects within its training activities. Its programmes are primarily directed at cultural managers and encompass university Masters' programmes (in collaboration with University of Turin, Politecnico of Turin, SUISS, Catholic University of Milan), international capacity building programmes (as the "Academy on UNESCO Designations and Sustainable Development" organised in collaboration with UNESCO), and workshops and courses delivered within various contexts.

REEPLAI thus feeds on the rich experience of the partners presented above and stems from the desire to foster the reading habits and to give visibility to the literatures involved in order to stimulate young people to read and think freely and critically from an early age. All this lays on the concept of REEPLAI, which presents itself as a project that combines reading and literature with recreational purposes and the development of reading-related products and activities for the territories involved.

The stimulation of ideas through games based on stories from the Ukrainian, Portuguese and Italian literatures, the circulation of books in less influential languages in the European context and a direct engagement with families and children, especially children from Ukraine temporarily residing in the cities of the partner countries represent innovative aspects that REEPLAI brings together. They are innovative because the educational aspect is intrinsic in each of the games that children and young people can enjoy and because in seemingly so simple game installations there are good practices of cultural diplomacy that might export ideas and models through culture elsewhere, strengthening the individual and common identity of the countries involved. These aspects combine with each other and thus enable a mutual understanding, a greater appreciation of the other and of its culture, especially its hitherto less explored literature.

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### [OPTION for Creative Europe Desks:

#### **Complementarity with other actions and cross-border activities**

*Illustrate the European dimension of the activities: trans-national dimension of the project; impact/interest for a number of EU countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among participating countries, etc.*

*Which countries will benefit from the project (directly and indirectly)? Where will the activities take place?*

REEPLAI proves to have a European dimension as it encloses issues and trends shared not only between the partner countries that will benefit directly from the project - these are Ukraine, Portugal and Italy - but also with other European and non-European countries. These problems include the lack of the reading habit, low levels of understanding and involvement in the educational systems as well as poor results when compared with other European realities. Reading has been replaced by other activities that new generations have shown to prefer over it, also given by the increasing offer of entertainment activities for the target group under consideration (e.g. new mobile phone applications, new gaming devices, etc.).

The activities that shape REEPLAI also have a Communitarian nature, as:

1. The activities and products resulting from the design work are based on best practices of the organisations involved, located in Portugal (Western Europe), Italy (Central Europe) and Ukraine (Eastern Europe). The partners have confronted, discussed and agreed on a working method and an action plan highlighting the experiences that their cities - Óbidos, Morgex and Lviv - have shown in the cultural field, and in particular on national and international literature and its dissemination;
2. The Morgex Reading Park, the pilot model of which will be replicated in the cities of the partner countries, stems from a border area and a cross-border collaboration between Italy and France, which represents itself as a cooperation between countries sharing common interests and reading habits.

Furthermore, REEPLAI:

3. Aims to collaborate in constructing a new literary canon for children and young people, expanding reading options, reference authors, and literary traditions to be explored.
4. Encompasses several European realities that interact and make a joint effort to share good practices and expertise in the areas of culture, education and sustainability;

The cities of Óbidos, Morgex and Lviv will therefore be willing to receive and welcome the ideas born from this consortium that will materialise in Reading Parks and in reading-related activities.

Thus, if the project comes to life, proves to function and achieves positive results as planned, REEPLAI can be exported to other countries as a format and contribute both to building policies to support the dissemination of reading and literature, and to the circulation of literary works from different countries. It would strengthen European culture and, along with it, create a network of readers of Europe, making the identity of a shared European value stronger.

### **Synergies with other EU funding programmes**

*Describe any synergies/complementarities with other EU Programmes. Explain how you intend to ensure an exchange of information between the offices/contact points of other programmes and any networking activities.*

#### **Italy**

The Morgex Reading Park was created within the framework of Famille à la montagne entre nature et culture, a project for the tourist enhancement of the cultural and environmental heritage of Morgex conceived by the municipal administration with the collaboration of the Natalino Sapegno Foundation, the proposal's lead partner, and has been financed within the framework of the European Territorial Cooperation Programme Interreg V-A Italy-France Alcotra 2014-2020.

Alcotra in Valle d'Aosta envisages that the projects include interventions in the fields of the productive fabric, nature conservation, climate change, tourist enhancement of the local heritage, education and socio-health care, and vocational training.

The Region ensures support activities to the partners of approved projects and stakeholders for the definition of the projects and follows the technical-economic preliminary activities related to the project proposals submitted following the publication of the programme calls.

In 2022-23, the CSSNS also benefited from a bridging project with respect to Famille à la montagne, also funded under Interreg VA Alcotra France/Italy 2014-2020. This was 'Art Culture Nature pour tous', which allowed the experimentation of educational projects linked to the Park (also to enhance accessibility and inclusion), opened in the middle of the pandemic.

#### **Portugal**

The municipality of Obidos has demonstrated a central role in the promotion of reading and literature, which has been reflected in its UNESCO designation as City of Literature as well as in numerous local initiatives with a national and international focus (Latitudes - Travelling Literary Festival, since 2017; FOLIO - International Literary Festival, since 2015; the Obidos Vila Literaria project, since 2012). In addition, Obidos has been promoting the European-funded initiative CELA - Connecting Emerging Literary Artists (Creative Europe funding programme) since 2019. CELA connects 115 literary artists across 10 European Countries, making partners and participants bridging the gaps between each other, the publishing industry and the European public. The project is about sharing stories beyond barriers as it is a talent development programme that offers a European context to a new generation of literary creators.

**Ukraine**

Within the frame of the Growing Active Citizens HUBs project, the Lviv Municipal Library together with other regional partners from Ukraine itself, Armenia, Republic of Moldova and Romania planned to develop and follow the plan of transforming local libraries into hubs, where local communities and citizens can grow and develop themselves. Growing Active Citizens HUBs is a project that contributes to a regional support network for communities' development, by creating active partnerships between public libraries and local CSOs. Growing Active Citizens Hubs is granted by E.U. and the Black Sea Trust for Regional Cooperation, a project of the German Marshall Fund of the United States.

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**1.4 Cross-cutting priorities****Environment**

*Explain what in the project design and its implementation will specifically contribute to tackling environmental challenges?*

*For Creative Europe Desks: How will the Desk support and promote this cross-cutting priority and stimulate potential applicants to address it in their proposals?*

Reeplai cares about environment and landscape and, for this reason, has pondered its decisions to enhance the connection between human and environmental resources, starting from the proposal design phase.

A dynamic and vibrant target audience - families with children and teenagers - and the design of outdoor activities were considered in the activity design phase, so as to stimulate these age groups to explore and learn in green spaces, especially after the advent of Covid-19, which has forced younger people to limit their outdoor experiences.

At the designing stage, textbooks from Ukrainian, Portuguese and Italian literature are already being considered, with the aim of awakening, educating and engaging young people to greater responsibility and interest towards the environment in its broadest sense. Indeed, it is intended to spread good practices of common use of green spaces among young people. The choice of relevant books from the respective literatures will be the key tool for the awareness-raising exercise. In the case of the Morgex Reading Park, for example, the following guide-books were selected: Selma Lagerlöf's "The Wonderful Adventures of Nils Holgersson" (1906), Jean Giono's "The Man Who Planted Trees" (1953), Italo Calvino's "The Baron in the Trees" (1957), Frances Hodgson Burnett's "The Secret Garden" (1910) and Astrid Lindgren's "Ronia, the Robber's Daughter" (1981) highlighting the respect for the environment, the love of nature, the environmental awareness that emerges in the texts.

The creation of reading parks will follow the model of the Morgex park: in fact, parks/places will be identified to be environmentally rehabilitated, giving a second life to those sections of the territory that have been forgotten or poorly exploited until then. The parks will not be in the vicinity of areas of environmental degradation or lacking adequate drainage, outdoor areas for operations or storage of materials and products, or other potentially dangerous areas, or areas where noise makes communication and enjoyment difficult and is a source of unpleasantness for the reading park's pleasant fruition. In addition, it is expected that the parks will be adequately equipped with appropriate urban furnishings and support facilities, such as street lighting, sufficient number of benches, depending on the area and size of the spaces, waste recycling bins, according to municipal regulations, and drinking fountains, where possible.

The safety and accessibility requirements inherent with the location, implementation, design, and functional organisation of reading parks are imperative, as are the requirements of related equipment and impact surfaces, with special reference, for example, to areas for children's and youth recreational activities, equipped with physical and/or functional barriers, including the tree-house or the goose game board. Reeplai will follow general safety guidelines, maintaining and monitoring parks to prevent accidents within the spaces, among others. For instance, a conscientious choice of materials, in line with European Union policies is essential to ensure that activities are carried out safely: in this case, special attention is paid to their resistance, durability and easy maintenance, complying with relevant European standards as well as applicable standards for classification, labelling and packaging of substances and compounds and with the no harm... principle.

As for the conception and creation of new games, there is a preference for local producers thus also paying attention to the social factor of the area involved. This ensures a phenomenon of emancipation from the large-scale retail chain in favour of more environmentally and socially sustainable production channels.

Finally, the proposal will lead not only to the discovery of new literatures and stories that will stimulate the imagination and curiosity of the youngest; REEPLAI will also lead to the rediscovery of the territory,



with a focus on "short distance journeys" and the appreciation of nature, thus supporting the best practices of green and sustainable tourism.

### Gender balance, inclusion, diversity and representativeness

*Explain what in the project design and its implementation will ensure gender balance, inclusion, diversity and representativeness?*

*For Creative Europe Desks: How will the Desk support and promote this cross-cutting priority and stimulate potential applicants to address it in their proposals?*

#### Gender gap

The consortium seriously addresses the gender equality gap in the cultural sector (thoroughly presented in UNESCO's 2014 publication "Gender Equality: Heritage and Creativity") and is committed to work on it throughout the phases of the project's design, implementation, monitoring and evaluation.

*Design phase:* REEPLAI activities will be designed by a team made prevalently by women. Among the partner organisations, most of the apical positions - Fondazione Natalino Sapegno, Ukrainian Association of Culturologists, Fondazione Santagata, are covered by women directors. Throughout this phase, some literary works from the three countries will be chosen for the creation of new game installations based on foreign literature. By doing so, the participants will consider the female component for the choice of authors as well as for the main characters of the stories, giving weight to both male and female adventures, so that both girls and boys can identify with the characters acting as role models in the stories.. Furthermore, for an inclusive approach not only to the proposal's target audience but also to the authors considered, special attention will also be paid to the works of cultural minorities that form part of a lesser-known literary tradition. The aim of REEPLAI is, in fact, to tackle both the gender gap issue as well as foster social inclusion.

*Implementation phase:* activities will be designed and realised thinking about both female and male populations' engagement, for both capacity building activities and for the implementation phase itself. The approach used in carrying out the activities also provides the involvement of the community in different age groups, without distinction of gender, orientation, political affiliation, ethnicity or religion. The goal is to get to know the local community, actively involve it and train it to create a team of touristic and cultural operators capable of planning development processes for the territory.

*Monitoring and evaluation phase:* the work team will ensure the rightful balance within the components of the team and will include in their report a section that takes into account the gender component of the design phase and the implemented activities, other than a recap of the measures taken during the whole process.

#### Inclusion, diversity and representativeness

Following the example of the Reading Park in Morgex, new play and educational spaces in other European cities will be designed and set up with the aim of creating a space for all. Therefore, efforts have been made with the aim of favouring inclusiveness and the intention of improving accessibility according to new needs. The Parks are meant to be a place of enjoyment where to play, walk around, imagine, rest, share, create and read. They would offer a green area to anyone who wants to discover, regardless of the age, the social and ethnic background, the religion or belief as well as the gender or orientation.

The accessibility of the Parks expresses the desire to make the participation of children with disabilities possible, on an equal footing with others, in play, recreation and leisure activities, as enshrined in the UN Convention on the Rights of Persons with Disabilities.

Below are the best practices of the Morgex Park of Reading that will be a guide for future Reading Parks as planned by REEPLAI:

- All the paths in the park are accessible for wheelchairs and pushchairs. The game installations are designed to ensure maximum accessibility and inclusiveness;
- Special audio supports (downloadable in the Park through QRcodes) are set up to facilitate the use of the games by blind and visually impaired people, and to ensure greater comfort for dyslexic people, who benefit from mediated reading;
- In the Park, the instructions of all games are also available in Braille;
- The graphics of the panels in the Park are created following the indications and suggestions of the Italian Dyslexia Association - and may be integrated by the respective associations in Ukraine and Portugal;

- Special videos in LIS (Italian sign language) are available to facilitate the use of the games and access to the 'guide-books' by deaf people - and might be made available also in ULS (Ukrainian sign language) and PSL (Portuguese Sign Language);
- The games are also briefly presented in Augmentative Alternative Communication (AAC). At the Sapegno Foundation it is also possible to book and pick up additional supports in Wigit symbols designed to facilitate access to the park and enjoyment of the games.

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## 2. QUALITY OF CONTENT AND ACTIVITIES

### 2.1 Concept and methodology

#### Concept and methodology

*Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives.*

#### Project Cycle Management Approach

The project was conceived and designed following the Project Cycle Management (PM) methodology, defined as the project management processes aiming at standardising and improving the quality of the project management lifecycle. Quality of the projects can be defined in terms of the relevance, feasibility and effectiveness of the impacts of the investment, including how well they are managed. A project management methodology consists of process groups and control systems. The PM methodology aims at organising the project cycle structure and defining not only the content of each phase but also how it can be best accomplished.

The project methodology ensures a framework structure that maximises the selected priorities of the Creative Europe objectives, by keeping the activities clearly and continuously inter-linked to project priorities and associated partner skills. Furthermore, the project methodology is designed to strategically support the dissemination of new skills, preservation and promotion of culture and heritage, traditional and specialist crafts and sustainable fashion in the emerging generation of designers (and in sync with the academic teaching calendar).

Therefore, this project has a co-participated approach, where some action has not been defined yet because it is the result of multiple preliminary actions where the local communities have a fundamental and active role, in a **co-design methodology**.

For achieving REEPLAI **Objective 1: Contribute to enhance the reading habits of adults and children** the approach chosen:

- Is grounded on a thorough process of content development that will be carried out by international professionals with a solid background in literature and reading promotion. The teams will evaluate the efficacy and quality of literary works upon which the Reading Game Installations and the Literary Quests will be based.
- Unfolds through the realisation and implementation of Reading Game Installations in the 3 partner countries and the opening of new Reading Parks in Lviv and Obidos. These phases will be guided by previous analogous experience by CSSNS (developed through an Interreg project) and the prototypes will be tested and validated.
- Merges light infrastructural implementation with the organisation of activities for community activation
- Has at its core inclusivity and accessibility, both for the Reading Game installations that will be prototyped and implemented and for the community activation activities.

For achieving REEPLAI **Objective 2: Enhance capacities to promote reading as a means for self-growth, interaction, dialogue, community activation** the approach chosen:

- Targets a wide variety of actors whose role (as professionals or in their personal lives) is fundamental for promoting children and youth's appreciation of reading
- Selects training team with multidisciplinary backgrounds, bringing to the training expertise and knowhow from the social sciences (pedagogy), sciences (educational psychology) and the humanities (art education, theatre studies, cultural mediation)
- After the training, proposes a number of occasions for the trainees to take part in community activation activities, diversified in terms of objective, targeted audience and format.

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### 2.2 Partnership and consortium

### Partnership and consortium (if applicable)

Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?

In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.

**Note:** When building your consortium you should think of organisations that can help you reach objectives and solve problems.

The consortium was born from the union of partners from the public and private sphere (Municipality of Óbidos and Lviv Municipal Library; Lviv - Ukrainian Association of Culturologists) and a research organisation (Fondazione Santagata for the Economics of Culture) that share values and interests in the sector of culture, and in particular in the literature world and in fostering reading practice. The cities involved are Óbidos, Lviv and Morgex, where literature has changed the urban design as well as the lives of the residents, as installations and/or activities have been implemented and promoted in favour of reading and an inclusive and participatory exchange of ideas.

The consortium was established through the pivotal role of Fondazione Santagata, whose capacity building programme "Academy on UNESCO Designations and Sustainable Development" (developed in collaboration with the UNESCO Regional Bureau in Venice) was attended by the managers of Lviv and Obidos UNESCO City of Literature. Fondazione Santagata has also collaborated with Centro di studi storico-letterari Natalino Sapegno in the development of the organisation's Strategic Plan.

Through these collaborations, sustained over time by dialogue among the organisations' members and by an exchange of ideas and best practices, the common willingness to innovate the approaches for the dissemination of literary works for children and young people emerged and thus led to the formation of REEPLAI's partnership.

Partners and associated partners are presented below, with a focus on their field of expertise and contribution to the project.

#### **Partner 1. Centro di studi storico-letterari Natalino Sapegno - Natalino Sapegno Centre for Historical-Literary Studies - onlus Foundation (CSSNS) (lead partner)**

The Centro studi storico-letterari Natalino Sapegno Foundation was created in 1991 by the Autonomous Region of Valle d'Aosta and the family of the famous Valdostan literary critic Natalino Sapegno (1901-1990) with the following statutory objectives "to encourage young people's access to the humanistic disciplines and to create the conditions for an ongoing relationship between historical-literary research and schooling", "to promote studies and research in the field of Italian and French literature", and, more generally, "to encourage the exchange and dissemination of information in the Italian and European cultural sphere".

The CSSNS' activity began in September 1992 and since then has been oriented along three lines:

#### **Research**

1. annual organisation (every two years between 2013 and 2018) of a Day named after Natalino Sapegno, consisting of a lecture and two speeches (published in the "Lezioni Sapegno" series) and the awarding of the "Natalino Sapegno Literary History Prize" to a scholar who has distinguished himself for his contribution to literary studies;
2. organisation of conferences, round tables and study days, in collaboration with cultural institutions and universities mainly in Italy and France. These include the 'Popular Literature Day', dedicated to the relationship of popular literature, and particularly comics, with 20th century culture, organised since 2006; and the Study Days organised annually, in March, on the occasion of the 'Journées de la Francophonie';
3. publications: in addition to the "Sapegno Lectures", CSSNS promotes and takes care of the edition of the works - both published and unpublished - by Natalino Sapegno, and the proceedings of the conferences, study days and seminars organised annually;
4. cataloguing and valorisation of the library and archive heritage.

#### **Training**

Since 1993, CSSNS has organised an annual advanced training seminar (called, since 2011, "Rencontres de l'Archet"), based on a comparative perspective, for around thirty doctoral students from leading Italian, French and Swiss universities.

In the last decade, a specific didactic offer has also been launched for students of all levels (over a thousand children and young people are involved each year) with the aim of promoting reading, lexical enrichment, and the rediscovery of the Italian literary, and in particular poetic, tradition. Internships, apprenticeships, and alternating school/work projects have been set up in collaboration with secondary



schools and universities with the aim of promoting a participatory fruition of the cultural heritage guarded by CSSNS.

Attention to the world of schools has led the Foundation to engage in numerous projects to contrast lexical impoverishment: under the scientific direction of Prof. Giuseppe Patota (Accademia della Crusca - University of Siena) and in collaboration with Valle d'Aosta teachers, the Studiabolario, a dictionary specifically designed for secondary school students, is currently being compiled.

#### **Cultural animation**

The spaces offered by the new headquarters and its location in an area with a vocation for tourism have made it possible to increase the Foundation's cultural activities and dissemination, focusing in particular on the reinterpretation of the Classics and the analysis of the relationships between the various arts: numerous meetings with authors, conferences, shows, and book presentations are organised every year by CSSNS, especially during the summer period, as well as exhibitions, in line with the Foundation's focus of research and aimed at disseminating scientific activity and enhancing the book-archival heritage of the Study Centre.

#### **Associated Partner (AP) 1. Municipality of Morgex (MM)**

The Municipality of Morgex is an Italian municipality in the autonomous region of Valle d'Aosta with about two thousand inhabitants. It is located in the Upper Aosta Valley, almost on the border with France, with which it shares territory, culture, tourism and much more. The Municipality of Morgex plays a leading role together with the CSSNS, as it has enabled the realisation of the Reading Park and related initiatives linked to the world of literature (e.g. the bookcrossing stations), as well as greatly contributing to the communication and dissemination of good reading practices and the engagement activities of both the neighbourhoods and the Reading Park, of whom it has the ownership.

#### **Partner 2. Fondazione Santagata per l'Economia della Cultura - Fondazione Santagata for the Economic of Culture (FS)**

Fondazione Santagata for the Economics of Culture is a renowned research centre comprising specialist researchers in the area of cultural economics, institutions and the European and International creative sectors. Established in 2018, the Foundation incorporates the competences of the Centro Studi Silvia Santagata-Ebla, founded in 2008 by Walter Santagata, professor in Cultural Economics at University of Torino. Fondazione Santagata is a research and training institute operating in Turin, Italy, made of specialists, professors, researchers working in the field of Culture Economics. It works in promoting and developing research and training/capacity building activities at the international scale on local economic development based on cultural heritage and creative industries, with a focus on sustainability.

It is structured into the following areas:

- **Heritage.** Developing and promoting heritage management models capable of generating opportunities for social and economic development (Heritage preservation and protection, Museums and cultural institutions, UNESCO programmes and Sustainable Development Goals);
- **Creativity.** Deepening the study of the economics of culture and creativity in order to provide concrete support for organisations in the sector innovation (Cultural jobs and professions, Contemporary cultural production and digital innovation, Art and cultural productions, Digital innovation);
- **Tourism.** Promoting research and training projects on the themes of tourism related to tangible and intangible cultural heritage, creative industries and productive districts (Eco-tourism, Creative tourism, Visitors Management, Evaluation of cultural policies and economic impact).
- **Sustainability.** Activate research, training and local development projects that consider the environment and territorial resources at the basis of effective management of production chains and functional networks between economic sectors (Ecologic transition, Rural Economy, Sustainable communities).

Over the years, Fondazione Santagata has organised numerous high-level research projects, conferences, training projects in Italy and abroad, in collaboration with leading national and international organisations such as UNESCO, ITC-ILO (UN) and the most important Italian banking foundations. Fondazione Santagata operates with the support of an international scientific committee and in collaboration with local and national public institutions and private agencies. Fondazione is associate partner of UNESCO Chair on "UNESCO Chair in Economics of Culture and Heritage" of the University of Turin.

#### **Partner 3. Câmara municipal de Óbidos - Municipality of Óbidos (CMO)**

The Municipality of Óbidos is a local public organisation whose mission is to be the driving force behind the development of a territory fertile in talents and opportunities, with a unique historical and cultural heritage, promoting quality of life and social cohesion, respecting the environment and the built heritage, with a modern, creative, innovative and attractive economy.

The strategic objectives materialise the “Óbidos ID” strategy, in its most varied aspects, economic and natural, social intervention and a new model of territorial management, all of them with the common denominators: identity, sustainability, growth, creativity, quality and innovation.

The Municipality of Óbidos manages the Óbidos Literary Village project and develops the territorial development strategy associated with Literature. It is the entity responsible for managing the UNESCO Creative City of Literature designation.

**Partner 4. Non-profit public organization "Ukrainian Association of Culturologists - Lviv (Lviv-UAC)**

The Ukrainian Association of Culturologists - Lviv is a research organisation that has existed as an initiative since 2011 and was officially registered in 2013. The organisation includes cultural researchers from the Department of Theory and History of Culture of the Ivan Franko National University of Lviv and other activists who share the principles and goals of the organisation. The members of the organisation were co-authors of Lviv's application for the title of "UNESCO City of Literature", and are also active participants in the work of the "Lviv - UNESCO City of Literature" office, which was created to implement literary programs in the city. The organisation actively works with cultural and educational projects, in particular aimed at popularising unknown writers and philosophers associated with Lviv. In 2020, the organisation implemented a research project aimed at assessing the quality of cultural education in Lviv. This project was supported by the Ukrainian Cultural Fund in the amount of 25,000 euros. Also, the members of the organisation actively cooperate with the International PEN Club, the Ukrainian PEN Club, the Ukrainian Library Association, the Ukrainian Book Institute - which are active players in the literary community of Ukraine.

**Partner 5. Lviv Municipal Library (LML)**

The Lviv Municipal Library is the only city-wide network of public libraries for children, youth and adults in Ukraine, which ensures the implementation of the strategy of developing family reading, informal learning, as well as rehabilitation adaptation in the conditions of military operations. The Lviv Municipal Library is a communal budgetary non-profit institution in the field of culture and is subordinate to the Department of Culture of the Development Department of the Lviv City Council. The purpose of the Municipal Library's activities is to realise the rights of citizens to library services, to ensure general access to information and cultural values that are collected, stored in libraries and provided for temporary use by citizens.

Lviv Municipal Library is a united network of public book collections for family reading, study and recreation in all districts of Lviv OTG. The book space is convenient, comfortable, and networked. Thanks to modern services, both young and experienced readers will easily find the necessary information, get everything they need for work and entertainment: the electronic catalogue will guide the reader in the variety of book collections, and librarians will help ensure participation in reading events, or in the implementation of your interesting and relevant ideas. During the war trials, the municipal reading space is a place for volunteer initiatives, psychological rehabilitation and self-discovery in today's realities and contexts. Communication with military personnel and their families, assistance to forcibly resettled families in adapting to new conditions - with faith in Victory.

**Partner contribution to the Project**

Through an exchange of best practices and expertise as well as constant and active communication, the partners will collaborate and work with their teams to succeed in the development of the project. To facilitate the work and shorten the distances among them, shared working methods will be used (e.g., shared documents on Google Drive or iCloud, online meetings, etc).

The members of the Partner groups have extensive knowledge, experience and skills within the education and designing processes related to cultural industry and to sustainable development, on both a European and International level. Leaders of the Partner groups are:

The partners will involve other people of their teams in a maximum number of 6 people for each country, including the Leaders. Each partner contributions will foresee:

- 1 project manager;
- 1 coordinator of the Capacity Building activities;
- 1 financial manager;
- 1 communication manager;
- 1 project assistant.

The project manager and the financial manager act also in the positions of the Management Board, to overlook scientific coordination of the Capacity Building activities, and to offer the actual training.

**Associated partner Contribution to the Project, Roles and Resources**

The associated partner, the Municipality of Morgex, will work in close cooperation with partners from its country, CSSNS and FS in this case. Its role will be paramount to ensure effective outreach of the target groups in the pilot area, as well as for integrating the project objectives in the broader strategies for local and tourism development, thus ensuring relevance and medium-term sustainability. It will also be of support by providing in-kind contribution, for instance for venue availability for community engagement and training events, and by ensuring the visibility of the project and of the Creative Europe programme in its offline and online communication activities. The representative of the Municipality of Morgex will be invited to sit in the plenary board.

**Partner Resources**

Partner 1. CSSNS - Will oversee all the activities carried out. As leading partner, CSSNS is responsible for the success of the project and will be responsible also for the monitoring and evaluation phase. It is also responsible for the management of all activities realised in Italian pilot territory.

Partner 2. FS - Will be in charge of the project identity and visibility of REEPLAI, communication strategy, creation of the website and related digital content and of the dissemination of the initiatives. Throughout the WPs, it will also contribute to assessing the quality and efficiency of the replication model REEPLAI is prototyping, collecting information that will also contribute to project monitoring and evaluation.

Partner 3. CMO - Will be responsible for: activities carried out in Óbidos, Portugal; content design, game installations and reading-related activities implementation; capacity-building activity in Óbidos; collaboration with local bodies and authorities in Óbidos; communication and launch of the new Reading Park and literary quests.

Partner 4. Lviv-UAC and Partner 5. LML - Will be responsible for: activities carried out in Lviv, Ukraine; content design, game installations and reading-related activities implementation; capacity-building activity in Lviv; collaboration with local bodies and authorities in Lviv; communication and launch of the new Reading Park and literary quests.

All partners will collaborate in the designing of the Reading Parks and the reading-related activities, lead by the expertise of CSSNS, that will be the coordinator of the management plan, monitoring and evaluation and of the capacity building training programmes (those aimed at educators, teachers and cultural mediators). FS will be in charge of communication and dissemination and will support the other partners in the different phases of the project management, design, implementation, capacity building, monitoring and evaluation. All activities will also be communicated in a shared and joint way.

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**2.3 Target groups and audiences****Target groups and audiences**

*Define the target groups and audiences. Describe how will they be reached and how they will benefit concretely from the project — what would change for them?*

REEPLAI identifies a variety of targets and conceives for each of them specific strategies for reaching out to them and involving them in the project.

**Children and teenagers**

Children and teenagers will be targeted through the intermediation of families, schools and associations. The design of the Reading Parks is realised in order to open to children and teenagers a playful and accessible space. The organisation of community activation initiatives (primarily the Literary Quests) will be a stimulus for bringing them closer to reading through a collaborative game and positive competition among teams. Children and teenagers will be also targeted by means of the “I read because” video campaign, specifically conceived for reaching the youngest audience thanks to the use of animation and visuals.

They will be reached mainly through:

- School teachers and educators’ direct involvement (especially for elementary school);
- Social media platforms’ posts, stories, videos, polls, reels, and photos (for teenagers);
- Leaflets, brochures and postcards during the events.

**Parents and caregivers**

Targeting parents and caregivers has the twofold objective of stimulating the reading habits of children while also reinforcing the one of the adults involved. Families will be targeted through events, such as the inaugural event of the Reading Park, by leaving the Reading Park as an open, public, free space for them to spend quality time, and through specific events, such as the Literary Quests and the Activities to welcome Ukrainian families.

They will be reached mainly through:

- Social media platforms' posts, stories, videos, polls, reels, and photos (through their families for children);
- Website's contents, where the activities programme will be made available;
- Leaflets, brochures and postcards during the events;
- Local newspapers' news.

#### **Ukrainian families in Obidos and Aosta Valley**

They will be contacted through the Social Sectors of the municipalities involved in the project and thanks to the connection with cultural mediators (and their associations) involved in the training. The activities organised for Ukrainian families temporarily resident in Obidos and Aosta Valley wish to stimulate inclusion and mutual knowledge among them and other local residents and to create for Ukrainian children (the majority of the temporary residents) a space to maintain, through the reading games, connections with their roots, culture and literary works.

They will be reached mainly through:

- Social Sectors of the municipalities involved;
- School teachers and educators' direct involvement (especially for elementary school);
- Social media platforms' posts, stories, videos, polls, reels, and photos (through their families for children);

#### **School teachers, educators, cultural mediators, pedagogists, operators of cultural associations**

They will be targeted through activities of training devoted to letting them know about the Reading Parks' approach through various game installations and learning opportunities. They will be recruited through open calls at the local level and by means of partners' already ongoing territorial initiatives, for instance: the network of stakeholders of Lviv Library, the entities contributing to Obidos City of Literature programme or the collaborative network of CSSNS and Morgex Municipality.

Their presence and active agency will be encouraged through the following REEPLAI's community activation initiatives.

They will be reached mainly through:

- Open calls at the local level;
- Magazines and specialised journals;
- Training programmes, conferences and forums;
- Newsletter;
- Local newspapers;

#### **Other UNESCO Creative Cities of Literature and organisations for the promotion of reading**

Organisations and administrative entities involved in the UNESCO Creative City of Literature Network or active in the promotion of reading will be targeted through the online forum. They will be reached via official invitation emails, partners' connections and one-to-one invitation. They will benefit from REEPLAI as it will create an occasion for professional exchange and experiment with a new, replicable format the promotion of reading.

#### **Scientific community**

The scientific community will be targeted by means of training, conferences and workshops that Fondazione Santagata either organises or attends. It will benefit from REEPLAI as the project constitutes an interesting practical case of knowledge exchange among partners through cultural cooperation, and an interesting format resulting from a sequence of design, prototyping, validation and implementation.

#### **Indirect target: tourists**

Although of different nature, the three contexts where REEPLAI takes place are also (or have been, until the outbreak of war) a tourism destination. Morgex is a little, ancient village at the feet of Mont Blanc, Obidos is one of Portugal's most well preserved rural villages, Lviv is one of the most beautiful, Mittleuropean cities of Ukraine. Cultural tourism interests the three areas and, although not as a

primary target, tourists will be also benefiting from REEPLAI's newly established Reading Parks and cultural activities.

They will be reached mainly through:

- Leaflets, brochure and postcards available at the information centre and/or at the Tourist Office of the municipalities;
- Local newspapers;
- Social media platforms.

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## 2.4 Project design

### Project design

#### Description of the project and its main activities

*Identify and describe the main activities to be undertaken to produce results, justifying the choice of activities and specifying the role of each organisation involved in the activities (co-applicants, affiliated entities, associated partners, subcontractors and/or recipients of financial support, where applicable). Do not repeat the information provided in section 5, but provide the details that are required for a complete understanding of the activities to be implemented, and demonstrate coherence and consistency of the project design.*

REEPLAI intends to **Contribute to enhance the reading habits of adults and children** and to **Enhance capacities to promote reading as a means for self-growth, interaction, dialogue, community activation.**

To produce the proposed results, REEPLAI will act on three axes:

- Creation of high-quality, multi-language content: to secure the activities that will innovate the ways reading is promoted are designed in an effective, as well as appealing way, and make use of prized literary works;
- Innovation in reading promotion, both through open air, free access reading game installations and through reading-related activities;
- Capacity building of school teachers, educators, cultural mediators, pedagogists, operators of cultural associations, to enable them to adopt REEPLAI's proposed activities in their work and ensure a continuous, active role in the promotion of reading among children and youth.

To do so, it unfolds through the 5 Work Packages. The responsibility of WP is distributed among partners according to their capacity, to the specific needs addressed by the WP and to the possibility of committing resources.

#### **WP1: Project Management, Monitoring and Evaluation**

Lead: CSSNS

Contributors: all partners

Main activities:

- Detailing of REEPLAI's activities, milestones and monitoring in a Project management and monitoring plan;
- Preparation of a detailed budget and expense calendar;
- Organisation of regular meetings of project partners (Plenary Board and Project Management Board);
- Preparation of monitoring reports and of a final evaluation report.

#### **WP2: Content Design**

Co-Lead: CMO, Lviv-UAC, LML

Contributors: CSSNS, FS

Main activities:

- Selection, translation and adaptation of literary works in Italian, Ukrainian and Portuguese to be used as subject to base the game installations and literary quests;
- Organisation of workshops a) among creative groups (service providers) in the three countries to align and exchange good practice on game development; b) among partners' on IP issues;
- Permission clearing for the realisation of the Reading Parks in Obidos and Lviv;
- Design and adaptation of the game installations and of the literary-related activities
- Preliminary study for the creation for a model of the REEPLAI replication

#### **WP3: Implementation of the game installations and reading-related activities**

Co-Lead: CMO, Lviv-UAC, LML

Contributors: CSSNS, FS

Main activities:

- Installation of the Reading Games installations and opening of the new Reading Parks in Lviv and Obidos
- Public inauguration of the reading games
- Assessment of public appreciation, and of the efficacy and efficiency of the opening process

#### **WP4: Capacity-building and community activation**

Lead: CSSNS

Contributors: CMO, Lviv-UAC, LML, FS

Main activities:

- Identification of training teams, preparation of training materials and of training programmes;
- Implementation of training for educators, teachers and cultural mediators aiming at enhance capacity of local operators to act as mediators of the Reading park and of other literary-related activation activities;
- Organisation of activities of inclusion, through literature and reading, towards the Ukrainian families temporarily resident in Obidos and Aosta Valley (Morgex), and in the surrounding areas;
- Organisation of literary quests for schools and for the general public.

#### **WP5: Communication and dissemination**

Lead: FS

Contributors: CSSNS, CMO, Lviv-UAC, LML

Main activities:

- Development of the identity of the project and of Creative Europe visibility guidelines for partners;
- Preparation of a Project communication strategy;
- Design of REEPLAI project webpage, opening of social media accounts and continuous update of content;
- Photo and video coverage of REEPLAI activities and production of a video campaign targeting children;
- Organisation of a Forum for practitioners (organisations promoting Reading and for UNESCO Creative Cities of Literature);
- Organisation of public webinars to present REEPLAI.

#### **Financial support to third parties (if applicable)**

*If financial support to third parties is allowed in the Call document, set out the conditions for managing this. Define the objectives and results to be obtained with financial support. Include also the complete list of activities that are eligible for financial support, the types of entity or categories of persons which may receive financial support, the criteria for selecting these entities and the criteria for determining the amount of financial support for each third party as well as the maximum amount which may be given. This total must be the same as the amount included in the budget annex. If it exceeds EUR 60 000, complete also the declaration in section 6.*

NA

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## **3. PROJECT MANAGEMENT**

### **3.1 Consortium management and decision-making**

#### **Consortium management and decision-making (if applicable)**

*Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.*

**Note:** *The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.*

REEPLAI project is carried out by a Consortium of 5 partners located in 3 European countries, Italy, Ukraine and Portugal, with the support of 1 associated partner, the Municipality of Morgex, reflecting the support of local administration to the Italian pilot area.

The consortium is composed as follows:

- Centro Studi Storico-letterari Natalino Sapegno, CSSNS (lead partner)
- Fondazione Santagata per l'Economia della Cultura, FS (partner)
- Câmara Municipal de Óbidos, CMO (partner)



- Non-profit public organization "Ukrainian Association of Culturologists - Lviv", Lviv-UAC (partner)
- Lviv Municipal Library, LML (partner)

Are involved in the activities also 1 associated partners:

- Municipality of Morgex - Italy

The Consortium, and especially CSSNS as the project coordinator, has proven expertise in international project management and will manage together in the different steps of project implementation.

The general objective of project management is to lead the project to successful completion, on time, with a high quality of results and within the budget planned. This requires effective project management, but also a well-thought out project implementation plan.

In more detail, project management's objectives are to:

- Supervise the progress of the project, to lead the partners and the associated ones towards the accomplishment of the goals and towards the success of the project;
- Advise and help the partners in performing their project work;
- Regularly report project activities, especially to the European Commission;
- Establish and maintain effective communication between project partners, work package managers and other project participants;
- To develop quality plans and be in charge of quality assurance;
- Organise project and review meetings;
- Perform administration, financial management and accounting of the project;
- Evaluate and assess project results, both intermediate and final results.

The project will be controlled by two boards, both chaired by the Project Manager, namely:

- Plenary Board, composed by the project manager (CSSNS) and by representatives of each partner and of each associated partner
- Project Management Board, composed of:
  - Project Manager (CSSNS)
  - Work Package Leaders (1 member from each project partner)

The individual roles and functions of the two Boards are explained in the following section.

#### **Plenary Board**

The Project is supervised by a Plenary Board of 6 members, chaired by the Project Manager, which has full executive responsibility for the project. It will take decisions on strategic issues. It is composed of one representative of each partner in the consortium, plus 1 representative from the associated partner. The representative is a person with the authority to take decisions on behalf of his/her organisation with respect to this project or who represents the associated partner, thus being entitled to offer advice and in-kind support for the realisation of the activities. The Plenary Board meets every three months during the course of the project. The first Plenary Meeting to be held is the kick-off meeting at the start of the project.

The Plenary Board is responsible for the following activities:

- Approval of the overall project strategy;
- Approval of the overall dissemination and sustainability strategy of the project;
- Removal of a member from the Project Management Board if required;
- Approval of changes to WP leaders and/or the project manager if required.

#### **Project Management Board**

The Project Management Board is composed of the Project Manager, who chairs the board and the Work package Leaders represented by 2 members from each project partner (financial and administrative managers). The Project Management Board meets every three months and meetings will normally be scheduled online and in presence. In attendance meetings are scheduled to rotate in each partner's country once a year, in correspondence with capacity building activities.

The Project Management Board is responsible for the following activities:

- Management of efforts towards the correct use and reporting of resources in order to meet schedules and goals and implementation of corrective action if needed;
- Financial monitoring throughout the project life to obtain a timely and complete control of the financial situation of the project and its participants;
- Allocation of resources and budget between the participants and the tasks;
- Ensuring quality management of the project;
- Resolution of conflicts;
- Management of knowledge and intellectual property.

The Project Management Board prepares the information and the decisions for the Plenary Board.

#### **Project Manager**

The Project Manager (PM) is appointed by the Coordinator of REEPLAI project and is in charge of the overall management of the project. She is responsible for the correct execution of the contract, chairs the Plenary Board and the Project Management Board of the project and is the main interface to both the European Commission and the outside world. The tasks comprise in particular:

- Coordination of the partners' activities;
- Ensuring effective communication, collaboration and cooperation within the Consortium by laying down and monitoring document, reporting and control procedures;
- Interface with the European Commission;
- Overall legal, contractual, financial and administrative management of the project;
- Preparing, updating and managing the Consortium Agreement between the participants;
- Managing the financial liability of the participants as applicable;
- Ensuring that audit certificates are obtained by each of the participants as and when required;
- Monitoring and control of the time schedule and the timing of the related activities through implementation of an effective tracking system;
- Editing and forwarding formal project reports;
- Ensuring timely release, technical high quality and accuracy of deliverables;
- Managing, planning, chairing and preparing meeting agendas and minutes of the project meetings

#### **Work Package Leaders**

The Workpackage Leaders (WLs) are responsible for the work carried out in their respective Work Packages. They have to ensure:

- The timely release, the technical high quality and the accuracy of their Work Package deliverables;
- That each technical task is completed in due time, and if not, to discuss with the QCM and the partners concerned how to re-allocate effort in order to compensate for the delay.

#### **Management procedures**

##### **Internal information flow**

The internal project communication is a priority for the positive outcome of the project. The project will be run to the maximum extent on the basis of e-mail messages, file transfer, a centralised server, Skype or telephone conferences, info-delivering via web in order to minimise the number of meetings, and thus limiting travel time and cost.

##### **Reporting**

There will be three types of Reports as follows:

- Formal Deliverables as mandated by the Description of Work of the contract
- Internal reports
- Minutes, agendas, protocols

### **3.2 Project teams, staff and outside resources**

#### **Project teams and staff**

*Describe the project teams and how they will work together to implement the project.*

*List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. — use the same profiles as in the detailed budget table, if any) and describe briefly their tasks.*

*For Creative Europe Desks: Indicate the % time allocated to the project for each staff member listed.*

Name and function	Organisation	Role/tasks/professional profile and expertise
Giulia Radin	CSSNS	<p>Role: Project Manager and Capacity-building Coordinator.</p> <p>Task: She will be the main contact and for internal communication with stakeholders and responsible for the overall management of the project. Furthermore, she will be the Coordinator of the capacity-building programme.</p>



		<p>Professional profile and expertise: After obtaining a PhD in Italian studies at the Université Paris-IV Sorbonne in co-tutorship with the University of Turin, she was responsible for the Library and Archive of the Fondazione Centro Studi Storico-letterari Natalino Sapegno (CSSNS) and for the educational projects developed by the institution to promote reading and the humanities. Director of CSSNS since 2013, she has participated in the drafting and coordination of three Interreg Alcotra France/Italy projects, in particular designing the Morgex Reading Park and its play installations, identifying guide books and coordinating actions to enhance the Park in terms of communication (website, board games, didactic notebooks for schools and families) and accessibility (audio content, braille, sign language, in-books).</p>
Barbara Zenato	CSSNS	<p>Role: Financial Manager and administration.</p> <p>Task: In charge of the administrative part of the project.</p> <p>Professional profile and expertise: Responsible for the administrative secretariat of the Sapegno Foundation, she has already ensured the administrative procedures and reporting of the expenses required in the context of the Interreg projects.</p>
TBD	CSSNS	<p>Role: Project Assistant.</p> <p>Task: In support of the implementation of the capacity building and training activities.</p> <p>Professional profile and expertise: Background in Foreign Languages and Literatures, educational projects aimed at schools and families, Art education.</p> <p>Figure currently being recruited.</p>
TBD	CSSNS	<p>Role: Communication Manager.</p> <p>Task: In charge of the communication activities.</p> <p>Professional profile and expertise: Background in Communications, Foreign Languages and Literatures and Economics of Art Management.</p> <p>In addition to the existing subcontracted service of communication, CSSNS will recruit a person with this profile if the project is awarded.</p>
Paola Borrione	FS	<p>Role: Culture Innovation Expert and Financial Manager.</p> <p>Task: She will be responsible for the evaluation of the project's activities and the financial management.</p> <p>Professional profile and expertise: President and Head of Research at Fondazione Santagata for the Economics of Culture. Sound experience as an expert in economic analysis of cultural production, innovation and new technologies, she is an evaluator for several European programs and author of studies and research on the Economics of Culture. She is also an expert in policies and administration of cultural heritage.</p>
Giulia Avanza	FS	<p>Role: Project Manager.</p> <p>Task: She will be responsible for communication with international partners and coordination of the project with the team at FS.</p> <p>Researcher at Fondazione Santagata, where she oversees the area of international projects. She holds a Master in Economics and Management for Arts and Culture from Bocconi University in Milan and a Diploma in International Cooperation and Development from ISPI in Milan. Her previous experience in cultural cooperation include a year of fieldwork in Peru on an EU-funded initiative for the promotion of intangible cultural heritage, and assignments at the AICS Office in Cuba on cultural-based local development initiatives,</p>

		in North Macedonia for knowledge exchange and capacity-building with the Ministry of Culture, and in Turkey, for harnessing stakeholder participation in the management of Izmir agora archaeological site. In Italy, Giulia worked on applied research projects for several public cultural institutions, mainly in the field of cultural heritage management, intangible heritage safeguard and local development.
Gloria Lentini	FS	<p>Role: Project Assistant.</p> <p>Task: She will be responsible for coordinating planned activities.</p> <p>Professional profile and expertise: Researcher and Project Design Coordinator, she has experience in cultural project management and research in the field of cultural heritage. BA in Tourism and MA in Cultural Diplomacy.</p>
Andrea Porta	FS	<p>Role: Evaluator.</p> <p>Task: He will take part in the evaluation and monitoring process.</p> <p>Professional profile and expertise: Research and Project Manager, he oversees the area of Tourism and Sustainability at Fondazione Santagata. He has professional experience in sustainable local development, cultural economy and sustainable tourism, with an interest in rural areas and UNESCO designations.</p>
Serena Meloni	FS	<p>Role: Capacity-building and Training Coordinator.</p> <p>Task: She will be responsible for the capacity building programme coordination.</p> <p>Professional profile and expertise: BA in Foreign Languages and Literature, MA in International Cooperation in Human Rights and Intercultural Heritage and Specializing Master in World Heritage and Cultural Projects for Development.</p>
Elena Abbate	FS	<p>Role: PR and Communication Manager.</p> <p>Task: She will be responsible for the communication of the activities.</p> <p>Professional profile and expertise: BA in Cultural Heritage, MA in Visual Arts. She has experience in the field of contemporary art and public relations.</p>
Bogdana Brylynska	Lviv - UAC	<p>Role: Project Manager.</p> <p>Task: Will be responsible for communication with international partners and coordination of the project with the team in Lviv.</p> <p>Professional profile and expertise: Project manager with more than 10 years of experience working in cultural projects. She has experience working in the culture department of the Lviv City Council and is a co-author of local policies in the field of cinema and literature. In particular, she is a co-author of the application for Lviv to receive the title of UNESCO City of Literature. Actively works as a project manager in the public sector of Ukraine, in particular, aimed at cultural and educational events for vulnerable and marginalised groups.</p>
Olha Mukha	Lviv - UAC	<p>Role: Capacity-building and Training Coordinator.</p> <p>Task: In charge of the implementation of the capacity building and training activities.</p> <p>Professional profile and expertise: Dr Olha Mukha (PhD, University of Lviv) is an author, philosopher, researcher and analyst, cultural manager, based in London. Programme Director of Ukrainian Association of Cultural Studies – Lviv. Olha Mukha was the University professor in Lviv University and Pedagogical University of Kyiv, teaching culture management and philosophical disciplines over 15 years. She is a former Director of the Lviv City of Literature</p>

		<p>UNESCO Office from 2016 to 2018, representing Ukrainian literature abroad. Currently holds the position of Honorary Ambassador of Lviv (2020-2022). Head of Educational and International Department of Memorial Museum “Territory of Terror”. Curator of “Lost Childhood”, “The Garden”, “Wounded Culture” projects, co-curator of “ANGELS” exhibition (section “Kitsch”). Co-curator of “ANGELS” project (section “Kitsch”): Author and Host in PODCAST #gentleukrainization (UA): <a href="https://shorturl.at/BGKOY">shorturl.at/BGKOY</a>; Host and Moderator of DIALOGUES ON WAR (ENG): <a href="https://shorturl.at/AFJNQ">shorturl.at/AFJNQ</a>. Starting from 2018 Olha Mukha works for the Central office of PEN International in London as Congresses, Committees and New Centres Manager, continuously sharing this position with her expert involvement in art, cultural, human rights, and academic projects. Since the full scale war in Ukraine started, she joined the voluntary groups, supporting Ukraine not only with humanitarian missions, but also with art and culture initiatives. Her area of expertise and main research focus (also post-doc research topic) is aesthetic perception, performed in different contexts. She curated a number of exhibition formats, also consulted for libraries rebranding and development strategies.</p>
Anna Khriakova	Lviv - UAC	<p>Role: Communication Manager.</p> <p>Task: In charge of the communication activities.</p> <p>Professional profile and expertise: Manager of communication with 3 years of experience working in local and international cultural projects. Current Job: International projects and communication manager - Lviv UNESCO City of Literature; Communications – Integrational Resource Center Poryad; Communications – Ukrainian Culturologists Association - Lviv. Part-time Ukrainian teacher. Hard-working, Creative, Challenge-fluent, Open-minded.</p>
Natalya Yavorska	LML	<p>Role: Project assistant.</p> <p>Task: In charge of the administrative part of the project.</p> <p>Professional profile and expertise: librarian with a history education and four years of work experience in Lviv libraries. She has experience in organising the documentary work of the library, coordinating the work of methodical departments of libraries and preparing analytical data on the work of the library. English level Intermediate.</p>
Vasyl Kmet	LML	<p>Role: Country Project Coordinator/Expert.</p> <p>Task: Implementation of activities related to reading games, literary quests and similar activities.</p> <p>Professional profile and expertise: doctor of historical sciences and professor of the Ivan Franko National University of Lviv. For more than 5 years he was the director of the scientific library of the university and now is the director of the Lviv Municipal Library, which unites 49 branch libraries. In the field of interest, research on the history of reading in Ukraine and work with different age groups in the field of engagement in reading.</p>
Carla Pinho	CMO	<p>Role: Project Manager.</p> <p>Task: Will be responsible for communication with international partners and coordination of the project with the team in Obidos.</p> <p>Professional profile and expertise: Has a degree in International Relations (Faculty of Economy – University of Coimbra) and a Master’s Degree in Local Development, Local Diversities and World Challenges with the Thesis: The role of Tourism in Local Development: Óbidos. Has a Diploma of Advanced Studies in History, Defense and International Relations (Lisbon University Institute). She has a PHD in History, Defense and International Relations, also in Lisbon University Institute. Currently, performs functions of cultural programming and organisation of cultural events as well as elaboration, management and monitoring of applications</p>

		for national and international funding. She is part of the team who organises FÓLIO – International Literary Festival of Óbidos. It's the focal point of Óbidos Creative City of UNESCO Literature.
Marta Machado	CMO	<p>Role: Administration and Financial Manager.</p> <p>Task: In charge of the administrative part of the project.</p> <p>Professional profile and expertise: in 2006, she graduated in Visual Arts at the Escola Superior de Arte e Design (ESAD), in Caldas da Rainha. In 2008, she taught Visual Education at Escola Secundária de Lagoa in São Miguel, Azores. In 2009, she returned to the continent and took a postgraduate course in Special Education, Cognitive and Motor Domain at the Fernando Pessoa University. That same year, she started working at the Municipality of Torres Vedras to join a multidisciplinary team and develop a non-formal education project with the ageing population of the municipality. For 7 years she developed educational, recreational, artistic and intergenerational activities. At the same time, she was also part of the Fábrica das Histórias team (a cultural facility in the aforementioned Municipality), creating activities for the educational service and holding illustration and pedagogical plastic intervention exhibitions. In 2015, she moved to the Culture team, performing programming, production and cultural mediation functions. She participated in several training courses on Financing Cultural Organizations and Projects, Conception and Management of Cultural Projects (...). In May 2022, she moved again to the Culture service team of the Municipality of Óbidos.</p>
Carlos Coutinho	CMO	<p>Role: Country Project Coordinator/Expert.</p> <p>Task: Implementation of activities related to reading games, literary quests and similar activities.</p> <p>Professional profile and expertise: Carlos Coutinho graduated in Modern Languages and Literatures and has a postgraduate degree in Museology. He is the Head of the Culture and Tourism Subdivision in the Municipality of Óbidos. He worked as Deputy Director Coordinator, as well as Director of the Museums of the Regional Directorate of Culture of the Center, at the José Museum Malhoa, the Ceramics Museum and the Dr. Joaquim Manso Museum, where he developed activity plans and reports, security plans, internal regulations documents, programs in the area of conservation and restoration of art collections, editorial plans and international applications. He organised exhibitions, conferences, seminars, workshops, art workshops, concerts and other cultural projects at local, regional, national and international levels.</p>
Margarida Reis	CMO	<p>Role: Capacity-building and Training Coordinator.</p> <p>Task: In charge of the implementation of the capacity building and training activities.</p> <p>Professional profile and expertise: Degree in Physical Education and training in the areas of Dance and Multidisability. She taught for thirty years at Josefa de Óbidos School and was the Coordinator of the Alvito School Complex. She is a permanent member of Óbidos City Council Council (in the areas of Sports, Health and Welfare, Youth, Education and Culture) and is a member of the board of directors of Óbidos Criativa E.E.M.</p>
Mário Ferreira	CMO	<p>Role: Communication Manager.</p> <p>Task: In charge of the communication activities.</p> <p>Professional profile and expertise: Mário Ferreira has a degree in Sound and Image. He is part of the Culture and Tourism Service of the Municipality of Óbidos. He has extensive experience in the area of programming and cultural production. Technical Director of the</p>

		Municipal Auditorium, he is responsible for its annual program and for the Communication area of the Cultural Service.
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#### Outside resources (subcontracting, seconded staff, etc)

*If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).*

*If there is subcontracting, please also complete the table in section 5.*

Partners possess all the competences related to the project implementation within their permanent or temporary staff, so the main activities will be conducted by the resources available in-house of organisations.

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### 3.3 Cost effectiveness and financial management

#### Cost effectiveness and financial management

*Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.*

*Indicate the arrangements adopted for the financial management of the project and, in particular and where relevant, how the financial resources will be allocated and managed within the consortium.*

**⚠ Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost effective.**

#### Budget control

The Project Manager will be responsible for the financial management of the project and thus will share with the partners information about projects expenses and costs.

The partners will be informed also thanks to scheduled meetings with the Plenary Board and the Project Management Board. The partners will be provided with three lump sum payments as agreed to reflect their individual work packages in the project timeline. The partners will submit their interim budget regularly to the Plenary Board in order to check for activity progress/production. All partners will be reported with an overview of all the expenditure incurred so far, as a whole and by each partner individually at project management meetings and virtual project management meetings. This process will enable the budget to be checked at regular intervals.

#### Budget development

The project budget was developed in a manner to ensure its cost effectiveness. For these several aspects were analysed and taken in to consideration:

- Existing experience of the partners in project management. It was reflected in the allocation of WP leading roles to different partners, assigned in accordance to their capacity, who are responsible for coordination of particular WP. Thus, the project avoids duplications of project management and coordination tasks and reduces workload and hence related costs.
- Existing intellectual resources of the partners to produce concepts, educational materials etc. products which will be used by other members of the consortium. Thus, the WP leaders prepare all methodological parts of the activities which will be implemented in all three countries, avoiding double work and hence increase of experts' costs.
- Possibility of use of online format where it can bring better or same results as the in-person activities. It resulted in convention of parts of the capacity building and management activities in online format, thus reducing costs for travel, catering and venues, which used to be a significant part of the project budgets. It should be noted that experience from CE funded project "FUSION.Fashion Upskilling Innovation Open Network" which was implemented during the outbreak of COVID-19 was valuable in this aspect, as the coercive transit to the online tools for the capacity building activities proved to be effective and, in some cases, even positive, especially from the point of view of widening geography of the beneficiaries.
- Existing resources that may be used for the project. In this regards the project decision was to make use of the existing online tools such as partners websites and social media for the visibility and communication, online platforms for the circulation of the creative tourism products developed within the project rather than duplicate the work done within the previous actions and creation of new sites sustainability of which would be doubtful beyond the lifetime of the project.
- Possibility of combining tasks related to travel. Project in-person project meetings are combined with other project activities thus action avoids doubling of staff travel for the different tasks which take place in the same countries.

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### 3.4 Project management, quality assurance, risk management and monitoring and evaluation strategy

#### Project management, quality assurance and monitoring and evaluation strategy

*Describe the measures planned to ensure that the project implementation is of high quality and completed in time.*

*Describe the methods to ensure good quality, monitoring, planning and control.*

*Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.*

At the start of the project the partners will research and agree on indicators against which activities and results can be monitored and evaluated. Evaluators will assume their role within the partnership: they will be chosen on the basis of specific skills and experience and will refer to the project manager. A participatory approach will be used in the selection of indicators of performance, success of activities and achievement of results.

#### Tentative result indicators \ realisation:

- Number min 15 participants to the content development workshops
- Number min 3 literary works selected, translated and adapted into games
- Number 1 preliminary study for REPLAI content development
- Number 2 reading parks opened and 1 with renewed offer
- Number 150 attendees to the 3 inaugural events
- Number 240 educators, teachers, cultural mediators trained
- Number 100 people taking part to the activities of inclusion towards Ukrainian families
- Number 300 children taking part to the Literary quests for schools
- Number 300 children taking part to the Literary quests for the general public
- Number 100 questionnaires and survey responses collected.
- Number 5 videos realised
- Number 2000 views to the realised videos
- number min 30 press releases
- number 3 Webinars organised
- Number 1 online forum organised
- number min 120,000 digital interactions

A monitoring system will be developed to measure progress towards the final goals. Monitoring will take place throughout the project through a mutually agreed monitoring and evaluation framework, containing key indicators that will include qualitative and quantitative objectives. The monitoring process will be conducted by the coordinators, in close cooperation with their appointed evaluator. Indicators for assessing quality, activities and results will include:

#### Quantitative Methodologies:

- Questionnaires evaluation
- timetables, participants, activities carried out
- social followers and access to the site
- data analysis on the public
- new network members.

#### Qualitative methodologies:

- Interviews
- Test and validation of the newly designed content (Reading games)
- Participatory observation
- Content Analysis
- Degree of participation and adhesion
- quality of hospitality, place, resources and materials used
- progress of individual participants towards the set objectives
- levels of empowerment achieved in all participants
- awareness of needs of the others
- better inclusion policies in organisations and in public dissemination; gender equality.

The partnership contracts, signed by all partners at the start of the project, will serve as a basis for the evaluator and will contain the dates for monitoring and issuing the evaluation reports. Regular monitoring of project progress, activities, results and impact will be measured at each meeting of the transnational steering group as well as at local level at regular intervals.

During the life cycle of the project, the evaluators will transmit information / analysis about the project to the focus groups and managers. What has been learned during the work will be discussed and any necessary adjustments will be made to the work plan.



### Quality monitoring

Each Work Package foresees a final moment of assessment. Such tasks certainly contribute to gathering information and data for the overall evaluation of REEPLAI, yet they have been conceived as an integral part of the project, since its first design steps, as they are intended to vigilantly focus on the overall quality of the activities under development as perceived by the project beneficiaries. The reason behind such a choice stands in the fact that REEPLAI intends to experiment with a format for the promotion of reading suitable for the large variety of reader typologies and for future adaptation in all sorts of contexts.

Collecting people's expectations, perception, experiences, inputs at each step of the process is fundamental to make sure that, wherever appropriate and feasible, in-progress enhancements will be brought into the project.

### Critical risks and risk management strategy

*Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.*

*Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.*

**Note:** *Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.*

Risk No	Description	Work package No	Proposed risk-mitigation measures
1	Miscommunication among partners. Risk level: Low	WP1	Having in mind previous cooperation between the project partners the risk is low, although the well-established management system of the consortium, daily communication and extraordinary partners meetings will be initiate, if any signs of miscommunication.
2	Deficit of budget. Risk level: low	WP1	Although the project budget is well thought out and sufficient financial resources are allocated to each WP, the changes of economic situation in partner countries may affect the implementation process. To avoid the risk, the expenditures needed for the implementation of each particular activity will be assessed on the planning phase while actual spending's checked after the implementation. Any mismatch with the planned budget will be discussed and the ways of re-allocation funds from other lines considered. The changes will be agreed with EACEA officers.
3	No efficiency of communication. Risk level: medium	WP2	The communication and dissemination plan will be developed in advance taking into account the target beneficiaries. The best channels to reach them will be selected. In case of the low visibility of project activities partners will discuss the possible changes and re-tailor the communication strategy.
4	Low interest from the beneficiaries in the offered	WP3-4	In case of a small number of applications the project will intensify call dissemination via

	capacity building activities. Risk level: Medium		different channels. Educational institutions and professional networks will be activated (i.e, Fondazione per la Scuola in Italy). The goals of the trainings as well as nature of opportunities will be outlined.
5	Low quality of the capacity building activities. Risk level: Low	WP4	Selection of the trainers will be done thoroughly in accordance to their professional record in compliance with the needs of the beneficiary groups. The quality assessment will be done on each stage of the WP and in case of need the modification of the programme and improvement of componentes noted by the participants will be made.
6	New cultural offer is not visible online. Risk level: medium	WP3-4	The dissemination of the new cultural offer will be ensured. It will be promoted to ensure high traffic from different countries. Assistance in the uploading of the products to other platforms will also be ensured as a mitigation of the risk occurred.
7	Feasibility of the proposed activities in Ukraine due to the war. Risk level: high	All	It is clear that the consortium cannot operate effectively against a risk of this magnitude. However, some actions that can mitigate the effects on the project of such a risk are: transposition of reading and capacity activities digitally (e.g. online reading groups, webinars already planned), preparation of materials in partner countries and delivery to Lviv, contacting the embassies in order to keep contacts and exchanges open.

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## 4. DISSEMINATION

### 4.1 Impact and ambition

#### Impact and ambition — Progress beyond the state-of-the-art *(n/a for Creative Europe Desks)*

*Define the short, medium and long-term effects of the project.*

*Does the project aim to trigger change/innovation? If so, describe the changes / innovations envisaged and the degree of ambition (progress beyond the status quo/state-of-the-art).*

A short-term impact is clearly identified in the creation of the Reading Parks and the literary quests in Lviv, Óbidos and Morgex. The realisation of the project will contribute to enhancing the reading habits of children, teenagers and adults as well as improve their capacities to comprehend and interpret the world around them. Furthermore, it would welcome temporary Ukrainian residents in Óbidos and in the Aosta Valley, making them feel closer to their roots and culture through their traditional stories in the host countries. Also, a third but not less important impact would directly address the literatures and the languages of the countries involved that would be promoted on a European scale, gaining more visibility and improving their reputation. By doing so, REEPLAI would protect cultural diversity, in line with the intent of the call.

In the medium term, the impact that REEPLAI will have is to bring the target audience closer to reading, thus stimulating a curiosity that, once nurtured for a prolonged time, will spontaneously grow free and eager for knowledge and further stimulation, especially on the part of the younger population. This



impact differs from the first short-term one as it aims to receive a large demand from the cities involved to create new games based on other traditional stories from the country i. In addition, it is expected that tourists who have used the game installations and participated in the events organised in some of these cities will urge their municipalities of residence to apply the model of Reading Parks and/or literary quests.

As a result of the short- and medium-term impacts, the main long-term impact is the establishment of a European network of Reading Parks. After the first, Interreg-financed Reading Park in Morgex and the various experience of Lviv City of Literature in reading-related community activation, REEPLAI acts as a pilot action to test and validate the possibility of extending at the international level such good practices, creating a format that could be adopted not only by other UNESCO Cities of Literature, but broadly in all European cities wishing to experiment engaging and playful ways to foster interest on reading. Overall, the establishment of such a network would play an influence on cultural policies at the European level, suggesting a model of inclusion and community activation for promoting human growth through reading and through the appreciation of the diversity of European literary works.

#### Impact on non-EU countries (if applicable) *(n/a for Creative Europe Desks)*

*Please specify which country(ies) will benefit from the project and explain why the project is important for this (those) country(ies)? Specify the ways the project aims to improve the situation the country(ies) concerned?*

Among the non-EU countries is Ukraine, which has been designated by the European Council as a candidate country to join the European Union as of 22 June 2022. In line with the country's objectives to facilitate and guarantee the country's entry into the EU family, REEPLAI directly contributes to building bridges and bringing the peoples of European countries closer together with those of Ukraine, through the integration of families and children who have been welcomed in the Portuguese and Italian municipalities of Óbidos and Morgex and the circulation of children's and young people's works of Ukrainian literary culture. Thanks to the games and activities, children, families as well as educators and cultural mediators will come together to enjoy moments of joy and recreation, fostering a direct exchange of anecdotes and experiences.

Furthermore, REEPLAI is significant for the future of Ukraine because it will help strengthen the cultural identity of the country and of the Ukrainian language, the only official state language. It will give visibility to the city of Lviv, which is directly involved in the project and part of UNESCO's Creative Cities of Literature programme through the creation of a Reading Park and the installation of games in the municipality. If circumstances permit, the activities already running in the city, such as the Lviv Book Forum Festival with BookMints, the initiative dedicated to the promotion of reading and science, the Literary Quests held during the festival based on children's texts, the Pidzamche Project and the Book Square Project, will be implemented and given greater visibility.

Finally, REEPLAI would improve the quality of children's playtime in Ukraine, particularly in Lviv, and of families, by returning to them, in a more playful and recreational key, the stories of characters from their preferred books. It is worth pointing out that Odessa is also a city of literature, but due to the city's current situation of danger and threat from Russian forces, it is not possible to reproduce the proposed initiatives in a peaceful atmosphere in the short term. So, this would forge and strengthen a sense of belonging to a community - the Ukrainian community - that recognises in the stories it reads and approaches the value of its ancestors who transferred their words and emotions onto paper to be passed onto future generations.

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## 4.2 Communication, dissemination and visibility

### Communication, dissemination and visibility of funding

*Describe the communication and dissemination activities which are planned in order to promote the Creative Europe Programme to the relevant stakeholders, the project activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.*

*Describe how the visibility of EU funding will be ensured.*

*For Creative Europe Desks: Describe your plans to communicate and disseminate the selection results, results of finalised projects (in particular of successful projects addressing environmental issues as well as diversity and inclusiveness) and the impact of the Creative Europe Programme in your country.*

Communication and dissemination activities, as well as visibility will be mainly taken care of by the Italian partner FS which, together with its team, presents expertise and experience in the field of

national and international communication of projects related to culture, social inclusion, territorial participation, and capacity building.

In order to promote the Creative Europe programme to the most relevant stakeholders, **communication activities** have been designed, as it can be appreciated below, together with their results.

Activity	Results
<p><b>The creation of a website for REEPLAI.</b> The website will provide a launch platform for the project and the cultural reading-related products and activities that will be realised. It will portray the birth of the project, its underlying values as well as its aim and objectives. Content in English and in the languages of the countries involved will also make it possible to find out about the initiatives taking place in the cities where REEPLAI is being reproduced, and will invite families with children and young people to rediscover their own stories of literature as well as offer them alternatives from other European realities.</p>	<p>A deeper awareness of how REEPLAI was born and has evolved, to feel part of a project that is founded on solid ground and to be able to appreciate the added value it has in the cities where it is developed. It also allows easy access to information and content in multiple languages on cultural products and activities organised for families and young people in their cities and in their sister cities abroad (Lviv, Óbidos, Morgex).</p>
<p><b>Launch of social media platforms.</b> Essential for reaching the intended targets of the proposal, a variety of social media platforms (Facebook, Instagram, YouTube, LinkedIn) will tell - also through audio-visual content - about the Reading Parks, the games developed, the activities and events planned, as well as reporting the titles and part of the texts from which the games were inspired.</p>	<p>Users will be constantly updated on REEPLAI's current and future initiatives on a daily basis, with the opportunity to share their experiences and feedback on social media by tagging the REEPLAI page on posts and/or in stories. Likes, comments, and shares of content will increase REEPLAI's visibility.</p>
<p><b>"I read because" video campaign.</b> A video-campaign made of 5 short videos of people who have taken part to REEPLAI's activities respond to a variety of questions on what reading brings into their lives. In English, with subtitles and transcriptions in the mother tongue languages. Videos will be posted on Facebook and YouTube and on Instagram as reels.</p>	<p>Sharing experiences about the enrichment of the socio-cultural fabric of the municipalities involved thanks to REEPLAI's implementation. Contents in multiple languages will promote inclusion and the overcoming of some cultural barriers.</p>
<p><b>Newsletter for teachers, school principals, cultural mediators and educators.</b> Newsletters dedicated to teaching staff, school headmasters and educators to keep them up-to-date on the educational activities offered by the Reading Parks and to share the programmes of the municipalities involved in which primary school children and secondary school students are invited to participate.</p>	<p>Greater involvement of teachers, school principals, cultural mediators and educators, and thus of their students, in alternative educational proposals for learning while having fun.</p>
<p><b>Articles in journals for the teaching community.</b> Through more traditional methods, it is envisaged to include content related to REEPLAI in journals addressed to teachers, in order to keep members up-to-date on educational activities planned or already implemented by REEPLAI and to communicate activity calendars, so as to provide new alternative teaching tools.</p>	<p>Greater involvement of the teaching community, and thus of their students, in alternative educational proposals for learning while having fun.</p>
<p><b>Articles in local newspapers.</b> Reading Parks and reading-related activities provide unique opportunities to learn, meet and interact with other children, families and young people. Local newspapers can attract these segments to their</p>	<p>Residents, neighbours and tourists consulting the local newspaper would be incentivised to go and visit the installations of the Reading Parks and/or to take part into the planned activities as it would be presented as a unique educational and</p>

municipalities to increase the flow of visitors and tourists to their localities, to foment a sustainable reading consumption and to give more prestige to their local stakeholders.	recreational attraction in the municipality involved.
<p><b>Dissemination activities</b> are envisaged, such as:</p>	
Activity	Result
<p><b>Preparation of REEPLAI Project presentation</b> to be used as dissemination asset in training programmes, webinars, conferences and scientific workshops. FS, as lead coordinator, will disseminate knowledge on good practice emerging from REEPLAI and it will present the evidence generated through prototyping, tests and validation.</p>	<p>Participants will learn the details of the prototyping, testing and validation that led to the materialisation of REEPLAI. This allows an exchange of best practices, expertise, knowledge especially in the international design arena.</p>
<p><b>The creation of a website for REEPLAI.</b> Not only a tool for the communication strategy, REEPLAI website intends to be a platform of consultation and dissemination of the design mechanism that is behind the REEPLAI project. By doing so, anyone from the partner countries and beyond could freely access to the most useful information regarding the models and format designed to implement the Reading Parks, their games installations and the reading-related activities. Contents available in English.</p>	<p>With the publication of the models and formats with which REEPLAI was born and took shape, local, regional and/or national stakeholders can familiarise themselves with the information useful to replicate the idea in their own municipality or in some designated spaces, so as to rehabilitate more degraded or socially disadvantaged areas and/or enrich others with alternative play-educational tools.</p>
<p><b>Online forum for organisations promoting reading.</b> The network of UNESCO's City of Literature as well as local and national promoters of cultural activities (i.e., <i>Salone Internazionale del Libro</i>) will be invited to explore the REEPLAI project with the possibility to include it within their own database of best practices in Europe.</p>	<p>Local, national and/or international stakeholders receive another stimulus from projects arising from a bottom-up approach, desired by communities and developed with the support of local administrations, institutions and professionals from the local socio-cultural cluster.</p>
<p>Once target groups, stakeholders and policymakers as well as the general public have been identified (2.3 Target groups and audiences), a strategic communication plan has to be set to ensure a clear, easily understandable information flow, complete and not subject to interpretation. The channels that will be used are:</p>	
<ul style="list-style-type: none"> <li>● <b>Social media platforms</b> (Facebook, Instagram, YouTube and LinkedIn): the project will actively use different social media selected in accordance to the fitting to different kinds of audiences. For example, LinkedIn for reaching businesses and institutions (posts of events and activities with photo and video), Instagram to reach creative and heritage actors (posts, dynamic reels, stories and stories already published by users of the Parks and participants of the activities), Facebook for wider audience reach, i.e., families with children and teenagers (direct videos, "What is your favourite game?" polls, posts mainly about the selection of children's books from the three literatures, game installations and reading-related activities and day-to-day progress development of REEPLAI); YouTube to post videos and documentaries about REEPLAI's origin and activities. Partner organisations' networks will also be widely used for the dissemination purposes. This blend of the channels will ensure engagement of different age and social groups, as it just requires an account to at least one of these platforms.</li> <li>● <b>Website:</b> used both for communication and dissemination, the website is the must-channel that can reach whoever wants to know more about REEPLAI, thus interested in the activities and spaces or into a more detailed information such as the design behind the project; thanks to its polyvalence, the website is the ideal channel for both teaching body or educators and cultural mediators looking for an alternative for their students - materials for teachers would be available online -, and institutional bodies who wish to get more details to implement the format</li> </ul>	

in their cities or who are just curious to explore the design, models, tests etc that laid the basis for REEPLAI.

- **Leaflets, brochures, postcards, posters and roll-ups:** during the events materials will be shown to the participants and to the authorities and members of the local administrations; also, leaflets and brochures as well as postcards with the activity programme will be handed to families and young teenagers willing to explore what REEPLAI has to offer.
- **Newsletter:** convenient and easy to use, handy for sending file attachments and different from an instant communication channel as it will not interrupt the workflow of teachers, professionals in the cultural sector, policymakers, etc; newsletters is a valuable marketing strategy because it is known that a willing audience is being targeted.
- **Email list and one-to-one emails:** as one of the preferred communication methods for most users, emails are valuable and trusted channels to provide valuable information to a selected personalised audience. Also, it creates stronger connections as you can learn more about your interlocutors' behaviour and preferences while aiming at different goals. It will be mostly used for connecting with national and international organisations promoting reading-related initiatives; the scientific community; municipalities involved in the project and potential ones interested in REEPLAI's idea.
- **Local newspapers:** residents and curious visitors and tourists of the municipalities or of neighbouring areas consult local and/or regional newspapers daily, and that is why a column regarding REEPLAI's achievements and/or initiatives might be included to reach this audience; traditional channels are still very much appreciated among the population - especially the adult and senior - of the partner countries and it is an essential element of culture communication and a guarantee for a democratic public sphere.
- **Magazines and specialised journals:** for the community of teachers, educators and cultural mediators, this channel is focused on giving an educational-recreational alternative to the traditional ways of teaching and educating. Members and subscribers would seek for such innovation and inputs in their fields and would be redirected to the website or to some online conferences where to get more information or tool-kit to be used during their classes or sessions.
- **Training programmes, conferences and forums:** may it be person-to-person or via video conferencing, training programmes, conferences and forums are powerful channels to reach the scientific community willing to know the nature and mechanisms behind REEPLAI's development and success..

Through the use of these channels and their tools, **visibility to the EU funding** as well as to the role that **Creative Europe programme** has covered will be given, and in particular:

- Through spreadsheets, presentations, reporting format, digital online materials, website social media, partners' and associated partners' websites, newsletter, leaflets and brochures, and other project materials, the logos and the role that the EU played in the creation of the project will be shown;
- During the inaugural events, it will be highlighted that thanks to the Creative Europe programme and the EU funding, REEPLAI has come to life and has encouraged young generations to be more curious about their own traditional stories as well as other countries' ones;
- In Reading Parks a plaque will be installed acknowledging and praising the support and financial contribution of the EU that made the REEPLAI project possible;
- During the events and activities, posters and roll-ups will celebrate the role the EU played in the development of the project, and EU-themed leaflets, brochures and postcards will be issued to participants;
- During training programmes, conferences and forums, the role and the contribution of the EU will be made clear to all participants both during the speeches and in their printed materials.

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### 4.3 Sustainability and continuation

#### Sustainability, long-term impact and continuation *(n/a for Creative Europe Desks)*

*Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?*

*What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? What resources will be necessary to continue the project? How will the results be used?*

*Are there any possible synergies/complementarities with other (EU funded) activities that can build on the project results?*

REEPLAI is an ambitious project resulting from the union of three European countries and which looks to neighbouring countries as friends and potential partners. Indeed, it is hoped that REEPLAI's model

will be studied, replicated and appreciated beyond Ukrainian, Portuguese and Italian borders, occupying and colouring spaces that are now disused or forgotten.

REEPLAI will be appreciated, among other things, for its sustainability, as the parks will be permanent spaces that beautify urban spaces, improving the surrounding environment and bringing recreational-educational resources to families and young people in the localities; moreover, the activities will become part of the organisations' regular working tools, offering more options to the interested parties; finally, the organisations are already supported locally by public and private funds and part of those funds will be allocated to these activities.

In order for REEPLAI to feed itself, certain activities will have to be carried out periodically, including:

- Update of the Reading Parks' contents following the example and the expertise of Centro Studi Storico-letterari Natalino Sapegno (CSSNS) which already has numerous contents developed;
- Selection, translation and adaptation of other literary works from partners' literatures;
- Enhance the offer of the reading-related activities, based on partners' best practices

Furthermore, other previous contents will be maintained, like the adoption of the partner countries' languages, the Reading Parks game installations and literary quests, the capacity building programmes to enlarge the networks and the dissemination of REEPLAI design mechanism.

All this will be made possible thanks to the States' contributions, especially for the translation of literary works and for the maintenance of public urban areas and thanks to the daily work of the organisations involved. Thus, resources like human and financial ones will be necessary to make REEPLAI live and grow. Among those resources, it is worth mentioning that part of the resources of the organisations involved (both human and financial) should be used to continue the animation activities; furthermore, additional resources will have to be sought to expand the network and to make REEPLAI achieve the long term goals.

The results will be significant to keep building a solid network, reaching new partners, both at a local and scientific level and to study the phenomena that REEPLAI triggered when created, thus giving room to a scientific case study.

In order to strengthen and give substance to the results, other complementary activities and programmes will also be deployed. These include the Creative Europe programme to enrich REEPLAI's network of partners, giving other interested countries - and literary and non-literary cities - the opportunity to participate; ALCOTRA for collaboration and participation with border countries; other programmes such as Alpine space or Baltic etc. to expand and grow; and Horizon Europe to strengthen the methodology and secure the foundations of the project.

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## 5. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

### 5.1 Work plan

#### Work plan

*Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).*

The **work plan** consists of 5 work packages:

1. Project Management, Monitoring and Evaluation
2. Content Design
3. Reading games installations and activities
4. Engagement and Capacity-Building
5. Dissemination and communication

Acronyms will be used to address the country partners:

- Centro Studi Storico-letterari Natalino Sapegno, CSSNS (lead partner)
- Fondazione Santagata per l'Economia della Cultura, FS (partner)
- Câmara Municipal de Óbidos, CMO (partner)
- Non-profit public organization "Ukrainian Association of Culturologists - Lviv", Lviv-UAC (partner)
- Lviv Municipal Library, LML (partner)



**WP1. Project Management, Monitoring and Evaluation.** The first WP is designed for the conceptualisation and designing of the activities to be carried out in subsequent WPs as well as the management of the project development. The main objectives are:

- Ensure efficient management and coordination activities.
- Ensure the early identification of risks and the development of an appropriate response.
- Allocation of adequate financial and human resources for specific tasks.
- Monitoring and evaluation of the progress of the project and its work phases.
- Provide correct reporting of the project's development.

**WP2. Content Design.** This work package will include the selection of literary works from the Ukrainian, Portuguese and Italian literatures, the translations of literary works from the original language into the partners languages, the adaptation of game installations developed by CSSNS for Lviv and Óbidos contexts, the adaptation of reading-related activities realised in Lviv (e.g., literary quests) for CSSNS and CMO. Also, there will be a cycle of seminars/workshops among game developers to raise awareness and deepen knowledge about game-related development and implementation procedures in the respective countries. The main objectives are:

- Contribute to the circulation of literary works in less influential literatures in the country partners
- Raise awareness and deepen knowledge about game-development and implementation procedures
- Design the new Reading Parks based on the existing prototype
- Design the new literary quests based on the existing model

**WP3. Implementation of the game installations and reading-related activities.** This work package will foresee the opening of Reading Parks in Obidos and Lviv, with the implementation of game installations to enhance reading and knowledge of national and partners' literary works. New reading games will also be installed in Morgex to promote knowledge of Portuguese and Ukrainian literary works. An inaugural event will present the Reading Parks and the new game installations to the local community. Project partners will be present at each other's inaugural event.

The main objectives are:

- To create the light infrastructure of the Reading Parks
- To open the Reading Parks to the public
- To assess public appreciation, and efficacy and efficiency of the opening process

**WP4. Capacity-building and community activation.** This work package will foresee actions of engagement of a wide array of stakeholders: resident families, schools, tourists, and foreign communities living in the area, with a particular attention, in Morgex and Óbidos, in developing activities to welcome the Ukrainian community and to create occasion to promote mutual knowledge and inclusion. A specific action will also be dedicated to train operators to become the mediators/educators at the Reading Park or to guide groups through the foreseen activities.

The main objectives are:

- To enhance capacity of local operators to act as mediators of the Reading park and other activation activities
- To leverage on reading potential to create inclusion among people
- To create playful occasions to discover literary works

**WP5. Communication and dissemination.** This work package intends to communicate, disseminate and promote REEPLAI's activities, ensuring visibility of Creative Europe and partners' co-funding. The communication activities will be differentiated to reach a variety of targets (children and families, the general public, the scientific community, cultural operators, ...), in line with the planned Communication Strategy.

The main objectives are:

- To ensure visibility of Creative Europe and partners' co-funding
- To reach out to REEPLAI's target audiences
- To foster interest on reading and enhance reading habits
- To foster interest on replicating REEPLAI's approach in other areas

## 5.2 Work packages, activities, resources and timing


### WORK PACKAGES

#### Work packages

*This section concerns a detailed description of the project activities.*

Group your activities into work packages. **A work package means a major sub-division of the project.** For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.

Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.

Work packages covering financial support to third parties ( only allowed if authorised in the Call document) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).

 Enter each activity/milestone/output/outcome/deliverable only once (under one work package).

 Ensure consistence with the detailed budget table/calculator (if applicable). (n/a for prefixed Lump Sum Grants)

## Objectives

List the specific objectives to which the work package is linked.

## Activities and division of work (WP description)

Provide a concise overview of the work (planned tasks). There should be a limited number of tasks per work package: the definition of tasks should enable the lead beneficiary to monitor the overall progress of the work package. Be specific and give a short name and number for each task.

Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating **in bold** the task leader. In monobeneficiary projects the 'COO' and 'BEN' are the same.

Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

### Note:

In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of this work package.

The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.

If there is subcontracting, please also complete the table below.

## Milestones and deliverables (outputs/outcomes)

**Milestones** are control points in the project that help to chart progress (e.g. completion of a key deliverable allowing the next phase of the work to begin). Use them only for major outputs in complex projects, otherwise leave the section empty. Please limit the number of milestones by work package.

Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.

**Deliverables** are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open ( automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#). For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.

**Work Package 1**

Work Package 1: [Project Management, Monitoring and Evaluation]					
Duration:		M1 - M24	Lead Beneficiary:		1-CSSNS
Objectives					
<ul style="list-style-type: none"> <li>Ensure efficient management and coordination activities</li> <li>Ensure the early identification of risks and the development of an appropriate response</li> <li>Allocation of adequate financial and human resources for specific tasks</li> <li>Monitoring and evaluation of the progress of the project and its work phases</li> <li>Provide correct reporting of the project's development</li> </ul>					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1	Development of a Project Management Plan and Budget	<p>A Project Management and Monitoring Plan will be shaped in a document that will guide the consortium into the different phases, from the design of the project activities until the final evaluation of the results.</p> <p>It will include task and responsibilities distribution, timetable (e.g., partners meetings sequence), reporting templates and budget.</p>	CSSNS MM FS CMO Lviv-UAC LML	COO AP BEN BEN BEN	No
T1.2	Consortium Agreement	Creation of a Consortium Agreement among the partners.	CSSNS MM FS	COO AP BEN	No



				CMO Lviv-UAC LML	BEN BEN BEN	
T1.3	Plenary Board Meetings	8 online meetings of the Plenary Board (project managers of each partner - every three months). In case the PBM will coincide with partners' travelling, they will be carried out in person.		CSSNS MM FS CMO Lviv-UAC LML	COO AP BEN BEN BEN BEN	No
T1.4	Management Board Meetings	8 online meetings of the Plenary Board (General project manager + 2 WP leaders from each partner and each associated partner - every three months).		CSSNS MM FS CMO Lviv-UAC LML	COO AP BEN BEN BEN BEN	No
T1.5	Monitoring and evaluation	In order to ensure the smooth and quality implementation of the activities, the project will assess the achievement of milestones and rely on internal reporting. Creation of Reports to evaluate project progress (1 complete final report and 2 simplified interim reports).		CSSNS FS CMO Lviv-UAC LML	COO BEN BEN BEN BEN	No
<b>Milestones and deliverables (outputs/outcomes)</b>						
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS1	Consortium Agreement	1	CSSNS	Creation and signing of a consortium agreement.	2	Contract signed.

MS2	Kick-off meeting	1	CSSNS	The first meeting will be held in person, with a visit to the Reading Park in Morgex, Italy. The meeting will be held in the first two months after the start of the project and will adopt the proposed project management system from the beginning.		2	Travel documentation, meeting agendas, progress of the war in Ukraine.
MS3	Interim and final reports	1	CSSNS	Two interim and one final, complete report of NOAH measuring achievements against pre-set indicators. English. Digital. Interim: Approx 20 pages; Final Approx. 50 pages.		8; 16; 24	Report signed by PM and available to Creative Europe.
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1	Project Management Plan and Budget	1	CSSNS	[R — Document, report]	[SEN — Sensitive]	2	The document outlines the development of the project management system and the procedures that will be followed during the work phases. Furthermore, it will include tasks and responsibilities distributions, timetable and budget - Online format - English language.
D1.2	Plenary Board Meetings and Management Board Meetings	1	CSSNS	[Other]	[SEN — Sensitive]	2; 5; 8; 11; 14; 17; 20; 23	Online (unless in occurrence of partners' travels) - English language.

**Work Package 2**

Work Package 2: [Content Design]					
<b>Duration:</b>		M2 - M8	<b>Lead Beneficiary:</b>		3-CMO, 4-Lviv-UAC, 5-LML
Objectives					
<ul style="list-style-type: none"> <li>Contribute to the circulation of literary works in less influential literatures in the country partners</li> <li>Raise awareness and deepen knowledge about game-development and implementation procedures</li> <li>Design the new Reading Parks based on the existing prototype</li> <li>Design the new literary quests based on the existing model</li> </ul>					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T2.1	Selection, translation and adaptation of literary works	Each partner country will provide a proposal of literary works ( for children readers) that will be translated into the partner countries' languages, in case not available on the market yet. The content of the books will be adapted into individual proposals for the game installations that will enrich the Reading Parks and the reading-related activities. The final number of literary works chosen will depend on translation costs, which may vary according to page numbers and IP rights.	CSSNS CMO Lviv-UAC LML	COO BEN BEN BEN	No
T2.2	Workshops	2 workshops will be organised a) among creative groups (service providers) in the three countries to align teams on REEPLAI approach and exchange good practice on game development; b) among partners' on IP issues. The workshops will be the occasion for CSSNS to transfer the knowledge acquired through its previous experience.	CSSNS FS CMO Lviv-UAC	COO BEN BEN BEN	No

				LML	BEN	
T2.3	Request of permits for installing the games in Lviv and Obidos Reading Parks	CMO, Lviv-UAC and LML will issue a formal request to their respective municipalities/suitable public agencies for the realisation of Reading Parks in the areas they have identified (task done before the preparation of this proposal) and their respective game installations.  The permits approved by the respective municipalities will form part of the project documentation.		CMO Lviv-UAC LML	COO COO COO	No
T2.4	Design and adaptation of the game installations	Lviv-UAC, LML and CMO will design and work for the adaptation of the chosen literary works into reading games, following the example of the Reading Park in Morgex. CSSNS will prepare the integration of Portuguese and Ukrainian content into its reading games.  Preliminary tests will be carried out to verify the feasibility and effectiveness of the designed product/service.		CMO Lviv-UAC LML CSSNS	COO COO COO BEN	No
T2.5	Adaptation of literary-related activities	CSSNS and CMO will proceed to the adaptation of the literary-related activities (WP4 activities) based on the past experiences of the Ukrainian partner.  Preliminary tests will be carried out to verify the feasibility and effectiveness of the designed format.		CSSNS CMO	COO BEN	No
T2.6	Preliminary study for the creation for a model of REEPLAI content development	Realisation of a preliminary study to shape a model for REEPLAI content development in other contexts/languages, based on observation and evidence gathered monitoring partners' collaboration scheme (i.e, Reading Park of Morgex's idea based on Protection of Intellectual Rights), institutional support and design development and testing, both for the Reading Parks and literary-related activities.		FS	COO	No
<b>Milestones and deliverables (outputs/outcomes)</b>						
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification

MS1	Permissions cleared	2	CMO, Lviv-UAC, LML	Clearing of all bureaucratic and administrative permissions required to realise the Reading Parks.	4	Administrative evidence (according to national legislation).	
MS2	Preliminary tests and results	2	CSSNS, CMO, Lviv-UAC, LML	Preliminary tests to verify the feasibility and effectiveness of the designed activities/products/services.	6	Brief report about the community's response collected through questionnaire.	
MS3	Validation of the ideas	2	CSSNS, FS, CMO, Lviv-UAC, LML	Validation of the ideas based on the preliminary tests' results	8	Approval by the municipalities.	
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D2.1	Translated literary works	2	CSSNS, CMO, Lviv-UAC, LML	[R — Document, report]	[PU — Public]	7	Translated literary works based on the choice of the partners literary works based on the books' choice of the country partners - digital and paper format - Ukrainian, Portuguese and Italian languages.
D2.2	Design of the new Reading Parks - Model	2	CMO, Lviv-UAC, LML	[R — Document, report] [DEM — Demonstrator, pilot, prototype]	[SEN — Sensitive]	8	The design of the new Reading Parks in Ukraine and Portugal's contexts: design and adaptation of the game installations - shared Drive documents - English language.
D2.3	Design for the reading-related activities (e.g., literary quests) - Model	2	CSSNS, CMO, Lviv-UAC, LML	[R — Document, report] [DEM — Demonstrator, pilot, prototype]	[SEN — Sensitive]	8	The design for the reading-related activities (e.g., literary quests) in Italy and Portugal's contexts based on the Lviv experience - activity format with following figures: target, set,

							human and technic resources, duration, one-time or repeated activity, indicators to compare performances - English language.
D2.4	Preliminary study	2	FS	[R — Document, report]	[SEN — Sensitive]	8	Study report. English language. Approx 20 pages.

### Work Package 3

<b>Work Package 3: [Reading games installations and activities]</b>					
<b>Duration:</b>	M9 - M18	<b>Lead Beneficiary:</b>	3-CMO, 4-Lviv-UAC, 5-LML		
<b>Objectives</b>					
<ul style="list-style-type: none"> <li>To create the light infrastructure of the Reading Parks</li> <li>To open the Reading Parks to the public</li> <li>To assess public appreciation, and efficacy and efficiency of the opening process</li> </ul>					
<b>Activities and division of work (WP description)</b>					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T3.1	Implementation of the game installations and opening of the new Reading Parks in Lviv and Obidos	Creation of the Reading Parks and their game installations based on the prototypes implemented by CSSNS, that is the Reading Park in Morgex. The new Reading Parks will	CMO Lviv-UAC	BEN BEN	No

		be implemented by CMO, Lviv-UAC and LML in their respective cities.	LML	BEN		
T3.2	Implementation of the Portuguese and Ukrainian game installations in Morgex	In Morgex Reading Park, CSSNS will implement reading game installations in Portuguese and Ukrainian.	CSSNS	COO	No	
T3.3	Inaugural events of the Reading Parks	Inaugural events will be held in the partner countries to give visibility to the implemented Reading Parks, new game installations.  Local communities and institutions will be involved in the inaugural events, as well as local administrations.	CSSNS FS CMO Lviv-UAC LML	COO BEN BEN BEN BEN	No	
T3.4	Institutions and community feedback collection	On the occasion of the inaugural events, a short-term assessment will be carried out, through 2 means. 1) questionnaires will be given out to the local community to assess their expectations, impressions, perceived quality and potential impact of the Reading Park; the questionnaire will also investigate expectations on future development and community activation initiatives; 2) in-depth interviews will be carried out by the staff of Fondazione Santagata to partners' staff and staff of the local institutions who have contributed to the implementation of the Reading Parks to evaluate the efficacy and efficiency of the process that has led to the public opening of the Reading Parks.	FS	COO	No	
<b>Milestones and deliverables (outputs/outcomes)</b>						
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS1	Reading games installed	3	CMO, Lviv-UAC, LML	Under the supervision of the country partners CMO, Lviv-UAC and LML, the game installations will be installed.	16	Evidence of the first game installation existence.
MS2	Reading Parks' opening	3	CMO, Lviv-UAC, LML	The opening to the public of the Reading Parks will define a landmark point within the project programme.	16	Inaugural events.

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D3.1	Report	3		[R — Document, report]	[PU — Public]	18	Report on the feedback of institutions and communities on the Reading Parks. Digital. English. Approx 30 pages.

### Work Package 4

Work Package 4: [Capacity-building and community activation]					
Duration:		M18 - M24	Lead Beneficiary:		1-CSSNS
Objectives					
<ul style="list-style-type: none"> <li>To enhance capacity of local operators to act as mediators of the Reading park and other activation activities</li> <li>To leverage on reading potential to create inclusion among people</li> <li>To create playful occasions to discover literary works</li> </ul>					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T4.1	Identification of the training teams and preparation of the programmes	CSSNS, Lviv-UAC and CMO will proceed to the identification of training equips in each partner country. The training teams will be composed of 3 trainers (internal to the partner organisations or external collaborators) with a	CSSNS FS CMO	BEN COO BEN	No



		background in pedagogy, humanities, theatre studies, cultural mediation, and educational psychology.  The partners will prepare detailed programmes of the training, set out training days, times, locations.	Lviv-UAC LML	BEN BEN	
T4.2	Preparation of training materials	Under the lead of CSSNS and FS, a common set of training materials will be prepared (in English). They will be discussed among partners and, once approved in general terms, the training kits will be presented to the teams of trainers, who all together will be involved in an initial training (two 2-hour online sessions) to get to know each other and align teams on the scope of the community training and the contents of training materials. After the alignment of trainers, training materials will be adapted to the specificity of each pilot area and translated into the national languages. Detailed programmes of the training will be prepared and discussed by all partners and trainers during an online meeting.	CSSNS FS	BEN COO	No
T4.3	Training for educators, teachers and cultural mediators	The activity is conceived for educators, cultural mediators and teachers in the municipalities involved and in the surrounding area and it has the objective of: a) making them familiarise with the Reading Parks, with the proposed Reading games and the way of using them in safety; b) inform them about the inclusivity features of the Reading games; c) instruct them on how children and youth can be guided throughout the Reading parks; d) illustrate the objectives and competencies needed to perform the Literary quest; e) the potential for intercultural knowledge and dialogue posed by the Reading parks.  Four sessions of the training will be organised in each country, each open to 20 participants. Training will be organised in the local language and each will have a duration of 4 hours.	CSSNS FS CMO Lviv-UAC LML	COO BEN BEN BEN BEN	No
T4.4	Activities of inclusion towards the Ukrainian families temporarily resident in Obidos and Aosta Valley (Morgex), and in the surrounding areas	The task foresees activities aimed at welcoming and promoting the inclusion of Ukrainian families and children currently living in Obidos, Aosta Valley (Morgex) and in the surrounding areas. Two types of activities will be offered: 1) Activities in Ukrainian, conceived for Ukrainian children (the majority of temporarily residents) to maintain, through the reading games, connections with their roots, culture and literary works; 2) Activities in both Italian and Ukrainian, to	CSSNS MM CMO	COO BEN COO	No

		stimulate inclusion and mutual knowledge among local and Ukrainian temporarily resident families. Approximately 25 people participate in each activity.  For both, the groups will be guided by educators and linguistic mediators. Active participation from cultural mediators who have attended the training at T4.3 will be sought.				
T4.5	Literary quests for schools	Under the guidance of Lviv-UAC and LML, CSSNS and CMO will organise 2 Literary quests for schools in their municipality. Each literary quest will be conceived for approx. 50 children in primary school. Active participation from teachers who have attended the training at T4.3 will be sought.	CSSNS CMO Lviv-UAC LML	COO COO COO BEN	No	
T4.6	Literary quest for the general public	Under the guidance of Lviv-UAC and LML, CSSNS and CMO will organise 2 Literary quests for the general public, in particular targeting families. Each literary quest will be conceived for approx. 50 people (adults and children) and it will be organised on a weekend day. Active participation from educators who have attended the training at T4.3 will be sought.	CSSNS CMO Lviv-UAC LML	COO COO COO BEN	No	
T4.7	Surveys	On occasion of T4.3, T4.4, T4.5 and T4.6, surveys will be carried out to a sample of participants. They will aim at gathering feedback on the perceived impact of REEPLAI proposed activities on quality free time, on the potential to become a complementary educational tool, on the impact on inclusion (of foreign communities but also of individuals with disabilities), and on the interest raised towards foreign literature. The surveys will be prepared by FS and translated into the local languages by partners.	CSSNS FS CMO Lviv-UAC LML	BEN COO BEN BEN BEN	No	
<b>Milestones and deliverables (outputs/outcomes)</b>						
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS1	Training for educators,	4	CSSNS, FS, CMO, Lviv-UAC, LML	Four sessions of the training will be organised in each country, each open to 20 participants.	21	Certificate of participation to the training programme.

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D4.1	Training materials	4	CSSNS	[R — Document, report]	[SEN — Sensitive]	19	The Reading Park Case Study will be a presentation serve as leading
D4.2	Activities of inclusion	4	CSSNS, FS, CMO	[DEM — Demonstrator, pilot, prototype]	[PU — Public]	23	Ukrainian and local language (Italian or Portuguese). Free, open events upon registration. Approx. 25 people per event. 4 events in total.
D4.3	Literary quests	4	CSSNS, FS, CMO, Lviv-UAC, LML	[DEM — Demonstrator, pilot, prototype]	[PU — Public]	23	Local language. Free, open events upon registration. Approx. 50 people per event. 12 events in total.
D4.4	Surveys report	4	FS	[DEM — Demonstrator, pilot, prototype]	[SEN — Sensitive]	24	Digital. English. Approx 30 pages.

**Work Package 5**

<b>Work Package 5: [Communication and dissemination]</b>			
<b>Duration:</b>	M1 - M24	<b>Lead Beneficiary:</b>	2-FS
<b>Objectives</b>			
<ul style="list-style-type: none"> <li>To ensure visibility of Creative Europe and partners' co-funding</li> <li>To reach out to REEPLAI's target audiences</li> </ul>			

<ul style="list-style-type: none"> <li>To foster interest on reading and enhance reading habits</li> <li>To foster interest on replicating REEPLAI's approach in other areas</li> </ul>					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T5.1	Project identity and visibility guideline	<p>Development of the identity of the project, including logo and formats for documents, slides, etc.</p> <p>The project identity formats will be prepared and spread among partners together with a stylesheet and with instructions on the visibility of the EU Creative Europe programme in all project materials.</p> <p>Preparation of REEPLAI Project presentation to be used as dissemination material and asset for communication on partners' website and at meetings.</p>	CSSNS FS CMO Lviv-UAC LML	BEN COO BEN BEN	No
T5.2	Project communication strategy	Preparation of REEPLAI communication strategy, defining objectives, target audiences, channels to be used (website, social media, partners' websites, newsletter, photo and video coverage, leaflets and brochures, etc), key messages and tactics, metrics for measuring engagement and targets.	CSSNS FS CMO Lviv-UAC LML	BEN COO BEN BEN	No
T5.3	Design of REEPLAI project website, opening of social media accounts and continuous update of content	REEPLAI's website will be designed, optimising the user experience and the interface by taking into consideration the need to have a multi-language platform. The landing page of the website will be developed in English devoted to presenting the project for an international audience. Translation in the project partners' languages will allow local communities (where part of the population does not	CSSNS FS CMO Lviv-UAC LML	BEN COO BEN BEN	No

		<p>speak English) to access detailed content on activities in each country/pilot area in the national language.</p> <p>Social media accounts will be opened on the most used platforms (to be confirmed: Facebook, Instagram, LinkedIn), each of which will be used to attract attention and engage different personas and to respond to the variety of strategic communication objectives.</p>			
T5.4	"I read because" video campaign	<p>Preparation of a video-campaign made of 5 short videos of people who have taken part to REEPLAI's activities respond to a variety of questions on what reading brings into their lives.</p> <p>The style of the videos will be playful and, to ensure a good outreach to younger generations, an illustrator and an animator will be involved to accompany the images with a visual story.</p> <p>To testify the richness of languages, the videos will present content in people's mother tongues, with subtitles provided for the dissemination in partners' countries and internationally.</p> <p>Prior consent for the participation of children to the video campaign will be ensured through forms signed by parents. Informed consent will be asked to all participants in a formal way.</p>	<p>CSSNS</p> <p>FS</p> <p>CMO</p> <p>Lviv-UAC</p> <p>LML</p>	<p>BEN</p> <p>COO</p> <p>BEN</p> <p>BEN</p> <p>BEN</p>	No
T5.5	Webinars	<p>Organisation of 3 public webinars to be held on free-access platforms.</p> <p>Objective of the webinars will be: Webinar 1) presentation of REEPLAI methodology and objectives, visibility of the Creative Europe supporting co-financing; Webinar 2) to present the new Reading Parks; Webinar 3) to present the outcomes of REEPLAI as the project comes to an end and to stimulate replication in other territories.</p>	<p>CSSNS</p> <p>FS</p> <p>CMO</p> <p>Lviv-UAC</p> <p>LML</p>	<p>BEN</p> <p>COO</p> <p>BEN</p> <p>BEN</p> <p>BEN</p>	No
T5.6	Online forum for organisations promoting Reading and for UNESCO's City of Literature, part of Creative Cities network	<p>The online forum will be devoted to gathering European organisations and institutions that are on a daily basis devoted to promoting reading. The online forum will be open upon inscription and organised in sections for practitioners to discuss a) needs and critical factors</p>	<p>CSSNS</p> <p>FS</p> <p>CMO</p> <p>Lviv-UAC</p>	<p>BEN</p> <p>COO</p> <p>BEN</p> <p>BEN</p>	No

		affecting their work; b) opportunities and good practices; c) european cooperation strategies.	LML	BEN		
T5.7	Photo and video coverage	Photo and video coverage will be ensured throughout the project, for a) internal activities (i.e.: collaboration among partners, project launch, project closing event); b) meetings and roundtables to present the project; c) the installation of reading games and the opening of the Reading Parks; d) the Literary quests; g) the international community exchanges; h) forum and webinars.	CSSNS FS CMO Lviv-UAC LML	BEN COO BEN BEN BEN	No	
T5.8	Presentation of REEPLAI in scientific workshops, training and conferences	FS is the promoter of a number of training and capacity building programmes, both formal (in collaboration with University of Turin) and informal (as for instance the Academy on Sustainable Development organised in collaboration with UNESCO). Moreover, it takes part, on a regular basis, to scientific conferences and workshops. On these occasions, it will disseminate knowledge on good practice emerging from REEPLAI and it will present the evidence generated through prototyping, tests and validation.	FS	COO	No	
<b>Milestones and deliverables (outputs/outcomes)</b>						
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS5.1	REEPLAI identity and CE visibility guideline	5	FS	Preparation of project identity including logo and formats for documents, slides, etc. Preparation of a stylesheet and of instructions on the visibility of the EU Creative Europe programme in all project materials.  Preparation of REEPLAI Project presentation to be used as dissemination asset.	2	Project logos, stylesheet and visibility guideline distributed among partners.
MS5.2	Communication strategy	5	FS	Preparation of a communication strategy defining objectives, target audiences, channels to be used (website, social media, partners' websites, newsletter,	2	Communication strategy plan uploaded on the partners' shared folder.

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
							photo and video coverage, leaflets and brochures, etc), key messages and tactics, metrics for measuring engagement and targets
D5.1	Project website and social media accounts	5	FS	[DEC —Websites, patent filings, videos, etc]	[PU — Public]	3	Online, English, Italian, Ukrainian, Portuguese. Number of unique visitors. Number of visits. Engagement rate Number of followers / Likes. Number of interactions.
D5.2	"I read because" video campaign	5	FS	[DEC —Websites, patent filings, videos, etc]	[PU — Public]	21	5 videos; approx 3 minutes each; with visual story animation. Various languages. Number of visualisations. Number of sharing.
D5.3	Webinars	5	FS	[OTHER]	[PU — Public]	3; 18; 23	English (with subtitles if needed). Number of participants.
D5.4	Forum	5	FS	[OTHER]	[PU — Public]	20	English (with subtitles if needed). Number of participants.
D5.5	Presentation in training programmes and conferences	5	FS	[OTHER]	[PU — Public] [SEN — Sensitive]	23	English. Number of presentations made. Number of people in the audience.



							Number of articles published.
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### Events and trainings

<b>Events and trainings (including performances, residencies, exhibitions, workshops, conferences, etc. both face to face and virtual events are to be included).</b> <i>This table is to be completed for events organised by the applicants as part of the activities in the work packages above</i> <i>Complete the table below with <b>realistic</b> estimates in terms of the number of attendees / participants / audience size. This data will be used in part to assess the success of the implementation of the project. Use your risk assessment to explain your mitigating measures.</i>							
Event No (continuous numbering linked to WP)	Participant	Description					Attendees
		Name	Type	Area	Location	Duration (days)	
E1.1	[CSSNS, MM, FS, CMO, Lviv-UAC, LML]	[Kick-off meeting]	[Partners' internal meeting]	[Visit to the Reading Parks in Morgex, sharing of project management system, exchange of best practices, allocation of tasks and responsibilities, timetable, budget definition]	[Morgex, Italy]	[4]	[10]
E1.2	[CSSNS, MM, FS, CMO, Lviv-UAC, LML]	[Plenary Board Meetings]	[Partners' internal meeting]	[Decision-making, budget monitoring]	[online]	[8]	[5]
E1.3	[CSSNS, MM, FS, CMO, Lviv-UAC, LML]	[Management Board Meetings]	[Partners' internal meeting]	[Monitoring and evaluation, quality control, development of REEPLAI's activities]	[online]	[8]	[15]
E2.1	[CSSNS, FS, CMO, Lviv-UAC, LML]	[Let's play together Workshops]	[Workshops]	[Alignment of REEPLAI teams on approach and exchange of good practices on game development; among partners' on IP issues.]	[Morgex, Italy; Obidos, Portugal; Lviv, Ukraine;]	[2]	[50]

E2.2	[CMO, Lviv-UAC, LML]	[Preliminary tests and results]	[Preliminary tests]	[To verify feasibility and effectiveness of the designed activities/products/services.]	[Obidos, Portugal; Lviv, Ukraine]	[2]	[8]
E3.1	[CSSNS, MM, FS, CMO, Lviv-UAC, LML]	[Inaugural events]	[Event]	[Inaugural events will give visibility to the implemented Reading Parks, the new game installations and reading-related activities (e.g., literary quests)]	[Morgex, Italy; Obidos, Portugal; Lviv, Ukraine;]	[3]	[450]
E4.1	[CSSNS, FS, CMO, Lviv-UAC, LML]	[Training programme]	[Training]	[Training programmes with the objectives of making educators, teachers and cultural mediators familiarise with the Reading Parks, with the proposed Reading games and the way of using them in safety; inform them about the inclusivity features of the Reading games; instruct them on how children and youth can be guided throughout the Reading parks; illustrate the objectives and competencies needed to perform the Literary quest; the potential for intercultural knowledge and dialogue posed by the Reading parks]	[Morgex, Italy; Obidos, Portugal; Lviv, Ukraine;]	[12]	[276]
E4.2	[CSSNS, MM, FS, CMO,]	[Activities of inclusion towards the Ukrainian families temporarily resident in Obidos and Aosta Valley (Morgex)]	[Event]	[Activities in Ukrainian, conceived for Ukrainian children (the majority of temporary residents) to maintain, through the reading games, connections with their	[Morgex, Italy; Obidos, Portugal;]	[2]	[56]

				roots, culture and literary works.]			
E4.3	[CSSNS, MM, FS, CMO,]	[Activities of inclusion towards the Ukrainian families temporarily resident in Obidos and Aosta Valley (Morgex)]	[Event]	[Activities in both Italian and Ukrainian to stimulate inclusion and mutual knowledge among local and Ukrainian temporarily resident families]	[Morgex, Italy; Obidos, Portugal;]	[2]	[56]
E4.4	[CSSNS, MM, FS, CMO, Lviv-UAC, LML]	[Literary quests for schools]	[Event]	[Literary quests based on children's book stories; focus on children of elementary schools.]	[Morgex, Italy; Obidos, Portugal; Lviv, Ukraine]	[6]	[318]
E4.5	[CSSNS, MM, FS, CMO, Lviv-UAC, LML]	[Literary quests for the general public]	[Event]	[Literary quests based on children's book stories; focus on children and their families.]	[Morgex, Italy; Obidos, Portugal; Lviv, Ukraine]	[6]	[318]
E5.1	[CSSNS, MM, FS, CMO, Lviv-UAC, LML]	[Webinar n.1]	[Webinar]	[Presentation of REEPLAI methodology and objectives, visibility of Creative Europe supporting co-financing]	[Online]	[1]	[250]
E5.2	[CSSNS, MM, FS, CMO, Lviv-UAC, LML]	[Webinar n.2]	[Webinar]	[Presentation of the new Reading Parks]	[Online]	[1]	[250]
E5.3	[CSSNS, MM, FS, CMO, Lviv-UAC, LML]	[Webinar n.3]	[Webinar]	[Presentation of the outcomes of REEPLAI as the project comes to an end and to stimulate replication in other territories]	[Online]	[1]	[250]
E5.4	[CSSNS, MM, FS, CMO, Lviv-UAC, LML]	[Forum]	[Forum]	[ Devoted to gather European organisations and institutions, practitioners will discuss needs and critical factors affecting their work; about opportunities and good	[Online]	[1]	[300]

				practices; about European cooperation strategies.]			
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**Timetable**

Timetable (projects up to 2 years)																									
<i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i>																									
<b>Note:</b> Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.																									
ACTIVITY		MONTHS																							
		M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
T1.1	Development of a Project Management Plan and Budget	Beige	Beige																						
T1.2	Consortium Agreement		Beige																						
T1.3	Plenary Board Meetings		Beige			Beige			Beige			Beige			Beige			Beige			Beige			Beige	
T1.4	Management Board Meetings		Beige			Beige			Beige			Beige			Beige			Beige			Beige			Beige	
T1.5	Monitoring and evaluation								Beige								Beige								Beige
T2.1	Selection, translation and adaptation of literary works		Beige	Beige	Beige	Beige	Beige	Beige																	
T2.2	Workshops			Beige	Beige	Beige																			
T2.3	Request of permits for installing the games in Lviv and Obidos Reading Parks	Beige	Beige	Beige	Beige																				
T2.4	Design and adaptation of the game installations			Beige	Beige	Beige	Beige	Beige	Beige																





#@ETH-ICS-EI@#

## 6. OTHER

### 6.1 Ethics

<b>Ethics</b>
Not applicable.


#§ETH-ICS-EI§# #@SEC-URI-SU@#

### 6.2 Security

<b>Security</b>
Not applicable.

#§SEC-URI-SU§# #@DEC-LAR-DL@#

## 7. DECLARATIONS

<b>Double funding</b>	
<b>Information concerning other EU grants for this project</b>	<b>YES/NO</b>
 Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).	
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	YES
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	YES

<b>Financial support to third parties (if applicable)</b>
<i>If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project's objectives.</i>
Not applicable.

#§DEC-LAR-DL§#

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	15.04.2021	Initial version (new MFF).
2.0	15.01.2022 01.06.2022	Update for 2022 calls. Consolidation, formatting and layout changes. Tags added.



**ANNEX 2****ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION**

Estimated EU contribution						
Estimated eligible lump sum contributions (per work package)						Maximum grant amount <sup>1</sup>
Forms of funding	WP1 Project Management, Monitoring and Evaluation	WP2 Content Design	WP3 Reading games installations and activities	WP4 Capacity-building and community activation	WP5 Communication and dissemination	
	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	
	a	b	c	d	e	f = a + b + c + d + e
1 - CSSNS	12 038.00	5 216.00	8 256.00	16 050.00	2 006.00	43 566.00
2 - FS	5 730.00	1 605.00	7 454.00	4 189.00	13 643.00	32 621.00
3 - CMO	7 544.00	12 999.00	18 381.00	17 393.00	6 645.00	62 962.00
4 - Lviv-UAC	4 695.00	7 704.00	1 364.00	10 192.00	4 976.00	28 931.00
5 - LML	2 086.00	2 086.00	17 352.00	2 086.00	7 624.00	31 234.00
6 - MM						
<b>Σ consortium</b>	32 093.00	29 610.00	52 807.00	49 910.00	34 894.00	199 314.00

<sup>1</sup> The 'maximum grant amount' is the maximum grant amount fixed in the grant agreement (on the basis of the sum of the beneficiaries' lump sum shares for the work packages).

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**FONDAZIONE SANTAGATA PER L'ECONOMIA DELLA CULTURA (FS)**, PIC 904566129, established in CORSO DUCA DEGLI ABRUZZI N 43, TORINO 10129, Italy,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101128588 — REEPLAI** ('the Agreement')

**between** CENTRO DI STUDI STORICO-LETTERARI NATALINO SAPEGNO- ONLUS (CSSNS) **and the European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**CAMARA MUNICIPAL DE OBIDOS (CMO)**, PIC 937772624, established in LARGO DE SAN PEDRO, OBIDOS 2510 086, Portugal,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101128588 — REEPLAI** ('the Agreement')

**between** CENTRO DI STUDI STORICO-LETTERARI NATALINO SAPEGNO- ONLUS (CSSNS) **and the European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**UKRAYINSKA ASOTSIATSIYA KULTUROLOHIV - LVIV (Lviv-UAC)**, PIC 883783685,  
established in NOVAKIVSKOHO STREET, BUILDING 1, AP, LVIV 79000, Ukraine,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101128588 — REEPLAI** ('the Agreement')

**between** CENTRO DI STUDI STORICO-LETTERARI NATALINO SAPEGNO- ONLUS (CSSNS)  
**and the European Education and Culture Executive Agency (EACEA)** ('EU executive agency'  
or 'granting authority'), under the powers delegated by the European Commission ('European  
Commission'),

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement,  
in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in  
accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**LVIV MUNICIPAL LIBRARY (LML)**, PIC 883895332, established in MULYARSKA STR 2-A, LVIV 79018, Ukraine,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101128588 — REEPLAI** ('the Agreement')

**between** CENTRO DI STUDI STORICO-LETTERARI NATALINO SAPEGNO- ONLUS (CSSNS) **and the European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

EU contribution												
Eligible lump sum contributions (per work package)												Requested EU contribution
WP1 [name]	WP2 [name]	WP3 [name]	WP4 [name]	WP5 [name]	WP6 [name]	WP7 [name]	WP8 [name]	WP9 [name]	WP10 [name]	WP [XX]		
[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	
Forms of funding												
Status of completion	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	PARTIALLY COMPLETED	PARTIALLY COMPLETED	COMPLETED	NOT COMPLETED	
	a	b	c	d	e	f	g	h	i	j	k	$l = a + b + c + d + e + f + g + h + i + j + k$
1 – [short name beneficiary]												
1.1 – [short name affiliated entity]												
2 – [short name beneficiary]												
2.1 – [short name affiliated entity]												
X – [short name associated partner]												
Total consortium												

The consortium hereby confirms that:

The information provided is complete, reliable and true.

The lump sum contributions declared are eligible (in particular, the work packages have been completed and the work has been properly implemented and/or the results were achieved; see Article 6).

The proper implementation of the action/achievement of the results can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 19, 21 and 25).

## ANNEX 5

### SPECIFIC RULES

#### INTELLECTUAL PROPERTY RIGHTS (IPR) — BACKGROUND AND RESULTS — ACCESS RIGHTS AND RIGHTS OF USE (— ARTICLE 16)

##### **Different rights of use of the granting authority on materials, documents and information received for policy, information, communication, dissemination and publicity purposes**

When the action includes a work intended for commercial exploitation, Article 16.3 can only be applied to the promotion materials and documents related to the work, but not to the artistic material related to the work or to the work itself.

#### COMMUNICATION, DISSEMINATION AND VISIBILITY (— ARTICLE 17)

##### **Additional communication and dissemination activities**

The beneficiaries must engage in the following additional communication and dissemination activities:

- **present the project** (including project summary, coordinator contact details, list of participants, European flag and funding statement and special logo and project results) on the beneficiaries' **websites** or **social media accounts**
- for actions involving **publications**, mention the action and the European flag and funding statement and special logo on the cover or the first pages following the editor's mention
- for actions involving public **events**, display signs and posters mentioning the action and the European flag and funding statement and special logo
- for actions involving the distribution of audiovisual works, mention the European flag, funding statement and special logo in the opening credits of the work
- for actions involving the production of audiovisual works, mention the funding statement in the opening credits and the European flag, funding statement and special logo in the end credits of the work
- upload the public **project results** to the Creative Europe Project Results platform, available through the Funding & Tenders Portal.

##### **Special logos**

Communication activities and infrastructure, equipment or major results funded by the grant must moreover display the following logo:

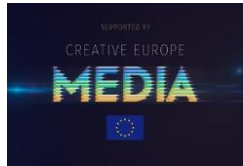
- for Creative Europe Media grants and Creative Europe Desk communication activities about the MEDIA strand:

- the Creative Europe Media logo



and

- for actions involving the distribution of audiovisual works: the Creative Europe Media animated logo:



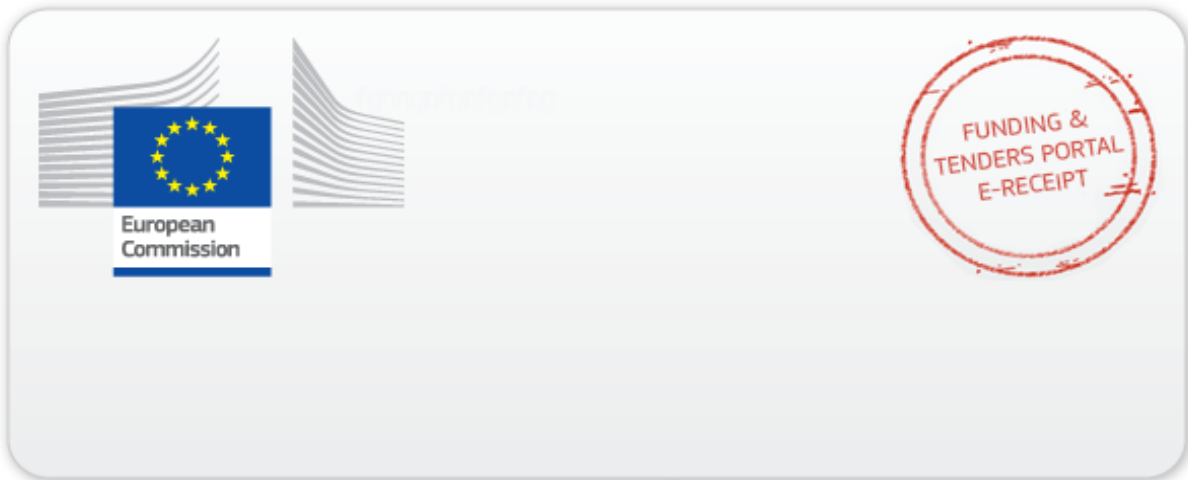
- for Creative Europe Desk communication activities covering all strands of the Creative Europe programme: a combined logo



**SPECIFIC RULES FOR CARRYING OUT THE ACTION (— ARTICLE 18)**

n/a





This electronic receipt is a digitally signed version of the document submitted by your organisation. Both the content of the document and a set of metadata have been digitally sealed.

This digital signature mechanism, using a public-private key pair mechanism, uniquely binds this eReceipt to the modules of the Funding & Tenders Portal of the European Commission, to the transaction for which it was generated and ensures its full integrity. Therefore a complete digitally signed trail of the transaction is available both for your organisation and for the issuer of the eReceipt.

Any attempt to modify the content will lead to a break of the integrity of the electronic signature, which can be verified at any time by clicking on the eReceipt validation symbol.

More info about eReceipts can be found in the FAQ page of the Funding & Tenders Portal.

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq>