

Information on Communication and Publicity of Projects in Programme CZ09



Ministry of Education, Youth and Sports (MEYS) communicates information summary on the issue of communication and publicity of projects in the Czech-Norwegian Research Programme CZ09. Obligation of publicity for beneficiaries and other participants in the projects results from valid documents of Norwegian Financial Mechanism 2009-2014 - especially the Regulation on the implementation of the Norwegian Financial Mechanism 2009-2014 (herein Regulations) and its Annexes 4 and 12 - and from the Decision on provision of the institutional support to the international cooperation project in the field of research and development within the framework of the Czech–Norwegian Research Programme CZ09

(Herein the Decision; in particular Article 5, paragraph 5; Art. 12 Sec. 5 and Art. 17).

Publicity obligation extends to the Programme Operator - MEYS!

Important:

Whenever publishing any information related to the Project, the Beneficiary (both project promoter and project partner(s)) is always obligated to state the Project code and the fact that it has been co-funded by the Norway Grants and the Provider under the Czech–Norwegian Research Programme CZ09.

More specifically:

- Programme and projects CZ09 are in matters of promotion, publicity and communication ruled in particular by Annex [4 – Information and Publicity Requirements](#) of Regulation, which is dedicated directly to the beneficiary's information requirements (Chapter 4 Project promoters).
- Methods and forms of communication and publicity are specified in document [COMMUNICATION AND DESIGN MANUAL](#) (herein the Manual) created for all beneficiary countries involved in the Financial Mechanism 2009-2014. The manual is available in part [Communications](#) at the official website of EEA and Norwegian funds.
- [Logos of Norwegian Grants](#) are available for download on the website of the EEA and Norwegian funds. Use the logo of Norwegian Grants only!
- Ministry of Education, Youth and Sports as a Program Operator CZ09 must also be promoted. [MEYES logos](#) are available for download on the website of the Ministry.
- Programme Operator does not set specified requirements on the course and form of publicity actions by beneficiary. This is in full responsibility of the project promoter / partner. Examples of actions are in Annex 4 Regulations – Chapter 4. Actions should be organized at the beginning, during and at the end of the project. When organizing events it is necessary to take into account the purpose and objective of the action, target group, program of event, promotion tool, regional outreach, budget according to the Decision (Annex 2), etc. Financial means for publicity should be budgeted as an item A5.3 Results Dissemination. Expenditures on publicity are eligible in accordance with the Decision.
- Publicity also applies to **scientific articles** and their release, as given in Annex 12 of the Regulation on page 12. The amended wording in 5.1.3 *Reporting on scientific publications* reads as follows: *"The research leading to these results has received funding from the Norwegian Financial Mechanism 2009-2014 and the Ministry of Education, Youth and Sports Project under Contract no. MSMT-28477/2014"*. (* Indicates the number MSMT- / yyyy of the Decision).
- Promotional items in accordance with the design of the Norwegian fund (see above Manual) can be made for promotion in reasonable quantities. Billboard/memorial plaque applies to actions for which the expenditure exceeds € 50,000 = 1,284,500 CZK (see 4.3a on page 8; 4.3b expenditures to the buildings and infrastructure are ineligible in the programme CZ09!).
- All communication and promotional activities (eg. promotions and manufactured articles, press conferences, active participation in a conference, etc.) are archived (eg. sample, photographs, video, attendance sheet, technical paper presentations from active participation in the conference etc.), along with proof of payment and accounting documents for the period specified in the decision (Art. 5, para 4e).