

Call for Proposals for Cooperation Development Support no. 1/2023

**Norwegian Financial Mechanism 2014–2021
European Economic Area Financial Mechanism 2014–2021 Bilateral Cooperation
Fund**

Date of announcement: 08 March 2023

www.parp.gov.pl/funduszenorweskie

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Clause 1: Call for Proposals for Cooperation Development Support

1. The Polish Agency for Enterprise Development (Polish: Polska Agencja Rozwoju Przedsiębiorczości, or PARP) announces **call for Proposals for Cooperation Development Support** from the Bilateral Cooperation Fund under the Norwegian Financial Mechanism 2014–2021 and the EEA Financial Mechanism 2014–2021.
2. Proposals can be filed from 22 March 2023 to 19 April 2023, 16:00:00 hrs, subject to Clause 1.3.
3. If the total amount of support in the Proposals exceeds 200% of the allocation referred to in Clause 4.1, the acceptance of Proposals shall be stopped at 16:00:00 on the day following the date of publication of information on this matter at <https://www.parp.gov.pl/funduszenorweskie> (News).

Clause 2: Definitions, Abbreviations and Legal Bases

The terms and abbreviations used in the Call for Proposals shall mean:

- 1) **Applicant's Email:** the email indicated in the Proposal in "II. Osoba do kontaktu" (Contact Person) section, "Adres e-mail" (Email) field;
- 2) **Beneficiary:** the Cluster Coordinator or Business Support Institution with which the cooperation development support agreement is concluded;
- 3) **Days:** calendar days;
- 4) **EEA:** the European Economic Area;
- 5) **de minimis Aid Form:** a form of information submitted when applying for *de minimis* aid, defined in the Polish Regulation of the Council of Ministers of 29 March 2010 on the scope of information submitted by an entity applying for *de minimis* aid (Journal of Laws No 53, item 311, as amended), which constitutes Annex 1 to the Call for Proposals;
- 6) **Business Support Institution** – an entity which operates for the economic development or innovativeness (e.g. an association of entrepreneurs and economic entities, chamber of commerce, etc.), which has been established and carried on activities on a continuous basis in the territory of the Republic of Poland since 1 January 2020 as confirmed by an entry to the relevant register and which, as at the date on which the Proposal is submitted associated at least 30 members and – based on the current by-laws or an equivalent document – over the above mentioned time has continuously organized and animated development of interactions, relations and international cooperation of those members in one or several related and supporting sectors of economy and has represented those members in external relations, acting on a non-profit basis or not for profit or appropriating profit for statutory purposes;

- 7) **Cluster** – an institutionalized group of specialized and related enterprises and other entities operating in related and supporting sectors of the economy aimed at stimulating innovative activities through promotion of sharing of the base and information and expertise exchange and through effective contribution to the transfer of knowledge, setting up a network of relations and disseminating the information and cooperation among group members, which has existed on a continuous basis since at least 1 January 2020, whose current by-laws or a strategic document lays down the operating goals and sectors of the economy in which the Cluster operates and which associates at least 30 members as at the day on which the Proposal is submitted;
- 8) **Cluster Coordinator** – an entity which operates for the economic development or innovations which has been established and carried on economic entities on a continuous basis in the territory of the Republic of Poland since 1 January 2020 as confirmed by an entry to the relevant register and which, based on the current by-laws or an equivalent document, over that time has continuously organized and animated development of interactions, relations and international cooperation in the Cluster and, based on the current by-laws of the Cluster or a strategic document, represents the Cluster in external relations;
- 9) **Memorandum:** the Memorandum of Understanding on the implementation of the Norwegian Financial Mechanism 2014–2021, concluded on 20 December 2017 between the Republic of Poland and the Kingdom of Norway (M.P. of 2018, item 392, as amended); and the Memorandum of Understanding on the implementation of the EEA Financial Mechanism 2014–2021, concluded on 20 December 2017 (M.P. of 2018, item 378, as amended);
- 10) **Norwegian Legal Entity:** a Norwegian legal entity that operates in the Kingdom of Norway as evidenced by an entry in the relevant register or another document issued by the competent authority of the Kingdom of Norway;
- 11) **Regulations:** the Regulations on the Implementation of the European Economic Area (EEA) Financial Mechanism 2014–2021 adopted by the EEA Financial Mechanism Committee on 8 September 2016, pursuant to Article 10.5 of Protocol 38c to the EEA Agreement and approved by the Standing Committee of the EFTA States on 23 September 2016 and the Regulations on the Implementation of the Norwegian Financial Mechanism 2014–2021 adopted by the Norwegian Ministry of Foreign Affairs on 23 September 2016, in accordance with Article 10.5 of the Agreement between the Kingdom of Norway and the European Union on a Norwegian Financial Mechanism 2014–2021 available at:
<https://www.parp.gov.pl/funduszenorweskie> and
<https://www.eog.gov.pl/strony/zapoznaj-sie-z-funduszami/podstawy-prawne/regulacje/#/domyslne=1>
(<https://en.parp.gov.pl/component/site/site/norway-grants#learnmore>);
- 12) **GDPR:** 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 (General Data Protection Regulation) (OJ L 119 of 4.5.2016, p. 1, as amended);
- 13) **Regulation:** Regulation of the Polish Minister of Development, Labour and Technology of 20 October 2020 on granting financial aid not related to operational programmes by the Polish Agency for Enterprise Development (Journal of Laws of 2020, item 1933, as amended), constituting a public aid scheme (reference number SA.101633);
 - 14) **Regulation No 1407/2013:** Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (OJ L 352 of 24.12.2013, p. 1, as amended);
 - 15) **Website:** a subpage of PARP website operating at <https://www.parp.gov.pl/funduszenorweskie>;
 - 16) **BCF and NFM Agreement:** the Agreement on the Bilateral Cooperation Fund under the European Economic Area Financial Mechanism 2014–2021 and the Norwegian Financial Mechanism 2014–2021 concluded on 4 September 2018 between the Polish Minister of Investment and Development and the EEA Financial Mechanism Committee and the Norwegian Ministry of Foreign Affairs;
 - 17) **Programme Agreement:** the agreement on the Business Development and Innovation Programme concluded between the Norwegian Ministry of Foreign Affairs and the Polish Minister of Investment and Development on 12 September 2019;
 - 18) **Public Finance Act:** the Polish Act of 27 August 2009 on public finance (Journal of Laws of 2022, item 1634, as amended);
 - 19) **PARP Act:** the Polish Act of 9 November 2000 on the establishment of the Polish Agency for Enterprise Development (Journal of Laws of 2022, item 2080, as amended);
 - 20) **Proposal** – an application for cooperation development support, which contains all the information about the existing activities of the Cluster Coordinator or Business Support Institution in the selected thematic area and about planned actions to develop bilateral cooperation with Norwegian Legal Entities in that field;
 - 21) **Applicant** – a Cluster Coordinator or a Business Support Institution which has filed the Proposal;
 - 22) **Study Visit** – a visit for Applicants/Beneficiaries organized in the territory of the Kingdom of Norway by PARP in cooperation with Innovation Norway on the dates and under the rules described in Annex 2 to the Call for Proposals.

Clause 3: Objectives and Purpose of Cooperation Development Support

1. The purpose of support is to develop bilateral cooperation between Cluster Coordinators or Business Support Institutions and Norwegian Legal Entities through participation in the Study Visit relating to the following thematic areas:
 - 1) “environmentally friendly technologies” designed to increase the use of environmentally friendly technological solutions, such as improvement of waste management, energy efficiency, reduced emission of pollutants into the atmosphere, or a more efficient material management,
 - 2) “innovations in sea or inland waters” designed to ensure sustainable use of sea and inland waters and their immediate surroundings, among others by reducing water pollution, supporting solutions for the responsible and efficient use of water resources and coasts.
2. The support for development of cooperation is intended to cover the costs related to participation in the Study Visit, namely the costs of:
 - 1) taking international business trips,
 - 2) purchasing trade fair tickets,
 - 3) attending conferences,in line with the purpose referred to in Clause 3.1 and related to the performance of the activities referred to in Clause 3.3 in the territory of the Kingdom of Norway.
3. As part of the Study Visit, the Applicant/Beneficiary is obliged to take part in all the events that accompany the selected Study Visit, as mentioned in Annex 2 to the Call for Proposals, including fairs or conferences, which may be organized against a fee.
4. At most two persons who represent a single Applicant/Beneficiary and who are responsible for the development of international cooperation and internationalization of the Cluster or the Business Support Institution shall take part in the Study Visit. The same (one) natural person may represent only one Applicant/Beneficiary. In the Proposal, the Applicant should describe the role of such person(s) in detail.
5. Expenditure eligible for support for cooperation development is expenditure referred to in Clause 4.2 incurred starting from date of sending by PARP the information about the approval of the Proposal electronically to the e-mail address of the applicant, no later, however, than on 30 November 2024.
6. From the date of PARP’s sending of the information on the approval of the Proposal to the date of concluding the cooperation development support agreement, the Applicant takes part in the Study Visit at her/his own risk.
7. If a Study Visit cannot be organized on the date originally planned, PARP shall set new dates of the Study Visit and publish them in Annex 2 to the Call for Proposals.
8. In the event referred to in Clause 3.7, the Study Visit shall be organized no later than by 30 November 2024.

Clause 4: Allocation and Expenditure Eligible for Support

1. The allocation of cooperation development support shall be **EUR 35,000**. PARP reserves the right to increase the allocation.
2. Expenditure eligible for support for cooperation are the following costs incurred for the purpose referred to in Clause 3.1 of:
 - 1) a business trip abroad in the amount of EUR 2,800 per Study Visit (lump sum);
 - 2) tickets to fairs or conference fees, as referred to in § 3.2 of the Call for Proposals, for up to two persons, at a maximum amount of €700 in total (100% of the costs actually incurred will be eligible for support).
3. The Applicant may submit only one Proposal for the cooperation development support in the Call for Proposals. Further Proposals submitted by the Applicant shall be left unreviewed.
4. Recoverable VAT constitutes a non-eligible cost. The catalogue of non-eligible costs is defined in Article 8(7) of the Regulation.

Clause 5: Eligibility of Applicants

1. Cluster Coordinators or Business Support Institutions may apply for the support.
2. Support may not be applied for by the Applicants that are subject to exclusion from support under:
 - 1) Article 207 of the Finance Act (i.e. they are in the register of excluded entities kept by the Polish Minister of Finance);
 - 2) Article 211 of the Public Finance Act of 30 June 2005 [Journal of Laws No 249, item 2104, as amended (i.e. in the case of using public funds contrary to their purpose in a manner resulting in failure to implement the full material scope of the project)];
 - 3) Article 6b(3)(1)–(4) of the PARP Act, i.e. in the case of:
 - a) where an entrepreneur who is a natural person has been convicted by a final judgment of an offence of making false statements, bribery, offences against property, document credibility, money and securities trading, the business system, the banking system, penal fiscal offences or other offences concerning business activities or an offence committed for financial gain,
 - b) where a member of the governing bodies or a partner in a partnership has been convicted by a final judgment of offences referred to in a) with regard to an entity other than a natural person,
 - c) when an entity:
 - is in arrears with public liabilities, or
 - remains under receivership or is in the course of liquidation or insolvency, or

- has materially breached an agreement concluded with PARP, for a period of 3 years of the termination date of that agreement,
- d) where the collective entity has been prohibited by a court from receiving grants, subsidies or other forms of financial support from public funds.
- 4) circumstances mentioned in:
- a) Article 2 of Council Regulation (EC) No 765/2006¹ which would result in the ban on providing access to funds or economic resources,
 - b) Article 2 and Article 9 of Council Regulations (EU) No 269/2014², (EU) No 208/2014³ or Article 2 of Council Decision 2014/145/CFSP⁴ which would result in the ban on providing access to funds or economic resources,
 - c) Article 2 and 3 of the Act on Special Solutions to Prevent Support for the Aggression Against Ukraine⁵ that would result in the ban on providing access to financial means, funds or economic resources,
 - d) Article 5l of Council Regulation (EU) No 833/2014⁶ which would result in a ban on providing direct or indirect support or provision of financing and financial aid or granting of any other benefits under a national programme.
- 5) spending the support received:
- a) on activities banned pursuant to acts of EU law adopted or amended in connection with the Russian aggression against Ukraine, i.e. Council Regulations: (EU) 2022/263⁷, (EU) 833/2014, (EU) 692/2014⁸ or (EC) 765/2006, Council

¹ [Council Regulation \(EC\) No 765/2006 of 18 May 2006 concerning restrictive measures in view of the situation in Belarus and the involvement of Belarus in the Russian aggression against Ukraine \(OJ L 134, 20.5.2006, p. 1, as amended\).](#)

² [Consolidated text: Council Regulation \(EU\) No 269/2014 of 17 March 2014 concerning restrictive measures in respect of actions undermining or threatening the territorial integrity, sovereignty and independence of Ukraine \(OJ L 78 17.3.2014, p. 6, as amended\).](#)

³ [Council Regulation \(EU\) No 208/2014 of 5 March 2014 concerning restrictive measures directed against certain persons, entities and bodies in view of the situation in Ukraine \(OJ L 66, 6.3.2014, p. 1, as amended\).](#)

⁴ [Council Decision 2014/145/CFSP of 17 March 2014 concerning restrictive measures in respect of actions undermining or threatening the territorial integrity, sovereignty and independence of Ukraine \(OJ L 78, 17.3.2014, p. 16, as amended\).](#) Article 6. (...) This Decision shall apply until 15 March 2023. This Decision shall be kept under constant review. It shall be renewed, or amended as appropriate, if the Council deems that its objectives have not been met.

⁵ [The Act of 13 April 2022 on Special Solutions to Prevent Support for the Aggression Against Ukraine and to Serve Protection of National Interest \(Journal of Laws item 835, as amended\).](#)

⁶ [Council Regulation \(EU\) No 833/2014 of 31 July 2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine \(OJ L 229, 31.7.2014, p. 1, as amended\).](#)

⁷ [Council Regulation \(EU\) 2022/263 of 23 February 2022 concerning restrictive measures in response to the illegal recognition, occupation or annexation by the Russian Federation of certain non-government controlled areas of Ukraine \(OJ L 42I 23.2.2022, p. 77, as amended\).](#)

⁸ [Council Regulation \(EU\) No 692/2014 of 23 June 2014 concerning restrictions on the import into the Union of goods originating in Crimea or Sevastopol, in response to the illegal annexation of Crimea and Sevastopol \(OJ L 183, 24.6.2014, p. 9, as amended\).](#)

Decisions: (CFSP) 2022/266⁹, 2014/512/CFSP¹⁰, 2014/145/CFSP or 2012/642/CFSP¹¹,

b) to satisfy the claims referred to in Article 11 of Council Regulations (EU) 833/2014, (EU) 269/2014, (EU) 208/2014, Article 10 of Council Regulation (EU) 2022/263, Article 6 of Council Regulation (EU) No 692/2014, Article 8d of Council Regulation (EC) No 765/2006, Article 7 of Council Decision 2014/512/CFSP or Article 2n of Council Decision 2012/642/CFSP.

Clause 6: *de minimis* Aid

1. If the Cluster Coordinator or a Business Support Institution carries out economic activities, then, by virtue of Clause 2(1) of the Regulation, support for cooperation development constitutes *de minimis* Aid and shall be granted in accordance with Regulation 1407/2013.
2. *de minimis* Aid may be granted if the gross value of that aid together with the value of another *de minimis* Aid granted by the Republic of Poland to the Applicant who is a single undertaking within the meaning of Article 2(2) of Regulation No 1407/2013, in the current year and two previous fiscal years, has not exceeded an amount equivalent to EUR 200,000, and in the case of an entrepreneur conducting activity in the road freight transport sector EUR 100,000, and other conditions set out in Regulation No 1407/2013 are met.

Clause 7: Language of Proposal

The Proposal should be prepared in Polish.

Clause 8: Proposal Filing Rules

⁹ [Council Decision \(CFSP\) 2022/266 of 23 February 2022 concerning restrictive measures in response to the recognition of the non-government controlled areas of the Donetsk and Luhansk oblasts of Ukraine and the ordering of Russian armed forces into those areas \(OJ L 42I 23.2.2022, p. 109, as amended\)](#). Article 10. (...) This Decision shall apply until 24 February 2023. This Decision shall be kept under constant review. It shall be renewed, or amended as appropriate, if the Council deems that its objectives have not been met.

¹⁰ [Council Decision 2014/512/CFSP of 31 July 2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine \(OJ L 229, 31.7.2014, p. 13, as amended\)](#). Article 9. 1. This Decision shall apply until 31 January 2023 2. This Decision shall be kept under constant review. It shall be renewed, or amended as appropriate, if the Council deems that its objectives have not been met.

¹¹ [Council Decision 2012/642/CFSP of 15 October 2012 concerning restrictive measures in view of the situation in Belarus and the involvement of Belarus in the Russian aggression against Ukraine \(OJ L 285, 17.10.2012, p. 1, as amended\)](#).

1. The Proposal must be submitted only in electronic form using the form provided on the website. Any other form of electronic or paper visualisation of the Proposal content shall not constitute the Proposal and shall not be evaluated. The template of the Proposal Form constitutes Annex 3 to the Call for Proposals.
2. All mandatory fields of the Proposal should be filled out in Polish, in accordance with Clause 7, and should be filled in in accordance with the instruction stated in such fields, under the pain of consequences mentioned in Clause 10.1.2.
3. Communication with the Applicant shall be electronic and sent to the Applicant's Email.
4. In the event of failure of the Proposal Form, the Applicant shall report the failure by a contact form. In the event of prolonged technical problems that prevent the filing of the Proposals, follow the messages posted on the website.
5. The Applicant shall receive the acknowledgement of the filing of the Proposal to the Applicant's Email.

Clause 9: Evaluation of Proposals

1. PARP shall evaluate the submitted Proposals in accordance with the criteria set out in Annex 4 to the Call for Proposals after the date specified in Clause 1.2 or Clause 1.3.
2. If manifest errors are found in the Proposal, PARP may correct such errors without calling the Applicant to correct such errors (in such a case, PARP shall correct the error *ex officio* and inform the Applicant of that fact by e-mail).
3. The Proposal shall be approved if every criterion is met.
4. The Proposal shall be rejected if any of the criteria are not met.
5. If the evaluation is identical, the date of submission of the Proposal shall be decisive with regard to the order of placing the Proposal on the list of approved Proposals.
6. Of the approved Proposals within the available allocation referred to in Clause 4.1, PARP shall select an equal number of Proposals from each thematic area specified in Clause 3.1 and recommend such Proposals to be awarded support for the development of cooperation. If the number of approved Proposals in any of the thematic areas proves to be insufficient, PARP may recommend further Proposals from the list of approved Proposals to be awarded support.
7. PARP shall announce the list of Applicants whose Proposals were recommended for support on its website and shall notify the Applicant by e-mail of the result of Proposal evaluation and recommendation or non-recommendation of the Proposal for support for cooperation development.
8. The rejection cannot be appealed against.
9. The expected time for evaluation of the Proposals shall be 30 days.

Clause 10: Leaving the Proposal Unprocessed

1. The Proposal shall be left without consideration if:
 - 1) it was filed after the deadline referred to in Clause 1.2 and Clause 1.3;
 - 2) it was not filed in accordance with Clause 8.1 and Clause 8.2;
 - 3) it is another Proposal filed by the same Applicant in accordance with Clause 4.4.
 - 4) the scope of information stated in the Proposal is insufficient to evaluate it reliably in accordance with the criteria.
2. PARP shall notify the Applicant on leaving the Proposal unprocessed to the Applicant's Email.

Clause 11: Cooperation Support Agreement

1. In case of approval of the Proposal, PARP shall send information on the evaluation result to the Applicant's Email and request the Applicant to provide:
 - 1) the *de minimis* Aid form completed¹²;
 - 2) the *de minimis* Aid declaration, the template of which is attached as Annex 5 to the Call for Proposals¹³;
 - 3) the filled-in form the template of which is attached as Annex 8 to the Call for Proposals.
2. The Applicant shall be required to provide the documents referred to in Clause 11.1:
 - 1) in hard copy with handwritten signature(s), to the following address:
Polish Agency for Enterprise Development
ul. Pańska 81/83
00-834 Warsaw
 - or
 - 2) in electronic form with qualified electronic signature(s) (in PDF format) to:
travelgrants@parp.gov.plwithin 7 days of the date of sending the call referred to in Clause 11.1. In the case of failure to deliver complete and correct documents within this period, PARP may refuse to conclude the cooperation development support agreement.
3. PARP shall verify completeness and correctness of the documents submitted by the Applicant at the request referred to in Clause 11.1.
4. If manifest errors are found in the documents referred to in Clause 11.1, PARP may correct such errors without calling the Applicant to correct such errors (in such a case, PARP shall correct the error *ex officio* and inform the Applicant of that fact by e-mail).
5. Before concluding the cooperation development support agreement, PARP shall verify whether the Applicant may receive support, and in particular:
 - 1) shall request the Polish Minister of Finance for information whether the Applicant is not an entity excluded under Article 207 of the Public Finance Act;

¹² If the Applicant conducts economic activity.

¹³ As above.

- 2) shall verify whether the Applicant has not materially breached the agreement concluded with PARP in connection with Article 6b(3)(3)(c) of the PARP Act;
 - 3) shall verify the possibility of granting *de minimis* Aid on the basis of the *de minimis* Aid Form completed, the *de minimis* Aid declaration referred to in Clause 11.1.2 and on the basis of the data contained in the SHRIMP application referred to in Article 2(18) of the Act of 30 April 2004 on proceedings in public aid cases (Journal of Laws of 2021, item 743, as amended)¹⁴;
 - 4) in the case of update information contained in the Proposal, shall verify whether the changes do not affect the fulfilment of the Proposal evaluation criteria in a way that would result in rejection of that Proposal.
6. The cooperation development support agreement may be concluded if:
- 1) the Proposal is approved;
 - 2) the Applicant has provided all complete and correct documents necessary for the conclusion of the cooperation development support agreement;
 - 3) there are no unfavourable prerequisites for concluding the cooperation development support agreement as a result the verification referred to in Clause 11.5.
7. PARP may refuse to grant support under Article 6b(4)–(4c) of the PARP Act.
8. The Applicant who has been refused support shall not acquire a new right to support once the obstacle preventing the conclusion of the cooperation development support agreement has ceased to exist.
9. The template of the cooperation development support agreement is attached as Annex 6 to the Call for Proposals.
10. The cooperation development support agreement shall be concluded in writing or electronically, according to the preference indicated by the Applicant.

Clause 12: Payment of Support

1. The Beneficiary shall file a payment request, in accordance with the template contained in Annex 7 to the Call:
 - 1) in hard copy with handwritten signature(s), to the following address:
Polish Agency for Enterprise Development
ul. Pańska 81/83
00-834 Warsawor
 - 1) in electronic form with qualified electronic signature(s) (in PDF format) to:
travelgrants@parp.gov.plwithin 30 days of the end of the Study Visit or within 7 days of the day on which the cooperation development support agreement is concluded, whichever the later.

¹⁴ As above.

The end date of the Study Visit is the date on which the border of the Republic of Poland is crossed upon return from the Study Visit. The date should be stated in the documents attached to the request for payment in section “VI. Annexes”, field “Boarding passes or other documents confirming the international business trip”.

2. If the Beneficiary applies for a refund of fair tickets or conference fees, the request for payment must include copies of accounting documents (invoices or documents that constitute equivalent evidence) with proofs of payment confirming that the fair tickets or conference fees, as referred to in Clause 3.2, were paid. In the case of submission of the accounting documents issued in a currency other than EUR, their value will be converted into EUR according to the monthly exchange rate of the European Commission published on InforEuro website (ec.europa.eu/budg/inforeuro/index#!/convertor) applicable on the day when the cost was actually incurred. The risk of exchange rate differences shall be borne by the Beneficiary.
3. PARP shall verify and approve the payment request within 30 days after the day when it received a complete payment request correctly filled in.
4. Payment of the support shall be dependent on PARP approval of the request for payment confirming completed Study Visit, in accordance with Clause 3.3, and incurring of expenses in accordance with the cooperation development support agreement.
5. The support shall be paid out to the bank account of the Beneficiary held in PLN at the EUR to PLN exchange rate of the European Commission announced as at the payment date and published on the InforEuro website at ec.europa.eu/budg/inforeuro/index#!/convertor (the risk of exchange rate differences shall be borne by the Beneficiary).

Clause 13: Personal Data Protection

1. The Data Controller of personal data of Applicants, Beneficiaries and third-party entities, whose data is included in the Proposal, collected and processed for the purpose of their participation in the in the process of applying for cooperation development support is the Polish Agency for Enterprise Development, with its registered office in Warsaw (00-834), ul. Pańska 81/83.
2. The legal basis for the Data Controller’s processing of personal data is:
 - 1) the fulfilment of legal obligations incumbent on PARP (Article 6(1)(c) GDPR);
 - 2) the performance of tasks carried out in the public interest by the Data Controller, in particular the tasks set listed the PARP Act (Article 6(1)(e) GDPR);
3. Personal data shall be processed for at least five years after the adoption of the final Strategic Report referred to in the Regulations. After the expiry of the periods resulting from the agreements concluded, when it is required by the Act of 14 July 1983 on the national archive resource and archives (Journal of Laws of 2020, item 164, as amended), personal data shall be processed for the period set in that Act.

4. Personal data shall be transferred to:
 - 1) entities carrying out tasks within the scope necessary for decision making on grant awards, reporting, irregularities, audits, inspections, monitoring visits and evaluation on the side of the Kingdom of Norway and the Republic of Poland, i.e. the National Focal Point, the Norwegian Ministry of Foreign Affairs, the Financial Mechanism Office in Brussels, the EEA Financial Mechanism Committee, the EFTA Board of Auditors, the Office of the Auditor General of Norway or entities authorised to act on their behalf;
 - 2) the Polish Ministry of Finance for payments, audits and irregularities;
 - 3) entities providing services necessary for PARP to perform its tasks, including IT partners and entities providing technical or organisational support.
5. Persons who have provided their personal data in the Proposal shall have the rights of:
 - 1) access to their data and obtaining of information on the scope of the data processed by PARP and obtaining a copy of the data;
 - 2) modification and rectification of their data, including, if there are no other legal objections, limitation of the scope of processing;
 - 3) erasure of their data (the “right to be forgotten”), unless there are other legal reasons against it;
 - 4) not being subject to automated decisions based on profiling;
 - 5) lodging the objection to inappropriate processing of personal data (including withdrawal of consent);
 - 6) lodging a complaint to the supervisory authority (the President of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw).
6. The persons referred to in Clause 13.5 may request the exercise of their rights by means of an application which can be downloaded directly from PARP’s website, the Personal Data Protection section, or by means of an email. The detailed information on this subject is available in the Personal Data Protection section on PARP’s website.
7. The Applicant may contact the Data Controller on all matters concerning the processing of personal data via the email of the Data Protection Officer at iod@parp.gov.pl or at the Data Controller’s registered office address.
8. The Applicant shall be obliged to inform third-party entities whose personal data have been included in the Proposal of the personal data protection principles laid down in this Clause.

Clause 14: Explanation of Call for Proposals

Any questions can be sent:

- 1) by email to: travelgrants@parp.gov.pl (from 22 March 2023);
- 2) by telephone to +48 22 432 88 08 or +48 22 432 88 47 (from 22 March 2023).

Clause 15: Final Provisions

1. PARP may verify the truthfulness of declarations and data included in the Proposal during the evaluation of the Proposal as well as before and after concluding the cooperation development support agreement.
2. PARP shall reserve the right to change the Call for Proposals.
3. In case the Call for Proposals is changed, PARP shall post on the website the current version of the Call for Proposals and the date from which the change shall apply. PARP shall make previous versions of the Call for Proposals available on the website.
4. PARP shall reserve the right to cancel the Call for Proposals, in particular in case of significant changes in legal regulations affecting the conditions of the Call for Proposals or in case of force majeure events.
5. PARP shall retain the Proposals filed in electronic form for 5 years after the date of the adoption of the final Strategic Report referred to in Article 2(6)(4) of the Regulations. After this date, the Proposals shall be permanently deleted.
6. Any irregularities can be reported following the rules set out at:
<https://www.eog.gov.pl/stroyny/zapoznaj-sie-z-funduszami/zasady-zglaszania-nieprawidlowosci/>.

Clause 16: List of Annexes

Annex 1: Form of Information Provided when Applying for *de minimis* Aid.

Annex 2: Study Visit programme.

Annex 3: Template of the Proposal for Cooperation Development Support.

Annex 4: Evaluation Criteria for the Proposal for Cooperation Development Support.

Annex 5: Template of the *de minimis* Aid Declaration.

Annex 6: Template of the Cooperation Development Support Agreement.

Annex 7: Template of the Payment Request.

Annex 8: Form of information necessary to conclude the agreement.