

To the National Focal Points

Brussels, 9 April 2025

Subject: Templates and tools for programme development for the EEA and Norway Grants FM 2021-28

Dear National Focal Points,

Please find enclosed the Concept Note template as well as the templates for the two annexes to the Programme agreement that have now been approved by the Donor States.

The Financial Mechanism Office (FMO) looks forward to working together with you to facilitate an efficient programme development process, as soon as the MOUs are signed.

Based on lessons learned from the previous period, and being mindful of the delays experienced in starting the new Financial Mechanism, FMO is committed to simplifications and aims to assist you in making the planning process as efficient as possible, to secure sufficient time for programme implementation.

To facilitate collaboration between all the stakeholders of the EEA and Norway Grants and to support the upcoming intensive work on Concept Note development, we are therefore introducing a new secure online collaboration platform in SharePoint where the relevant Programme Operators, Donor Programme Partners, International Partner Organisations and the Financial Mechanism Office can work together on shared drafts of the Concept Note. The Donor State Embassies and the National Focal Points will have read-only access to the platform to follow progress.

The aim is to make the drafting more efficient by allowing partners to work together in the same document. In the platform, different versions of the document can be tracked and the partners can easily see which draft is the latest one. While there is no obligation to use this platform, FMO has previous experience with using such a tool for programme development, which proved to make the process more efficient. The site can also be used to uploading draft documents for collaboration, and any background documents they find useful to share with their partners as background (for example minutes or presentations from meetings, etc.). You will have easy access to relevant document links for the programme development, i.e., Protocol 38 d, Regulation(s), Blue Book, Memoranda of Understanding(s), guidelines and templates

The secure platform will contain one page for each programme, where access will be granted following two factor authentication only for the relevant partners. FMO will manage the access. The platform will respect relevant IT security standards. The content is confidential to the parties with access to the platform. Any users of the platform will have to accept to respect this confidentiality. We hope you will find it useful and helpful in the hectic time ahead.

Please note this platform aims to complement your work and not replace any internal procedures nor the formal procedures under the EEA and Norway Grants. Final submission of the Concept Note will still be the responsibility of the National Focal Point, through GrACE, for the assessment of the Donors.

Please do not hesitate to contact us at sharepoint@efta.int if you have any questions or queries regarding the SharePoint site.

We will revert to you regarding further guidance documents and training proposals as soon as each MOU enters into force.

Yours sincerely,

Ragna Fidjestøl
Managing Director
Financial Mechanism Office

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Attachments

- Concept Note template
- Programme agreement annexe I and II templates