Programme AdaPT
Adapting Portugal to Climate Change

Regulation for application of expenses related to Bilateral Cooperation Initiatives

1. Introduction – Programme AdaPT
The Programme AdaPT was designed to support the development of projects of adaptation to climate change in Portugal. Its implementation was guided by the terms set forth in the Memorandum of Understanding between Portugal, Norway, Iceland and Liechtenstein, therefore following the Regulation on the European Economic Area Financial Mechanism 2009-2014 (EEA Grants 2009-2014). The program was further developed taking into account the needs and priorities identified in the National Strategy for Adaptation to Climate Change (ENAAAC). The Programme AdaPT applies to projects focusing the following themes:

- Theme 1: Local Warming Website;
- Theme 2: Local Adaptation Strategies;
- Theme 3: Climate Change Education and Award;
- Theme 4: Sectorial Projects of Adaptation to Climate Change.

The developments on these themes are expected to create a solid basis for future works in adaptation to climate change in Portugal. AdaPT also provides support to “Bilateral Cooperation Initiatives” within the scope of the Programme, including the promotion of partnerships, support for networking, exchange, sharing and transfer of knowledge, technology, experience and best practice between Portuguese and Donor States organizations. Programme AdaPT is managed by the Portuguese Environmental Agency (APA, IP), as manager of the Portuguese Carbon Fund (FPC), and it has a 85% co-financing of the EEA Financial Mechanism and 15% of the Portuguese Carbon Fund.

The applications for financial support of “Bilateral Cooperation Initiatives” must be addressed to the email address Programa.AdaPT@apambiente.pt, and the financial support will be awarded according to the provisions in this Regulation.

Without prejudice to the specifications contained in this Regulation, the provisions of the “Regulation for the Implementation of the European Economic Area (EEA) Financial Mechanism 2009-2014” shall also be applied to the applications for “Bilateral Cooperation Initiatives”.

2. Objectives
The "Bilateral Cooperation Initiatives" are intended to support activities aimed at strengthening the relations between Portuguese and Donor States’ (Iceland, Liechtenstein and Norway) organizations regarding the exchange of international experiences, sharing and transfer of knowledge, and best practices on capacity building and on effectiveness of climate change
adaptation actions, and also to help on the establishment of partnerships within Programme AdaPT.
“Bilateral Cooperation Initiatives” shall allow the creation and the development of mutually beneficial partnerships and cooperation within the main objectives of Programme AdaPT: to increase the capacity to assess vulnerability to climate change, and to increase the awareness and education of climate change.

3. Access conditions
Only the following applicants are found eligible to become beneficiaries of the Funds for Bilateral Relations:

1) Promoters of projects funded by Programme AdaPT, considering they appoint as beneficiary(ies):
   a) any collaborator(s) of their projects;
   b) representatives of entities from Donor and/or Beneficiary States that are relevant for the activities/actions to be undertaken;
   c) representatives of international organizations that are relevant for the activities/actions to be undertaken;
2) Invitees from Donor and/or Beneficiary States by APA, IP / FPC as Programme Operator of AdaPT and by Direktoratet para Samfunssikkerhet og Beredskap (DSB), as Programme Partner of AdaPT.

Applicants must observe, additionally, the following specific conditions:

a) Shall provide a detailed program of activities/actions to be undertaken, the purpose for which they are intended, and the predicted follow-up activities/actions;

b) Shall provide a detailed, reasonable and justified budget for the activities/actions to be undertaken;

c) The activities/actions to be undertaken cannot be already foreseen in the respective Promoter’s Project and in its budget.

4. Activities/actions to support
The “Bilateral Cooperation Initiatives” eligible for support include, in general, all activities that strengthen the relations between Portuguese and Donor States organizations. Nevertheless these activities shall contribute to the development of adaptation to climate change, particularly on:

- The capacity to assess vulnerability to climate change;
- The awareness and education of climate change.

These activities may include short term actions, such as organization or participation in conferences, seminars, workshops and training events for networking, sharing and transfer of knowledge, technology, experience and good practices between Portuguese and Donor States organizations.

5. Territorial scope
Actions financed under the Funds for Bilateral Relations can only take place in Europe, especially in the Donor States (Norway, Iceland and Liechtenstein) and/or Portugal.
6. Budget for Bilateral Relations, applicable grant rate and maximum amounts

The overall budget allocated to the Funds for Bilateral Relations is 35,000.00 €. "Bilateral Cooperation Initiatives" can apply for financial support up to a maximum amount of 3,000.00 € per person, which can finance up to a maximum rate of 100% of the eligible costs of the initiative. In duly justified cases, the maximum amount mentioned above may be exceeded.

7. Submission of applications

Applications for the Funds for Bilateral Relations must be submitted to the following email address: Programa.AdapPT@apambiente.pt, and shall use the appropriate form available on the website: http://www.apambiente.pt/?ref=x129.

This Regulation applies until February 28, 2017 or until the exhaustion of the available budget. Applications are appreciated sequentially as are received, and the decision for granting support under the Funds for Bilateral Relations is taken monthly.

Applications must be submitted with a minimum of 30 days prior to the date of the planned initiatives.

Applications must be substantiated with all the necessary documentation for its correct assessment, including the detailed description of the objectives and activities to be developed, the programs of conferences, workshops, courses or seminars, or any other initiatives, submission of the CV and diplomas when appropriate, and specification of the type of relation to the organization under representation.

8. Eligible expenses and payments

The following categories of expenditure are eligible for the Funds for Bilateral Relations:

a) Travel costs (refers to accommodation, food and transports) for participation in conferences, seminars, courses, meetings and workshops and any other initiatives;

b) Travel costs for study trips;

c) Travel and salary costs for visits by experts;

d) Costs of conferences, seminars, courses, meetings and workshops;

e) Promotional and information activities.

Expenditures must observe, additionally, the following specific conditions:

a) Tickets for train and air travel must correspond to the lowest fare in economy class for the intended days of the initiative;

b) Accommodation can only be satisfied on up to 3-star hotels or equivalent;

c) Other expenditure (e.g. food) shall be framed within the destination’s average costs.

It is only eligible expenses incurred after the approval of the decision for funding and until February 28, 2017.

The payment of the funding is done as follows: 2/3 as an advance; 1/3 as reimbursement of the final balance. The final balance is undertaken upon presentation of receipts or other equivalent documents of expenses actually incurred. The funding sum can only exceed the total amount indicated in the budget in duly justified cases.
Along with the documents of expenditure, the applicant must submit a brief report of the actions taken and results achieved as well as documentary evidence of these actions (event invitations, attendee lists, meeting agendas, training support materials, videos, etc.).

9. Procedure for analysis, evaluation and selection of applications
APA is responsible for the verification of the admissibility of applications of "Bilateral Cooperation Initiatives" according to the provisions on the present Regulation. Applicants that are not admissible shall have a period of 10 working days to claim.
The analysis and classification of the applications are assured by APA, which, in turn, will publish the list of initiatives to support (and reject) approved.
The applications classification and selection is based on the following criteria and respective weights:

a) Contribution for the objectives of the Programme (20%);
b) Contribution for the objectives of the Project (20%);
c) Quality of the activities to be undertaken under the initiative (20%);
d) Innovative features of the initiative (10%);
e) Feasibility of the initiative according to its length (10%);
f) Budget management quality of the initiative (10%);
g) Contribution to the maintenance of bilateral relations after the conclusion of the initiative (10%).

The ratings of the criteria are given in a range between 0 and 100 points.

For selection purposes, only can be considered for funding the applications that cumulatively meet:

- Classification on the criteria “Budget management quality of the initiative”: ≥50 points;
- Overall classification: ≥50 points.

10. Additional information
This Regulation for application of expenses related to “Bilateral Cooperation Initiatives” and other relevant information, including the application form are available on the Programme AdaPT website: http://www.apambiente.pt/?ref=x129.
Any changes to the terms and conditions defined on this Regulation will also be posted on the Programme AdaPT website at least 3 working days before the date fixed for its applicability.

Amadora, 1st April 2016

Programme AdaPT manager

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