

# *ANNUAL PROGRAMME REPORT*

## *FM14-21*

Poland

PL-INNOVATION Business Development and Innovation

2020

## A. EXECUTIVE SUMMARY

The implementation of Business Development and Innovation Programme within the Norwegian Financial Mechanism 2014-2020 (hereinafter referred to as the “Programme”) is currently at the stage of assessment of projects submitted in the call for proposals.

The deadline for submitting applications in the call for proposals previously set on 31<sup>st</sup> March 2020 had to be postponed until 14<sup>th</sup> May 2020 due to the impact of Covid-19 pandemic. Consequently the period of call for proposals has been extended by one and a half months. This resulted in later than planned launching of project assessment and therefore postponement of the anticipated conclusion of this process, but also in large number of submitted applications. The increased number of submitted applications also influenced the duration of assessment period.

Finally in all of the Programme grant schemes were submitted 740 applications which have been already assessed in terms of compliance with the administrative and eligibility conditions. Including the result of the appeal procedure 683 of them were assessed positively (of which 157 applications concern partnership projects) and 53 applications were rejected at this first stage. The total grant amount applied in the positively assessed applications is almost three times higher than the available budget and amounts to over 260 million euro.

As the progress of content-related evaluation of projects submitted in each of the grant schemes is advanced to varying degree it is planned to organize more than one i.e. two or three Selection Committee meetings considering the progress of projects assessment in each grant scheme. This will allow for earlier support for projects submitted in the grant schemes in which the assessment is completed than it would be possible in the case of one Selection Committee meeting organized after completion of the assessment in all of the grant schemes. It should to some extent mitigate the negative impact of Covid-19 pandemic on the process of selecting projects to be supported.

For the entire duration of Programme implementation so far Polish Agency for Enterprise Development (hereinafter referred to as the “PARP”) as the Programme Operator intensively encouraged Polish companies and Norwegian entities to establish business contacts and cooperation resulting in preparation of partnership projects. PARP in close cooperation with Innovation Norway as the Donor Programme Partner implemented various measures to enable the achievement of bilateral ambitions expressed in output and outcome indicators set in the results framework in the Programme Agreement.

For this purpose PARP provided support under Travel Grants Scheme facilitating direct contacts of potential partners, organized with Innovation Norway several onsite and online bilateral events related to all focus areas of the Programme which resulted in more than a hundred of b2b and matchmaking meetings of Polish enterprises and potential Norwegian partners, carried out intensive and diversified informational and promotional campaign, designed the project evaluation criteria promoting submission of partnership projects by the opportunity to receive additional points and developed the project selection system which includes participation of the Donor Programme Partner- Innovation Norway.

From the beginning of Programme implementation PARP conducted extensive informational and promotional campaign aiming at providing information on the role and significance of the Donor States, reaching a wide range of potential beneficiaries and obtaining the greatest possible number of innovative and partnership projects to allow effective use of the resources allocated to the Programme. Communication measures used by PARP should be assessed as very effective considering the number of applications submitted in the call for proposals - 740 and in Travel Grants Scheme – almost 180.

The Programme has been promoted during various onsite events these are: at the opening conference, during meetings with potential applicants, at the various trade fairs and conferences mainly related to the focus areas of the Programme such as green industry, maritime and inland water sector, welfare technologies and female entrepreneurship and during bilateral events joined with matchmaking meetings of Polish enterprises with potential Norwegian partners. Since June 2020 PARP organized only online events like webinars and virtual matchmakings instead of onsite ones.

On-line informational and promotional campaign concerning this Programme was very intensive and implemented on PARP's website and in PARP's social media, but also on the other websites including through posting advertisements. Additionally the Programme was promoted through press announcements, articles and releases mainly published on websites of various business mass media having national coverage or sectoral importance.

Programme promotion was also realized by informative mailings directed to potential applicants and public or business entities. Information on the Programme and calls for proposals was provided by PARP's information centre which advised potential applicants on Programme rules and how to submit the application and through webinars for each grant scheme published on PARP's website and You Tube.

Risk analysis included in the Annex 4 of this report was prepared basing on current situation, actual progress in Programme implementation and circumstances caused by Covid-19 pandemic. Since the last risk analysis prepared in 2019 assessment of individual risk can differ but the score of overall risk of the Programme remained approximately the same.

## B. PERFORMANCE

### 1. Results

#### **Bilateral Outcome: Enhanced collaboration between beneficiary and donor state entities involved in the programme**

##### *Analysis of bilateral relations and achievements*

At this stage of Programme implementation i.e before the final decision on projects selection actual and real bilateral result related to the number of supported partnership projects is still unknown. Due to that at this moment it is impossible to assess accurately if the target value of bilateral output indicator set in the results framework in the Programme Agreement

amounting to at least 30% of projects involving cooperation with a donor project partner in the total number of supported projects will be achieved.

However measures taken so far aiming at facilitation of bilateral project partnerships resulted in submission of 157 partnership projects out of 740 applications submitted in the call for proposals. Considering submitted applications the number of partnership projects represents about 20% of the total number of projects and is lower than the abovementioned target value of bilateral output indicator. Although it should be noted that generally partnership projects contribute more to Programme objectives so during the assessment they have the opportunity to obtain higher total scores. Moreover, partnership projects can receive additional points for establishing partnership relations in the criterion concerning eligibility of the project partner and quality of the partnership. Due to that the share of partnership projects in the total number of projects recommended to be awarded will be probably higher than it is in the case of submitted projects. It is also important that partnership projects submitted in Small Grants Scheme and related to cooperation of female entrepreneurs with Norwegian mentors will be included into the abovementioned bilateral output indicator.

It is worth emphasizing that PARP implemented various measures to enable the achievement of bilateral indicators and encourage Polish companies and Norwegian entities to establish business contacts and cooperation resulting in preparation of partnership projects such as:

- providing support under Travel Grants Scheme facilitating direct contacts of potential partners and carrying out intensive informational and promotional campaign related to Travel Grants Scheme;
- organizing of several bilateral events related to all focus areas of the Programme which resulted in more than a hundred of b2b and matchmaking meetings of Polish enterprises and potential mainly Norwegian partners (in 2019 - 4 events organized in Norway; in 2020 - 1 event organized in Norway; 1 event organized in Poland and 6 online events);
- carrying out intensive and diversified informational and promotional campaign described in Annex 2 to this Report;
- closely and constantly cooperating with the Donor Programme Partner – Innovation Norway in encouraging the establishment of project partnerships and promoting bilateral collaboration among Polish and Norwegian entities;
- designing the project evaluation criteria promoting submission of partnership projects by the opportunity to receive additional points;
- developing the appropriate project selection system including participation of the Donor Programme Partner in conducting thorough investigation of Norwegian partners and their eligibility as well as the eligibility and quality of the partnerships.

As mentioned before the cooperation between PARP and the Donor Programme Partner i.e. Innovation Norway plays a significant role in building the bilateral relations under the

Programme. Both institutions closely and intensively cooperated since the start of Programme implementation. The abovementioned cooperation is carried out at both formal and working levels. The formal cooperation is performed under the Cooperation Committee consisting of representatives of both institutions with the participation of observers i.e. representatives of the National Focal Point, Financial Mechanism Office and Norwegian Ministry of Foreign Affairs.

There were several Cooperation Committee meetings organized so far during which various issues were discussed and agreed. Considering the perspective of Programme implementation and bilateral relations the most important arrangements of this Committee concerned assumptions of the Programme and the calls for proposals including Travel Grants Scheme, allocation of the bilateral fund budget and types of bilateral activities, successive schedules of bilateral activities and events to be organized and implemented.

When it comes to implementation of bilateral activities agreed during the Cooperation Committee meetings PARP and Innovation Norway closely and intensively cooperated in organizing bilateral events. Detailed and operational issues were discussed and agreed through working arrangements which allows for faster and more flexible response to changing conditions or circumstances. Until now both institutions successfully organized together several bilateral events financed from the Fund for Bilateral Relations aiming at encouraging bilateral relations and partnerships between Polish entrepreneurs and Norwegian entities in all focus areas of the Programme.

Additional field of good cooperation of both institutions refers to joint assessment of partnership projects submitted in the call for proposals. Innovation Norway verifies the eligibility of the project partner(s) and quality of the partnership under the project.

## 2. Implementation

### Conformity with specific requirements

The synergies with other Programmes in Poland, especially with Environment, Energy and Climate Change and Research were encouraged by various mainly communication measures. The Programme Operators exchanged between themselves information on their Programmes. They invited representatives of each other to participate in the Programme opening conferences and events or training meetings for potential applicants thereby information on these Programmes was able to reach a wider audience of potential applicants.

Moreover, the Programme Operators shared experience on operational implementation issues, but also on substantive matters such as practical information on state aid rules. For example PARP benefited from the experience of the Programme Operator of Environmental Programme in the aid for environmental protection.

## Cooperation with International Partner Organisations (IPOs)

n/a

## C. LEARNING

### 1. Monitoring

This section of the Annual Programme Report is not applicable at this time. Due to the lack of contracted projects PARP did not implemented any monitoring activities in 2020.

### 2. Evaluation

Until now any evaluation has been carried out. Programme Operator plans to carry out the ex post evaluation of the Programme in 2024.

### 3. Lessons learned

Implementation of the Programme is still at the stage preceding selection of projects recommended to be awarded and granted support under this Programme therefore experience gained so far concerns mainly programme not project level.

Efficient assessment of projects submitted in the call for proposals and implementation of bilateral activities in new circumstances caused by Covid-19 pandemic were the biggest challenges faced by PARP in 2020.

The deadline for submitting applications in the call for proposals previously set on 31<sup>st</sup> March 2020 had to be postponed until 14<sup>th</sup> May 2020 due to the impact of Covid-19 pandemic. Consequently the period of call for proposals has been extended by one and a half months. This resulted in later than planned launching of project assessment and therefore postponement of the anticipated conclusion of this process, but also in large number of submitted applications. The increased number of submitted applications also influenced the duration of assessment period.

Additionally due to the obligation to evaluate projects with the assistance of external experts PARP needed to choose the contractor as the supplier of external expert's services in public tender procedure. The call for offers in this tender was launched in the beginning of the year, but the deadline for submission of offers needed to be postponed due to the impact of Covid-19 pandemic. After the contractor had been chosen an appeal against the decision of tender commission was filed by one of the other offerers. This caused further delay in completion of the tender procedure. The agreement with the chosen contractor was finally signed at the end of August. For this reason in the period from the end of July till October the content-related evaluation was carried out only by PARP's employees. The chosen contractor provided PARP with candidates for experts who needed to be verified if they meet the requirements to be accepted as the external experts. Later the accepted external experts needed to be trained on operational procedures and rules of assessment. According to the

abovementioned circumstances the external experts were able to start the evaluation not earlier than in October.

Taking into consideration the abovementioned circumstances it should be stated that Covid-19 pandemic significantly influenced the process of project assessment. Trying to minimize the negative effects of delays in this process caused by the pandemic, but also basing on experience gained during the evaluation of projects submitted in two grant schemes i.e. Green Industry Innovation and Blue Growth PARP decided to implement two different solutions which should speed up the final decision concerning selection of projects to be recommended for support.

On the basis of consultation and arrangements within the Cooperation Committee PARP decided to organize more than one i.e. two or three Selection Committee meetings considering the progress of projects assessment in each grant scheme. This will allow for earlier support for projects submitted in the grant schemes in which the assessment is completed than it would be possible in the case of one Selection Committee meeting organized after completion of the assessment in all of the grants schemes.

The second solution which is planned to be implemented on the basis of experience in the assessment gained so far is the simplification and rationalization of the evaluation process by reduction of number of requests for corrections and improvements sent to the applicants of grant schemes in which the content-related assessment is at the early stage of this process.

The Covid-19 had a visible impact also on the implementation of bilateral activities and the Travel Grants Scheme. Most of bilateral events planned for the period from mid-March 2020 were connected with onsite events like trade fairs which for epidemiological reasons were postponed or cancelled by their organizers. In order to diminish the risk of cancellations of bilateral events PARP decided to carry out in the virtual form activities organized since June 2020. Additionally taking into account probably still ongoing unstable situation and the fact that organisation of each event requires earlier preparations the activities planned for the beginning of 2021 will be possibly also implemented as the virtual online events.

Basing on experience gained in 2020 and aiming at minimization of eventual further influence of Covid-19 pandemic on the organization of activities and events planned for 2021, PARP assumes that, if necessary, all onsite events (seminar and business-mixer events) will be implemented as online events (webinars and virtual matchmakings) or the organisation of such events will be postponed. The flexible approach toward implementation of bilateral activities will be implemented so, if necessary, the schedule of activities will be revised and changed.

The flexible approach will be also implemented in the second edition of Travel Grants Scheme planned to be launched in 2021. It is planned to include the flexibility provisions in the documentation of the call for proposals which will enable beneficiaries to adjust the actual implementation to the current possibilities. In the case of Travel Grants Scheme implemented in 2020 mainly due to the influence of Covid-19 pandemic and travel

restrictions only 37 Beneficiaries out of 59 whose applications were positively assessed implemented their initiatives successfully and were paid the travel grant.

## **D. ANNEXES**

- 1. Updated results (indicator achievements)**
- 2. Communication**
- 3. Overview of contracted projects**
- 4. Risk management**
- 5. Monitoring plan**
- 6. Evaluation report**



## Annex 1: Updated results (indicator achievements)

Objective: Increased value creation and sustainable growth								
Outcome 1: Increased competitiveness of enterprises within the focus areas of green industry innovation, blue growth and welfare technology								
Indicator	Unit of measurement	Baseline	Achievements until end of previous reporting period	Achievements until end of December 2020			Target	Comment
				Numerator	Denominator	Value		
<b>Number of innovative technologies/processes/solutions applied (new-to-the-enterprise)</b>	Number	0	-	Reported 2023, 2024			185	-
<b>Number of innovative products, services or processes commercialized</b>	Number	0	-	Reported 2023, 2024			50	-
<b>Number of innovative technologies/processes/solutions developed</b>	Number	0	-	-	-	0	60	The assessment process of submitted projects has not yet been completed.
<i>Sector</i>								
<i>Green</i>	-	-	-	-	-	0	-	-
<i>Blue</i>	-	-	-	-	-	0	-	-
<i>ICT</i>	-	-	-	-	-	0	-	-
<i>Welfare/ambient</i>	-	-	-	-	-	0	-	-
<i>Not specified</i>	-	-	-	-	-	0	-	-
<b>Number of jobs created</b>	Number	0	-	-	-	0	255	The assessment process of submitted projects has not yet been completed.
<i>Gender</i>								
<i>Female</i>	-	-	-	-	-	0	-	-
<i>Male</i>	-	-	-	-	-	0	-	-
<i>Not specified</i>	-	-	-	-	-	0	-	-
<i>Age</i>								
<i>Children and youth (0-17)</i>	-	-	-	-	-	0	-	-
<i>Young adults (18-29)</i>	-	-	-	-	-	0	-	-

<i>Adults (30-64)</i>	-	-	-	-	-	0	-	-
<i>Elderly (65+)</i>	-	-	-	-	-	0	-	-
<i>Not specified</i>	-	-	-	-	-	0	-	-
<b>Number of registered applications for Intellectual Property Protection</b>	Number	0	-	-	-	0	12	The assessment process of submitted projects has not yet been completed.
<b>Estimated annual CO2 emissions reductions (tons)</b>	Annual number	0	-	-	-	0	100,000	The assessment process of submitted projects has not yet been completed.
<b>Estimated annual decrease of energy consumption (GWh)</b>	Annual number	0	-	Reported 2023, 2024			135	-
<b>Estimated annual collection of waste from production and operational processes for re-use or recycling or decrease in waste production (tons)</b>	Annual number	0	-	Reported 2023, 2024			100,000	-
<b>Estimated annual growth in turnover</b>	Percentage	N/A	-	Reported 2023, 2024			5	-
<b>Estimated annual growth in net operational profit</b>	Percentage	N/A	-	Reported 2023, 2024			5	-
<b>Output 1.1: Enterprises supported to increase their green innovation potential</b>								
Indicator	Unit of measurement	Baseline	Achievements until end of previous reporting period	Achievements until end of December 2020			Target	Comment
				Numerator	Denominator	Value		
<b>Number of SMEs supported to apply green technologies/processes/solutions (new to the enterprise)</b>	Number	0	0 (IFR 2020)	-	-	0	60	The assessment process of submitted projects has not yet been completed.
<b>Number of SMEs supported to develop new product/technologies in green industry</b>	Number	0	0 (IFR 2020)	-	-	0	5	The assessment process of submitted projects has not yet been completed.
<b>Number of SMEs supported to commercialize new technologies/processes/solutions in green industry</b>	Number	0	0 (IFR 2020)	-	-	0	5	The assessment process of submitted projects has not yet been completed.

Output 1.2: Enterprises supported to increase their blue growth potential (the environment in marine and inland waters area)								
Indicator	Unit of measurement	Baseline	Achievements until end of previous reporting period	Achievements until end of December 2020			Target	Comment
				Numerator	Denominator	Value		
Number of SMEs supported to apply blue growth technologies/processes/solutions (new to the enterprise)	Number	0	0 (IFR 2020)	-	-	0	20	The assessment process of submitted projects has not yet been completed.
Number of SMEs supported to develop new product/technologies in blue growth	Number	0	0 (IFR 2020)	-	-	0	3	The assessment process of submitted projects has not yet been completed.
Number of SMEs supported to commercialize new technologies/processes/solutions in blue growth	Number	0	0 (IFR 2020)	-	-	0	3	The assessment process of submitted projects has not yet been completed.
Output 1.3: Enterprises supported to increase their innovation potential in welfare technologies								
Indicator	Unit of measurement	Baseline	Achievements until end of previous reporting period	Achievements until end of December 2020			Target	Comment
				Numerator	Denominator	Value		
Number of SMEs supported to apply technologies/processes/solutions (new to the enterprise)	Number	0	0 (IFR 2020)	-	-	0	10	The assessment process of submitted projects has not yet been completed.
Number of SMEs supported to develop new product/technologies in welfare technologies	Number	0	0 (IFR 2020)	-	-	0	20	The assessment process of submitted projects has not yet been completed.
Number of SMEs supported to commercialize new technologies/processes/solutions in welfare technologies	Number	0	0 (IFR 2020)	-	-	0	20	The assessment process of submitted projects has not yet been completed.
Output 1.4: Female enterprises supported in the programme focus areas (green industry innovation, blue growth, welfare technologies)								
Indicator	Unit of measurement	Baseline	Achievements until end of	Achievements until end of December 2020			Target	Comment

			previous reporting period	Numerator	Denominator	Value		
Number of female enterprises supported to apply innovative technologies/processes/solutions (new to the enterprise)	Number	0	0 (IFR 2020)	-	-	0	75	The assessment process of submitted projects has not yet been completed.
Number of female enterprises supported to develop new product/technologies processes/solutions	Number	0	0 (IFR 2020)	-	-	0	25	The assessment process of submitted projects has not yet been completed.
Number of female enterprises supported to commercialise new technologies/processes/solutions	Number	0	0 (IFR 2020)	-	-	0	15	The assessment process of submitted projects has not yet been completed.
Share of selected female enterprises supported by mentoring activities	Percentage	0.00 %	0 (IFR 2020)	0	0	-	30.00 %	The assessment process of submitted projects has not yet been completed.
<b>Bilateral Outcome: Enhanced collaboration between beneficiary and donor state entities involved in the programme</b>								
Indicator	Unit of measurement	Baseline	Achievements until end of previous reporting period	Achievements until end of December 2020			Target	Comment
				Numerator	Denominator	Value		
Level of trust between cooperating entities in the beneficiary state and the donor state	Scale 1-7	TBD, Survey to be carried out by the FMO	-	-	-	-	4.5, Target is ≥4.5, and an increase on the baseline value	Survey has not yet been carried out by the FMO.
<i>State type</i>								
<i>Beneficiary State</i>	-	-	-	-	-	-	-	-
<i>Donor State</i>	-	-	-	-	-	-	-	-
<i>Not specified</i>	-	-	-	-	-	-	-	-

<b>Level of satisfaction with the partnership</b>	Scale 1-7	TBD, Survey to be carried out by the FMO	-	-	-	-	4.5, Target is ≥4.5, and an increase on the baseline value	Survey has not yet been carried out by the FMO.
<i>State type</i>								
<i>Beneficiary State</i>	-	-	-	-	-	-	-	-
<i>Donor State</i>	-	-	-	-	-	-	-	-
<i>Not specified</i>	-	-	-	-	-	-	-	-
<b>Share of cooperating organizations that apply the knowledge acquired from bilateral partnership</b>	Percentage	0.00 %	-	-	-	-	50, Target is minimum 50%	The assessment process of submitted projects has not yet been completed.
<i>State type</i>								
<i>Beneficiary State</i>	-	-	-	-	-	-	-	-
<i>Donor State</i>	-	-	-	-	-	-	-	-
<i>Not specified</i>	-	-	-	-	-	-	-	-
<b>Share of donor business partnerships which continue after project implementation period</b>	Percentage	0.00 %	-	Reported 2023, 2024			50, Target is minimum 50%	-
<b>Bilateral Output 1: Donor partnership projects supported</b>								
Indicator	Unit of measurement	Baseline	Achievements until end of previous reporting period	Achievements until end of December 2020			Target	Comment
				Numerator	Denominator	Value		
<b>Share of projects involving cooperation with a donor project partner</b>	Percentage	0.00 %	0 (IFR 2020)	-	-	-	30, Target is minimum 30% of	The assessment process of submitted projects has not yet been completed.

							selected projects	
<i>Donor State</i>								
<i>Norway</i>	-	-	-	-	-	-	-	-
<i>Iceland</i>	-	-	-	-	-	-	-	-
<i>Liechtenstein</i>	-	-	-	-	-	-	-	-
<i>Not specified</i>	-	-	-	-	-	-	-	-

## Annex 2: Communication summary

### a. Visibility of the Grants and the donors

As it is the first Annual Programme Report submitted by PARP, information on communication summarised below concerns activities implemented and results achieved in both years 2019 and 2020. This allows for complete presentation on informational and promotional activities implemented under the Programme.

PARP as the Programme Operator has implemented informational and promotional activities in accordance with the Art 3.3 of the Regulation on the implementation of the Norwegian Financial Mechanism 2014-2021 and in compliance with the Information and Communication Requirements in the Annex 3 to the Regulation. The main objective of the abovementioned measures was providing information on the role and significance of the Donor States, reaching a wide range of potential beneficiaries and obtaining the greatest possible number of innovative and partnership projects to allow effective use of the resources allocated to the Programme.

According to the Article 3.3 of the Regulation PARP drew up and implemented a communication plan for the Programme, organised the Programme opening conference, established and updated Polish and English website dedicated to the Programme: (PL: <https://www.parp.gov.pl/funduszenorweskie>; EN: <https://en.parp.gov.pl/norway-grants>). In the template of project agreement PARP established the obligation for beneficiaries to inform about the support received under the Programme accordingly to the principles set out in the Regulation (in particular in the Annex 3) and the guidance document "Communication and visual identification EEA funds and Norwegian funds 2014-2021".

PARP used various communication measures and undertook a number of different activities in this field. The informational and promotional campaign resulted in submission of 740 applications in the call for proposals and almost 180 in Travel Grants Scheme.

The Programme has been promoted by the use of the following measures and communication channels:

- Programme opening conference in which took part 228 participants and 11 of them represented the mass media together with the accompanying event related to b2b meetings aiming at establishing project partnerships by potential beneficiaries (i.e. Polish companies and Norwegian entities) during which 44 Polish companies participated in 111 meetings;
- 9 meetings with potential applicants in various locations in which took part almost 700 participants and presentations gave during meetings for potential applicants organized by the other Programme Operators;
- Promotional activities during trade fairs and conferences mainly related to the focus areas of the Programme such as green industry, maritime and inland water sector, welfare

technologies and female entrepreneurship, but also during other congresses or trade fair events for enterprises;

- Polish and English website dedicated to the Programme which has been visited about 123 500 times (Polish website 120 000 times and English more than 3 500 times) since launching this website;

- 4 webinars for potential applicants – one presenting entire offer of Norway Grants at PARP and another three each of which was related to one focus area of the Programme such as Green industry innovation, Blue Growth and Welfare Technologies - published on PARP's website and You Tube and displayed almost 5 000 times;

- Promotional article in PARP's Bulletin published on PARP's website and Facebook and visited on website 438 times and 145 times on Facebook;

- Announcements and press articles – about 13 published on websites of various business mass media mainly having national coverage or sectoral importance and Press releases or information – almost 250 articles on the Programme and bilateral activities including Travel Grants Scheme;

- Promotional on-line campaign: on Google by advertising banner and key words; on Facebook Instagram by graphic advertisement; on LinkedIn by graphic advertisement – resulted in more than 50 000 transitions to the PARP's website;

- PARP's social media – about 20 posts on Facebook regarding Norway Grants or Norway and about 15 tweets on Twitter;

- Mailing regarding information on the Programme directed to potential applicants and public or business entities - Local Government Units (2 800 records); Database of innovative – scientific entrepreneurs (296 records); Technology Parks (68 records); Database of entrepreneurs interested NMF (120 records);

- Several bilateral events resulted in more than a hundred of matchmaking meetings of Polish enterprises with potential mainly Norwegian partners - promoted through social media and website of PARP and its partners; press articles; direct mailing and newsletters;

- PARP's information centre providing advice for potential applicants – more than 5 500 consultations;

- Promotional materials used during various events like pens, notebooks and roll ups.

#### **b. Communication with the National Focal Point**

PARP is in constant contact with the National Focal Point. By participating in the communication network PARP regularly informs the NFP on communication and information activities, periodically reports on implemented activities and shares communication plans with the NFP. PARP also receives news on information and promotion activities implemented



by the NFP or by other Programme Operators. Thanks to that the abovementioned activities can be mutually promoted by both institutions on their websites and through social media.

### c. Website and social media

Polish and English website dedicated to the Programme has been created and maintained and is constantly updated.

This website contains:

- information on the Programme, the EEA and Norway Grants and the Donor(s);
- documents constituting Programme implementation basis;
- information on the calls for proposals, including detailed documentation related to the announcements of the calls for proposals;
- useful links to other websites relevant for the Programme implementation such as the website of the EEA and Norway Grants; the website of the EEA and Norway Grants implemented in Poland in the previous and current edition of the EEA and Norway Grants; the website of the Donor Programme Partner – Innovation Norway and the website related to the database of potential partners from donor countries;
- contact information;
- updated news concerning Programme implementation, bilateral cooperation and events, interesting information about Donor countries;
- other informational and promotional materials like webinars for potential applicants and information or links to online events.

Interesting information, materials and news are also published on PARP's social media such as Facebook ([facebook.com/parpgovpl](https://facebook.com/parpgovpl)), Twitter ([twitter.com/parpgovpl](https://twitter.com/parpgovpl)) and You Tube ([youtube.com/user/parpgovpl](https://youtube.com/user/parpgovpl)), which are used not only for communication but also for promotional purposes.

Through social media PARP provided information on conference launching the Programme, calls for proposals, bilateral events, training meetings for applicants, progress in project assessment and on conferences and trade fairs where the Programme was promoted. In addition to information related to the Programme also information concerning Norway, Norwegian economy and culture has been published.

### d. Best practice examples

Having regard to the fact that the assessment process of submitted projects has not yet been completed, it is impossible to provide any examples of interesting projects implemented under the Programme which are relevant for communication purposes. Project contracts will be signed in 2021. It is assumed that it will be possible to provide examples of interesting projects relevant for communication purposes in the next Annual Programme Report.

### e. Multimedia

Until now PARP can provide link to one video produced under the Programme which could be relevant for communication purposes. This footage concerns the conference launching the Programme and provides for short relation from this event -

[www.youtube.com/watch?v=jGzrDLwmr6A](http://www.youtube.com/watch?v=jGzrDLwmr6A).

In the following years PARP plans to produce videos concerning interesting projects relevant for communication purposes.

Additionally below are the links to other multimedia materials which may be interesting for you (these materials are in Polish):

- link to the relation from the opening conference:  
[www.parp.gov.pl/component/site/site/rozwoj-przedsiębiorczosci-i-innowacje-inauguracja-funduszy-norweskich-w-parp-1](http://www.parp.gov.pl/component/site/site/rozwoj-przedsiębiorczosci-i-innowacje-inauguracja-funduszy-norweskich-w-parp-1);
- links to webinars on the Programme rules: <https://youtu.be/N2FUKgQfkYQ> ;  
<https://youtu.be/oGbXKIAZWd0> ; <https://youtu.be/zHBehHWD788> ;  
<https://youtu.be/BDtD5BwvPwA>
- links to PARP's Bulletin presenting among others information on the Programme:  
[www.parp.gov.pl/component/publications/publication/twoj-biznes-fundusze-europejskie-w-parp-nr-3](http://www.parp.gov.pl/component/publications/publication/twoj-biznes-fundusze-europejskie-w-parp-nr-3) ;  
<https://www.parp.gov.pl/component/publications/publication/twoj-biznes-fundusze-europejskie-w-parp-nr-4>

### Annex 3: Overview of contracted projects

Outcome	Projects	#	# of donor project partners	Amount contracted	% of outcome budget contracted
<b>Outcome 1: Increased competitiveness of enterprises within the focus areas of green industry innovation, blue growth and welfare technology</b>	Pre-defined	0	0	€ 0	0.00 %
	Contracted through open calls	0	0	€ 0	0.00 %
	Contracted through small grants scheme	0	0	€ 0	0.00 %
	<b>Total Outcome 1</b>	<b>0</b>	<b>0</b>	<b>€ 0</b>	<b>0.00 %</b>
<b>Programme</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>€ 0</b>	<b>0.00 %</b>

## Annex 4: Risk management

Programmatic risks						
Risk description	Risk related to	Likelihood	Consequence	Risk score	Response type	Risk N/A?
The risk of not spending funds from the bilateral fund due to an insufficient number of bilateral activities	Strengthening bilateral relations	2	2	2.00	Mitigate	No
	<b>Description of planned response</b>	Intensive activity of the Programme Operator aimed at organizing of a number of bilateral activities, such as matchmaking events, conferences, seminars etc., as well as activities aimed at establishing bilateral partnerships, such as travel grants scheme. Close cooperation between the Program Operator and the Donor Programme Partner in planning and implementation of bilateral activities.				
	<b>Description of actual response</b>	Intensive activity of the PO aimed at organizing and initiating of a number of bilateral activities. Continuation of close cooperation with the Donor Programme Partner, implementation of new activities under the bilateral fund. Flexibility in adaptation to changing circumstances and conditions affecting implementation of activities. Involving new stakeholders (from beneficiary and donor countries) in organisation of bilateral activities and encouraging their participation in bilateral events.				
	<b>Planned future response</b>	Intensive activity of PO aimed at organizing and initiating bilateral activities. Close cooperation with DPP. Flexible approach toward changing circumstances and conditions affecting implementation of activities. Involving new stakeholders in organization of bilateral activities and encouraging their participation in events. Launching new edition of travel grants to support Polish and Norwegian entities' participation in events. Inventing new types of activities facilitating cooperation between companies.				
The risk of not spending funds from the bilateral fund due to decreased number of onsite events	Strengthening bilateral relations	2	2	2.00	Mitigate	No

	<b>Description of planned response</b>	Flexibility in adaptation to changing circumstances and conditions affecting implementation of activities.				
	<b>Description of actual response</b>	Continuation of flexible approach toward adaptation to changing circumstances and conditions affecting implementation of activities. Increasing the number of virtual/online events.				
	<b>Planned future response</b>	Continuation of flexible approach toward adaptation to changing circumstances and conditions affecting implementation of activities. Continuation of increasing the number of virtual/online events. Inventing new types of bilateral activities and events which can be implemented and which will facilitate the bilateral cooperation and will be relevant and useful for Polish and Norwegian companies.				
<b>Operational risks</b>						
<b>Risk description</b>	<b>Risk related to</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk score</b>	<b>Response type</b>	<b>Risk N/A?</b>
The risk of insufficient number of positively assessed projects enabling to use the whole amount of allocation in the Blue Growth grant scheme	Reducing social and economic disparities	4	2	2.83	Mitigate	No
	<b>Description of planned response</b>	Info-promo campaign targeted at a group of enterprises operating in blue sector also during targeted events. Implementation of public aid for maritime or inland ports to make this scheme more attractive. Organization of a webinar dedicated only to Blue Growth grant scheme. Stipulation in the text of call for proposals possibility of shifting projects from Green Industry Innovation scheme to Blue Growth scheme in case the budget in GII scheme is not sufficient for financing all positively assessed projects.				
	<b>Description of actual response</b>	Implementation of full scope of planned response				
	<b>Planned future response</b>	Applying to FMO for reallocation of unused part of the allocation to the other grant scheme with the reserve list of projects. Alternatively using the possibility provided for in the text of call for proposals concerning shifting projects from Green Industry Innovation scheme to Blue Growth scheme in case the budget in GII scheme is not				

		sufficient for financing all positively assessed projects and the shifted projects meet objectives of Blue Growth scheme and the budget of Blue Growth scheme is available.				
The risk of low quality of projects submitted in the call for proposals and selected to be supported	Reducing social and economic disparities	3	3	3.00	Accept	No
	<b>Description of planned response</b>	Info-promo campaign including meetings for applicants, webinars in each focus area, publication of guidelines for applicants, consultations on Programme rules. Ensuring participation of objective external experts by selecting the contractor providing services carried out by financial and sectoral experts. Preparation of evaluation criteria promoting the most innovative projects contributing to the Programme objectives and evaluation system ensuring selection of high quality projects. Supervision of assessment.				
	<b>Description of actual response</b>	Implementation of full scope of planned response				
	<b>Planned future response</b>	Continuation of supervising projects assessment performed by experts and Programme Operator's employees. Proper analysis of projects recommended for support by the Selection Committee				
The risk of extension of the assessment process	Reducing social and economic disparities	4	2	2.83	Mitigate	No
	<b>Description of planned response</b>	Ensuring participation of sufficient number of competent external experts by preparing appropriate tender documentation for expert services, constant cooperation with selected contractor providing evaluation services carried out by external experts. Ensuring the participation of competent and sufficient number of Programme Operator's employees in the assessment process. Development of appropriate project selection system. Design of appropriate evaluation criteria. Constant supervision of assessment process.				

	<b>Description of actual response</b>	Implementation of full scope of planned response				
	<b>Planned future response</b>	Continuation of supervising projects assessment performed by external experts and Programme Operator's employees. Simplification and rationalization of the evaluation process by reduction of number of requests for corrections and improvements sent to the applicants of grant schemes in which the assessment process is still in progress.				
The risk of not reaching the target of 30% of selected female enterprises being supported by mentoring activities	Both objectives	3	2	2.45	Mitigate	No
	<b>Description of planned response</b>	Design of evaluation criteria-additional points given for partnership projects related to cooperation with Norwegian mentor. Organization of webinar dedicated to SGS for female enterprises. Info-promo campaign targeted at a group of female enterprises and organizations supporting female entrepreneurship. Including the cost of mentoring services as one of the types of eligible costs. Organization of seminar on mentoring and matchmaking session for potential applicants and mentors from Norway and Poland.				
	<b>Description of actual response</b>	Implementation of full scope of planned response				
	<b>Planned future response</b>	Carrying out the assessment of applications submitted in Small Grant Schemes for female entrepreneurs and promoting partnership projects related to cooperation with Norwegian mentor by giving them additional points.				
The risk of not reaching the target of estimated annual CO2 emissions reductions (tons)	Reducing social and economic disparities	3	2	2.45	Mitigate	No
	<b>Description of planned response</b>	Design of project evaluation criteria - higher scores for projects that contribute more to Programme objectives e.g. significantly affect the reduction of CO2 emissions especially in green industry innovation area. Carrying out the assessment of submitted applications and promoting projects with higher CO2 emissions reduction by giving them additional points.				

	<b>Description of actual response</b>	Implementation of full scope of planned response. During project assessment process (especially in the green industry innovation area) higher scores were given to projects which objectives expressed by the indicators contributed more to Programme result targets such as CO2 emissions reductions.				
	<b>Planned future response</b>	Continuation of project assessment process and promoting projects with higher CO2 emissions reduction by giving them additional points.				
The risk of not reaching the target of 30% share of projects involving cooperation with a donor project partner	Strengthening bilateral relations	3	3	3.00	Mitigate	No
	<b>Description of planned response</b>	Providing support in travel grants scheme encouraging partnership projects. Info-promo activities conducted during bilateral events. Cooperation with DPP in encouraging project partnerships. Design of evaluation criteria-additional points given for partnership projects. Development of project selection system including DPP verifying and assessing Norwegian partners and partnerships. Including into this indicator partnership projects submitted in SGS and related to cooperation with Norwegian mentor.				
	<b>Description of actual response</b>	Implementation of full scope of planned response. Carrying out project assessment during which additional points were given to partnership projects and usually higher scores were given to such projects which generally contribute more to Programme objectives than projects without partnership relations.				
	<b>Planned future response</b>	Continuation of project assessment during which additional points are given to partnership projects which are also given higher scores for greater contribution to Programme objectives. Including partnership projects submitted in Small Grants Scheme and related to cooperation with Norwegian mentor in the target value of this indicator.				
The risk of irregularities during projects' implementation	Reducing social and economic disparities	3	3	3.00	Mitigate	No



	<b>Description of planned response</b>	Development of appropriate procedures for handling with irregularities. Design of appropriate contract provisions.				
	<b>Description of actual response</b>	Implementation of full scope of planned response				
	<b>Planned future response</b>	Monitoring and supervision over implementation of projects. Carrying out control of projects by verification requests for payment. Carrying out on-the-spot monitoring. Application of contractual provisions in the case of irregularities. Organization of information meetings and trainings for Beneficiaries.				
The risk of not reaching the target of the number of SMEs supported to commercialize new technologies/processes/solutions in welfare technologies	Reducing social and economic disparities	1	3	1.73	Mitigate	No
	<b>Description of planned response</b>	Ensuring participation of competent external experts by preparing appropriate records of tender documentation for expert services and constant cooperation with the selected contractor providing evaluation services carried out by external experts. Informational and promotional campaign targeted at a specific group of companies and organizations from welfare technology sector. Constant supervision of assessment performed by external experts and Programme Operator's employees.				
	<b>Description of actual response</b>	Implementation of full scope of planned response				
	<b>Planned future response</b>	Continuation of supervising projects assessment performed by external experts and Programme Operator's employees. Conducting supervision on progress in implementing projects.				
The risk of resignations from project implementation due to unstable economic	Reducing social and economic disparities	3	2	2.45	Mitigate	No

situation and deteriorating financial situation of Beneficiaries	<b>Description of planned response</b>	Using the possibility provided for in the text of call for proposals concerning preparation of reserve lists of projects which can be supported in case of resignations of other Applicants or Beneficiaries.		
	<b>Description of actual response</b>	n/a		
	<b>Planned future response</b>	Using the possibility provided for in the text of call for proposals concerning preparation of reserve lists of projects which can be supported in case of resignations of other Applicants or Beneficiaries.		
<b>Overall risk of the programme</b>				
	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk score</b>	
OVERALL RISK OF THE PROGRAMME	3	2	2.45	

## Annex 5: Monitoring plan

In 2021 PARP will monitor implementation progress of the selected projects not earlier than after signing grant contracts. The verification will be concentrated in particular on achievements of project objectives and on expenditures incurred in the project.

Having regard to the expected early stage of project implementation probably in many cases it will be possible only to conduct current monitoring activities. The most likely monitoring activities possible to be implemented in 2021 will consist of payment requests verifications, telephone or e-mail contacts and if possible direct contacts also during training meetings for beneficiaries.

### **Methodology of sampling of projects to be monitored at the place connected with their implementation.**

In accordance with the adopted assumptions, monitoring of projects at the place of their implementation is carried out in a given year on a sample of at least 10% of projects that meet the definition of an implemented project. Implemented projects should be understood as projects under which the beneficiary is planning to incur expenditures in a given year.

The selection of projects for on-site monitoring on a 10% sample will be carried out as follows:

- a) 90% of the sampled projects will be selected on the basis of the results of the risk analysis (the most risky projects will be selected for on-site monitoring),
- b) 10% of the sampled projects will be selected at random.

The risk analysis will be based on risk factors. Each project will be awarded a score for each risk factor depending on the level and weight of the factor. The most risky projects (i.e. projects with the highest number of points in the risk assessment) will be selected for on-site monitoring. It is planned that the risk factors will concern the following areas:

- a) project data, including project life cycle stage, e.g. project complexity, planned completion date, grant amount;
- b) the manner of project implementation by the beneficiary, including the correctness of the project documentation, identified shortcomings / irregularities in project implementation;
- c) information / signals held by PARP about possible irregularities in connection with the implementation of other projects by a given beneficiary.

The risk analysis may be extended to other risk areas / factors, apart from those indicated above, which will be identified until the analysis is performed. When, as a result of the risk assessment, projects receive the same number of points, the projects that obtained the highest number of points in the assessment of the determining criteria in the most risky areas will be selected for monitoring.

Due to the on-going process of selecting projects to be granted support and the lack of signed project contracts at the moment, and thus the lack of an available population from which projects can be selected for on-site monitoring, in 2021 it is planned to select projects to the above-mentioned monitoring at the beginning of September 2021. The selection of projects will be made from the population of projects under which, as of August 31, 2021:

- contracts for the project will be concluded and

- the beneficiaries plan to incur expenditures in 2021.

Conducting on-site monitoring of projects, selected on the basis of the above-mentioned assumptions, is planned by December 31, 2021.

Apart from on-site monitoring each request for payment submitted by the beneficiary will be subject to verification. The verification will be conducted on the basis of payment claim which is the document prepared by the beneficiary in order to apply for payment, but also to report on financial and material progress in project implementation. Due to that this kind of monitoring allows not only to verify incurred costs, but also achieved results. The verification of expenditures indicated in the payment claim will be made on a sample basis.

### **Annex 6: Evaluation report**

Until now any evaluation has not been carried out. Programme Operator plans to carry out the ex post evaluation of the Programme in 2024.