

Call for Travel Support Programme “Renewable Energy, Energy Efficiency, Energy Security” (RO-Energy)

Guidelines for the Travel Support

EEA and Norwegian Financial Mechanisms 2014-2021

The **objective** of the Travel Support is to facilitate establishment of bilateral partnerships between the Donor States and Romania with the intent to prepare joint project applications for the upcoming call(s) under the Programme.

Introduction

The programme “Renewable Energy, Energy Efficiency, Energy Security” (RO-Energy) (hereafter referred to as “the Programme”) shall contribute to the general objectives of EEA and Norway Grants 2014-2021, respectively to the reduction of economic and social disparities in Europe and to strengthening bilateral relations between EEA EFTA countries and EU beneficiary countries. The RO-Energy programme area objective is “*Less carbon intensive energy and increased security of supply*”. The Programme will seek to stimulate and develop long-term cooperation between Iceland, Liechtenstein, Norway (hereafter referred to as “the Donor States”) and Romania, and is encouraging bilateral project partnerships in the following **focus areas** of the Programme:

1. **Increased Renewable Energy production capacity** – which targets investments in increased production of renewable energy from various sources, i.e. hydropower, geothermal, biomass/biogas, wind and solar.
2. **Increased energy efficiency and reduced emissions in all sectors¹** – which targets investments in measures such as (the list is not exhaustive): increased energy efficiency in buildings (renovation, building system upgrade, smart buildings) or in the transport sector (public transport like electric busses or busses powered by biogas), implementation of modern technologies and ICT that lead to energy efficiency, increased energy performance of production processes and products.
3. **R&D within the energy sector** – which aims to contribute towards increased cooperation between research institutions and enterprises. Industrial and experimental research projects that deliver impact during the programme lifetime will be targeted. Technology validation in lab and relevant environment, prototypes, demo and pilot projects, system qualification and making the technology ready for the market are aimed under this Programme focus area.
4. **Electrification of households** – which is mainly targeting not-profitable projects from an investor’s point of view (Net Present Value negative and Pay-Back Time more than 20 years).

¹ Projects targeting greenhouse gas reductions and/or avoidance through energy efficiency measures shall deliver considerable reductions at a reasonable cost; a maximum of €150 grant per ton CO₂ eq. per year reduced/avoided should be aimed for.

Innovation Norway is the Fund Operator for the programme on behalf of the programme operator: the Financial Mechanisms Office (FMO). All applications or queries should be addressed to Innovation Norway at the following official programme email address RO.Energy@innovationnorway.no

These guidelines describe the criteria for **this call for Travel Support**.

What is offered?

The support from the Fund for Bilateral Relations is a travel grant awarded as a lump sum (meaning one standard rate). The following are available for applicants:

- A lump sum **Travel Support per entity** per country of:
 - EUR 1.200 for Norway / Romania, Romania / Norway
 - EUR 1.500 for Iceland / Romania, Romania / Iceland
 - EUR 1.000 for Liechtenstein / Romania, Romania / Liechtenstein.
- Continuous submission of applications (until depletion of the budget).
- The Travel Support is awarded as de minimis aid under “COMMISSION REGULATION (EU) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid” as published in the Official Journal L 352, 24.12.2013, pages 1-8.
- NOTE: in case a Romanian entity wishes to visit one entity in Norway and one in Iceland, they are eligible for EUR 2.700 and in case a Romanian entity wishes to visit one entity in Norway and one in Liechtenstein, they are eligible for EUR 2.200. In these cases, Innovation Norway will award 1 Travel Support, hence, no need to submit 2 applications.
- **Total budget** for this call is EUR 100.000.

How to apply?

Applications shall be submitted in **English!** Innovation Norway will apply a simplified application procedure. Please follow the instructions presented at the weblink indicated below.

Applications shall be completed online at this weblink: www.innovationnorway.no/RoEnergyTS

It is important to **fill in all the sections** of the online application with clear details as follows:

- entity name, contact person, telephone, e-mail and website;
- entity registration number;
- name and contact details for the contact person on behalf of the applicant;
- main line of business / economic sector (NACE code);
- main purpose of the travel and meetings;
- *focus area(s)* targeted by the future partnership;
- the expected outcome of visit to Romania/ Norway/ Iceland/ Liechtenstein;
- information about the entity/entities that the applicant has confirmed meeting(s) with, respectively list of the entities, location(s), contact details and person(s) that the applicant will meet;
- meeting agenda in Romania/ Norway/ Iceland/ Liechtenstein.

Before traveling, you need to obtain written confirmation from Innovation Norway that the application has been approved. A confirmation will be sent to you by email from the official Programme email address RO.Energy@innovationnorway.no

Who can apply?

The following entities are eligible for financial support under this call for Travel Support: any public or private entity, commercial or non-commercial, as well as non-governmental organizations established as a legal person either in Romania or in Iceland, Liechtenstein or Norway are considered eligible **project applicants and partners.**

Eligible activities and expenditures

- Travel costs in connection to/or associated with the search for partners for donor partnership projects and the development of such partnerships;
 - A partnership project must constitute of at least one entity from Romania and one entity from one of the Donor States;
 - An applicant should choose single or several focused areas in one travel.
 - Travel Support is awarded per entity and not per person.
- The applicant has to **present** that they have an eligible project idea, and that they **intend to be involved** either as a promotor or as a partner performing **substantial tasks in the project. The travel has to be performed by the entity awarded the grant**

Disbursement of funds and reporting

- Reimbursement principle (you cover the expenditures from own funds first and ask for reimbursement from Innovation Norway after the travel).
- The reimbursement request shall be composed of the following documents (available for download at www.innovationnorway.no/RoEnergyTS):
 - (a) Request for reimbursement of Travel Support**, together with:
 - **Annex 1 – Travel report**
 - **Annex 2 – Financial Identification Form**
 - **Annex 3 – De minimis aid declaration**, and
 - (b) Proof of travel**, i.e. confirmation of completed travel from travel agent/airline company, ticket/boarding pass or similar.
 - (c) In case of Romanian applicants:** the entities should also submit a copy of an official document mentioning the name of the legal representative:
 - for companies – a copy of the certificate of status (*certificat constatator*) issued by the Trade Registry,
 - for NGOs – a copy of the statute, in force on the date of submission of the request for reimbursement.
- The requirements mentioned above will be followed by:
 - **Applicants from Norway/Iceland/Liechtenstein:** The documents mentioned at letters (a)-(b) should be sent, stamped and signed, **scanned**, at the Programme's official email address - RO.Energy@innovationnorway.no), within maximum **one month** after the travel took place.
 - **Applicants from Romania:** The documents mentioned at letters (a) to (c) should be sent, stamped and signed, **scanned** at the Programme's official email address - RO.Energy@innovationnorway.no), within maximum **one month** after the travel took place. The **originals** should be **posted** in an envelope bearing the reference: "*RO-Energy – Travel Support Scheme*" to: Innovation Norway Bucharest office, Royal Norwegian Embassy, 11 George Enescu St., Floor 6, 010301 Bucharest 1, Romania;

NOTE:

- The costs are reimbursed to the entity that has incurred the expenses and not to a natural person.

- The costs are reimbursed only in EURO, and only in the bank accounts of the legal entities that applied for Travel Support.

Selection criteria

Travel Support will be awarded if all the following criteria are fulfilled:

- the applicants having the relevant competence/experience;
- all sections of the online application are filled in correctly;
- the planned activities are within the objective of this Travel Support;
- the applicant and partner(s) are eligible;
- the purpose of the travel and the meetings are directly linked to one or more of the focus areas listed under "Introduction" in this document;
- planned activities/costs are eligible.

Applications for Travel Support are assessed and awarded by Innovation Norway on a continuous basis, until the depletion of the available budget.

For eventual clarifications, send e-mail to: RO.Energy@innovationnorway.no
