

## Annex I - Programme Decision

### 1. Expected Outcomes & Indicators for Outputs

**Expected Outcome(s):** Awareness raised and research on gender issues promoted

#### Output

Awareness on gender issues raised

Output indicator(s)	Baseline	Target	Source of Verification
Number of people with increased knowledge and awareness of gender equality in the labour market (m/f)	0	70	Project documentation

#### Output

Research on gender equality promoted

Output indicator(s)	Baseline	Target	Source of Verification
Number of scientific publications	0	3	Project documentation
Number of white papers published	0	1	Project documentation

#### Output

Capacity and knowledge of gender issues improved

Output indicator(s)	Baseline	Target	Source of Verification
Number of institutions with strengthened capacity and knowledge on gender issues	0	5	Project documentation
Number of people with increased knowledge of obstacles to gender equality in the labour market (m/f)	0	70	Project documentation

#### Output

Conditions for gender balance on company boards improved

Output indicator(s)	Baseline	Target	Source of Verification
Number of companies with improved conditions for gender balance on company boards	0	3	Project documentation

## 2. Conditions

### 2.1 General

- 1) The National Focal Point shall ensure that any public support under this Programme complies with the procedural and substantive state aid rules applicable at the time when the public support is granted. The National Focal Point shall, by way of the programme implementation agreement, ensure that the Programme Operator maintains written records of all assessments concerning compliance with state aid rules, particularly decisions to award grants and set grant rates, and provides such records to the FMC upon request. The approval of the Programme by the FMC does not imply a positive assessment of such compliance.
- 2) Bilateral, output and outcome indicators shall be reported on in the annual programme report.
- 3) The Programme Operator shall ensure that relevant stakeholders are consulted during the implementation of the programme. A stakeholder meeting shall be organised within one month after Programme Agreement signature. The stakeholder consultation shall be reported on in the annual programme report.
- 4) The National Focal Point shall ensure that the Programme Operator ensures that costs incurred by project partners, including partners of pre-defined projects, are covered from the project budget.
- 5) A methodology on the calculation of the flat rate to be applied to indirect eligible costs (overheads) in accordance with Article 7.4.1(b) of the Regulation shall be submitted to the FMO no later than two weeks prior to the earlier of the following dates:
  - a. the deadline for providing to the FMC the text of the call for proposals, as required by Article 6.3.4 of the Regulation;
  - b. the date when the first project contract for any pre-defined project is signed by the Programme Operator.

6) The Focal Point shall ensure that the Programme Operator informs and coordinates its actions with the Operator of the Human Potential Operational Programme in Portugal in order to avoid overlap and to seek and achieve synergies.

## 2.2 Pre-eligibility

Not applicable.

## 2.3 Pre-payment

Not applicable.

## 2.4 Pre-completion

Not applicable.

## 2.5 Post-completion

Not applicable.

## 2.6 Other

## 3. Eligibility of costs

### 3.1 Eligibility of costs - period

Eligibility of costs (excluding prog prep costs): 12/04/2013-31/12/2017

Eligibility of programme proposal preparation costs: 30/03/2012-11/04/2013

### 3.2 Grant rate and co-financing

Programme estimated total cost (€)	€2,941,176
Programme estimated eligible cost (€)	€2,941,176
Programme grant rate (%)	85.0000%
Maximum amount of Programme grant (€)	€2,500,000

### 3.3 Maximum eligible costs (€) and Advance payment amount (€)

Budget heading	Eligible expenditure	Advance payment*
Programme management	€294,116	€25,000
Awareness raised and research on gender issues promoted	€2,473,583	€215,000
Fund for bilateral relations	€99,947	€3,750
Complementary action	€58,824	€5,000
Preparation of programme proposal	€14,706	€14,706
Reserve for exchange rate losses	€0	€0
	€2,941,176	€263,456

\* The advance payment is composed of €223,938 in grant amount and €39,518 in co-financing.

### 3.4 Retention of management costs

Retention of management costs - percentage of the management costs	10.00%
Retention of management costs - planned Euro value	€25,000

### 3.5 Small Grant Scheme

Outcome	Awareness raised and research on gender issues promoted
Total Amount Reserved	€390,233
Grant Amount at Project Level	€10,000 – 170,000
Duration of the Project	12 – 18 months
Maximum Grant Rate at Project Level	100.00%

## Annex II - Operational Rules

### 1. Eligibility

#### 1.1 Eligible measures (sub-measures if any):

The Programme Operator is the Secretary of State for Parliamentary Affairs and Equality (SEAPI)/Commission for Citizenship and Gender Equality (CIG).

The Programme will address some of the main obstacles to gender equality in Portugal, with a focus on work-life balance and gender gaps in the labour market. Special focus will be given to research and data collection, which will inform policy and decision-makers in their efforts towards achieving greater gender equality. The Programme will enhance bilateral cooperation between Portugal and Norway on issues related to tackling sexual and moral harassment.

The Programme will be implemented by way of:

- Two open calls on the development of tools and methods to promote gender equality;
- A small grant scheme on methods and tools for the impact evaluation of legislative measures on the promotion of gender equality; and
- Three pre-defined projects.

#### 1.2 Eligible applicants:

The rules on eligibility of applicants are set in Article 6.2 of the Regulation.

#### 1.3 Special rules on eligibility of costs:

The eligibility of costs is determined by reference to Chapter 7 of the Regulation. The rules on eligibility of costs shall apply equally and without limitation to both Project Promoters and project partners.

The purchase of real estate and land is not considered eligible expenditure. Costs incurred for the preparation of project applications shall not be eligible.

Indirect costs in projects shall be claimed in accordance with the Regulation and in particular, Article 7.4.1 thereto. Where a flat-rate is applied, this shall be set in line with Article 7.4.1(b) of the Regulation and the level of the flat rate shall be set in accordance with a methodology provided by the Programme Operator.

### 2. Financial parameters

#### 2.1 Minimum and maximum grant amount per project:

The minimum amount of grant assistance applied for under the calls for proposals is €170,000; the maximum amount is €300,000 for the first open call, and €195,116 for the second open call.

The minimum amount of grant assistance applied for under the small grant schemes is €10,000; the maximum amount is €170,000.

#### 2.2 Project grant rate:

Grants from the Programme will be up to 100% of total eligible project costs, except in the case of those projects where the Project Promoter falls under the definition of non-governmental organisations contained in 1.5.1(m) of the Regulation, where the grant from the Programme will not exceed 90% of total eligible project costs. The remaining costs of the project shall be provided or obtained by the Project Promoter.

### 3. Selection of projects

#### 3.1 Selection procedures:

The selection procedures for projects shall in all cases be in accordance with Chapter 6 of the Regulation. The experts referred to in Article 6.5.2 of the Regulation shall be impartial and independent of the Programme Operator and the Selection Committee.

### 3.2 *Open calls and availability of funds (including number of calls, duration of calls, and estimated size):*

The calls for proposals on the development of tools and methods to promote gender equality shall make available €780,466.

There shall be two calls for proposals as follows:

- The first call shall be launched no later than in the first quarter of 2014 and make available €390,233.
  - The second call shall be launched no later than the third quarter of 2014 and make available the remaining re-granting amount.
- A third call may be launched in case there are funds uncommitted as a result of the first two calls.

The small grant scheme on methods and tools for the impact evaluation of legislative measures on the promotion of gender equality shall make available €390,233.

The call shall be launched no later than in the third quarter of 2014 and make available the total re-granting amount. A second call may be launched in case there are funds uncommitted as a result of the first call.

All calls shall be open at least for 2 months.

### 3.3 *Selection criteria:*

Detailed selection criteria for the calls for proposals and the small grants scheme shall be developed by the Programme Operator and included in the text of the calls for proposals.

## **4. Payment flows, verification of payment claims, monitoring and reporting**

### 4.1 *Payment flows*

Payment flows towards the final beneficiaries will take the form of advance payments, interim payments and payments of the final balance.

Project Promoters have the possibility to request an advance payment not exceeding 20% of the total grant amount, depending on liquidity needs. An advance payment is disbursed within 15 working days after the project contract is signed.

Interim payments shall be made to Project Promoters based on approved payment claims. The sum of the advance and interim payments may not exceed 90% of the total project grant at any time during the project. The payment of the final balance will be disbursed after the approval of the final report.

The Programme Operator shall ensure that the payments to Project Promoters are done in a timely manner.

The deadlines for submitting and assessing interim financial reports (expense claims) will be set in the project contract. Project Promoters will report to the Programme Operator on incurred expenditures, actual progress and pre-payment forecast through the interim reports as per the terms of the project contract.

The payment flows procedure will be further outlined in the description of the Programme management and control systems according to article 4.8.2 of the Regulation.

### 4.2 *Verification of payment claims*

Payment claims are submitted by the Project Promoter to the Programme Operator in line with the terms of the project contract. Verification and approval of payment claims will be performed by the Programme Operator through thorough desk checks of the payment claims.

Supporting documents to verify incurred expenditure are submitted when required by the Programme Operator. The Programme Operator shall verify the expenditure declared by the Project Promoters by performing desk checks of the supporting documents based on risk assessment and/or using random samples.

If the Programme Operator uses external services in the process of the verification of the payments claims, it shall ensure that payments to the Project Promoters are done in a timely manner.

In line with Article 7.13.3 of the Regulation, a report by an independent and certified auditor, certifying that the claimed costs are incurred in accordance with this Regulation, the national law and accounting practices of the project partner's country, shall, subject to Article 7.13.5 of the Regulation, be seen as sufficient proof of costs incurred by a Project Promoter or a project partner whose primary location is in a Donor State or a Beneficiary State.

The procedure for verification of payment claims, periodicity of reporting periods, and deadlines for reporting outlined in the programme proposal will further be detailed in the description of the Programme Operator's management and control systems according to Article 4.8.2 of the Regulation.

#### *4.3 Monitoring and reporting*

Project Promoters shall submit interim project progress report(s) on project implementation and one final report following project completion. The timing and the frequency of the submission of interim project progress report(s) shall be specified in the project contract.

The Programme Operator shall conduct annual monitoring of a sample of projects, selected based on risk assessment and including random samples. The projects will be monitored through project reports, reviews and project visits (on-site visits and verification) based on the annual monitoring plan.

The aim of the interim project progress reports, project reviews and on-site visits is to make sure that the projects are implemented in accordance with the requirements of the Regulation and the project contracts, to verify procurement procedures and the cost efficiency of incurred expenditures and to assess the achievement of objectives and indicators and the impact of the results of projects.

The Programme Operator shall conduct monitoring of each pre-defined project at least once during the project lifecycle using appropriate monitoring tools.

On-site visits on an ad-hoc basis may also be carried out when suspicions arise that the information provided by the Project Promoter is incorrect or misleading. On-the-spot checks on ad-hoc basis may also be organised for other reasons.

Irregularities will be handled in accordance with Chapter 11 of the Regulation.

Information on Reporting and Monitoring shall be further outlined in the description of the Programme's Management and Control System according to Article 4.8.2 of the Regulation.

## **5. Additional mechanisms within the programme**

### *5.1 Funds for bilateral relations*

The Programme Operator will set aside €99,947 for a fund for bilateral relations.

Approximately 50% of the fund for bilateral relations will be used for seminars for potential and existing Project Promoters and project partners from the Donor States. The purpose is to search for project partners and develop partnership ideas and projects (measure a). The remaining funds will be used for networking events, as well as the exchange of knowledge and experience between Project Promoters and entities in the Donor State (measure b).

The maximum grant rate under the fund for bilateral relations is 100%.

The details of use of the bilateral fund, the detailed procedures and criteria for awarding support from the fund, and any other relevant details will be further developed by the Programme Operator and will be published together with the calls for proposals.

Costs under the bilateral fund are eligible in accordance with Chapter 7.7 of the Regulation.

### *5.2 Complementary action*

Complementary action under this Programme shall be further defined by the Programme Operator in accordance with Article 7.11 of the Regulation. As a minimum, the Programme Operator shall organise an international seminar. The main topic of the seminar will be agreed with the FMC.

In addition, complementary actions shall also facilitate the participation of all relevant stakeholders in events, seminars and activities agreed with the FMC.

### 5.3 Reserve for exchange rate losses

Not applicable

### 5.4 Small Grant Schemes

One small grant scheme shall be implemented in the framework of the Programme. The Programme Operator shall operate the small grant scheme.

The small grant scheme will provide small scale funding to entities implementing methods and tools for the impact evaluation of legislative measures on the promotion of gender equality.

The eligible applicants, timing, budget, minimum and maximum grant amount, grant rate, the payment flows, verification of payment claims, monitoring and reporting rules related to the small grant schemes are set in the relevant parts of this Annex and Annex I.

## 6. Pre-defined projects

### Pre-defined project 1

Title: White paper “Men’s roles in a gender equality perspective”

Project Promoter: Commission for Equality in Labour and Employment (CITE)

Maximum grant amount: €390,233

Project grant rate: 100%

Estimated total project cost: €390,233

This project shall contribute to the programme outcome “Awareness raised and research on gender issues promoted”.

The aim of the project is to promote awareness and knowledge on men and gender equality in Portuguese society.

The pre-defined project will include the following activities:

1. Kick-off meeting in Lisbon (with experts from Portugal, Spain and Norway);
2. Preparation of tools for research: Interview guide Father’s on leave and questionnaire for the module Public understanding of gender equality policy (ISSP 2013 – Family and Gender Roles Survey) and Study on the public understanding of and attitudes to key measures in gender equality policies in Portuguese society through a specific additional module of questions introduced in the ISSP family and gender survey to be fielded in 2013-14 in Portugal;
3. Development of a Qualitative case study on Father’s on leave alone and fathers who didn’t take leave (Portugal, Spain and Norway);
4. Collection and analysis of men’s requests for information and complaints to CITE on work/family balance and gender issues;
5. Elaboration and publication of a white paper on men, male roles and gender equality in Portugal;
6. Review of main developments in national policies and existing data on men and gender equality;
7. Stakeholder consultations with relevant groups to enable discussion and provide input to the white paper recommendations; and
8. International workshops, policy brief/fact sheets on Men, Male Roles and Gender Equality, Focus Group sessions, partnership national meetings, final project conference.

### Pre-defined project 2

Title: “National survey on time use by men and women”

Project Promoter: CESIS - Centre for Studies for Social Intervention

Maximum grant amount: €568,479

Project grant rate: 100%

Estimated total project cost: €568,479

This project shall contribute to the programme outcome “Awareness raised and research on gender issues promoted”.

The project will address the issue of time use by men and women in Portugal.

The pre-defined project will include the following activities:

1. Kick-off partner meeting: Detailed planning of the project activities and timetable for implementation
2. Other partnership meetings
3. Tendering process for selection of the market research company for the survey application
4. Diagnosis and characterization of the Portuguese situation concerning time use by men and women through the application of a national survey complemented by qualitative interviews. This will include a comparative analysis of the results of the survey with

the last survey results, done in 1999 in Portugal

5. Survey application (by the market research company)
6. Final conference in Lisbon
7. Dissemination of results: written material as well as participation in meetings, workshops and other public events
8. Administrative and financial management

### Pre-defined project 3

Title: "Sexual and moral harassment in the workplace"

Project Promoter: Commission for Equality in Labour and Employment (CITE)

Donor Project Partner: Norwegian Association of Local and Regional Authorities (KS)

Maximum grant amount: €400,000

Project grant rate: 100%

Estimated total project cost: €400,000

This project shall contribute to the programme outcome "Awareness raised and research on gender issues promoted".

The project will be carried out in cooperation with the Norwegian Association of Local and Regional Authorities (KS). The main focus of the project is sexual and moral harassment in the Portuguese labour market.

The pre-defined project will include the following activities:

1. Study on the sexual and moral harassment in the Portuguese labour market;
2. Analysis of sexual and moral harassment in the Norwegian labour market;
3. Comparative analysis of the Portuguese and Norwegian situation concerning moral and sexual harassment in the labour market;
4. Comparative study on sexual and moral harassment in the Portuguese labour market now and in 1994 (using survey results from the 1994 study on the same issue). The questionnaire survey will be applied to a representative sample of 1800 employed people, stratified by region and by gender, economic sector and sizes of company;
5. Study visit to Oslo to exchange information and visit to key institutions, workshop on the findings of the diagnosis and characterization of the Portuguese situation; project final seminar in Lisbon; meetings, workshops and other public events to disseminate the results; and
6. Development and implementation of curricula and training material on harassment in the labour market for labour inspectors, judges, municipalities and companies.

## **7. Modification of the programme**

Any modifications of the programme will follow the rules set forth in the Regulation and in Article 2.9 of the programme agreement.

## **8. Programme proposal version**

Any reference to the programme proposal in this programme agreement shall be interpreted as version signed by the Programme Operator on 21 November 2012, and shall include all subsequent correspondence and communication between the FMC, the Financial Mechanism Office, the National Focal Point and the Programme Operator.

## **9. Miscellaneous**

Not applicable.