EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B – Creative Europe, CERV and Support to Programmes
B.3 – Citizens and EU Values

GRANT AGREEMENT

Project 101345012 — DEL-HUB

PREAMBLE

This **Agreement** ('the Agreement') is **between** the following parties:

on the one part,

the **European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

and

on the other part,

1. 'the coordinator':

DANES JE NOV DAN, INSTITUT ZA DRUGA VPRASANJA (DJND), PIC 907442179, established in RESLJEVA CESTA 25, LJUBLJANA 1000, Slovenia,

and the following other beneficiaries, if they sign their 'accession form' (see Annex 3 and Article 40):

2. **MESTNA OBCINA CELJE (CELJE)**, PIC 936708631, established in TRG CELJSKIH KNEZOV 9, CELJE 3000, Slovenia,

3. **NEXTLEARNING EV (NEXTLEARNING)**, PIC 929541495, established in DRESDENER STRASSE 119, BERLIN 10999, Germany,

4. **GRAD VARAZDIN CITY OF VARAZDIN (Grad Varaždin)**, PIC 905471236, established in TRG KRALJA TOMISLAVA 1, VARAZDIN 42000, Croatia,

5. **MESTO KOSICE (KOSICE CITY)**, PIC 938386731, established in TRIEDA SNP 48 A, KOSICE 040 11, Slovakia,

Unless otherwise specified, references to 'beneficiary' or 'beneficiaries' include the coordinator and affiliated entities (if any).

If only one beneficiary signs the grant agreement ('mono-beneficiary grant agreement'), all provisions referring to the 'coordinator' or the 'beneficiaries' will be considered — mutatis mutandis — as referring to the beneficiary.

The parties referred to above have agreed to enter into the Agreement.

By signing the Agreement and the accession forms, the beneficiaries accept the grant and agree to implement the action under their own responsibility and in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

The Agreement is composed of:

Preamble

Terms and Conditions (including Data Sheet)

Annex 1	Description of the action[1]
Annex 2	Estimated budget for the action
Annex 3	Accession forms (if applicable)[2]
Annex 3a	Declaration on joint and several liability of affiliated entities (if applicable)[3]
Annex 4	Model for the financial statements
Annex 5	Specific rules (if applicable)

[1] Template published on Portal Reference Documents.
[2] Template published on Portal Reference Documents.
[3] Template published on Portal Reference Documents.

TERMS AND CONDITIONS

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DATA SHEET

1. General data

Project summary:

Project summary
DEL HUB is designed to strengthen democratic life at the local level by embedding structured deliberative processes within municipal governance. The project responds to a significant decline in institutional trust across Europe and addresses a critical implementation gap where local authorities often lack the methods and internal capacity to make citizen participation inclusive, meaningful, and sustainable. The initiative specifically targets five diverse European contexts (in Slovenia, Croatia, Slovakia, Germany, and Ireland) representing a mix of urban, metropolitan, and rural settings. The project is structured around three specific objectives. First, it seeks to build the capacity of municipal staff and civil society actors to design and manage deliberative processes that are formally linked to local decision-making workflows. Second, it prioritises the inclusion of under-represented and less-heard residents by implementing targeted outreach and accessible participation formats. Third, it aims to develop a transferable deliberation blueprint and sustainability framework that can be replicated by other European towns to foster long-term cross-border cooperation. Methodologically, DEL HUB follows a three-step cycle of peer-to-peer learning, testing, and bottom-up learning. A key innovation is the Phase 0 approach, which focuses on the preparatory work required to ensure institutional buy-in and clear policy pathways before citizen recruitment even begins. By moving away from sporadic and one-off engagement events, DEL HUB aims to create durable democratic infrastructures that give citizens a real influence on public policy between elections. Through open-access tools, including an evaluation and inclusion framework, DEL HUB ensures that the knowledge gained from project pilots remains a permanent resource for the participating municipalities and the broader European community.

Keywords:

- Democratic engagement and civic participation
- Local authorities, deliberative processes, Phase 0, follow-up, inclusion

Project number: 101345012

Project name: DEL HUB: Network for Deliberative Democracy and Citizen Empowerment

Project acronym: DEL-HUB

Call: CERV-2026-CITIZENS-TOWN-NT

Topic: CERV-2026-CITIZENS-TOWN-NT

Type of action: CERV Lump Sum Grants

Granting authority: European Education and Culture Executive Agency

Grant managed through EU Funding & Tenders Portal: Yes (eGrants)

Project starting date: fixed date: 1 December 2026

Project end date: 30 November 2028

Project duration: 24 months

Consortium agreement: No

2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	DJND	DANES JE NOV DAN, INSTITUT ZA DRUGA VPRASANJA	SI	907442179	113 280.00
2	BEN	CELJE	MESTNA OBCINA CELJE	SI	936708631	44 925.00
3	BEN	NEXTLEARNING	NEXTLEARNING EV	DE	929541495	44 925.00
4	BEN	Grad Varaždin	GRAD VARAZDIN CITY OF VARAZDIN	HR	905471236	44 930.00

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
5	BEN	KOSICE CITY	MESTO KOSICE	SK	938386731	44 930.00
6	AP	OKSR	O'Keeffe Social Research	IE	891041807	0.00
Total						292 990.00

Coordinator:

- DANES JE NOV DAN, INSTITUT ZA DRUGA VPRASANJA (DJND)

3. Grant

Maximum grant amount, total estimated eligible costs and contributions and funding rate:

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
292 990.00	292 990.00

Grant form: Lump Sum

Grant mode: Action grant

Budget categories/activity types: Lump sum contributions

Cost eligibility options: n/a

Budget flexibility: No

4. Reporting, payments and recoveries

4.1 Continuous reporting (art 21)

Deliverables: see Funding & Tenders Portal Continuous Reporting tool

4.2 Periodic reporting and payments

Reporting and payment schedule (art 21, 22):

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	30 days from entry into force/ financial guarantee (if required) – whichever is the latest
1	1	24	Periodic report	60 days after end of reporting period	Final payment	90 days from receiving periodic report

Prefinancing payments and guarantees:

Prefinancing payment		Prefinancing guarantee		
Type	**Amount**	**Guarantee amount**	**Division per participant**	
Prefinancing 1 (initial)	175 794.00	n/a	1 - DJND	n/a
			2 - CELJE	n/a
			3 - NEXTLEARNING	n/a
			4 - Grad Varaždin	n/a
			5 - KOSICE CITY	n/a

Reporting and payment modalities (art 21, 22):

Mutual Insurance Mechanism (MIM): No

Restrictions on distribution of initial prefinancing: The prefinancing may be distributed only if the minimum number of beneficiaries set out in the call condititions (if any) have acceded to the Agreement and only to beneficiaries that have acceded.

Interim payment ceiling (if any): 100% of the maximum grant amount

No-profit rule: n/a

Late payment interest: ECB + 3.5%

Bank account for payments:

SI56610000005740710 HDELSI22XXX

Conversion into euros: n/a

Reporting language: Language of the Agreement or other EU official language, if specified in the call conditions

4.3 Certificates (art 24): n/a

4.4 Recoveries (art 22)

First-line liability for recoveries:

Beneficiary termination: Beneficiary concerned

Final payment: Coordinator

After final payment: Beneficiary concerned

Joint and several liability for enforced recoveries (in case of non-payment):

Limited joint and several liability of other beneficiaries — up to the maximum grant amount of the beneficiary

Joint and several liability of affiliated entities — n/a

5. Consequences of non-compliance, applicable law & dispute settlement forum

Applicable law (art 43):

Standard applicable law regime: EU law + law of Belgium

Dispute settlement forum (art 43):

Standard dispute settlement forum:

EU beneficiaries: EU General Court + EU Court of Justice (on appeal)

Non-EU beneficiaries: Courts of Brussels, Belgium (unless an international agreement provides for the enforceability of EU court judgements)

6. Other

Specific rules (Annex 5): Yes

Standard time-limits after project end:

Confidentiality (for X years after final payment): 5

Record-keeping (for X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Reviews (up to X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Audits (up to X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Extension of findings from other grants to this grant (no later than X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Impact evaluation (up to X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

CHAPTER 1 GENERAL

ARTICLE 1 — SUBJECT OF THE AGREEMENT

This Agreement sets out the rights and obligations and terms and conditions applicable to the grant awarded for the implementation of the action set out in Chapter 2.

ARTICLE 2 — DEFINITIONS

For the purpose of this Agreement, the following definitions apply:

Actions — The project which is being funded in the context of this Agreement.

Grant — The grant awarded in the context of this Agreement.

EU grants — Grants awarded by EU institutions, bodies, offices or agencies (including EU executive agencies, EU regulatory agencies, EDA, joint undertakings, etc.).

Participants — Entities participating in the action as beneficiaries, affiliated entities, associated partners, third parties giving in-kind contributions, subcontractors or recipients of financial support to third parties.

Beneficiaries (BEN) — The signatories of this Agreement (either directly or through an accession form).

Affiliated entities (AE) — Entities affiliated to a beneficiary within the meaning of Article 190 of EU Financial Regulation 2024/2509[4] which participate in the action with similar rights and obligations as the beneficiaries (obligation to implement action tasks and right to charge costs and claim contributions).

Associated partners (AP) — Entities which participate in the action, but without the right to charge costs or claim contributions.

Purchases — Contracts for goods, works or services needed to carry out the action (e.g. equipment, consumables and supplies) but which are not part of the action tasks (see Annex 1).

Subcontracting — Contracts for goods, works or services that are part of the action tasks (see Annex 1).

In-kind contributions — In-kind contributions within the meaning of Article 2(38) of EU Financial Regulation 2024/2509, i.e. non-financial resources made available free of charge by third parties.

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[4] For the definition, see Article 190 Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast) ('EU Financial Regulation') (OJ L, 2024/2509, 26.9.2024): "**affiliated entities** [are]:

(a) entities that form a sole beneficiary [(i.e. where an entity is formed of several entities that satisfy the criteria for being awarded a grant, including where the entity is specifically established for the purpose of implementing an action to be financed by a grant)];

(b) entities that satisfy the eligibility criteria and that do not fall within one of the situations referred to in Article 138(1) and 143(1) and that have a link with the beneficiary, in particular a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation".

Fraud — Fraud within the meaning of Article 3 of EU Directive 2017/1371[5] and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995[6], as well as any other wrongful or criminal deception intended to result in financial or personal gain.

Irregularities — Any type of breach (regulatory or contractual) which could impact the EU financial interests, including irregularities within the meaning of Article 1(2) of EU Regulation 2988/95[7].

Grave professional misconduct — Any type of unacceptable or improper behaviour in exercising one's profession, especially by employees, including grave professional misconduct within the meaning of Article 138(1)(c) of EU Financial Regulation 2024/2509[8].

Applicable EU, international and national law — Any legal acts or other (binding or non-binding) rules and guidance in the area concerned.

Portal — EU Funding & Tenders Portal; electronic portal and exchange system managed by the European Commission and used by itself and other EU institutions, bodies, offices or agencies for the management of their funding programmes (grants, procurements, prizes, etc.).

CHAPTER 2 ACTION

ARTICLE 3 — ACTION

The grant is awarded for the action **101345012 — DEL-HUB** ('action'), as described in Annex 1.

ARTICLE 4 — DURATION AND STARTING DATE

The duration and the starting date of the action are set out in the Data Sheet (see Point 1).

CHAPTER 3 GRANT

ARTICLE 5 — GRANT

5.1 Form of grant

[5] Directive (EU) 2017/1371 of the European Parliament and of the Council of 5 July 2017 on the fight against fraud to the Union's financial interests by means of criminal law (OJ L 198, 28.7.2017, p. 29).

[6] OJ C 316, 27.11.1995, p. 48.

[7] Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1).

[8] 'Professional misconduct' includes, in particular, the following: violation of ethical standards of the profession; wrongful conduct with impact on professional credibility; breach of generally accepted professional ethical standards; false declarations/misrepresentation of information; participation in a cartel or other agreement distorting competition; violation of IPR; attempting to influence decision-making processes by taking advantage, through misrepresentation, of a conflict of interests, or to obtain confidential information from public authorities to gain an advantage; incitement to discrimination, hatred or violence or similar activities contrary to the EU values where negatively affecting or risking to affect the performance of a legal commitment.

The grant is an action grant[9] which takes the form of a lump sum grant for the completion of work packages.

5.2 Maximum grant amount

The maximum grant amount is set out in the Data Sheet (see Point 3) and in the estimated budget (Annex 2).

5.3 Funding rate

Not applicable

5.4 Estimated budget, budget categories and forms of funding

The estimated budget for the action (lump sum breakdown) is set out in Annex 2.

It contains the estimated eligible contributions for the action (lump sum contributions), broken down by participant and work package.

Annex 2 also shows the types of contributions (forms of funding)[10] to be used for each work package.

5.5 Budget flexibility

Budget flexibility does not apply; changes to the estimated budget (lump sum breakdown) always require an amendment (see Article 39).

Amendments for transfers between *work packages* are moreover possible only if:

- the work packages concerned are not already completed (and declared in a financial statement) and
- the transfers are justified by the technical implementation of the action.

ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS

6.1 and 6.2 General and specific eligibility conditions

Lump sum contributions are eligible ('eligible contributions'), if:

(a) they are set out in Annex 2 and

(b) the work packages are completed and the work is properly implemented by the beneficiaries and/or the results are achieved, in accordance with Annex 1 and during in the period set out in Article 4 (with the exception of work/results relating to the submission of the final periodic report, which may be achieved afterwards; see Article 21)

They will be calculated on the basis of the amounts set out in Annex 2.

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[9] For the definition, see Article 183(2)(a) EU Financial Regulation 2024/2509: '**action grant**' means an EU grant to finance "an action intended to help achieve a Union policy objective".

[10] See Article 125 EU Financial Regulation 2024/2509.

6.3 Ineligible contributions

'Ineligible contributions' are:

(a) lump sum contributions that do not comply with the conditions set out above (see Article 6.1 and 6.2)

(b) lump sum contributions for activities already funded under other EU grants (or grants awarded by an EU Member State, non-EU country or other body implementing the EU budget), except for the following case:

(i) Synergy actions: not applicable

(c) other:

(i) country restrictions for eligible costs: not applicable.

6.4 Consequences of non-compliance

If a beneficiary declares lump sum contributions that are ineligible, they will be rejected (see Article 27).

This may also lead to other measures described in Chapter 5.

CHAPTER 4 GRANT IMPLEMENTATION

SECTION 1 CONSORTIUM: BENEFICIARIES, AFFILIATED ENTITIES AND OTHER PARTICIPANTS

ARTICLE 7 — BENEFICIARIES

The beneficiaries, as signatories of the Agreement, are fully responsible towards the granting authority for implementing it and for complying with all its obligations.

They must implement the Agreement to their best abilities, in good faith and in accordance with all the obligations and terms and conditions it sets out.

They must have the appropriate resources to implement the action and implement the action under their own responsibility and in accordance with Article 11. If they rely on affiliated entities or other participants (see Articles 8 and 9), they retain sole responsibility towards the granting authority and the other beneficiaries.

They are jointly responsible for the *technical* implementation of the action. If one of the beneficiaries fails to implement their part of the action, the other beneficiaries must ensure that this part is implemented by someone else (without being entitled to an increase of the maximum grant amount and subject to an amendment; see Article 39). The *financial* responsibility of each beneficiary in case of recoveries is governed by Article 22.

The beneficiaries (and their action) must remain eligible under the EU programme funding the grant

for the entire duration of the action. Lump sum contributions will be eligible only as long as the beneficiary and the action are eligible.

The **internal roles and responsibilities** of the beneficiaries are divided as follows:

(a) Each beneficiary must:

(i) keep information stored in the Portal Participant Register up to date (see Article 19)

(ii) inform the granting authority (and the other beneficiaries) immediately of any events or circumstances likely to affect significantly or delay the implementation of the action (see Article 19)

(iii) submit to the coordinator in good time:

- the prefinancing guarantees (if required; see Article 23)
- the financial statements and certificates on the financial statements (CFS): not applicable
- the contribution to the deliverables and technical reports (see Article 21)
- any other documents or information required by the granting authority under the Agreement

(iv) submit via the Portal data and information related to the participation of their affiliated entities.

(b) The coordinator must:

(i) monitor that the action is implemented properly (see Article 11)

(ii) act as the intermediary for all communications between the consortium and the granting authority, unless the Agreement or granting authority specifies otherwise, and in particular:

- submit the prefinancing guarantees to the granting authority (if any)
- request and review any documents or information required and verify their quality and completeness before passing them on to the granting authority
- submit the deliverables and reports to the granting authority
- inform the granting authority about the payments made to the other beneficiaries (report on the distribution of payments; if required, see Articles 22 and 32)

(iii) distribute the payments received from the granting authority to the other beneficiaries without unjustified delay (see Article 22).

The coordinator may not delegate or subcontract the above-mentioned tasks to any other beneficiary or third party (including affiliated entities).

However, coordinators which are public bodies may delegate the tasks set out in Point (b)(ii) last

indent and (iii) above to entities with 'authorisation to administer' which they have created or which are controlled by or affiliated to them. In this case, the coordinator retains sole responsibility for the payments and for compliance with the obligations under the Agreement.

Moreover, coordinators which are 'sole beneficiaries'[11] (or similar, such as European research infrastructure consortia (ERICs)) may delegate the tasks set out in Point (b)(i) to (iii) above to one of their members. The coordinator retains sole responsibility for compliance with the obligations under the Agreement.

The beneficiaries must have **internal arrangements** regarding their operation and co-ordination, to ensure that the action is implemented properly.

If required by the granting authority (see Data Sheet, Point 1), these arrangements must be set out in a written **consortium agreement** between the beneficiaries, covering for instance:

- the internal organisation of the consortium
- the management of access to the Portal
- different distribution keys for the payments and financial responsibilities in case of recoveries (if any)
- additional rules on rights and obligations related to background and results (see Article 16)
- settlement of internal disputes
- liability, indemnification and confidentiality arrangements between the beneficiaries.

The internal arrangements must not contain any provision contrary to this Agreement.

ARTICLE 8 — AFFILIATED ENTITIES

Not applicable

ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION

9.1 Associated partners

The following entities which cooperate with a beneficiary will participate in the action as 'associated partners':

- **O'Keeffe Social Research (OKSR)**, PIC 891041807

Associated partners must implement the action tasks attributed to them in Annex 1 in accordance with Article 11. They may not charge contributions to the action (no lump sum contributions) and the costs for their tasks are not eligible (may not be included in the estimated budget in Annex 2).

The tasks must be set out in Annex 1.

[11] For the definition, see Article 190(2) EU Financial Regulation 2024/2509: "Where several entities satisfy the criteria for being awarded a grant and together form one entity, that entity may be treated as the **sole beneficiary**, including where it is specifically established for the purpose of implementing the action financed by the grant."

The beneficiaries must ensure that their contractual obligations under Articles 11 (proper implementation), 12 (conflict of interests), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) also apply to the associated partners.

The beneficiaries must ensure that the bodies mentioned in Article 25 (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.) can exercise their rights also towards the associated partners.

9.2 Third parties giving in-kind contributions to the action

Other third parties may give in-kind contributions to the action (i.e. personnel, equipment, other goods, works and services, etc. which are free-of-charge), if necessary for the implementation.

Third parties giving in-kind contributions do not implement any action tasks. They may not charge contributions to the action (no lump sum contributions) and the costs for the in-kind contributions are not eligible (may not be included in the estimated budget in Annex 2).

The third parties and their in-kind contributions should be set out in Annex 1.

9.3 Subcontractors

Subcontractors may participate in the action, if necessary for the implementation.

Subcontractors must implement their action tasks in accordance with Article 11. The beneficiaries' costs for subcontracting are considered entirely covered by the lump sum contributions for implementing the work packages (irrespective of the actual subcontracting costs incurred, if any).

The beneficiaries must ensure that their contractual obligations under Articles 11 (proper implementation), 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) also apply to the subcontractors.

The beneficiaries must ensure that the bodies mentioned in Article 25 (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.) can exercise their rights also towards the subcontractors.

9.4 Recipients of financial support to third parties

If the action includes providing financial support to third parties (e.g. grants, prizes or similar forms of support), the beneficiaries must ensure that their contractual obligations under Articles 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping)also apply to the third parties receiving the support (recipients).

The beneficiaries must also ensure that the bodies mentioned in Article 25 (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.) can exercise their rights also towards the recipients.

ARTICLE 10 — PARTICIPANTS WITH SPECIAL STATUS

10.1 Non-EU participants

Participants which are established in a non-EU country (if any) undertake to comply with their obligations under the Agreement and:

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC[12]
- for the controls under Article 25: allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the bodies mentioned in that Article (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.).

Special rules on dispute settlement apply (see Data Sheet, Point 5).

10.2 Participants which are international organisations

Participants which are international organisations (IOs; if any) undertake to comply with their obligations under the Agreement and:

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: to use either independent public officers or external auditors which comply with comparable standards as those set out in EU Directive 2006/43/EC[13]
- for the controls under Article 25: to allow for the checks, reviews, audits and investigations by the bodies mentioned in that Article, taking into account the specific agreements concluded by them and the EU (if any).

For such participants, nothing in the Agreement will be interpreted as a waiver of their privileges or immunities, as accorded by their constituent documents or international law.

Special rules on applicable law and dispute settlement apply (see Article 43 and Data Sheet, Point 5).

10.3 Pillar-assessed participants

Pillar-assessed participants (if any) may rely on their own systems, rules and procedures, in so far as they have been positively assessed and do not call into question the decision awarding the grant or breach the principle of equal treatment of applicants or beneficiaries.

'Pillar-assessment' means a review by the European Commission on the systems, rules and procedures

[12] Directive 2006/43/EC of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts (OJ L 157, 9.6.2006, p. 87).

[13] Directive 2006/43/EC of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts (OJ L 157, 9.6.2006, p. 87).

which participants use for managing EU grants (in particular internal control system, accounting system, external audits, financing of third parties, rules on recovery and exclusion, information on recipients and protection of personal data; see Article 157 EU Financial Regulation 2024/2509).

Participants with a positive pillar assessment may rely on their own systems, rules and procedures, in particular for:

- record-keeping (Article 20): may be done in accordance with internal standards, rules and procedures
- currency conversion for financial statements (Article 21): may be done in accordance with usual accounting practices
- guarantees (Article 23): for public law bodies, prefinancing guarantees are not needed
- certificates (Article 24):
    - certificates on the financial statements (CFS): may be provided by their regular internal or external auditors and in accordance with their internal financial regulations and procedures
    - certificates on usual accounting practices (CoMUC): are not needed if those practices are covered by an ex-ante assessment

and use the following specific rules, for:

- recoveries (Article 22): in case of financial support to third parties, there will be no recovery if the participant has done everything possible to retrieve the undue amounts from the third party receiving the support (including legal proceedings) and non-recovery is not due to an error or negligence on its part
- checks, reviews, audits and investigations by the EU (Article 25): will be conducted taking into account the rules and procedures specifically agreed between them and the framework agreement (if any)
- impact evaluation (Article 26): will be conducted in accordance with the participant's internal rules and procedures and the framework agreement (if any)
- grant agreement termination (Article 32): the final grant amount and final payment will be calculated taking into account also costs relating to contracts due for execution only after termination takes effect, if the contract was entered into before the pre-information letter was received and could not reasonably be terminated on legal grounds
- liability for damages (Article 33.2): the granting authority must be compensated for damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Agreement only if the damage is due to an infringement of the participant's internal rules and procedures or due to a violation of third parties' rights by the participant or one of its employees or individual for whom the employees are responsible.

Participants whose pillar assessment covers procurement and granting procedures may also do

purchases, subcontracting and financial support to third parties (Article 6.2) in accordance with their internal rules and procedures for purchases, subcontracting and financial support.

Participants whose pillar assessment covers data protection rules may rely on their internal standards, rules and procedures for data protection (Article 15).

The participants may however not rely on provisions which would breach the principle of equal treatment of applicants or beneficiaries or call into question the decision awarding the grant, such as in particular:

- eligibility (Article 6)
- consortium roles and set-up (Articles 7-9)
- security and ethics (Articles 13, 14)
- IPR (including background and results, access rights and rights of use), communication, dissemination and visibility (Articles 16 and 17)
- information obligation (Article 19)
- payment, reporting and amendments (Articles 21, 22 and 39)
- rejections, reductions, suspensions and terminations (Articles 27, 28, 29-32)

If the pillar assessment was subject to remedial measures, reliance on the internal systems, rules and procedures is subject to compliance with those remedial measures.

Participants must inform the coordinator without delay of any changes to the systems, rules and procedures that were part of the pillar assessment. The coordinator must immediately inform the granting authority.

Pillar-assessed participants that have also concluded a framework agreement with the EU, may moreover — under the same conditions as those above (i.e. not call into question the decision awarding the grant or breach the principle of equal treatment of applicants or beneficiaries) — rely on provisions set out in that framework agreement.

SECTION 2 RULES FOR CARRYING OUT THE ACTION

ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION

11.1 Obligation to properly implement the action

The beneficiaries must implement the action as described in Annex 1 and in compliance with the provisions of the Agreement, the call conditions and all legal obligations under applicable EU, international and national law.

11.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 12 — CONFLICT OF INTERESTS

12.1 Conflict of interests

The beneficiaries must take all measures to prevent any situation where the impartial and objective implementation of the Agreement could be compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect interest ('conflict of interests').

They must formally notify the granting authority without delay of any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation.

The granting authority may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

12.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28) and the grant or the beneficiary may be terminated (see Article 32).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 13 — CONFIDENTIALITY AND SECURITY

13.1 Sensitive information

The parties must keep confidential any data, documents or other material (in any form) that is identified as sensitive in writing ('sensitive information') — during the implementation of the action and for at least until the time-limit set out in the Data Sheet (see Point 6).

If a beneficiary requests, the granting authority may agree to keep such information confidential for a longer period.

Unless otherwise agreed between the parties, they may use sensitive information only to implement the Agreement.

The beneficiaries may disclose sensitive information to their personnel or other participants involved in the action only if they:

(a) need to know it in order to implement the Agreement and

(b) are bound by an obligation of confidentiality.

The granting authority may disclose sensitive information to its staff and to other EU institutions and bodies.

It may moreover disclose sensitive information to third parties, if:

(a) this is necessary to implement the Agreement or safeguard the EU financial interests and

(b) the recipients of the information are bound by an obligation of confidentiality.

The confidentiality obligations no longer apply if:

(a) the disclosing party agrees to release the other party

(b) the information becomes publicly available, without breaching any confidentiality obligation

(c) the disclosure of the sensitive information is required by EU, international or national law.

Specific confidentiality rules (if any) are set out in Annex 5.

13.2 Classified information

The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/444[14] and its implementing rules).

Deliverables which contain classified information must be submitted according to special procedures agreed with the granting authority.

Action tasks involving classified information may be subcontracted only after explicit approval (in writing) from the granting authority.

Classified information may not be disclosed to any third party (including participants involved in the action implementation) without prior explicit written approval from the granting authority.

Specific security rules (if any) are set out in Annex 5.

13.3 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 14 — ETHICS AND VALUES

14.1 Ethics

The action must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles.

Specific ethics rules (if any) are set out in Annex 5.

14.2 Values

The beneficiaries must commit to and ensure the respect of basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).

[14] Commission Decision 2015/444/EC, Euratom of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

Specific rules on values (if any) are set out in Annex 5.

14.3 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 15 — DATA PROTECTION

15.1 Data processing by the granting authority

Any personal data under the Agreement will be processed under the responsibility of the data controller of the granting authority in accordance with and for the purposes set out in the Portal Privacy Statement.

For grants where the granting authority is the European Commission, an EU regulatory or executive agency, joint undertaking or other EU body, the processing will be subject to Regulation 2018/1725[15].

15.2 Data processing by the beneficiaries

The beneficiaries must process personal data under the Agreement in compliance with the applicable EU, international and national law on data protection (in particular, Regulation 2016/679[16]).

They must ensure that personal data is:

- processed lawfully, fairly and in a transparent manner in relation to the data subjects
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed and
- processed in a manner that ensures appropriate security of the data.

The beneficiaries may grant their personnel access to personal data only if it is strictly necessary for implementing, managing and monitoring the Agreement. The beneficiaries must ensure that the personnel is under a confidentiality obligation.

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[15] Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

[16] Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC ('GDPR') (OJ L 119, 4.5.2016, p. 1).

The beneficiaries must inform the persons whose data are transferred to the granting authority and provide them with the Portal Privacy Statement.

15.3 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 16 — INTELLECTUAL PROPERTY RIGHTS (IPR) — BACKGROUND AND RESULTS —ACCESS RIGHTS AND RIGHTS OF USE

16.1 Background and access rights to background

The beneficiaries must give each other and the other participants access to the background identified as needed for implementing the action, subject to any specific rules in Annex 5.

'Background' means any data, know-how or information — whatever its form or nature (tangible or intangible), including any rights such as intellectual property rights — that is:

(a) held by the beneficiaries before they acceded to the Agreement and

(b) needed to implement the action or exploit the results.

If background is subject to rights of a third party, the beneficiary concerned must ensure that it is able to comply with its obligations under the Agreement.

16.2 Ownership of results

The granting authority does not obtain ownership of the results produced under the action.

'Results' means any tangible or intangible effect of the action, such as data, know-how or information, whatever its form or nature, whether or not it can be protected, as well as any rights attached to it, including intellectual property rights.

16.3 Rights of use of the granting authority on materials, documents and information received for policy, information, communication, dissemination and publicity purposes

The granting authority has the right to use non-sensitive information relating to the action and materials and documents received from the beneficiaries (notably summaries for publication, deliverables, as well as any other material, such as pictures or audio-visual material, in paper or electronic form) for policy information, communication, dissemination and publicity purposes — during the action or afterwards.

The right to use the beneficiaries' materials, documents and information is granted in the form of a royalty-free, non-exclusive and irrevocable licence, which includes the following rights:

(a) **use for its own purposes** (in particular, making them available to persons working for the granting authority or any other EU service (including institutions, bodies, offices, agencies, etc.) or EU Member State institution or body; copying or reproducing them in whole or in part, in unlimited numbers; and communication through press information services)

(b) **distribution to the public** (in particular, publication as hard copies and in electronic or digital format, publication on the internet, as a downloadable or non-downloadable file, broadcasting by any channel, public display or presentation, communicating through press information services, or inclusion in widely accessible databases or indexes)

(c) **editing or redrafting** (including shortening, summarising, inserting other elements (e.g. meta-data, legends, other graphic, visual, audio or text elements), extracting parts (e.g. audio or video files), dividing into parts, use in a compilation)

(d) **translation**

(e) **storage** in paper, electronic or other form

(f) **archiving**, in line with applicable document-management rules

(g) the right to authorise **third parties** to act on its behalf or sub-license to third parties the modes of use set out in Points (b), (c), (d) and (f), if needed for the information, communication and publicity activity of the granting authority and

(h) **processing**, analysing, aggregating the materials, documents and information received and **producing derivative works**.

The rights of use are granted for the whole duration of the industrial or intellectual property rights concerned.

If materials or documents are subject to moral rights or third party rights (including intellectual property rights or rights of natural persons on their image and voice), the beneficiaries must ensure that they comply with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the rights holders concerned).

Where applicable, the granting authority will insert the following information:

"© – [year] – [name of the copyright owner]. All rights reserved. Licensed to the [name of granting authority] under conditions."

16.4 Specific rules on IPR, results and background

Specific rules regarding intellectual property rights, results and background (if any) are set out in Annex 5.

16.5 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such a breach may also lead to other measures described in Chapter 5.

ARTICLE 17 — COMMUNICATION, DISSEMINATION AND VISIBILITY

17.1 Communication — Dissemination — Promoting the action

Unless otherwise agreed with the granting authority, the beneficiaries must promote the action and its

results by providing targeted information to multiple audiences (including the media and the public), in accordance with Annex 1 and in a strategic, coherent and effective manner.

Before engaging in a communication or dissemination activity expected to have a major media impact, the beneficiaries must inform the granting authority.

17.2 Visibility — European flag and funding statement

Unless otherwise agreed with the granting authority, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge the EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate):



Funded by the
European Union



Co-funded by the
European Union



Funded by the
European Union



Co-funded by the
European Union

The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text.

Apart from the emblem, no other visual identity or logo may be used to highlight the EU support.

When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.

For the purposes of their obligations under this Article, the beneficiaries may use the emblem without first obtaining approval from the granting authority. This does not, however, give them the right to exclusive use. Moreover, they may not appropriate the emblem or any similar trademark or logo, either by registration or by any other means.

17.3 Quality of information — Disclaimer

Any communication or dissemination activity related to the action must use factually accurate information.

Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):

> "Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them."

17.4 Specific communication, dissemination and visibility rules

Specific communication, dissemination and visibility rules (if any) are set out in Annex 5.

17.5 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 18 — SPECIFIC RULES FOR CARRYING OUT THE ACTION

Not applicable

SECTION 3 GRANT ADMINISTRATION

ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS

19.1 Information requests

The beneficiaries must provide — during the action or afterwards and in accordance with Article 7 — any information requested in order to verify eligibility of the lump sum contributions declared, proper implementation of the action and compliance with the other obligations under the Agreement.

The information provided must be accurate, precise and complete and in the format requested, including electronic format.

19.2 Participant Register data updates

The beneficiaries must keep — at all times, during the action or afterwards — their information stored in the Portal Participant Register up to date, in particular, their name, address, legal representatives, legal form and organisation type.

19.3 Information about events and circumstances which impact the action

The beneficiaries must immediately inform the granting authority (and the other beneficiaries) of any of the following:

(a) **events** which are likely to affect or delay the implementation of the action or affect the EU's financial interests, in particular:

(i) changes in their legal, financial, technical, organisational or ownership situation (including changes linked to one of the exclusion grounds listed in the declaration of honour signed before grant signature)

(ii) linked action information: not applicable

(b) **circumstances** affecting:

(i) the decision to award the grant or

(ii) compliance with requirements under the Agreement.

19.4 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 20 — RECORD-KEEPING

20.1 Keeping records and supporting documents

The beneficiaries must — at least until the time-limit set out in the Data Sheet (see Point 6) — keep records and other supporting documents to prove the proper implementation of the action (proper implementation of the work and/or achievement of the results as described in Annex 1) in line with the accepted standards in the respective field (if any); beneficiaries do not need to keep specific records on the actual costs incurred.

The records and supporting documents must be made available upon request (see Article 19) or in the context of checks, reviews, audits or investigations (see Article 25).

If there are on-going checks, reviews, audits, investigations, litigation or other pursuits of claims under the Agreement (including the extension of findings; see Article 25), the beneficiaries must keep these records and other supporting documentation until the end of these procedures.

The beneficiaries must keep the original documents. Digital and digitalised documents are considered originals if they are authorised by the applicable national law. The granting authority may accept non-original documents if they offer a comparable level of assurance.

20.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, lump sum contributions insufficiently substantiated will be ineligible (see Article 6) and will be rejected (see Article 27), and the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 21 — REPORTING

21.1 Continuous reporting

The beneficiaries must report on the progress of the action (e.g. **deliverables, milestones, outputs/ outcomes, critical risks, indicators,** etc; if any), in the Portal Continuous Reporting tool and in accordance with the timing and conditions it sets out (as agreed with the granting authority).

Standardised deliverables (e.g. progress reports not linked to payments, reports on cumulative expenditure, special reports, etc; if any) must be submitted using the templates published on the Portal.

21.2 Periodic reporting: Technical reports and financial statements

In addition, the beneficiaries must provide reports to request payments, in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2):

- for additional prefinancings (if any): **an additional prefinancing report**
- for interim payments (if any) and the final payment: a **periodic report**

The prefinancing and periodic reports include a technical and financial part.

The technical part includes an overview of the action implementation. It must be prepared using the template available in the Portal Periodic Reporting tool.

The financial part of the additional prefinancing report includes a statement on the use of the previous prefinancing payment.

The financial part of the periodic report includes:

- the financial statement (consolidated statement for the consortium)
- the explanation on the use of resources (or detailed cost reporting table): not applicable
- the certificates on the financial statements (CFS): not applicable.

The **financial statement** must contain the lump sum contributions indicated in Annex 2, for the work packages that were completed during the reporting period.

For the last reporting period, the beneficiaries may exceptionally also declare partial lump sum contributions for work packages that were not completed (e.g. due to force majeure or technical impossibility).

Lump sum contributions which are not declared in a financial statement will not be taken into account by the granting authority.

By signing the financial statement (directly in the Portal Periodic Reporting tool), the coordinator confirms (on behalf of the consortium) that:

- the information provided is complete, reliable and true
- the lump sum contributions declared are eligible (in particular, the work packages have been completed, that the work has been properly implemented and/or the results were achieved in accordance with Annex 1; see Article 6)
- the proper implementation and/or achievement can be substantiated by adequate records and

supporting documents (see Article 20) that will be produced upon request (see Article 19) or in the context of checks, reviews, audits and investigations (see Article 25).

In case of recoveries (see Article 22), beneficiaries will be held responsible also for the lump sum contributions declared for their affiliated entities (if any).

21.3 Currency for financial statements and conversion into euros

The financial statements must be drafted in euro.

21.4 Reporting language

The reporting must be in the language of the Agreement, unless otherwise agreed with the granting authority (see Data Sheet, Point 4.2).

21.5 Consequences of non-compliance

If a report submitted does not comply with this Article, the granting authority may suspend the payment deadline (see Article 29) and apply other measures described in Chapter 5.

If the coordinator breaches its reporting obligations, the granting authority may terminate the grant or the coordinator's participation (see Article 32) or apply other measures described in Chapter 5.

ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE

22.1 Payments and payment arrangements

Payments will be made in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2).

They will be made in euro to the bank account indicated by the coordinator (see Data Sheet, Point 4.2) and must be distributed without unjustified delay (restrictions may apply to distribution of the initial prefinancing payment; see Data Sheet, Point 4.2).

Payments to this bank account will discharge the granting authority from its payment obligation.

The cost of payment transfers will be borne as follows:

- the granting authority bears the cost of transfers charged by its bank
- the beneficiary bears the cost of transfers charged by its bank
- the party causing a repetition of a transfer bears all costs of the repeated transfer.

Payments by the granting authority will be considered to have been carried out on the date when they are debited to its account.

22.2 Recoveries

Recoveries will be made, if — at beneficiary termination, final payment or afterwards — it turns out that the granting authority has paid too much and needs to recover the amounts undue.

The general liability regime for recoveries (first-line liability) is as follows: At final payment, the coordinator will be fully liable for recoveries, even if it has not been the final recipient of the undue amounts. At beneficiary termination or after final payment, recoveries will be made directly against the beneficiaries concerned.

Beneficiaries will be fully liable for repaying the debts of their affiliated entities.

In case of enforced recoveries (see Article 22.4):

- the beneficiaries will be jointly and severally liable for repaying debts of another beneficiary under the Agreement (including late-payment interest), if required by the granting authority (see Data Sheet, Point 4.4)

- affiliated entities will be held liable for repaying debts of their beneficiaries under the Agreement (including late-payment interest), if required by the granting authority (see Data Sheet, Point 4.4).

22.3 Amounts due

22.3.1 Prefinancing payments

The aim of the prefinancing is to provide the beneficiaries with a float.

It remains the property of the EU until the final payment.

For **initial prefinancings** (if any), the amount due, schedule and modalities are set out in the Data Sheet (see Point 4.2).

For **additional prefinancings** (if any), the amount due, schedule and modalities are also set out in the Data Sheet (see Point 4.2). However, if the statement on the use of the previous prefinancing payment shows that less than 70% was used, the amount set out in the Data Sheet will be reduced by the difference between the 70% threshold and the amount used.

Prefinancing payments (or parts of them) may be offset (without the beneficiaries' consent) against amounts owed by a beneficiary to the granting authority — up to the amount due to that beneficiary.

For grants where the granting authority is the European Commission or an EU executive agency, offsetting may also be done against amounts owed to other Commission services or executive agencies.

Payments will not be made if the payment deadline or payments are suspended (see Articles 29 and 30).

22.3.2 Amount due at beneficiary termination — Recovery

In case of beneficiary termination, the granting authority will determine the provisional amount due for the beneficiary concerned.

This will be done on the basis of work packages already completed in previous interim payments. Payments for ongoing/not yet completed work packages which the beneficiary was working on before termination (if any) will therefore be made only later on, with the next interim or final payments when those work packages have been completed.

The **amount due** will be calculated in the following step:

Step 1 — Calculation of the total accepted EU contribution

Step 1 — Calculation of the total accepted EU contribution

The granting authority will first calculate the 'accepted EU contribution' for the beneficiary, on the basis of the beneficiary's lump sum contributions for the work packages which were approved in previous interim payments.

After that, the granting authority will take into account grant reductions (if any). The resulting amount is the 'total accepted EU contribution' for the beneficiary.

The **balance** is then calculated by deducting the payments received (if any; see report on the distribution of payments in Article 32), from the total accepted EU contribution:

{total accepted EU contribution for the beneficiary

minus

{prefinancing and interim payments received (if any)}}.

If the balance is **negative**, it will be **recovered** in accordance with the following procedure:

The granting authority will send a **pre-information letter** to the beneficiary concerned:

- formally notifying the intention to recover, the amount due, the amount to be recovered and the reasons why and
- requesting observations within 30 days of receiving notification.

If no observations are submitted (or the granting authority decides to pursue recovery despite the observations it has received), it will confirm the amount to be recovered and ask this amount to be paid to the coordinator (**confirmation letter**).

22.3.3 Interim payments

Interim payments reimburse the eligible lump sum contributions claimed for work packages implemented during the reporting periods (if any).

Interim payments (if any) will be made in accordance with the schedule and modalities set out the Data Sheet (see Point 4.2).

Payment is subject to the approval of the periodic report and the work packages declared. Their approval does not imply recognition of compliance, authenticity, completeness or correctness of their content.

Incomplete work packages and work packages that have not been delivered or cannot be approved will be rejected (see Article 27).

The **interim payment** will be calculated by the granting authority in the following steps:

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the interim payment ceiling

Step 1 — Calculation of the total accepted EU contribution

The granting authority will first calculate the 'accepted EU contribution' for the action for the reporting period, by calculating the lump sum contributions for the approved work packages.

After that, the granting authority will take into account grant reductions from beneficiary termination (if any). The resulting amount is the 'total accepted EU contribution'.

Step 2 — Limit to the interim payment ceiling

The resulting amount is then capped to ensure that the total amount of prefinancing and interim payments (if any) does not exceed the interim payment ceiling set out in the Data Sheet (see Point 4.2).

Interim payments (or parts of them) may be offset (without the beneficiaries' consent) against amounts owed by a beneficiary to the granting authority — up to the amount due to that beneficiary.

For grants where the granting authority is the European Commission or an EU executive agency, offsetting may also be done against amounts owed to other Commission services or executive agencies.

Payments will not be made if the payment deadline or payments are suspended (see Articles 29 and 30).

22.3.4 Final payment — Final grant amount — Revenues and Profit — Recovery

The final payment (payment of the balance) reimburses the remaining eligible lump sum contributions claimed for the implemented work packages (if any).

The final payment will be made in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2).

Payment is subject to the approval of the final periodic report and the work packages declared. Their approval does not imply recognition of compliance, authenticity, completeness or correctness of their content.

Work packages (or parts of them) that have not been delivered or cannot be approved will be rejected (see Article 27).

The **final grant amount for the action** will be calculated in the following steps:

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the maximum grant amount

Step 3 — Reduction due to the no-profit rule

Step 1 — Calculation of the total accepted EU contribution

The granting authority will first calculate the 'accepted EU contribution' for the action for all reporting periods, by calculating the lump sum contributions for the approved work packages.

After that, the granting authority will take into account grant reductions (if any). The resulting amount is the 'total accepted EU contribution'.

Step 2 — Limit to the maximum grant amount

Not applicable

Step 3 — Reduction due to the no-profit rule

Not applicable

The **balance** (final payment) is then calculated by deducting the total amount of prefinancing and interim payments already made (if any), from the final grant amount:

{final grant amount

minus

{prefinancing and interim payments made (if any)}}.

If the balance is **positive**, it will be **paid** to the coordinator.

The final payment (or part of it) may be offset (without the beneficiaries' consent) against amounts owed by a beneficiary to the granting authority — up to the amount due to that beneficiary.

For grants where the granting authority is the European Commission or an EU executive agency, offsetting may also be done against amounts owed to other Commission services or executive agencies.

Payments will not be made if the payment deadline or payments are suspended (see Articles 29 and 30).

If the balance is **negative**, it will be **recovered** in accordance with the following procedure:

The granting authority will send a **pre-information letter** to the coordinator:

- formally notifying the intention to recover, the final grant amount, the amount to be recovered and the reasons why
- requesting observations within 30 days of receiving notification.

If no observations are submitted (or the granting authority decides to pursue recovery despite the observations it has received), it will confirm the amount to be recovered (**confirmation letter**), together with a **debit note** with the terms and date for payment.

If payment is not made by the date specified in the debit note, the granting authority will **enforce recovery** in accordance with Article 22.4.

22.3.5 Audit implementation after final payment — Revised final grant amount — Recovery

If — after the final payment (in particular, after checks, reviews, audits or investigations; see Article 25) — the granting authority rejects lump sum contributions (see Article 27) or reduces the grant (see Article 28), it will calculate the **revised final grant amount** for the beneficiary concerned.

The **beneficiary revised final grant amount** will be calculated in the following step:

Step 1 — Calculation of the revised total accepted EU contribution

Step 1 — Calculation of the revised total accepted EU contribution

The granting authority will first calculate the 'revised accepted EU contribution' for the beneficiary, by calculating the 'revised accepted contributions'.

After that, it will take into account grant reductions (if any). The resulting 'revised total accepted EU contribution' is the beneficiary revised final grant amount.

If the revised final grant amount is lower than the beneficiary's final grant amount (i.e. its share in the final grant amount for the action), it will be **recovered** in accordance with the following procedure:

The **beneficiary final grant amount** (i.e. share in the final grant amount for the action) is calculated as follows:

{{total accepted EU contribution for the beneficiary

divided by

total accepted EU contribution for the action}

multiplied by

final grant amount for the action}.

The granting authority will send a **pre-information letter** to the beneficiary concerned:

- formally notifying the intention to recover, the amount to be recovered and the reasons why and
- requesting observations within 30 days of receiving notification.

If no observations are submitted (or the granting authority decides to pursue recovery despite the observations it has received), it will confirm the amount to be recovered (**confirmation letter**), together with a **debit note** with the terms and the date for payment.

Recoveries against affiliated entities (if any) will be handled through their beneficiaries.

If payment is not made by the date specified in the debit note, the granting authority will **enforce recovery** in accordance with Article 22.4.

22.4 Enforced recovery

If payment is not made by the date specified in the debit note, the amount due will be recovered:

(a) by offsetting the amount — without the coordinator or beneficiary's consent — against any amounts owed to the coordinator or beneficiary by the granting authority.

In exceptional circumstances, to safeguard the EU financial interests, the amount may be offset before the payment date specified in the debit note.

For grants where the granting authority is the European Commission or an EU executive

agency, debts may also be offset against amounts owed by other Commission services or executive agencies.

(b) by drawing on the financial guarantee(s) (if any)

(c) by holding other beneficiaries jointly and severally liable (if any; see Data Sheet, Point 4.4)

(d) by holding affiliated entities jointly and severally liable (if any, see Data Sheet, Point 4.4)

(e) by taking legal action (see Article 43) or, provided that the granting authority is the European Commission or an EU executive agency, by adopting an enforceable decision under Article 299 of the Treaty on the Functioning of the EU (TFEU) and Article 100(2) of EU Financial Regulation 2024/2509.

The amount to be recovered will be increased by **late-payment interest** at the rate set out in Article 23.5, from the day following the payment date in the debit note, up to and including the date the full payment is received.

Partial payments will be first credited against expenses, charges and late-payment interest and then against the principal.

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2015/2366[17] applies.

For grants where the granting authority is an EU executive agency, enforced recovery by offsetting or enforceable decision will be done by the services of the European Commission (see also Article 43).

22.5 Consequences of non-compliance

22.5.1 If the granting authority does not pay within the payment deadlines (see above), the beneficiaries are entitled to **late-payment interest** at the reference rate applied by the European Central Bank (ECB) for its main refinancing operations in euros, plus the percentage specified in the Data Sheet (Point 4.2). The ECB reference rate to be used is the rate in force on the first day of the month in which the payment deadline expires, as published in the C series of the *Official Journal of the European Union*.

If the late-payment interest is lower than or equal to EUR 200, it will be paid to the coordinator only on request submitted within two months of receiving the late payment.

Late-payment interest is not due if all beneficiaries are EU Member States (including regional and local government authorities or other public bodies acting on behalf of a Member State for the purpose of this Agreement).

If payments or the payment deadline are suspended (see Articles 29 and 30), payment will not be considered as late.

Late-payment interest covers the period running from the day following the due date for payment (see above), up to and including the date of payment.

[17] Directive (EU) 2015/2366 of the European Parliament and of the Council of 25 November 2015 on payment services in the internal market, amending Directives 2002/65/EC, 2009/110/EC and 2013/36/EU and Regulation (EU) No 1093/2010, and repealing Directive 2007/64/EC (OJ L 337, 23.12.2015, p. 35).

Late-payment interest is not considered for the purposes of calculating the final grant amount.

22.5.2 If the coordinator breaches any of its obligations under this Article, the grant may be reduced (see Article 28) and the grant or the coordinator may be terminated (see Article 32).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 23 — GUARANTEES

23.1 Prefinancing guarantee

If required by the granting authority (see Data Sheet, Point 4.2), the beneficiaries must provide (one or more) prefinancing guarantee(s) in accordance with the timing and the amounts set out in the Data Sheet.

The coordinator must submit them to the granting authority in due time before the prefinancing they are linked to.

The guarantees must be drawn up using the template published on the Portal and fulfil the following conditions:

(a) be provided by a bank or approved financial institution established in the EU or — if requested by the coordinator and accepted by the granting authority — by a third party or a bank or financial institution established outside the EU offering equivalent security

(b) the guarantor stands as first-call guarantor and does not require the granting authority to first have recourse against the principal debtor (i.e. the beneficiary concerned) and

(c) remain explicitly in force until the final payment and, if the final payment takes the form of a recovery, until five months after the debit note is notified to a beneficiary.

They will be released within the following month.

23.2 Consequences of non-compliance

If the beneficiaries breach their obligation to provide the prefinancing guarantee, the prefinancing will not be paid.

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 24 — CERTIFICATES

Not applicable

ARTICLE 25 — CHECKS, REVIEWS, AUDITS AND INVESTIGATIONS — EXTENSION OF FINDINGS

25.1 Granting authority checks, reviews and audits

25.1.1 Internal checks

The granting authority may — during the action or afterwards — check the proper implementation of

the action and compliance with the obligations under the Agreement, including assessing lump sum contributions, deliverables and reports.

25.1.2 Project reviews

The granting authority may carry out reviews on the proper implementation of the action and compliance with the obligations under the Agreement (general project reviews or specific issues reviews).

Such project reviews may be started during the implementation of the action and until the time-limit set out in the Data Sheet (see Point 6). They will be formally notified to the coordinator or beneficiary concerned and will be considered to start on the date of the notification.

If needed, the granting authority may be assisted by independent, outside experts. If it uses outside experts, the coordinator or beneficiary concerned will be informed and have the right to object on grounds of commercial confidentiality or conflict of interest.

The coordinator or beneficiary concerned must cooperate diligently and provide — within the deadline requested — any information and data in addition to deliverables and reports already submitted. The granting authority may request beneficiaries to provide such information to it directly. Sensitive information and documents will be treated in accordance with Article 13.

The coordinator or beneficiary concerned may be requested to participate in meetings, including with the outside experts.

For **on-the-spot visits**, the beneficiary concerned must allow access to sites and premises (including to the outside experts) and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the review findings, a **project review report** will be drawn up.

The granting authority will formally notify the project review report to the coordinator or beneficiary concerned, which has 30 days from receiving notification to make observations.

Project reviews (including project review reports) will be in the language of the Agreement, unless otherwise agreed with the granting authority (see Data Sheet, Point 4.2).

25.1.3 Audits

The granting authority may carry out audits on the proper implementation of the action and compliance with the obligations under the Agreement.

Such audits may be started during the implementation of the action and until the time-limit set out in the Data Sheet (see Point 6). They will be formally notified to the beneficiary concerned and will be considered to start on the date of the notification.

The granting authority may use its own audit service, delegate audits to a centralised service or use external audit firms. If it uses an external firm, the beneficiary concerned will be informed and have the right to object on grounds of commercial confidentiality or conflict of interest.

The beneficiary concerned must cooperate diligently and provide — within the deadline requested —

any information (including complete accounts, individual salary statements or other personal data) to verify compliance with the Agreement. Sensitive information and documents will be treated in accordance with Article 13.

For **on-the-spot** visits, the beneficiary concerned must allow access to sites and premises (including for the external audit firm) and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the audit findings, a **draft audit report** will be drawn up.

The auditors will formally notify the draft audit report to the beneficiary concerned, which has 30 days from receiving notification to make observations (contradictory audit procedure).

The **final audit report** will take into account observations by the beneficiary concerned and will be formally notified to them.

Audits (including audit reports) will be in the language of the Agreement, unless otherwise agreed with the granting authority (see Data Sheet, Point 4.2).

25.2 European Commission checks, reviews and audits in grants of other granting authorities

Where the granting authority is not the European Commission, the latter has the same rights of checks, reviews and audits as the granting authority.

25.3 Access to records for assessing simplified forms of funding

The beneficiaries must give the European Commission access to their statutory records for the periodic assessment of simplified forms of funding which are used in EU programmes.

25.4 OLAF, EPPO and ECA audits and investigations

The following bodies may also carry out checks, reviews, audits and investigations — during the action or afterwards:

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013[18] and No 2185/96[19]
- the European Public Prosecutor's Office (EPPO) under Regulation 2017/1939
- the European Court of Auditors (ECA) under Article 287 of the Treaty on the Functioning of the EU (TFEU) and Article 263 of EU Financial Regulation 2024/2509.

If requested by these bodies, the beneficiary concerned must provide full, accurate and complete

[18] Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF) and repealing Regulation (EC) No 1073/1999 of the European Parliament and of the Council and Council Regulation (Euratom) No 1074/1999 (OJ L 248, 18/09/2013, p. 1).

[19] Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15/11/1996, p. 2).

information in the format requested (including complete accounts, individual salary statements or other personal data, including in electronic format) and allow access to sites and premises for on-the-spot visits or inspections — as provided for under these Regulations.

To this end, the beneficiary concerned must keep all relevant information relating to the action, at least until the time-limit set out in the Data Sheet (Point 6) and, in any case, until any ongoing checks, reviews, audits, investigations, litigation or other pursuits of claims have been concluded.

25.5 Consequences of checks, reviews, audits and investigations — Extension of findings

25.5.1 Consequences of checks, reviews, audits and investigations in this grant

Findings in checks, reviews, audits or investigations carried out in the context of this grant may lead to rejections (see Article 27), grant reduction (see Article 28) or other measures described in Chapter 5.

Rejections or grant reductions after the final payment will lead to a revised final grant amount (see Article 22).

Findings in checks, reviews, audits or investigations during the action implementation may lead to a request for amendment (see Article 39), to change the description of the action set out in Annex 1.

Checks, reviews, audits or investigations that find systemic or recurrent errors, irregularities, fraud or breach of obligations in any EU grant may also lead to consequences in other EU grants awarded under similar conditions ('extension to other grants').

Moreover, findings arising from an OLAF or EPPO investigation may lead to criminal prosecution under national law.

25.5.2 Extension from other grants

Findings of checks, reviews, audits or investigations in other grants may be extended to this grant, if:

(a) the beneficiary concerned is found, in other EU grants awarded under similar conditions, to have committed systemic or recurrent errors, irregularities, fraud or breach of obligations that have a material impact on this grant and

(b) those findings are formally notified to the beneficiary concerned — together with the list of grants affected by the findings — within the time-limit for audits set out in the Data Sheet (see Point 6).

The granting authority will formally notify the beneficiary concerned of the intention to extend the findings and the list of grants affected.

If the extension concerns **rejections of lump sum contributions**: the notification will include:

(a) an invitation to submit observations on the list of grants affected by the findings

(b) the request to submit revised financial statements for all grants affected

(c) the correction rate for extrapolation, established on the basis of the systemic or recurrent errors, to calculate the amounts to be rejected, if the beneficiary concerned:

(i) considers that the submission of revised financial statements is not possible or practicable or

(ii) does not submit revised financial statements.

If the extension concerns **grant reductions**: the notification will include:

(a) an invitation to submit observations on the list of grants affected by the findings and

(b) the **correction rate for extrapolation**, established on the basis of the systemic or recurrent errors and the principle of proportionality.

The beneficiary concerned has **60 days** from receiving notification to submit observations, revised financial statements or to propose a duly substantiated **alternative correction method/rate**.

On the basis of this, the granting authority will analyse the impact and decide on the implementation (i.e. start rejection or grant reduction procedures, either on the basis of the revised financial statements or the announced/alternative method/rate or a mix of those; see Articles 27 and 28).

25.6 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, lump sum contributions insufficiently substantiated will be ineligible (see Article 6) and will be rejected (see Article 27), and the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 26 — IMPACT EVALUATIONS

26.1 Impact evaluation

The granting authority may carry out impact evaluations of the action, measured against the objectives and indicators of the EU programme funding the grant.

Such evaluations may be started during implementation of the action and until the time-limit set out in the Data Sheet (see Point 6). They will be formally notified to the coordinator or beneficiaries and will be considered to start on the date of the notification.

If needed, the granting authority may be assisted by independent outside experts.

The coordinator or beneficiaries must provide any information relevant to evaluate the impact of the action, including information in electronic format.

26.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the granting authority may apply the measures described in Chapter 5.

CHAPTER 5 CONSEQUENCES OF NON-COMPLIANCE

SECTION 1 REJECTIONS AND GRANT REDUCTION

ARTICLE 27 — REJECTION OF CONTRIBUTIONS

27.1 Conditions

The granting authority will — at interim payment, final payment or afterwards — reject any lump sum contributions which are ineligible (see Article 6), in particular following checks, reviews, audits or investigations (see Article 25).

The rejection may also be based on the extension of findings from other grants to this grant (see Article 25).

Ineligible lump sum contributions will be rejected.

27.2 Procedure

If the rejection does not lead to a recovery, the granting authority will formally notify the coordinator or beneficiary concerned of the rejection, the amounts and the reasons why. The coordinator or beneficiary concerned may — within 30 days of receiving notification — submit observations if it disagrees with the rejection (payment review procedure).

If the rejection leads to a recovery, the granting authority will follow the contradictory procedure with pre-information letter set out in Article 22.

27.3 Effects

If the granting authority rejects lump sum contributions, it will deduct them from the lump sum contributions declared and then calculate the amount due (and, if needed, make a recovery; see Article 22).

ARTICLE 28 — GRANT REDUCTION

28.1 Conditions

The granting authority may — at beneficiary termination, final payment or afterwards — reduce the grant for a beneficiary, if:

(a) the beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed:

(i) substantial errors, irregularities or fraud or

(ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), failure to cooperate with checks, reviews, audits and investigations, etc.), or

(b) the beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants

awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5).

The amount of the reduction will be calculated for each beneficiary concerned and proportionate to the seriousness and the duration of the errors, irregularities or fraud or breach of obligations, by applying an individual reduction rate to their accepted EU contribution.

28.2 Procedure

If the grant reduction does not lead to a recovery, the granting authority will formally notify the coordinator or beneficiary concerned of the reduction, the amount to be reduced and the reasons why. The coordinator or beneficiary concerned may — within 30 days of receiving notification — submit observations if it disagrees with the reduction (payment review procedure).

If the grant reduction leads to a recovery, the granting authority will follow the contradictory procedure with pre-information letter set out in Article 22.

28.3 Effects

If the granting authority reduces the grant, it will deduct the reduction and then calculate the amount due (and, if needed, make a recovery; see Article 22).

SECTION 2 SUSPENSION AND TERMINATION

ARTICLE 29 — PAYMENT DEADLINE SUSPENSION

29.1 Conditions

The granting authority may — at any moment — suspend the payment deadline if a payment cannot be processed because:

(a) the required report (see Article 21) has not been submitted or is not complete or additional information is needed

(b) there are doubts about the amount to be paid (e.g. ongoing extension procedure, queries about eligibility, need for a grant reduction, etc.) and additional checks, reviews, audits or investigations are necessary, or

(c) there are other issues affecting the EU financial interests.

29.2 Procedure

The granting authority will formally notify the coordinator of the suspension and the reasons why.

The suspension will **take effect** the day the notification is sent.

If the conditions for suspending the payment deadline are no longer met, the suspension will be **lifted** — and the remaining time to pay (see Data Sheet, Point 4.2) will resume.

If the suspension exceeds two months, the coordinator may request the granting authority to confirm if the suspension will continue.

If the payment deadline has been suspended due to the non-compliance of the report and the revised report is not submitted (or was submitted but is also rejected), the granting authority may also terminate the grant or the participation of the coordinator (see Article 32).

ARTICLE 30 — PAYMENT SUSPENSION

30.1 Conditions

The granting authority may — at any moment — suspend payments, in whole or in part for one or more beneficiaries, if:

(a) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed or is suspected of having committed:

(i) substantial errors, irregularities or fraud or

(ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), failure to cooperate with checks, reviews, audits and investigations, etc.), or

(b) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5).

If payments are suspended for one or more beneficiaries, the granting authority will make partial payment(s) for the part(s) not suspended. If suspension concerns the final payment, the payment (or recovery) of the remaining amount after suspension is lifted will be considered to be the payment that closes the action.

30.2 Procedure

Before suspending payments, the granting authority will send a **pre-information letter** to the beneficiary concerned:

- formally notifying the intention to suspend payments and the reasons why and
- requesting observations within 30 days of receiving notification.

If the granting authority does not receive observations or decides to pursue the procedure despite the observations it has received, it will confirm the suspension (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.

At the end of the suspension procedure, the granting authority will also inform the coordinator.

The suspension will **take effect** the day after the confirmation notification is sent.

If the conditions for resuming payments are met, the suspension will be **lifted**. The granting authority will formally notify the beneficiary concerned (and the coordinator) and set the suspension end date.

During the suspension, no prefinancing will be paid to the beneficiaries concerned. For interim payments, the periodic reports for all reporting periods except the last one (see Article 21) must not contain any financial statements from the beneficiary concerned (or its affiliated entities). The coordinator must include them in the next periodic report after the suspension is lifted or — if suspension is not lifted before the end of the action — in the last periodic report.

ARTICLE 31 — GRANT AGREEMENT SUSPENSION

31.1 Consortium-requested GA suspension

31.1.1 Conditions and procedure

The beneficiaries may request the suspension of the grant or any part of it, if exceptional circumstances — in particular *force majeure* (see Article 35) — make implementation impossible or excessively difficult.

The coordinator must submit a request for **amendment** (see Article 39), with:

- the reasons why
- the date the suspension takes effect; this date may be before the date of the submission of the amendment request and
- the expected date of resumption.

The suspension will **take effect** on the day specified in the amendment.

Once circumstances allow for implementation to resume, the coordinator must immediately request another **amendment** of the Agreement to set the suspension end date, the resumption date (one day after suspension end date), extend the duration and make other changes necessary to adapt the action to the new situation (see Article 39) — unless the grant has been terminated (see Article 32). The suspension will be **lifted** with effect from the suspension end date set out in the amendment. This date may be before the date of the submission of the amendment request.

During the suspension, no prefinancing will be paid. Moreover, no work may be done. Ongoing work packages must be interrupted and no new work packages may be started.

31.2 EU-initiated GA suspension

31.2.1 Conditions

The granting authority may suspend the grant or any part of it, if:

(a) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed or is suspected of having committed:

(i) substantial errors, irregularities or fraud or

(ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), failure to cooperate with checks, reviews, audits and investigations, etc.), or

(b) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5)

(c) other:

(i) linked action issues: not applicable

(ii) additional GA suspension grounds: not applicable.

31.2.2 Procedure

Before suspending the grant, the granting authority will send a **pre-information letter** to the coordinator:

- formally notifying the intention to suspend the grant and the reasons why and
- requesting observations within 30 days of receiving notification.

If the granting authority does not receive observations or decides to pursue the procedure despite the observations it has received, it will confirm the suspension (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.

The suspension will **take effect** the day after the confirmation notification is sent (or on a later date specified in the notification).

Once the conditions for resuming implementation of the action are met, the granting authority will formally notify the coordinator a **lifting of suspension letter**, in which it will set the suspension end date and invite the coordinator to request an amendment of the Agreement to set the resumption date (one day after suspension end date), extend the duration and make other changes necessary to adapt the action to the new situation (see Article 39) — unless the grant has been terminated (see Article 32). The suspension will be **lifted** with effect from the suspension end date set out in the lifting of suspension letter. This date may be before the date on which the letter is sent.

During the suspension, no prefinancing will be paid. Moreover, no work may be done. Ongoing work packages must be interrupted and no new work packages may be started.

The beneficiaries may not claim damages due to suspension by the granting authority (see Article 33).

Grant suspension does not affect the granting authority's right to terminate the grant or a beneficiary (see Article 32) or reduce the grant (see Article 28).

ARTICLE 32 — GRANT AGREEMENT OR BENEFICIARY TERMINATION

32.1 Consortium-requested GA termination

32.1.1 Conditions and procedure

The beneficiaries may request the termination of the grant.

The coordinator must submit a request for **amendment** (see Article 39), with:

- the reasons why
- the date the consortium ends work on the action ('end of work date') and
- the date the termination takes effect ('termination date'); this date must be after the date of the submission of the amendment request.

The termination will **take effect** on the termination date specified in the amendment.

If no reasons are given or if the granting authority considers the reasons do not justify termination, it may consider the grant terminated improperly.

32.1.2 Effects

The coordinator must — within 60 days from when termination takes effect — submit a **periodic report** (for the open reporting period until termination).

The granting authority will calculate the final grant amount and final payment on the basis of the report submitted and taking into account the lump sum contributions for activities implemented before the end of work date (see Article 22). Partial lump sum contributions for work packages that were not completed (e.g. due to technical reasons) may exceptionally be taken into account.

If the granting authority does not receive the report within the deadline, only lump sum contributions which are included in an approved periodic report will be taken into account (no contributions if no periodic report was ever approved).

Improper termination may lead to a grant reduction (see Article 28).

After termination, the beneficiaries' obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

32.2 Consortium-requested beneficiary termination

32.2.1 Conditions and procedure

The coordinator may request the termination of the participation of one or more beneficiaries, on request of the beneficiary concerned or on behalf of the other beneficiaries.

The coordinator must submit a request for **amendment** (see Article 39), with:

- the reasons why

- the opinion of the beneficiary concerned (or proof that this opinion has been requested in writing)

- the date the beneficiary ends work on the action ('end of work date')

- the date the termination takes effect ('termination date'); this date must be after the date of the submission of the amendment request.

If the termination concerns the coordinator and is done without its agreement, the amendment request must be submitted by another beneficiary (acting on behalf of the consortium).

The termination will **take effect** on the termination date specified in the amendment.

If no information is given or if the granting authority considers that the reasons do not justify termination, it may consider the beneficiary to have been terminated improperly.

32.2.2 Effects

The coordinator must — within 60 days from when termination takes effect — submit:

(i) a **report on the distribution of payments** to the beneficiary concerned

(ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work

(iii) a second **request for amendment** (see Article 39) with other amendments needed (e.g. reallocation of the tasks and the estimated budget of the terminated beneficiary; addition of a new beneficiary to replace the terminated beneficiary; change of coordinator, etc.).

The granting authority will calculate the amount due to the beneficiary on the basis of the reports submitted in previous interim payments (i.e. beneficiary's lump sum contributions for completed and approved work packages).

Lump sum contributions for ongoing/not yet completed work packages will have to be included in the periodic report for the next reporting periods when those work packages have been completed.

If the granting authority does not receive the report on the distribution of payments within the deadline, it will consider that:

- the coordinator did not distribute any payment to the beneficiary concerned and that

- the beneficiary concerned must not repay any amount to the coordinator.

If the second request for amendment is accepted by the granting authority, the Agreement is **amended** to introduce the necessary changes (see Article 39).

If the second request for amendment is rejected by the granting authority (because it calls into question the decision awarding the grant or breaches the principle of equal treatment of applicants), the grant may be terminated (see Article 32).

Improper termination may lead to a reduction of the grant (see Article 31) or grant termination (see Article 32).

After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

32.3 EU-initiated GA or beneficiary termination

32.3.1 Conditions

The granting authority may terminate the grant or the participation of one or more beneficiaries, if:

(a) one or more beneficiaries do not accede to the Agreement (see Article 40)

(b) a change to the action or the legal, financial, technical, organisational or ownership situation of a beneficiary is likely to substantially affect the implementation of the action or calls into question the decision to award the grant (including changes linked to one of the exclusion grounds listed in the declaration of honour)

(c) following termination of one or more beneficiaries, the necessary changes to the Agreement (and their impact on the action) would call into question the decision awarding the grant or breach the principle of equal treatment of applicants

(d) implementation of the action has become impossible or the changes necessary for its continuation would call into question the decision awarding the grant or breach the principle of equal treatment of applicants

(e) a beneficiary (or person with unlimited liability for its debts) is subject to bankruptcy proceedings or similar (including insolvency, winding-up, administration by a liquidator or court, arrangement with creditors, suspension of business activities, etc.)

(f) a beneficiary (or person with unlimited liability for its debts) is in breach of social security or tax obligations

(g) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has been found guilty of grave professional misconduct

(h) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed fraud, corruption, or is involved in a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking

(i) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) was created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin (or created another entity with this purpose)

(j) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed:

  (i) substantial errors, irregularities or fraud or

(ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), failure to cooperate with checks, reviews, audits and investigations, etc.)

(k) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5)

(l) despite a specific request by the granting authority, a beneficiary does not request — through the coordinator — an amendment to the Agreement to end the participation of one of its affiliated entities or associated partners that is in one of the situations under points (d), (f), (e), (g), (h), (i) or (j) and to reallocate its tasks, or

(m) other:

(i) linked action issues: not applicable

(ii) additional GA termination grounds: not applicable.

32.3.2 Procedure

Before terminating the grant or participation of one or more beneficiaries, the granting authority will send **a pre-information letter** to the coordinator or beneficiary concerned:

- formally notifying the intention to terminate and the reasons why and
- requesting observations within 30 days of receiving notification.

If the granting authority does not receive observations or decides to pursue the procedure despite the observations it has received, it will confirm the termination and the date it will take effect (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.

For beneficiary terminations, the granting authority will — at the end of the procedure — also inform the coordinator.

The termination will **take effect** the day after the confirmation notification is sent (or on a later date specified in the notification; 'termination date').

32.3.3 Effects

(a) for **GA termination**:

The coordinator must — within 60 days from when termination takes effect — submit a **periodic report** (for the last open reporting period until termination).

The granting authority will calculate the final grant amount and final payment on the basis of the report submitted and taking into account the lump sum contributions for activities implemented before termination takes effect (see Article 22). Partial lump sum contributions

for work packages that were not completed (e.g. due to technical reasons) may exceptionally be taken into account.

If the grant is terminated for breach of the obligation to submit reports, the coordinator may not submit any report after termination.

If the granting authority does not receive the report within the deadline, only lump sum contributions which are included in an approved periodic report will be taken into account (no contributions if no periodic report was ever approved).

Termination does not affect the granting authority's right to reduce the grant (see Article 28) or to impose administrative sanctions (see Article 34).

The beneficiaries may not claim damages due to termination by the granting authority (see Article 33).

After termination, the beneficiaries' obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

(b) for **beneficiary termination**:

The coordinator must — within 60 days from when termination takes effect — submit:

(i) a **report on the distribution of payments** to the beneficiary concerned

(ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work

(iii) a **request for amendment** (see Article 39) with any amendments needed (e.g. reallocation of the tasks and the estimated budget of the terminated beneficiary; addition of a new beneficiary to replace the terminated beneficiary; change of coordinator, etc.).

The granting authority will calculate the amount due to the beneficiary on the basis of the reports submitted in previous interim payments (i.e. beneficiary's lump sum contributions for completed and approved work packages).

Lump sum contributions for ongoing/not yet completed work packages will have to be included in the periodic report for the next reporting periods when those work packages have been completed.

If the granting authority does not receive the report on the distribution of payments within the deadline, it will consider that:

- the coordinator did not distribute any payment to the beneficiary concerned and that
- the beneficiary concerned must not repay any amount to the coordinator.

If the request for amendment is accepted by the granting authority, the Agreement is **amended** to introduce the necessary changes (see Article 39).

If the request for amendment is rejected by the granting authority (because it calls into question the decision awarding the grant or breaches the principle of equal treatment of applicants), the grant may be terminated (see Article 32).

After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS

ARTICLE 33 — DAMAGES

33.1 Liability of the granting authority

The granting authority cannot be held liable for any damage caused to the beneficiaries or to third parties as a consequence of the implementation of the Agreement, including for gross negligence.

The granting authority cannot be held liable for any damage caused by any of the beneficiaries or other participants involved in the action, as a consequence of the implementation of the Agreement.

33.2 Liability of the beneficiaries

The beneficiaries must compensate the granting authority for any damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Agreement, provided that it was caused by gross negligence or wilful act.

The liability does not extend to indirect or consequential losses or similar damage (such as loss of profit, loss of revenue or loss of contracts), provided such damage was not caused by wilful act or by a breach of confidentiality.

ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES

Nothing in this Agreement may be construed as preventing the adoption of administrative sanctions (i.e. exclusion from EU award procedures and/or financial penalties) or other public law measures, in addition or as an alternative to the contractual measures provided under this Agreement (see, for instance, Articles 137 to 148 EU Financial Regulation 2024/2509 and Articles 4 and 7 of Regulation 2988/95[20]).

SECTION 4 FORCE MAJEURE

ARTICLE 35 — FORCE MAJEURE

[20] Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1).

A party prevented by force majeure from fulfilling its obligations under the Agreement cannot be considered in breach of them.

'Force majeure' means any situation or event that:

- prevents either party from fulfilling their obligations under the Agreement
- was unforeseeable, exceptional situation and beyond the parties' control
- was not due to error or negligence on their part (or on the part of other participants involved in the action) and
- proves to be inevitable in spite of exercising all due diligence.

Any situation constituting force majeure must be formally notified to the other party without delay, stating the nature, likely duration and foreseeable effects.

The parties must immediately take all the necessary steps to limit any damage due to force majeure and do their best to resume implementation of the action as soon as possible.

CHAPTER 6 FINAL PROVISIONS

ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES

36.1 Forms and means of communication — Electronic management

EU grants are managed fully electronically through the EU Funding & Tenders Portal ('Portal').

All communications must be made electronically through the Portal in accordance with the Portal Terms and Conditions and using the forms and templates provided there (except if explicitly instructed otherwise by the granting authority).

Communications must be made in writing and clearly identify the grant agreement (project number and acronym).

Communications must be made by persons authorised according to the Portal Terms and Conditions. For naming the authorised persons, each beneficiary must have designated — before the signature of this Agreement — a 'legal entity appointed representative (LEAR)'. The role and tasks of the LEAR are stipulated in their appointment letter (see Portal Terms and Conditions).

If the electronic exchange system is temporarily unavailable, instructions will be given on the Portal.

36.2 Date of communication

The sending date for communications made through the Portal will be the date and time of sending, as indicated by the time logs.

The receiving date for communications made through the Portal will be the date and time the communication is accessed, as indicated by the time logs. Formal notifications that have not been accessed within 10 days after sending, will be considered to have been accessed (see Portal Terms and Conditions).

If a communication is exceptionally made on paper (by e-mail or postal service), general principles apply (i.e. date of sending/receipt). Formal notifications by registered post with proof of delivery will be considered to have been received either on the delivery date registered by the postal service or the deadline for collection at the post office.

If the electronic exchange system is temporarily unavailable, the sending party cannot be considered in breach of its obligation to send a communication within a specified deadline.

36.3 Addresses for communication

The Portal can be accessed via the Europa website.

The address for paper communications to the granting authority (if exceptionally allowed) is the official mailing address indicated on its website.

For beneficiaries, it is the legal address specified in the Portal Participant Register.

ARTICLE 37 — INTERPRETATION OF THE AGREEMENT

The provisions in the Data Sheet take precedence over the rest of the Terms and Conditions of the Agreement.

Annex 5 takes precedence over the Terms and Conditions.

The Terms and Conditions take precedence over the Annexes other than Annex 5.

Annex 2 takes precedence over Annex 1.

ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES

In accordance with Regulation No 1182/71[21], periods expressed in days, months or years are calculated from the moment the triggering event occurs.

The day during which that event occurs is not considered as falling within the period.

'Days' means calendar days, not working days.

ARTICLE 39 — AMENDMENTS

39.1 Conditions

The Agreement may be amended, unless the amendment entails changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants.

Amendments may be requested by any of the parties.

39.2 Procedure

[21] Regulation (EEC, Euratom) No 1182/71 of the Council of 3 June 1971 determining the rules applicable to periods, dates and time-limits (OJ L 124, 8/6/1971, p. 1).

The party requesting an amendment must submit a request for amendment signed directly in the Portal Amendment tool.

The coordinator submits and receives requests for amendment on behalf of the beneficiaries (see Annex 3). If a change of coordinator is requested without its agreement, the submission must be done by another beneficiary (acting on behalf of the other beneficiaries).

The request for amendment must include:

- the reasons why
- the appropriate supporting documents and
- for a change of coordinator without its agreement: the opinion of the coordinator (or proof that this opinion has been requested in writing).

The granting authority may request additional information.

If the party receiving the request agrees, it must sign the amendment in the tool within 45 days of receiving notification (or any additional information the granting authority has requested). If it does not agree, it must formally notify its disagreement within the same deadline. The deadline may be extended, if necessary for the assessment of the request. If no notification is received within the deadline, the request is considered to have been rejected.

An amendment **enters into force** on the day of the signature of the receiving party.

An amendment **takes effect** on the date of entry into force or other date specified in the amendment.

ARTICLE 40 — ACCESSION AND ADDITION OF NEW BENEFICIARIES

40.1 Accession of the beneficiaries mentioned in the Preamble

The beneficiaries which are not coordinator must accede to the grant by signing the accession form (see Annex 3) directly in the Portal Grant Preparation tool, within 30 days after the entry into force of the Agreement (see Article 44).

They will assume the rights and obligations under the Agreement with effect from the date of its entry into force (see Article 44).

If a beneficiary does not accede to the grant within the above deadline, the coordinator must — within 30 days — request an amendment (see Article 39) to terminate the beneficiary and make any changes necessary to ensure proper implementation of the action. This does not affect the granting authority's right to terminate the grant (see Article 32).

40.2 Addition of new beneficiaries

In justified cases, the beneficiaries may request the addition of a new beneficiary.

For this purpose, the coordinator must submit a request for amendment in accordance with Article 39. It must include an accession form (see Annex 3) signed by the new beneficiary directly in the Portal Amendment tool.

New beneficiaries will assume the rights and obligations under the Agreement with effect from the date of their accession specified in the accession form (see Annex 3).

Additions are also possible in mono-beneficiary grants.

ARTICLE 41 — TRANSFER OF THE AGREEMENT

In justified cases, the beneficiary of a mono-beneficiary grant may request the transfer of the grant to a new beneficiary, provided that this would not call into question the decision awarding the grant or breach the principle of equal treatment of applicants.

The beneficiary must submit a request for **amendment** (see Article 39), with

- the reasons why
- the accession form (see Annex 3) signed by the new beneficiary directly in the Portal Amendment tool and
- additional supporting documents (if required by the granting authority).

The new beneficiary will assume the rights and obligations under the Agreement with effect from the date of accession specified in the accession form (see Annex 3).

ARTICLE 42 — ASSIGNMENTS OF CLAIMS FOR PAYMENT AGAINST THE GRANTING AUTHORITY

The beneficiaries may not assign any of their claims for payment against the granting authority to any third party, except if expressly approved in writing by the granting authority on the basis of a reasoned, written request by the coordinator (on behalf of the beneficiary concerned).

If the granting authority has not accepted the assignment or if the terms of it are not observed, the assignment will have no effect on it.

In no circumstances will an assignment release the beneficiaries from their obligations towards the granting authority.

ARTICLE 43 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES

43.1 Applicable law

The Agreement is governed by the applicable EU law, supplemented if necessary by the law of Belgium.

Special rules may apply for beneficiaries which are international organisations (if any; see Data Sheet, Point 5).

43.2 Dispute settlement

If a dispute concerns the interpretation, application or validity of the Agreement, the parties must bring action before the EU General Court — or, on appeal, the EU Court of Justice — under Article 272 of the Treaty on the Functioning of the EU (TFEU).

For non-EU beneficiaries (if any), such disputes must be brought before the courts of Brussels, Belgium — unless an international agreement provides for the enforceability of EU court judgements.

For beneficiaries with arbitration as special dispute settlement forum (if any; see Data Sheet, Point 5), the dispute will — in the absence of an amicable settlement — be settled in accordance with the Rules for Arbitration published on the Portal.

If a dispute concerns administrative sanctions, offsetting or an enforceable decision under Article 299 TFEU (see Articles 22 and 34), the beneficiaries must bring action before the General Court — or, on appeal, the Court of Justice — under Article 263 TFEU.

For grants where the granting authority is an EU executive agency (see Preamble), actions against offsetting and enforceable decisions must be brought against the European Commission (not against the granting authority; see also Article 22).

ARTICLE 44 — ENTRY INTO FORCE

The Agreement will enter into force on the day of signature by the granting authority or the coordinator, depending on which is later.

SIGNATURES

For the coordinator

2026/11/16 12:02:19 (SigId-7798-xTbRfrywHf6bIA3qE5HVg7HitlYPJWMM1eYTge
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POMaLlcnzRyJguJawmr36O
49TXma72RxCXD3rAd81j6zx7ML4GatAgb2eUn7ZNrXD8WQw5j31tuZLIezbqBYiT
5fGXXbzKeIHNlPQCnn7RjjW). Timestamp by thirdparty at 2026/11/16 12:02:24

For the granting authority

representative on 16-11-2026 13:50:31 (transaction id SigId-8514-JQgDWZCUTo
ErEqP32fqTgRXOzshD3Z1cozp8fCPQhpvXITxC1ZmDfRU1FPHRt7CXlzHtccIiJ1GY
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b02ushVT7VlVMKBzRIhYi0cIVbkzkwXbnaK9JJPzQqOVJUjkbL8DinVmcqIGeubtXyp
vhP0PYhZd4FWQoIUVUeG)

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European Commission

ANNEX 1



Citizens, Equality, Rights and Values Programme (CERV)

Description of the action (DoA)

Part A

Part B

DESCRIPTION OF THE ACTION (PART A)

COVER PAGE

Part A of the Description of the Action (DoA) must be completed directly on the Portal Grant Preparation screens.

PROJECT *Grant Preparation (General Information screen) — Enter the info.*	
Project number:	101345012
Project name:	DEL HUB: Network for Deliberative Democracy and Citizen Empowerment
Project acronym:	DEL-HUB
Call:	CERV-2026-CITIZENS-TOWN-NT
Topic:	CERV-2026-CITIZENS-TOWN-NT
Type of action:	CERV-LS
Service:	EACEA/B/03
Project starting date:	fixed date: 1 December 2026
Project duration:	24 months

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Staff effort 19
List of deliverables 20
List of milestones (outputs/outcomes) 36
List of critical risks 36

PROJECT SUMMARY

Project summary *Grant Preparation (General Information screen) — Provide an overall description of your project (including context and overall objectives, planned activities and main achievements, and expected results and impacts (on target groups, change procedures, capacities, innovation etc)). This summary should give readers a clear idea of what your project is about.* *Use the project summary from your proposal.*
DEL HUB is designed to strengthen democratic life at the local level by embedding structured deliberative processes within municipal governance. The project responds to a significant decline in institutional trust across Europe and addresses a critical implementation gap where local authorities often lack the methods and internal capacity to make citizen participation inclusive, meaningful, and sustainable. The initiative specifically targets five diverse European contexts (in Slovenia, Croatia, Slovakia, Germany, and Ireland) representing a mix of urban, metropolitan, and rural settings. The project is structured around three specific objectives. First, it seeks to build the capacity of municipal staff and civil society actors to design and manage deliberative processes that are formally linked to local decision-making workflows. Second, it prioritises the inclusion of under-represented and less-heard residents by implementing targeted outreach and accessible participation formats. Third, it aims to develop a transferable deliberation blueprint and sustainability framework that can be replicated by other European towns to foster long-term cross-border cooperation. Methodologically, DEL HUB follows a three-step cycle of peer-to-peer learning, testing, and bottom-up learning. A key innovation is the Phase 0 approach, which focuses on the preparatory work required to ensure institutional buy-in and clear policy pathways before citizen recruitment even begins. By moving away from sporadic and one-off engagement events, DEL HUB aims to create durable democratic infrastructures that give citizens a real influence on public policy between elections. Through open-access tools, including an evaluation and inclusion framework, DEL HUB ensures that the knowledge gained from project pilots remains a permanent resource for the participating municipalities and the broader European community.

LIST OF PARTICIPANTS

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

Number	Role	Short name	Legal name	Country	PIC
1	COO	DJND	DANES JE NOV DAN, INSTITUT ZA DRUGA VPRASANJA	SI	907442179
2	BEN	CELJE	MESTNA OBCINA CELJE	SI	936708631
3	BEN	NEXTLEARNING	NEXTLEARNING EV	DE	929541495
4	BEN	Grad Varaždin	GRAD VARAZDIN CITY OF VARAZDIN	HR	905471236
5	BEN	KOSICE CITY	MESTO KOSICE	SK	938386731
6	AP	OKSR	O'Keeffe Social Research	IE	891041807

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LIST OF WORK PACKAGES

Work packages

Grant Preparation (Work Packages screen) — Enter the info.

Work Package No	Work Package name	Lead Beneficiary	Effort (Person-Months)	Start Month	End Month	Deliverables
WP1	Transnational learning and network building for deliberative democracy	1 - DJND	1.00	1	3	D1.1 – Comprehensive conference summary report D1.2 – International online expert conference Event Description Sheet
WP2	Co-design of the DEL HUB deliberation blueprint and sustainability framework	3 - NEXTLEARNING	1.00	2	4	D2.1 – DEL HUB deliberation blueprint and sustainability framework D2.2 – The Berlin Lab Event Description Sheet
WP3	Co-design of the DEL HUB evaluation and inclusion framework	1 - DJND	1.00	2	4	D3.1 – DEL HUB evaluation and inclusion framework D3.2 – The Irish Lab Event Description Sheet
WP4	Local deliberative pilot in Slovenia	2 - CELJE	1.00	2	12	D4.1 – Case study Slovenia D4.2 – Celje's Citizen's Assembly Event Description Sheet
WP5	Local deliberative pilot in Croatia	4 - Grad Varaždin	1.00	5	7	D5.1 – Case study Croatia D5.2 – Varazdin's Courtyard Deliberative Lab Event Description Sheet
WP6	Local deliberative pilot in Slovakia	5 - KOSICE CITY	1.00	5	15	D6.1 – Case study Slovakia D6.2 – Košice Citizens' Forum Event Description Sheet
WP7	Local deliberative pilot in Germany	3 - NEXTLEARNING	1.00	6	12	D7.1 – Case study Germany D7.2 – Event Description Sheet Micro-community level deliberative model

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Work packages

Grant Preparation (Work Packages screen) — Enter the info.

Work Package No	Work Package name	Lead Beneficiary	Effort (Person-Months)	Start Month	End Month	Deliverables
WP8	Local deliberative pilot in Ireland	1 - DJND	1.00	5	15	D8.1 – Case study Ireland D8.2 – Iveragh Gaeltacht Deliberative Pilot Event Description Sheet
WP9	Transnational online deliberations and Citizen Ambassadors	1 - DJND	1.00	3	24	D9.1 – Transnational citizen recommendations D9.2 – DEL HUB Transnational Online Deliberation Event Description Sheet
WP10	Local citizen follow-up and public reflection in Celje	2 - CELJE	1.00	10	18	D10.1 – Integrated Municipal Response & Urban Action Roadmap D10.2 – City Conference Celje Event Description Sheet
WP11	Local citizen follow-up and public reflection in Varaždin	4 - Grad Varaždin	1.00	13	18	D11.1 – Policy Integration Report D11.2 – Varaždin Forum Event Description Sheet
WP12	Local citizen follow-up and public reflection in Košice	5 - KOSICE CITY	1.00	13	18	D12.1 – Kosice Citizens' Forum strategic roadmap D12.2 – Urban Development Summit Event Description Sheet
WP13	Local citizen follow-up and public reflection in Berlin	3 - NEXTLEARNING	1.00	15	19	D13.1 – The "Commitment Map" D13.2 – Berlin's public accountability & dissemination forum Event Description Sheet
WP14	Local citizen follow-up and public reflection in Ireland	1 - DJND	1.00	16	21	D14.1 – Impact & Accountability Report D14.2 – Impact & Accountability Phase Event Description Sheet
WP15	DEL HUB network marketplace	1 - DJND	1.00	21	24	D15.1 – DEL HUB Policy Recommendations

Associated with document Ref. Ares(2026)10650749 - 14/11/2026

Work packages

Grant Preparation (Work Packages screen) — Enter the info.

Work Package No	Work Package name	Lead Beneficiary	Effort (Person-Months)	Start Month	End Month	Deliverables
						D15.2 – DEL HUB network market Event Description Sheet

Work package WP1 – Transnational learning and network building for deliberative democracy

Work Package Number	WP1	Lead Beneficiary	1 - DJND
Work Package Name	Transnational learning and network building for deliberative democracy		
Start Month	1	End Month	3

Objectives
To launch the DEL HUB network and create a common starting point for cooperation among towns, expert partners and other experts outside partner countries To better understand what is needed to shift from isolated citizen engagement toward a more integrated, systemic and durable local participation pathways

Description
While many European towns experiment with citizen engagement in the form of deliberative practices, these initiatives often suffer from the pilot trap, functioning as isolated, one-off events that fail to leave a lasting mark on local governance. This multiday online conference addresses the urgent need to transition from sporadic consultation to systemic deliberation. By gathering international expertise, we will bridge the gap between theoretical democratic innovation and the practical realities of municipal administration. The conference will serve as a space for learning and knowledge transfer (by sharing best practices in deliberative democracy), sustainability design (exploring legal, financial, and structural frameworks that allow municipalities and local administration to embed deliberation into standard operating procedures), and methodological blueprint (collecting expert insights to directly inform the design and execution of the local deliberative processes and joint framework in the subsequent phases of the project). To ensure a holistic approach, we will bring together a multi-sectoral group of stakeholders: academic experts (specialists in participation and democratic innovation), practitioners (professional coordinators and facilitators experienced in deliberative design), citizens with first-hand knowledge on deliberative processes, local stakeholders (municipal officials, CSOs, and community leaders from all partner towns and other European countries), policy-makers working in the field of deliberative democracy. The conference will be organised into thematic modules designed to address specific pain points in citizen engagement: - Beyond the usual suspects: how to use innovative recruitment strategies (like civic lotteries/sortition) to ensure inclusive deliberative process and a diverse, representative cross-section of the population (ensuring positive response from underrepresented groups). - Sustainability: How to move from a project-based application to an institutionalised process for civic participation. - Moving beyond the process: How to ensure the results of deliberation actually impact political decision-making and how to communicate that with citizens, thereby preventing citizens' participation fatigue. Based on the learnings, a comprehensive summary report will be created that will serve as the primary resource for partner towns when launching their local processes and will feed into DEL HUB deliberation blueprint and sustainability framework. Online participants: >101 from >10 countries

Work package WP2 – Co-design of the DEL HUB deliberation blueprint and sustainability framework

Work Package Number	WP2	Lead Beneficiary	3 - NEXTLEARNING
Work Package Name	Co-design of the DEL HUB deliberation blueprint and sustainability framework		
Start Month	2	End Month	4

Objectives

To co-design shared model(s) of citizen deliberation and inclusion and create DEL HUB deliberation blueprint and sustainability framework To co-design a common pathway to sustainable deliberative practices that complement existing local structures To build the implementation capacity of local staff, ensuring that future deliberative processes are not only methodologically sound but also structurally embedded within the municipality and its legal and financial frameworks

Description
T2.1: Transnational peer-learning and co-design / "The Berlin Lab" This in-person min. 2 day event in Berlin serves as the project's practical laboratory. The focus is on the implementation of deliberative processes, bridging the gap between citizens' and civil society's desire for participation and the administration's capacity to execute it, with specific focus on a) the preparatory and connective work needed before a deliberative process can become meaningful and durable and b) identifying elements of high quality deliberative processes. We will use the lens of the topic of urban health to demonstrate how complex, cross-cutting policy issues can be addressed through deliberative democracy. The event combines case-based exchange, practice inputs, reflection on how deliberative approaches can be embedded into existing local structures, and discussion of follow-up and institutional continuity. The study visit is structured around four intersecting dimensions: - The "Phase 0" methodology: We will focus on the preparatory and connective work required before a deliberation process begins, mapping stakeholders, aligning departmental agendas, and building the participation infrastructure (DEL-HUB) within the municipality. - Urban health as a case study: We will be using health, a universal citizen concern, to show how deliberation can tackle complex topics like environmental justice, district-level social services, and healthy urban planning. - Inter-sectoral cooperation: We will be exploring the triangle of public administration, citizens, and professional facilitators to identify where bottlenecks in deliberative processes usually occur. - Sustainability & follow-up: We will develop concrete methods to ensure that the results of citizen deliberations are legally and administratively institutionalised in local administration. The event will facilitate exchange between partner municipalities, practitioners, facilitators, and relevant local actors: - Meeting with Berlin-based district coordinators and practitioners who manage permanent participation structures will offer concrete practice inputs. - Partners will present their own local challenges and receive feedback from the expert group and project team. - Partners will, through a co-creation process, design a DEL HUB deliberation blueprint and sustainability framework, including "Phase 0" and a "Follow-up & Continuity Protocol", that they can use in their own local contexts. In-person participants: 25–50 delegates from 5 countries, including municipal staff, local decision-makers, and CSO partners from the consortium, invited Berlin-based actors from administration, research, and practice.

Work package WP3 – Co-design of the DEL HUB evaluation and inclusion framework

Work Package Number	WP3	**Lead Beneficiary**	1 - DJND
Work Package Name	Co-design of the DEL HUB evaluation and inclusion framework		
Start Month	2	**End Month**	4

Objectives
To co-design DEL HUB evaluation and inclusion framework To build the implementation capacity of local staff, ensuring that deliberative pilots are inclusive and can continuously improve by implementing monitoring, evaluation, research, and learning approaches

Description
T3.1: Transnational peer-learning and co-design / "The Irish Lab"

This in-person min. 2 day event in County Kerry, Ireland will empower partners to deliver deliberative processes and learn from their delivery.

The focus of the Irish Lab is:
- OKSR experts will equip partners with a structured framework to track performance, validate outcomes, and transform raw data into actionable evidence. A primary focus is contextual adaptability: ensuring evaluation indicators are as effective in peripheral, rural, and low-connectivity areas as they are in urban centers.
- We will co-design a standardised evaluation methodology based on the Monitoring, Evaluation, Research, and Learning (MERL) approach. This framework enables municipalities to assess their deliberative pilots through a shared lens, allowing for rigorous comparative analysis of merit and success. Dedicated modules for inclusivity and gender mainstreaming will be integrated to ensure no voice is left unmeasured.
- Through peer learning and local case studies on deliberative process implementation we will facilitate a discussion on the inclusivity of the processes, including selection of participants, measures adopted during implementation, style and type of facilitation, ethics code etc. We will draw from the Irish experience of voluntary-led, resource-poor but community-rich deliberative practice to co-design the inclusion framework.

In-person participants: 25–50 individuals from 5 countries, including municipal staff, local decision-makers, and CSO partners from the consortium, invited Irish-based actors representing local/regional authorities and community organisers.

Work package WP4 – Local deliberative pilot in Slovenia

Work Package Number	WP4	**Lead Beneficiary**	2 - CELJE
Work Package Name	Local deliberative pilot in Slovenia		
Start Month	2	**End Month**	12

Objectives
To co-design the details of the process together with relevant stakeholders in a way that ensures deliberation as a principle is upheld at all stages of this pilot To implement the first Citizens' Assembly in Slovenia and ensure high quality of the pilot while respecting local customs, laws and needs To ensure institutional and broader societal buy-in for the Citizens' Assembly in Slovenia

Description
T4.1: Celje's Citizen's Assembly – Deliberation on Urban Mobility Phase 0: Citizens' Assembly Co-creation A series of co-creation meetings that contribute to building a strong and sustainable deliberative process: - Presentation of the process to key municipal staff, and decision makers to ensure strong commitment, troubleshoot possible obstacles, and discuss conditions for permanent uptake. - Workshops with deliberation experts, municipal policy experts, and facilitators to precisely define the topic and scope of the Citizens' Assembly (within the broader topic of Urban mobility). - Presentation of the process to key community leaders (director of youth center, key business stakeholders, local librarian, school headmaster, etc.) to ensure they know and understand the process and are on board, so they can become local deliberation ambassadors. Citizens' Assembly Implementation Pilot the first Citizens' Assembly in Slovenia. Elements of this activity: - 3-5 full day meetings once a month with a possibility of an additional deliberation day if participants feel it is needed. - Participants will be selected through lottery to represent a cross section of the population. Everyone will be compensated for their time and daycare will be provided. - Big group and small group deliberations that will be moderated by a group of experienced facilitations. - Info packs will be distributed to all participants along with in-person or online presentations by experts, researchers and affected people/communities. Additional information will be available to participants per their request.

- Municipal topic and policy experts will be present to offer information about status quo, municipal jurisdiction, phrasing of policy proposals, etc.
- Most popular conclusions of the deliberation will be drafted in policy proposals by participants with the support of municipal policy experts and confirmed through a vote by all participants.
- All voted-in proposals will be sent for implementation to the local government and municipal council.
- Independent academics/researchers will observe the process for quality control and assessment.

In-person participants in Celje: 51–75 citizens, municipal staff, local decision-makers, local experts, CSOs and business stakeholders, deliberation experts and process facilitators, 1–3 countries represented.

Work package WP5 – Local deliberative pilot in Croatia

Work Package Number	WP5	**Lead Beneficiary**	4 - Grad Varaždin
Work Package Name	Local deliberative pilot in Croatia		
Start Month	5	**End Month**	7

Objectives
To co-design the details of the process together with relevant stakeholders in a way that ensures deliberation as a principle is upheld at all stages of this pilot To implement and test different deliberative processes in Croatia and ensure high quality of the pilot while respecting local customs, laws and needs

Description
T5.1: Varazdin's Courtyard Deliberative Lab – Shaping Urban Futures Phase 0: Festival & "Mini-Publics" Co-creation A series of preparatory meetings to integrate deliberative elements into the historic Courtyard Festival: - Design workshop involving creators and curators of the festival, deliberation experts, and municipal staff to decide how to integrate the DEL HUB deliberation blueprint within the established Courtyard Festival and ensure alignment and synergies. Implementation of Deliberative Courtyards The activation of Varaždin's private and semi-public spaces as transnational deliberative arenas during the Festival: - Piloting of different mini publics and deliberative formats (min. 3 events), such as Intergenerational Consensus-Building Forums (structured dialogues between youth and elderly residents to find common ground) and "Policy-maker Hot Seat" (listening to citizen-led recommendations and providing immediate feedback on feasibility, fostering transparency). - Through a series of deliberative events we will be facilitating direct interaction between citizens and local policy-makers to co-create recommendations for heritage-based urban regeneration will bridge current policy gaps. - Deliberation will be utilised to move participants from passive cultural attendance to active, reasoned discourse on shared European challenges. - Special attention will be given to the inclusion of citizens with fewer opportunities and those who do not usually participate in formal cultural, civic or democratic processes. - Using outreach to recruit participants from underrepresented backgrounds (youth, migrants, low-income households), we will be ensuring the deliberative groups reflect the demographic diversity of the towns. - Presence of municipal policy experts will provide real-time feedback on the feasibility of citizen-led recommendations, bridging the gap between creative vision and urban policy. - Concrete policy proposals for heritage reactivation and social cohesion will be drafted, to be presented directly to local authorities. In-person participants in Varaždin: 201–225 local and international participants, experts, decision makers, creatives, 1-3 countries represented.

Work package WP6 – Local deliberative pilot in Slovakia

Work Package Number	WP6	Lead Beneficiary	5 - KOSICE CITY
Work Package Name	Local deliberative pilot in Slovakia		
Start Month	5	End Month	15

Objectives
To co-design the details of the process together with relevant stakeholders in a way that ensures deliberation as a principle is upheld at all stages of this pilot To implement and test different deliberative processes in Slovakia and ensure high quality of the pilot while respecting local customs, laws and needs

Description
T6.1: Košice Citizens' Forum – Using deliberation to write Economic and Social Development Programme 2028–2033 Phase 0: Citizens' Forum Co-creation A strategic preparatory phase to ensure Košice Economic and Social Development Programme 2028–2033 is rooted in inclusive, deliberative governance: - Workshops with deliberation experts to tailor the DEL HUB deliberation blueprint to respond to the needs and the eight thematic areas of the Economic and Social Development Programme. - Development of bilingual (Slovak–Ukrainian) materials and partnerships with local NGOs to secure a minimum 10% participation rate from Ukrainian residents. Citizens' Forum Implementation The execution of eight thematic deliberative events designed to bridge the gap between residents and municipal policy-makers, covering critical sectors: - Security & Community Safety (Public trust and safe spaces) - Education & Skills (Integration and future-oriented systems) - Social Inclusion (Migrant and minority integration) - Employment & Economy (Labour market resilience) - Housing & Urban Development (Affordability and quality of life) - Health & Well-being (Access for vulnerable groups) - Environment & Climate (Sustainability and green spaces) - Civic Participation (Digital tools and transparency) Each session includes expert framing, small-group facilitated discussions, and a plenary vote to prioritise recommendations. We will use bilingual facilitation and translated documentation to remove language barriers for foreign residents. Direct co-creation of recommendations with municipal experts will ensure all proposals are technically feasible and ready for implementation in the 2028–2033 Programme. In-person participants in Košice: 201–225 local and international participants, experts, decision makers, creatives; 1–3 countries represented.

Work package WP7 – Local deliberative pilot in Germany

Work Package Number	WP7	Lead Beneficiary	3 - NEXTLEARNING
Work Package Name	Local deliberative pilot in Germany		
Start Month	6	End Month	12

Objectives
To co-design the details of the process together with relevant stakeholders in a way that ensures deliberation as a principle is upheld at all stages of this pilot

To implement and test micro-local community-level deliberative process in Charlottenburg-Wilmersdorf district of Berlin, ensuring high quality of the pilot while respecting local customs, laws and needs To generate transferable learning for Berlin and others on how deliberative participation of citizens can be more cumulative and less episodic

Description
T7.1: Micro-community level deliberative model – Berlin case study Phase 0: Designing an integrated and durable deliberative model Our Phase 0 builds on our previous work in the community, specifically a recent workshop series and relationships developed around urban health, district-level governance, civic participation, and collaboration with civil society. To prepare the ground for a meaningful deliberative process we will not only clarify the issue and map relevant actors, but organise a series of workshops to ensure we are not setting up a disconnected one-off format but are connecting the deliberative process to existing local participation actors and interfaces, for example Sozialraumorientierte Planungskoordination (SPK), Räume für Beteiligung, Bürgerforen, local civil society networks, existing district participation and neighbourhood structures. The aim of the workshops with key stakeholders is to test how deliberative work on urban health can be linked to structures that already exist and can support continuity. Implementation of Micro-community deliberations We will pilot a micro-local community-level deliberative process focused on urban health in Charlottenburg-Wilmersdorf district with explicit ties and transfer relevance to other Berlin districts such as Kreuzberg, Schöneberg, and Mitte. Final deliberative format will include a structured deliberative workshop series with mini-public elements and moderated multi-stakeholder dialogue with strong resident participation. The event will be delivered in cooperation with district-relevant and locally accessible venues. Participants of the process are local residents, local civil society actors, district-level stakeholders, actors from existing participation structures, where relevant, representatives from administration in clearly defined roles. The emphasis will be on effort to ensure diversity in age, gender, background, and lived experience relevant to the topic of urban health. Outreach will be done through existing district and neighbourhood structures where possible, attention to accessibility and inclusion in venue choice and participation design will be paid. We aim to provide childcare support, participation support for underrepresented groups, accessible communication and venue setup. In-person participants in Berlin: 25–50 participants, 1–3 countries represented.

Work package WP8 – Local deliberative pilot in Ireland

Work Package Number	WP8	**Lead Beneficiary**	1 - DJND
Work Package Name	Local deliberative pilot in Ireland		
Start Month	5	**End Month**	15

Objectives
To co-design the details of the process together with relevant stakeholders in a way that ensures deliberation as a principle is upheld at all stages of this pilot To implement and test micro-local community-level deliberative process in Iveragh Gaeltacht, ensuring high quality of the pilot while respecting local customs, laws and needs

Description
T8.1: Iveragh Gaeltacht Deliberative Pilot Phase 0: Pilot co-design The primary objective of this task is to co-design a multi-stage, place-based deliberative democracy model within the peripheral, rural, and bilingual context of the Iveragh Gaeltacht (County Kerry). Through OKSR workshops with local activists, municipal staff and deliberation/participation experts we will adapt the DEL HUB deliberation blueprint for a local pilot that will test how European best practices in citizen engagement and deliberation can be localised to address rural depopulation and linguistic preservation.

Implementation of the Deliberative Pilot
Recognising that formal meetings alone do not reach all voices in our rural context DJND and OKSR will organise a deliberative pilot stemming from blending Citizens' Jury principles with World Café-style community workshops and arts-based engagement.

This hybrid approach ensures that the quiet voices, including youth, farmers, and non-native speakers, are prioritised. We will:
- Organise a local Citizens' Jury (An Dromaid & Ceann Éich), with 15–20 randomly stratified participants (ensuring gender balance, Irish language speakers, newcomers, farmers, self-employed, and retired persons). The jury will meet twice over 3 months, supported by neutral facilitators and expert evidence.
- Organise a World Café community workshops (evening/weekend) to capture broader input on key deliberative questions. This will include visual/arts-based methods (e.g., participatory mapping, storytelling through images) to lower barriers to participation.
- A dedicated Youth Deliberative Session using digital tools (Menti, collaborative whiteboards) to capture the priorities of the next generation.

All deliberative activities will have strong focus on inclusion and accessibility:
- Bilingualism: All activities, materials, and facilitations will be delivered in both Irish and English, honoring the linguistic heritage of the region while ensuring newcomers are fully included.
- Neutral venues: Sessions will be held at Ionad na Dromada and gTeic na Sceilge, chosen for their accessibility and reputation as neutral community spaces.
- Representative stratification: Recruitment will specifically target "hard-to-reach" citizens, including the self-employed, farmers, and the elderly, to ensure the outcome reflects a true cross-section of the Gaeltacht.

In-person participants: residents, community groups, young people, newcomers; 51–75 participants, 1–3 countries.

Work package WP9 – Transnational online deliberations and Citizen Ambassadors

Work Package Number	WP9	**Lead Beneficiary**	1 - DJND
Work Package Name	Transnational online deliberations and Citizen Ambassadors		
Start Month	3	**End Month**	24

Objectives
To establish a structured European deliberative layer that connects localised civic actions into a unified transnational discourse by fostering high-level civic agency via Citizen Ambassadors model and generation of transnational citizen recommendations

Description
T9.1: DEL HUB Transnational Online Deliberation For the 5 local pilots, the Transnational Online Deliberation serves as the project's strategic synthesis phase, establishing a distinct European deliberative layer by digitally connecting participants from the representative group of Citizen Ambassadors of Deliberation from Slovenia, Croatia, Slovakia, Germany, and Ireland with other citizens from partner countries and beyond. This digital forum will act as a collaborative and accessible laboratory where localised feedback is transformed into a coherent set of civic priorities, ensuring that the project's outcomes reflect a unified, multi-national perspective on the future of inclusive urban life in the EU. Via a structured cross-country presentation phase where Ambassadors will showcase the specific methodologies and results of their local pilots with support of the Consul platform, we will provide a comparative overview of how various topics were addressed through deliberation in different national contexts. Participants will be able to discuss the topic, their personal experiences with the deliberative process, identifying shared challenges and unique local innovations in democratic participation. The process will be open to citizens from other European countries as well. The forum will be utilising a digital platform/consultation tool Consul) to collect citizens' opinions on a certain issue and have them interact on their proposals. Accessible design and innovative AI support tools, e.g. AI simultaneous translator, AI Image generator, and AI sense-maker (AI summary of deliberative processes), and AI agent to reinforce participation and deliberation processes will be used to support the process and enable transnational exchange. These online sessions will be designed to facilitate a deep-

dive discussion on the different nuances of civic involvement, allowing citizens to map out similarities and differences in how they perceive their influence on local and European governance. By fostering this comparative dialogue, the task moves beyond local issues to address common European challenges, culminating in the collaborative formulation of a set of transnational citizen recommendations. We will synthesise these insights into a formal collection of transnational citizen recommendations. The report will also serve as a formal advocacy tool to be presented to local municipal councils and relevant EU-level stakeholders, ensuring that the reasoned voices of participants have a tangible impact on policy discourse and project sustainability (in WP 15).

Online participants (Citizen Ambassadors, citizens from partner municipalities, other European citizens), 10+ countries, 201–300

Work package WP10 – Local citizen follow-up and public reflection in Celje

Work Package Number	WP10	**Lead Beneficiary**	2 - CELJE
Work Package Name	Local citizen follow-up and public reflection in Celje		
Start Month	10	**End Month**	18

Objectives
To incite exchange between Citizen Assembly participants and broader community To offer additional pathways and opportunities to engage in post-deliberation process To ensure municipal accountability for the deliberative process outcomes

Description
T10.1: City Conference – From Deliberation to Urban Action The deliberative process in Celje will culminate in a high-visibility in-person City Conference, utilising an existing municipal platform to transition from the deliberative phase (Citizen Assembly) to the implementation phase. Unlike traditional conferences, this event serves as the formal accountability milestone. It is designed to bridge the gap between citizen-led recommendations, wider public, and the technical/administrative realities of urban governance. As part of the conference, the Citizen Ambassadors, everyday residents who participated in the local pilots, will take center stage to formally present their deliberative outputs to the Mayor, City Council, and wider public. This ensures a bottom-up narrative where citizens lead the discourse, moving away from top-down expert lectures. Citizens who didn't participate directly in the deliberative process will have an opportunity to share their thoughts and inputs on the outcomes in two ways: - A core feature of the conference will be a structured Feasibility Workshop where municipal staff, technical experts, and citizens co-evaluate the assembly's recommendations. - A creative feature will be designed to invite citizens to participate and engage (e.g. Feedback Wall with a "Before/After" wall where one side lists the Problem and the other side the Proposed Solution. Non-participants are given Challenge stickers. If they see a solution they think won't work for them, they stick a Challenge post-it on it with a brief note). The final form will be decided and designed after the deliberative process, depending on the outcome and needed feedback from citizens. Inclusive solution mapping will be an important element of the conference. To maintain the priority of inclusive participation, the conference will use interactive formats where under-represented groups and local civil society can see how their specific inputs (e.g. on accessibility, gender equality, or social inclusion) have been integrated into the proposed solution. The conference will conclude with the publication of a response roadmap, a documented timeline detailing how the municipality will act on the CA's outcomes. This will provide the transparency necessary to counter citizen distrust and build long-term societal resilience. A formal policy document and digital platform mapping deliberative outcomes to administrative actions will be created (Integrated Municipal Response & Urban Action Roadmap). It will feature a transparent response matrix (status of recommendations), a visual synthesis of wider public feedback from the City Conference, and a transferability guide for European municipalities to replicate the follow-up and accountability process. Participants: 151–175 from 4–6 countries; deliberative process participants and Citizen Ambassadors, citizens, municipal staff, other local and national administration and policy makers, experts in deliberation and participation, local civil society members, local and national media

Work package WP11 – Local citizen follow-up and public reflection in Varaždin

Work Package Number	WP11	Lead Beneficiary	4 - Grad Varaždin
Work Package Name	Local citizen follow-up and public reflection in Varaždin		
Start Month	13	End Month	18

Objectives
To incite exchange between Courtyard Deliberative Lab participants and broader community To offer additional pathways and opportunities to engage in post-deliberation process To ensure municipal accountability for the deliberative process outcomes To ensure permanent integration of the deliberative process

Description
T11.1: Varaždin Forum: From Experiment to Integration The deliberative journey in Varaždin will culminate in a stakeholder forum, with three key goals: - Collect citizen feedback regarding the process. - Map and present next steps regarding the recommendations collected through deliberations. - Consolidate the pilot within the Courtyard Festival. This event will serve as the bridge between the experimental, festival-based dialogues and the long-term administrative integration of citizen-led insights and deliberative processes. Citizens, both participants of the Varazdin's Courtyard Deliberative Lab and those who did not take part, will take center stage. The Forum will create space for their feedback on all elements of the Lab, including promotion, recruitment, methodology, topic selection, outputs and much more. To ensure diversity of voices, the organisers will consciously recruit members of minorities and groups subject to multiple and intersecting discrimination. To institutionalize political accountability and bolster civic trust, the assembly's recommendations will be formally submitted to the Mayor, who will articulate a strategic response and an integration roadmap. This handover ensures a transparent feedback loop, providing a platform for residents to evaluate and respond to the municipality's proposed follow-up actions. Finally, the Forum will serve as a space to prepare recommendations on how to formally consolidate the deliberative pilot within the established framework of the Courtyard Festival, transforming a traditional cultural event into a robust engine for civic innovation. By embedding these participatory formats into the festival's existing infrastructure, the project moves beyond a standalone experiment to create a sustainable synergy between heritage celebration and democratic discourse. This integration ensures that the Deliberative Courtyards are not merely temporary interventions, but rather a permanent evolution of the city's public life, effectively utilizing Varaždin's iconic semi-public spaces to bridge the gap between creative expression and urban policy-making. A Policy Integration Report will be produced, mapping the deliberative findings to future urban actions and outlining an action plan for permanent Courtyard Deliberative Lab. Participants: 25–50 participants from 1–3 countries

Work package WP12 – Local citizen follow-up and public reflection in Košice

Work Package Number	WP12	Lead Beneficiary	5 - KOSICE CITY
Work Package Name	Local citizen follow-up and public reflection in Košice		
Start Month	13	End Month	18

Objectives
To incite exchange between Kosice Citizens' Forum participants and broader community To offer additional pathways and opportunities to engage in post-deliberation process To ensure municipal accountability for the deliberative process outcomes

Description
T12.1: Urban Development Summit: From Deliberation to Implementation To conclude the deliberative cycle, Košice will host an Urban Development Summit. This event marks the transition from thematic citizen deliberation to the formal institutionalisation of the Economic and Social Development Programme 2028–2033. Acting as a final accountability milestone, the Summit is designed to demonstrate how the diverse voices of Košice, including the significant contribution of the Ukrainian community, have been translated into actionable city policy. The event will include a structured dialogue where municipal departments and regional planners provide a transparent "Response Matrix" to the 8 thematic reports. This session clarifies which citizen recommendations will be directly integrated into the 2028–2033 Programme and provides technical justifications for any necessary adaptations. The Summit will invite a wider audience to review the consolidated priorities. This stage allows the broader public to weigh in on the process but also urgency and sequencing of the proposed measures, ensuring the final Programme reflects current societal needs. The event will culminate in the unveiling of a Kosice Citizens' Forum strategic roadmap detailing the timeline for implementation and the mechanisms for ongoing civic monitoring. This document serves as a social contract between the city and its residents, fostering long-term trust and resilience. Participants: 25–50 participants from 1–3 countries

Work package WP13 – Local citizen follow-up and public reflection in Berlin

Work Package Number	WP13	Lead Beneficiary	3 - NEXTLEARNING
Work Package Name	Local citizen follow-up and public reflection in Berlin		
Start Month	15	End Month	19

Objectives
To bring the results of the deliberative process back into the local public sphere. To create visibility of deliberation outcomes and accountability of implementation. To connect deliberative work with broader district-level learning. To test how follow-up formats can support continuity beyond the initial deliberative process.

Description
T13.1: Berlin's public accountability & dissemination forum To prevent the black hole effect where citizen recommendations are collected but never seen again, we will host a high-visibility public event. This activity serves as the bridge between the deliberative phase and the implementation phase. It is designed to re-socialise the results of the urban health discussions back into the district, ensuring that the work of a small group of citizens becomes the shared knowledge of the wider community. We will formally present the citizen-led recommendations to the public and the local administration. By connecting deliberative work with broader district-level learning we will ensure political accountability and close the loop on the deliberative process. We aim to test how follow-up formats can support continuity beyond the initial deliberative process. The event will move away from static presentations toward interactive reflection. Depending on the local context and climate, the possible format will include public discussion, open-air event, presentation and reflection format, exhibition or light documentation format, round table with public participation. We will decide upon executing the deliberation process which participatory follow up event format best supports the long-term continuity of urban health initiatives and including typically hard-to-reach groups. The event will share outcomes and insights, gather feedback from participants and the wider public, reflect on the value of the process, and discuss how urban health-related recommendations or observations can be carried forward. Participants: - The deliberators: participants from the preceding local process (as "experts by experience"). - The "silent public": Residents and neighborhood actors who may be impacted by the health-related recommendations. - Institutional stakeholders: Representatives from district administration and existing participation structures to ensure the work is integrated into official channels.

- 51–75 participants, from 1–3 countries

Work package WP14 – Local citizen follow-up and public reflection in Ireland

Work Package Number	WP14	Lead Beneficiary	1 - DJND
Work Package Name	Local citizen follow-up and public reflection in Ireland		
Start Month	16	End Month	21

Objectives
To bring the results of the deliberative process back into the local public sphere. To create visibility of deliberation outcomes and accountability of implementation. To connect deliberative work with broader district-level learning. To test how follow-up formats can support continuity beyond the initial deliberative process.

Description
T14.1: Closing the Loop: Impact & Accountability Phase To prevent the common pitfall of participatory processes, where citizen energy is harvested but recommendations are never enacted, we will incorporate a dedicated Impact & Accountability Phase. This phase serves as a structural bridge between the initial deliberative work and long-term implementation. It is designed to bring the findings within the Uíbh Ráthaigh Gaeltacht reality, ensuring that the insights of a deliberation of few become the shared mandate of the many citizens. We want to test how high-visibility follow-up formats can sustain democratic momentum and ensure that citizen-led recommendations result in tangible policy shifts within the local and regional administration. The components of the event: - Public Feedback & Validation Plenary: We will host a high-visibility community event to present the Citizens' Jury findings to the wider district. This is a critical transparency step where the broader community can refine and validate the recommendations, ensuring the final output carries the full weight of local public opinion. - Strategic Action Planning Workshop: This session brings together local authorities, and practitioner partners (Forbairt na Dromada and Tascfhórsa Uíbh Ráthaigh). The objective is to translate deliberative outputs into actionable policy/ practice proposals. - Statutory Integration & Political Briefings: To ensure political accountability, the project results will be formally integrated into the local governance structure through a formal presentation and discussion at the Kenmare Municipal District Council meeting, executive briefings submitted to the Kerry County Council and Údarás na Gaeltachta. This ensures the project moves beyond a "pilot" and becomes a point of reference for future regional development plans. - Sustainability & Impact Tracking (3–6 Months post-deliberation): To evaluate the continuity of influence of the deliberation event and recommendations, we will reconvene participants for a re-engagement event. This session will track the progress of policy uptake, allow for continued dialogue with officials, and ensure that the democratic network established during the project remains active and resilient. Participants: 25–50 participants from 1–3 countries

Work package WP15 – DEL HUB network marketplace

Work Package Number	WP15	Lead Beneficiary	1 - DJND
Work Package Name	DEL HUB network marketplace		
Start Month	21	End Month	24

Objectives
To facilitate knowledge sharing and advocacy To secure sustainability and future cooperation by consolidating the partnership and launching the long-term DEL HUB Network

To demonstrate impact on inclusion

Description
T15.1: DEL HUB network market The final event is designed as the strategic capitalisation phase of the project, serving to transform experimental activities into a permanent legacy for the participating towns and the wider European Union. This stage shifts the focus from implementation to institutionalisation, ensuring that the collective learnings acquired throughout the network's lifecycle are synthesised into long-term results. By consolidating these insights, the consortium establishes a clear future cooperation pathway that moves beyond the funded duration of the project, effectively bridging the gap between temporary outputs and systemic, lasting impact on local governance. This will be done by the final international conference, a high-profile in-person event that brings together municipal leaders, partners, participants in deliberations, CSOs, journalists, decision makers, and policy makers to validate and celebrate the project's findings. During this event, the partnership will formalise its commitment to the future through the signing of a Memorandum of Cooperation and the official adoption of the DEL HUB Community of Practice. As the project ends, the network will transition into a peer-support group where partners consult each other on future deliberations under the Deliberative Engagement and Learning Hub (DEL HUB), ensuring that the cross-border and cross-sector partnerships developed during the project remain active. To close the implementation gap in deliberative democracy at the local level, we will produce a set of rigorous policy recommendations targeted at both municipal administrations and EU-level stakeholders. These will outline how to move from sporadic, ad-hoc resident consultations to a systemic engagement model where deliberation is a standard feature of the local democratic fabric. These recommendations will specifically focus on inclusion, providing strategies to improve access for under-represented and less-heard residents, thereby ensuring that the resilience built through this project is rooted in the participation of the entire community. Phase 0 as an element of sustainability and durability will also be featured. Knowledge transfer is further secured through creation and dissemination of a modular replication toolkit, which serves as a practical how-to guide for towns outside the current network. This toolkit will synthesise the project's most successful methodologies for reaching marginalised groups and managing complex deliberative processes, making the project's successes easily adaptable for other European contexts. In-person event in Celje, 76–100 participants, >7 countries

Associated with document Ref. Ares(2026)10650749 - 14/11/2026

STAFF EFFORT

Staff effort per participant

Grant Preparation (Work packages - Effort screen) — Enter the info.

Participant	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	WP10	Total Person-Months
1 - DJND	1.00		1.00					1.00	1.00		6.00
2 - CELJE				1.00						1.00	2.00
3 - NEXTLEARNING		1.00					1.00				3.00
4 - Grad Varaždin					1.00						2.00
5 - KOSICE CITY						1.00					2.00
Total Person-Months	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	15.00

Staff effort per participant

Grant Preparation (Work packages - Effort screen) — Enter the info.

Participant	WP11	WP12	WP13	WP14	WP15	Total Person-Months
1 - DJND				1.00	1.00	6.00
2 - CELJE						2.00
3 - NEXTLEARNING			1.00			3.00
4 - Grad Varaždin	1.00					2.00
5 - KOSICE CITY		1.00				2.00
Total Person-Months	1.00	1.00	1.00	1.00	1.00	15.00

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LIST OF DELIVERABLES

Deliverables

Grant Preparation (Deliverables screen) — Enter the info.

The labels used mean:

Public — fully open (⚠ automatically posted online)
Sensitive — limited under the conditions of the Grant Agreement
EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Comprehensive conference summary report	WP1	1 - DJND	R — Document, report	PU - Public	3
D1.2	International online expert conference Event Description Sheet	WP1	1 - DJND	R — Document, report	PU - Public	3
D2.1	DEL HUB deliberation blueprint and sustainability framework	WP2	3 - NEXTLEARNING	R — Document, report	PU - Public	4
D2.2	The Berlin Lab Event Description Sheet	WP2	3 - NEXTLEARNING	R — Document, report	PU - Public	4
D3.1	DEL HUB evaluation and inclusion framework	WP3	1 - DJND	R — Document, report	PU - Public	4
D3.2	The Irish Lab Event Description Sheet	WP3	1 - DJND	R — Document, report	PU - Public	4
D4.1	Case study Slovenia	WP4	2 - CELJE	R — Document, report	PU - Public	12
D4.2	Celje's Citizen's Assembly Event Description Sheet	WP4	2 - CELJE	R — Document, report	PU - Public	12
D5.1	Case study Croatia	WP5	4 - Grad Varaždin	R — Document, report	PU - Public	7
D5.2	Varazdin's Courtyard Deliberative Lab Event Description Sheet	WP5	4 - Grad Varaždin	R — Document, report	PU - Public	7
D6.1	Case study Slovakia	WP6	5 - KOSICE CITY	R — Document, report	PU - Public	15

Associated with document Ref. Ares(2026)10650749 - 14/11/2026

Deliverables

Grant Preparation (Deliverables screen) — Enter the info.

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Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D6.2	Košice Citizens' Forum Event Description Sheet	WP6	5 - KOSICE CITY	R — Document, report	PU - Public	15
D7.1	Case study Germany	WP7	3 - NEXTLEARNING	R — Document, report	PU - Public	12
D7.2	Event Description Sheet Micro-community level deliberative model	WP7	3 - NEXTLEARNING	R — Document, report	PU - Public	12
D8.1	Case study Ireland	WP8	1 - DJND	R — Document, report	PU - Public	15
D8.2	Iveragh Gaeltacht Deliberative Pilot Event Description Sheet	WP8	1 - DJND	R — Document, report	PU - Public	15
D9.1	Transnational citizen recommendations	WP9	1 - DJND	R — Document, report	PU - Public	24
D9.2	DEL HUB Transnational Online Deliberation Event Description Sheet	WP9	1 - DJND	R — Document, report	PU - Public	24
D10.1	Integrated Municipal Response & Urban Action Roadmap	WP10	2 - CELJE	R — Document, report	PU - Public	18
D10.2	City Conference Celje Event Description Sheet	WP10	2 - CELJE	R — Document, report	PU - Public	18
D11.1	Policy Integration Report	WP11	4 - Grad Varaždin	R — Document, report	PU - Public	18
D11.2	Varaždin Forum Event Description Sheet	WP11	4 - Grad Varaždin	R — Document, report	PU - Public	18
D12.1	Kosice Citizens' Forum strategic roadmap	WP12	5 - KOSICE CITY	R — Document, report	PU - Public	18

Associated with document Ref. Ares(2026)10650749 - 14/11/2026

Deliverables

Grant Preparation (Deliverables screen) — Enter the info.

The labels used mean:

Public — fully open (⚠ automatically posted online)
Sensitive — limited under the conditions of the Grant Agreement
EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D12.2	Urban Development Summit Event Description Sheet	WP12	5 - KOSICE CITY	R — Document, report	PU - Public	18
D13.1	The "Commitment Map"	WP13	3 - NEXTLEARNING	R — Document, report	PU - Public	19
D13.2	Berlin's public accountability & dissemination forum Event Description Sheet	WP13	3 - NEXTLEARNING	R — Document, report	PU - Public	19
D14.1	Impact & Accountability Report	WP14	1 - DJND	R — Document, report	PU - Public	21
D14.2	Impact & Accountability Phase Event Description Sheet	WP14	1 - DJND	R — Document, report	PU - Public	21
D15.1	DEL HUB Policy Recommendations	WP15	1 - DJND	R — Document, report	PU - Public	24
D15.2	DEL HUB network market Event Description Sheet	WP15	1 - DJND	R — Document, report	PU - Public	24

Deliverable D1.1 – Comprehensive conference summary report

Deliverable Number	D1.1	Lead Beneficiary	1 - DJND
Deliverable Name	Comprehensive conference summary report		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	3	Work Package No	WP1

Description
E-document, ~15 pages. The consolidated report includes module summaries, case studies, lessons learned, how-to tips, and good practice examples. English language.

Deliverable D1.2 – International online expert conference Event Description Sheet

Deliverable Number	D1.2	Lead Beneficiary	1 - DJND
Deliverable Name	International online expert conference Event Description Sheet		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	3	Work Package No	WP1

Description
Title of the event: International online expert conference Type of event (in situ, online): online Duration: 2 day Dates (month and year at least): February 2027 Place: online Estimated number of countries (countries of residence of direct participants): 10-12 Estimated number of individual direct participants: >101 Target groups: academic experts (specialists in participation and democratic innovation), practitioners (professional coordinators and facilitators experienced in deliberative design), citizens with first-hand knowledge on deliberative processes, local stakeholders (municipal officials, CSOs, and community leaders from all partner towns and other European countries), policy-makers working in the field of deliberative democracy Brief description of the event in EN: Conference addresses the "pilot trap" in European local governance by focusing on how to transition from sporadic citizen consultations to institutionalised, systemic deliberation. It convenes a multi-sectoral group of stakeholders to facilitate knowledge transfer and collaboratively design sustainable framework blueprints. Through targeted thematic modules, the event explores strategies for inclusive recruitment via sortition, long-term institutional embedding, and political impact to prevent participation fatigue.

Deliverable D2.1 – DEL HUB deliberation blueprint and sustainability framework

Deliverable Number	D2.1	Lead Beneficiary	3 - NEXTLEARNING
Deliverable Name	DEL HUB deliberation blueprint and sustainability framework		
Type	R — Document, report	Dissemination Level	PU - Public

Due Date (month)	4	Work Package No	WP2

Description
E-document, ~10 pages. Document includes DEL HUB deliberation blueprint (key features and rules for quality control) and sustainability framework ("Phase 0" methodology + approaches and measures implemented to ensure sustainability, long term integration and institutionalisation). English language.

Deliverable D2.2 – The Berlin Lab Event Description Sheet

Deliverable Number	D2.2	Lead Beneficiary	3 - NEXTLEARNING
Deliverable Name	The Berlin Lab Event Description Sheet		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	4	Work Package No	WP2

Description
Title of the event: Transnational peer-learning and co-design / "The Berlin Lab" Type of event (in situ, online): in situ Duration: 2 day Dates (month and year at least): March 2027 Place: Berlin, Germany Estimated number of countries (countries of residence of direct participants): 5 Estimated number of individual direct participants: 25–50 Target groups: municipal staff, local decision-makers, and CSO partners from the consortium, invited Berlin-based actors from administration, research, and practice. Brief description of the event in EN: A practical laboratory to bridge the gap between citizen demand for participation and municipal capacity by focusing on quality deliberative processes using urban health as a case study. Event emphasises "Phase 0" preparatory work, cross-sectoral cooperation, and long-term institutional continuity. Through case-based exchange, district coordinator inputs, and co-creation sessions, participants will develop a custom deliberation blueprint and sustainability framework to apply in their local contexts.

Deliverable D3.1 – DEL HUB evaluation and inclusion framework

Deliverable Number	D3.1	Lead Beneficiary	1 - DJND
Deliverable Name	DEL HUB evaluation and inclusion framework		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	4	Work Package No	WP3

Description
E-document, ~10 pages. The document includes the DEL HUB evaluation and inclusion framework. English language.

Deliverable D3.2 – The Irish Lab Event Description Sheet

Deliverable Number	D3.2	Lead Beneficiary	1 - DJND
Deliverable Name	The Irish Lab Event Description Sheet		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	4	Work Package No	WP3

Description
Title of the event: Transnational peer-learning and co-design / "The Irish Lab" Type of event (in situ, online): in situ Duration: 2 day Dates (month and year at least): March 2027 Place: County Kerry, Ireland Estimated number of countries (countries of residence of direct participants): 5 Estimated number of individual direct participants: 25–50 Target groups: municipal staff, local decision-makers, and CSO partners from the consortium, invited Irish-based actors representing local/regional authorities and community organisers. Brief description of the event in EN: Event empowers international partners and local actors to deliver, evaluate, and learn from deliberative processes in municipal settings. Led by OKSR experts, the event focuses on co-designing a standardised Monitoring, Evaluation, Research, and Learning (MERL) evaluation methodology that includes dedicated modules for inclusivity and gender mainstreaming. Drawing on Ireland's community-led model, participants will engage in peer learning to build contextual adaptability for rural and low-connectivity areas and co-create an inclusive deliberative framework.

Deliverable D4.1 – Case study Slovenia

Deliverable Number	D4.1	Lead Beneficiary	2 - CELJE
Deliverable Name	Case study Slovenia		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	12	Work Package No	WP4

Description
E-document, ~10 pages, in Slovenian and English

Deliverable D4.2 – Celje's Citizen's Assembly Event Description Sheet

Deliverable Number	D4.2	Lead Beneficiary	2 - CELJE
Deliverable Name	Celje's Citizen's Assembly Event Description Sheet		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	12	Work Package No	WP4

Description

Title of the event: Celje's Citizen's Assembly – Deliberation on Urban Mobility Type of event (in situ, online): in situ Duration: 9 months Dates (month and year at least): March–November 2027 Place: Celje, Slovenia Estimated number of countries (countries of residence of direct participants): 1–3 Estimated number of individual direct participants: 51–75 Target groups: citizens, municipal staff, local decision-makers, local experts, CSOs and business stakeholders, deliberation experts and process facilitators Brief description of the event in EN: Phase 0 focuses on securing municipal commitment, defining the scope of an urban mobility assembly with experts, and onboarding community leaders as deliberation ambassadors. In the implementation phase selected citizens participate in monthly moderated sessions supported by expert inputs and stipends. Ultimately, participants will draft and vote on policy proposals for local government implementation, with the entire process independently observed for quality control.

Deliverable D5.1 – Case study Croatia

Deliverable Number	D5.1	**Lead Beneficiary**	4 - Grad Varaždin
Deliverable Name	Case study Croatia		
Type	R — Document, report	**Dissemination Level**	PU - Public
Due Date (month)	7	**Work Package No**	WP5

Description
E-document, ~10 pages, in Croatian and English

Deliverable D5.2 – Varazdin's Courtyard Deliberative Lab Event Description Sheet

Deliverable Number	D5.2	**Lead Beneficiary**	4 - Grad Varaždin
Deliverable Name	Varazdin's Courtyard Deliberative Lab Event Description Sheet		
Type	R — Document, report	**Dissemination Level**	PU - Public
Due Date (month)	7	**Work Package No**	WP5

Description
Title of the event: Varazdin's Courtyard Deliberative Lab – Shaping Urban Futures Type of event (in situ, online): in situ Duration: 2 months Dates (month and year at least): April–June 2027 Place: Varaždin, Croatia Estimated number of countries (countries of residence of direct participants): 1-3

Estimated number of individual direct participants: 201–225

Target groups: local and international participants, experts, decision makers, creatives

Brief description of the event in EN:
Phase 0 focuses on collaborative design workshops with festival curators, municipal staff, and deliberation experts to integrate the DEL HUB blueprint into Varaždin's historic Courtyard Festival. During the implementation phase, private and semi-public spaces will host mini-publics, such as intergenerational forums and policymaker feedback sessions. By targeting underrepresented groups, these deliberative events aim to transform passive festivalgoers into active civic contributors who co-create concrete urban regeneration policy proposals for local authorities.

Deliverable D6.1 – Case study Slovakia

Deliverable Number	D6.1	**Lead Beneficiary**	5 - KOSICE CITY
Deliverable Name	Case study Slovakia		
Type	R — Document, report	**Dissemination Level**	PU - Public
Due Date (month)	15	**Work Package No**	WP6

Description
E-document, ~10 pages, in Slovak and English

Deliverable D6.2 – Košice Citizens' Forum Event Description Sheet

Deliverable Number	D6.2	**Lead Beneficiary**	5 - KOSICE CITY
Deliverable Name	Košice Citizens' Forum Event Description Sheet		
Type	R — Document, report	**Dissemination Level**	PU - Public
Due Date (month)	15	**Work Package No**	WP6

Description
Title of the event: Košice Citizens' Forum – Using deliberation to write Economic and Social Development Programme 2028–2033 Type of event (in situ, online): in situ Duration: 11 months Dates (month and year at least): April 2027–February 2028 Place: Košice, Slovakia Estimated number of countries (countries of residence of direct participants): 1–3 Estimated number of individual direct participants: 201–225 Target groups: local and international participants, experts, decision makers, creatives Brief description of the event in EN: Phase 0 focuses on tailoring the DEL HUB blueprint to the eight thematic areas of Košice's Economic and Social Development Programme 2028–2033, while establishing bilingual partnerships to ensure at least 10% Ukrainian participation. The implementation phase features eight thematic deliberative events covering key urban sectors. Through bilingual small-group discussions and plenary voting, citizens will directly co-create technically feasible policy recommendations for immediate integration into the municipal strategy.

Deliverable D7.1 – Case study Germany

Deliverable Number	D7.1	Lead Beneficiary	3 - NEXTLEARNING
Deliverable Name	Case study Germany		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	12	Work Package No	WP7

Description
E-document, ~10 pages, in German and English

Deliverable D7.2 – Event Description Sheet Micro-community level deliberative model

Deliverable Number	D7.2	Lead Beneficiary	3 - NEXTLEARNING
Deliverable Name	Event Description Sheet Micro-community level deliberative model		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	12	Work Package No	WP7

Description
Title of the event: Micro-community level deliberative model – Berlin case study Type of event (in situ, online): in situ Duration: 7 months Dates (month and year at least): May–November 2027 Place: Berlin, Germany Estimated number of countries (countries of residence of direct participants): 1–3 Estimated number of individual direct participants: 25–50 Target groups: local residents, local civil society actors, district-level stakeholders, actors from existing participation structures, where relevant, representatives from administration in clearly defined roles Brief description of the event in EN: Phase 0 builds on previous local initiatives by organising stakeholder workshops that connect deliberative processes on urban health directly into existing district participation structures. The implementation phase pilots micro-community deliberative workshops in Charlottenburg-Wilmersdorf district. To ensure broad inclusion and institutional continuity, the project utilises accessible district venues, targeted outreach, and support services like childcare to create a transferable model for other Berlin districts.

Deliverable D8.1 – Case study Ireland

Deliverable Number	D8.1	Lead Beneficiary	1 - DJND
Deliverable Name	Case study Ireland		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	15	Work Package No	WP8

Description

E-document, ~10 pages, in Irish and English

Deliverable D8.2 – Iveragh Gaeltacht Deliberative Pilot Event Description Sheet

Deliverable Number	D8.2	**Lead Beneficiary**	1 - DJND
Deliverable Name	Iveragh Gaeltacht Deliberative Pilot Event Description Sheet		
Type	R — Document, report	**Dissemination Level**	PU - Public
Due Date (month)	15	**Work Package No**	WP8

Description
Title of the event: Iveragh Gaeltacht Deliberative Pilot Type of event (in situ, online): in situ Duration: 11 months Dates (month and year at least): April 2027–February 2028 Place: County Kerry, Ireland Estimated number of countries (countries of residence of direct participants): 1–3 Estimated number of individual direct participants: 51–75 Target groups: residents, community groups, young people, newcomers, CSOs Brief description of the event in EN: Phase 0 focuses on collaborative workshops with local activists, municipal staff, and experts to adapt the DEL HUB blueprint into a multi-stage, place-based deliberative model tailored to the rural and bilingual context of the Iveragh Gaeltacht. The implementation phase deploys a hybrid approach combining a representative Citizens' Jury, World Café workshops with arts-based methods, and digital youth sessions to address rural depopulation and linguistic preservation. To prioritise hard-to-reach voices, including farmers, youth, and non-native speakers, all activities feature full Irish-English bilingualism, representative stratification, and accessible, neutral community venues.

Deliverable D9.1 – Transnational citizen recommendations

Deliverable Number	D9.1	**Lead Beneficiary**	1 - DJND
Deliverable Name	Transnational citizen recommendations		
Type	R — Document, report	**Dissemination Level**	PU - Public
Due Date (month)	24	**Work Package No**	WP9

Description
E-document, ~15 pages. In English; detailed account of deliberative methods employed across the network, demographic breakdown of the Citizen Ambassadors; documented unique national perspectives on deliberative processes, their topics, and outcomes; structured set of transnational citizen recommendations, a Citizens' Manifesto, outlining actionable proposals for more inclusive urban governance.

Deliverable D9.2 – DEL HUB Transnational Online Deliberation Event Description Sheet

Deliverable Number	D9.2	**Lead Beneficiary**	1 - DJND

Deliverable Name	DEL HUB Transnational Online Deliberation Event Description Sheet		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	24	Work Package No	WP9

Description
Title of the event: DEL HUB Transnational Online Deliberation Type of event (in situ, online): online Duration: 22 months Dates (month and year at least): February 2027–November 2028 Place: online Estimated number of countries (countries of residence of direct participants): 10-12 Estimated number of individual direct participants: 201–300 Target groups: Citizen Ambassadors, citizens from partner municipalities, other European citizens Brief description of the event in EN: Serving as a strategic synthesis phase for the 5 local pilots, the Transnational Online Deliberation digitally connects Citizen Ambassadors and participants across Slovenia, Croatia, Slovakia, Germany, Ireland, and beyond to form a unified European deliberative layer. Utilising the Consul platform alongside accessibility and AI support tools like simultaneous translation and sense-making, the digital forum enables cross-country presentations, comparative dialogue on local pilot results, and shared learning. This collaborative process moves beyond localised issues to formulate a formal collection of transnational citizen recommendations for advocacy at municipal and EU policy levels.

Deliverable D10.1 – Integrated Municipal Response & Urban Action Roadmap

Deliverable Number	D10.1	Lead Beneficiary	2 - CELJE
Deliverable Name	Integrated Municipal Response & Urban Action Roadmap		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	18	Work Package No	WP10

Description
E-document, ~15 pages, in Slovenian and English. A formal policy document and digital platform mapping deliberative outcomes to administrative actions with the status of recommendations, a visual synthesis of wider public feedback from the City Conference, and a transferability guide for replication.

Deliverable D10.2 – City Conference Celje Event Description Sheet

Deliverable Number	D10.2	Lead Beneficiary	2 - CELJE
Deliverable Name	City Conference Celje Event Description Sheet		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	18	Work Package No	WP10

Description
Title of the event: City Conference – From Deliberation to Urban Action

Type of event (in situ, online): in situ Duration: 1 day Dates (month and year at least): April–September 2028 Place: Celje, Slovenia Estimated number of countries (countries of residence of direct participants): 4–6 Estimated number of individual direct participants: 151–175 Target groups: deliberative process participants and Citizen Ambassadors, citizens, municipal staff, other local and national administration and policy makers, experts in deliberation and participation, local civil society members, local and national media Brief description of the event in EN: The City Conference in Celje serves as a formal accountability milestone, where Citizen Ambassadors directly present their Citizens' Assembly recommendations to the Mayor, City Council, and wider public. Non-participant citizens and underrepresented groups will engage through interactive Feasibility Workshops, creative feedback mechanisms, and inclusive solution mapping to test and evaluate the proposed outcomes.

Deliverable D11.1 – Policy Integration Report

Deliverable Number	D11.1	**Lead Beneficiary**	4 - Grad Varaždin
Deliverable Name	Policy Integration Report		
Type	R — Document, report	**Dissemination Level**	PU - Public
Due Date (month)	18	**Work Package No**	WP11

Description
E-document, ~15 pages, in Croatian and English. A formal report of the Courtyard Deliberative Lab and an action plan for permanent process.

Deliverable D11.2 – Varaždin Forum Event Description Sheet

Deliverable Number	D11.2	**Lead Beneficiary**	4 - Grad Varaždin
Deliverable Name	Varaždin Forum Event Description Sheet		
Type	R — Document, report	**Dissemination Level**	PU - Public
Due Date (month)	18	**Work Package No**	WP11

Description
Title of the event: Varaždin Forum: From Experiment to Integration Type of event (in situ, online): in situ Duration: 6 months Dates (month and year at least): December 2027–May 2028 Place: Varaždin, Croatia Estimated number of countries (countries of residence of direct participants): 1–3 Estimated number of individual direct participants: 25–50

Target groups: local participants, citizens, including underrepresented groups, experts, decision makers, creatives Brief description of the event in EN: The Stakeholder Forum in Varaždin acts as a bridge between the festival-based dialogues and long-term administrative integration by collecting citizen feedback, presenting next steps, and consolidating the pilot within the annual Courtyard Festival. Citizens, including underrepresented groups, will directly evaluate the deliberative process, while the assembly's recommendations are formally handed over to the Mayor to establish a transparent strategic response and feedback loop.

Deliverable D12.1 – Kosice Citizens' Forum strategic roadmap

Deliverable Number	D12.1	**Lead Beneficiary**	5 - KOSICE CITY
Deliverable Name	Kosice Citizens' Forum strategic roadmap		
Type	R — Document, report	**Dissemination Level**	PU - Public
Due Date (month)	18	**Work Package No**	WP12

Description
E-document, ~15 pages, in Slovak and English. A formal policy document and mapping deliberative outcomes to the Economic and Social Development Programme and presenting mechanism for civic oversight.

Deliverable D12.2 – Urban Development Summit Event Description Sheet

Deliverable Number	D12.2	**Lead Beneficiary**	5 - KOSICE CITY
Deliverable Name	Urban Development Summit Event Description Sheet		
Type	R — Document, report	**Dissemination Level**	PU - Public
Due Date (month)	18	**Work Package No**	WP12

Description
Title of the event: Urban Development Summit: From Deliberation to Implementation Type of event (in situ, online): in situ Duration: 6 months Dates (month and year at least): December 2027–May 2028 Place: Košice, Slovakia Estimated number of countries (countries of residence of direct participants): 1–3 Estimated number of individual direct participants: 25–50 Target groups: citizens, municipal representatives Brief description of the event in EN: The Urban Development Summit in Košice concludes the deliberative cycle by formally transitioning citizen inputs into the municipal Economic and Social Development Programme 2028–2033. Municipal departments will present a transparent "Response Matrix" addressing the eight thematic citizen reports, including contributions from the Ukrainian community, to detail which recommendations are being integrated. The broader public will evaluate the proposed measures, culminating in the unveiling of a strategic roadmap that outlines implementation timelines and mechanisms for ongoing civic monitoring.

Deliverable D13.1 – The "Commitment Map"

Deliverable Number	D13.1	Lead Beneficiary	3 - NEXTLEARNING
Deliverable Name	The "Commitment Map"		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	19	Work Package No	WP13

Description
E-document, ~15 pages, in German and English. A document that lists each citizen recommendation alongside a formal response from the local administration.

Deliverable D13.2 – Berlin's public accountability & dissemination forum Event Description Sheet

Deliverable Number	D13.2	Lead Beneficiary	3 - NEXTLEARNING
Deliverable Name	Berlin's public accountability & dissemination forum Event Description Sheet		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	19	Work Package No	WP13

Description
Title of the event: Berlin's public accountability & dissemination forum Type of event (in situ, online): in situ Duration: 5 months Dates (month and year at least): February–June 2028 Place: Berlin, Germany Estimated number of countries (countries of residence of direct participants): 1–3 Estimated number of individual direct participants: 51–75 Target groups: The deliberators (participants from the preceding local process as "experts by experience"), the "silent public" (residents and neighborhood actors who may be impacted by the health-related recommendations), institutional stakeholders (representatives from district administration and existing participation structures to ensure the work is integrated into official channels) Brief description of the event in EN: To close the deliberative process and avoid the "black hole effect," this high-visibility public event will re-socialise citizen recommendations on urban health back into the wider community. Moving away from static presentations, the event will utilize an interactive, flexible format, such as open-air exhibitions or roundtables, to present citizen outputs, foster reflection, and ensure political accountability.

Deliverable D14.1 – Impact & Accountability Report

Deliverable Number	D14.1	Lead Beneficiary	1 - DJND
Deliverable Name	Impact & Accountability Report		
Type	R — Document, report	Dissemination Level	PU - Public

Due Date (month)	21	Work Package No	WP14

Description
E-document, ~15 pages, in Irish and English, translating deliberative outputs into actionable policy/practice proposals and setting up a transparent system to track implementation.

Deliverable D14.2 – Impact & Accountability Phase Event Description Sheet

Deliverable Number	D14.2	Lead Beneficiary	1 - DJND
Deliverable Name	Impact & Accountability Phase Event Description Sheet		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	21	Work Package No	WP14

Description
Title of the event: Closing the Loop: Impact & Accountability Phase Type of event (in situ, online): in situ Duration: 8 months Dates (month and year at least): March–August 2028 Place: County Kerry, Ireland Estimated number of countries (countries of residence of direct participants): 1–3 Estimated number of individual direct participants: 25–50 Target groups: residents, community groups, CSOs, young people, newcomers, local government representatives Brief description of the event in EN: To bridge deliberative work with long-term regional implementation, this phase ensures citizen recommendations lead to tangible policy shifts in the Uíbh Ráthaigh Gaeltacht. The process includes a public validation plenary to refine findings, strategic action workshops with local authorities, and formal presentations to the Kenmare Municipal District Council and Kerry County Council. The initiative concludes with a follow-up re-engagement session to track policy progress, maintain democratic momentum, and ensure lasting sustainability.

Deliverable D15.1 – DEL HUB Policy Recommendations

Deliverable Number	D15.1	Lead Beneficiary	1 - DJND
Deliverable Name	DEL HUB Policy Recommendations		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	24	Work Package No	WP15

Description
E-document, ~10 pages, in English. Policy recommendations targeted at municipal administrations and EU-level stakeholders on systemic integration of deliberative practices in local democracy. These will specifically focus on inclusion and providing strategies to improve access for under-represented and less-heard residents.

Deliverable D15.2 – DEL HUB network market Event Description Sheet

Deliverable Number	D15.2	**Lead Beneficiary**	1 - DJND
Deliverable Name	DEL HUB network market Event Description Sheet		
Type	R — Document, report	**Dissemination Level**	PU - Public
Due Date (month)	24	**Work Package No**	WP15

Description
Title of the event: DEL HUB network market Type of event (in situ, online): in situ Duration: 4 months Dates (month and year at least): August–November 2028 Place: Celje, Slovenia Estimated number of countries (countries of residence of direct participants): 7-9 countries Estimated number of individual direct participants: 76–100 Target groups: municipal leaders, partners, participants in deliberations, CSOs, journalists, decision makers, and policy makers Brief description of the event in EN: The final international conference serves as the strategic capitalisation phase, transforming project learnings into a lasting legacy by shifting focus from temporary implementation to systemic institutionalisation. The event will launch the DEL HUB Community of Practice for ongoing peer support and cross-border collaboration. To prevent sporadic consultation, the consortium will present actionable policy recommendations for municipal and EU stakeholders, featuring a modular replication toolkit to help other European towns adopt inclusive, durable deliberative processes.

Associated with document Ref. Ares(2026)10650749 - 14/11/2026

LIST OF MILESTONES

(None)

LIST OF CRITICAL RISKS

Critical risks & risk management strategy *Grant Preparation (Critical Risks screen) — Enter the info.*			
Risk number	**Description**	**Work Package No(s)**	**Proposed Mitigation Measures**
1	Partner organisation's representative's resignation from their job before the end of the project; communication problems between partners; partner organisations missing given deadlines or not carrying out their obligations. Probability: medium Impact: medium	WP5, WP7, WP9, WP1, WP10, WP11, WP12, WP2, WP4, WP13, WP8, WP3, WP14, WP6, WP15	DJND will monitor progress via regular partner meetings and communication to prevent potential problems of missing the deadlines, not carrying out the obligations, or to identify and solve potential problems in a timely manner. Regular implementation monitoring will allow for continuous adjustments; if necessary, tasks and funds can be reallocated within the consortium. More than 1 person will be familiar with the project from each organisation. This ensures continuity if personnel leave.
2	Low level of citizen and/or municipal engagement or lack of interest in the proposed activities due to participation fatigue or lack of perceived relevance. Probability: medium Impact: high	WP5, WP7, WP9, WP4, WP13, WP10, WP11, WP12, WP8, WP14, WP6	A multi-channel, inclusive communication strategy, tailored to different demographic groups, moving beyond traditional outreach tactics, and instead testing inclusive outreach and facilitation approaches that meet citizens where they are (e.g., community centers, markets). We will also develop and use different, purpose-specific communications tools for municipalities and local authorities (platforms, mailing groups, personal approach, etc.) and strategies with the aim of reaching the interested parties, enhancing trust and inciting interest in project activities. Each partner will document and deploy strategies targeting ≥3 distinct under-represented groups, using context-sensitive methods, such as bilingual facilitation and "bottom-up" recruitment through local community leaders. We have also budgeted for accessibility measures (e.g. childcare, translation) to remove barriers to participation. We will test and deploy innovative facilitation and digital-support approaches designed to build trust and lower technical entry barrier for less-heard residents, and use post-participation surveys (targeting 70% "worth my time" rating). One of the primary causes of fatigue is the feeling that participation leads to no real change, therefore we will implement rigorous feedback loops that clearly demonstrate how citizen input has influenced project outputs.

Associated with document Ref. Ares(2026)10650749 - 14/11/2026

Critical risks & risk management strategy

Grant Preparation (Critical Risks screen) — Enter the info.

Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
3	Participation bias: Challenges in reaching under-represented groups, leading to a lack of diversity and skewed deliberative results. Probability: medium Impact: high	WP5, WP7, WP9, WP4, WP13, WP10, WP11, WP12, WP8, WP14, WP6	Recruitment strategy for pilots includes gender quotas and specific outreach with targeted recruitment and partnering with local grassroots civil society. To remove barriers to participation we will use support tactics, e.g. provide childcare vouchers, travel reimbursements, accessible venues. Participation data will be disaggregated by e.g. sex, age, disability status (where possible), allowing to identify gaps early and pivot outreach tactics if baseline targets are not met. We will also deploy over-sampling in the recruitment phase (recruiting more participants than needed) to account for potential dropouts later in the process. Time-sensitive scheduling is part of our strategy. Deliberation processes will be held during varied hours to accommodate different work and care schedules. Facilitation techniques will be used to prevent "manterrupting" or the dominance of louder voices, ensuring that gender, age, disability do not limit an individual's influence on the outcome. Translations and plain language materials will ensure inclusion for migrants and those with literacy issues.

Associated with document Ref. Ares(2026)10650749 - 14/11/2026

ANNEX 1



Citizens, Equality, Rights and Values Programme (CERV)

Description of the action (DoA)

Part B

Version 1.0

01 April 2021

DESCRIPTION OF THE ACTION (PART B)

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1. RELEVANCE

1.1 Background and general objectives

Background and general objectives *Describe the background and rationale of the project.* *How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call?* *Which target groups will be supported/assisted by/in the project. Why have you chosen to focus on them?*
Europe's democratic environment is under growing pressure from polarisation, disinformation, declining trust in institutions, and the weakening of meaningful citizen influence between elections. According to Standard Eurobarometer 104, only 33% of EU citizens tend to trust their national government. In November 2025, the European Commission presented **the European Democracy Shield**, which identifies societal resilience and citizen engagement as a core pillar of democratic protection and renewal, alongside safeguarding the information space and electoral integrity. The same policy direction underlines that engaged and empowered citizens, together with an active civil society, are essential for resilient democracy. DEL HUB is rooted in this context and responds to a structural gap visible across Europe: while democratic participation is increasingly recognised as a strategic necessity, many municipalities and local actors still lack the structures, methods, and practical support needed to make participation inclusive, deliberative, and durable. This diagnosis is reinforced by the 2024 Parliamentary Assembly of the Council of Europe resolution on **strengthening democracy through participatory and deliberative processes**, which calls on member States to promote such processes at national, regional, and local levels and to institutionalise them rather than treat them as isolated experiments. DEL HUB is designed to support precisely this transition: from fragmented and one-off participation towards more structured, embedded, and sustainable democratic practice at local level.

The project is fully relevant to the scope of the **CERV-2026-CITIZENS-TOWN-NT** call. The call aims to promote exchanges between citizens of different countries, develop sustainable networks of towns, and support inclusive citizen participation in democratic life and public policymaking at local level. DEL HUB addresses these objectives directly by building a transnational, cross-sector network that links municipalities, civil society actors, and deliberation practitioners to co-design, test, and embed new forms of local democratic participation with strong inclusion safeguards and transfer potential. It also aligns closely with the main policy initiatives highlighted by the call, including the European Democracy Shield, the Defence of Democracy Package, and the EU Citizenship Package, all of which stress the need to strengthen democratic participation, civic space, and the effective exercise of citizens' rights, including at local level and between elections.

A strong rationale for the project is also provided by current evidence on democratic participation. **Special Eurobarometer 568** shows that only 9% of respondents reported direct involvement in decision-making processes in the previous five years, such as citizens' assemblies, panels, juries, or similar formats. At the same time, **34%** of respondents across the EU say that more debates at local level would encourage citizens to get involved in decision-making, with even higher shares in **Slovenia (42%), Croatia (43%), and Slovakia (48%)**. The same survey shows that growing public distrust towards democratic institutions and processes is one of the most widely perceived democratic challenges, with particularly high concern in **Germany (57%)**.These findings are highly relevant for DEL HUB, because the project works precisely at the level where democratic trust can be rebuilt most tangibly: the local level, through visible and structured participation linked to real public questions.

This democratic challenge is not experienced equally by all citizens. DEL HUB is therefore designed not for the already engaged **"usual suspects"** alone, but also for groups whose voices are too often absent from local policymaking and participation processes. These include young people, women facing care-related participation barriers, persons with disabilities, migrants, mobile EU citizens, ethnic or racialised minorities, LGBTQI+ persons, and residents of lower-participation neighbourhoods or geographically peripheral communities. The choice of these groups is evidence-based. In the EU, **24% of the population aged 16** and over had some form of **disability** in 2024, and **54%** of persons with disabilities **reported feeling discriminated** against; disability also has a gender dimension, affecting 26.2% of women compared with 21.5% of men. FRA's 2024 LGBTIQ survey, based on more than 100,000 respondents, confirms that discrimination, harassment, and violence remain widespread across Europe. At the same time, EU citizenship policy continues to stress the participation rights of mobile EU citizens, including in local democratic life. Together, this evidence shows that exclusion from participation is not only a procedural issue, but also a question of equality, accessibility, trust, and democratic legitimacy. DEL HUB responds to these barriers through design, not only through rhetoric. Its approach combines inclusive outreach, sortition or mixed recruitment where appropriate, accessible and multilingual participation formats, childcare and timing adjustments, targeted support for participants facing practical barriers, and moderation methods that protect equality of voice. In this way, the project seeks not only to open participation spaces, but to make them usable and meaningful for those who are too often excluded from them. Accessibility, gender equality, and non-discrimination are therefore treated not as secondary themes, but as core conditions of democratic quality.

The project's **primary target groups** are:

(i) **participating** (within project implementation) **citizens and deliberators** from Slovenia, Croatia, Slovakia, Germany, and Ireland, especially those with limited prior opportunities to engage in structured policymaking with a specific focus on a subgroup of **under-represented and less-heard citizens** facing barriers to participation in local democratic life;

(ii) **local authorities' and municipal staff** responsible for participation, inclusion, and local democratic governance;

(iii) **civil society actors** involved in outreach, moderation, and community engagement;

and

(iv) **experts and practitioners** in deliberative democracy and digital participation.

These groups have been selected because DEL HUB's central challenge is not only to involve citizens, but to strengthen the full local participation ecosystem: citizens who deliberate, institutions that must respond, civil society actors who build trust and access, and practitioners who help make processes robust and transferable.

The secondary target groups (final beneficiaries) are: (I) **the broader local public,** (II) **elected local policy-makers,** (III) **EU-level stakeholders, and other** (IV) **European towns and communities** that may later use the project's replication tools or join the network.

DEL HUB contributes to the call's priorities through a practical sequence of **peer learning, local piloting, and comparative learning** from implementation. It creates a cross-border learning space in which municipalities, experts, and civil society organisations compare practices, identify bottlenecks, and co-design shared tools; it pilots deliberative processes in different local contexts; and it turns these local experiences into policy recommendations and transferable resources for wider use. This design directly supports the call's emphasis on sustainable networks of towns, exchange of good practices, civic participation, inclusion, and long-term cooperation.

The partnership itself reflects this ambition. The consortium brings together municipal implementation capacity in Celje, Varaždin, and Košice, deliberative practice and institutional learning from Berlin through nextlearning e.V., civil society expertise in participation and digital democracy through Danes je

nov dan, and a rural practice strand in South Kerry through associated partner O'Keeffe Social Research CLG. This composition is important because DEL HUB deliberately works across urban, medium-sized, metropolitan, and rural contexts, allowing the project to test how deliberative democracy can function under different territorial and institutional conditions while generating learning that is relevant beyond a single local model.
DEL HUB's general objective is to strengthen democratic life at local level through inclusive deliberation, cross-border cooperation, and practical European learning. More specifically, the project aims to help towns and communities move from fragmented and episodic participation towards more credible, inclusive, and sustainable local democratic infrastructures that can rebuild trust, increase citizen agency, and make Union values visible in everyday public life. By connecting citizens from different countries, strengthening the role of municipalities and civil society in participatory governance, and producing practical tools for follow-up, inclusion, and institutionalisation, DEL HUB contributes to a stronger culture of bottom-up European democracy. In this sense, the project responds directly to the call's three core objectives: it promotes exchanges between citizens of different countries, develops a sustainable network of towns and local actors, and inclusively supports citizen engagement and participation in democratic life and local public policymaking.

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives *(n/a for Programme Contact Points)*

Provide a needs assessment. A need is a gap between what is and what should/ would be helpful or useful.

The needs assessment should be your starting point. Specify what needs will be addressed and how they have been identified. It should be specific and focus on the actual needs of the target group. It should include relevant, reliable data and, a robust analysis clearly demonstrating the need for the action (therefore, avoid references to generic statements and information about the problems and needs of the target group). The needs assessment should incorporate gender equality issues and non-discrimination considerations that identify the differences between and among women and men, girls and boys, in terms of their relative position in society and the distribution of resources, opportunities, constraints and power in a given context. The data supporting the needs assessment should be dissaggregated by sex, as well as age or disability, whenever possible. You can refer to existing research, studies and previous projects that already demonstrate the need for action.

If your project is supported by a public authority, annex the Letter of support.

Building on the policy and contextual rationale presented in previous section, DEL HUB is based on three interlinked needs that affect the **primary target group:** (i) **participating citizens and deliberators** from Slovenia, Croatia, Slovakia, Germany, and Ireland, especially those with limited prior opportunities to engage in structured policymaking with a specific focus on a subgroup of **under-represented and less-heard citizens** facing barriers to participation in local democratic life; (ii) **local authorities' and municipal staff** responsible for participation, inclusion, and local democratic governance; (iii) **civil society actors** involved in outreach, moderation, and community engagement and (iv) **experts and practitioners** in deliberative democracy and digital participation. This is where DEL HUB brings distinct added value, as it methodologically and practically stratifies the target groups and brings them under the same umbrella towards a shared outcome. Specifically, the first target group requires ongoing stimulus to continue with their active and participatory activities and to rejuvenate and maintain their already admirable public work. The secondary target groups (final beneficiaries), requires greater exposure, reach and scope, which is precisely what DEL HUB brings to them across an array of topics, methods and engagement, and especially through a diverse project consortium. Finally, all target groups brings a set of persistent complexities to be addressed through DEL HUB proposed approach and structure, as it includes youth, women, persons with disabilities, migrants, mobile EU citizens, ethnic or racialised minorities, LGBTQI+ persons, and residents from lower-participation neighbourhoods, depending on local context. The aforesaid target groups cannot be seen as operating in isolation towards a common goal, i.e. they need to engage and connect with policy-makers and authorities to combine efforts. Hence, the project intends to strongly intertwine the target groups with municipal staff and local authorities responsible for participation, inclusion, community development, and local democratic governance; civil society actors involved in outreach, moderation, and civic engagement; and experts and practitioners in deliberative democracy, training, and digital participation. These primary target groups will be supported through a consortium led by Danes je nov dan (DJND) as coordinating partner, bringing together municipal implementation capacity in Celje, Varaždin, and Košice, deliberative practice and institutional learning in Berlin through nextlearning e.V., civil society expertise in participation and a rural deliberative and follow-up strand in Ireland through associated partner O'Keeffe Social Research CLG, which also contributes training and evaluation expertise. Secondary target groups include the broader local public, elected local policy-makers (mayors, deputies …), EU-level stakeholders, and other European towns and communities that may later replicate the DEL HUB model or join the network. Their needs were identified through a combination of EU-level policy analysis, local demographic and administrative data from the partner contexts, and lessons from previous projects and practice in participatory and deliberative democracy. Together (both target groups), they reveal a

common pattern across different territorial settings: a persistent implementation gap in local deliberative democracy, significant inclusion barriers affecting who actually participates, and a lack of tested and transferable models that can help local actors move from isolated participation exercises towards more systemic democratic practice.

Need 1: As indicated above, **consistent, permanent and systematic attention to closing the deliberative democracy implementation gap at local level and to supporting the transition from sporadic to systemic engagement,** remains a growing concern for European democracies in general and for the participating countries in particular. There is a clear gap between the growing European ambition to strengthen deliberative democracy and the practical capacity of municipalities and local actors to organise it in a structured, credible, and sustained way. While EU and Council of Europe policies increasingly recognise deliberative participation as an important component of democratic resilience, many municipalities still lack the internal capacity, standardised protocols, facilitation support, "Phase 0" preparation, and follow-up mechanisms needed to make such processes meaningful and durable. As a result, participation often remains fragmented across departments, neighbourhood formats, consultations and short-term initiatives, with insufficient strategic connection to existing governance structures and weak follow-up after citizen input is collected. This need is directly relevant to municipal staff and local authorities in Celje, Varaždin, and Košice, to nextlearning in Berlin as a deliberation partner working on the institutional embedding of participation, to the Irish associated rural partner working on community-based deliberation in South Kerry, and to civil society actors and facilitators who support local engagement but often lack stronger public frameworks for continuity and uptake. It is also relevant to participating citizens, because poorly embedded participation undermines trust and reinforces the sense that public engagement is symbolic rather than consequential. The evidence strongly supports this need. The 2024 Parliamentary Assembly of the Council of Europe report on **Strengthening democracy through participatory and deliberative processes** calls on member States to promote participatory and deliberative democracy at national, regional and local level, and stresses that this requires clear mandates, fair representation, competent facilitation, and adequate human, technical and financial resources. It also recommends institutionalising these processes rather than relying on occasional or symbolic exercises. Special Eurobarometer 568 further shows that 'more debates at local level to address local matters' is among the most frequently mentioned ways to encourage citizens to engage in policymaking. This option was selected by 48% of respondents in Slovakia, 43% in Croatia and 42% in Slovenia, which is above the EU average of 34%. The same survey also shows that distrust towards democratic institutions and processes remains a major concern across Europe, including Germany, where 57% of respondents identify it as a serious democratic challenge.This broader European evidence is reinforced by local demographic realities in the partner areas: Celje's ageing profile, Varaždin's generational spread, Košice's large and diverse urban population, Berlin's need for better linkage between participation and public administration, and the Irish rural context of dispersed communities and distance-sensitive participation all point to the need for more structured and durable participation infrastructures rather than one-off events.

Specific Objective 1: To strengthen the capacity of participating municipalities, civil society actors, facilitators and trainers in Slovenia, Croatia, Slovakia, Germany and Ireland to design, implement and embed structured deliberative processes within local governance, as measured by: (a) a formal DEL HUB deliberation blueprint and sustainability framework adopted by each local pilot context; (b) a minimum 50% increase in staff and facilitator confidence in embedding deliberative outputs into local decision-making workflows, measured through pre- and post-project surveys; and (c) documented feedback loops established for each local pilot.

Need 2: Improving access of under-represented and less-heard residents to local democratic participation, including through their inclusion and engagement, is of paramount importance in building societal resilience and yet remains back-seated or floating in a "comfortable" status quo area. This central need concerns not only whether participation opportunities exist, but whether they are designed in ways that allow diverse citizens to access them, trust them, and see them as meaningful. Across local contexts, participation often remains skewed towards already active and confident groups, while many residents with valuable lived experience remain absent or underrepresented. This affects citizens with limited prior participation experience and especially under-represented and less-heard groups, including youth, women, persons with disabilities, migrants, mobile EU citizens, ethnic or racialised minorities, LGBTQI+ persons, and residents of lower-participation neighbourhoods or geographically peripheral communities. This need is particularly relevant for DEL HUB because the project explicitly seeks to make local democracy more representative and socially grounded. In Košice, this includes the inclusion of Ukrainian residents and other underrepresented groups in strategic planning processes. In Berlin, it includes more inclusive participation around urban health in a city marked by social and demographic diversity. In Ireland, it includes rural communities whose participation conditions differ significantly from urban settings. In Celje and Varaždin, it includes ensuring that local participation is not dominated by the "usual suspects", but better reflects generational, gendered, and accessibility-related differences in everyday experience. The evidence again confirms the scale of the challenge. In 2024, 24% of the EU population aged 16+ had some form of disability, equivalent to around 90 million people, which means accessibility cannot be treated as a marginal issue in democratic design. This exclusion extends to political and community participation: according to Eurostat, active citizenship – which includes activities such as participating in

political parties, local interest groups, public consultations or protests – was reported by only 7.4% of people with disabilities in the EU, compared to 8.4% of people without disabilities, indicating that even those with disabilities who are civically engaged face additional barriers to political participation. The same EU-level data show that 54% of persons with disabilities feel discriminated against. This gap also has a gender dimension, since disability affects 26.2% of women compared with 21.5% of men. Moreover, the disability gap in active citizenship varies significantly by age: while younger people with disabilities (aged 16–44) participate at higher rates (12.4%) than their peers without disabilities (8.5%), participation drops sharply among older adults with disabilities (65+), where active citizenship rates fall to just 4.5% compared to 11.5% for older adults without disabilities (Eurostat, 2022 data). FRA's 2024 LGBTIQ survey confirms that discrimination, harassment, and violence remain widespread. Local data reinforce this diversity challenge: Košice recorded substantial Roma, Hungarian, Ruthenian, and Ukrainian populations; Slovenia recorded that foreign citizens represented 10.1% of the population on 1 January 2025; Berlin's population is highly diverse, while representation in public service remains significantly lower than in the population as a whole; and sex-disaggregated data in Košice and Varaždin confirm the need for genuinely gender-responsive participation design. Together, this data shows that inclusion is not a side issue, but a central democratic condition for legitimacy, trust, and societal resilience.

Specific Objective 2: To increase the meaningful participation of citizens with limited prior participation opportunities, especially under-represented and less-heard residents in Slovenia, Croatia, Slovakia, Germany, and Ireland, by adopting a DEL HUB evaluation and inclusion framework that tests inclusive outreach, facilitation, and digital-support approaches that reduce barriers and strengthen trust, legitimacy, and engagement in local democratic life, as measured by: (a) a minimum 30% increase in participation by under-represented groups, disaggregated by sex, age, and disability status where data allows, compared to baseline for each local pilot; (b) post-participation surveys showing that at least 70% of participants from under-represented groups report that the process was accessible, respectful, and worth their time; and (c) documented outreach strategies for each partner context targeting at least three distinct under-represented groups with specific adaptation measures, such as childcare, translation, accessible venues, or context-sensitive bilingual facilitation.

Need 3: Strong, persistent and meaningful participation and collaboration among municipalities, CSOs, and citizens through tested cross-border and cross-sector partnerships and transferable models has no alternative to building and sustaining democratic processes. Yet across Europe, many participation initiatives remain isolated, weakly evaluated and difficult to transfer beyond their original local setting. Municipalities and civic actors may accumulate valuable experience, but that experience is often fragmented, embedded in local routines, and insufficiently translated into usable models for other towns and communities. This produces a transferability gap: even where participation is happening, it does not necessarily generate the shared learning, methodological clarity or institutional confidence needed to scale, adapt or institutionalise it elsewhere. A related challenge is the lack of sufficiently comparable, practice-based and locally grounded data on what actually makes deliberative participation inclusive, credible and institutionally useful across different territorial contexts. Europe already has substantial policy, demographic and rights-related data, but there is still a shortage of systematic local evidence showing how deliberative processes function in practice, which groups they reach, what barriers remain, and to what extent citizen input is actually carried into decision-making. This gap matters because many local participation initiatives are still assessed mainly through outputs or attendance, rather than through their quality, inclusiveness, follow-up and institutional uptake. DEL HUB therefore responds not only to a practice gap, but also to a knowledge gap: by applying a shared deliberation blueprint, sustainability framework, and evaluation and inclusion framework across diverse local pilots, the project will generate comparative evidence that can support future municipalities, practitioners and EU-level actors in designing more effective and transferable participation models. This need is particularly relevant for DEL HUB because the project intentionally brings together very different contexts: Celje as a medium-sized Slovenian city with existing participatory practice and a strong interest in more formalised deliberative governance; Varaždin as a smaller Croatian city using heritage-based civic activation as a low-threshold route into participation and European belonging; Košice as a large and diverse urban centre facing inclusion and integration challenges; Berlin as a metropolitan setting focused on embedding participation into existing infrastructures and administrative practice; and South Kerry in Ireland as a rural community-based context where participation is shaped by dispersed settlements, distance and local community structures. These differences are a major strength, but they also mean that the project must build a model that is both common and adaptable. At the same time, the project addresses a methodological gap identified by the consortium itself: while local authorities may already have consultation experience, they often lack a structured, evaluated training, facilitation and follow-up framework that helps transform local experimentation into a replicable and institutionally credible deliberative model. The need is also strongly supported by both policy and wider democratic evidence. The 2024 Parliamentary Assembly of the Council of Europe report on **Strengthening democracy through participatory and deliberative processes** does not frame participation as a set of isolated events, but as a governance approach that should be institutionalised at all levels and supported by clear rules, fair representation, competent facilitation and adequate resources. This directly supports the need for tested and transferable models rather than ad hoc initiatives. Special Eurobarometer 568 also shows that perceptions of democratic participation and trust

vary significantly across Member States, which underlines the importance of cross-border comparison and mutual learning rather than assuming that one local model will automatically work everywhere. The survey found that **48% of respondents in Slovakia**, **43% in Croatia** and **42% in Slovenia** selected "more debates at local level to address local matters" as a way to encourage citizens' direct involvement in decision-making, compared with an **EU average of 34%**. By contrast, in **Germany 57%** of respondents identified growing public distrust towards democratic institutions and processes as a serious democratic challenge. These differences suggest that while the demand for stronger local participation is high across contexts, the democratic barriers and starting conditions differ and require adaptable rather than one-size-fits-all responses. DEL HUB responds to this by combining municipal pilots, civil society expertise, facilitation, training, evaluation and dissemination into a shared learning architecture that enables partners not only to act locally, but also to learn comparatively and produce results that are transferable beyond the consortium. In this sense, DEL HUB is not simply a set of events, but the development of a cross-border participation infrastructure that fosters mutual trust, structured learning, methodological refinement and long-term cooperation.

Specific Objective 3: To co-develop, pilot, evaluate and disseminate a transferable DEL HUB deliberation blueprint and sustainability framework that strengthens cross-border and cross-sector collaboration among municipalities, civil society actors, citizens, experts, and trainers, and supports wider replication and long-term cooperation among European towns and communities.

This three-need framework gives DEL HUB a coherent and evidence-based intervention logic. It links the implementation gap, the inclusion gap, and the transferability gap into a single integrated response. In doing so, it connects the broader policy rationale from Section 1.1 with the concrete realities of the participating local contexts and provides a clear basis for the project's work packages (Section 4), methodology (Section 2.1), and expected impact (Section 3). The following section (1.3) describes how DEL HUB builds on and complements previous EU-funded actions in the field of participatory and deliberative democracy.

#@COM-PLE-CP@#

1.3 Complementarity with other actions and innovation — European added value

Complementarity with other actions and innovation *(n/a for Programme Contact Points)*

Explain how the project builds on the results of past activities carried out in the field and describe its innovative aspects. Explain how the activities are complementary to other activities carried out by other organisations.

Illustrate the European dimension of the activities: trans-national dimension of the project; impact/interest for a number of EU countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among EU countries, etc.

Which countries will benefit from the project (directly and indirectly and why have you chosen them)? Where will the activities take place?

Clarify to what extent the project builds on synergies with other EU projects. If applicable, explain to what extent your project builds on previous project results in this field (state of play, relation to existing/recent developments, approaches, achievements, other EU programmes).

***Note:** The project should also complement or add benefits to the EU Member States' interventions in the area of gender equality and non-discrimination mainstreaming.*

DEL HUB is not a standalone initiative. It builds on concrete prior cooperation among core partners and turns that cooperation into a more structured and transferable framework for deliberative democracy. Celje, Varaždin and Košice are already connected through the **MAG-NET** project under the European Urban Initiative, with Celje as lead city and Varaždin and Košice as transfer partners. MAG-NET focuses on participatory Urban Real-Life Learning Labs to address talent drain and shrinking-city challenges. DEL HUB builds on this existing cooperation basis, tested working relationships and participatory experience, but moves beyond urban experimentation towards more systemic deliberative governance and stronger institutional follow-up. In parallel, Celje's ongoing preparation of the first Citizens' Assembly in Slovenia, in which DJND has already been closely involved, provides a second strong basis for complementarity. DEL HUB therefore institutionalises an already emerging practice community around deliberative democracy and transforms prior consultation, advice and exchange into a structured transnational learning and implementation process.

For **DJND**, the project extends ongoing work on democratic innovation, digital participation and open-source participation tools, including its connection to the CONSUL DEMOCRACY ecosystem and its longer-term work with Slovenian municipalities on participatory processes and transparency tools. DEL HUB adds value by combining digital participation experience with in-person deliberation, inclusive recruitment and institutional follow-up, thereby connecting civic tech with deeper democratic practice rather than treating technology as a stand-alone solution.

For **Celje**, DEL HUB complements an existing portfolio of EU-supported participatory work, including MAG-NET and UrbanGreenLeap, by introducing a more formal deliberative model focused on structured citizen deliberation linked to local decision-making. This is a natural progression from Celje's existing participatory ecosystem, which already includes the **City Conferences** platform, participatory budgeting and regular thematic workshops. DEL HUB therefore builds on established trust, networks and tested

engagement methods, while upgrading them from consultation-based and participatory formats towards a more structured deliberative approach with stronger policy linkage. For **Košice**, DEL HUB builds on Košice 2.0 and the URBACT **Cities for Sustainability Governance** network by adding a structured deliberative layer – moving from data-driven and consultation-based practice towards moderated citizen deliberation linked directly to the city's **Economic and Social Development Programme 2028–2033**. Košice's previous activities already included public consultations, expert workshops and multi-stakeholder dialogues in strategic planning, but these processes also revealed limitations in reaching more diverse and under-represented groups. DEL HUB responds to that specific gap by testing a more inclusive and structured Citizens' Forum model. For **Varaždin**, DEL HUB fills a specific methodological gap: the city has strong event-based participation potential and significant experience with regional cooperation and EU-funded initiatives, but lacks structured deliberative formats. DEL HUB introduces moderated citizen deliberation and feedback loops, using existing cultural assets as an accessible entry point and helping the city move from festival-based or consultative engagement towards more durable democratic practice. For **nextlearning e.V.**, DEL HUB applies established work on public innovation, public-sector transformation, district-level collaboration and participation to a comparative European setting, enabling nextlearning's methods to be tested and transferred beyond the Berlin context. The Berlin strand builds directly on earlier work such as **Gemeinsam Digital: Berlin**, **LabCamp**, **Landvorteil // Innovative Verwaltung**, and especially **Werkstattreihe Stadtgesundheit**, which highlighted the need to connect participation, implementation and long-term stewardship more effectively. DEL HUB generalises this contribution through the **Phase 0** methodology and uses Berlin as a practice strand on urban health, deliberation and district-level governance. For associated partner **O'Keeffe Social Research CLG (OKSR)**, DEL HUB complements existing community-based rural development practice by adding a structured deliberative and follow-up strand. At the same time, the consortium gains access to OKSR's expertise in rural, peripheral and bilingual participation and in impact measurement methodologies, which adds an important territorial and methodological dimension often missing from European democratic innovation projects.

DEL HUB builds explicitly on synergies with previous and current EU-funded actions in the field. It is complementary to the **JRC Competence Centre on Participatory and Deliberative Democracy**, which provides services, guidance, tools and a community of practice to support participatory and deliberative policymaking across levels of governance. DEL HUB complements this by acting as a practice-based implementation and testing environment across five diverse local contexts. Where the JRC provides methodological support and knowledge resources, DEL HUB contributes grounded municipal experimentation, comparative pilot evidence and lessons on institutional uptake, inclusion and sustainability. The project also builds on lessons from **EUARENAS** under Horizon 2020, which explored how local democracy can be revitalised through participatory budgeting, citizen assemblies, civic panels, and digital tools. DEL HUB complements this line of work by translating similar concerns into a transnational implementation model focused specifically on deliberative practice, municipal uptake, sustainability and transferability. In addition, it is complementary to ongoing activities under MAG-NET, Košice 2.0, Cities for Sustainability Governance, and related city-based participatory governance initiatives already carried out by consortium members. These synergies matter because DEL HUB does not duplicate previous work; it consolidates and upgrades it into a shared, testable and transferable deliberative model.

DEL HUB's **innovation** lies above all in three elements. **First**, it treats the **Phase 0** approach as a core methodological innovation: the preparatory and connective work required before recruitment for deliberative processes begins, including clarifying the issue, mapping stakeholders, identifying institutional entry points and preparing follow-up pathways. This directly addresses one of the main reasons deliberative pilots fail to have lasting impact: they are launched without sufficient institutional embedding. This innovation is particularly grounded in the Berlin strand, where nextlearning explicitly links deliberative design to existing participation and neighbourhood structures and to local questions of urban health, implementation and stewardship. **Second**, the project introduces a **Citizen Ambassadors** model that creates direct cross-border deliberation among residents from different EU countries, allowing local democratic experience to be reflected in a shared European space. **Third**, DEL HUB combines a shared **deliberation blueprint**, **sustainability framework**, and **evaluation and inclusion framework** to produce structured and comparable evidence on what works, for whom, under what conditions, and with what institutional effects. This helps address both the "pilot trap" and the broader lack of comparable local evidence on deliberative practice.

The project has a clear **European dimension**. Activities will take place directly in **Slovenia, Croatia, Slovakia, Germany and Ireland**, with additional cross-border exchange through online and in-person transnational activities. These countries were chosen deliberately because together they represent a wide range of democratic, territorial and institutional contexts: a medium-sized Slovenian city building the first Citizens' Assembly in Slovenia; a Croatian city moving from strong event-based participation toward deliberative methods; a Slovak city using deliberation in strategic planning and inclusion; a Berlin district contributing methodological innovation in a dense metropolitan setting and on a micro-local level; and a rural Irish context with different access, language and distance conditions. This diversity is what makes the DEL HUB model transferable across Europe. The project will benefit these countries **directly** through local pilots, follow-up processes, capacity building and practical frameworks. Other EU countries will benefit **indirectly** through dissemination via existing European networks, peer exchange and

reusable project outputs. All key deliverables – including the DEL HUB deliberation blueprint, sustainability framework, evaluation and inclusion framework, case studies and policy recommendations – will be made publicly available in open-access format in English, with executive summaries in partner languages, to maximise reuse by other European municipalities and communities. This transnational design also supports mutual trust and cross-border cooperation by enabling partners and participants to compare democratic conditions, institutional responses and inclusion challenges across countries, rather than remaining within a single national frame.

DEL HUB adds specific benefits to EU Member States' gender **equality and non-discrimination mainstreaming** efforts in three ways. First, it translates these priorities into concrete participation design: inclusive recruitment, sex-disaggregated and disability-disaggregated data collection where possible, accessible venues, bilingual facilitation, childcare-sensitive scheduling and plain-language communication. Second, it produces comparative local evidence on how these principles function in real deliberative settings – evidence that is often missing from high-level equality policies. Third, it tests whether standard inclusion measures are sufficient across very different contexts, urban, medium-sized, metropolitan and rural, generating transferable learning for other European municipalities. In this way, DEL HUB complements national and regional equality interventions by showing how non-discrimination can be operationalised within local democratic practice itself. This is particularly relevant in light of continuing inequalities and participation barriers affecting persons with disabilities, women, migrants, minorities and LGBTIQ persons across Europe, and it is reinforced by partner-level mainstreaming commitments such as balanced representation, gender-sensitive facilitation and disaggregated monitoring in Košice and participation approaches attentive to women, older adults and persons with disabilities in Celje.

DEL HUB's **European added value** lies in the fact that it does not simply replicate local events across countries. It creates a comparative learning infrastructure across diverse European settings, builds on existing EU-funded and partner-led experience rather than duplicating it, and produces open-access methods and evidence that can be reused by other municipalities and communities. Its direct outputs are local and transnational, but its wider contribution is European: translating high-level democratic ambition into grounded, inclusive and transferable local practice.

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2. QUALITY

2.1 Concept and methodology

Concept and methodology

Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives. Include ethical and safety considerations to ensure that target groups are not subjected to harm in any way.

***Note:** Methodology is not a list of activities but are instruments, approaches that will be used, applied and created.*

DEL HUB applies a practical, structured, and transferable methodology for strengthening deliberative democracy at local level. The methodology is designed to respond directly to the project's three specific objectives: strengthening municipal and civic capacity to embed deliberative processes in local governance, increasing the meaningful participation of under-represented and less-heard residents, and co-developing a transferable cross-border model for deliberative democracy in European towns. The approach combines peer learning, co-design, piloting, evaluation, and transnational reflection so that municipalities and their partners do not only test deliberative processes, but also understand how they can become more durable, inclusive, and institutionally relevant over time. This logic is consistent with the project's overall ambition to move from sporadic participation events towards more systemic and sustainable local participation pathways.

The methodology is built around a three-step cycle:

Step 1 | LEARNING (Peer-to-Peer): The first methodological pillar is transnational peer learning. DEL HUB starts from the assumption that many municipalities and civic actors already hold valuable experience, but that this knowledge is often fragmented, localised, and difficult to transfer across institutional or national contexts. The project therefore uses peer-to-peer exchange, international expert dialogue, comparative reflection, and co-design to break down national, sectoral, and linguistic silos. This phase enables municipalities, civil society actors, facilitators, and experts to compare practices, identify recurring challenges, and jointly define what makes a deliberative process meaningful, inclusive, and applicable in local governance. In methodological terms, this phase produces the shared conceptual and practical foundations of the project: DEL HUB deliberation blueprint and sustainability framework and the DEL HUB evaluation and inclusion framework. It is therefore not only a learning phase, but also a standard-setting and model-building phase.

A core instrument in this phase is the **Phase 0** approach, especially developed through the Berlin strand and then transferred across the consortium. Phase 0 means the preparatory and connective work required before a deliberative process begins, including by: clarifying the issue to be deliberated,

identifying the relevant actors, mapping existing local participation structures, defining the scope of influence, and preparing the institutional conditions for follow-up. This is particularly important because the project does not see deliberation as a stand-alone event, but as a process that must be connected to existing municipal or district structures if it is to generate legitimacy and continuity. In this way, the methodology already addresses one of the main weaknesses identified in the needs assessment: the gap between participation design and administrative uptake.

Step 2 | TESTING (Learning by Doing): The second methodological pillar is practical testing through local pilots. DEL HUB treats each local deliberative process as a real-life experimentation space in which common principles are adapted to different local contexts. The project does not impose one rigid format across all partner countries. Instead, it uses a shared methodological framework combined with local flexibility. This allows each town to test deliberative approaches suited to its own policy issue, governance culture, and civic infrastructure, while still producing comparable learning across the consortium. In methodological terms, this means combining standardisation and adaptation: common principles for inclusion, moderation, transparency, recruitment, documentation, and follow-up are applied locally through context-sensitive pilot design. The testing phase relies on several core approaches: deliberative facilitation, inclusive recruitment, co-design with local actors, structured moderation, and feedback-loop design. Deliberative facilitation ensures that participants engage with one another in reasoned and respectful dialogue rather than unstructured consultation. Inclusive recruitment seeks to reduce the dominance of the "usual suspects" through targeted outreach and, where appropriate, lottery-based or mixed selection approaches. Co-design with local actors helps ensure that the process is relevant to actual local issues and supported by the institutions that will need to respond to the outcomes. Structured moderation is used to protect equality of voice and create safe conditions for participation. Feedback-loop design ensures that recommendations generated by participants are formally transmitted, discussed, and responded to, rather than disappearing after the event. Together, these instruments create a low-risk but high-learning environment in which municipalities can test new practices while building long-term institutional confidence.

Step 3 | LEARNING (Bottom-Up): The third methodological pillar is bottom-up learning and evidence generation. DEL HUB does not end with the implementation of local pilots. It systematically captures, compares and reflects on the experience of participants, facilitators, municipal actors, and local stakeholders in order to understand what worked, for whom, under what conditions, and with what institutional effects. This phase turns practice into evidence. Its purpose is to generate usable knowledge for the municipalities involved, for the wider DEL HUB network, and for other European towns that may wish to replicate or adapt the model. The methodological instruments used here are monitoring, evaluation, research, and learning DEL HUB methodology (based on MERL), comparative case study analysis, participant feedback collection, and transnational synthesis. A common evaluation methodology will allow each pilot to be assessed not only in terms of attendance or satisfaction, but also in terms of inclusion, process quality, perceived legitimacy, administrative uptake, and follow-up potential. The Citizen Ambassadors model and the transnational online deliberation phase also form part of this methodology: they transform local participants into active contributors to a broader European reflection on democratic participation, allowing local learning to be aggregated into transnational recommendations. In this way, the project safeguards evidence-based decision-making by feeding real-world local experience back into municipal practice, network learning, and wider European democratic debate. This methodology is particularly suitable for DEL HUB because it directly addresses the three central barriers identified in the needs assessment: insufficient local capacity to organise meaningful and durable deliberation, weak inclusion of under-represented groups, and limited transferability of local participation models across countries. By combining peer learning, co-design, piloting, inclusion measures, evaluation, and dissemination, DEL HUB creates not only individual events, but a coherent learning architecture for democratic innovation. It allows each partner to benefit both as an implementation site and as part of a transnational learning network. It also ensures that local experimentation is connected to practical institutional change, which is essential if deliberation is to become more than an isolated civic exercise.

Ethical, safety and gender considerations: The project applies a do no harm approach throughout the full project cycle. All project activities will be designed and implemented in line with GDPR, national data protection rules, and broader EU values concerning dignity, equality, non-discrimination, and democratic participation. Personal data collection will be limited to what is necessary for participation management, inclusion monitoring, and evaluation. Where digital tools are used, data minimisation, secure storage, controlled access, and clearly defined roles in data handling will be applied. Where appropriate, a Data Protection Impact Assessment will be used for tools involving higher-risk personal data processing. Participants will be informed in clear language about the purpose of data collection, the voluntary nature of their participation, and their rights in relation to privacy and consent. Gender equality and non-discrimination are integrated as methodological principles, not treated as add-ons. Recruitment, facilitation, participation support, monitoring, and evaluation will be designed to identify and reduce barriers affecting women and men in all their diversity, as well as persons at risk of multiple and intersecting discrimination. The project will seek gender-balanced participation where relevant, collect

sex-disaggregated, and other inclusion-relevant data where possible, and use gender-sensitive and non-discriminatory language, and moderation practices. Specific attention will be given to persons with disabilities, migrants, LGBTQI+ persons, minorities, mobile citizens, residents from lower-participation neighbourhoods, and people with care responsibilities or limited prior confidence in speaking in formal settings. In this way, the methodology helps ensure that deliberative quality and democratic legitimacy are strengthened together.

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2.2 Consortium set-up

Consortium cooperation and division of roles (if applicable) *(n/a for Town Twinning and Programme Contact Points)*

Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?

In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.

***Note:** When building your consortium you should think of organisations that can help you reach objectives and solve problems.*

The project consortium (the Consortium) brings together six organisations and public authorities from Slovenia, Croatia, Slovakia, Germany and Ireland. The partnership stems from a proactive networking process initiated months ago to foster mutual understanding and shared vision. By synthesising our diverse local experiences, we have co-designed an approach that directly addresses the call's goals while ensuring authentic civic engagement across all member towns. The Consortium brings together a plethora of experiences and expertise across project's thematic areas, while providing exchange of skills emerging from partners' own particular methods and contexts.

The consortium set-up and the consortium partners roles:
The consortium brings together 5 partners and 1 associated partner. The associated partner is O'Keeffe Social Research CLG (OKSR) with expertise highly relevant for our proposal and a network of partners in South Kerry, which ensures DEL HUB model is tested in rural context. The Irish case study brings an additional layer of complexity and relevance for our project, which is why they have been included. DJND will take a lead in implementing activities in Ireland in close cooperation with OKSR and their supporting partners.
Project roles are clearly divided and each partner is leading Work Packages implemented in their country (with DJND also taking over events in Ireland). For international and joint events, roles are clearly defined, ensuring balanced responsibilities and complementarity. Danes je nov dan (DJND) will take the lead in organising the kick-off (WP1), an event that will result in DEL HUB evaluation and inclusion framework with support of associated partner OKSR (WP3), and final event of the project (WP15). DJND will also set up the international deliberation platform (WP9) and support the Municipality of Celje in implementing events in Slovenia. The three participating municipalities, Municipality of Celje (Celje), Municipality of Varaždin (Varaždin), and City of Košice (Košice), will each implement a local deliberation processes (WP4, WP5, WP6) and a local follow up events (WP10, WP11, WP12). nextlearning e.V. (nextlearning) and associated partner OKSR both have a role of an expert knowledge provider. Nextlearning will facilitate the event that will lead to the creation of the DEL HUB deliberation blueprint and sustainability framework (WP2). Nextlearning will implement a local deliberation process (WP7) and a local follow up process (WP13) in Berlin and DJND with associated partner OKSR will do the same in South Kerry (WP8, WP14). Together, the Consortium and the design of Work Packages ensure cross country and cross sector learning with high quality and high impact local events and learnings that are shared not only among the partners but broader in the EU.

Expertise and experience of the consortium partners:
DJND is a Slovenian NGO that works at the intersection of democracy and technology and advocates for open, diverse and inclusive decision-making processes that ensure the participation of as many people as possible. As an organisation of public interest in the field of information society, recognised by the Ministry of Digital Transformation of Republic of Slovenia, DJND is a national leader in promoting democratic participation, transparency and digital rights. DJND creates innovative, open-source tools for democracy, such as the widely used Parlameter platform for parliamentary monitoring, voting aid & vote-matching tools, and a platform for more transparent municipal budgets. It is also one of the co-founders of Consul Democracy Foundation that maintains and promotes internationally used Consul platform for citizen engagement. In parallel to its work on digital democracy, DJND also studies, promotes and implements in-person participation approaches. In the past, DJND has organised an international training on organising Citizens' Assemblies. The organisation is part of the Ministry of Public Administration's coordination group on implementing the first Citizens' Assembly in Slovenia (in Celje) and DJND's director authored a book on deliberative practices. Since its establishment in 2013,

DJND has worked directly with more than 60 Slovenian municipalities to implement participatory processes or to increase the transparency of their work.
DJND brings a unique blend of technical innovation and methodological expertise to the consortium, bridging the gap between digital transparency and in-person deliberative democracy. With a proven track record of implementing participatory processes in Slovenia, and as a coordinator of CERV supported FRAIM project, the organisation has the skills and experiences needed to coordinate this project and provides the strategic capacity to design inclusive frameworks and deploy open-source tools that ensure long-term administrative accountability and civic trust.
Celje is the fourth-largest city in Slovenia and a proactive local authority committed to inclusive, sustainable, and participatory urban development. Its mission is to improve quality of life by fostering social innovation, strengthening community engagement, and co-creating public policies with citizens and stakeholders. In recent years, the municipality has placed a strong emphasis on deliberative and participatory approaches, positioning itself as a facilitator of collaboration across the quadruple helix (public sector, academia, business, and civil society).
Celje has extensive experience in managing and implementing EU-funded projects, including MAG-NET (European Urban Initiative – Innovative Actions), which focuses on addressing brain drain through participatory methods such as Urban Real-Life Learning Labs (U-RLLL), and UrbanGreenLeap (Interreg Euro-med), which advances green urban transformation and stakeholder engagement in climate resilience. Through these and other initiatives, the municipality has developed strong competencies in project management, transnational cooperation, financial reporting, and impact monitoring.
In the field of deliberative democracy, Celje has developed a robust ecosystem of participatory practices. These include the "City Conferences" platform, a structured mechanism that brings together citizens, experts, decision-makers, and local organisations to co-create solutions to key urban challenges. In addition, the municipality implements participatory budgeting processes, enabling citizens to directly propose and vote on local investment priorities. Regular thematic workshops with residents are organised on currently key topics such as urban development, mobility, energy, and quality of life, ensuring continuous dialogue and inclusive engagement of diverse target groups, including youth and vulnerable populations.
Celje brings to this consortium experience in and enthusiasm for civic engagement and deliberation. In 2027 it is set to pilot Slovenia's first-ever Citizens' Assembly, demonstrating its readiness to institutionalise advanced democratic models and serve as a national benchmark for accountability. Celje will contribute to this project a deep institutional knowledge of local governance, a proven infrastructure for multi-stakeholder collaboration and the practical capacity to translate complex deliberative outcomes into tangible urban policy and sustainable local action.
Varaždin is the tourist, cultural, economical, educational and sporting centre of North-western Croatia with 46,946 inhabitants. Within the administration of the City of Varaždin, the Department for Economic Activities is responsible for implementing local economic development policies and supporting sustainable growth of the city with the mission to create a supportive and innovative economic environment that encourages entrepreneurship, attracts investments, and improves the quality of life for citizens. Through its activities, the Department promotes sustainable economic development, innovation, digital transformation, and cooperation between the public sector, businesses, educational institutions and civil society. Previous relevant activities include participation in development programmes, support to entrepreneurs, and involvement in initiatives related to sustainable urban development and economic resilience. The Department has extensive experience managing EU-funded initiatives (Interreg, URBACT, Horizon Europe, Erasmus+), specialising in strengthening institutional capacity and cross-sectoral cooperation. For this project, Varaždin will provide expertise in local economic development, public administration, project coordination and stakeholder engagement, a robust network of local stakeholders, and proven experience in implementing international best practices to enhance regional resilience and sustainable urban growth. This expertise enables the Department to effectively contribute to project planning, implementation and dissemination of results at the local and regional level.
Košice is the second-largest city in Slovakia and an important regional hub for culture, innovation, and public governance, with extensive experience in European cooperation and funded initiatives. As a municipality, its mission is to enhance the quality of life of its citizens through sustainable urban development, inclusive public services, and active civic participation.
The city promotes democratic values, transparency, and citizen engagement, aligning closely with the objectives of the Citizens, Equality, Rights and Values (CERV) Programme. Košice has significant experience in implementing EU-funded projects, most notably the Košice 2.0 initiative supported by the Urban Innovative Actions programme, which focused on improving citizen well-being, strengthening civic participation, and developing data-driven policymaking tools.
The city has also developed innovative tools such as the Citizen Experience and Well-being Institute and open data platforms, which support transparent decision-making and citizen involvement. Its experience as a European Capital of Culture 2013 and its participation in European networks further demonstrate its long-term commitment to cultural diversity, equality, and democratic engagement.
Košice is an active partner in the URBACT IV Action Planning Network Cities for Sustainability Governance (CSG), which brings together nine European cities to improve how urban sustainability is governed and implemented. Within the CSG network, Košice engages in transnational exchange, peer

learning, and local stakeholder involvement, working alongside municipalities, experts, and community actors to co-create solutions for sustainable urban development. The project supports the city in strengthening participatory governance, building local partnerships, and developing action plans that address environmental, social, and economic challenges in an integrated way.
Through such projects, Košice has built strong expertise in participatory governance, social inclusion, and cross-sector collaboration involving public institutions, NGOs, academia, and the private sector. Overall, Košice brings to the consortium strong institutional capacity, proven experience in EU-funded urban innovation projects, and expertise in fostering inclusive, rights-based, and participatory communities, making it a reliable partner in promoting EU values at the local level.
nextlearning e.V. / Politics for Tomorrow is a Berlin-based non-profit organisation at the forefront of public innovation, democratic practice, and institutional learning. Its mission is to strengthen the capacity of public institutions and civic actors to navigate complex social, ecological, and democratic pressures with greater legitimacy and responsiveness. The organisation is a recognised leader in combining systems thinking with governance design, supporting municipalities and cross-sector alliances in implementing practice-based solutions to systemic public challenges.
The organisation possesses extensive experience in designing and facilitating high-impact participatory processes, as evidenced by its work on the Berlin Smart City Strategy (Gemeinsam Digital: Berlin) and initiatives like LabCamp and WIR! Landvorteil. Their expertise spans deliberative process design, public service transformation, and the development of innovative governance models that link citizen participation directly with administrative and political uptake. Through projects like the AI Builders Civic Lab Berlin and the Stadtgesundheit workshop series, nextlearning has demonstrated a sophisticated ability to bridge the gap between grassroots engagement and institutional policy frameworks.
nextlearning brings to this consortium a deep strategic capacity for process design and cross-sectoral facilitation. The organisation provides the consortium with advanced tools for documentation, learning-oriented reflection, and the technical modeling of participation. They contribute an essential "innovation lab" perspective, ensuring that deliberative outcomes are not only inclusive, but are structurally designed for long-term integration into the realities of public administration.
nextlearning will implement local activities in Berlin in cooperation with **Berlin-Charlottenburg district**. Because of their limited administrative capacity, the district is not a formal partner in the project, however, as per the letter of support attached, they were consulted throughout the project application and will not only take part in local implementation, but are excited about exploring possibility how to make the deliberative process more integrated within the district. Berlin-Charlottenburg staff will also take part in the learning and co-design event in Berlin (WP2) and project conferences (WP1, WP15).
Associated partner OKSR is an independent consultancy based in County Kerry, Ireland, specialising in social research, community planning, and organisational change. The organisation is led by : , a human geographer and social scientist who brings a distinguished background in both academia and grassroots rural development. By combining high-level policy expertise with a practitioner's focus on bottom-up engagement, OKSR excels at facilitating evidence-based decision-making in diverse and often challenging social environments.
The consultancy has a proven track record of successful collaboration with academic and civil society partners on high-impact initiatives, including the European Spatial Planning and Observation Network (ESPON) review of decarbonisation, the REBOUND project for community resilience, and research into the evolving role of local government representatives. Through these projects, OKSR has developed sophisticated competencies in impact measurement, social inclusion, and the management of multi-stakeholder partnerships across local and international settings.
With support of OKSR DJND will implement local activities in Iveragh Gaeltacht (part of County Kerry) in cooperation with two local partners: **Údarás na Gaeltachta**, regional state agency responsible for economic, social, and cultural development of the **Gaeltacht** (Irish-speaking regions of Ireland); and **Forbairt na Dromada**, local community development cooperative based in **Dromid** (*An Dromaid*), which is a specific district within the Iveragh Gaeltacht in South Kerry.
OKSR brings to this consortium an essential perspective on voluntary-led and community-rich deliberative practices, particularly within the context of rural and peripheral regions. OKSR also provides the partnership with specialised expertise in designing participatory frameworks for areas with lower digital connectivity. They will also contribute to the success of this project by sharing their knowledge on how to develop robust methodology for inclusive impact measurement with other partners.

2.3 Project teams, staff and experts

Project teams and staff

Describe the project teams and how they will work together to implement the project.

List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. — use the same profiles as in the detailed budget table, if any (n/a for pre-fixed Lump Sum Grants)) and describe briefly their tasks. Provide CVs of all key actors (if required).

Note: Please ensure a gender-balanced representation in the composition of project teams and staff performing the action.		
Name and function	Organisation	Role/tasks/professional profile and expertise
	DJND	is DJND's Coordinator and Participation Expert focusing on research and analysis with Bachelor's Degree in International Relations, University of Ljubljana and Master's Degree in Industrial and Labor Relations, Cornell University. Besides vast experience in advocacy, she has 8+ years experience in the education sector (organising & delivering trainings for students and adults). She works extensively with public institutions and policymakers at the national and local levels. She is an author of ENoP, AER publication Elevating Citizens' Voices. Avenues for Participatory Democracy at National, Regional and Local Level, was a member of the Expert Council for the Sustainable Development of Public Administration (2023–2024) and the Ministry of Digital Transformation's Expert Council Advising on the Implementation of the Artificial Intelligence Act (2024–2025). She is currently a member of the Ministry of Digital Transformation's Intersectoral Council on Digital Omnibuses and Slovenian National Council for Ethics in Artificial Intelligence. She is a fellow of the Hertie School's Recharging Advocacy for Rights in Europe (RARE) programme (2024–2026).
	DJND	is a full-stack developer with +10 years of experience in open-source web development. In his work he regularly uses several different frameworks/libraries for front-end (Vue, Bootstrap, React), Django for backend and Wagtail for CMS development.
	DJND	, DJND's communication expert and content creator with 7 years of experience in the field, joined the organisation in 2021. He has a Bachelor's Degree in Communication Studies, University of Ljubljana, and a Master's Degree in Social Informatics. With previous roles in public relations, corporate and brand communications, strategic marketing communication, copywriting, social media marketing, and other forms of creating content designed to promote organisations and brands, he brings knowledge and experience in creating successful communication strategies and campaigns, and working closely with media and journalists.
	Municipality of Celje	is a professional working at the Municipality of Celje, where she is responsible for the implementation and coordination of participatory budgeting processes. In this role, she manages the full cycle of the process, including citizen engagement, collection and evaluation of proposals, coordination with municipal departments, and communication with residents. Her work focuses on strengthening citizen participation in local decision-making, ensuring transparency, and enabling residents to directly influence local investment priorities. Through her involvement in participatory budgeting, she has developed practical expertise in facilitating citizen engagement, stakeholder coordination, and inclusive governance processes. contributes to the development of more open, responsive, and participatory municipal governance, with a strong emphasis on empowering citizens and fostering co-responsibility in shaping the local environment.
	Municipality of Celje	is an architect and Head of the Service for Development, Projects and Economy at the Municipality of Celje. In this role, she leads the strategic planning, development, and implementation of key urban initiatives, with a strong focus on sustainable urban development, participatory governance, and innovation-driven city transformation. She acts as a project leader and strategic coordinator on major EU-funded initiatives, including the MAG-NET project, where she oversees the development of integrated solutions addressing urban challenges such as talent retention, community engagement, and inclusive growth. Her

		professional expertise lies at the intersection of urban planning, policy development, and stakeholder engagement. She has extensive experience in managing complex, multi-stakeholder projects and fostering collaboration between public administration, academia, businesses, and citizens.
	Municipality of Celje	is the Director of the Municipal Administration at the Municipality of Celje, where he oversees the overall functioning of the municipal administration and ensures the effective implementation of strategic priorities and public policies. In his role, he is responsible for coordinating municipal departments, managing administrative processes, and supporting the execution of development projects at local and European level. He plays a key role in ensuring institutional capacity, efficient governance, and alignment between political leadership and administrative structures. brings extensive experience in public administration, organisational management, and strategic coordination, contributing to the delivery of complex projects and the strengthening of transparent and responsive local governance.
	Municipality of Celje	is an Expert Associate at the Municipality of Celje, working within the Service for Development, Projects and Economy, where she focuses on the design, management, and implementation of EU-funded projects. She is a social innovator and active community builder, with extensive experience in co-creating solutions to complex urban challenges through participatory and inclusive approaches. Her work centres on social innovation, stakeholder engagement, and collaborative governance, connecting public institutions, civil society, businesses, and local communities to develop practical, locally anchored solutions. currently acts as a co-lead of the MAG-NET project, contributing to strategic coordination, facilitation of co-creation processes, and the development of innovative approaches to talent retention and sustainable urban development.
	Municipality of Varaždin	is the Head of the EU Projects Department for the City of Varaždin and serves as the Focal Point for the UNESCO City of Music Commission. She is an expert in sustainable urban development and international cooperation, managing a diverse portfolio of cross-border projects funded by the European Union. With specialised certification in sustainable tourism, she plays a pivotal role in positioning Varaždin as a "green destination" while integrating cultural heritage with modern economic strategies.
	Municipality of Varaždin	currently serves as the Head of the Administrative Department for Economic Activities for the City of Varaždin. In this leadership capacity, she oversees strategic initiatives aimed at fostering local economic growth, supporting small and medium enterprises, and enhancing the city's business environment. Her professional background is rooted in spatial planning and investment management, allowing her to bridge the gap between urban development and regional economic competitiveness.
	City of Košice	is a multifaceted Project Manager and urban strategist deeply embedded in the development of Košice. Working within the city's Strategic Development Department, where he focuses on revitalising public spaces and modernising urban infrastructure through participatory planning.
	City of Košice	serves as the Head of the Strategic Development Unit. With a focus on long-term stability and regional integration, she leads the drafting and implementation of the city's Economic and Social Development Program. Her role is highly collaborative, acting as the primary coordinator between municipal departments, city districts, and external partners to ensure that urban growth is both sustainable and aligned with EU and national legislation.
	nextlearning	is a strategic designer and expert in public sector innovation, widely recognised for her work at the intersection

		of design, policy, and administration. She is the Director and Co-Founder of nextlearning/Politics for Tomorrow, an independent initiative that promotes cultural and structural transformation within political and administrative institutions from the local to the federal level in Germany. With a background in both Design (BA) and Public Policy (MPP), she facilitates participatory processes and co-creative strategy development, notably contributing to Berlin's Smart City Strategy and the Creative Bureaucracy Festival. Her work focuses on building "institutional capacity for change," helping governments move toward more sustainable, democratic, and agile governance models.
	nextlearning	leads local relationship-building and stakeholder engagement. He designs stewardship models, neighborhood structures, and project follow-up strategies. Additionally, he oversees criteria development, international benchmarking, and technical documentation.
	nextlearning	is a versatile urbanist thinker and doer with 6+ years of experience in central coordinating, research, and writing roles at public-adjacent organizations. He manages the full project cycle, including preparation, coordination, documentation, and follow-up. His work focuses on stakeholder mapping and integrating existing local structures.
	OKSR	is a human geographer and social scientist with extensive experience in rural development, social research, and the facilitation of bottom-up decision-making. Having served as a senior lecturer and director of quality at Mary Immaculate College, he combines academic rigor with a practical background in leading evidence-based local development initiatives. His work focuses on fostering community resilience and enhancing democratic engagement, particularly within peripheral and rural settings. He is an author of several publications on participation, including *Fingal Migrant Integration Forum – a vehicle for participatory democracy*, and *Blueprint for the future – migrant integration in Carlow and Waterford*.

Outside resources (subcontracting, seconded staff, etc)
If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, volunteers, subcontracting, etc). *If there is subcontracting, please also complete the table in section 4. Moreover, ensure that subcontractors are aware of gender mainstreaming and non-discrimination mainstreaming.*
N/A

2.4 Consortium management and decision-making

Consortium management and decision-making (if applicable) *(n/a for Town Twinning and Programme Contact Points)* *Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.* ***Note:** The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.*
The project management structure is designed to support the effective and transparent implementation of the project in 24 months and ensure clear division of work, roles and responsibilities for the defined work packages.

Project Team: Each partner will appoint a project coordinator who will be responsible for project activities in the respective organisation, financial manager and other staff as indicated in the budget and project design. Project Team is the core management body and is composed of project coordinators from each partner organisation. They also act as WP leaders and where main decisions regarding project implementation are taken. The Project Team will be chaired by the Lead project coordinator (DJND), who will be responsible for daily management issues, communication with the Contracting Authority and for regular coordination meetings. The Project Team meetings will be organised on a regular basis by DJND. For each WP, depending on its complexity, we will decide whether to form an additional working task force composed of select Project Team Members, partners involved with the WP and their staff and external experts. The purpose of this task force is to ensure focused coordination for WPs that are more complex or require more intense partner involvement. Appointed gender equality focal point will support gender mainstreaming throughout the project by advocating, advising and supporting other team members and external experts.

Decision making: The consortium partners have signed the Consortium Agreement that clearly defines which decisions need to be taken together (by consensus) and which decisions are under each partner's competency. Decisions shall be taken jointly, however in case of dilemmas, the Project Manager may beforehand consult with experts, stakeholders or the Contracting Authority. All the partners shall agree (through their representative, usually director) on crucial decisions and outcomes related to project planning and implementation, such as:

- proposed actions, or project modifications (timetable, budget)/proactive responses if relevant in case of emerging challenges and issues relevant to the project;
- important/ad hoc stages of the project (shifts within budget among consortium members etc.);
- project reports – both narrative and financial parts and the binding documents of the project.

Each consortium partner has its own oversight board, which is the supreme governing body of the organisation and takes decisions on its main strategic activities. Whenever needed, the partner organisations' directors are also involved in the decision-making process.

In line with the call's Lump Sum grant model, each major activity is treated as a discrete event for funding purposes, with the number of direct participants and eligible countries determining the lump sum amount. This structure is fully compatible with the project's methodology, as each activity has clearly defined participant targets and deliverables.

Communication: The consortium will ensure seamless communication and coordination through a combination of project management tools and structured communication channels. A continuous flow of information will be facilitated via platforms such as Slack for real-time collaboration, complemented by regular communication through email. The consortium will also use online meeting platforms like Zoom to conduct scheduled and ad hoc calls, ensuring that all partners remain aligned and engaged. To enhance transparency and access to project-related materials, all partners will have access to a shared cloud-based drive (Google Drive), where all project documentation, data sources, and reports will be centrally stored. This shared drive will foster accountability and ensure that project documents are accessible to all partners at any time. Monthly online meetings will be held to provide updates on progress, make decisions, and plan upcoming activities. These regular calls will help maintain momentum and ensure that the consortium remains agile in addressing any challenges that arise. In addition to the formal meetings, partners will frequently collaborate on specific activities via separate discussions or working groups tailored to particular tasks. A shared online spreadsheet will be used for project and financial monitoring, allowing all partners to track progress in real-time. This tool, along with a dedicated cloud project folder, will support the collection of documentation, progress monitoring, and the simultaneous co-creation of project materials. When feasible and appropriate, in-person meetings of the project team may also be organised to strengthen collaboration and address critical project milestones.

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2.5 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy

Describe the measures planned to ensure that the project implementation is of high quality and completed in time.

Describe the methods to ensure good quality, monitoring, planning and control.

Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.

***Note:** The monitoring and evaluation strategy should also incorporate gender and non-discrimination considerations in order to measure changes and assess impact on gender equality issues. The indicators should be gender responsive so that they can measure gender equality changes over time. For instance, a gender responsive indicator can measure the increase in women's rate of employment or changes in social attitudes towards gender roles in work-life balance. The evaluation should be participatory and inclusive to all stakeholders, ensuring that women's and men's voices are prevalent throughout the entire evaluation process.*

Project management, monitoring and quality assurance

Project management will prioritise high-quality implementation through a structured governance framework. This includes monthly Project Team coordination meetings, real-time communication channels, and a centralised digital repository for all project documentation. We will employ continuous monitoring tools to evaluate progress against KPIs, ensuring the project's results and long-term impacts are achieved. The Project coordinator will be responsible for setting up the ways of recording ongoing progress, the outputs and results of the project (via shared online document). All consortium partners will cooperate on continuous monitoring of project implementation in order to verify progress towards agreed outcomes and outputs and to identify potential problems in a timely manner.

Kick-off coordination meeting: at the beginning of the project, a 2-day online kick-off meeting will be organised, where all operational details will be agreed upon, responsibilities clearly distinctly assigned, and a clear timescale of activities confirmed. The Project Team will be established, consisting of the project coordinators from each partner organisation. The Project Team will also set and follow the project publicity and communication, sustainability measures and fundraising.

Updated planning and risk assessment. The Project Team will set-up a plan and regularly review the project implementation for the current implementation period and outlook for the following period. The updated risk assessment on project level to detect deviations and take corrective measures will be an integral part of project management. Risk analysis will always be carried out after the completion of a significant phase of the project. Based on this, the consortium will review the project strategy and decide whether it should be modified to mitigate the risks (risk-based monitoring) and to achieve the results planned (results-based monitoring).

Monthly project meetings: the Project Team will hold regular online monthly meetings, where partners will have the opportunity to update each other on the progress of the activities, potential risks and problems and to agree on ways of resolving them, monitoring the project implementation. The minutes from the monthly calls will be taken to ensure timely and relevant information coordination among the consortium and national team members. Each partner responsible for a particular WP can call for an ad hoc meeting or set up a working task force, inviting other project coordinators and stakeholders, to ensure high quality preparation of WPs.

Regular monitoring on progress of project implementation: This will include activities, outputs, schedule and budget compliance and project publicity at critical stages of the project or in response to specific issues to make adjustments to implementation plan as necessary, as well as the DEL HUB evaluation methodology developed in WP3 based on MERL (Monitoring, Evaluation, Research, and Learning) approach.

Shared cloud space (Google Drive or similar) will ensure overall transparency, accountability and accessibility of project documents and project data sources.

Preparation of internal guidelines and checklists for specific stages of the project implementation will be instigated, such as ethical guidelines.

Project evaluation and feedback from external co-operators, experts or relevant stakeholders on project implementation will be gathered regularly through the DEL HUB evaluation methodology.

Joint preparation of the interim and final project reporting to Contracting Authority and other donors: The narrative parts of reports will be prepared by partners' project coordinators and the communication coordinator in cooperation with the Project coordinator. The financial parts of the reports will be prepared by the financial manager in cooperation with the financial admins. The internal deadlines for reporting were set out in the Consortium Agreement to fulfil schedules set out in the Grant Agreement. All reports will be provided in English and their content will be agreed by all partners and accessible to everyone in the Project Team. The consortium will also provide regular updates on project progress and results on partners webpages and through social media.

Visibility of the project and dissemination: All deliverables resulting from the implementation of this project will be distributed digitally and widely through the networks and partners, as well as during the in-person or online events held during the implementation of the project.

All partners will keep records and lists of all participants and involved stakeholders through which the documents have been distributed online, and live events will be monitored through participants' signed lists to record and verify attendance.

Evaluation

For the purposes of monitoring project activities, goals, results and indicators, we will run two monitoring and evaluation activities:

- Project-wide Monitoring and Evaluation (M&E) Framework, focusing on project implementation evaluation. The project coordinator will be responsible for setting up this framework, based on indicators and targets, WP descriptions and implementation timeline.
- DEL HUB evaluation methodology based on MERL Framework will be established separately to assess impact. This will be a separate activity that will focus more in-depth on measuring impact of the DEL HUB blueprints, processes and corresponding activities with surveys, interviews, reflection events, identification of potential case studies and their execution, etc. DJND will lead the codesign of the DEL HUB evaluation methodology with expert support from OKSR.
- The Project Team members, who will co-design and receive training and capacity building in DEL HUB evaluation methodology during WP3, will be responsible for implementing the data collection process, including collecting and analysing the data. OKSR experts will verify the validity of the process and findings or results on a quarterly basis with DJND.

- Quarterly M&E reports will be produced and shared among the partners to provide updates on the project's performance and to identify areas for improvement. This will enable the project team to take corrective action in a timely manner to ensure that the project is completed on time. DJND will prepare the report and share it with partners to verify the validity of the process and findings or results. This verification process may include reviewing the data collection methods used, checking the accuracy of the data analysis, and ensuring that the findings are consistent with the project's goals and objectives.
- We will hold an interim assessment meeting at month 12 and a final assessment meeting at month 24. As part of the interim meeting, after analysing the current progress and risks, we will adjust the activity timeline if necessary, so that it will ensure the achievement of the planned results and impact of the project. We will update M&E and DEL HUB evaluation methodology if needed. We will repeat the evaluation at the end of the project, also preparing additional guidelines and recommendations for further cooperation and activities in this field.
- Gender perspective will be included in both frameworks, at least at a very basic level to disaggregate data by sex/gender in M&E Framework and more in-depth in DEL HUB evaluation methodology for impact assessment: Data disaggregation by gender – M&E framework will track progress through sex-disaggregated data and concrete indicators, such as **gender-balanced speaker ratios** and the achievement of **recruitment quotas for caregivers** in local pilots. Our in-depth evaluation methodology will then measure qualitative impact by analysing how marginalised voices, such as **female migrants**, transitioned into empowered roles and shaped final policy recommendations regarding local environments.

We will also regularly verify our findings and proposed activities and solutions with the professional public (international thematic expert meetings, among consortium partners and through partner networks) to check the quality of the planned results. This will ensure that the prepared content is comprehensible, reflects the needs of the target groups, contains current and correct information and is relevant.

Indicator	Target Value
Local deliberative models (with Phase 0 and follow-up) tested and documented	5
Increase in staff/facilitator confidence in embedding deliberative outputs into workflows	+50%
Increase in participation by under-represented and groups in local pilots.	+30%
Percentage of participants from under-represented and "less-heard" groups reporting high levels of perceived influence and procedural fairness.	70% or higher
Number of direct participants in deliberative in follow-up events	≥1100
Maximum satisfaction gap in the deliberative processes between women and men participants	< 10% difference
Ratio of participants disaggregated by gender, age, and disability status to ensure a mini-public profile.	Reflective of census data (± 5% margin)
Increased perception among citizens that participation leads to visible, consequential policy changes	+50%
Additional towns/communities reached via networks and direct sharing	10+
Number of tailored inclusion measures successfully implemented (e.g., childcare vouchers provided, hybrid digital tools used, translation services).	≥5
Validation and formal adoption of the DEL HUB Deliberation Blueprint and Sustainability Framework into municipal policy/planning cycles	≥3
Partners signing a Memorandum of Cooperation to maintain the DEL HUB network post-funding.	All partners + AP

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2.6 Cost effectiveness and financial management

Cost effectiveness and financial management *(n/a for prefixed Lump Sum Grants)* *Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.* *Indicate how the financial resources will be allocated and managed within the consortium, based on the distribution and implementation of the tasks.* *Present cost effectiveness measures per cost categories (e.g. staff profiles adapted to the tasks to be performed, subcontracting costs estimated based on recent offers).*
N/A

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3. IMPACT

3.1 Impact and ambition

Impact and ambition *Define the short, medium and long-term effects of the project.* *Who are the target groups? How will the target groups benefit concretely from the project and what would change for them? In what way will the gap identified be reduced? How will the activities contribute to improve the situation (difference between starting point/state of play and the situation after the end of the project?) How will the activities contribute to the promotion and advancement of gender equality and non-discrimination mainstreaming?* *Does the project aim to trigger change/innovation? If so, describe them and the degree of ambition (progress beyond the status quo).* ***Note:** Results/outcomes are immediate changes that materialise for the target groups after the end of the project (e.g. improved knowledge, increased awareness). Results/outcomes are different to deliverables. Deliverables are activities undertaken and outputs produced with the resources allocated to the project, e.g. training courses, conferences, manuals, video etc.* *When defining expected results/outcomes and deliverables please consider if and how they will reduce, maintain, or increase inequalities between women and men, boys and girls, in all their diversity. What gender, age and disability differentiated results can be expected? How expected results will affect women and men, boys and girls from a range of diverse social groups, differently?*
DEL HUB is designed to reduce the three gaps identified in the needs analysis: the implementation gap, meaning weak local capacity to organise structured and credible deliberation; the inclusion gap, meaning the continued exclusion or under-representation of less-heard residents in local democratic participation; and the transferability gap, meaning that promising local practices often remain isolated and are not easily usable in other contexts. Rather than treating participation as a set of isolated events, the project creates a structured pathway from peer-learning and co-design to piloting, follow-up, evaluation and replication. Its concrete legacy will be five tested local deliberative models, common DEL HUB evaluation and inclusion framework, and a transnational cooperation structure that supports wider uptake beyond the direct partnership. The primary target groups are citizens, especially under-represented and less-heard residents; local authorities' and municipal staff responsible for participation, inclusion and local governance; civil society actors involved in outreach, moderation and community engagement; and experts and practitioners in deliberative democracy and digital participation. Secondary target groups (final beneficiaries) are the broader public, elected policy-makers, EU-level stakeholders, and other European towns and communities that may later use or adapt the DEL HUB model. These groups are targeted because DEL HUB aims to strengthen the full local participation ecosystem: citizens who take part, institutions that must respond, civil society actors who build access and trust, and practitioners who help ensure quality, continuity and transferability. In **the short term**, DEL HUB will generate immediate results in the form of improved knowledge, readiness, confidence and access to participation. Municipal staff, facilitators and civil society actors will strengthen their practical capacity to design, deliver and evaluate structured deliberative processes through transnational learning activities and through the co-development of the DEL HUB deliberation blueprint and sustainability framework and the DEL HUB evaluation and inclusion framework. Starting from a baseline in which no common DEL HUB framework and no documented DEL HUB pilot feedback loops exist at project start, by month 12, all five local pilots will have established documented feedback loops, and pre- and post-project surveys will show a minimum 50% increase in staff and facilitator confidence in embedding deliberative outputs into administrative workflows,. This provides a clear early result directly linked to SO1. Citizens will benefit from direct access to participation opportunities that are more structured, inclusive and consequential than standard consultation formats. These opportunities will be characterised by clearer mandates, stronger moderation, more transparent follow-up and a more visible connection to public decision-making. DEL HUB will also generate immediate benefits for under-represented and less-heard residents by reducing practical, social and procedural barriers to participation. The project includes targeted outreach, accessible venues, plain-language communication, bilingual facilitation where relevant, translation, childcare, varied scheduling and support measures for

participants with different needs and levels of confidence. As a result, more citizens, especially those usually absent from such processes, will be able to participate in ways that are accessible, respectful and worth their time. Participation by under-represented groups will increase by at least 30% compared to baseline in each local pilot, with the baseline defined either through comparable pre-project local participation data, where available, or through a project-established baseline collected during Phase 0. Post-participation surveys will target at least a 70% positive rating from participants from under-represented groups on whether the process was accessible, respectful and worth their time, directly reflecting SO2. These results will help reduce the inclusion gap by improving both the representativeness of participation and the perceived legitimacy of the process among groups that are too often absent from local decision-shaping spaces. **Medium term effects** - By the end of the project, DEL HUB will have strengthened the quality, inclusiveness and credibility of local democratic practice in each pilot context. The five local pilots and their public follow-up phases will help municipalities and their partners test how deliberation can be connected to real governance processes rather than remaining symbolic or one-off. Municipal staff and local authorities will benefit from improved internal capacity to organise deliberative processes, connect them to planning and policy cycles, and respond publicly to citizen recommendations. Civil society actors and facilitators will benefit from tested methods for building trust, reaching under-represented groups and supporting stronger institutional uptake. Citizens will benefit from stronger democratic agency, greater confidence that participation can have visible consequences, and clearer accountability from public authorities. The key medium-term success indicator will be that each pilot context validates and applies the DEL HUB deliberation blueprint and sustainability framework and the DEL HUB evaluation and inclusion framework through a documented local follow-up output, such as a roadmap, response matrix, accountability report, strategic recommendation set, or equivalent operational reference. In this way, project learning will be translated into a usable governance resource rather than remaining a stand-alone project product. The implementation gap will therefore be reduced in a concrete and verifiable manner. At the start of the project, involved local actors lack structured protocols, facilitation support, inclusion methods, feedback loops and continuity mechanisms. By the end of the project, participating partners will have co-developed and tested common frameworks for deliberation, inclusion, evaluation and follow-up; produced case studies, response roadmaps, accountability reports and strategic recommendations; and gained practical experience in translating citizen input into policy-facing processes. The expected improvement is therefore not only that more participation activities will have taken place, but that local actors will be better equipped to continue this work in a more systemic and sustainable way. In **the long term**, DEL HUB aims to contribute to structural change in local democratic culture. Its ambition is to support a shift from fragmented and episodic engagement towards more durable and institutionally credible local democratic infrastructures. The project's long-term effect will be stronger municipal ownership of deliberative methods, stronger partnerships between public authorities and civil society, and a more robust evidence base for embedding inclusive participation via deliberation into local governance. Through the Citizen Ambassadors model, transnational online deliberation and the final network marketplace, the project will create an organisational and methodological basis for a cross-border community of practice to continue exchanging learning and supporting replication beyond the funded period. Sustainability will be reinforced through the signing of a Memorandum of Cooperation among consortium members at the final stage of the project, in line with SO3. The Memorandum will establish a realistic framework for continued cooperation beyond the funded period, annual meetings, and a shared online resource hub. While this does not in itself guarantee long-term expansion, it provides a credible organisational basis for continued exchange, joint learning, and future collaborative action. This long-term impact is also important for other European towns and communities beyond the direct partnership. DEL HUB is expected to leave behind a transferable model for local deliberative democracy that can be adapted across different territorial realities, including medium-sized towns, metropolitan districts and rural or peripheral contexts. This transferability will be supported by replication-oriented outputs, including policy recommendations, documented case studies, common frameworks and the final network-building phase, which together aim to reach at least 10 additional towns and communities through partner networks, direct sharing of outputs, project events and follow-up exchange. In this sense, the project creates value beyond its direct participants and contributes to wider European learning on how democratic participation can become more inclusive, practical and sustainable.

Gender equality and non-discrimination are integrated into DEL HUB as core quality conditions of democratic participation, not as secondary principles. The project will improve equality of access, equality of voice and equality of benefit across the full project cycle. Recruitment, facilitation, support measures, communication, monitoring and evaluation are all designed to identify and reduce barriers affecting women and men in all their diversity, as well as people exposed to multiple and intersecting discrimination. The project will seek balanced and diverse participation, collect sex-, age- and disability-disaggregated data where possible, and monitor whether participation is experienced as accessible, respectful and meaningful by different groups, including women, men, young participants, persons with disabilities, migrants, minorities and other under-represented residents. To ensure that equality commitments are operational rather than declarative, DEL HUB will track sex-disaggregated participation and satisfaction data across all pilots and will aim for less than a 10 percentage point difference in satisfaction scores between women and men. Where larger gaps appear, remedial action

will be taken in subsequent pilots or follow-up phases, such as adjustments to recruitment channels, facilitation methods, timing, support measures or accessibility arrangements. Where sample sizes and data quality allow, the evaluation will also assess whether similar disparities arise across age groups, disability status and other relevant characteristics captured through the DEL HUB evaluation and inclusion framework. The expected results will differ across groups because the project starts from the recognition that not all participants face the same access conditions. Women with care responsibilities are expected to benefit from childcare support and varied scheduling, leading to improved access and continuity of participation. Persons with disabilities are expected to benefit from accessible venues, adapted communication and participation design, resulting in fewer barriers to entry and more equal participation conditions. Migrants, minorities and mobile citizens are expected to benefit from translation, bilingual materials and trusted community-based outreach, strengthening their ability to participate with confidence and on equal terms. Young people are expected to benefit from formats that are more interactive, less formal and more responsive to their perspectives, helping increase both engagement and quality of expression. These differentiated effects will be assessed through disaggregated participation data, satisfaction surveys and qualitative feedback collected through the DEL HUB evaluation and inclusion framework. In this way, DEL HUB is designed not only to increase participation overall, but also to reduce inequalities in who can participate effectively and whose voice is heard and taken seriously.

DEL HUB goes beyond the status quo in five concrete ways. First, it tests how deliberation can become part of local governance routines rather than remaining limited to one-off events. Second, it introduces the Phase 0 preparatory approach, recognising that meaningful deliberation depends on the work done before the public process begins. Third, it combines shared methodological principles with local adaptation across five diverse contexts, strengthening both comparability and transferability. Fourth, it embeds inclusion, gender equality and non-discrimination as methodological requirements for democratic quality. Fifth, it adds a transnational layer through Citizen Ambassadors and online deliberation, turning local experience into European exchange and shared recommendations. Taken together, these innovations move the project beyond the status quo of isolated consultations by testing a model that is structured, inclusion-sensitive, evidence-based and replicable across different local contexts.

By the end of the project, DEL HUB will have delivered five tested local pilot models, measurable increases in institutional confidence and participation by under-represented residents, documented local follow-up outputs, and a formal cooperation framework for continued replication beyond the consortium. Its core impact is therefore not simply more participation, but better participation: broader inclusion, stronger follow-up, clearer accountability and a more credible pathway towards long-term democratic institutionalisation at local level.

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3.2 Communication, dissemination and visibility

Communication, dissemination and visibility of funding

Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.

Describe how the visibility of EU funding will be ensured.

Communication and dissemination activities should also contribute to the promotion of gender equality and non-discrimination. Communication materials should use gender inclusive language and positive visual representations. E.g.: when developing videos or leaflets ensure that women and men, in all their diversity, are equally represented in a non-stereotypical fashion and portrayed in active empowered roles. In addition, consider using communication channels that they are accessible to general audience, in particular to persons with disabilities, or people from marginalised groups.

DEL HUB will implement a multi-channel communication and dissemination strategy designed to promote the project's activities and results, maximise participation and uptake, and support the transition from sporadic outreach to more systemic democratic engagement. The strategy follows a local-to-European logic and combines digital, in-person, and peer-to-peer channels in order to reach diverse audiences effectively. Communication and dissemination activities will be tailored to specific target groups and will prioritise accessibility, inclusiveness, multilingual outreach, and practical usability of project results.

For all target groups, the project will use the partners' established communication infrastructure, including websites, newsletters, social media channels, and public events. This provides DEL HUB with a strong and credible communication base from the outset. Across the consortium, partner newsletters reach more than 10,000 subscribers, while combined social media channels can support targeted outreach to approximately 50,000–60,000 users when key project milestones and results are promoted. Municipal and partner websites will serve as the main public information points, including regular updates on activities, accessible project materials and information on EU support. Across the project, core communication outputs will include regular website news items, social media campaigns for major

milestones, accessible event announcements, visual summaries of key results, and short public-facing updates after each major pilot and follow-up event.

For **participating citizens and under-represented residents**, we will prioritise high-trust, low-barrier channels, including localised social media campaigns, pop-up information stands in community hubs and public spaces, and direct outreach via grassroots CSOs to move beyond passive announcements to active recruitment and to bypass the digital divide and mistrust issues. We will move beyond traditional top-down tactics by meeting residents in their own environments, such as community centers, local markets, to lower the technical and psychological barriers to entry. We will maximise impact by partnering with grassroots civil society organisations to conduct bottom-up recruitment, utilise over-sampling during recruitment, and ensuring at least a 30% increase in participation from under-represented groups. Each partner will deploy documented outreach strategies targeting at least three distinct marginalised groups, such as the Ukrainian community in Košice or rural residents in Ireland, using context-sensitive methods like bilingual facilitation, plain-language materials, and recruitment through trusted local leaders. We will evaluate the success of these channels through post-participation surveys, targeting a 70% rating for accessibility and perceived value to ensure that participation is viewed as meaningful rather than tokenistic. **Citizens–participants in deliberative processes** will be reached via mailing lists, social media stories, blogs, existing social media groups, and established effective systems of communication with relevant stakeholders. **Under-represented and hard-to-reach residents** (e.g. youth, migrants, Roma, Ukrainian residents, LGBTQI+, persons with disabilities) will be reached via grassroots and CSO partnerships (e.g., DorfwerkStadt in Berlin or UR ag Caint WhatsApp groups in Ireland) to spread information, bilingual flyers, bottom-up recruitment via local leaders to build trust, lower technical entry barriers, and ensure representative participation. We will deploy multilingual invitations where relevant (e.g. Slovak and Ukrainian or Irish and English) and low-tech tools like posters with QR codes in post offices, pubs, and health centers.

To ensure the project results in systemic change, we have planned specific dissemination tracks for **municipal staff, local authorities, policy- and decision-makers**. We will utilise professional networks, policy briefs, bilateral meetings, cross-border networking events, and the international online peer-learning conference (targeting 100+ participants) to share technical insights. The study visits in Berlin and Ireland will serve as deep-dive dissemination moments where local experts and partners document best practices. We will reach municipal staff and local authorities via relevant channels, utilising municipal, local authority, and other relevant networks (e.g. Association of Municipalities and Towns of Slovenia, Consul Democracy network with more than 250 partners, 20+ twin towns and sister cities).We will deliver policy briefings and presentations to County Councils, national departments and relevant government bodies, alongside direct presentations to councillors. Results will be shared via LinkedIn channels (10,000+ combined professional followers) and specialised practitioner websites to engage the European deliberative democracy community, and other innovative channels, e.g. a short project summary video with bilingual captions by OKSR will be distributed to EU-level networks (e.g., ALDA, Erasmus+ communities) to showcase replicable models.

To reach **civil society actors and practitioners working in the field of participation and deliberative democracy**, we will engage specialised peer-to-peer networks (e.g. ALDA, OECD's Innovative Citizen Participation Network). We will offer these groups direct access to our International Peer-Learning Conference, transferable deliverables (DEL HUB deliberation blueprint and sustainability framework, DEL HUB evaluation and inclusion framework, and policy recommendations), and cross-border networking events and conferences to foster professional collaboration. We will ensure long-term reach by uploading our methodologies to global practitioner repositories like Participedia, Portico, CERV platform, targeting community organisers and participation experts across the EU.

For the general public we will leverage the massive existing reach of municipal and partner platforms to ensure broad awareness, e.g. social media, local press releases, accessible project websites. Collaboration with local TV, radio (e.g., Radio Kerry, Raidió na Gaeltachta, Radio Celje), and online news portals will extend our reach to tens of thousands of regional residents. Each partner will publish news in the national and local languages (and basic information in English) related to project activities regularly on their website.

Inclusion and non-discrimination are integrated into the core design of our dissemination materials and event logistics. All communication activities are designed to dismantle barriers, ensure gender equality, and promote non-discrimination. Our materials will feature gender-inclusive language, plain language for those with literacy challenges, translations to ensure migrants and mobile EU citizens are fully informed, and positive, diverse visual representations, portraying women, youth, and marginalised groups in empowered roles rather than as passive recipients. To ensure accessibility for persons with disabilities and those from marginalised groups, we will provide plain-language summaries, use subtitled video content, and ensure that our digital-support approaches are WCAG-compliant. To remove practical barriers to participation, we have budgeted for essential support measures such as childcare, travel reimbursements, and the selection of fully accessible venues. Furthermore, we will schedule deliberation processes at varied hours, rather than just evenings, to accommodate the diverse work and care schedules of single parents and caregivers. During sessions, facilitators will employ specific techniques to prevent "manterrupting" and ensure that louder voices do not dominate, ensuring that gender, age, and disability status do not limit an individual's influence on project outcomes.

The visibility of EU funding will be ensured throughout the project in line with CERV requirements. All communication materials, websites, publications, event materials, videos, and public presentations will include the EU emblem and the required acknowledgement of funding. Project websites and major dissemination materials will clearly explain that DEL HUB is supported through the CERV programme and that its local democratic innovations are made possible through European cooperation. Social media communication will also refer to the project's EU support and, where appropriate, use relevant CERV visibility references. In this way, visibility will not be treated only as a formal requirement, but as part of communicating the European added value of the project.
Finally, DEL HUB will actively pursue dissemination synergies with relevant European networks and initiatives in the fields of democratic participation, local governance and civic innovation. Project outputs will be shared through channels such as the Consul Democracy network, ALDA, the JRC Competence Centre on Participatory and Deliberative Democracy, Eurocities, and other relevant communities of practice. This will help extend the reach of DEL HUB beyond the immediate partnership, reinforce the project's multiplier effect, and support wider uptake of its methods and results.

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3.3 Sustainability and continuation

Sustainability, long-term impact and continuation

Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?

What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?

Are there any possible synergies/complementarities with other (EU funded) activities that can build on the project results?

The sustainability and long-term impact of the project rests on ensuring that its methodologies, tools,, scalable and transferable know-how and the network of towns remain active and relevant once EU funding ends. From the very beginning, the project has been designed with durability in mind, so that the outputs can function independently, be adapted to different contexts, and continue to be used by public authorities and civil society across Europe. In practice, DEL HUB's sustainability rests on five mutually reinforcing pillars: institutional uptake within partner municipalities and organisations, continued cross-border cooperation through the DEL HUB Community of Practice, open and transferable project resources, policy and advocacy uptake, and a mixed continuation strategy combining internal resources, future funding and service-based follow-up. To achieve sustainability in the long run, the project team will build a knowledge base amongst participating stakeholders and target groups, encourage and empower them to meaningfully engage throughout the project cycle and generate momentum and stamina for sustaining project activities beyond project's lifespan. Apart from hands-on activities brought about by the project, the Community of Practice set in motion in this project will not be a just a "sounding board" type of a platform, but rather a vehicle for knowledge replication, upgrade and transfer well beyond project's span given that it will be strongly linked with already established and active networks involving hundreds of partners.

The cornerstone of this sustainability is the project's vision to **transition local engagement from one-off events to permanent governance**. The sustainability of deliberative processes is not an afterthought but a core design feature aiming to move from sporadic to systemic participation. The design of the project ensures long term uptake among project partners in the following ways: Through peer-to-peer learning, we are building a pool of skilled municipal staff and local facilitators. By targeting a 50% increase in staff and facilitator confidence in embedding deliberative outputs into local decision-making workflows, we ensure that local authorities possess internal capacity to initiate new deliberative cycles independently using core municipal budgets. Policy briefings delivered to councilors and national departments are also designed to influence long-term local legislation and municipal workflows. Integrated across all work packages, *Phase 0* ensures the creation of robust foundations for ensuring institutional and societal buy-in even prior to piloting stage. By operationalising it in WP4–WP8, we ensure that the processes are not isolated experiments, but are strategically aligned with local administrative needs. The follow-up events in WP10–WP14 ensure accountability. This feeds into the WP15 Marketplace, where the consortium's focus shifts from *implementation* to *institutionalisation*, turning the pilot results into long-term municipal policy. Sustainability will be reinforced through the signing of a Memorandum of Cooperation among consortium members at the final stage of the project and the set up of DEL HUB Community of Practice. Following the final Marketplace event in WP15, the consortium will transition from a project-based partnership into a permanent Community of Practice. This community will serve as a transnational knowledge-sharing hub, allowing partners to continue exchanging methodologies and addressing new democratic challenges across borders.

The second element of DEL HUB's sustainability are activities to **close the transferability gap** and ensure uptake of project methodologies and learnings outside of the consortium and across the EU. DEL HUB will deliver a versatile model for local deliberative democracy, designed for adaptation across diverse settings: from rural hubs to metropolitan districts. This scalability is anchored by

replication-ready outputs, such as policy recommendations, documented case studies, and common frameworks. These outputs are designed not only for dissemination, but for practical reuse by municipalities, civil society organisations and participation practitioners beyond the consortium. Ultimately, the project extends value beyond the consortium, fostering a broader European knowledge base for inclusive and sustainable democratic participation. European dissemination will be facilitated through; 1) final network marketplace which will also serve as an international dissemination event; 2) DEL HUB Community of Practice which will be open to other practitioners and local authorities; and 3) open and freely accessible DEL HUB toolkit, hosted and maintained by DJND even after the project ends. By embedding our methodologies and technical insights into global, permanent repositories, such as Participedia, Portico, and the CERV platform, we will ensure that municipalities, civil society, and participation experts across the EU have perpetual access to our replicable models. Ongoing engagement with the initiatives, such as OECD's Innovative Citizen Participation Network and ALDA, will also ensure the peer-learning outcomes continue to circulate among practitioners.

In terms of **policy impact**, the project's findings, especially local case studies and DEL HUB methodologies together with evidence of increased participation, increased minority and vulnerable groups' involvement, and municipal staff confidence, will be positioned as evidence in advocacy towards local, national and EU policymakers. These outputs will also be positioned as practical evidence relevant to wider European discussions on democratic resilience, citizen participation and the implementation of policy priorities such as those reflected in the European Democracy Shield. By feeding directly into policy debates, the project ensures that its results remain relevant and influential beyond the lifetime of the grant.

A separate but crucial dimension is **financial sustainability**. While we cannot ensure continuous funding, we can offer something more important to local authorities: institutional capacity and technical know-how. With the rising popularity of deliberative methods (many replacing more traditional participatory methods like town halls and participatory budgeting), funding is shifting towards deliberations and is no longer the main hurdle to organising high-quality processes. Barriers that our project addresses are underdeveloped methodologies and low confidence and subsequent uptake among staff. In addition, the consortium will still pursue a mixed funding strategy to guarantee the long-term maintenance of project results. First, the methodologies will be integrated into the ongoing activities and budgets of consortium partners. This institutional anchoring ensures that DEL HUB toolkit and related resources are not seen as one-off project outputs but as core parts of partners' operational work. Second, the consortium will actively seek other sources of funding for ongoing activities such as DEL HUB Community of Practice, building on existing links with initiatives such as the European Urban Initiative and URBACT, as well as national-level donors and foundations interested in supporting transnational cooperation and community building. Third, the project foresees opportunities for developing service-based models: for example, partners could provide tailored trainings, consultancy, or updates on a cost-recovery basis. This diversification of funding sources will reduce dependency on EU programmes and secure the financial basis for continuation.

Finally, the project is well-positioned to generate synergies and complementarities with other **EU-funded activities**. Initiatives under Horizon Europe, European Urban Initiative, URBACT, and other CERV projects provide a fertile ground for cooperation and mutual reinforcement. DEL HUB methodologies and case studies can serve as benchmarks for parallel initiatives, ensuring cross-project fertilisation and replication of good practices. These complementarities are relevant because DEL HUB's methodologies, case studies and participation tools can be reused in broader urban innovation, democratic governance and civic engagement projects, while DEL HUB itself can benefit from the dissemination channels, practitioner communities and follow-up opportunities created by those initiatives. The digital component of the project, the Consul transnational online deliberation strengthens the project's digital legacy and transfer potential by connecting DEL HUB's transnational online deliberation experience with an established open-source ecosystem already used by more than 250 public authorities worldwide.

By combining durable and open methodologies, a strong pool of multipliers, institutional and network uptake, advocacy, and diversified financial strategies, the project builds a solid foundation for long-term sustainability. Its impact will extend far beyond the duration of the grant, creating a durable ecosystem of actors with stronger capacity to implement, adapt and promote deliberative processes in Europe.

#§SUS-CON-SC§#

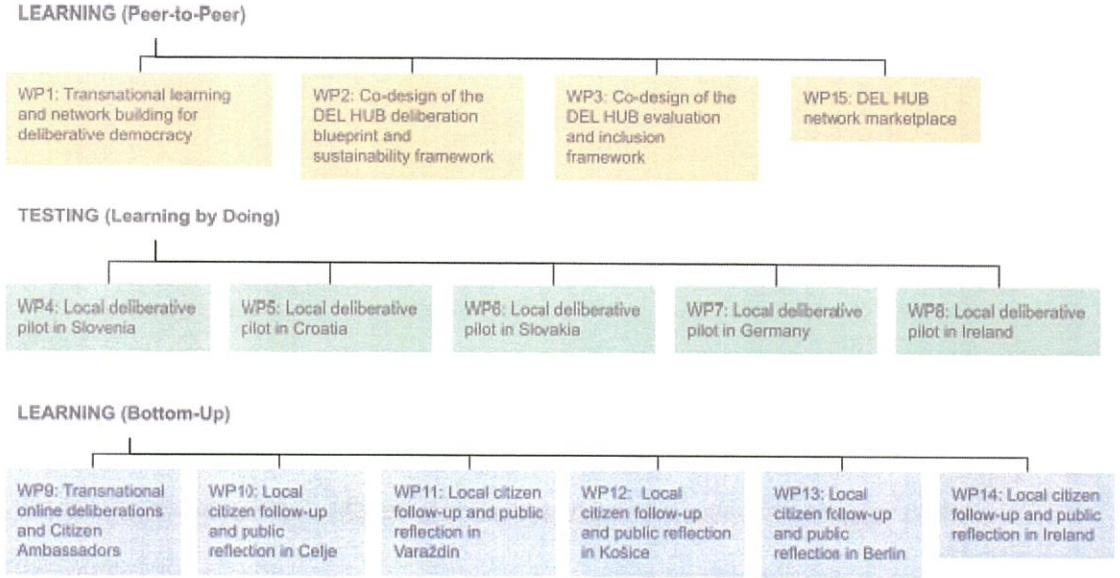
#@WRK-PLA-WP@#

4. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

4.1 Work plan

Work plan

Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).



#@ETH-ICS-EI@#

5. OTHER

5.1 Ethics and EU values

Ethics and EU values
Describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them. *Describe how you will ensure gender and non-discrimination mainstreaming in the project cycle. This means integrating gender equality and non-discrimination considerations in the design, implementation, monitoring and evaluation of project activities. Projects activities should be pro-active and contribute to the equal empowerment of women and men, girls and boys, in all their diversity, and ensure that they achieve their full potential, enjoy the same rights and opportunities. Gender and non-discrimination mainstreaming are a key mechanism for achieving gender equality and combating multiple and intersecting discrimination. In the delivery of project activities gender mainstreaming shall be ensured by systematically monitoring access, participation, and benefits among different genders, and by incorporating remedial action that redresses any gender inequalities and discriminatory effects in implementation of planned activities. The activities shall also seek to reduce levels of discrimination suffered by particular groups (as well as those at risk of multiple discrimination) and to improve equality outcomes for individuals.* *If your project has a direct or indirect impact on children and their rights, indicate it clearly here. Make sure that your project is based on a child rights approach, i.e. that all the rights of the EU Charter of Fundamental Rights and the United Nations Convention on the Rights of the Child (UNCRC) and the Optional protocols, are promoted, respected, protected and fulfilled. The project should address children as rights holders and should ensure their participation in the design and implementation of the project. If you will have direct contacts with children you will have to provide a child protection policies in line with the Keeping Children Safe Child Safeguarding Standards.* *Explain how you intend to address privacy/data protection issues related to data collection, analysis and dissemination.* *Outline measures to be taken and the policies in place to guarantee compliance with the EU values mentioned in Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights.*
DJND and the project partners as well as the Union are founded on the values of respect for human dignity, liberty, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities and groups subject to multiple and intersecting discrimination. These values are common to the Member States in a society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men prevail. We have designed the project to proactively foster the protection of EU rights and values, ensuring that our chosen methodology *walks the talk* of a human-rights-based approach to professional service provision. Our commitment extends to Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights, which are integrated into the project governance to ensure that democratic participation and human dignity remain at the forefront of every town network activity. In our project: 1) any discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic characteristics, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation is prohibited; 2) within the scope of application of the Treaties, and without prejudice to any special provisions contained therein, any discrimination on grounds of nationality shall be prohibited. The project is carefully designed based on our extensive experience, with careful consideration of ethics, transparency, conflict of interest, anti-corruption, equal access and non-discrimination. All project partners have systems in place that enable early detection and prevention of risks and full attention will be paid to securing data privacy and security and managing conflict of interest. All project partners also maintain rigorous standards for the selection and evaluation of participants, requiring selection committee members to sign formal declarations of impartiality to ensure a fair and merit-based process. The project partners will respect the national and European law, the Declaration of Human Rights and the Geneva convention regarding protection of human rights, privacy, non-discrimination and handling of sensitive data, and the General Data Protection Regulation (GDPR). The provisions on processing of personal data will be fully observed at all events during the project implementation. A dedicated Data Management Plan will define how datasets are collected, processed, and secured, ensuring that all project outputs adhere to the FAIR principles of being Findable, Accessible, Interoperable, and Reusable. Gender equality principles will be fully observed in the project, in recruiting participants and experts, in terminology used and visual materials produced. All of the online and live events will seek to achieve gender balanced representation, and inclusive representation of other marginalised groups. If necessary, we will take specific measures to reach out to underrepresented groups via specific channels, to ensure they are included and represented. All of the visual and video material in the public campaign will pay specific attention to equal representation and non-offensive portrayal of genders and different minority groups. Some project activities involve persons under the age of 18, all relevant partners have Child Protection Policies in place that are in line with Keeping Children Safe Child Safeguarding Standards. Project is

firmly rooted in a child-rights approach that respects the United Nations Convention on the Rights of the Child (UNCRC) and the EU Charter of Fundamental Rights. We recognise our indirect impact on young citizens and will ensure that their interests are considered in town-level discussions, effectively treating children as rights-holders within the community.

#§ETH-ICS-EI§# #@SEC-URI-SU@#

5.2 Security

Security
Not applicable.

#§SEC-URI-SU§# #@DEC-LAR-DL@#

6. DECLARATIONS

Double funding	
Information concerning other EU grants for this project ⚠ *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).*	**YES/NO**
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc)*. If NO, explain and provide details.	YES
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc)*. If NO, explain and provide details.	YES

Financial support to third parties (if applicable)
If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project's objectives.
Insert text

#§DEC-LAR-DL§#

ANNEXES

LIST OF ANNEXES

Standard

Detailed budget table/Calculator (annex 1 to Part B) — *mandatory for Lump Sum Grants (see Portal Reference Documents)*

CVs (annex 2 to Part B) — *mandatory, if required in the Call document*

Annual activity reports (annex 3 to Part B) — *mandatory, if required in the Call document*

List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document*

Special

Other annexes (annex X to Part B) — *mandatory, if required in the Call document*

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	16.04.2026	Initial version of the proposal.
2.0		- Conversion of Part B into the Description of Action (Part B). - Changes to 2.4 and 2.5 to clarify the Consortium agreement is signed before the GA is signed.

		- Change in 5.1 Ethics and EU values regarding involvement of persons under the age of 18 and child protection policies. - Deliverable 9.2 change of due date due to time calculation mistake in application. - WP10 and deliverable D10.1 change of due date. - Added deliverables EDS. - Added calculator.

Associated with document Ref. Ares(2026)10650749 - 14/11/2026

CERV Programme - Citizens engagement and participation strand: European remembrance, Citizens participation, Networks of Towns

Estimated EU contribution

ATTENTION: The list of events has to correspond with the list of work-packages described in part B. Please use the same order! 1 EVENT = 1 WORK-PACKAGE

The "Total Amount" in this calculator must be equal to the "Total" of the "Requested grant amount" in the Part A, section 3-Budget.

Project title: (insert the project title here ®)		DEL HUB: Network for Deliberative Democracy and Citizen Empowerment		
Event (Work Package) Number	**Event type: in situ OR online** *(manual input)*	**Number of countries** *(manual input)*	**Number of direct participants** *(manual input)*	**Lump sums (EUR)** *(automatic calculation)*
1	Online	10-12	101-200	EUR 21,000
2	In_situ	4-6	25-50	EUR 15,855
3	In_situ	4-6	25-50	EUR 15,855
4	In_situ	1-3	51-75	EUR 15,855
5	In_situ	1-3	201-225	EUR 31,715
6	In_situ	1-3	201-225	EUR 31,715
7	In_situ	1-3	25-50	EUR 13,215
8	In_situ	1-3	51-75	EUR 15,855
9	Online	10-12	201-300	EUR 23,570
10	In_situ	4-6	151-175	EUR 29,070
11	In_situ	1-3	25-50	EUR 13,215
12	In_situ	1-3	25-50	EUR 13,215
13	In_situ	1-3	51-75	EUR 15,855
14	In_situ	1-3	25-50	EUR 13,215
15	In_situ	7-9	76-100	EUR 23,785
16				EUR 0
17				EUR 0
18				EUR 0
19				EUR 0
20				EUR 0
21				EUR 0
22				EUR 0
23				EUR 0
24				EUR 0
25				EUR 0
			Total Amount:	**EUR 292,990**

The "Total Amount" in this calculator must be equal to the "Total" of the "Requested grant amount" in the Part A, section 3-Budget.

End of document

ANNEX 2

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

	Estimated EU contribution										
	Estimated eligible lump sum contributions (per work package)										Maximum grant amount[1]
	WP1 Transnational learning and network building for deliberative democracy	WP2 Co-design of the DEL HUB deliberation blueprint and sustainability framework	WP3 Co-design of the DEL HUB evaluation and inclusion framework	WP4 Local deliberative pilot in Slovenia	WP5 Local deliberative pilot in Croatia	WP6 Local deliberative pilot in Slovakia	WP7 Local deliberative pilot in Germany	WP8 Local deliberative pilot in Ireland	WP9 Transnational online deliberations and Citizen Ambassadors	WP10 Local citizen follow-up and public reflection in Celje	
Forms of funding	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	
	a	b	c	d	e	f	g	h	i	j	p = a + b + c + d + e + f + g + h + i + j + k + l + m + n + o
1 - DJND	21 000.00	0.00	15 855.00	0.00	0.00	0.00	0.00	15 855.00	23 570.00	0.00	113 280.00
2 - CELJE	0.00	0.00	0.00	15 855.00	0.00	0.00	0.00	0.00	0.00	29 070.00	44 925.00
3 - NEXTLEARNING	0.00	15 855.00	0.00	0.00	0.00	0.00	13 215.00	0.00	0.00	0.00	44 925.00
4 - Grad Varaždin	0.00	0.00	0.00	0.00	31 715.00	0.00	0.00	0.00	0.00	0.00	44 930.00
5 - KOSICE CITY	0.00	0.00	0.00	0.00	0.00	31 715.00	0.00	0.00	0.00	0.00	44 930.00
6 - OKSR											
Σ consortium	21 000.00	15 855.00	15 855.00	15 855.00	31 715.00	31 715.00	13 215.00	15 855.00	23 570.00	29 070.00	292 990.00

	Estimated EU contribution					
	Estimated eligible lump sum contributions (per work package)					
	WP11 Local citizen follow-up and public reflection in Varaždin	WP12 Local citizen follow-up and public reflection in Košice	WP13 Local citizen follow-up and public reflection in Berlin	WP14 Local citizen follow-up and public reflection in Ireland	WP15 DEL HUB network marketplace	Maximum grant amount[1]
Forms of funding	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	
	k	l	m	n	o	p = a + b + c + d + e + f + g + h + i + j + k + l + m + n + o
1 - DJND	0.00	0.00	0.00	13 215.00	23 785.00	113 280.00
2 - CELJE	0.00	0.00	0.00	0.00	0.00	44 925.00
3 - NEXTLEARNING	0.00	0.00	15 855.00	0.00	0.00	44 925.00
4 - Grad Varaždin	13 215.00	0.00	0.00	0.00	0.00	44 930.00
5 - KOSICE CITY	0.00	13 215.00	0.00	0.00	0.00	44 930.00
6 - OKSR						
Σ consortium	13 215.00	13 215.00	15 855.00	13 215.00	23 785.00	292 990.00

[1] The 'maximum grant amount' is the maximum grant amount fixed in the grant agreement (on the basis of the sum of the beneficiaries' lump sum shares for the work packages).

Associated with document Ref. Ares(2026)10650749 - 14/11/2026

ANNEX 3

ACCESSION FORM FOR BENEFICIARIES

MESTNA OBCINA CELJE (CELJE), PIC 936708631, established in TRG CELJSKIH KNEZOV 9, CELJE 3000, Slovenia,

hereby agrees

to become beneficiary

in Agreement No 101345012 — DEL-HUB ('the Agreement')

between DANES JE NOV DAN, INSTITUT ZA DRUGA VPRASANJA (DJND) **and** the **European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

and mandates

the coordinator to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

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ANNEX 3

ACCESSION FORM FOR BENEFICIARIES

NEXTLEARNING EV (NEXTLEARNING), PIC 929541495, established in DRESDENER STRASSE 119, BERLIN 10999, Germany,

hereby agrees

to become beneficiary

in Agreement No 101345012 — DEL-HUB ('the Agreement')

between DANES JE NOV DAN, INSTITUT ZA DRUGA VPRASANJA (DJND) **and** the **European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

and mandates

the coordinator to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

on 2026/11/19 19:56:23 (SigId-3582-AO1Xzsi2uvZl3SbNXF5hk7kddKwzyHGd0l0n
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Associated with document Ref. Ares(2026)10650749 - 14/11/2026

ANNEX 3

ACCESSION FORM FOR BENEFICIARIES

GRAD VARAZDIN CITY OF VARAZDIN (Grad Varaždin), PIC 905471236, established in TRG KRALJA TOMISLAVA 1, VARAZDIN 42000, Croatia,

hereby agrees

to become beneficiary

in Agreement No 101345012 — DEL-HUB ('the Agreement')

between DANES JE NOV DAN, INSTITUT ZA DRUGA VPRASANJA (DJND) **and** the **European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

and mandates

the coordinator to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

2026/11/16 15:15:19 (SigId-9292-VghCQzUqQAzsAcGApD7osTf821Kvpzgnkie35Xr
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ANNEX 3

ACCESSION FORM FOR BENEFICIARIES

MESTO KOSICE (KOSICE CITY), PIC 938386731, established in TRIEDA SNP 48 A, KOSICE 040 11, Slovakia,

hereby agrees

to become beneficiary

in Agreement No 101345012 — DEL-HUB ('the Agreement')

between DANES JE NOV DAN, INSTITUT ZA DRUGA VPRASANJA (DJND) **and** the **European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

and mandates

the coordinator to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

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ANNEX 4 XXX LUMP SUM MGA — MULTI & MONO

FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

	EU contribution											
	Eligible lump sum contributions (per work package)											Requested EU contribution
	WP1 [name]	WP2 [name]	WP3 [name]	WP4 [name]	WP5 [name]	WP6 [name]	WP7 [name]	WP8 [name]	WP9 [name]	WP10 [name]	WP [XX]	
Forms of funding	[Lump sum contribution][Financing not linked to costs]	[Lump sum contribution][Financing not linked to costs]	[Lump sum contribution][Financing not linked to costs]	[Lump sum contribution][Financing not linked to costs]	[Lump sum contribution][Financing not linked to costs]	[Lump sum contribution][Financing not linked to costs]	[Lump sum contribution][Financing not linked to costs]	[Lump sum contribution][Financing not linked to costs]	[Lump sum contribution][Financing not linked to costs]	[Lump sum contribution][Financing not linked to costs]	[Lump sum contribution][Financing not linked to costs]	
Status of completion	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	PARTIALLY COMPLETED	PARTIALLY COMPLETED	COMPLETED	NOT COMPLETED	
	a	b	c	d	e	f	g	h	i	j	k	l = a + b+ c + d+ e+ f+ g+ h+ i+ j+ k
1 – [short name beneficiary]												
1.1 – [short name affiliated entity]												
2 – [short name beneficiary]												
2.1 – [short name affiliated entity]												
X – [short name associated partner]												
Total consortium												

The consortium hereby confirms that:

The information provided is complete, reliable and true.

The lump sum contributions declared are eligible (in particular, the work packages have been completed and the work has been properly implemented and/or the results were achieved; see Article 6).

The proper implementation of the action/achievement of the results can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 19, 21 and 25).

Associated with document Ref. Ares(2026)10650749 - 14/11/2026

ANNEX 3

ACCESSION FORM FOR BENEFICIARIES

MESTO KOSICE (KOSICE CITY), PIC 938386731, established in TRIEDA SNP 48 A, KOSICE 040 11, Slovakia,

hereby agrees

to become beneficiary

in Agreement No 101345012 — DEL-HUB ('the Agreement')

between DANES JE NOV DAN, INSTITUT ZA DRUGA VPRASANJA (DJND) **and** the **European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

and mandates

the coordinator to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

Associated with document Ref. Ares(2026)10650749 - 14/11/2026

FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

	EU contribution											
	Eligible lump sum contributions (per work package)											Requested EU contribution
	WP1 [name]	WP2 [name]	WP3 [name]	WP4 [name]	WP5 [name]	WP6 [name]	WP7 [name]	WP8 [name]	WP9 [name]	WP10 [name]	WP [XX]	
Forms of funding	Lump sum contribution / Financing not linked to costs	Lump sum contribution / Financing not linked to costs	Lump sum contribution / Financing not linked to costs	Lump sum contribution / Financing not linked to costs	Lump sum contribution / Financing not linked to costs	Lump sum contribution / Financing not linked to costs	Lump sum contribution / Financing not linked to costs	Lump sum contribution / Financing not linked to costs	Lump sum contribution / Financing not linked to costs	Lump sum contribution / Financing not linked to costs	Lump sum contribution / Financing not linked to costs	
Status of completion	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	PARTIALLY COMPLETED	PARTIALLY COMPLETED	COMPLETED	NOT COMPLETED	
	a	b	c	d	e	f	g	h	i	j	k	l = a + b+ c + d+ e+ f+ g+ h+ i+ j+ k
1 – [short name beneficiary]												
1.1 – [short name affiliated entity]												
2 – [short name beneficiary]												
2.1 – [short name affiliated entity]												
X – [short name associated partner]												
Total consortium												

The consortium hereby confirms that:

The information provided is complete, reliable and true.

The lump sum contributions declared are eligible (in particular, the work packages have been completed and the work has been properly implemented and/or the results were achieved; see Article 6).

The proper implementation of the action/achievement of the results can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 19, 21 and 25).

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ANNEX 5

SPECIFIC RULES

INTELLECTUAL PROPERTY RIGHTS (IPR) — BACKGROUND AND RESULTS — ACCESS RIGHTS AND RIGHTS OF USE (— ARTICLE 16)

Rights of use of the granting authority on results for information, communication, dissemination and publicity purposes

The granting authority also has the right to exploit non-sensitive results of the action for information, communication, dissemination and publicity purposes, using any of the following modes:

- **use for its own purposes** (in particular, making them available to persons working for the granting authority or any other EU service (including institutions, bodies, offices, agencies, etc.) or EU Member State institution or body; copying or reproducing them in whole or in part, in unlimited numbers; and communication through press information services)
- **distribution to the public** in hard copies, in electronic or digital format, on the internet including social networks, as a downloadable or non-downloadable file
- **editing** or **redrafting** (including shortening, summarising, changing, correcting, cutting, inserting elements (e.g. meta-data, legends or other graphic, visual, audio or text elements extracting parts (e.g. audio or video files), dividing into parts or use in a compilation
- **translation** (including inserting subtitles/dubbing) in all official languages of EU
- **storage** in paper, electronic or other form
- **archiving** in line with applicable document-management rules
- the right to authorise **third parties** to act on its behalf or sub-license to third parties, including if there is licensed background, any of the rights or modes of exploitation set out in this provision
- **processing**, analysing, aggregating the results and **producing derivative works**
- **disseminating** the results in widely accessible databases or indexes (such as through 'open access' or 'open data' portals or similar repositories, whether free of charge or not.

The beneficiaries must ensure these rights of use for the whole duration they are protected by industrial or intellectual property rights.

If results are subject to moral rights or third party rights (including intellectual property rights or rights of natural persons on their image and voice), the beneficiaries must ensure that they

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comply with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the rights holders concerned).

COMMUNICATION, DISSEMINATION AND VISIBILITY (— ARTICLE 17)

Additional communication and dissemination activities

The beneficiaries must engage in the following additional communication and dissemination activities:

- present the project (including project summary, coordinator contact details, list of participants, European flag and funding statement and project results) on the beneficiaries' websites or social media accounts
- for actions involving **publications**, mention the action and the European flag and funding statement on the cover or the first pages following the editor's mention
- for actions involving public **events**, display signs and posters mentioning the action and the European flag and funding statement
- upload the public **project results** to the Rights and Values Project Results platform, available through the Funding & Tenders Portal.



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