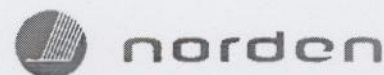


PROJECT AGREEMENT



1. Project information

Project title	Support for Civil Society and Equality in Baltic		
Project number	14224	NCM ref. no.	14-00768
Project start date	05-11-2014	Project completion date	31-12-2015
Advisor at NCM	Izabela Butenko-Olesen	Administrative contact	Karin Charlotte Hansen

2. Parties to the agreement

This agreement has been entered into between the Nordic Council of Ministers, Ved Stranden 18, DK-1061 Copenhagen K, and

Administrative body	Women Rights Institute Parka street 2 - 8 LV-4064 Aloja
Project Manager	Laila Balga

3. Grant

Grant	DKK 435.252,00
Year of grant	2014
Payment	Funds are requested via the project portal as follows (%): 40-45-15 <ol style="list-style-type: none">1. Instalment can be requested when the Nordic Council of Ministers has received the signed agreement.2. Instalment can be requested during the project period on submission of a status report.3. Instalment can be requested after 31-12-2015 on submission of a final report.

Overheads	The administrative body is entitled to include overhead costs for the project as follows: Percentage of the grant: 0,00 %
Interest	Interest accrued by the programme on funds paid out by the Nordic Council of Ministers belongs to the administrative body.

4. Purpose/expected results/limitations/organisation

Purpose	In the period of 18 months Women Rights Institute (Latvia) in partnership with Women's Union of the Kaliningrad Region (Russia), Eesti People to People (Estonia), NGO Institute for social inovations, initiatives and inclusion (Lithuania), Stowarzyszenie Vesuvio (Poland), KUN Centre for Gender Equality (Norway), Alliance - Russian-speaking Youth Organisation of Helsinki (Finland) and Sverigefinska folkhögskolan (Sweden) would like to support the promotion of democracy and civic society through co-operation between NGOs in the Baltic Sea Region.
Goal/expected results	Envisaged results: <ol style="list-style-type: none">1. Increased knowledge and experience of 34 leaders and volunteers of NGOs in Latvia, Russia, Estonia, Lithuania, Poland, Norway, Finland and Sweden on position and role of NGO in the Baltic Sea Region in relation to co-operation in the Nordic Countries and participation in other regional and international bodies; civil society, labour market and working environment policy; economic questions; Nordic cultural co-operation; legislative issues; educational and research issues; sustainable development; gender equality and other.2. Increased knowledge of 168 leaders of NGO in Latvia, Russia, Estonia, Lithuania, Poland, Norway, Finland and Sweden in opportunities of co-

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	<p>operation with North-West Russia, Baltic and Northern Countries in relation to establishment of civic society and fortification of equality.</p> <p>3. Increased knowledge and experience as well as provided preparation of suggestions of 328 leaders and volunteers of NGOs in Latvia, Russia, Estonia, Lithuania, Poland, Norway, Finland and Sweden on opportunities of co-operation with North-West Russia, Baltic and Northern Countries in relation to establishment of civic society and fortification of equality.</p> <p>4. Increased knowledge and experience of 20 leaders of NGOs in Latvia and Kaliningrad region, Russia, as well as planned cooperation opportunities with North-West Russia in the Baltic Sea Region in relation to establishment of civic society and fortification of gender equality.</p> <p>5. Increased knowledge and experience of 208 leaders and volunteers of NGOs in Latvia, Russia, Estonia, Lithuania, Poland, Norway, Finland and as well as promoted cooperation in joint projects and provided preparation of suggestions on cooperation opportunities with North-West Russia and other countries of the Baltic Sea Region in relation to establishment of civic society and fortification of equality.</p> <p>6. At least 240 000 users of internet in Latvia, Russia, Estonia, Lithuania, Poland, Norway, Finland and Sweden provided with access to information on goals and results of project by creation of the website.</p>
Limitations	N/A
Project organisation	The administrative body is responsible for the management of the project.

5. Terms and conditions

The attached Appendix 1, "Standard Terms and Conditions for the Nordic Council of Ministers' Project Agreements (valid from 9/10-2014)", applies to this project. Any deviations from the Standard Terms and Conditions are accounted for below.

Material	See Standard Terms and Conditions
Project rights	See Standard Terms and Conditions
Termination	See Standard Terms and Conditions
Deviations from Standard Terms and Conditions	
Other terms and conditions	

6. Appendices

Appendix no.	Title
1	Standard Terms and Conditions for the Nordic Council of Ministers' Project Agreements (9/10-2014)
14-00768-2	NGO 63 nyt budget
14-00768-3	NGO 63 ansøgning

Saida Baloga

7. Signatures

For the Nordic Council of Ministers
Copenhagen, Date 24.11.2014

Izabela Butenko-Olesen

Advisor Izabela Butenko-Olesen

Copenhagen, Date 25/11 2014
for Kenneth Broman

Kenneth Broman

Chief of Staff Kenneth Broman

For Women Rights Institute

Date 04/12/2014

Laila Balga

Laila Balga



Appendix 1:

Standard Terms and Conditions for the Nordic Council of Ministers' Project Agreements (09/10/2014)

1. The administrative body's responsibilities and tasks

The administrative body is responsible for ensuring that the project is operated in accordance with the objectives, financial framework and timelines stipulated in the project agreement.

The administrative body shall plan and run the project properly and effectively, ensuring as a minimum that the project is, to the greatest extent possible, financially and administratively managed in the same manner as the administrative body's own ordinary activities, including keeping accounting records for the project.

As well as general responsibility, the administrative body assumes administrative responsibility for the project, including compliance control, in accordance with national legislation.

The administrative body's obligations and responsibilities under this agreement are not restricted by the fact that individuals, agencies, groups or other parties, subject to agreement with the Nordic Council of Ministers, have assumed responsibilities and obligations for the implementation of the project. However, the administrative body is under an obligation to observe such third-party agreements.

1.1 Project management

The administrative body is responsible for managing the project, and shall appoint a project manager as per section 2 of these Terms and Conditions. The project manager's primary task is to represent the administrative body vis-à-vis the Nordic Council of Ministers, unless other arrangements are stipulated in the project agreement.

It is the duty of the administrative body to ensure that the project manager fulfils his or her assigned responsibilities and tasks. The project manager is responsible to the management of the administrative body for ensuring that the project proceeds as planned and includes the agreed content. The project manager shall verify all expenses incurred by the project.

If, during the course of the project, it becomes necessary to replace the project manager, the Nordic Council of Ministers must be informed of this as soon as possible. Provided the Nordic Council of Ministers has participated in selection of the original project manager, the Nordic Council of Ministers is entitled to participate in selection of the new project manager.

The administrative body is obliged to inform the Nordic Council of Ministers immediately of any circumstances that may delay completion of the project or otherwise impede fulfilment of the project's objectives.

Upon the request of the Nordic Council of Ministers, the administrative body shall at all times provide

information on the status of the project and access to all information relating to the project, regardless of type or storage medium.

1.2 Employer liabilities and obligations

In accordance with the national legislation to which it is subject, the administrative body assumes the liability of an employer for the project manager, the administrative body's other employees and such other third parties as may participate in or provide support for the preparation or implementation of the project agreement or otherwise carry out work in relation to the project or on the administrative body's instructions.

The Nordic Council of Ministers cannot be held responsible in any way for the actions or omissions of individuals involved in fulfilling the project agreement.

The administrative body is also responsible for contact with the relevant authorities and, in relation to its own employees, responsibility for dealing with pay, tax, duties, pensions, insurance, etc.

Under this regulation, responsibility and liability lies with the administrative body, regardless of the extent to which the project manager, other employees or third parties were appointed by or directly/indirectly selected by the administrative body, and regardless of whether the administrative body has informed or notified the Nordic Council of Ministers of this.

1.3 Funds for sub-projects or activities

If the administrative body engages a third party to perform tasks within the framework of the project agreement, and thus allocates funds to sub-projects or activities, there must be a written agreement with the third party concerned ensuring that the administrative body's obligations to the Nordic Council of Ministers are consistently met.

The administrative body is responsible to the Nordic Council of Ministers for the overall reporting back and presentation of financial statements for the project, and must ensure that reports and financial statements for all sub-projects and activities are submitted to the administrative body. Reports and financial statements must be submitted at least once a year and always when project activities are completed.

2. Agreement period

The administrative body is responsible for ensuring that the project is managed and completed within the agreed period, in accordance with section 1 of the project agreement on start and completion dates. Where there are particular grounds to do so, the administrative body must submit a written request to the Nordic Council of Ministers for a postponement of the completion date. The request must be submitted as soon as possible and definitely no later than the originally agreed completion date.

Laila Borge