**Tasks and responsibilities of the lead partner (lead beneficiary) and the project partners (beneficiaries)**

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| **Project stage** | **Lead partner, in addition to its tasks and responsibilities as a project partner** | **Project partner** |
| *NB! It is possible that at the stage of identifying a project idea and developing the project, the lead partner may not yet be designated by the partnership.* | | |
| **Identification of a common problem or an opportunity & the development of a project idea** | All partners contribute the necessary information, ensure the needed inputs and reach a joint understanding. One of the partners takes the lead and facilitates the process | |
| **Project development** | All partners are actively involved in the project development process, review all draft documents, and contribute knowledge and information concerning their country/ region/domain. One of the partners leads the development process, and organises meetings (face to face or online), collects all inputs and ensures the circulation of all documents | |
| **Filling in the application form and the required annexes** | Leads the process, ensures that all necessary inputs are collected and that the application is duly filled in, and all necessary annexes are completed | Actively contributes information, agrees their role in the project, and their contribution to the project (human and financial resources), and prepares all necessary annexes (e.g. partnership statement) |
| **Submission of the application** | Ensures that the application is submitted on time to the Managing Authority (MA)/Joint Technical Secretariat (JTS) |  |
| ***If the project is selected for financing:*** | | |
| **Stage** | **Lead beneficiary, in addition to its tasks and responsibilities as a beneficiary** | **Beneficiary** |
| **Fulfilment of conditions** | Communicates with the MA/JTS and the partners, regarding clarifications/the fulfilment of conditions as necessary during the pre-contracting stage. | Contributes the information/documents necessary for clarifications/the fulfilment of conditions. |
| **Signature of the partnership agreement** | Prepares draft partnership agreement, discusses all clauses of the agreement with all project partners and ensures joint understanding and agreement, and organises process for signing the agreement. | Carefully reviews the draft agreement, discusses its contents with the applicant and the other project partners, and upon agreement on the content ensures they sign the partnership agreement. |
| **Signature of the grant contract** | Provides all necessary information to the MA/JTS, and signs the grant contract on behalf of the partnership. | Carefully reviews contents of the grant contract. |
| **Project implementation** | Ensures overall project coordination, monitors implementation of project activities and the project financial plan, ensures the project is implemented in accordance with the provisions of the grant contract, and collects from beneficiaries the information needed for reporting. | Ensures the quality and the timely implementation of the project activities they are responsible for, provides all necessary human and financial resources, and provides the lead beneficiary with all information needed for reporting. |
| **Reporting** | Collects all the necessary information, puts together the report, and submits it to the MA/JTS | Contributes with the information needed for reporting |
| **Requesting and receiving payments** | Provides the MA/JTS with the necessary expenditure verification reports, requests and receives payments from the Managing Authority, distributes payments to the other beneficiaries | Ensures that its expenditure is verified as agreed, and receives payments from the lead beneficiary |