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**Round description**

*The round application consists of this document, the round budget (C02) and annexes. The application is incomplete without the required annexes listed at the end of this document.*

**1. FACT SECTION**

**1.1. Coordinating partner:** <name>

**Organisation 2:** <name>

<Organisation 3>

<Organisation 4>

**1.2. Exchange round:** <insert round number>

**1.3. Describe the financial situation of the organisations in the partnership:** <Financial stability, including distribution of and source of income>

**2. DESCRIPTION OF THIS EXCHANGE ROUND**

**2.1. Lessons learnt from current round**

Describe key learnings and challenges from the previous rounds (including the current round):

**2.2. Significant deviations, changes or modifications for this round**

Describe any changes you plan to make in this round compared with the plans presented in the overall project description. Use the list below as a reference.

* Preparation of participants at each organisation
* Mentoring of participants
* Transfer of knowledge from participants to home organisation
* Procedures for payment of participants’ allowance
* Visas/work permits
* Insurance
* Housing
* Recruitment strategy and profile of participants
* Participants’ tasks, assignments and activities (during exchange and/or follow-up)
* Involvement in the project by participants from previous rounds
* Expected results
* Number of exchange participants
* Emergency plans
* Participant contracts
* Auditor who audits the project funds
* Bank details
* Any other changes

**2.3. Timeline for the exchange participants**

Enter information on participant contracts and travel dates for your project. You must enter information for all the participants in this round of exchange.

Norec participant 1

* Home country and partner:
* Host country and partner:
* Intended contract start date: <date>
* Date participant will travel from home country: <date>
* Norec preparatory training: <place and date>
* Additional training organised by the partner organisations (if applicable): <place and date>
* Norec homecoming training: <place and date>
* Date of return to home country: <date>
* Follow-up work: <from date to date>
* Intended contract end date: <date>

<Norec participant 2>

<Norec participant 3>

<Norec participant 4>

**Signature**

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| <Date> |
| On behalf of coordinating partner: |
| <Name>  <Chief Executive Officer> |

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**REQUIRED ANNEXES**

PLEASE NOTE:

* The documents must be complete (all pages included)
* The documents must be readable (In English or Norwegian. Documents in other languages may be accepted if Norec has issued a pre-approval.)
* The documents must be in PDF format
* The name of the PDF file must state the content and to which organisation it belongs. Example: “Partnership agreement – common” or “Certificate of registration - <name of organisation>

Please refer to the Guidelines (G01) for more information regarding the required annexes.

**DOCUMENTS ON BEHALF OF THE PARTNERSHIP**

1. Round budget (C02)

**DOCUMENTS** **FROM ALL PARTNERS IN THE PARTNERSHIP**

1. Latest consolidated audited annual financial statement
2. Latest annual report
3. Valid certificate of registration for the audit firm that will audit the Norec funds
4. Unaudited/draft financial statement no more than three months old