

This is an unofficial translation; in case of any inconsistency the Hungarian language version shall prevail.

## Glossary

Donor State:	in case of the Norwegian Funds, the Kingdom of Norway; in case of the EEA Grants, the Republic of Iceland, the Principality of Liechtenstein and the Kingdom of Norway.
Donor Partnership Project:	a project implemented in cooperation with a partner from a Donor State.
Donor Programme Partner:	an organisation from the Donor State or an intergovernmental organisation appointed by the Donor States that has a consultancy role in the preparation and implementation of the Programme.
Memorandum of Understanding:	Memorandum of Understanding on the implementation of the EEA Financial Mechanism 2009-2014 between Iceland, the Principality of Liechtenstein and the Kingdom of Norway of the one part and the Republic of Hungary of the other part, promulgated by Government Decree 235/2011. (XI. 15.) and Memorandum of Understanding on the implementation of the Norwegian Financial Mechanism 2009-2014 between the Kingdom of Norway and the Republic of Hungary, promulgated by Government Decree 236/2011. (XI. 15.).
Audit Authority:	the Directorate General for Audit of European Funds (DGAEF), which is entitled to carry out project-level, programme-level and national-level audits of the Grants.
Eligibility period:	as a main rule, unless a derogation is specified in the call for proposals, the period from the day of the grant decision to the day of the submission of the final project report and the final payment claim but not later than 30 April 2016, within which a grant can be applied for with respect to expenditures incurred by the Beneficiary.
Maintenance period:	the period from the day following the day of the submission of the final project report and the final payment claim to the term specified in the project contract (in case of projects including asset acquisition, construction, refurbishment or property purchase, from the day of the approval of the final project report by Programme Operator, i.e. at least five years from the date of the project closure), within which the Beneficiary has a maintenance obligation.
Maintenance report:	a report to be annually submitted after the submission of the final project report to the expiration of the maintenance period, in which the Project Promoter reports on the fulfilment of the maintenance obligations.

Maintenance obligation:	The obligations binding the Beneficiary throughout the maintenance period for the obligatory maintenance of the results achieved through the grant and the use of the property purchased, established or refurbished and the assets acquired within the framework of the project in accordance with the project objectives.
Financial Mechanism Office:	a Brussels-based organisation acting as a representative of the Donor States, supporting the operational implementation of the Grants and operating as a contact organ.
Verification activity:	the totality of intra-process, document-based and on-the-spot visit controls performed by the Implementing Agency as the organ carrying out verification, serving the control of the correct utilisation of the grant.
Certifying Authority:	the Hungarian State Treasury, which certifies the authenticity of the financial data with respect to the Grants for the Donor States.
Indicator:	a quantitative or qualitative index-number measuring the implementation and achievement of the objectives and expected results of the project which the Project Promoter undertakes to achieve as a result of the implementation of the project.
Beneficiary:	the Project Promoter and Project Partner receiving an aid from the Grants.
Funds for bilateral relations at programme level:	separated funds within the budgets of the individual programmes serving to foster the bilateral relations between Hungary and the Donor States, supporting the strengthening of the bilateral relations within the respective programmes and the Programme Operator is responsible for the management of it.
Payment claim:	all of the documents submitted by the Project Promoter to the Implementing Agency aimed at the application of the grant and supporting authentically the entitlement to the funding .
Monitoring:	the monitoring of the implementation of the projects by the Programme Operator, which serves the following-up of the contractual obligations of the project contract signed between the Programme Operator and the Project Promoter, checking the progress of the project and identifying in time the potential problems.
Non-governmental organisation:	a non-profit, voluntary, non-commercial organisation with a separate legal entity independent of the local governments, the central government, the state and public administration organs, the political parties and commercial organisations, not including the religious organisations or political parties.

National Focal Point:	the National Development Agency's Managing Authority for International Cooperation Programmes (NDA MA ICP), which is a national-level organ responsible for relations with the Donor States and for the legitimate implementation of the Grants.
Pre-defined project:	a project approved by the Donor States, receiving grant and specified in the programme proposal.
NORA:	the online application surface and IT system supporting the implementation of the Grants, which is the primary contact surface towards the Project Promoter.
Programme:	the programmes specified in Annexes B of the Memoranda of Understanding, which contribute to the achievement of the objectives and results set therein along a specified development strategy, through projects financed by the Grants
Programme agreement:	an agreement between the Donor States and the National Focal Point authorizing the implementation of the programme approved by the Donor States.
Programme Operator:	the organ responsible for the planning and implementation of the respective programmes, designated by Annexes B of the Memoranda of Understanding.
Project start date:	the certifiable completion of any action under 3.3.1 of the Guide related to one of the activities to be implemented within the framework of the project.
Project implementation period:	the period from the project start date to the project completion date.
Project completion:	the date by which the tasks and activities undertaken in the Project Contract were implemented and the objectives and outputs expected as a result of the project completion were achieved. The project completion date is the day of the physical implementation of the last activity within the framework of the project.
Project partner:	a legal entity, an economic organisation without a legal entity, budgetary organ, non-governmental organisation or any intergovernmental organisation registered in Hungary, in the Donor States, in any of the Beneficiary countries or another country bordering on Hungary, promoting the achievement of the objectives to be during the implementation of the project.
Project closure:	the day of the approval of the final project report and the final payment claim by the Programme Operator.

- Project Promoter:** an organisation responsible for the initiation, preparation and implementation of a project and receiving a grant based on the decision of the Programme Operator, which in case of a partnership project, is also responsible, in compliance with the partnership agreement, for the regularity of the project partners' activities.
- Final project report:** A report submitted by the Project Promoter within 90 days from the date of the project completion, presenting the project completion and the project achievements, alongside with which the final payment claim can be made.
- Irregularity:** the violation of the provisions of international or national legislation rules on the Grants or of the commitments made in the Project contract, affecting or potentially affecting the financial interests of the Donor States or Hungary.
- Regulations:** "Regulation on the implementation of the EEA Financial Mechanism 2009-2014" and "Regulation on the implementation of the Norwegian Financial Mechanism 2009-2014" issued by the Donor States.
- Direct payment to contractor:** the disbursement of the grant transferring direct to the contractor's or the assignee's bank account based on the payment claim submitted by the Project Promoter.
- Intellectual property right:** the rights that the Beneficiaries of Grants are entitled to in accordance with Regulation (EC) No. 1906/2006 of the European Parliament and of the Council of 18 December 2006 laying down the rules for the participation of enterprises, research centres and universities and for the dissemination of the research results in actions under the Seventh Framework Programme (2007-2013).
- Project contract:** the contract between the Programme Operator and the Project Promoter.
- Applicant:** an organisation submitting the application and committing itself, either individually or with a project partner, to the implementation of the project.
- Grant provider:** with respect to grants awarded to the projects, the Programme Operator.
- Social Partner:** representatives of employers' organisations and trade unions.
- Reimbursement:** the subsequent disbursement of the grant amount for invoices paid or other documents supporting settlement, by direct transfer to the Project Promoter's bank account or, based on an assignment agreement, to that of the Project Partner or another assignee.



Implementing  
Agency:

the International Development and Fund Coordination Agency, which, cooperating in the implementation of the respective programmes of the Grants based on the Programme Implementation Agreement signed with the National Focal Point and the Programme Operator, is the primary contact organ for the Project Promoter.