

AREJ (2013) 32 02 115

From: [REDACTED]
Sent: 07 October 2013 12:49
To: [REDACTED]@humanrights.dk>
Cc: [REDACTED] (JUST)
Subject: JUST/2012/PROG/AG/3720-DK confirmation of debt
Importance: High

Dear [REDACTED]

The Danish Institute for Human Rights (DIHR) has received the Commissions letter of 30 September 2013 regarding termination and pre- information before recovery order. The letter indicated that DIHR has received an amount of **94 373.00 EUR** corresponding to the pre-financing paid by the Commission on 16. 04. 2013 which is the amount to be reimbursed by DIHR to the Commission.

We here by **confirm** that the amount is correct and await a debit note to be issued by the Commission. The debit note specifies the due date for repayment.

Thank you for your kind cooperation.

Sincerely yours,

THE DANISH
INSTITUTE FOR
HUMAN RIGHTS

[REDACTED]
SENIOR ADVISER

EQUALITY DEPARTMENT
Wilders Plads 8K | DK-1402 COPENHAGEN K

PHONE +45 3269 8888 | DIRECT +45 3269 [REDACTED]
[REDACTED]

[REDACTED]@HUMANRIGHTS.DK
HUMANRIGHTS.DK | MENNESKERET.DK

[REDACTED]

From: [REDACTED] <[REDACTED]@humanrights.dk>
Sent: 09 September 2013 18:08
To: [REDACTED] (JUST)
Cc: [REDACTED] (JUST); [REDACTED] (JUST)
Subject: SV: Termination procedure JUST/2012/PROG/AG/3720
Attachments: image002.png; image003.jpg

Dear [REDACTED]
Thank you for the confirmation.

Regards
[REDACTED]

Sendt fra min Windows Phone

Fra: [REDACTED]@ec.europa.eu
Sendt: 09-09-2013 17:58
til: [REDACTED]
Cc: [REDACTED]@ec.europa.eu; [REDACTED]@ec.europa.eu
Emne: RE: Termination procedure JUST/2012/PROG/AG/3720

Dear [REDACTED]

In this case I can immediately initiate the termination procedure which includes the recovery of the paid pre-financing.

You will receive all necessary details by official letter within the coming weeks.

Thank you for your cooperation,

Best regards,

[REDACTED]
European Commission
[cid:image002.png@01CEAD86.28FDAEE0]
Directorate General - Justice
Unit A4: Programme Management
http://ec.europa.eu/justice/grants/programmes/progress/index_en.htm
Office: MO 59 - 04/27
Tel: +32.2.29. [REDACTED]
Fax: +32.2.2978 8812

1. The first part of the document is a list of the names of the persons who have been named in the report. The names are listed in alphabetical order of the last name. The names are: [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[REDACTED]

From: [REDACTED]@humanrights.dk>
Sent: 09 September 2013 16:50
To: [REDACTED] (JUST)
Cc: [REDACTED]
Subject: RE: Termination procedure JUST/2012/PROG/AG/3720

Dear [REDACTED]

The Danish Institute for Human Rights does not intend to claim any cost incurred.

We have though, received a sum from the commission which we would like to return. How does the commission want the money to be paid back?

Your Sincerely,

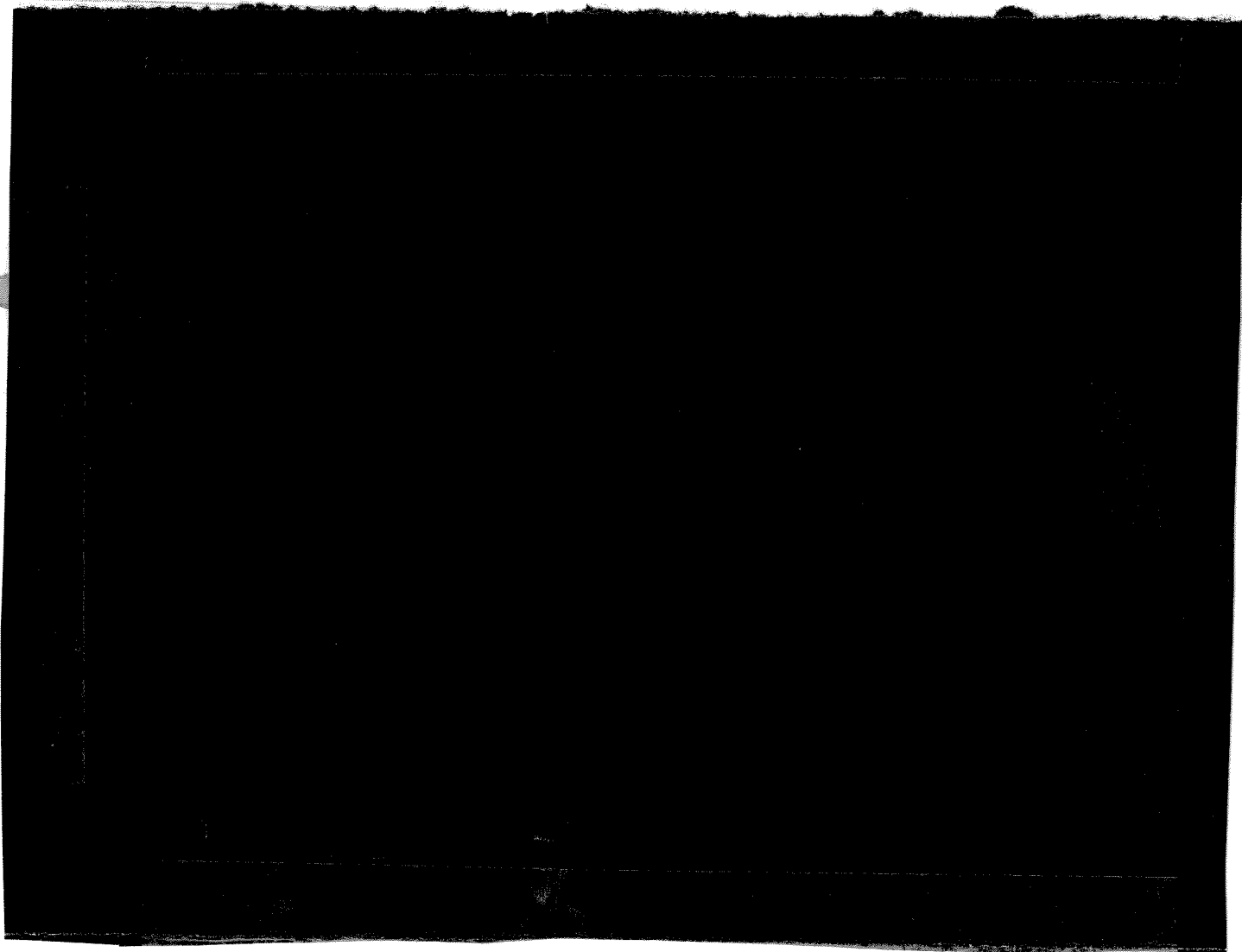
THE DANISH
INSTITUTE FOR
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[REDACTED]
SENIOR ADVISER

EQUALITY DEPARTMENT
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[REDACTED]@HUMANRIGHTS.DK
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[REDACTED] (JUST)

From: [REDACTED]
Sent: 06 September 2013 14:30
To: [REDACTED]
Cc: [REDACTED]
Subject: [REDACTED]
Attachments: Termination procedure JUST/2012/PROG/AG/3720
Annex III JUST2012AG.AD.doc; Annex II.xls; daily rate.xls
Importance: High

Dear [REDACTED]

We received your official letter requesting the termination of your grant agreement.

The letter was registered in our services under Ares (2013) 2876842 on 14.08.2013.

Before initiating the termination as well as the recovery procedure we need to know if you intend to charge any costs for the project.

In case costs did already incur and you intend to claim them you are requested to provide the following further documents:

1. Final narrative report including evidences using the attached template (Annex III)
2. Final financial statement : part detailed budget execution (Annex II attached)
3. Supporting documents related to all cost items included in part detailed budget execution:

copies of invoices, reimbursement claims, contracts (where applicable),
proofs of payment (bank statement showing transfer)

Regarding staff costs we require the contracts of employment, timesheets, as well as salary slips.
Also please provide us with a clear calculation of the amount requested. This can be presented in a table format for each of the staff costs. The daily/hourly rate requested should be calculated as the total gross salary per year divided by the total number of days/hours worked throughout the year. You are also required to provide the calculation of the total gross salary and the days worked in total in a year. It is important that you provide us with the calculation in order for us to accept the cost. The calculation should be based on information from the salary slips or an equivalent document. The attached table (daily rate) can be used for the calculation.

For travel costs: copies of travel invoices, flight ticket and boarding cards, train receipts, etc.
For subsistence costs: the hotel invoices (including names of persons concerned), copies of meal receipts, taxi receipts, etc.

Kindly provide the requested documents **by 7 October 2013 at the latest** or inform us in case you don't wish to claim costs.

Thank you for your cooperation.

Yours sincerely,



DG JUST A.4

14.08.2013

Ares(2013)2876842

[REDACTED]
European Commission
Directorate-General Justice
Unit A.4: Programme Management
MO59 04/021
B-1049 Brussels

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BY REGISTERED MAIL

07 AUGUST 2013

**SUBJECT: TERMINATION OF GRANT AGREEMENT
JUST/2012/PROG/AG/3720**

Dear [REDACTED]

Following your letter dated 2 July 2013, the Danish Institute for Human Rights (DIHR) would like to confirm that we have decided to terminate our grant agreement in accordance to Art. II.11.1 Termination by the co-ordinator. This decision has been discussed and aligned with our partner The Board of Equal Treatment (DBET).

The primary aim of the project was to foster the dissemination of information on EU and national legislation in the non-discrimination field and to raise awareness on rights and where to seek redress when experiencing discrimination. Furthermore, the projects objective was to promote equality among Danish SME's and to identify best practice enterprises among former winner of MIA- awards, which could be transferable to other participating countries.

Due to changes in project team members especially of the project manager, it became clear that the project could not be implemented within the time frame of the grant agreement. Therefor DIHR after consultation with DBET sent a request for changes dated 6 June 2013 to the Commission.

In email dated 25 June 2013 and the thereafter letter from 2 July 2013 the Commission rejects our requests. The Commission explains that the film on best practices on enterprises diversity that DIHR/DBET had requested to change was one of the strongest points of the initial proposal and furthermore this film was one of the few actions of the project ensuring an EU dimension. The Commission also points out that during the budget review in January 2013 – it had made it clear to DIHR

that it was not acceptable to eliminate certain cost items and certain activities such as the production of the diversity film. The Commission also writes that it is difficult to understand that the changes proposed were to cover the cost of a new project team member.

However, the explanation for our errors is that there have been staff changes and therefore lack of awareness of earlier correspondence on the subject of the film. And, in regards to requesting changes to covering staff cost – it is an error that we acknowledge, as we are fully aware that we could not have coverage on staff costs.

It is our understanding though that the idea behind the Progress grants is to support **national** activities aiming at combating discrimination and promoting equality. Should the activities be transferrable to other countries – it will be considered as an added value – but the focus first and foremost is on activities supporting national activities to combat discrimination and promoting equal treatment. This is exactly what we intended to do and the requests we made were therefore to: 1) enable DIHR/DBET to sustain the thematic focus and content originally proposed, and 2) execute the grant agreement within the given time frame.

As mentioned above we do not quite understand the rationale for the Commissions rejection, but we will of course take your decision into account.

Based on the given circumstances DIHR and DBET do not find it possible to carry out the project and therefore we find it necessary to terminate the grant agreement.

Kind regards,

A large, thick black rectangular redaction mark covering the signature of the Department Director.A smaller black rectangular redaction mark covering the name of the Department Director.

DEPARTMENT DIRECTOR

[REDACTED]

From: [REDACTED]@humanrights.dk>
Sent: 15 July 2013 10:33
To: [REDACTED](JUST)
Cc: [REDACTED]([REDACTED]@ast.dk); [REDACTED]@ast.dk; [REDACTED]([REDACTED]@ast.dk); [REDACTED]@ast.dk; [REDACTED]
Subject: Termination JUST/2012/PROG/AG/3720
Importance: High
Categories: Red Category

Dear [REDACTED]

Thank you for the Commissions letter of 2 July 2013. We appreciate the answer and we do understand that the Commission has had difficulties with the changes proposed.

We have given your letter and our situation careful consideration and have come to the conclusion that we need to terminate the grant agreement in accordance with Art. II.11.1 On Termination by the co-ordinator. We have discussed our decision with the Board of Equal Treatment.

We will send a recommended letter to the Commission stating the reason for the termination in the beginning of August

Best wishes

[REDACTED]

THE DANISH
INSTITUTE FOR
HUMAN RIGHTS

[REDACTED]
SENIOR ADVISER

EQUALITY DEPARTMENT
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EUROPEAN COMMISSION
DIRECTORATE-GENERAL JUSTICE

Directorate A:
Unit A.4: Programme management

Brussels, 02 JUL 2013
JUST/A4/████/Ares (2013) 2560203

COPY

Ms ██████████
Danish Institute for Human Rights
Wilders Plads 8 K
1403 COPENHAGEN K
DENMARK

By Registered Mail

Subject: Grant agreement JUST/2012/PROG/AG/ 3720

Dear ██████████

Following your request for changes dated 6 June 2013 and registered in our services on 12 June under the reference number ARES (2013) 2037973 you were informed by email on 25 June 2013 that a substantial part of your request could not be accepted.

In response to your e-mail of 27 June 2013 requesting further explanations please find below the reasons underlying our decision to reject part of your change request:

- First of all the film on best practices on enterprises diversity that you intend to cancel was one of the strongest points of your proposal, as it was fully aligned with the thematic priorities of the call.
 - Furthermore this film is one of the few actions of the project ensuring an EU dimension, as according to the proposal it would serve as inspiration for other countries.
 - By eliminating this action the balance between activities focusing on different target groups (enterprises/young people) will be altered.
 - Developing an app and the website is certainly interesting, but these are actions of very different nature than the ones initially foreseen and contractually agreed (a national photo competition).
 - With all these proposed changes all together the proposal would have certainly been evaluated very differently and possibly not selected for funding. Consequently and in line with Art. II.13.2 of your grant agreement we have to reject your request.
 - Last but not least it is difficult to understand that the changes are proposed "in order to cover the cost of a new project team member".
- In this context I would like to remind you that you were informed during the budget review in January 2013 of the following:

".....As stated in my email of 14 January 2013 we can accept the total amount of staff-costs for your permanent staff as they are now covered by your co-financing as the result of a sharp increase of your co-financing amount.

However, it is not acceptable to eliminate certain cost items and certain activities (21.505 Euro for production of diversity movie / one staff cost item : 3.155 Euro Financial Controller) and then to redeploy these amounts elsewhere in the budget.


You were asked for more details regarding Heading B and E cost items which does not include increasing the amounts initially foreseen in the estimated budget which forms part of your application....."

The fact that you now come back with the same "cancellation" is raising some concerns about your capacity to implement the project as foreseen.

In case you encounter difficulties to actually cover your staff costs (permanent staff) by your own contribution another solution should be envisaged.

In view of your contractual obligations (Art. I.1.2 and Art.II.13 of your grant agreement) I would like to request you to confirm whether you are still capable and/ or willing to execute the project as described in Annex I to your grant agreement or whether you wish to terminate the grant agreement (Art. II.11).

Yours sincerely,

A large, dark, irregular redacted area covering the signature of the sender.A small, dark, rectangular redacted area above the title.
Head of unit

[REDACTED]
[REDACTED]
From: [REDACTED] (JUST)
Sent: 08 July 2013 09:13
To: [REDACTED]
Cc: [REDACTED] (JUST); [REDACTED] (JUST)
Subject: RE: Request for changes JUST/2012/PROG/AG/3720

Dear [REDACTED],

An official letter was sent by registered mail on 2 July 2013.

Best regards,

[REDACTED]
European Commission



Directorate General - Justice
Unit A4: Programme Management
http://ec.europa.eu/justice/grants/programmes/progress/index_en.htm
Office: MO 59 - 04/27
Tel: +32.2.29 [REDACTED]
Fax: +32.2.29 [REDACTED]

[REDACTED]

From: [REDACTED]@humanrights.dk>
Sent: 05 July 2013 12:36
To: [REDACTED] (JUST)
Cc: [REDACTED]
Subject: RE: Request for changes JUST/2012/PROG/AG/3720

Importance: High

Dear [REDACTED]

I am writing to you to ask kindly for a urgent response to our mail of 27 June 2013 regarding our need for clarification of the Commissions rejections of our request for changes.

We cannot carry on with the implementation of the project before we have the clarification for the Commission. This delays our planned activities considerably and the dire consequence will be that we will be forced to cancel our contract because we cannot reach our objectives in the remaining time.

In our opinion the changes requested do not deviate from the initial proposal **content wise** nor do they deviate strongly from the initial proposals **thematic focus**. On the contrary. We have requested for the changes in activities to take into consideration staff changes and therefor the delay this has caused and at the same time to ensure the content and especially the thematic focus we had initially proposed. The content will with our changes be more intensive but more focused on the project theme. The request for change has only been in the type of activities and not to the content and the theme of the project.

Since there is a difference of understanding between DIHR and the Commission in regards to what can be considered a deviation to the content and thematic focus of the project - we need to have an explanation as to exactly what the Commission regards in the requests as a deviation from the content and thematic focus originally proposed.

I ask you urgently to reply as soon as possible and at the latest by next week.

Kindly yours,

[REDACTED]

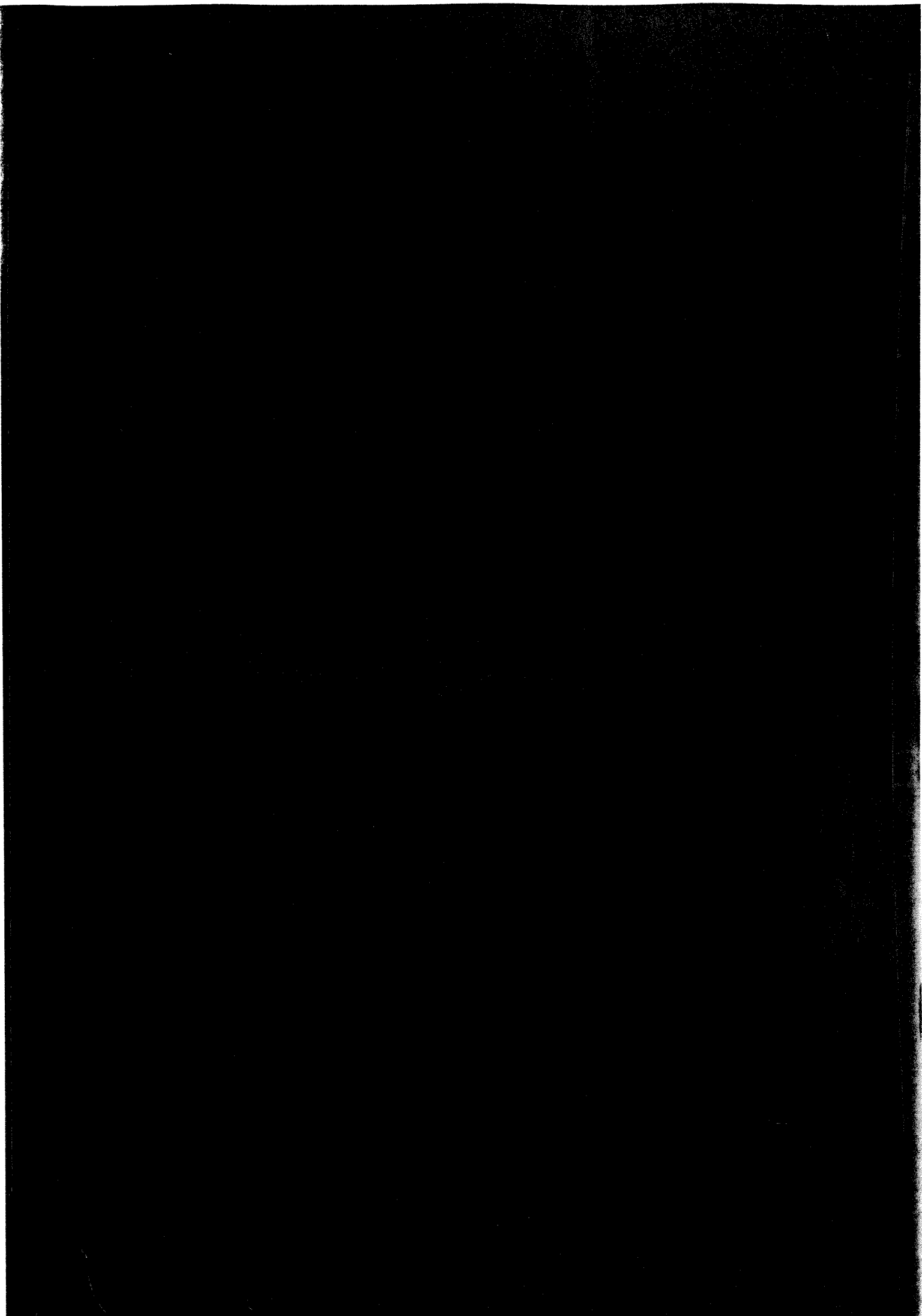
THE DANISH
INSTITUTE FOR
HUMAN RIGHTS

[REDACTED]
SENIOR ADVISER

EQUALITY DEPARTMENT
Wilders Plads 8K | DK-1402 COPENHAGEN K

PHONE +45 3269 8888 | DIRECT +45 3269 [REDACTED]

[REDACTED]@HUMANRIGHTS.DK
HUMANRIGHTS.DK | MENNESKERET.DK



[REDACTED]

From: [REDACTED] <[REDACTED]@humanrights.dk>
Sent: 27 June 2013 10:37
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Request for changes JUST/2012/PROG/AG/3720

Importance: High

Dear [REDACTED]

Thank you for the mail

I must admit that we are little stunned by the Commissions response to our request and therefore need further clarification as to why our proposed changes are not acceptable.

- Why does the Commission assess that the changes proposed "**content wise**" differ from the initial proposal, and
- Why does the Commission assess that the "**thematic focus**" of the proposed changes **strongly deviate** with the content of the original proposal.

We would like to provide you with more detail on why we requested the changes and explain better what they entail – but before we do so we find it is necessary to get a better understanding of the Commissions assessment base.

We appreciate your understanding and your patience.

Best regards

[REDACTED]

THE DANISH
INSTITUTE FOR
HUMAN RIGHTS

[REDACTED]
SENIOR ADVISER

EQUALITY DEPARTMENT
Wilders Plads 8K | DK-1402 COPENHAGEN K

PHONE +45 3269 8888 | DIRECT +45 3269 [REDACTED]
[REDACTED]

[REDACTED]@HUMANRIGHTS.DK
HUMANRIGHTS.DK | MENNESKERET.DK

[REDACTED]

From: [REDACTED] (JUST)
Sent: 25 June 2013 17:03
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Request for changes JUST/2012/PROG/AG/3720

Dear [REDACTED]

Thank you for your request for changes to the project titled "Sig Fra NU!" (Speak Out) and Equal Opportunities in the Workplace (grant agreement JUST/2012/PROG/AG/3720) which was received and registered in our services on 12.06.2013 under (ARES (2013) 2037973).

After having carefully assessed your request the following has been decided:

1. Your request to change the project team members especially the employment of the project manager can be accepted.
However the wages of the project manager cannot be covered by the adjustments and reallocations proposed in your request. The reasons are to be found under point 2. .
2. The changes you propose in point 1, 2, 3 and 4 are **not acceptable** as content wise the type of activities completely differs from what was initially foreseen and the thematic focus proposed also strongly deviates with the content of the original proposal. Although your new proposals are interesting and might be relevant for the call, we cannot afford to deviate so much from the original proposal, as we are contractually bound and we are applying the principle of equal treatment of all beneficiaries/ applicants.
3. We can accept the New design of "Equal Opportunities in the Workplace"/" "Equal Opportunities Equals Progress" (Point 5 of your request) as it seems to be a minor methodological change/modification that increases efficiency of the action, without changing the thematic objective and target group.

Consequently the presented budgetary modifications cannot be accepted as they are partially linked to activities/ changes which we do not approve.

[REDACTED] would like you to think of another solution regarding the budget and then come back to us again.

Thank you for your cooperation.

We look forward to hear from you soon.

Best regards,

[REDACTED]

European Commission

[REDACTED]

From: [REDACTED]@humanrights.dk>
Sent: 24 June 2013 15:22
To: [REDACTED]
Cc: [REDACTED] (JUST); [REDACTED]
Subject: RE: Request for changes JUST/2012/PROG/AG/3720
Attachments: Copy of DIHR Budget Request for changes2 24 6 2013_mza_new version.xls

Dear Madam,

Re follow up on our mail exchange Friday – where you pointed out that the revised budget sent by us had an increase in the amount of the Grant:

We have revised the budget again and I have attached the correct version for the purpose of your meeting tomorrow or Thursday. – I sincerely apologize for the inconvenience this has caused you and your colleagues.

I am at your disposal should there further be further questions or need for clarification.

Best
[REDACTED]

THE DANISH
INSTITUTE FOR
HUMAN RIGHTS

[REDACTED]
SENIOR ADVISER

PHONE +45 3269 8888 | DIRECT +45 3269 [REDACTED]
[REDACTED]

EQUALITY DEPARTMENT
Wilders Plads 8K | DK-1402 COPENHAGEN K

[REDACTED]@HUMANRIGHTS.DK
HUMANRIGHTS.DK | MENNESKERET.DK

From: [REDACTED]
Sent: 21. juni 2013 13:34
To: [REDACTED]@ec.europa.eu'
Cc: [REDACTED]@ec.europa.eu; [REDACTED]
Subject: RE: Request for changes JUST/2012/PROG/AG/3720

Dear Madam

Thank you for your swift reply.

We must have made a mistake as we are not asking for any increase in the grant. I will look into that and await your reply.

Best wishes
[REDACTED]

THE DANISH
INSTITUTE FOR
HUMAN RIGHTS

[REDACTED]
SENIOR ADVISER

PHONE +45 3269 8888 | DIRECT +45 3269 [REDACTED]
[REDACTED]

EQUALITY DEPARTMENT
Wilders Plads 8K | DK-1402 COPENHAGEN K

[REDACTED]@HUMANRIGHTS.DK
HUMANRIGHTS.DK | MENNESKERET.DK

From: [REDACTED]@ec.europa.eu [mailto:[REDACTED]@ec.europa.eu]
Sent: 21. juni 2013 13:30
To: [REDACTED]
Cc: [REDACTED]@ec.europa.eu
Subject: RE: Request for changes JUST/2012/PROG/AG/3720
Importance: High

Dear Madam,

I need to consult the policy unit JUST.D 4 to discuss these numerous changes as it seems that you are changing a substantial part of the whole project (directly in the beginning).

I tried to arrange a meeting with D4 last week but due to the full agenda of the responsible colleague and myself we couldn't meet.

We will meet on Tuesday or on Thursday next week and I will then come back to you.

However, as a general rule: It is **not possible to increase** the amount of grant or the percentage of grant indicated in the grant agreement (**max. EC contribution 117.966,25 EUR, max 47,18 %**).

So in any case you need to modify your request.

Best regards,

[REDACTED]
European Commission



Directorate General - Justice
Unit A4: Programme Management
http://ec.europa.eu/justice/grants/programmes/progress/index_en.htm
Office: MO 59 - [REDACTED]
Tel: +32.2.29 [REDACTED]
Fax: +32.2.2978 8812

From: [REDACTED] [mailto:[REDACTED]@humanrights.dk]
Sent: Friday, June 21, 2013 9:57 AM
To: [REDACTED] (JUST)
Cc: [REDACTED]
Subject: RE: Request for changes JUST/2012/PROG/AG/3720
Importance: High

Dear [REDACTED]

I hope that this mail finds you in good health.

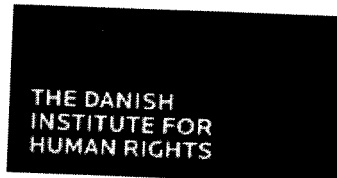
I am writing to follow up on DIHR's mail (7 June 2013) regarding request for changes to JUST/2012/PROG/AG/3720.

I understand that our request for changes are quite substantial – but exactly due to this fact – we cannot move on with the project implementation before we have the Commissions permission. Of particular importance is the permission to employ [REDACTED] as project manager. We cannot provide a contract for [REDACTED] which means that we cannot have her work on the project at the moment.

I ask you urgently and kindly to respond as soon as possible to our request. I am at your disposition should you need further information or clarifications.

Best wishes

[REDACTED]



[REDACTED]
SENIOR ADVISER

PHONE +45 3269 8888 | DIRECT +45 3269 [REDACTED]

EQUALITY DEPARTMENT
Wilders Plads 8K | DK-1402 COPENHAGEN K

[REDACTED]@HUMANRIGHTS.DK
HUMANRIGHTS.DK | MENNESKERET.DK

From: [REDACTED]
Sent: 7. juni 2013 15:45
To: [REDACTED]@ec.europa.eu'
Cc: [REDACTED]
Subject: Request for changes JUST/2012/PROG/AG/3720

Dear [REDACTED]

The Danish Institute for Human Rights hereby submits kindly a request for changes to the project titled "Sig Fra NU!" (Speak Out) and Equal Opportunities in the Workplace. Grant Agreement reference no.: JUST/2012/PROG/AG/3720.

The request among others concerns employment of a project manager and a request for approval of changes in the activities of the project.

Please find the enclosed detailed description of the changes to the project, a revised budget indicating the headings affected and a CV for the new project staff member [REDACTED]

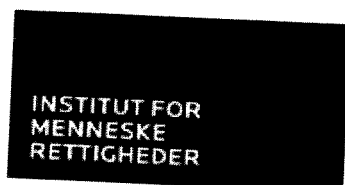
The Equal Treatment Board and DIHR kindly asks for the Commission's accept and suggest making an addendum to the contract, due to the extend of the changes.

Should you have any questions please do not hesitate to contact me.

We look forward to hear from you as soon as possible.

Sincerely

[REDACTED]



[REDACTED]
PROJEKTLEDER

TELEFON 3269 8888 | DIREKTE 9132 [REDACTED]

WILDERS PLADS 8K | 1403 KØBENHAVN K

[REDACTED]@HUMANRIGHTS.DK
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THE DANISH
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European Commission
Directorate General Justice
Directorate A
Unit JUST A4: Programme Management
MO 59 – 04/021
B-1049 Brussels
Belgium

DATE June 6, 2013
J.NO.

Request for changes/addendum and information about new project member

Project title: Double facettet awareness raising campaign: "Sig Fra NU!" ("Speak Out") and "Equal Opportunities in the Workplace".

Grant Agreement reference no.: JUST/2012/PROG/AG/3720

Enclosed: Description of request for changes, revised budget and CV for [REDACTED]

Att.: [REDACTED]

The Danish Institute for Human Rights hereby submits kindly a request for changes to the project titled "Sig Fra NU!" (Speak Out Now) and Equal Opportunities in the Workplace. The request concerns employment of a project manager and a request for approval of changes in the activities of the project.

Please find the enclosed detailed description of the changes to the project, as well as a revised budget indicating the headings affected and a CV for the project staff member [REDACTED]

The Equal Treatment Board and DIHR kindly asks for the Commission's accept and suggests making an addendum to the contract, due to the extend of the changes.

Sincerely

[REDACTED]
Equality Department

DG JUST A.4

12. 06. 2013



JUST/2012/PROG/AG/3720 - Request for changes/addendum

The Danish Institute for Human Rights hereby submits kindly a request for changes to the project titled "Sig Fra NU!" (Speak Out Now) and Equal Opportunities in the Workplace. The request concerns employment of a project manager and a request for approval of changes in the activities of the project. The project has been delayed due to staff reallocation to other tasks. Due to this it has been deemed essential for the implementation of the project to employ staff that specifically will work to implement Sig Fra Nu! project. The Equal Treatment Board (TBET) and DIHR kindly asks for the Commissions accept of the changes in order to continue and accomplish the project.

The requested changes is further explained in the following and marked with red in the attached budget for your convenience.

Request to changes in project team members

1. We request the Commissions accept that we employ a project manager. In order to encompass the work load incurred by the project, the project partners have deemed it necessary to employ a project manager exclusively for the implementation of the project in question. We request the acceptance of [REDACTED]. Please see the attached CV. We request that [REDACTED] wages be covered by adjustments made and reallocation of direct costs. [REDACTED] is working for both TBET and DIHR and is employed exclusively and only for the duration of the project at DIHR.
2. [REDACTED] and [REDACTED] are no longer a member of the project team. [REDACTED] will stay on as part of the project team but with fewer days. The rest of the team members from both the TBET and DIHR remain the same and will continue to constitute the co-financing obligations.

Request to changes made in activities

In order to cover the cost of new project team member and to implement the project most effectively with in the deadline we request kindly that the following suggested changes are accepted by the Commission.

1. Cancellation of movie

We ask permission to cancel the production of a best practice film on enterprises that have successfully worked with diversity and equality mainstreaming.

2. Cancellation of photo competition

We ask for permission not to kick start the campaign with a nation-wide photo competition.

3. Evolvment of APP

Instead of producing a movie and making a photo campaign we ask for permission to prioritize the focus on reaching the youth, which is an important target group of the campaign. Further focus has therefore been made in regard to the campaigns visits at the educational institutions and the kind of institutions we wish to visit has been broadened. Because of this priority and out of considerations of maximum outcome, DIHR kindly asks for the Commissions accept of using funds from the production of the film and the photo competition to evolve an App. The App is meant to ease the access to information on rights and where to seek assistance. Further the



App will link to the already existing website www.sigfranu.dk and by this offer the opportunity to register an incident. Thus the app will not only help raising awareness of rights and where to seek assistance, but it will also help to obtain more registrations of discrimination incidents.

4. Request for funds to further development of the website www.sigfranu.dk as part of the campaign

We ask for permission to develop the website [sigfranu.dk](http://www.sigfranu.dk) to make it more usable for the youth and to ensure a more interactive method to have the youth register their experiences of discrimination. We would like to build in new functions in the site so that the youth can ask to be contacted by either TBET or DIHR should they want assistance in lodging a complaint. The App (section 4) will be compatible with the site so that the individual will be directed to the website where they can register their experiences and request assistance.

5. New design of "Equal Opportunities in the Workplace" / "Equal Opportunities Equals Progress"

We request the commissions permission to slightly adjust the campaign training companies in that we will do the training in 3 cities with 3 companies in each city instead of 1 company in 6-8 different cities. This is mainly to be more effective, and to enable the companies to use the trainings to inspire each other and exchange experience and good practice at the training. To attract the companies to the campaign, we have come up with the title "Equal Opportunities Equals Progress". The three cities are:

- Rønne, Bornholm
- Aalborg, Jutland
- Nykøbing F., Falster

All these cities are provincial cities where there are many small companies, and diversity and equal treatment has not been so much in focus.

The new concept for the campaign will be as follows:

1. Initial one-day fieldwork at each of the participating companies including a mini workshop, where the potentials and challenges of the companies will be identified.
2. Equal treatment and diversity training of managers and key Human Resource staff. This training will focus on Diversity Management and how small companies can benefit from ensuring equal treatment and work strategically with diversity as a business advantage.
3. Equal treatment and diversity training of staff. Here we will organize the training through the Trade Unions who have local offices in all three cities where the training can take place. The training will be focusing on how shop stewards can handle discrimination at the workplace, and how they can put equal treatment and diversity on the agenda of their company.
4. Inspiration and networking day where the companies that received management training will show the results of their work app. One month after the training. There will also be a speaker from a best practice company in the area, as well as presentations from the local network VINS¹. At the seminar DIHR will also invite the three employer organizations, the trade unions and the local business councils to ensure sustainability and to put equal treatment in focus locally.

¹ <http://vinsa.dk/> This organisation makes networks for companies working with Social responsibility. They have local agents working all over Denmark, and specifically have good networks in the three cities where the training will be.



Identification of the companies will go through employer organizations in the follow three sectors that will be the same sectors in all three cities:

- The Bank sector
- The Hotel and restaurant sector
- The public health care sector

These sectors all have direct client/citizen contact and that makes them comparable and able to exchange challenges and best practice, but from a completely different context than their own. This ensures the willingness of the participating companies to share challenges and not feel that they have to compete with the other participants about technical know-how and business knowledge.

Budgetary consequences due to requested changes

1. Changes in Salary

We kindly ask for approval of allocating [REDACTED] 100 units (28.440 EURO) on the project. [REDACTED] will be working exclusively on the project and will be financed by the project as approved by EU Progress Action Grants.

2. Changes in Direct costs

We kindly ask for permission to:

- a. The cancellation of the movie and the photo competition leaves 28.220 EURO unspent. We kindly ask for the approval of allocating this amount to development of an App, improvement of www.sigfranu.dk, increased expenditure of the company training, and cover [REDACTED] salary.
- b. Because of the focus on the campaigns impact on the youth, we wish to give a bigger role to street theatre groups which are experienced in communicating with youths. The budget line for external expertise has therefor been increased with 5.369 EURO (in total 21.476 EURO).
- c. The budget line Advertisement has been deleted and the amount has been transferred to cover costs incurred by employing [REDACTED] and to the street performers at schools.
- d. We have changed the company training design. Instead of conducting the training for one company at the time, using the company's own facilities, we now gather 3 companies for one training. Since it is SME's they cannot host 3 companies, so we have to book a local meeting facility outside the companies. Therefore an extra cost for renting of training rooms (facilities) appears in the revised budget.
- e. The "Networking and inspiration event" mentioned above in no 7 is a new component in the company campaign "Equal opportunities in the workplace". We have therefore included costs for external speakers and presentations in the revised budget.

3. Changes in the Budget line Travel:

- a. Due to the changes of activities funds from the campaign bus will be allocated to the budget line Other direct costs and finance rent of facilities and speakers in the project component ""Equal Opportunities in the Workplace" / "Equal Opportunities Equals Progress".

	A	B	C	D	E	F	G	H	I	J
1	FORECAST BUDGET CALCULATION									
2	%									
3	Estimated Expenditure									
4	A	Staff	112.440,51							
5	B	Travel	20.489,13							
6	C	Equipment	0,00							
7	D	Consumables	0,00							
8	E	Other direct costs	66.184,15							
9	F	Indirect costs	199.113,79							
10	G	Total Direct Costs	13.937,97	7,00%						
11	H	Indirect costs	213.051,76							
12	I	Contribution in kind	0,00							
13	J	Total Costs	213.051,76							
14	Estimated Income									
15	K	Other contribution	0,00	0,00%						
16	L	Contribution from beneficiary/ies	84.000,51	39,43%						
17	M	Contribution from EC	129.051,25	60,57%						
18	N	Total	213.051,76							
19	O	Contribution in kind	0,00							
20	P	Total Income	213.051,76							
21										
22										

Subtotal of selected entries									
Budget heading	Name of Beneficiary	Activity	Description of item Answer to the questions: Who and/or What ? (e.g. Functions/tasks in the project (Heading A); Estimated destination (Heading B); estimated depreciation (Heading C), etc)	Unit (days, flight, DSA, etc)	Amount per unit in EURO	Number of units	Total EURO	Additional information	EC requires BUDGET REVIEW
23									
24	A	DIHR	As Project Manager, [redacted] is responsible for the overall planning and coordination of the activities relating to the project component Sig Fra NUI including the financial administration.	Days	284,40	100,00	28.440,00	The project staff member is working exclusively on the project. The staff member will be covered by contribution from EC.	please read carefully the following notes of the Guidelines: 18, 19, 20 and 21, please indicate all necessary details and one of the 3 key words (needed for permanent staff)
25	A	DIHR	As Project Coordinator, [redacted] will assist in the overall planning and coordination of the activities relating to both project component. [redacted] is also in charge of the financial administration and control.	Days	284,40	10,00	2.844,00	The project staff member is permanently employed by DIHR and will be working on the project part time. The staff member is covered by co-financing.	
26	A	DIHR	As Department Director for the Equality Department and with the extensive professional experience, [redacted] will supervise and ensure quality control in the different activities, especially relating to the project component "Equal Opportunities in the Work Place"	Days	441,29	10,00	4.412,90	The project staff member is permanently employed by DIHR and will be working on the project part time. The staff member is covered by co-financing.	please read carefully the following notes of the Guidelines: 18, 19, 20 and 21, please indicate all necessary details and one of the 3 key words (needed for permanent staff)

A	B	C	D	E	F	G	H	I	J
Budget heading	Name of Beneficiary	Activity	Description of item Answer to the questions: Who and/or What ? (e.g. Functions/tasks in the project (Heading A); Estimated destination (Heading B); estimated depreciation (Heading C), etc)	Unit (days, flight, DSA, etc)	Amount per unit in EURO	Number of units	Total EURO	Additional information	EC Financial BUDGET REVIEW
23									
27	DIHR		As Chief Advisor in the Equality Department, [REDACTED] is in charge of the overall implementation and quality assurance of the various activities especially in relations to the project component "Speak OUT!"	Days	409.43	45.00	18.424,35	The project staff member is permanently employed by DIHR and will be working on the project part time. The staff member is covered by co-financing.	please read carefully the following notes of the Guidelines: 18, 19, 20 and 21, please indicate all necessary details and one of the 3 key words (needed for permanent staff)
28	DIHR	NN, Student Assistant	A Student Assistant will be assisting in all the administrative and practical work relating to the project. This person will be appointed when the project commences.	Days	173.56	0.00	0.00	The project staff member is permanently employed by DIHR and will be working on the project part time. The staff member is covered by co-financing.	please read carefully the following notes of the Guidelines: 18, 19, 20 and 21, please indicate all necessary details and one of the 3 key words (needed for permanent staff)
29	DIHR		As Communication Officer, [REDACTED] will be assisting the project team with the development of a communication strategy, as well as technical assistance in relations to graphical layout and editing.	Days	315.50	0.00	0.00	The project staff member is permanently employed by DIHR and will be working on the project part time. The staff member is covered by co-financing.	please read carefully the following notes of the Guidelines: 18, 19, 20 and 21, please indicate all necessary details and one of the 3 key words (needed for permanent staff)
30	DIHR		[REDACTED] will be responsible for quality assurance on all budget and contract relating issues, as well as VAT administration and invoicing.	Days	264.42	10.00	2.644,20		please read carefully the following notes of the Guidelines: 18, 19, 20 and 21, please indicate all necessary details and one of the 3 key words (needed for permanent staff)
31	DIHR		As Project Expert, [REDACTED] is in charge of the development of tools and exercises, and the implementation of the activities relating to the project component "Speak OUT!"	Days	284.40	0.00	0.00	The project staff member is permanently employed by DIHR and will be working on the project part time. The staff member is covered by co-financing.	please read carefully the following notes of the Guidelines: 18, 19, 20 and 21, please indicate all necessary details and one of the 3 key words (needed for permanent staff)
32	DIHR		As Project Manager, [REDACTED] is responsible for the planning and implementation of the activities relating to the project component "Equal Opportunities in the Work Place"	Days	284.40	100.00	28.440,00	The project staff member is permanently employed by DIHR and will be working on the project part time. The staff member is covered by co-financing.	please read carefully the following notes of the Guidelines: 18, 19, 20 and 21, please indicate all necessary details and one of the 3 key words (needed for permanent staff)
33	DBET		As the daily leader of the DBET Secretariat, [REDACTED] will be responsible for the overall management of the DBET's input to both components of the project	Days	358.55	25.00	8.963,75	The project staff member is permanently employed by DBET and will be working on the project part time. The staff member is covered by co-financing	please read carefully the following notes of the Guidelines: 18, 19, 20 and 21, please indicate all necessary details and one of the 3 key words (needed for permanent staff)

	A	B	C	D	E	F	G	H	I	J
	Budget heading	Name of Beneficiary	Activity	Description of item Answer to the questions: Who and/or What ? (e.g.Functions/tasks in the project (Heading A); Estimated destination (Heading B); estimated depreciation (Heading C), etc]	Unit (days, flight, DSA, etc)	Amount per unit in EURO	Number of units	Total EURO	Additional Information	EC remarks BUDGET REVIEW
23										
34	A	DBET		As Project Facilitator, ██████████ will be involved in the day-to-day management and implementation of the project	Days	308,15	45,00	13.866,75	The project staff member is permanently employed by DBET and will be working on the project part time. The staff member is covered by co-financing	please read carefully the following notes of the Guidelines: 18, 19, 20 and 21, please indicate all necessary details and one of the 3 key words (needed for permanent staff)
35	A	DBET		The Student Assistant will be assisting the project team on behalf of DBET with practical and administrative tasks in relations to the implementation of the project.	Days	186,11	15,00	2.791,65	The project staff member is permanently employed by DBET and will be working on the project part time. The staff member is covered by co-financing	please read carefully the following notes of the Guidelines: 18, 19, 20 and 21, please indicate all necessary details and one of the 3 key words (needed for permanent staff)
36	A	DBET		The Student Assistant will be assisting the project team on behalf of DBET with practical and administrative tasks in relations to the implementation of the project.	Days	124,07	13,00	1.612,91	The project staff member is permanently employed by DBET and will be working on the project part time. The staff member is covered by co-financing	please read carefully the following notes of the Guidelines: 18, 19, 20 and 21, please indicate all necessary details and one of the 3 key words (needed for permanent staff)
37							1,00	0,00		
38	B	DIHR		Expenses relating to the component Sig Fra NUJ: hire and use of bus, travel expenses to various Danish cities for the project team and external expertise. An updated list of cities and no. of people travelling will be forwarded when the project commences. In case of instances where not all campaign team can travel on the bus the cheapest available transport will be used. An average of 6 people will be travelling to 6 cities for an average 2 days in each city						
39	B	DIHR	Travel	Expenses relating to the campaign component, local transportation	Days	111,86	72,00	8.053,92	The project team consists of the staff members described above.	see note 22 of the Guidelines, please indicate place of origin and destination, number of persons (if known also the names) . PLEASE SPLIT TRAVEL AND SUBSISTENCE COSTS
				Expenses relating to the work place component, local transportation, average of 2 people travelling to 6 cities and local transportation to the different companies.		172,89	5,00	864,45		
40	B	DIHR	Travel			135,91	12,00	1.630,92		
41	B	DIHR	Accommodation	Expenses covering accommodation for project team and external expertise during visits to different Danish locations in regard to the project component Sig Fra NUJ. The no. of nights and people will be determined depending on which cities are chosen for the project, if the cities are far from the campaign teams homes we will need to find hotel accommodations. This will be determined when the cities are identified. However it should be noted that an average hotel room in midium size cities in Denmark cost around 80 to 100 Euro's.	Days	72,71	48,00	3.490,08	The project team consists of the staff members described above.	see note 22 of the Guidelines, please indicate place of origin and destination, number of persons (if known also the names) . PLEASE SPLIT TRAVEL AND SUBSISTENCE COSTS
42	B	DIHR	Accommodation	Expenses covering accommodation for project team and external expertise during visits to different Danish locations in regard to the project component Lige muligheder på arbejdspladsen. The no. of nights and people will be determined depending on which cities are chosen for the project, if the cities are far from the campaign teams homes we will need to find hotel accommodations. This will be determined when the cities are identified. However it should be noted that an average hotel room in midium size cities in Denmark cost around 80 to 100 Euro's.	Days		12,00	1.610,76		

A	B	C	D	E	F	G	H	I	J
Budget heading	Name of Beneficiary	Activity	Description of item Answer to the questions: Who and/or What ? (e.g Functions/tasks in the project (Heading A); Estimated destination (Heading B); estimated depreciation (Heading C), etc)	Unit (days, flight, DSA, etc)	Amount per unit in EURO	Number of units	Total EURO	Additional information	EC remarks BUDGET REVIEW
23									
43	B	Subsistence allowance	Subsistence allowance for project team and external expertise while traveling to different Danish locations. The no. of days and people will be determined depending on the the cities chosen for the project. It should be noted that there are fixed subsistence allowances for state staff travelling domestically and internationally. The tariffs for domestic subsistence allowance are 60 Euros per day (24 hours) per person. In cases where it is not a whole day (24 hours) away from home meals get paid in accordance with bills but these have to within a reasonable margin.	Days	4.839,00	1,00	4.839,00	The project team consists of the staff members described above.	see note 22 of the Guidelines, please indicate place of origin and destination, number of persons (if known also the names) . PLEASE SPLIT TRAVEL AND SUBSISTENCE COSTS
44						1,00	0,00		
45	E	Print	Print covers production of campaign flyers and merchandise to be handed out at educational institutions and at the town square. Expense covers layout and graphical development of the exhibition catalogue, posters, banners, flyers, and information materials for the campaign	Units	4.026,85	1,00	4.026,85	The external expertise will be chosen through competitive tenders from potential contractors. This will be done when the project commences.	please indicate the numbers of the different products
46	E	Layout & Graphics							
47	E	Go Cards	Expense covers print and distribution of Go Cards. The service will be carried out by the company Go-Card. Expense covers the development, design and print of photos and photo catalogue for the photo competition, as part of the campaign	Units	6.720,43	0,00	0,00	The external expertise will be chosen through competitive tenders from potential contractors. This will be done when the project commences.	daily expert rate, number of days
48	E	Design & Print			2.684,56	1,00	2.684,56		
49	E	Advertisement	Expense covers advertisements in various local and national Danish newspapers. The adverts will be promoting the photo competition as well as the campaign. The adverts will be directed at the newspapers distributed in the cities chosen for the project.	Units	6.720,43	0,00	0,00	The external expertise will be chosen through competitive tenders from potential contractors. This will be done when the project commences.	daily expert rate, number of days
50	E	Merchandise	Expense covers development and production of various merchandise such as badges, pens, post its, sweats, bags with logo, etc. The production of all items are to be carried out by one sub-contractor, and the type and price of items will be regulated after the tender process according to the contract awarded.	Units	537,63	0,00	0,00		more details, which kind of advert, number of
51	E	Movie	Expense covers development and production of diversity movie. The movie will be based on materials from previous events, such as the MIA Award, and will be developed in cooperation with DR (Danish Broadcasting Corporation), which is a public service organisation with tv channels reaching all of Denmark, as well as international through internet tv. The amount allocated for the production of the movies is on the basis of previous experience	Days	4.032,26	0,00	0,00	The external expertise will be chosen through competitive tenders from potential contractors. This will be done when the project commences.	number of items ? Average price ?
					1.250,00	0,00	0,00		daily expert rate, number of days

A	B	C	D	E	F	G	H	I	J
Budget heading	Name of Beneficiary	Activity	Description of item Answer to the questions: Who and/or What ? (e.g. Functions/tasks in the project (Heading A); Estimated destination (Heading B); estimated depreciation (Heading C), etc)	Unit (days, flight, DSA, etc)	Amount per unit in EURO	Number of units	Total EURO	Additional information	EC remarks BUDGET REVIEW
23									
52	E	DIHR	Expencc covers the theatre group that will perform at the different educational institutions. The type and price per entertainment will be clarified when the cities have been identified and after the tender process and the contracts are awarded.	Units	242.36	72.00	17.449,92	The external expertise will be chosen through competitive tenders from potential contractors. This will be done when the project commences.	please split per entertainment and provide more details
53	E	DIHR	Expencc covers the theatre group (make up artists) that will perform at the town square in Copenhagen. The type and price per entertainment will be clarified when the cities have been identified and after the tender process and the contracts are awarded.	Units	2.013.42	2.00	4.026,84	The external expertise will be chosen through competitive tenders from potential contractors. This will be done when the project commences.	
54	E	App development	Expencc covers development of and App, layout and improvement of the website www.sigfranu.dk.	Units	24.161,00	1.00	24.161,00	The external expertise will be chosen through competitive tenders from potential contractors. This will be done when the project commences.	
55	E	Speakers	Expencc covers speakers to the training seminars for the enterprises.	Units	671,14	3.00	2.013,42		
56	E	Facilities	Expencc covers rent of facilities to the training seminars for the enterprises.	Units	1.610,74	3.00	4.832,22		
57	E	DIHR	Expencc covers snacks, drinks, etc. for project group meetings and meetings with potential sub-contractors, etc. The campaign will partly be a public event and therefore a large no. of people. To attract people there will be served coffee and tea and soft drinks as well as snacks as chips, cookies and fruit. We are counting on meeting some 200-300 people in each of the cities we visit. As for the diversity in work place we are aiming at around 150 - 200 persons to be participating in the trainings as we are targeting SME's.	Units	161,30	10.00	1.613,00		price per person, number of persons ?
58	E	DIHR	Expencc covers evaluation of the campaign and the training conducted under diversity in work place. The evaluator will be external and will be found after a tender process according to the contract awarded.	Units	5.376,34	1.00	5.376,34		
59						1.00	0,00		
60	F	Project Administration			13.937,97	1.00	13.937,97	General indirect costs, support and administrative personnel	nature of cost ? Please explain
61						1.00	0,00		
62	K	DIHR	Contribution from DIHR	Staff hours	56.765,45	1.00	56.765,45		
63	K	DBET	Contribution from DBET	Staff hours	27.235,06	1.00	27.235,06		

