



Statistical  
manual

2012

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Statistical manual for project and programmes of the EEA and Norway Grants 2009 – 2014  
8 August 2012



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# 1 Introduction

This manual provides definitions and explanations for the statistical concepts and terms used for planning, reporting and follow-up of the implementation of the EEA and Norway grants 2009 – 2014.

Statistical information is often a basis for analysis and reports on the status and results achieved in programmes and projects. For the EEA and Norway grants 2009 – 2014, statistical information will be collected through a *Documentation and Reporting and Information System (DoRIS)*. The FMO makes reports and analysis based on information in DoRIS available to the Donor and Beneficiary States as well as to journalists, students, researchers and others.

This statistical manual has been developed by the Financial Mechanisms Office (FMO) primarily for Programme Operators, Focal Points, FMO staff and other entities who enter information into DoRIS. The main aim of the document is to contribute to quality assurance of the information collected in DoRIS. International classifications and definitions, mainly from the OECD and Eurostat, have been used as a basis as far as possible within the legal setup of the EEA and Norway Grants 2009 – 2014.

This manual also aims to provide the general public and other information users with a better understanding of the terms used and the results achieved through EEA and Norway grants 2009 – 2014.

Statistical concepts and terms related to the programme level in the EEA and Norway grants 2009 – 2014 are presented in Chapter 2 of this document. Chapter 3 covers the project level. Further definitions, lists and terms are given in the annexes. References are provided for concepts which are further explained in the practical Programme Operator's Manual or other external documents.

You are welcome to contact the FMO with questions to this document or about the EEA and Norway Grants in general.

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## EEA and Norway Grants 2009 – 2014: Overview of programme and project statistics

Information	Programme	Project	Responsible for registration	Where
Title	X	X	PO	Programme proposal; Project information
FMO ID number	X	X	PO	Programme proposal; Project information
Country	X	X	PO	Programme proposal; Project information
Financial Mechanism	X	X	PO	Programme proposal; Project information
Agreement parties	X	X	PO, FMO	Programme proposal; Project information
Donor programme partner	X		PO	Programme proposal; Project information
Programme partner	X		PO	Programme proposal; Project information
Donor project partner		X	PO	Programme proposal; Project information
Project partner		X	PO	Programme proposal; Project information
Types of actors	X	X	PO	Programme proposal; Project information
Agreements	X	X	PO	Programme proposal; Project information
Timeline	X	X	PO	Programme proposal; Project information
Programme area	X	X	PO	Programme proposal; Project information
Objective	X	X	PO	Programme proposal; Project information
Outcome(s)	X	X	PO	Programme proposal; Project information
Outputs	X		PO	Programme proposal; Project information
Indicators, baselines and targets	X		PO	Programme proposal; Project information; Annual reports; Final Programme report
Target group(s)	X	X	PO	Programme proposal; Project information
Geographical impact area		X	PO	Project information
Results summary		X	PO	Project information
Specific info: Research		X	PO	Project information
Specific info: Scholarship		X	PO	Project information
Specific info: NGO		X	PO	Project information
Macroeconomic- and sector data			NFP and FMO	Strategic reports, other reports
Sector codes		X	PO	Project information
Policy markers	X		FMO	Appraisal

## 2 Programme information

Information about programmes under the EEA and Norway Grants 2009-2014 shall be registered in the *Documentation, Reporting and Information System* (DoRIS) to support the management of and ensure the proper documentation of the grants. This chapter gives an overview of the statistical information which shall be registered about programmes in DoRIS.

### 2.1 Basic programme information

The FMO is responsible for registration of basic programme information as given in the respective Memoranda of Understandings (MoU). This information must be registered in order to create the programme in DoRIS, allowing the Programme Operator to complete a programme proposal.

#### Basic programme information

- Country – the Beneficiary State responsible for the programme
- Financial mechanism(s) funding the programme
- Programme ID<sup>1</sup> – defined by the FMO
- Programme title – normally given in Annex B of the MoU(s)
- Programme area(s) – see chapter 2.4 below
- Grant amount per programme area (split for EEA and Norway grants) – normally given in Annex B of the MoU(s)
- Whether the programme is directly contracted by the FMO or not - normally given in Annex B of the MoU(s)
- Programme preparation starting date – the date of the designation of the Programme Operator (cf. art. 5.1 of *the Regulation*).

The Programme Operator is responsible for verification of the registered information at the latest when the programme proposal is submitted.

### 2.2 Programme agreement parties

The FMO is responsible for registration in DoRIS of information regarding agreement parties for each programme. Contact information, legal role in the Financial Mechanisms 2009-2014, type of organisation and location/country shall be registered. The information shall be registered for the following agreement parties for each programme:

#### Programme level

- Programme Operator
- Donor Programme Partner (as appropriate)
- Fund Operator (as appropriate, for FMO run programmes)
- Programme Partner (as appropriate)

#### National level

- Donor State(s)
- Focal Point<sup>2</sup>

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<sup>1</sup> The programme ID consists of a country code (two letters) and programme number (two digits). For example CZ08.

Definitions of legal roles are given in *Annex 2 – Legal Roles*.

Definitions of types of organisations are given in *Annex 3 – Organisational types*.

After the FMO's initial registration of organisations, each organisation is responsible for verification and maintenance of the information registered regarding the organisation and for the relevant persons employed by the organisation. The Programme Operator is in addition responsible for registration of any additional agreement parties. This entails, but is not limited to, registration of sub-contractors running small grants schemes, project promoters and project partners (see chapters 3.2 and 3.3).

## **2.3 Programme agreements and programme timeline**

The Programme Operator and FMO are responsible for registration of information regarding agreements and contracts in the programme. The date of signature and the period which the agreement or contract is in force shall be registered. This includes, but is not limited to information regarding the following agreements and contracts:

### Programme agreement

The FMO is responsible for registration of information regarding the Programme agreement concluded between the FMC/NMFA and the National Focal Point. A template for the programme agreement is available in Annex 10 to *the Regulation*.

### Programme implementation agreement

For each approved programme, a Programme implementation agreement shall be concluded between the National Focal Point and the Programme Operator (art. 5.8 of *the Regulation*). In cases where provisions in national legislation prohibit such contracts, the Beneficiary State may instead issue a legislative or administrative act of similar effect and content. In such cases, the date of signature shall be the date of adoption of the act.

### Project contracts

For each approved project, a project contract shall be concluded between the Programme Operator and the Project Promoter (art. 6.7 of *the Regulation*). In cases where provisions in national legislation prohibit such contracts, the Beneficiary State may instead issue a legislative or administrative act of similar effect and content. In such cases, the date of signature shall be the date of adoption of the act.

### Sub-contractors

Contracts with sub-contractors (e.g. fund operators or operators (art. 5.13 of *the Regulation*) of small grant schemes (art. 5.6 paragraph 4 of *the Regulation*).

### Programme partners

Agreements with programme partners (art. 6.8 of *the Regulation*).

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<sup>2</sup> The Focal Point organisation is by default given by the country the programme is implemented in. For a few special cases, such as PA22, one, non or several Focal Points may be required in DoRIS.

In addition, the Programme Operator shall register the planned start date and planned end date for the programme. The start date for programme preparation is registered by the FMO (see chapter 2.1).

## **2.4 Programme area<sup>3</sup>**

The FMO is responsible for the initial registration of the programme area the programme shall contribute to. This is necessary in order to create the programme in DoRIS.

The programme area(s) are listed in the respective Memorandum of Understanding. A programme area is defined in the Regulations as a thematic field within a priority sector, with a specific objective and specific outcomes. There are 32 programme areas.

The programme areas supported by the EEA Financial Mechanism 2009-2014 are described in Annex 1 to *the Regulation*

Annex 1 for EEA Grants: <http://eeagrants.org/id/2354.0>

Annex 1 for Norway Grants: <http://eeagrants.org/id/2101>

## **2.5 Programme objective**

The Programme Operator is responsible for registration of the programme objective. The programme objective is the objective for the programme as stated in the respective Memorandum of Understanding. The objective is defined as the long-term impact to which the Programme contributes. A programme will normally have one objective.

### *Exception*

- One programme can fall under more than one programme area in accordance with article 5.1 (2) of *the Regulation*. Programmes covering more than one programme area may have more than one objective, in accordance with what is stated in the respective Memoranda of Understanding.

**Where registered:** Programme creation in DoRIS

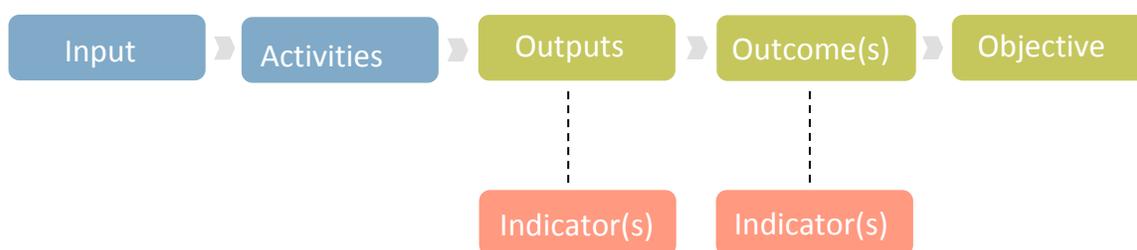
### **Objectives hierarchy**

The objectives hierarchy shows the connection between the different *objectives* the programme shall contribute to, the *resources and activities* required, the *indicators* used for measuring results – and the relationship between these elements. Figure 1 below gives a visual presentation of an objectives hierarchy for a programme similar to the model in chapter 2 of the POM.

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<sup>3</sup> POM 2.1, 2.2 and 2.3.

**Figure 1: Objectives hierarchy with indicators**



## **2.6 Programme expected outcome(s)**

The Programme Operator is responsible for registration of the programme’s expected outcomes.

Expected outcome is defined as the likely short-term and medium-term effects of the Programme. At least one expected outcome shall be selected for each programme. The Programme’s expected outcome(s) shall be one or more of the expected outcomes defined in the respective programme area descriptions and will normally be given in the respective MoU. It is not possible to reformulate or add new outcomes.

**Where registered:** Programme proposal

## **2.7 Programme outputs**

The Programme Operator is responsible for registration of programme outputs. At least two outputs shall be defined and linked to each programme outcome. At least one output for bilateral relations shall in addition be defined for each programme.

The outputs are defined as the Programme deliverables that can be guaranteed by the Programme. They are the products or services that are expected to be delivered by the Programme and which contribute to the achievement of the expected outcome(s).

### *Exception*

Programmes under programme areas *19 Scholarship* and *24 Bilateral scholarship cooperation* may have only one output per outcome. Furthermore, specific *measures* are pre-defined as outputs for programmes under these programme areas (see *the Scholarship guideline*)

**Where registered:** Programme proposal

## **2.8 Programme indicators, baselines and targets<sup>4</sup>**

At least one indicator shall be defined and linked to each outcome and to each output. Indicators are used as a tool to verify whether or not the Programme is achieving its expected outcome and outputs. Indicators shall be gender-

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<sup>4</sup> How to define and use indicators is further described the Programme Operator’s Manual section 2.8.

disaggregated where relevant. Indicators shall be independent of each other, each one relating only to one of the Programme expected outcomes or one of the Programme outputs. It is advisable to choose few indicators.

#### Standard indicators

Standard indicators are used primarily for reporting purposes and they should produce data that can be aggregated across the same programme areas in different beneficiary states. As far as possible, indicators shall be selected from the list of quantitative standard indicators (see Annex 4 Standard indicators).

#### Bilateral indicators

Bilateral indicators are a separate set of standard indicators primarily used to report on programme achievements in relation with bilateral relations. Please refer to the *Guideline for strengthened bilateral relations* available on [www.eeagrants.org/toolbox](http://www.eeagrants.org/toolbox) for further explanation of bilateral indicators. See also Annex 4 Standard indicators.

#### Optional indicators

If the standard indicators are not suitable for measuring the achievements of the Programme, the Programme Operator must identify other suitable indicators and justify these in the Programme proposal. These *optional indicators* shall be defined by the Programme Operator and may be qualitative or quantitative.

#### Cross-sectoral indicators

Cross-sectoral indicators are indicators that can be used across different programme areas and priority sectors to aggregate data on similar types of results such as strengthened capacities and improved services.

### **2.8.1 Indicator baseline value**

The indicator baseline value is status for the current situation measured by the indicator prior to programme implementation.

**Where registered:** Programme proposal

### **2.8.2 Indicator target value**

The indicator target value for indicators connected to *outcomes* is the desired status (for the end-beneficiaries) after the programme has been implemented.

The indicator target value for indicators connected to *outputs* is the goods/services/efforts that can be guaranteed by the programme.

**Where registered:** Programme proposal

### **2.8.3 Indicator achieved value**

The indicator achieved value is the current status – at the time of registration – for the indicator, measured in the same unit as the baseline value. It measures change from the baseline and progress towards the target.

**Where registered:** Programme proposal; Annual reports; Final programme report.

#### **2.8.4 Indicator source of verification**

The indicator source of verification explains where and how the indicator values (target, achieved, baseline) shall be verified.

**Where registered:** Programme proposal

### **2.9 Programme target groups**

The Programme Operator is responsible for registration of the programme's target groups.

A *target group* is those who will benefit from an outcome in the longer run. A target group may be defined by population, sex, age, ethnicity, geographical location etc. A target group may also be an institution or an institutional level, a local authority, the private sector or other.

At least one target group shall be defined for each programme outcome. Target groups from the list of Standard target groups shall be used if applicable.

#### *Exception*

- Target groups may not be applicable to certain research programmes under the programme areas *18 Research within priority sectors* and *23 Bilateral research cooperation*.

The list of Standard target groups is enclosed in *Annex 5 – Standard target groups*.

**Where registered:** Programme proposal

## **3 Project information**

Programme Operators are responsible for submitting information related to each approved project, and to maintain the information updated throughout project implementation (Chapter 6 of Annex 9 to *the Regulation*). This chapter gives an overview of the statistical information that shall be registered regarding projects in DoRIS.

Project information shall be registered no later than 15 days after the conclusion of the project contract for each project. Changes to the project information shall be registered no later than 15 days after the project has been amended or the project information has been revised. Concluding information shall be submitted 15 days after the project has been completed.

Pre-defined projects will normally be approved as part of a programme. Information shall then be registered 15 days after the Programme implementation agreement has been signed between the Focal Point and the Programme Operator.

### **3.1 Basic project information**

The Programme Operator is responsible for registration of basic project information for each project. The following basic project information shall be registered:

- Beneficiary state - the Beneficiary State responsible for the programme which the project shall contribute to
- The programme the project contributes to
- Project title – the project title in English
- Programme Operator’s project ID
- Project ID<sup>5</sup>
- Open call number – the number of the open call the project was approved under (for example the third of four open calls for projects)
- Whether the project is a predefined project
- Whether the project is funded from a Small grants scheme
- Project summary (narrative)

**Where registered:** Project information

### ***3.2 Project agreement parties***

Certain information shall be registered about actors involved in the project. The information will be used to establish a contact registry as well as to generate reports showing for example which types of actors are awarded grants.

Information regarding the following actors shall be registered for each programme:

#### Project promoter

- Name
- Country
- Organisational type
- Legal role (Project promoter)
- Main contact person

#### Project partner

- Name
- Country (indicates if it is a donor project partner)
- Organisational type
- Legal role (Project partner)
- Main contact person
- If it is a donor partner

A project partner is a public or private entity, commercial or non-commercial, as well as nongovernmental organisations, all of whose primary locations are either in Norway, Beneficiary States or a country outside the European Economic Area that has a common border with the respective Beneficiary State, or any inter-governmental organisation, actively involved in, and effectively contributing to, the implementation of a project. It shares with the Project Promoter a common economic or social goal which is to be realised through the implementation of that project. For donor partnership programmes falling under the programme area “Bilateral Research Cooperation”, the term “project partner” is defined in the Annex 12 (art. 1.5 letter w of *the Regulation*, see also art. 6.8 of *the Regulation*).

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<sup>5</sup> The Project ID is composed of the programme ID plus a number for the project. The project ID for project number 1234 under the programme CZ08 would be *CZ08-1234*.

#### Scholarship specificities

For scholarship programmes information shall in addition be registered on the beneficiaries of mobility, including gender, level of study, duration of mobility, academic field, institution and country as well as information on the sending and receiving organisations (*Scholarship guidelines*).

**Where registered:** Project information

### **3.3 Project agreements and project timeline**

For each approved project, a *project contract* shall be concluded between the Programme Operator and the Project Promoter (art. 6.7 of *the Regulation*). If the project is implemented in partnership with one or more project partner, the project promoter shall sign a *partnership agreement* with each project partner (art. 6.8 of *the Regulation*).

The Programme Operator is responsible for registration of the main dates in the project timeline. The following dates shall be registered as part of the timeline:

#### Project contract (see 3.2 above)

- *Planned date for signature*; registered when the project is approved.
- *Actual date of signature*; updated upon signature.

#### Project timeline

- *Planned start month* of the project; normally the month of the signature of the project contract.
- *Planned end month*; the month when the Programme Operator has finished all its administrative tasks in relation to the project, such as verification of the final claim and review of the final project report.
- *Actual project completion date*; the date on which the Programme Operators has accepted that the project is completed. Registered within 15 days of this date.

**Where registered:** Project information

### **3.4 Project type**

#### Donor partnership project

Projects prepared and implemented in cooperation with one or more legal entity in the donor states. See the Programme Operator's Manual section 3.8.2 and article 3.4 of *the Regulation*.

#### Predefined project

Projects defined and included as part of a programme proposal. See the Programme Operator's Manual section 3.9 and articles 5.5 and Article 2.1 of *the Regulation*.

#### Small grant scheme

Scheme within a programme allowing re-granting of small amounts, normally from € 5.000 - € 250.000 and for scholarship programmes below € 5.000. See article 5.6 of *the Regulation* and the Programme Operator's Manual section 3.10.

**Where registered:** Project information

### 3.5 Project status

The Programme Operator shall assign and maintain updated a project status for each project registered in DoRIS. This information allows for generation of reports on the status of a selection of projects related to one or several programmes.

The following statuses shall be applied as appropriate

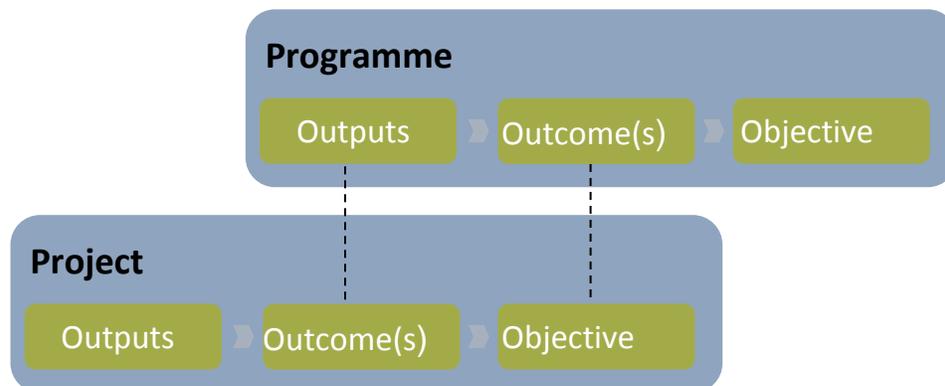
- In progress
- Payments withheld
- Payments suspended
- Withdrawn
- Terminated
- Partially completed
- Successfully completed

### 3.6 Project objective

A project shall have one project objective. The project objective shall be identical to the programme outcome that the project contributes to, as illustrated below in *Figure x: Programme and project objectives* (see also *Figure 1: The objectives Hierarchy* in Annex 9 to the Regulation).

**Where registered:** Project information

**Figure 2: Programme and project objectives**



### 3.7 Project outcome

A project shall have at least one outcome. A project outcome shall be identical to a programme output that the project contributes to (see *Figure 2: Programme and project objectives* above). The Programme Operator is responsible for registration of project outcomes.

**Where registered:** Project information

### ***3.8 Project target group***

A project shall have one or more target groups. Target groups are defined in chapter 2.9. See also the list of standard target groups in Annex 5 Standard target groups.

**Where registered:** Project information

### **3.9 Project sector code**

Annex I gives the list of sector codes. Part 1 is the full list of sector codes, whilst Part 2 presents a list of relevant sector codes for each Programme Area, selected from the full list.

Under the Grants, we use sector codes to track project expenditures to sectors. "To which sector are the funds directed?" It is important to be aware that demonstrating the exact areas on which the Grants are being spent is not a simple and exact exercise and a certain amount of judgement is involved. Projects might be multi-dimensional and address interrelated policy areas. These may make attributing expenditure to a specific sector difficult. Use your best judgement and attribute the funding to the most relevant sector that reflects the purpose of the funds. The sector code of a contribution should be selected by answering the question "which specific area of the beneficiary's economic or social structure is the transfer intended to foster"? It is the sector in the society which is the basis of measurement, not the issue of which measure or activity.

The sector code shall be entered by the Programme Operator, one sector code for each project. Under PA 10 Funds for Non-Governmental Organisations, a project may be assigned two sector codes.

*Gender* is not considered as a sector, nor is *climate*. Projects should be coded in the relevant sector. Sector-specific *environment, infrastructure or capacity development* shall also be recorded under the sector to which they are directed. An example: Environmentally friendly waste water disposal in a school is recorded as "education and training facilities (1112000).

*Research* projects shall also be recorded under the sector to which they are directed, when possible. When sector cannot be identified, please use sector code "Research/scientific institutions general" (4308200).

The most general sector code ends in the sequential number 1000. It refers to sector-specific policy, planning, administration and institution capacity building.

#### **Examples**

Identifying the most suitable sector can sometimes be difficult. The following examples may help to make a well-founded judgement.

**A. Sector coding identifies the specific sector of the beneficiary's economic or social structure the project intends to foster. Some examples illustrating the choice follow:**

Construction of health clinics:

The appropriate code is "basic health infrastructure" (1223000).

Funding to the Ministry of Energy to prepare an energy saving programme:

The code is "Energy policy and administrative management" (230100), and neither public sector policy and administrative management nor energy saving.

**B. Within each sector, care should be taken to allocate supplies and infrastructure to the most specific code available. For example:**

Construction of a tuberculosis clinic:  
The appropriate code is "Tuberculosis control" (1226300), and not "basic health infrastructure".

District hospitals rehabilitation programme:  
The appropriate code is "basic health infrastructure" (1223000).

Primary school books delivery:  
The appropriate code is "primary education (1122000), and not "education facilities and training".

Paper supply for printing school books:  
The appropriate code is "education facilities and training" (1112000).

**C. Sector specific education activities are to be included in the respective sectors. For example:**

Training of personnel for cancer services:  
The appropriate code is "cancer services" (1219102).

**Keep in mind**

Sector codes mark the "sector of destination of a contribution", and are entered for each project, by the Programme Operator.

### **3.10 Project geographical code**

The geographical coding system "Nomenclature of Units for Territorial Statistics" (NUTS) is used to map the geographical areas where projects aim to achieve results. The Programme Operator is responsible for registering where projects aim to achieve results.

A unique identification code called a "NUTS code" has been assigned to each area in EU and most of Europe through the NUTS system. The NUTS codes for the abovementioned areas shall be indicated in DoRIS.

An overview of NUTS codes can be found here: [http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST\\_CLS\\_DLD&StrNom=NUTS\\_33&StrLanguageCode=EN](http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NUTS_33&StrLanguageCode=EN)

NUTS codes are available in DoRIS.

**Where registered:** Project information

### **3.11 Project measures**

The Programme Operator shall indicate one main project measure and up to two secondary project measures for each project from the following list.

Information and awareness raising  
Advocacy  
Research

	Infrastructure development and provision of equipment
	Capacity-building
	Education and training
	Provision of services
(only for PA10 Projects)	Partnership building/Networking
(only for PA10 Projects)	NGO - Public coalition building
(only for PA10 Projects)	Social Entrepreneurship
(only for PA10 Projects)	Volunteering
(only for PA10 Projects)	Watchdog and monitoring activities

#### Example

For instance, an NGO X has implemented several measures. The main measure is Advocacy since their main focus is to promote the rights of a minority group in country Y. The secondary measures of the project are Education and training and Awareness raising, since these are additional focus of the project.

### **3.12 Project Policy Markers**

#### **Policy marker: Gender equality**

The Project Promoter shall report on the project's relevance to gender equality. Is it explicitly stated in the project documentation that gender equality will be promoted, supported or increased through the project?

The Programme Operator shall assess the project's relevant to gender equality for each project using the following codes:

Code 0: None

Code 1: Significant issue

Code 2: Fundamental issue

Assign code 1 or 2 to projects that intend to advance gender equality, women's empowerment, reduce discrimination or inequalities based on gender.

Please note that projects targeting women and girls do not necessarily promote gender equality. Only assign code 1 or 2 to projects that intend to advance gender equality and women's empowerment or reduce discrimination and inequalities based on sex.

Otherwise assign code 0.

#### **Policy marker: Anti-corruption**

The Project Promoter shall report on the project's relevance to countering of corrupt practices. Is it explicitly stated in the project documentation that measures will be promoted, supported or increased through the project with the aim of identifying and/or fighting corrupt practices?

The Programme Operator shall assess the project's relevant to gender equality for each project using the following codes:

Code 0: None

Code 1: Significant issue

Code 2: Fundamental issue

Assign code 1 or 2 to projects that intend to increase anti-corruption measures, by reducing corruption and the abuse of entrusted power

### **3.13 Project results summary**

The Programme Operator is responsible for registering a description of the achievements at the end of the completed project. The summary of project achievements shall be no longer than 500 characters.

**Where registered:** Project information

### **3.14 Specific project information: Research**

Specific information shall be registered for projects within the research programmes in addition to other project information as described above. The following information shall be registered for projects within research programmes:

#### Research type

Whether basic research, applied research or experimental research will be conducted through the project.

#### Discipline

Which academic discipline the research will be conducted within. Academic disciplines are listed in Annex 7.

**Where registered:** Project information

### **3.15 Specific project information: Scholarships**

Specific *measures* applicable to scholarship projects are described in *the Scholarship guideline*. The Programme Operator is responsible for registration of the appropriate measures planned for each project when the project is approved.

#### Specific information for mobility projects under the Scholarship programme

- Name and ID number of persons supported
- Gender
- Grant awarded
- Start date and end date
- Number of ECTS credits<sup>6</sup> earned
- Type of mobility

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<sup>6</sup> Please, refer to the European Union guideline about the European Credit Transfer and Accumulation System (ECTS) [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

- Adult education
- Level of education
- Academic field
- Name, type, country and NUTS code for sending institution
- Name, type, country and NUTS code for hosting institution
- Date of reporting
- Whether a Common study agreement has been established

Lists and definitions of information required for mobility projects are given in Annex 6 – Mobility information lists.

**Where registered:** Project information

## **4 Policy markers** (FMO is responsible)

The FMO is responsible for registration of Policy markers for each programme outcome.

**Where registered:** Programme appraisal

Policy markers are used to identify programme outcomes that contribute to certain politically important issues to the donors, irrespective of the programme area the programme belongs to. Policy markers will be assigned to each programme outcome by the FMO as part of the FMO's programme appraisal, and will be updated as appropriate during programme implementation.

The relevance of each policy marker shall be assessed and indicated for each programme outcome. The codes used to indicate relevance are 0, 1 and 2 as described in the following:

**Code 0:** None

The issue is not targeted by the programme outcome.

**Code 1:** Significant issue

Significant issues are those which, although important, are not among the principal justifications for the programme outcome used in the programme proposal.

**Code 2:** Fundamental issue

The issue is identified as being fundamental in the design and impact of the programme, and is an explicit justification for the programme used in the programme proposal.

Answering "no" to the question "Would the programme have been proposed by the Programme Operator without this reason?" gives another indication that code 2 would be correct.

## **4.1 Policy Marker: Gender Equality**

### Definition

Equality between men and women is a fundamental right, a common value of the donor states and the EU. Gender equality refers for example to efforts to reduce the pay gap between men and women, mainstreaming and promoting gender equality in policy, research, legislation, programmes and resource allocation at national, regional and local levels, as well as promotion of equal opportunities in the workplace and society at large regardless of gender.

Assign code 1 or 2 to projects that intend to advance gender equality, women's empowerment, reduced discrimination or inequalities based on gender. *Please note that projects targeting women and girls do not necessarily promote gender equality. Only assign code 1 or 2 to projects that intend to advance gender equality and women's empowerment or reduce discrimination and inequalities based on sex. Otherwise assign code 0.*

### Necessary Criteria

It is explicitly stated in the programme documentation that gender equality will be promoted, supported or increased through the programme.

Note that gender equality is a cross-cutting issue for the EEA and Norway grants 2009-2014. Statements on gender equality limited to the part of the programme proposal regarding the cross-cutting issues are not sufficient to qualify for a score of 1 or 2 on this policy marker.

### Coding

**Code 0:** None.

Gender equality is not targeted by the programme outcome.

**Code 1:** Significant issue

Increased gender equality is mentioned in programme documentation as a likely result of the programme, or gender equality is specifically addressed through programme activities.

Examples: Activities which have as its principal objective to improve health service provision while at the same time ensuring that women and girls have equal access to the services, activities which have as its principal objective to promote research within a given field, while at the same time ensuring that male and female researchers are equally represented.

**Code 2:** Fundamental issue

Increased gender equality is a main justification for the programme outcome given in the programme proposal documents.

Examples: Activities to raise public awareness on gender equality issues, activities to tackle gender-based violence.

## **4.2 Policy marker: Civil Society**

### Definition

The civil society comprises any non-profit entity in which people organise themselves on a local, national or international level to pursue shared objectives and ideals, without significant government-controlled participation or representation (OECD DAC).

The civil society policy marker should be assigned (code 1 or 2) to programme outcomes which specifically address issues related to civil society, intend to strengthen civil society or is implemented fully or partly by civil society bodies. Code 0 should be assigned to programmes where civil society is not a relevant issue.

### Necessary Criteria

It is explicitly stated in the programme documentation that civil society will be strengthened through the programme outcome, or the programme is implemented fully by a civil society body such as a national or international non-governmental organisation (NGO).

### Coding

**Code 0:** None.

The civil society or NGOs are not targeted by the programme.

**Code 1:** Significant issue

Strengthened civil society is mentioned in programme documentation as a likely benefit of the programme outcome.

Example: NGO's are expected to operate some of the projects under the programme, public outreach and broad involvement of civil society stakeholders are important aspects of the implementation of the programme.

**Code 2:** Fundamental issue

Programme documentation states explicitly that strengthening civil society is a main reason for proposing the programme outcome.

Examples: The Programme Operator is an NGO or an International / inter-governmental organisation, NGO's is one of the programme's target groups.

### **4.3 Policy marker: Multicultural awareness**

#### Definition

Through the EEA Agreement, the Donor States and Beneficiary States jointly commit to reducing social and economic disparities and to strengthening bilateral relations. While pursuing these objectives, due account shall be taken of relevant human rights and governance-related standards of the Council of Europe, as well as of cross-cutting issues such as the social dimension of sustainable development. Multicultural awareness – the attention to, knowledge about and respect for diversity of cultures and traditions – is a core value supporting the joint efforts towards reducing disparities in Europe. The diversity of cultures and traditions shall be respected throughout the implementation of the EEA and Norway Grants together with other common European values such as equality, solidarity, human dignity, tolerance and anti-discrimination and the principles of democracy and the rule of law.

All Programmes, at all levels, shall respect these values. Where relevant, the Programmes shall also actively contribute to the development and promotion of these common European values.

Assign code 1 or 2 to programme outcomes that intend to support or actively promote multicultural awareness, Human rights, human dignity, equality, tolerance, anti-discrimination, democracy and the rule of law. Code 1 or 2 shall also be assigned to programme outcomes where the Council of Europe is involved at the programme or project level.

#### Necessary Criteria

It is explicitly stated in the programme documentation that one or all of the abovementioned European values will be supported or actively promoted through the programme.

#### Coding

**Code 0:** None.

The programme outcome has no specific and direct relevance to the promotion of European values, and the Council of Europe is not expected to be involved in the programme outcome or projects supported under the outcome. The Programme is nonetheless not considered to have negative effects on the promotion of European values.

**Code 1:** Significant issue

European values are respected and addressed under the programme outcome. Code 1 shall be assigned to all outcomes in programmes where the Council of Europe is a Donor Programme Partner. Code 1 shall also be assigned to outcomes where European values are seen as relevant and should be addressed.

Example: Activities where multicultural awareness or other European values are relevant and will be addressed; Council of Europe is involved at programme or project level.

**Code 2:** Fundamental issue

European values are actively promoted under the programme outcome. Code 2 shall be assigned to outcomes where the Council of Europe is a Donor Programme Partner and will be instrumental in shaping the outputs, measures, or projects under the

outcome. Code 2 shall also be assigned to outcomes where promotion of one or more of the European values is reflected in outputs or indicators for the outcome.

Examples: Activities and measures are supported where promotion of multicultural awareness or other European values is seen as particularly important; activities which have as their principal objective to actively promote European values and tolerance.

## **4.4 Policy Marker: Roma**

### Definition

Roma is defined as persons and groups of persons of the Roma people. The Roma policy marker should be assigned (code 1 or 2) to programme outcomes which specifically address issues related to Roma. Code 0 should be assigned to programmes where Roma is not a relevant issue.

### Necessary Criteria

It is explicitly stated in the programme documentation that issues related to Roma will be addressed through the programme.

### Coding

**Code 0:** None.

Roma is not targeted by the programme.

**Code 1:** Significant issue

Programme documentation upholds that issues related to Roma will likely be improved as a result of the programme.

Example: Roma people will benefit from programme outputs and outcomes, Roma issues are likely to be addressed in supported projects.

**Code 2:** Fundamental issue

Programme documentation states explicitly that an unfavourable situation concerning Roma is a reason for proposing the programme.

Examples: Calls for project proposals focussed on supporting projects addressing issues related to Roma, Roma will be of the main target groups for the supported projects.

## **4.5 Policy Marker: Sexual minorities – lesbian, gay, transsexual, bisexual (LGTB)**

### Definition

A sexual minority is a group whose sexual identity, orientation or practices differ from the majority of the surrounding society and that the difference is a cause of discrimination or social exclusion. The four categories lesbian, gay, bisexual and transsexual (LGBT) are in many societies considered sexual minorities.

The sexual minorities policy marker should be assigned (code 1 or 2) to programme outcomes which specifically addresses issues related to sexual minorities or that intend to improve the situation for discriminated or socially excluded sexual minorities. Code 0 should be assigned to programmes where sexual minorities is not a relevant issue.

### Necessary Criteria

It is explicitly stated in the programme documentation that issues related to sexual minorities will be addressed through the programme outcome.

### Coding

Code 0: None.

Issues related to sexual minorities are not targeted by the programme outcome.

#### **Code 1:** Significant issue

Programme documentation upholds that an unfavourable situation related to sexual minorities will likely be improved as a result of the programme outcome.

Examples: Programme results will be of benefit for sexual minorities.

#### **Code 2:** Fundamental issue

An unfavourable situation concerning sexual minorities is given as a main justification for the programme outcome.

Examples: Calls for project proposals focussed on supporting projects addressing sexual minorities, sexual minorities are likely to a main target group for the supported projects.

## **4.6 Policy Marker: Environment**

### Definition

An environment-oriented outcome which is intended to produce an improvement in the physical and/or biological environment of the recipient country, area or target group concerned shall be coded as fundamental (2) or significant (1) on the policy marker for Environment.

An outcome shall also be coded – as either fundamental or significant – if it includes specific action to integrate environmental concerns with a range of development objectives through institution building and/or capacity development.

### Necessary Criteria

- It is explicitly stated in the programme documentation that a main reason for the outcome is to contribute to protect and/or improve the physical and/or biological environment; or
- The outcome is directed at developing or strengthening environmental policies, legislation and administration or other organisations responsible for environmental protection.

### Coding

**Code 0:** None.

Code 0 shall be assigned to outcomes with a neutral impact on environment. No outcomes shall be accepted which will have a negative impact on the environment.

**Code 1:** Significant issue

Code 1 shall be assigned to outcomes where environmental considerations is an important reason for aiming to contribute to the outcome, but not necessarily the main or most important reason.

Code 1 shall also be assigned to outcomes which are likely to contribute to positive environmental development (including policies etc. – see second bullet point of Necessary criteria above).

Outcomes for programmes under the programme area 21 (Green industry innovation) shall normally be assigned score 1. Exceptions should be made only for outcomes which are not at all linked to environmental considerations.

Examples: Outcomes where projects / activities will have a less harmful or more positive effect on the environment than what is required as a relevant minimum standard, but where the effect on the environment is not the main justification for the outcome. Consider score 1 for example for building renovation where particular emphasis is placed on environmentally friendly building materials, processes and waste disposal.

**Code 2:** Fundamental issue

Code 2 shall be assigned to outcomes where environmental considerations are the main reason for aiming to contribute to the outcome.

All outcomes for all programmes within the programme areas 1-4, 5, 6 and 20 shall normally be assigned score 2. Exceptions shall be made only for outcomes which are not at all linked to environmental considerations.

Examples: Please see explanation above.

## **4.7 Policy Marker: Climate change adaptation**

### Definition

An outcome should be classified as adaptation related if it intends to reduce the vulnerability of human or natural systems to the impacts of climate change and climate-related risks, by maintaining or increasing adaptive capacity and resilience. This encompasses a range of activities from information and knowledge generation, to capacity development, planning and the implementation of climate change adaptation actions.

### Necessary Criteria

- It is explicitly stated in the programme documentation that a main reason for the outcome is to adapt to climate change; or
- The outcome is directed at improved facilitation of climate change adaptation. This can be done through developed or amended environmental strategies, policies or legislation or through capacity building for public administration or other organisations with a role regarding adaptation to climate change.

### Coding

**Code 0:** None.

Climate change adaptation issues are not relevant to the programme outcome.

**Code 1:** Significant issue

Climate change adaptation is mentioned as a benefit of the programme outcome in the programme proposal.

Examples: Outcomes where climate change adaptation will be factored in in the design of projects and activities. Consider score 1 for example for building renovation where climate change adaptation measures will be implemented as part of the renovation work.

**Code 2:** Fundamental issue

Climate change adaptation is given as a main justification for the programme outcome in the programme proposal.

Examples: Flood protection, climate change monitoring and alert systems, establishment of climate change contingency structures.

## **4.8 Policy Marker: Climate change mitigation**

### Definition

An activity should be classified as climate-change mitigation related if it contributes to stabilisation of greenhouse gas (GHG) concentrations in the atmosphere at a level that would prevent dangerous anthropogenic interference with the climate system by promoting efforts to reduce or limit GHG emissions or to enhance GHG sequestration.

### Necessary Criteria

- It is explicitly stated in the programme documentation that a main reason for the outcome is to mitigate effects of climate change; or
- The outcome is directed at improved facilitation of climate change mitigation. This can be done through developed or amended environmental strategies, policies or legislation or through capacity building for public administration or other organisations with a role regarding adaption to climate change.

### Coding

**Code 0:** None.

Climate change mitigation issues are not relevant to the programme outcome.

**Code 1:** Significant issue

Climate change mitigation is mentioned as a benefit of the programme outcome in the programme proposal.

Examples: Outcomes where climate change mitigation will be factored in in the design of projects and activities. Consider score 1 for example for building renovation where climate change mitigation measures – for example installation of renewable energy based systems, will be implemented as part of the renovation work.

**Code 2:** Fundamental issue

Climate change mitigation is given as a main justification for the programme outcome in the programme proposal.

All outcomes for all programmes within the programme areas 5, 6, 7 and 9 shall normally be assigned score 2. Exceptions shall be made only for outcomes which are not at all linked to climate change mitigation.

Examples: Energy efficiency measures, production and use of renewable energy, selection of options with reduced emission of greenhouse gases compared with relevant alternatives.

## **4.9 Policy Marker: Innovation and Entrepreneurship**

### Definition

Innovation and entrepreneurship comprises policy, facilitation and implementation of innovation and entrepreneurship aimed at creating sustainable solutions to major challenges in the society. The Policy marker for innovation and entrepreneurship is limited to innovation in private companies and individuals establishing new companies. This includes for example development of new business ideas, use of new technology in existing companies, development of patent applications and awareness raising.

The innovation and entrepreneurship policy marker should be assigned (code 1 or 2) to programme outcomes which explicitly address issues related to innovation or entrepreneurship, or intend to entail innovation and/or entrepreneurship activities. Code 0 should be assigned to programme outcomes where innovation and/or entrepreneurship are not relevant issues.

### Necessary Criteria

It is explicitly stated in the programme documentation that innovation and entrepreneurship will be addressed through the programme outcome.

### Coding

**Code 0:** None.

Innovation and/or entrepreneurship is not targeted by the programme outcome.

**Code 1:** Significant issue

Increased innovation and/or entrepreneurship is mentioned as a likely benefit of the programme.

Examples: Entrepreneurs or innovative small- and medium sized enterprises are likely target groups for the supported projects.

**Code 2:** Fundamental issue

Increased innovation and/or entrepreneurship is given as the main reason for the programme outcome in the programme proposal.

Examples: Considerable involvement of an actor supporting increased innovation and/or entrepreneurship in programme implementation, calls for project proposals focussed on increased innovation and/or entrepreneurship.

## **4.10 Policy Marker: Human trafficking**

### Definition

Trafficking in human beings shall mean the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs<sup>7</sup>.

The trafficking policy marker should be assigned (code 1 or 2) to programmes which explicitly address issues related to trafficking or that aims to benefit victims of trafficking. Code 0 should be assigned to programmes where trafficking is not a relevant issue.

### Necessary Criteria

It is explicitly stated in the programme documentation that trafficking will be addressed in the programme outcome.

### Coding

**Code 0:** None.

Trafficking in human beings is not targeted by the programme.

**Code 2:** Fundamental issue

Trafficking in human beings is given as a main justification for the programme outcome in the programme proposal.

Examples: Initiatives to reduce or prevent trafficking and to improve the situation for victims of trafficking, victims of trafficking and institutions working with issues related to trafficking are likely target groups for the supported projects.

**Code 1:** Significant issue

A positive effect on trafficking issues is mentioned in the programme proposal as a likely benefit of the programme outcome.

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<sup>7</sup> Council of Europe Convention on Action against Trafficking in Human Beings.

## **4.11 Policy Marker: Research**

### Definition

*Research and experimental development (R&D) comprise creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications<sup>8</sup>.*

The research policy marker should be assigned (code 1 or 2) to all research programmes and to programme outcomes which explicitly state that research will be part of the programme outcome – for example where there is a research project established in relation with the programme. Code 0 should be assigned to programme outcome where research is not a relevant issue.

### Necessary Criteria

See above.

### Coding

**Code 0:** None.

Research is not part of the programme outcome.

**Code 1:** Significant issue

Code 1 shall be assigned to all programme outcomes where research is an element (but not the main element, as for code 2).

Examples: The programme will result in scientific publications.

**Code 2:** Fundamental issue

Code 2 shall be assigned to all programme outcomes to research and other programme researchs where research is close 100% of the outputs contributing to the outcome.

Examples: Scientific publications (research published in point-giving, peer-reviewed journals) is a main programme output, scientific publications will be one of the most important ways of communicating programme results.

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<sup>8</sup> OECD, *The Frascati Manual*.

## 5 Macro indicators

Macro indicators are used to measure major social, economic and other important developments in a country. A set of widely accepted macro indicators relevant to the EEA and Norway Grants have been selected for tracking the beneficiary states' development progress towards reduced social and economic disparities and improved state of governance<sup>9</sup>. Please see the list of macro indicators in Annex 8.

Country macroeconomic data shall be analysed by the National Focal Points in the annual Strategic reports. The analysis will provide a context for understanding the potential impact of the grants and allow for assessments of the relevance of the supported programmes. Although most of the macro indicators selected for the EEA and Norway Grants will be relevant to all the countries, the National Focal Point may leave out specific indicators which are clearly not interesting for their country or add more relevant indicators. As a context for the grants, the analysis fits naturally in the early chapters of the Strategic reports – notably chapter 2.1 and 2.2 of the template for the [Strategic report](#).

The FMO will make use of the same macro indicators in its own reports. Monitoring of national development trends gives an opportunity to provide analysis of such trends, and understand the synergy between the EEA and Norway Grants and other funding mechanisms such as the EU funds as well as an understanding of the relationship between the two overall objectives and the sectors and the programmes supported by the Grants.

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<sup>9</sup> A corresponding set of macro indicators measuring the strength of bilateral relations is currently being developed in order to track progress in the strength of bilateral relations between the Donor States and the Beneficiary States.

## ANNEX 1 – SECTOR CODES

This overview of sector codes has two parts: PART 1 is the full list of sector codes, whilst PART 2 presents a list of relevant sector codes for each Programme Area, selected from the full list.

### PART 1

OECD CODE	FMs CODE	DESCRIPTION	Clarifications / Additional notes on coverage	Most relevant Programme Areas (PA)
		<b>110 EDUCATION</b>		
		<b>111 Education, level unspecified</b>	<i>The codes in this category are to be used only when level of education is unspecified or unknown (e.g. training of teachers should be coded under 1122000).</i>	
11110	1111000	Education policy and administrative management	Education sector policy, planning and programmes; aid to education ministries, administration and management systems; institution capacity building and advice; school management and governance; curriculum and materials development; unspecified education activities.	PA19 PA24
11120	1112000	Education and training facilities	Educational buildings, equipment, materials; subsidiary services to education (boarding facilities, staff housing); language training; colloquia, seminars, lectures, etc.	PA19 PA24
11130	1113000	Teacher training	Teacher education (where the level of education is unspecified); in-service and pre-service training; materials development.	PA19 PA24
11181	1118100	Education sector personnel training	Training, education and awareness raising of staff (excluding teachers training 111300)	PA19 PA24
		<b>112 Basic education</b>		
11220	1122000	Primary education	Formal and non-formal primary education for children; all elementary and first cycle systematic instruction; provision of learning materials.	PA10
11230	1123000	Basic life skills for youth and adults	Formal and non-formal education for basic life skills for young people and adults (adult education); literacy and numeracy training.	PA10 PA11
11240	1124000	Early childhood education	Formal and non-formal pre-school education.	PA10 PA11
		<b>113 Secondary education</b>		
11320	1132000	Secondary education	Second cycle systematic instruction at both junior and senior levels.	PA19 PA24
11330	1133000	Vocational training	Elementary vocational training and secondary level technical education; on-the job training; apprenticeships; including informal vocational training.	PA10 PA11 PA19 PA24
		<b>114 Post-secondary education</b>		
11420	1142000	Higher education	Degree and diploma programmes at universities, colleges and polytechnics.	PA18 PA19 PA23 PA24
11430	1143000	Advanced technical and managerial training	Professional-level vocational training programmes and in-service training.	

**Note:** Sector specific education should to be included in the respective sectors, for example education of cancer health staff should be coded as “cancer prevention”

OECD CODE	FMs CODE	DESCRIPTION	Clarifications / Additional notes on coverage	Most relevant Programme Areas (PA)
		<b>120 HEALTH</b>		
		<b>121 Health, general</b>		
<b>12110</b>	<b>1211000</b>	Health policy and administrative management	Health sector policy, planning and programmes; aid to health ministries, public health administration; institution capacity building and advice; unspecified health activities.	PA10 PA13 PA27
	<b>1211001</b>	Food safety	Includes access to information of food safety and health, control of labeling, traceability, surveillance	PA13 PA27
<b>12181</b>	<b>1218100</b>	Medical education/training	Medical education and training for tertiary level services.	PA13 PA18 PA23 PA27
	<b>1218201</b>	Health data systems	All health data systems	PA13 PA25 PA27
<b>12191</b>	<b>1219100</b>	Medical services	Laboratories, specialised clinics and hospitals (including equipment and supplies); ambulances; dental services;; medical rehabilitation; control of non-infectious diseases; drug and substance abuse control, incl. addictions. (Excluding mental health care 1219101, 1219102 cancer, 1225001 rare diseases, 1226300 tuberculosis)	PA10 PA13 PA27
	<b>1219101</b>	Mental health services	Prevention, treatment and control of mental illnesses	PA13 PA27
	<b>1219102</b>	Cancer services	Prevention, treatment and control of cancer	PA13 PA27
	<b>1229103</b>	Rare diseases	Prevention, treatment, control	PA13 PA27
<b>12263</b>	<b>1226300</b>	Tuberculosis control	Immunisation, prevention, treatment and control of tuberculosis.	PA13 PA27
		<b>122 Basic health</b>		
<b>12220</b>	<b>1222000</b>	Basic health care	Basic and primary health care programmes; paramedical and nursing care programmes; supply of drugs, medicines and vaccines related to basic health care.	PA10 PA13 PA27
<b>12230</b>	<b>1223000</b>	Basic health infrastructure	District-level hospitals, clinics and dispensaries and related medical equipment; excluding specialised hospitals and clinics (1219100).	PA13 PA27
<b>12261</b>	<b>1226100</b>	Health promotion	Information, education and training of the population for improving health knowledge and practices; public health and awareness campaigns; Includes promotion of healthy life style, nutrition and physical activity. Playgrounds	PA10 PA11 PA13 PA27

OECD CODE	FMs CODE	DESCRIPTION	Clarifications / Additional notes on coverage	Most relevant Programme Areas (PA)
		<b>130 REPRODUCTIVE HEALTH</b>		
<b>13020</b>	<b>1302000</b>	Reproductive health care	Promotion of reproductive health; prenatal and postnatal care including delivery; prevention and treatment of infertility; prevention and management of consequences of abortion; safe motherhood activities.	PA10 PA13 PA27
<b>13040</b>	<b>1304000</b>	STD control including HIV/AIDS	All activities related to sexually transmitted diseases and HIV/AIDS control e.g. information, education and communication; testing; prevention; treatment, care.	PA10 PA13 PA27

OECD CODE	FMs CODE	DESCRIPTION	Clarifications / Additional notes on coverage	Most relevant Programme Areas (PA)
		<b>140 HAZARDOUS SUBSTANCES</b>		
<b>14010</b>	<b>1401001</b>	Hazardous waste policy and administrative management	Hazardous waste policy and governance, including legislation, regulation, planning and management	PA4
<b>14050</b>	<b>1405000</b>	Waste management / disposal	Municipal and industrial solid waste management, including hazardous and toxic waste; collection, disposal and treatment; landfill areas; composting and reuse.	PA4 PA21

OECD CODE	FMs CODE	DESCRIPTION	Clarifications / Additional notes on coverage	Most relevant for Programme Area (PA)
		<b>150 GOVERNMENT AND CIVIL SOCIETY, incl. HUMAN RIGHTS</b>		
		<b>151 Government and civil society, general</b>		
<b>15110</b>	<b>1511000</b>	Public sector policy and administrative management	Institution-building to strengthen core public sector management systems and capacities. This includes macro-economic and other policy management, co-ordination, planning and reform; human resource management; organisational development; civil service reform; e-government; monitoring and evaluation. (Use specific sector codes for development of systems and capacities in sector agencies.)	PA12 PA14 PA25 PA28
	<b>1511001</b>	Democratic governance		PA10
<b>15111</b>	<b>1511110</b>	Public finance management	Fiscal policy and planning; public finance institutions; strengthening financial and managerial accountability; public expenditure management; improving financial management systems; tax policy and administration; budget drafting; inter-governmental fiscal relations, public audit, public debt.	PA 25
<b>15112</b>	<b>1511200</b>	Decentralisation and support to subnational government	Decentralisation processes (including political, administrative and fiscal dimensions); intergovernmental relations and federalism; strengthening departments of regional and local government, regional and local authorities and their national associations. (Use specific sector codes for decentralisation of sector management and services.)	PA 25
<b>15113</b>	<b>1511300</b>	Anti-corruption organisations and institutions	Specialised organisations, institutions and frameworks for the prevention of and combat against corruption, bribery, money-laundering and other aspects of organised crime, with or without law enforcement powers, e.g. anti-corruption commissions and monitoring bodies, special investigation services, institutions and initiatives of integrity and ethics oversight, specialised NGOs, other civil society and citizens' organisations directly concerned with corruption.	PA10
<b>15130</b>	<b>1513000</b>	Legal and judicial development	Capacity building and support to institutions, laws, systems and procedures of the justice sector, including police, courts and prisons	PA10 PA11 PA29 PA30 PA31 PA32
	<b>1513001</b>	Transparency		PA10
	<b>1513003</b>	Probation services		PA32
	<b>1513004</b>	Alternative dispute resolution	Includes arbitration, mediation, restorative justice, alternative reprimand	PA10 PA11 PA31 PA32
	<b>1513005</b>	Legal aid, counsel, treatment and shelters	Including to victims, offenders, prisoners and witnesses	PA1 PA10 PA11 PA29 PA31 PA32
	<b>1513006</b>	Border management	Incl. Schengen and cross-border cooperation	PA30
	<b>1513007</b>	Countering organized crime		PA30
	<b>1513008</b>	Countering trafficking		PA10 PA29 PA30
	<b>1513009</b>	Crime prevention		PA30
<b>15150</b>	<b>1515000</b>	Democratic participation and active citizenship	Support to the exercise of democracy and diverse forms of participation of citizens (beyond elections 1515100); direct democracy instruments such as referenda and citizens' initiatives; support to	PA10 PA12

OECD CODE	FMs CODE	DESCRIPTION	Clarifications / Additional notes on coverage	Most relevant for Programme Area (PA)
			organisations to represent and advocate for their members, to monitor, engage and hold governments to account, and to help citizens learn to act in the public sphere; curricula and teaching for civic education at various levels. (This purpose code is restricted to activities targeting governance issues. When assistance to civil society is for non-governance purposes use other appropriate purpose codes). This code to be used when 1515001-03, the three below codes, are not applicable.	
15151	1515100	Elections	Electoral processes, election observation, voters' education.	PA10
15153	1515300	Media and free flow of information	Free and uncensored flow of information on public issues; activities that increase the editorial and technical skills and the integrity of the print and broadcast media, e.g. training of journalists. (Use codes 22010-22040 for provision of equipment and capital assistance to media.) Transparency. Free speech.	PA10
15160	1516000	<b>Human rights</b>	Support to specialised human rights institutions and mechanisms at universal, regional, national and local levels in their statutory roles to promote and protect civil and political, economic, social and cultural rights as defined in international conventions and covenants; translation of international human rights commitments into national legislation; reporting and follow-up; human rights dialogue.  Human rights defenders and human rights NGOs; human rights advocacy, activism, mobilisation; awareness raising and public human rights education.  Human rights projects targeting specific groups. Please note that the target groups are recorded in a separate part of the project template,	PA10 PA11 PA12 PA13 PA14 PA15 PA29 PA31
	1516001	Domestic violence		PA10 PA29
	1516002	Gender based violence		PA10 PA29
	1516003	Exploitation and abuse		PA10 PA29
	1516010	Jewish cultural history		PA10
	1516020	Multicultural awareness	Combat racism, discrimination, xenophobia. Promote tolerance and multicultural societies.	All programmes
15170	1517000	Gender equality organisations and institutions	Support for institutions and organisations (governmental and non-governmental) working for gender equality and women's empowerment.	PA10 PA14 PA28

OECD CODE	FMs CODE	DESCRIPTION	Clarifications / Additional notes on coverage	Most Relevant Programme Areas (PA)
		<b>160 SOCIAL INFRASTRUCTURE AND SERVICES. CULTURE</b>		
<b>16010</b>	<b>1601000</b>	Social/ welfare policy and administrative management	Social legislation and administration; institution capacity building and advice; social security and other social schemes; special programmes for the elderly, orphans, the disabled, children; social dimensions of austerity policy, unspecified social infrastructure and services, including consumer protection.	PA10 PA 11 PA12 PA29
	<b>1601001</b>	Gender policy, management and administration		All programmes
<b>16020</b>	<b>1602000</b>	Employment policy and administrative management	Employment policy and planning; labour law; labour unions; institution capacity building and advice; support programmes for unemployed; employment creation and income generation programmes; occupational safety and health; decent work and tripartite dialogue	PA14 PA22 PA28
	<b>1602001</b>	Equity in employment	Gender, nationality, minorities etc. Equity in employment , pay, positions.	PA10 PA14 PA22 PA28
<b>16050</b>	<b>1605000</b>	Poverty and exclusion	Multisector and multidimensional approach: Includes basic education, basic health, basic nutrition, social and welfare services, housing, employment, campaigns	PA10 PA11 PA12 PA29
<b>16061</b>		Culture		
	<b>1606101</b>	Management and administration of culture and art	Includes heritage, culture, arts and tourism policy.	PA16 PA17
	<b>1606102</b>	Cultural heritage sites: Castles and fortifications		PA16 PA17
	<b>1606103</b>	Cultural heritage sites: Religious buildings		PA16
	<b>1606104</b>	Cultural heritage sites: Museums and libraries		PA16
	<b>1606105</b>	Cultural heritage sites: Other	Buildings, equipment for buildings, including archeological sites, excluding collections. Excluding castles, religious buildings, museums and libraries.	PA16 PA17
	<b>1606106</b>	Natural heritage sites		PA16 PA17
	<b>1606107</b>	Movable cultural heritage	Collections for museums, libraries, and other cultural institutions	PA16
	<b>1606108</b>	Digitisation		PA16 PA17
	<b>1606109</b>	Craftsmanship and restoration techniques		PA16
	<b>1606010</b>	Crafts		PA16
	<b>1606111</b>	Theatre, opera		PA10 PA17
	<b>1606112</b>	Visual arts		PA10 PA17
	<b>1606113</b>	Music		PA10 PA17
	<b>1606114</b>	Dance		PA10 PA17
	<b>1606115</b>	Film		PA10 PA17

OECD CODE	FMs CODE	DESCRIPTION	Clarifications / Additional notes on coverage	Most Relevant Programme Areas (PA)
		<b>Other</b>		
16062	1606200	Statistical capacity building	Both in national statistical offices and any other government ministries.	PA 25
16064	1606400	Social mitigation of HIV/AIDS	Address the consequences of HIV/AIDS, e.g. social, legal and economic assistance to people living with HIV/AIDS including food security and employment; support to vulnerable groups and children orphaned by HIV/AIDS; human rights of HIV/AIDS affected people.	PA10, PA13 PA27

OECD CODE	FMs Code	DESCRIPTION	Clarifications / Additional notes on coverage	Most relevant Programme Areas (PA)
		<b>230 ENERGY GENERATION, SUPPLY and SAVING</b>		
23010	2301000	Energy policy and administrative management	Energy sector policy, planning and programmes; energy ministries; institution capacity building and advice; includes policy of energy conservation and efficiency.	PA5 PA6 PA8 PA9 PA21
	2303001	Energy saving	Energy efficiency in buildings, industry, transport, use of excess heat	PA5 PA9 PA21
23040	2304000	Electrical transmission/distribution	Distribution from power source to end user; transmission lines.	PA5 PA9 PA21
23064	2306400	Nuclear power plants	Including nuclear safety	PA9 PA25
23066	2306600	Geothermal energy		PA6 PA9 PA21
23067	2306700	Solar energy	Including photo-voltaic cells, solar thermal applications and solar heating.	PA6 PA9 PA21
23068	2306800	Wind power	Wind energy for water lifting and electric power generation.	PA6 PA9 PA21
23069	2306900	Ocean power	Including ocean thermal energy conversion, tidal and wave power.	PA6 PA9 PA21
23070	2307000	Biomass	Densification technologies and use of biomass for direct power generation including biogas, gas obtained from sugar cane and other plant residues, anaerobic digesters.	PA6 PA9 PA21
	2307001	Heat pumps		PA6PA9 PA21

OECD CODE	FMs CODE	DESCRIPTION	Clarifications / Additional notes on coverage	Most relevant Programme Areas (PA)
		<b>321 (GREEN) INDUSTRY</b>		
<b>32110</b>	<b>3211000</b>	Industrial policy and administrative management	Greening industrial sector policy, planning and programmes; institution capacity building and advice; including greening industry.	PA21
<b>32130</b>	<b>3213000</b>	Small and medium-sized enterprises (SME) development	Direct support to the development of small and medium-sized enterprises in the industrial sector, including accounting, auditing and advisory services.	PA21
<b>25010</b>	<b>2501000</b>	Business support services	Support to trade and business, legal and regulatory reform, private sector institution capacity building and advice; incubators.	PA21
<b>32182</b>	<b>3218201</b>	Green technological development	Including industrial standards; quality management; metrology; testing; accreditation; certification.	PA 9 PA21

OECD CODE	FMs CODE	DESCRIPTION	Clarifications / Additional notes on coverage	Most relevant Programme Areas (PA)
		<b>400 ENVIRONMENT, MULTISECTOR/ CROSS-CUTTING</b>		
		<b>410 Environment</b>	Non-sector specific.	
<b>41010</b>	<b>4101000</b>	Environmental policy and administrative management	Environmental policy, laws, regulations and economic instruments; administrative institutions and practices; environmental and land use planning and decision-making procedures, monitoring, inspections; seminars, meetings; miscellaneous conservation and protection measures not specified below. Excludes 410101 Marine and inland water management.	PA1 PA2 PA3 PA4 PA7 PA8 PA10 PA21
	<b>4101001</b>	Marine and inland water management	Includes marine protected areas. Excludes 4105000 flood prevention/control.	PA1
	<b>4101002</b>	Spatial planning		PA1
<b>41020</b>	<b>4102001</b>	Air pollution control	Biosphere protection.	PA 3 PA4 PA08 PA21
	<b>4102002</b>	Ozone layer preservation	Biosphere protection.	PA20
	<b>4102003</b>	Marine pollution control	Biosphere protection.	PA1
	<b>4102004</b>	Greenhouse gas reduction	Biosphere protection	PA20 PA21
<b>41030</b>	<b>4103000</b>	Bio-diversity	Including natural reserves and actions in the surrounding areas; other measures to protect endangered or vulnerable species and their habitats (e.g. wetlands preservation). Includes NATURA 2000	PA1 PA2 PA7 PA10
	<b>4103001</b>	Red list species		PA10 PA2 PA3
<b>41050</b>	<b>4105000</b>	Flood prevention/control	Floods from rivers, lakes or the sea; including sea water intrusion control and sea level rise related activities.	PA7
		<b>430 Other multi-sector</b>		
<b>43082</b>	<b>4308200</b>	Research/scientific institutions general	When sector cannot be identified.	PA18 PA23

Note: Sector specific environmental protection activities should be included in the respective sectors.  
Multi-sector/cross-cutting includes only environment and other activities not allocable by sector (when activities are not under a specific sector).

OECD CODE	FMs Code	DESCRIPTION	Clarifications / Additional notes on coverage	
		<b>910 ADMINISTRATIVE COSTS OF DONORS</b>		
<b>91010</b>	<b>9101001</b>	Donors administrative costs	The running of FMO ( including information, evaluations, monitoring and reviews)	
	<b>9190110</b>	Donor programme partners Iceland		
	<b>9101011</b>	Donor programme partners Liechtenstein		
	<b>9101012</b>	Donor programme partners Norway		
	<b>9101013</b>	Donor programme partner Council of Europe		

(The 910 code will only be used by the FMO and the donors)

OECD CODE	FMs CODE	DESCRIPTION	Clarifications / Additional notes on coverage	Most relevant Programme Areas (PA)
		<b>930 MIGRATION AND ASYLUM</b>		
<b>93010</b>	<b>9301001</b>	Migration policy and administrative management system		PA10 PA15
	<b>9301002</b>	Reception centres	Includes services to asylum seekers	PA15
	<b>9301003</b>	Voluntary return	Especially asylum seekers	PA15

## PART 2 of sector codes

Below please find a list of relevant sector codes for each Programme Area, selected from the full list, PART 1 of ANNEX I. Most of the projects within a Programme Area may be marked with one of the below mentioned codes, but other codes might be applicable. A search in the full sector code list (see PART 1 above, the full list of sector codes) will then be necessary.

### **PA 1: Integrated Marine and Inland Water management**

	410 Environment		
4101000	Environmental policy and administrative management	Environmental policy, laws, regulations and economic instruments; administrative institutions and practices; environmental and land use planning and decision-making procedures, monitoring, inspections; seminars, meetings; miscellaneous conservation and protection measures not specified below. Excludes 410101 Marine and inland water management.	
4101001	Marine and inland water management	Includes marine protected areas. Excludes 4105000 flood prevention/control.	
4101002	Spatial planning		
4102003	Marine pollution control	Biosphere protection.	
4103000	Bio-diversity	Including natural reserves and actions in the surrounding areas; other measures to protect endangered or vulnerable species and their habitats (e.g. wetlands preservation). Includes NATURA 2000	

### **PA 2: Biodiversity and Ecosystem Services**

	410 Environment		
4101000	Environmental policy and administrative management	Environmental policy, laws, regulations and economic instruments; administrative institutions and practices; environmental and land use planning and decision-making procedures, monitoring, inspections; seminars, meetings; miscellaneous conservation and protection measures not specified below.	
4103000	Bio-diversity	Including natural reserves and actions in the surrounding areas; other measures to protect endangered or vulnerable species and their habitats (e.g. wetlands preservation). Includes NATURA 2000	
4103001	Red list species		

### **PA 3: Environmental Monitoring and Integrated Planning and Control**

	410 Environment		
4101000	Environmental policy and administrative management	Environmental policy, laws, regulations and economic instruments; administrative institutions and practices; environmental and land use planning and decision-making procedures, monitoring, inspections; seminars, meetings; miscellaneous conservation and protection measures not specified below. Excludes 410101 Marine and inland water management.	

4103001	Spatial planning		
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#### PA 4: Reduction of Hazardous Substances

	140 Hazardous substances		
1401001	Hazardous waste policy and administrative management	Hazardous waste policy and governance, including legislation, regulation, planning and management	
1405000	Waste management / disposal	Municipal and industrial solid waste management, including hazardous and toxic waste; collection, disposal and treatment; landfill areas; composting and reuse.	
	410 Environment		
4101000	Environmental policy and administrative management	Environmental policy, laws, regulations and economic instruments; administrative institutions and practices; environmental and land use planning and decision-making procedures, monitoring, inspections; seminars, meetings; miscellaneous conservation and protection measures not specified below. Excludes 410101 Marine and inland water management.	
4102001	Air pollution control	Biosphere protection.	

#### PA 5: Energy Efficiency

	230 Energy generation, supply and saving		
2301000	Energy policy and administrative management	Energy sector policy, planning and programmes; energy ministries; institution capacity building and advice; includes policy of energy conservation and efficiency.	
2303001	Energy saving	Energy efficiency in buildings, industry, transport, use of excess heat	
2304000	Electrical transmission/ distribution	Distribution from power source to end user; transmission lines.	

#### PA 6 : Renewable Energy

	230 Energy generation, supply and saving		
2301000	Energy policy and administrative management	Energy sector policy, planning and programmes; energy ministries; institution capacity building and advice. Includes policy of energy conservation and efficiency.	
2306600	Geothermal energy		
2306700	Solar energy	Including photo-voltaic cells, solar thermal applications and solar heating.	
2306800	Wind power	Wind energy for water lifting and electric power generation.	
2306900	Ocean power	Including ocean thermal energy conversion, tidal and wave power.	
2307000	Biomass	Densification technologies and use of biomass for direct power generation including biogas, gas obtained from sugar cane and other plant residues, anaerobic digesters.	
2307001	Heat pumps		

#### PA 7: Adaptation to Climate Change

	410 Environment		
4101000	Environmental policy and administrative management	Environmental policy, laws, regulations and economic instruments; administrative institutions and practices;	

		environmental and land use planning and decision-making procedures, monitoring, inspections; seminars, meetings; miscellaneous conservation and protection measures not specified below. Excludes 410101 Marine and inland water management.	
4103000	Bio-diversity	Including natural reserves and actions in the surrounding areas; other measures to protect endangered or vulnerable species and their habitats (e.g. wetlands preservation). Includes NATURA 2000	
4105000	Flood prevention/control	Floods from rivers, lakes or the sea; including sea water intrusion control and sea level rise related activities.	

## PA 8: Maritime Sector

	410 Environment		
4101000	Environmental policy and administrative management	Environmental policy, laws, regulations and economic instruments; administrative institutions and practices; environmental and land use planning and decision-making procedures, monitoring, inspections; seminars, meetings; miscellaneous conservation and protection measures not specified below. Excludes 410101 Marine and inland water management.	
4102001	Air pollution control	Biosphere protection.	
4102003	Marine pollution control	Biosphere protection	

## PA 9: Environmental and Climate Change-related Research and Technology

	<b>230 ENERGY GENERATION, SUPPLY and SAVING</b>		
2301000	Energy policy and administrative management	Energy sector policy, planning and programmes; energy ministries; institution capacity building and advice; includes policy of energy conservation and efficiency.	
2303001	Energy saving	Energy efficiency in buildings, industry, transport, use of excess heat	
2304000	Electrical transmission/distribution	Distribution from power source to end user; transmission lines.	
2306600	Geothermal energy		
2306700	Solar energy	Including photo-voltaic cells, solar thermal applications and solar heating.	
2306800	Wind power	Wind energy for water lifting and electric power generation.	
2306900	Ocean power	Including ocean thermal energy conversion, tidal and wave power.	
2307000	Biomass	Densification technologies and use of biomass for direct power generation including biogas, gas obtained from sugar cane and other plant residues, anaerobic digesters.	
2307001	Heat pumps		
	<b>321 (Green) industry</b>		
3218201	Green technological development	Including industrial standards; quality management; metrology; testing; accreditation; certification.	

## PA 10: Funds for Non-Governmental Organisations

	<b>112 Basic education</b>	
<b>1122000</b>	Primary education	Formal and non-formal primary education for children; all elementary and first cycle systematic instruction; provision of learning materials.
<b>1123000</b>	Basic life skills for youth and adults	Formal and non-formal education for basic life skills for young people and adults (adult education); literacy and numeracy training.
<b>1124000</b>	Early childhood education	Formal and non-formal pre-school education.
	<b>113 Secondary education</b>	
<b>1133000</b>	Vocational training	Elementary vocational training and secondary level technical education; on-the job training; apprenticeships; including informal vocational training.
	<b>120 HEALTH</b>	
	<b>121 Health, general</b>	
<b>1211000</b>	Health policy and administrative management	Health sector policy, planning and programmes; aid to health ministries, public health administration; institution capacity building and advice; unspecified health activities.
<b>1226100</b>	Health promotion	Information, education and training of the population for improving health knowledge and practices; public health and awareness campaigns; Includes promotion of healthy life style, nutrition and physical activity. Playgrounds
<b>1302000</b>	Reproductive health care	Promotion of reproductive health; prenatal and postnatal care including delivery; prevention and treatment of infertility, prevention and management of consequences of abortion; safe motherhood activities
<b>1304000</b>	STD control including HIV/AIDS	All activities related to sexually transmitted diseases and HIV/AIDS control e.g. information, education and communication; testing; prevention; treatment, care
	<b>150 Government and civil society, incl. Human Rights</b>	
<b>1511001</b>	Democratic governance	
<b>1511300</b>	Anti-corruption organisations and institutions	Specialised organisations, institutions and frameworks for the prevention of and combat against corruption, bribery, money-laundering and other aspects of organised crime, with or without law enforcement powers, e.g. anti-corruption commissions and monitoring bodies, special investigation services, institutions and initiatives of integrity and ethics oversight, specialised NGOs, other civil society and citizens' organisations directly concerned with corruption..
<b>1513000</b>	Legal and judicial development	Capacity building and support to institutions, laws, systems and procedures of the justice sector, including police, courts and prisons.
<b>1513001</b>	Transparency	
<b>1513003</b>	Probation services	
<b>1513004</b>	Alternative dispute resolution	Includes arbitration, mediation, restorative justice, alternative reprimand.
<b>1513005</b>	Legal aid, counsel, treatment and shelters	Including to victims, offenders, prisoners and witnesses Incl. Schengen and cross-border cooperation
<b>1513008</b>	Countering trafficking	
<b>1513010</b>	Prosecution of offenders	
<b>1515000</b>	Democratic participation and	Support to the exercise of democracy and diverse forms of

	active citizenship	participation of citizens (beyond elections 1515100); direct democracy instruments such as referenda and citizens' initiatives; support to organisations to represent and advocate for their members, to monitor, engage and hold governments to account, and to help citizens learn to act in the public sphere; curricula and teaching for civic education at various levels. (This purpose code is restricted to activities targeting governance issues. When assistance to civil society is for non-governance purposes use other appropriate purpose codes). This code to be used when 1515001-03, are not applicable.
<b>1515100</b>	Elections	Electoral processes, election observation, voters' education.
<b>1515300</b>	Media and free flow of information	Free and uncensored flow of information on public issues; activities that increase the editorial and technical skills and the integrity of the print and broadcast media, e.g. training of journalists. (Use codes 22010-22040 for provision of equipment and capital assistance to media.) Transparency. Free speech.
<b>1516000</b>	<b>Human rights</b>	Support to specialised human rights institutions and mechanisms at universal, regional, national and local levels in their statutory roles to promote and protect civil and political, economic, social and cultural rights as defined in international conventions and covenants; translation of international human rights commitments into national legislation; reporting and follow-up; human rights dialogue.  Human rights defenders and human rights NGOs; human rights advocacy, activism, mobilisation; awareness raising and public human rights education.  Human rights projects targeting specific groups. Please note that the target groups are recorded in a separate part of the project template,
<b>1516001</b>	Domestic violence	
<b>1516002</b>	Gender based violence	
<b>1516003</b>	Exploitation and abuse	
<b>1516010</b>	Jewish cultural history	
<b>1516020</b>	Multicultural awareness	Combat racism, discrimination, xenophobia. Promote tolerance and multicultural societies.
<b>1517000</b>	Gender equality organisations and institutions	Support for institutions and organisations (governmental and non-governmental) working for gender equality and women's empowerment.
	<b>160 SOCIAL INFRASTRUCTURE AND SERVICES. CULTURE</b>	
<b>1601000</b>	Social/ welfare policy and administrative management	Social legislation and administration; including institution capacity building and advice; social security and other social schemes; special programmes for the elderly, orphans, the disabled, children; social dimensions of structural adjustment; unspecified social infrastructure and services, including consumer protection.
<b>1601001</b>	Gender policy	
<b>1602001</b>	Equity in employment	Gender, nationality, minorities etc. Equity in employment pay, positions.
<b>1605000</b>	Poverty and exclusion	Multisector and multidimensional approach: Includes basic education, basic health, basic nutrition, social and welfare services, housing, employment, campaigns.
	Culture	
<b>1606010</b>	Crafts	

1606111	Theatre, opera		
1606112	Visual arts		
1606113	Music		
1606114	Dance		
1606115	Film		
	410 Environment	Non-sector specific.	
4101000	Environmental policy and administrative management	Environmental policy, laws, regulations and economic instruments; administrative institutions and practices; environmental and land use planning and decision-making procedures, monitoring, inspections; seminars, meetings; miscellaneous conservation and protection measures not specified below. Excludes 410101 Marine and inland water management.	
4103000	Bio-diversity	Including natural reserves and actions in the surrounding areas; other measures to protect endangered or vulnerable species and their habitats (e.g. wetlands preservation). Includes NATURA 2000	
4103001	Red list species		
	<b>930 MIGRATION AND ASYLUM</b>		
9301001	Migration policy and administrative management system		

## PA 11: Children and Youth at Risk

	<b>Education</b>		
1123000	Basic life skills for youth and adults	Formal and non-formal education for basic life skills for young people and adults (adult education); literacy and numeracy training.	
1133000	Vocational training	Elementary vocational training and secondary level technical education; on-the job training; apprenticeships; including informal vocational training.	
1124000	Early childhood education	Formal and non-formal pre-school education.	
	<b>Health</b>		
1226100	Health education and promotion	Information, education and training of the population for improving health knowledge and practices; public health and awareness campaigns; Includes promotion of healthy life style, nutrition and physical activity. Playgrounds.	
	<b>Legal and judicial, rights</b>		
1513000	Legal and judicial development	Capacity building and support to institutions, laws, systems and procedures of the justice sector, both formal and informal; support to ministries of justice, the interior and home affairs (others than the ones mentioned below in the legal and judicial sector),	
1513004	Alternative dispute resolution	Includes arbitration, mediation, restorative justice, alternative reprimand	
1513005	Legal aid, counsel and shelters	Including to victims, offenders and prisoners	
1516000	Human rights	Support to specialised human rights institutions and mechanisms at universal, regional, national and local levels in their statutory roles to promote and protect civil and political, economic, social and cultural rights as defined in international conventions and covenants; translation of international human	

		rights commitments into national legislation; reporting and follow-up; human rights dialogue.  Human rights defenders and human rights NGOs; human rights advocacy, activism, mobilisation; awareness raising and public human rights education.  Human rights projects targeting specific groups. Please note that the target groups are recorded in a separate part of the project template,	
		<b>Social services</b>	
<b>1601000</b>	Social/ welfare policy and administrative management	Social legislation and administration; including institution capacity building and advice; social security and other social schemes; special programmes for the elderly, orphans, the disabled, children; social dimensions of structural adjustment; unspecified social infrastructure and services, including consumer protection.	
<b>1601001</b>	Gender policy		
<b>1605000</b>	Poverty and exclusion	Multisector and multidimensional approach: Includes basic education, basic health, basic nutrition, social and welfare services, housing, employment, campaigns	

## PA 12: Local and Regional Initiatives to Reduce National Inequalities and to Promote Social Inclusion

		<b>150 Government, civil society, human rights</b>	
<b>1511000</b>	Public sector policy and administrative management	Institution-building to strengthen core public sector management systems and capacities. This includes macro-economic and other policy management, co-ordination, planning and reform; human resource management; organisational development; civil service reform; e-government; monitoring and evaluation. (Use specific sector codes for development of systems and capacities in sector agencies.)	
<b>1515000</b>	Democratic participation and active citizenship	Support to the exercise of democracy and diverse forms of participation of citizens (beyond elections 1515100); direct democracy instruments such as referenda and citizens' initiatives; support to organisations to represent and advocate for their members, to monitor, engage and hold governments to account, and to help citizens learn to act in the public sphere; curricula and teaching for civic education at various levels. (This purpose code is restricted to activities targeting governance issues. When assistance to civil society is for non-governance purposes use other appropriate purpose codes. This code to be used when 1515001-03, the three below codes, are not applicable.	
<b>1516000</b>	Human rights	Support to specialised human rights institutions and mechanisms at universal, regional, national and local levels in their statutory roles to promote and protect civil and political, economic, social and cultural rights as defined in international conventions and covenants; translation of international human rights commitments into	

		national legislation; reporting and follow-up; human rights dialogue.  Human rights defenders and human rights NGOs; human rights advocacy, activism, mobilisation; awareness raising and public human rights education.  Human rights projects targeting specific groups. Please note that the target groups are recorded in a separate part of the project template,
1516020	Multicultural awareness	Combat discrimination and hate-speech. Promote tolerance, multicultural societies. Includes anti-racism and xenophobia.
<b>Social infrastructure and services</b>		
1601000	Social/ welfare policy and administrative management	Social legislation and administration; including gender-policy and gender based violence policy, institution capacity building and advice; social security and other social schemes; special programmes for the elderly, orphans, the disabled, children; social dimensions of structural adjustment; unspecified social infrastructure and services, including consumer protection.
1601000	Gender policy	
1605000	Poverty and exclusion	Multisector and multidimensional approach: Includes basic education, basic health, basic nutrition, social and welfare services, housing, employment, campaigns

## PA 13 and PA 27: Public Health Initiatives

	<b>121 Health, general</b>	
1211000	Health policy and administrative management	Health sector policy, planning and programmes; aid to health ministries, public health administration; institution capacity building and advice; unspecified health activities.
1211001	Food safety	Includes access to information of food safety and health, control of labeling, traceability, surveillance
1218100	Medical education/training	Medical education and training for tertiary level services.
1218201	Health data systems	All health data systems
1219100	Medical services	Laboratories, specialised clinics and hospitals (including equipment and supplies); ambulances; dental services;; medical rehabilitation; control of non-infectious diseases; drug and substance abuse control, incl. addictions. (Excluding mental health care 1219101, 1219102 cancer, 1225001 rare diseases, 1226300 tuberculosis)
1219101	Mental health services	Prevention, treatment and control of mental illnesses
1219102	Cancer services	Prevention, treatment and control of cancer
1229103	Rare diseases	Prevention, treatment, control
1226300	Tuberculosis control	Immunisation, prevention, treatment and control of tuberculosis.
<b>122 Basic health</b>		
1222000	Basic health care	Basic and primary health care programmes; paramedical and nursing care programmes; supply of

			drugs, medicines and vaccines related to basic health care.
1223000	Basic health infrastructure		District-level hospitals, clinics and dispensaries and related medical equipment; excluding specialised hospitals and clinics (1219100).
1226100	Health promotion		Information, education and training of the population for improving health knowledge and practices; public health and awareness campaigns; Includes promotion of healthy life style, nutrition and physical activity. Playgrounds.
		<b>130 REPRODUCTIVE HEALTH</b>	
1302000	Reproductive health care		Promotion of reproductive health; prenatal and postnatal care including delivery; prevention and treatment of infertility; prevention and management of consequences of abortion; safe motherhood activities.
1304000	STD control including HIV/AIDS		All activities related to sexually transmitted diseases and HIV/AIDS control e.g. information, education and communication; testing; prevention; treatment, care.
1516000	<b>Human rights</b>		Support to specialised human rights institutions and mechanisms at universal, regional, national and local levels in their statutory roles to promote and protect civil and political, economic, social and cultural rights as defined in international conventions and covenants; translation of international human rights commitments into national legislation; reporting and follow-up; human rights dialogue.

## PA 14 and PA 28: Mainstreaming Gender Equality and Promoting Work-Life Balance

This programme area has two dimensions. Gender equality and work-life balance. Gender is not considered as a sector. Projects should be coded in the relevant sector.

		<b>151 Government, civil society, rights</b>	
1511000	Public sector policy and administrative management		Institution-building to strengthen core public sector management systems and capacities. This includes macro-economic and other policy management, co-ordination, planning and reform; human resource management; organisational development; civil service reform; e-government; monitoring and evaluation.
1516000	<b>Human rights</b>		Support to specialised human rights institutions and mechanisms at universal, regional, national and local levels in their statutory roles to promote and protect civil and political, economic, social and cultural rights as defined in international conventions and covenants; translation of international human rights commitments into national legislation; reporting and follow-up; human rights dialogue.
1517000	Gender equality organisations and institutions		Support for institutions and organisations (governmental and non-governmental) working for gender equality and women's empowerment.
		<b>Employment equity</b>	
1602000	Employment policy and administrative management		Employment policy and planning; labour law; labour unions; institution capacity building and advice; support programmes for unemployed; employment creation and income generation programmes; occupational safety and health; decent work and tripartite dialogue

1602001	Equity in employment	Gender, nationality, minorities etc. Equity in employment , pay, positions,	
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## PA 15: Institutional Framework in the Asylum and Migration Sector

1516000	Human rights	Support to specialised human rights institutions and mechanisms at universal, regional, national and local levels in their statutory roles to promote and protect civil and political, economic, social and cultural rights as defined in international conventions and covenants; translation of international human rights commitments into national legislation; reporting and follow-up; human rights dialogue.	
	930 Migration and asylum		
9301001	Migration policy and administrative management system	Includes institutional frameworks	
9301002	Reception centres	Includes services to asylum seekers	
9301003	Voluntary return	Especially asylum seekers	

## PA 16: Conservation and Revitalisation of Cultural and Natural Heritage

16061		Culture	
	1606102	Cultural heritage sites: Castles and fortifications	
	1606103	Cultural heritage sites: Religious buildings	
	1606104	Cultural heritage sites: Museums and libraries	
	1606105	Cultural heritage sites: Other	Buildings, equipment for buildings, including archeological sites, excluding collections. Excluding castles, religious buildings, museums and libraries.
	1606106	Natural heritage sites	
	1606107	Movable cultural heritage	Collections for museums, libraries, and other cultural institutions
	1606108	Digitisation	
	1606109	Craftsmanship and restoration techniques	
	1606101	Management and administration of culture and art	Includes heritage, culture, arts and tourism policy.

## PA 17: Promotion of Diversity in Culture and Arts within European Cultural Heritage

		16061 Culture	
	1606111	Theatre, opera	
	1606112	Visual arts	
	1606113	Music	
	1606114	Dance	
	1606115	Film	
	1606109	Craftsmanship and restoration techniques	
	1606010	Crafts	
	1606101	Management and administration of culture and art	Includes heritage, culture, arts and tourism policy.

1606105	Cultural heritage sites: other	(Other than castels and fortifications, religious buildings, museums and librarites	
1606107	Movable cultureal heritage		

### PA 18 and PA 23: Research

In most cases, a research project will be targeted at a particular sector. Please use the appropriate sector code when possible. When sector cannot be identified, please use code 4308200.

4308200	Research/scientific institutions general	When sector cannot be identified.	
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### PA 19 and PA 24: Scholarships

		110 EDUCATION	
		<b>111 Education, level unspecified</b>	<i>The codes in this category are to be used only when level of education is unspecified or unknown (e.g. training of teachers should be coded under 1122000).</i>
11110	1111000	Education policy and administrative management	Education sector policy, planning and programmes; education ministries, administration and management systems; institution capacity building and advice; school management and governance; curriculum and materials development; unspecified education.
11120	1112000	Education and training facilities	Educational buildings, equipment, materials; subsidiary services to education (boarding facilities, staff housing); language training; colloquia, seminars, lectures, etc.
11130	1113000	Teacher training	Teacher education (where the level of education is unspecified); in-service and pre-service training; materials development.
11181	1118100	Education sector personnel training	Training, education and awareness raising of staff (excluding teachers training 111300)
		<b>112 Basic education</b>	
11220	1122000	Primary education	Formal and non-formal primary education for children; all elementary and first cycle systematic instruction; provision of learning materials.
11230	1123000	Basic life skills for youth and adults	Formal and non-formal education for basic life skills for young people and adults (adult education); literacy and numeracy training.
11240	1124000	Early childhood education	Formal and non-formal pre-school education.
		<b>113 Secondary education</b>	
11320	1132000	Secondary education	Second cycle systematic instruction at both junior and senior levels.
11330	1133000	Vocational training	Elementary vocational training and secondary level technical education; on-the job training; apprenticeships; including informal vocational training.
		<b>114 Post-secondary education</b>	
11420	1142000	Higher education	Degree and diploma programmes at universities, colleges and polytechnics.
11 430	1143000	Advanced technical and managerial training	Professional-level vocational training programmes and in-service training.

## PA 20: Carbon Capture and Storage (CCS)

4102004	Reduction of green house gas	Biosphere protection.	
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## PA 21: Green Industry Innovation

	<b>140 Hazardous substances</b>		
1405000	Waste management / disposal	Municipal and industrial solid waste management, including hazardous and toxic waste; collection, disposal and treatment; landfill areas, composting and reuse	
	<b>230 ENERGY GENERATION, SUPPLY and SAVING</b>		
2301000	Energy policy and administrative management	Energy sector policy, planning and programmes; energy ministries; institution capacity building and advice; includes policy of energy conservation and efficiency.	
2303001	Energy saving	Energy efficiency in buildings, industry, transport, use of excess heat	
2304000	Electrical transmission/ distribution	Distribution from power source to end user; transmission lines.	
2306600	Geothermal energy		
2306700	Solar energy	Including photo-voltaic cells, solar thermal applications and solar heating.	
2306800	Wind power	Wind energy for water lifting and electric power generation.	
2306900	Ocean power	Including ocean thermal energy conversion, tidal and wave power.	
2307000	Biomass	Densification technologies and use of biomass for direct power generation including biogas, gas obtained from sugar cane and other plant residues, anaerobic digesters.	
2307001	Heat pumps		
	<b>321 (GREEN) INDUSTRY</b>		
3211000	Industrial policy and administrative management	Greening industrial sector policy, planning and programmes; institution capacity building and advice; including greening industry.	
3213000	Small and medium-sized enterprises (SME) development	Direct support to the development of small and medium-sized enterprises in the industrial sector, including accounting, auditing and advisory services.	
2501000	Business support services	Support to trade and business, legal and regulatory reform, private sector institution capacity building and advice; incubators.	
3218201	Green technological development	Including industrial standards; quality management; metrology; testing; accreditation; certification.	
	<b>410 Environment</b>		
4101000	Environmental policy and administrative management	Environmental policy, laws, regulations and economic instruments; administrative institutions and practices; environmental and land use planning and decision-making procedures, monitoring, inspections, inspections; seminars, meetings.	
4102001	Air pollution control	Biosphere protection	
4102004	Greenhouse gas production	Biosphere protection	

## PA 22 : Global Fund for Decent Work and Tripartite Dialogue

1602000	Employment policy and administrative management	Employment policy and planning; labour law; labour unions; institution capacity building and advice; support programmes	
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			for unemployed; employment creation and income generation programmes; occupational safety and health; decent work and tripartite dialogue	
1602001	Equity in employment		Gender, nationality, minorities etc. Equity in employment, pay, positions.	

### **PA 23: Bilateral Research Cooperation**

See above under PA 18.

### **PA 24: Bilateral Scholarship Programme**

See above under PA 19.

### **PA 25: Capacity-building and Institutional Cooperation between Beneficiary State and Norwegian Public Institutions, Local and Regional Authorities**

Projects are relevant in most sectors. Programme Operators may contact the FMO if in doubt.

### **PA 26: Cross-border Cooperation**

Projects are relevant in several sectors. Programme Operators may contact the FMO if in doubt.

### **PA 27: Public Health Initiatives**

See above under PA 13.

### **PA 28: Mainstreaming Gender Equality and Promoting Work-Life Balance**

See above under PA 14.

### **PA 29: Domestic and Gender-based Violence**

	<b>15130 Legal and judicial</b>		
1513000	Legal and judicial development		Support to institutions, laws, systems and procedures of the justice sector, including police, courts and prisons
1513005	Legal aid, counsel and shelters		Including to victims, offenders and prisoners
1513008	Countering trafficking		
1516000	<b>Human Rights</b>		Support to specialised official human rights institutions and mechanisms at universal, regional, national and local levels in their statutory roles to promote and protect civil and political, economic, social and cultural rights as defined in international conventions and covenants; translation of international human rights commitments into national legislation; reporting and follow-up; human rights dialogue.
1516001	Domestic violence		
1516002	Rape and sexual violence		
1516003	Exploitation and abuse		
	<b>160 Social services</b>		
1601000	Social/ welfare services		Social legislation and administration; including gender-policy and gender based violence policy, institution capacity building and advice; social security and other social schemes; special programmes for the elderly, orphans, the disabled, children; social dimensions of structural

		adjustment; unspecified social infrastructure and services, including consumer protection.	
1605000	Multi-sector basic social services	Basic social services are defined to include basic education, basic health, basic nutrition, social services	

### **PA 30: Schengen Cooperation and Combating Cross-border and Organised Crime, including Trafficking and Itinerant Criminal Groups**

	<b>15130 Legal and judicial</b>		
1513000	Legal and judicial development	Includes support to institutions, laws, systems and procedures of the justice sector, including police, courts and/or prisons	
1513006	Border management	Incl. Schengen and cross-border cooperation	
1513007	Countering organized crime		
1513008	Countering trafficking		
1513009	Crime prevention		

### **PA 31: Judicial Capacity-building and Cooperation**

	<b>15130 Legal and judicial</b>		
1513000	Legal and judicial development	Includes support to institutions, laws, systems and procedures of the justice sector, including police, courts and/or prisons	
1513004	Alternative dispute resolution	Includes arbitration, mediation, restorative justice, alternative reprimand	
1513005	Legal aid, counsel and shelters	Including to victims, offenders, prisoners and witnesses	
1516000	Human rights	Support to specialised official human rights institutions and mechanisms at universal, regional, national and local levels in their statutory roles to promote and protect civil and political, economic, social and cultural rights as defined in international conventions and covenants; translation of international human rights commitments into national legislation; reporting and follow-up; human rights dialogue.	

### **PA 32: Correctional Services, including Non-custodial Sanctions**

	<b>15130 Legal and judicial</b>		
1513000	Legal and judicial development	Includes support to institutions, laws, systems and procedures of the justice sector, including police, courts and/or prisons	
1513003	Probation services		
1513004	Alternative dispute resolution	Includes arbitration, mediation, restorative justice, alternative reprimand	
1513005	Legal aid, counsel, treatment and shelters	Including to victims, offenders and prisoners	
1516000	Human rights	Support to specialised human rights institutions and mechanisms at universal, regional, national and local levels in their statutory roles to promote and protect civil and political, economic, social and cultural rights as defined in international conventions and covenants; translation of international human rights commitments into national legislation; reporting and follow-up; human rights dialogue.	



## ANNEX 2 – LEGAL ROLES

Legal roles in the EEA and Norway grants 2009 – 2014

#	Name	Definition	Ref.
1	Country level		
1.1	Audit Authority	A national public entity, functionally independent of the National Focal Point, the Certifying Authority and the Programme Operator, designated by the Beneficiary State and responsible for verifying the effective functioning of the management and control system.	Reg <sup>10</sup> .
1.2	Certifying Authority	A national public entity, functionally independent of the Audit Authority and the Programme Operator, designated by the Beneficiary State to certify financial information.	Reg.
1.3	Irregularity Authority	An appropriate national public entity to be responsible for the preparation and submission of irregularities reports on behalf of the Beneficiary State shall be designated and agreed upon in the MoU.	Reg.
1.4	Monitoring Committee	A committee established by the National Focal Point to review progress in the implementation of the EEA / Norwegian Financial Mechanism towards reaching its expected outcomes and objectives.	Reg.
1.5	National Focal Point	Agreement party A national public entity designated by the Beneficiary State to have the overall responsibility for reaching the objectives of the EEA / Norwegian Financial Mechanism 2009-2014 and implementing the MoU.	Reg.
2	Programme level		
2.1	Donor Programme Partner	Agreement party A public entity in a Donor State or an inter-governmental organisation designated by the Donor(s) advising on the preparation and/or implementation of a programme.	Reg.
2.2	Programme Operator	Agreement party A public or private entity, commercial or non-commercial, as well as non-governmental organisations, having the responsibility for preparing and implementing a programme.	Reg.
2.3	Programme partner	Agreement party A public or private entity, commercial or non-commercial, as well as non-governmental organisations, actively involved in, and effectively contributing to, the implementation of a programme.	Reg.
3	Project level		
3.1	Donor project partner	Agreement party A project partner from a donor state.	Reg.
3.2	Project Promoter	Agreement party A public or private entity, commercial or non-commercial, as well as non-governmental organisations, having the responsibility for initiating, preparing and implementing a project.	Reg.
3.3	Project partner	A public or private entity, commercial or non-	Reg.

<sup>10</sup> The Regulations of the EEA and Norway grants. Link to the Regulations: <http://eeagrants.org/id/2017>

		commercial, as well as non-governmental organisations, all of whose primary locations are either in the Donor States, Beneficiary States or a country outside the European Economic Area that has a common border with the respective Beneficiary State, or any inter-governmental organisation, actively involved in, and effectively contributing to, the implementation of a project. It shares with the Project Promoter a common economic or social goal which is to be realised through the implementation of that project. For donor partnership programmes falling under the programme area "Research within Priority sectors", the term "project partner" is defined in the Annex 12.	
4	Level of the Financial Mechanisms		
4.1	Beneficiary State	The Beneficiary States are Bulgaria, Cyprus, Czech Republic, Estonia Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia, Slovenia and Spain.	Reg.
4.2	Donor State	The Donor States are Iceland, Liechtenstein and Norway.	Reg.
4.3	EEA Financial Mechanism Committee (FMC)	The committee established by the Standing Committee of the EFTA States to manage the EEA Financial Mechanism 2009-2014.	Reg.
4.4	Norwegian Ministry of Foreign Affairs	Same role as the FMC, but only for the Norwegian Financial Mechanism 2009-2014.	
4.4	Financial Mechanism Office (FMO)	The office assisting the FMC in managing the EEA Financial Mechanism 2009-2014. The FMO, which is administratively a part of the European Free Trade Association, is responsible for the day-to-day implementation of the EEA Financial Mechanism 2009-2014 on behalf of the FMC and serves as a contact point.	Reg.
4.5	European Commission	European Commission.	Reg.
4.6	EFTA Board of Auditors (EBOA)	EFTA Board of Auditors.	
5	Other		
5.1	Appraisal agent	Entity commissioned to appraise a programme proposal. Can be FMO or an external agent.	FMO
5.2	Monitoring agent	Expert external to the FMO commissioned to monitor or assist with monitoring of a programme or project.	FMO
5.3	Evaluation agent	Expert external to the FMO commissioned to evaluate or assist with evaluation of any part of the implementation of the FMs 09-14.	FMO
5.4	Consultant	External expert commissioned to provide the FMO with professional advice on a specific topic or to assist with carrying out a task or process.	FMO
5.5	Other	Self explanatory.	FMO

## ANNEX 3 – ORGANISATIONAL TYPES

Each agreement parties in the Financial Mechanisms 2009 - 14 will be associated with an organisational type in DoRIS. This enables reporting on and monitoring of the type of organisations (and sectors) that receive funds. The agreement parties shall be registered with an organisational type, and also a sub-type if applicable, in the information system.

The agreement parties in the FMs 09-14 are:

- National Focal Points
- Programme Operators
- Donor Programme partners
- Project promoters
- Donor project partners

### Organisational types

#	Organisational type – mandatory	Definition
1	<b>Public sector</b>	Public sector includes central, state or local government departments, including publicly owned agencies and public non-commercial companies.
1.1	Government ministry	Self explanatory
1.2	National agency	Other public institutions including publicly owned agencies and public non-commercial companies.
	Regional or local authority	
2	<b>Civil society</b>	The civil society comprises any non-profit entity in which people organise themselves on a local, national or international level to pursue shared objectives and ideals, without significant government-controlled participation or representation.
2.1	Advocacy organization (NGO)	A non-profit voluntary organisation established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organisations. Religious institutions and political parties are not considered NGOs. Please see the NGO guidelines for more information.
2.2	Community-based Organization (NGO)	
2.3	Faith-based organization (NGO)	
2.4	Grass root initiative (NGO)	
2.5	Service provision organization (NGO)	
2.6	Social enterprise (NGO)	
2.7	Umbrella organization / Network of NGOs (NGO)	
2.8	Other type of NGO	
2.9	Foundation	
2.10	Professional association	
2.11	Public benefit organization / Tax-exempt organization	
2.12	Trade union	

		rules governing hiring, firing and promotion of workers, benefits, workplace safety and policies.
2.13	Employers' organisation	Employer's organisation is an organisation of employers that, depending on the economic and legal system of a country, may be part of institutionalised deliberation, together with government and the trade unions.
<b>3</b>	<b>International institutions</b>	
3.1	International institutions council of Europe	
3.2	International institutions FMO	
3.3	International institutions IOM	
3.4	Transparency International	
<b>4</b>	<b>Private sector</b>	
4.1	Microenterprise	Enterprise which employ fewer than 10 employees and whose annual turnover and/or annual balance sheet total does not exceed EUR 2 million.
4.2	Small or medium sized enterprise (SME)	Enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million, and is not a microenterprise.
4.3	Large enterprise	Enterprises which employ more than 250 persons and which have an annual turnover exceeding EUR 50 million, and/or an annual balance sheet total exceeding EUR 43 million.
5	University, college or other teaching institution, research institute or think-tank	
6	Other	

## ANNEX 4 – STANDARD INDICATORS

Standard indicators for programme outcomes and for bilateral relations are available online in the *Programme management tools* page on [www.eeagrants.org/toolbox](http://www.eeagrants.org/toolbox) . The bilateral indicators are also available immediately below.

### Bilateral indicators

#### Quantitative bilateral indicators

Standard bilateral quantitative indicators have been identified to reflect the levels of

- cooperation between donor and beneficiary states
- shared results
- wider effects
- knowledge and mutual understanding

#### *Cooperation between institutions in beneficiary and donor states*

- Number of project partnership agreements in beneficiary civil society
- Number of project partnership agreements in the beneficiary private sector
- Number of project partnership agreements in the beneficiary public sector
- Number of women involved in exchange visits between beneficiary and donor states
- Number of men involved in exchange visits between beneficiary and donor states

### *Shared results*

- Number of projects with expected shared results (both partners are involved professionally in planning and implementation and can claim credit for achieved results).
- Number of new policies, laws and regulations adapted, as a result of bilateral cooperation, under the grants.
- Number of joint (bilateral) articles published, written by persons from both an institutions in a beneficiary and donor state, published in a national or international publications, originated from a project financed by the programme.
- Number of joint (bilateral) scientific papers written with co-researchers in at least one beneficiary and one donor state, and published in a national or international scientific publication, originated from a project financed by the programme.
- Number of new technologies/new practises, including IT-systems, adopted in a beneficiary state, as a result of transfer of knowledge from a donor state partner.
- Number of new technologies/new practices, including IT-systems, adopted in a donor state, as a result of transfer of knowledge from beneficiary state partners.

### *Wider effects*

- Number of replications of joint projects (or results) by other organisations in the same or another country
- Number of professional networks between institutions in beneficiary and donor states established and operational
- Number of European and international networks where project and programme partners participate together
- Number of joint, sector-wide initiatives, in a beneficiary or donor state, beyond the programme
- Number of joint initiatives in the European or international arena or multilateral organisations
- Number of cooperation or initiatives in international fora between senior decision makers / politicians, as a result of joint projects or programmes

Wider effects might be difficult to plan for ex ante, but might be relevant to report on if they happen as a spin-off of the programme or project cooperation. The above indicator might capture some of the wider effects.

### *Knowledge and mutual understanding*

- Number of articles published in one country about the other partner country

*Suggestions for additional quantitative indicators are welcome. There are examples of qualitative indicators in the next box.*

### Qualitative bilateral indicators

In addition to the above quantitative indicators, some suggestions for qualitative indicators are given. Data can be gathered through surveys, interviews, focus group discussion, etc. If reliable data cannot be found, please give a qualitative assessment of the results.

#### *Example of possible qualitative indicators:*

- Level of satisfaction with the partnership (perceived as stimulating / enriching / enabling).
- Improved benefits:
  - Access to valuable professional or technical skills
  - Access to valuable administrative and organisational skills
  - Expanded capacity
  - Increased access to participation in regional and international networks More international exposure and participation
- Level of knowledge about the other institution (structure, work programme, policies, etc.)
- Knowledge about the EEA and Norway Grants
- Understanding of the other country's cultural, political and socio-economic situation.
- Awareness in the donor and beneficiary states of the donor states contribution to solving European challenges in the beneficiary states.

For all indicators defined, there will be a requirement for baseline and target figures and regular reporting on achievements towards these. The POs can either choose from the list above or define their own bilateral indicator(s).

In the programme proposal template, there is also a requirement to enter a target for the number of planned project partnership, since partnerships are encouraged in all programmes, although mandatory only in some programmes.

## **ANNEX 5 – STANDARD TARGET GROUPS**

- Asylum-seekers
- Children
- Civil servants/Public administration staff
- Disabled
- Elderly people
- Entrepreneurs
- Foreign migrant workers
- Juvenile and young offenders
- Lesbian, gay, bisexual, transsexual (LGBT)
- Migrants for settlement
- Minorities
- Non governmental organisation
- People at risk of poverty
- People with addictions (drug, alcohol, other)
- People with cancer
- People with communicable diseases
- People with HIV/AIDS
- People with mental health problems
- People with rare diseases
- Prisoners
- Researchers or scientists
- Roma
- Small and medium-sized enterprises (SME)
- Students
- Unaccompanied asylum seeking children
- Unemployed
- Victims of conflicts/catastrophes
- Victims of intimate-partner violence
- Victims of trafficking
- Young adults
- Other - please add other target groups as appropriate.

## **ANNEX 6 – MOBILITY INFORMATION LISTS**

The following information shall be registered for each mobility project.

### Programme information

- Programme number
- Open call number
- Reporting date

### Mobility person

- Name of the end-beneficiary (mobility person) / identification number
- Grant awarded (euro)
- Period (start date, end date)
- Number of ECTS credits earned
- Type of mobility (student mobility, teacher assistanceship, administrative staff mobility, researcher mobility, expert mobility, government employee mobility, other)
- Adult education (yes, no)
- Level of education (primary, secondary school, bachelor, vocational training, master, doctoral, post doctoral, research, not applicable)
- Academic field (see list of academic fields in Annex 7)
- Gender

### Sending institution

- English name of sending institution
- Type of institution
- Country
- NUTS code

### Hosting institution

- English name of sending institution
- Type of institution
- Country
- NUTS code

### Other

- Whether a common study agreement has been established

## **ANNEX 7 – ACADEMIC FIELDS**

The following list of academic fields applies to projects within research programmes and scholarship programmes.

- Agriculture
- Anthropology
- Archaeology
- Architecture, design and applied arts
- Area studies
- Business
- Chemistry
- Computer sciences
- Cultural studies and ethnic studies
- Earth sciences
- Economics
- Education (including teacher training/education)
- Engineering
- Environmental studies and Forestry
- Family and consumer science
- Gender and sexuality studies
- Geography
- Health sciences (medicine, nursing, dentistry, etc.)
- History
- Journalism, media and communication
- Languages and linguistics
- Law
- Library and museum studies
- Life sciences (including biology)
- Literature
- Mathematics
- Military sciences
- Performing arts
- Philosophy
- Physics
- Political science
- Psychology
- Public affairs
- Religion
- Social work
- Sociology
- Space sciences
- Systems science
- Theology
- Transportation
- Visual arts

## ANNEX 8 – MACRO INDICATORS

Macro indicators selected for the EEA and Norway Grants. Note that the list will be updated as appropriate throughout the EEA and Norway Grants 2009 – 2014 implementation period.

MACRO INDICATOR	INDICATOR OWNER	SOURCE
<b>State of social and economic affairs</b>		
Human Development Index	United Nations	<a href="http://hdr.undp.org/en/media">http://hdr.undp.org/en/media</a>
Life expectancy	United Nations	<a href="http://hdrstats.undp.org/en/indicators/69206.html">http://hdrstats.undp.org/en/indicators/69206.html</a>
GDP growth	Eurostat	<a href="http://epp.eurostat.ec.europa.eu/tgm/table.do?tab=table&amp;init=1&amp;plugin=1&amp;language=en&amp;pcode=tsieb020">http://epp.eurostat.ec.europa.eu/tgm/table.do?tab=table&amp;init=1&amp;plugin=1&amp;language=en&amp;pcode=tsieb020</a>
GDP per capita (pps)	Eurostat	<a href="http://epp.eurostat.ec.europa.eu/tgm/table.do?tab=table&amp;init=1&amp;plugin=1&amp;language=en&amp;pcode=tec00114">http://epp.eurostat.ec.europa.eu/tgm/table.do?tab=table&amp;init=1&amp;plugin=1&amp;language=en&amp;pcode=tec00114</a>
Gross debt	Eurostat	<a href="http://epp.eurostat.ec.europa.eu/tgm/download.do?tab=table&amp;plugin=1&amp;language=en&amp;pcode=tsieb090">http://epp.eurostat.ec.europa.eu/tgm/download.do?tab=table&amp;plugin=1&amp;language=en&amp;pcode=tsieb090</a>
Gini-coefficient	Eurostat	<a href="http://epp.eurostat.ec.europa.eu/portal/page/portal/product_details/dataset?p_product_code=TESSI190">http://epp.eurostat.ec.europa.eu/portal/page/portal/product_details/dataset?p_product_code=TESSI190</a>
At-risk-of-poverty	Eurostat	<a href="http://epp.eurostat.ec.europa.eu/tgm/refreshTableAction.do?tab=table&amp;pcode=tsisc030&amp;language=en">http://epp.eurostat.ec.europa.eu/tgm/refreshTableAction.do?tab=table&amp;pcode=tsisc030&amp;language=en</a>
Unemployment rate	Eurostat	<a href="http://appsso.eurostat.ec.europa.eu/nui/show.do?dataset=une_rt_a&amp;lang=en">http://appsso.eurostat.ec.europa.eu/nui/show.do?dataset=une_rt_a&amp;lang=en</a>
Youth unemployment	Eurostat	<a href="http://appsso.eurostat.ec.europa.eu/nui/show.do?dataset=une_rt_a&amp;lang=en">http://appsso.eurostat.ec.europa.eu/nui/show.do?dataset=une_rt_a&amp;lang=en</a>
Gender inequality index	United Nations	<a href="http://hdrstats.undp.org/en/indicators/68606.html">http://hdrstats.undp.org/en/indicators/68606.html</a>
Population growth	World Bank	<a href="http://data.worldbank.org/indicator/SP.POP.GROW">http://data.worldbank.org/indicator/SP.POP.GROW</a>
<b>State of governance</b>		
Ti corruption perception index	Transparency International	<a href="http://transparency.org">http://transparency.org</a>
Freedom house	Freedom House	<a href="http://www.freedomhouse.org/report/">http://www.freedomhouse.org/report/</a>
European Participation Index	European Trade Union Institute	<a href="http://www.worker-participation.eu/About-WP/European-Participation-Index-EPI">http://www.worker-participation.eu/About-WP/European-Participation-Index-EPI</a>

*Indicators shall be gender disaggregated where possible.*

...oOo...