

Ref No:	9316/2025/92
FIMS PO No:	62301/ 876826



## GRANT AGREEMENT BETWEEN THE COUNCIL OF EUROPE AND TERNOPIL CITY COUNCIL

The Council of Europe, which has its Headquarters at Avenue de l'Europe, F-67075 Strasbourg, France, represented by Hilde HAUG, Deputy Head of the Council of Europe Office in Ukraine, acting on behalf of the Secretary General (hereinafter referred to as "the Council of Europe");  
on the one hand, and

Ternopil City Council, 5 Lystopadova Street, Ternopil, 46001, Ukraine, represented by Serhiy NADAL, Mayor of Ternopil (hereinafter referred to as "the Grantee");

on the other hand,

have agreed as follows:

### ARTICLE 1 - SUBJECT

1. The subject of this Agreement is the funding, for a maximum of UAH 714,000.00 (seven hundred and fourteen thousand hryvnias and 00 kopiikas), by the Council of Europe as payment for the expenses to be met for implementation of "Digital Democracy: E-Petitions for Residents of the Ternopil Community" (hereinafter referred to as "the Action") as described in APPENDIX I to the present Agreement.
2. The Grantee or the Grantees will be awarded the funding on the terms and conditions set out in this Agreement and its Appendices, which form an integral part of the present Agreement.
3. This Agreement shall enter into force on the date when the second of the two Parties signs it. The implementation period of the Action shall begin on 01 December 2025 and shall end on 30 June 2026.
4. The Grantee or the Grantees shall contribute to the Action either by way of its own resources or by contribution from third parties. Co-financing may take the form of financial or human resources, in-kind contributions or income generated by the Action. The form of this contribution is to be detailed in APPENDIX II to the present Agreement.

### ARTICLE 2 - DIVISION OF THE GRANTEES ROLES AND RESPONSIBILITIES

1. The Grantees have full responsibility for implementing the action and complying with the Agreement.
2. The Grantees are jointly and severally liable for the implementation of the action. If a Grantee fails to implement its part of the action, the other Grantees become responsible for implementing this part (without being entitled to any additional funding to do so), unless the Council expressly relieves them of this obligation.
3. In the case of a single Grantee applying, all obligations and responsibilities outlined in this Article shall vest in the Grantee. All references to "Lead Grantee" and "Grantees" shall therefore apply equally to the Grantee applying.
4. The internal roles and responsibilities of the Grantees are divided as follows:
  - 4.1. The Grantees must designate a co-ordinator hereinafter referred to as "the Lead Grantee".



#### 4.2. Each Grantee shall:

- a) undertake to implement the Action, as described in APPENDICES I and II, in accordance with the terms and conditions of the current Agreement;
- b) be responsible for complying with any legal obligations incumbent on it;
- c) undertake to comply with the applicable principles, rules and values of the Council, including – but not limited to – those laid down in the Policy on Respect and Dignity in the Council of Europe, Speak-up Policy and the Code of Conduct;
- d) inform the Lead Grantee immediately of any change likely to affect or delay the implementation of the Action, change in legal status or technical, organisational or ownership situation, circumstances affecting the award of the grant or compliance with the requirements of the grant;
- e) use this funding exclusively for the subject as stated in Article 1;
- f) make no profit through the Council of Europe funding;
- g) respond adequately and promptly to any reasonable request for information made by the Council of Europe or the Lead Grantee concerning the implementation of the action or the verification of costs;
- h) submit to the Lead Grantee in good time:
  - any other documents or information required by the Council under the Grant Agreement, unless the Grant Agreement requires the Grantees to submit this information directly;
  - any information requested by the Lead Grantee in order to verify proper implementation of the action and compliance with the other obligations under the grant;
  - individual financial statement(s) for itself and, if required, certificates on the financial statement(s);
  - all data required to draw up the report(s) (see Article 2.4.3. f) and g)).
- i) provide — during implementation of the action or afterwards — any information requested in order to verify eligibility of the costs, proper implementation of the action and compliance with the other obligations under the Agreement.
- j) give the other Grantees access to any pre-existing industrial and intellectual property rights needed for the implementation of the action and to comply with the obligations under the Grant Agreement (Article 2.6.).
- k) where the documents specified in Article 2.4.3. f) and g) are not received by the Council of Europe by the due date(s), relinquish the right to the payment of the balance referred to in Article 3.1;
- l) keep the accounts of the Action, for a minimum period of 10 (ten) years from the date of transmission of the narrative reports and final financial report under Article 2.4.3. f) and g), for any further verification of the proper use of the grant that the European Union, the European Court of Auditors, the Council of Europe, its External Auditors or their appointed representative may effect;
- m) when acting under this Agreement, observe any applicable laws and to ensure that the European Union and the Council of Europe are not held liable in respect of third party (including State authorities') claims in this connection.
- n) take appropriate measures to prevent irregularities, fraud, corruption or any other illegal activity in the management of the Action. All suspected and actual cases of irregularity, fraud and corruption related to this Agreement as well as measures related thereto taken by the Grantees must be reported to the Council of Europe without delay.

#### 4.3. The Lead Grantee shall:

- a) monitor that the action is implemented timely and properly, in accordance with the terms of the Grant Agreement;
- b) act as the intermediary for all communications between the Grantees and the Council (in particular, providing the Council with the information described in Article 2.4.2. f), g) and h) immediately), unless the Grant Agreement specifies otherwise;
- c) inform the Council of Europe immediately of any change likely to affect or delay the implementation of the Action of which it is aware;



- d) request and review any documents or information required by the Council and verify their completeness and correctness before passing them on to the Council;
- e) before the start of the implementation of the action, submit this list of pre-existing rights (Article 2.4.2. i) to the Council;
- f) transmit to the Council of Europe a narrative progress report and a final narrative report<sup>1</sup> on the use made of the grant on the following dates:

Report	Reporting period	Submission by
Narrative Progress Report	1 December 2025 – 1 April 2026	the time the expenditure under the Action reaches at least 85% of the funds received in the first instalment and, in any event, no later than 15 April 2026
Final Narrative Report	1 December 2025 – 30 June 2026	31 August 2026

The narrative progress report and the final narrative report shall be prepared using the model available in Appendix IV to this Agreement.

- g) transmit to the Council of Europe a financial progress report and a final financial report<sup>2</sup> on the following dates:

Report	Reporting period	Submission by
Financial Progress Report	1 December 2025 – 15 April 2026	the time the expenditure under the Action reaches at least 85% of the funds received in the first instalment and, in any event, no later than 15 April 2026
Final Financial Report	1 December 2025 – 30 June 2026	31 August 2026

The financial progress report and the final financial report shall be:

- prepared using the model available in Appendix III to this Agreement;
- certified by a responsible financial officer of the Grantees, accompanied by appropriate original supporting documents<sup>3</sup> (and a summary translation of those invoices not drawn up in English or French).

<sup>1</sup> All reports should, unless otherwise agreed between the parties, be submitted in one of the official languages of the Council of Europe (English or French).

<sup>2</sup> All reports should, unless otherwise agreed between the parties, be submitted in one of the official languages of the Council of Europe (English or French).

<sup>3</sup> "Appropriate original supporting documents" refer to signed contracts, invoices and acceptances of work (for all transactions), payment authorisation for all transactions should also be provided in case the Grantee uses such practice, and reliable evidence of payment (authorized payment order and bank statement). As regards round tables / conferences, it implies a programme mentioning among others the title, the dates, the venue, the agenda of the event, the names of experts facilitating the event, a signed list of participants, contracts with the venue of the event (e.g. hotel) for the rent of hall, food and beverages of participants, invoices of the venue of the event for the above services, and a report on the results of the event. As regards consultancy services, it implies evidence of the outputs produced, contracts with experts and consultants containing a specific description of services to be carried out, invoices produced after the works have been performed and delivered (the specialities of the consultants shall correspond to the nature of activities for which they are contracted). As regards travel fees / lodging of experts and participants, it implies, where relevant, contracts with a travel agency for travel fees and lodging, invoices of the travel agency mentioning destinations, dates, ticket costs, and names of the travelling persons, a programme of the event mentioning the names of the experts and signed lists of participants. This list is not comprehensive. Any doubt regarding the interpretation of the notion of "appropriate original supporting documents" should lead the Grantee to consult the Council of Europe.



If, under domestic law, the original documents must be retained by the Grantees, certified copies must be submitted with the final financial report;

- accompanied by a copy of the credit advice slip or any other document, provided by the Grantees' bank, to certify receipt of the payments made for the Action;
- accompanied by a certified copy, provided by the Grantees' bank, indicating the exchange rate applied on the date(s) of conversion of the sum received into the local currency if the Agreement was concluded in Euros, but the costs are incurred in another currency;
- accompanied by the procurement documents referred to in Article 11, if applicable and upon request by the Council of Europe.

*A request for the disbursement of the remaining funds (the balance) if necessary for the implementation of the remaining activities under the Action. The request for the second instalment shall indicate the amount requested, which must be equal to or less than the remaining balance of the total amount defined under Article 1(1). When amendments to the estimated budget are necessary, the request for disbursement shall be accompanied by an amended estimated budget covering the remaining activities to be implemented until the end of the implementation period as defined in Article 1(3).*

- h) Ensure that all payments are made to the other Grantees without unjustified delay. The Lead Grantee may not subcontract the above-mentioned tasks.
5. Payments shall be made by the Council to the Lead Grantee. Payments to the Lead Grantee shall discharge the Council from its payment obligation. When relevant, the Lead grantee shall ensure that each installment received by the Council is exchanged in the local currency in a single transaction. The Lead Grantee must ensure that the distribution of the payments between the Grantees are made without unjustified delay.
6. If any of the Grantees breach any of its obligations under this Article, the grant award may be reduced or the Agreement terminated in accordance with Article 14 and Article 17 of this Agreement. In case of breach of the Grant Agreement, where applicable, the Council will claim back the amounts paid but that were not due under the grant. The Lead Grantee of the consortium is fully liable for repaying the debts of the consortium; even if it has not been the final recipient of those amounts.
7. The Grantees must have internal arrangements regarding their operation and co-ordination to ensure that the action is implemented properly. These internal arrangements must be set out in a written 'consortium agreement' between the Grantees, which may cover:
- internal organisation of the consortium;
  - distribution of the Council payment(s);
  - additional rules on rights and obligations related to pre-existing rights and results (including intellectual and industrial property rights), specifying the owner any persons that have a right of use;
  - settlement of internal disputes;
  - liability, indemnification and confidentiality arrangements between the Grantees.
- The consortium agreement must not contain any provision contrary to the Grant Agreement.

### ARTICLE 3 - PAYMENT MODALITIES

1. The Council of Europe shall pay the Grantee, or the Lead Grantee in the case of a consortium, the amount mentioned in Article 1(1) in 2 instalments, as follows:

Instalments	Instalment Amounts	Conditions for Instalments
1st Instalment	70% of grant amount, UAH 499,800.00	within 30 days of receipt of this Agreement duly signed
The balance	Amount requested, which must be equal to or less than the remaining balance of the total amount defined under Article 1(1).	within 30 days from the approval of the Narrative and Financial Progress Reports with all other documents specified in Article 2.4.3 f) and g).

2. Payments will be made to the Grantee or to the Lead Grantee in the case of a consortium in the currency in which the Agreement was concluded (See Article 1.1)



3. The above-mentioned amounts will be paid only by bank transfer to the following account opened in the name of the Grantee or the Lead Grantee in the case of a consortium:

Main Office of the Treasury in the Ternopil region / Ternopil city territorial community, Ternopil / 42030300
UA458999980314191901000019751
UA458999980314191901000019751
<SWIFT Code>
State Treasury Service of Ukraine
39, Taras Shevchenko Boulevard, Ternopil. Ukraine

#### ARTICLE 4 – COMMUNICATIONS BETWEEN THE PARTIES

1. The Contact point within the Council of Europe is:

Oleg Muzychenko, Project Officer, "Strengthening multilevel governance and local democracy to support Ukraine's recovery"
Address: 8 Illinska Street, entrance 7, floor 5, Kyiv, 04070, Ukraine
Telephone: +380 96 761 67 87
Email: oleg.muzychenko@coe.int
Fax: +38 044 425 60 01(ext.111)

The Contact point within the Grantee or the Lead Grantee in the case of a consortium is:

Myroslav Sopilnyak, Head of information-communication technology
Address: 5 Lystopadova Street, Ternopil, 46001, Ukraine
+380674473016
Email: presamr@gmail.com
<Fax>

- Any communication is deemed to have been made when it is received by the receiving party, unless the Agreement refers to the date when the communication was sent.
- Electronic communication is deemed to have been received by the receiving party on the day of successful dispatch of that communication, provided that it is sent to the addressees listed in paragraph 1 above. Dispatch shall be deemed unsuccessful if the sending party receives a message of non-delivery. In this case, the sending party shall immediately send again such communication to any of the other addresses listed in paragraph 1 above. In case of unsuccessful dispatch, the sending party shall not be held in breach of its obligation to send such communication within a specified deadline, provided the communication is dispatched by another means of communication without further delay.
- Mail sent to the Council of Europe using the postal services is considered to have been received by the Council of Europe on the date on which it is registered by the department identified in paragraph 1 above.
- Formal notifications made by registered mail with return receipt or equivalent, or by equivalent electronic means, shall be considered to have been received by the receiving party on the date of receipt indicated on the return receipt or equivalent.

#### ARTICLE 5 – LIABILITY FOR DAMAGES

The Council of Europe shall not be held liable for any damage caused or sustained by the Grantee or the Grantees, its employees, contractors or sub-contractors, including any damage caused to third parties as a consequence of or during the implementation of the Action.



## ARTICLE 6 – CHANGES IN GRANTEE'S CIRCUMSTANCES

1. The Grantee or the Grantees shall inform the Council of Europe without delay of any changes in the persons who may legally represent it, or in its name, address or legal domicile.
2. By signing this Agreement, the Grantee or the Grantees declare on their honour certifying that it or their owner(s) or executive officer(s) is not in any of the listed below situations and shall inform the Council of Europe without delay in cases where:
  - a) it is or becomes the subject of a request for the opening of insolvency proceedings, or itself makes such a request, or goes into liquidation, ceases trading, or is or comes in a situation of bankruptcy, liquidation, termination of activity, or arrangement with creditors, or any like situation arising from a procedure of the same kind, or of any similar proceedings under the laws of the country in which it is domiciled;
  - b) it is sentenced by final judgment on one or more of the following charges: participation in a criminal organisation; corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
  - c) it has received a final judgment, finding an offence that affects his professional integrity or serious professional misconduct;
  - d) it does not comply with its obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of its country of legal domicile.
  - e) It or its owner(s) or executive officer(s), in the case of legal persons, are included in the lists of persons or entities subject to restrictive measures applied by the United Nations Security Council or by the European Union.
3. In the event of failure to comply with the above provisions, costs incurred after the change of circumstances shall not be eligible.
4. The Grantee or the Grantees shall also inform the Council of Europe without delay in cases where it is or becomes involved in a merger, takeover or change of ownership or partnership or there is a change in its legal status. In the event of failure to comply with this obligation, costs incurred after the change of circumstances may not be eligible.

## ARTICLE 7 – CONFLICT OF INTERESTS

1. The Grantee or the Grantees undertake to take all necessary precautions to avoid any risk of a conflict of interests and shall inform the Council of Europe without delay of any situation constituting or likely to lead to any such conflict.
2. A conflict of interests exists where the impartial and objective exercise of the functions of any person under this Agreement is compromised for reasons involving family or private life, political or national affinity, economic interest or any other interest shared with another party.

## ARTICLE 8 - CONFIDENTIALITY

The Council of Europe and the Grantee or the Grantees undertake to preserve the confidentiality of any document, information or other material directly related to this Agreement and duly classified as confidential, for a minimum of ten years after the date of transmission of the final narrative report and final financial report under Article 2.4.3 f) and g) of this Agreement.

## ARTICLE 9 – VISIBILITY

1. Unless the Council of Europe requests or agrees otherwise, the Grantee or the Grantees shall take all necessary measures to publicise the fact that the Action has received funding from the Council of Europe. Information given to the press and to the beneficiaries of the Action, all related publicity material, official notices,



reports and publications, shall acknowledge that the Action was carried out "with funding from the Council of Europe" and shall display in an appropriate way the Council of Europe logo.

2. In cases where equipment or major items have been purchased using funds provided by the Council of Europe, the Grantee or the Grantees shall indicate this clearly on that equipment and those major items (including display of the Council of Europe's logo), provided that such actions do not jeopardise the safety and security of the Grantees' staff.

3. The acknowledgement and Council of Europe logo shall be clearly visible in a manner that will not create any confusion regarding the identification of the Action as an activity of the Grantee/Grantees and the ownership of the equipment and items by the Grantee or the Grantees.

4. All publications by the Grantee or the Grantees pertaining to the Action that have received funding from the Council of Europe, in whatever form and whatever medium, including the Internet, shall carry the following or a similar disclaimer: "This document has been produced with the financial assistance of the Council of Europe. The views expressed herein can in no way be taken to reflect the official opinion of the Council of Europe."

5. All layouts of any communication items prepared by the Grantee or the Grantees are subject to approval with the Contact point within the Council of Europe.

6. The Grantee or the Grantees accept that the Council of Europe may publish in any form and medium, including on its websites, the name and address of the Grantee or the Grantees, the purpose and amount of the funding and, if relevant, the percentage of co-financing.

#### **ARTICLE 10 – OWNERSHIP/USE OF RESULTS AND EQUIPMENT**

1. Ownership, title and industrial and intellectual property rights in the results of the Action and the reports and other documents relating to it shall be vested in the Grantee or the Grantees, as the case may be together with third parties, unless otherwise decided by the Grantee or the Grantees.

2. Notwithstanding the provisions of Article 10(1) and subject to Article 8 above, the Grantee or the Grantees grant the European Union and the Council of Europe the right to use free of charge, and as they see fit, all documents deriving from the Action, whatever their form, provided this is in accordance with the existing industrial and intellectual property rights.

#### **ARTICLE 11 – PROCUREMENT**

1. Unless otherwise agreed by the Parties (the Council of Europe and the Grantee or the Grantees) in writing, the procurement of any goods, works or services in the context of the Action shall be carried out in accordance with the applicable rules and procedures adopted by the Grantee or the Grantees.

2. This shall apply on the understanding that the Grantee or the Grantees' rules and procedures involve competitive tendering (with at least three competitive tenders) and conform to nationally or internationally accepted standards, in compliance with the principles of transparency, proportionality, sound financial management, equal treatment and non-discrimination, care being taken to avoid any conflict of interests. The Grantee or the Grantees must be in a position to submit the documents showing that it has complied with the obligations set forth in this article when requested to do so by the European Union, the Council of Europe or their designated auditors.

3. As a derogation to paragraph 2, above contracts may be negotiated directly with suppliers without competitive tendering, if the expenditure concerns a purchase for an amount of less than € 2000 excluding tax, or less than € 5000 excluding tax for intellectual services where the basic selection criterion is the service provider's technical expertise.

4. Without prejudice to the specific procedures and exceptions applied by the Grantee or the Grantees, the award of contracts financed under this Agreement may not be cumulative or retrospective or have the purpose or effect of producing a profit for the Grantee or the Grantees.

5. The Grantee or the Grantees shall adopt reasonable measures, in accordance with its own procedures, to ensure that potential candidates or tenderers and financial aid beneficiaries shall be excluded from participation in a procurement procedure or a procedure for the award of financial aid if:



- a) their legal status is unclear (e.g. they are unable to provide information concerning their incorporation under the applicable national law or registration with the tax and other competent authorities); or
  - b) they are bankrupt or subject to bankruptcy proceedings, are being wound up, are in judicial liquidation, have entered into an arrangement with creditors, have suspended business activities, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations; or
  - c) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*; or
  - d) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings or any other illegal activity detrimental to the European Union's or the Council of Europe's financial interests; or
  - e) they are guilty of misrepresentation when supplying the information required as a condition of participation in the procedure or fail to supply this information; or
  - f) they are subject to a conflict of interests.
6. The Grantee or the Grantees shall discharge the Council of Europe of all liability associated with any claim or action brought by a third party with whom the grantee enters into contracts for the purposes of implementation of the grant.
7. Before signing a procurement contract, the Grantee or the Grantees shall verify that the other party to the contract is not or that its owner(s) or executive officer(s), in the case of legal persons, are not included in the lists of persons or entities subject to restrictive measures applied by the United Nations Security Council or the European Union.

#### ARTICLE 12 - ELIGIBLE COSTS

1. To be considered eligible as direct costs under this Agreement, costs must:
  - a) be necessary for the purpose of the grant;
  - b) comply with the principles of sound financial management, in particular best value for money and cost-effectiveness;
  - c) have actually been incurred by the Grantee or the Grantees during the implementation period as defined in Article 1.3 of this Agreement;
  - d) be identifiable and verifiable by the European Union and the Council of Europe, in particular being recorded in the Grantee or the Grantees' accounts and determined according to the accounting standards applicable to the Grantee or the Grantees;
  - e) comply with the requirements of applicable tax and social security legislation;
  - f) be backed up by originals or certified copies of supporting documents (as the case may be in electronic form); and
  - g) have been indicated in the estimated overall budget of the Action (see APPENDIX II).
2. Indirect costs may be considered eligible only where they are incurred by the Grantee or the Grantees in connection with the Action which is the subject of the grant award; appear in the estimated budget; and are approved upon presentation of the final financial report. These costs shall not exceed the amount laid down, as the case may be, in APPENDIX II, and in no case may they exceed 7% of the total eligible costs.
3. It should be noted that, except when this is materially impossible (e.g. to pay taxi fares), all payments to third parties must be made by transfers to their bank account.
4. The following expenses shall not in any manner be considered as eligible costs (the list is not comprehensive):
  - a) Debts and debts service charges;



- b) Provisions for losses or potential future liabilities;
- c) Loans to third parties;
- d) Interest owed by the Grantee or the Grantees to any third party;
- e) Items already financed through other sources
- f) Customs and import duties;
- g) Purchase of facilities or refurbishment of facilities unless directly related to the Action;
- h) Fines, Financial penalties and expenses of litigation;
- i) Bank charges, costs of guarantees and similar charges;
- j) Conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- k) Costs incurred outside the implementation period as defined in Article 1.3 of this Agreement;
- l) Costs incurred during suspension of the Agreement, excepted those considered by the Council of Europe as absolutely necessary to the preservation of the conditions of implementation of the Action;
- m) Items already financed in another framework;
- n) VAT recoverable under the applicable national VAT legislation;
- o) Expenses incurred as a result of breach of one or more provisions of this Agreement, as determined solely by the Council of Europe.

#### ARTICLE 13 - ACCOUNTS AND TECHNICAL AND FINANCIAL CHECKS

1. The Grantee or the Grantees shall keep accurate and systematic records and accounts in respect of the implementation of the Action. A separate management account shall be kept for the Action, and shall detail all receipts and payments.
2. The accounting regulations and rules of the Grantee or the Grantees shall apply, on the understanding that these regulations and rules conform to nationally or internationally accepted standards. In all other cases, the Grantee or the Grantees shall use a dedicated double-entry book-keeping system as part of, or as an adjunct to, the Grantee or the Grantees' own accounts. This dedicated system shall follow the procedures dictated by professional practice and provide precise details of interest accruing on funds paid by the Council of Europe.
3. The Grantee or the Grantees shall have in place a system of financial control involving segregation of duties, evidence of authorisation of transactions, use and retention of purchase orders, goods-received notes, quotes and contracts.
4. Financial transactions and financial statements shall be subject to the internal and external monitoring procedures laid down in the Financial Regulations, rules and guidelines of the Grantee or the Grantees. A copy of the audited financial statements shall be submitted to the Council of Europe by the Grantee or by the Lead Grantee in the case of a consortium, where relevant.
5. The Grantee or the Grantees shall, for a minimum of 10 (ten) years from the date of transmission of the narrative report and final financial report under Article 2.4.3 f) and g) of this Agreement:
  - a) keep financial accounting documents concerning the activities financed; and
  - b) make available to the Council of Europe, at its request, all relevant financial information, including statements of accounts concerning the Action, whether they are kept by the Grantee or the Grantees or by its implementing partners or contractors.
6. The Council of Europe, its External Auditors, the European Commission, OLAF and the European Court of Auditors may undertake checks (including on the spot) related to the Action financed by this Agreement.



## ARTICLE 14 – FINAL AMOUNT OF THE COUNCIL OF EUROPE FUNDING

1. The total amount to be paid by the Council of Europe to the Grantee or the Lead Grantee in the case of a consortium may not exceed the maximum funding established under Article 1.1 of this Agreement even if the overall payments exceed the estimated total budget set out in APPENDIX II.
2. The Grantee or the Grantees accept that the funding by the Council of Europe shall be limited to the amount required to balance receipts and payments of the Action, as reflected in the estimated total budget set out in APPENDIX II, and that it may not in any circumstances result in a surplus for the Grantee or the Grantees. The Council of Europe's undertaking to pay its funding shall apply only for expenditure qualifying as eligible costs. After receipt of the reports (see Article 2.4.3 f) and g)) and assessment of the eligibility of costs, the Grantee or the Lead Grantee in the case of a consortium will be notified of the amount due. If the balance is positive, it will be paid to the Grantee or the Lead Grantee in the case of a consortium. If the balance is negative, it will be recovered from the Grantee or the Lead Grantee in the case of a consortium.
3. In cases where the Action is suspended or not completed within the implementation period of this Agreement, the funds that remain unspent after all liabilities incurred in this period have been satisfied, including any interest earned, will be promptly reimbursed to the Council of Europe.
4. Where the Action is not carried out at all, or is not carried out properly, in full or on time, and without prejudice to its right to terminate this Agreement pursuant to Article 17, the Council of Europe may, after allowing the Grantee or the Lead Grantee in the case of a consortium to submit its observations, reduce the funding *pro rata* to take account of the part of the Action that has not been carried out on the terms laid down in this Agreement. In the event that the final award shall be less than the total of the initial payment and any further payments made at the time of the decision to reduce the amount, the Council of Europe shall be entitled to restitution of the difference within a reasonable time.
5. In the event that funds paid under this Agreement must be reimbursed to the Council of Europe due to reduction of the award or termination of the Agreement. The Lead Grantee is fully liable for repaying debts of the consortium (under the Agreement), even if it has not been the final recipient of those amounts. In addition, the Grantees (including the Lead Grantee) are jointly and severally liable for repaying any debts under the Agreement — up to the maximum contribution indicated, for each Grantee, in the estimated budget.
6. Any dispute shall be submitted to arbitration pursuant to Article 22 and any costs related to recovery will be borne by the Grantee or by the Lead Grantee in the case of a consortium.

## ARTICLE 15 – SUSPENSION

The Council of Europe may suspend this Agreement if exceptional circumstances so require. The Council will notify the Grantee or the Lead Grantee in the case of a consortium of its intention to suspend and invite the Grantee to submit its observations within 10 (ten) working days.

## ARTICLE 16 – AMENDMENTS

1. Unless otherwise provided in this Agreement, the provisions of this Agreement may be amended only by written agreement between the Parties.
2. By derogation from Article 16.1, when an amendment to the provisional budget does not affect the basic purpose of the Action, and the financial impact is limited to a transfer within a single budget heading, including cancellation or introduction of an item, or a transfer between budget headings involving a variation of 25% or less of the amount originally entered (or as amended by a written rider) in relation to each concerned heading, the Grantee or the Lead Grantee in the case of a consortium may unilaterally amend the provisional budget and shall inform the Council accordingly in writing, at the latest in the next reporting phase.

## ARTICLE 17 – TERMINATION

1. The Council of Europe reserves the right to terminate this Agreement and the Grantee/Lead Grantee undertakes to repay promptly following termination the funding paid in the following cases:
  - a) if the Grantee or the Grantees fail to use the funding for the purpose of the Action; or



- b) if the Grantee or the Grantees fail to explain in detail how the funding was used for the Action; or
  - c) if the Grantee or the Grantees fail to submit the required documents by the due date; or
  - d) if the Grantee or the Grantees fail to fulfil any of the terms of this Agreement; or
  - e) in cases covered by Article 6.2.
2. The Council of Europe will notify the Grantee or the Lead Grantee in case of a consortium of its intention to terminate and invite the Grantee/Lead Grantee to submit its observations within 10 (ten) working days of receipt of such notification.

#### **ARTICLE 18 – DATA PROTECTION**

1. The Grantee or the Grantees shall comply at all times with the applicable data protection legislation. In particular, the Grantee or the Grantees shall ensure the effective exercise of data subject rights, including the right to information. Where, under the terms of this Agreement, the Grantee or the Grantees need to share personal data of third parties with the Council of Europe, including for the purposes of the narrative report and/or financial report, they shall inform the data subjects accordingly.
2. The Grantee or the Grantees are informed that the processing of any personal data by the Council of Europe is governed by the Council of Europe Regulations on the Protection of Personal Data adopted by the Committee of Ministers on 15 June 2022. The Grantee or the Grantees are also informed that the details of the Council's data processing practices are provided, for information purposes only, in the Council of Europe grant procedures - Privacy Notice.

#### **ARTICLE 19 – CASE OF FORCE MAJEURE**

1. In the event of force majeure, the Parties shall be relieved of their obligations under this Agreement without any financial compensation. Force majeure is defined as including the following: major weather problems, earthquake, strikes affecting air travel, attacks, a state of war, health risks or events that would require the Council to cancel the funding.
2. In the event of such circumstances each party shall be required to notify the other party accordingly in writing, within a period of 5 (five) days.

#### **ARTICLE 20 – DISCLOSURE OF THE TERMS OF THE AGREEMENT**

1. The Grantee or the Grantees are informed and give an authorisation of disclosure of all relevant terms of the Agreement, including identity and application, for the purposes of internal and external audit and to the Committee of Ministers and to the Parliamentary Assembly of the Council with a view to these latter discharging their statutory functions.
2. The Grantee or the Grantees authorise the publication, in any form and medium, including the websites of the Council of Europe or its donors, of the title of the Agreement, the nature and purpose of the Agreement, name and locality of the Grantee or the Grantees and amount of the Agreement for the purpose of meeting the publication and transparency requirements of the Council of Europe or its donors.]

#### **ARTICLE 21 – INTERPRETATION AND APPLICABLE LAW**

1. The provisions of this agreement shall take precedence over its Appendices.
2. Nothing in the Agreement may be interpreted as a waiver of any privileges or immunities accorded to the Council of Europe by its statutory documents or by international law.
3. The Agreement is governed by the applicable Rules and Regulations of the Council of Europe.



**ARTICLE 22 – DISPUTES**

1. Any dispute regarding this Agreement shall - failing a friendly settlement between the Parties - be submitted to arbitration in accordance with Rule No. 481 of 27 February 1976 issued by the Secretary General as provided in Article 21 of the General Agreement on Privileges and Immunities of the Council of Europe.
2. The Arbitration Board shall be composed of two arbitrators each selected by one of the parties, and of a presiding arbitrator, appointed by the other two arbitrators; in the event of no presiding arbitrator being appointed under the above conditions within a period of six months, the President of the Tribunal de Grande Instance of Strasbourg shall make the appointment.
3. Alternatively, the Parties may submit the dispute for decision to a single arbitrator selected by them by common agreement or, failing such agreement, by the President of the Tribunal de Grande Instance of Strasbourg.
4. The Board referred to in paragraph 2 of this Article or, where appropriate, the arbitrator referred to in paragraph 3 of this Article, shall determine the procedure to be followed.
5. If the Parties do not agree upon the law applicable the Board or, where appropriate, the arbitrator shall decide *ex aequo et bono* having regard to the general principles of law and to commercial usage.
6. The arbitral decision shall be binding upon the Parties and there shall be no appeal from it.

**ARTICLE 23 – LANGUAGE**

1. This Agreement is in the English language only. All versions hereof in any other language will be for information only and will not be binding upon the parties hereto.

Done in two copies,

For the Council of Europe		For the Grantee	
Hilde Haug, Deputy Head of the Council of Europe Office in Ukraine		Serhiy NADAL Mayor of Ternopil	
			
Place ►	Kyiv, Ukraine	Place ►	Ternopil
Date ►	17.12.2025	Date ►	



## APPENDIX I – DESCRIPTION OF THE ACTION

1. Applicant	
Official name ►	Ternopil City Council
Legal form ►	local government
Country of registration ►	Ukraine
Full address ►	5, Lystopadova Street, Ternopil, 46001, Ukraine
Internet site (if any) ►	<a href="https://ternopilcity.gov.ua/">https://ternopilcity.gov.ua/</a>
Objectives of the applicant (as stipulated in its Statutes) ►	strengthening the foundations of the constitutional order of Ukraine; ensuring the realization of constitutional rights of individuals and citizens; creating conditions to meet the vital needs and legitimate interests of the population; developing local democracy.
Name(s) of the person(s) entitled to enter into legally binding commitments on behalf of the applicant (indicate names and positions) ►	Serhiy NADAL the Mayor of Ternopil

2. Contact details	
Contact person ►	Mariana ZVARYCH
Position of the contact person ►	Head of the Department of Digital Transformation and Media Communications
Email address ►	<a href="mailto:mariana.zvarych@gmail.com">mariana.zvarych@gmail.com</a>
Phone number ►	+38(096)7204069

3. Bank details*	
Name of the Bank ►	State Treasury Service of Ukraine
Address of the Bank ►	3, Lystopadova, Str.
Account holder name ►	210019000046604
Full account number (including bank codes) ►	228201720344210019000046604
IBAN (or BIC Code) ►	UA228201720344210019000046604

\* The current account of the Ternopil City Council is indicated in the application. If the Application is determined to be the winner, a separate accounting account will be opened for the financial support of the project.



#### 4. Recent activities

Describe below the main projects completed or being carried out by the applicant, particularly in the field of open government, human rights or democratic innovation in the last three (3) years. Indicate the partners and donors involved in each project (if any). (max 1 page) ▼

An important component of open governance in Ternopil is the transparency and accountability of public authorities. The City Council implements best practices of transparency and accountability in its activities and ensures the following:

- Live broadcasts of plenary sessions, executive committee meetings, and standing committee meetings.
- Annual implementation of the Participatory Budget and the School Participatory Budget, which allow residents to submit project ideas for municipal budget funding through electronic voting.

The Ternopil City Council actively introduces digital tools to improve the quality of municipal governance and engage residents in decision-making processes. In particular:

- Within the framework of the project "Local Initiatives for Open Governance and Human Rights at the Local Level in Ukraine" (2024), funded by the Congress of Local and Regional Authorities of the Council of Europe, the following initiatives were implemented:
- The "E-Democracy Tools" module was launched on the Ternopil Resident's Electronic Portal, featuring instruments such as "Surveys" and "Discussions." These tools enable residents to participate in debates on important city issues;
- The Resident's Portal and its corresponding mobile application were created, bringing together almost 150,000 users. It has become a modern platform for accessing public services, submitting electronic requests, participating in surveys, and receiving community updates.
- The Ternopil Resident's Electronic Portal was upgraded, including the "Services" module and portal design. Currently, 10 online services are available for users.
- Within the framework of the "Business Faces in the Community" project (2023), implemented by the German federal company Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) under the EU4Business: Recovery, Competitiveness, and Internationalization of SMEs program co-financed by the European Union and the Government of Germany:
  - An investment profile of the community was developed and integrated into the E-Ternopil mobile application;
  - A Business Portal was created — a unified information space for entrepreneurship and business activities.

Indicate below grants obtained from states or international institutions in the last three (3) years (if any) ▼

The "Business Faces in the Community" project was implemented under the international cooperation program "EU4Business: Recovery, Competitiveness, and Internationalization of SMEs", co-financed by the European Union and the Government of Germany, and carried out by the German federal company Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). The project was initiated by the Ternopil City Council in partnership with the West Ukraine Digital NGO.

- Implementation period: March - November 2023.
- Project budget: UAH 1,799,000

The project aimed to address the pressing challenges of entrepreneurship development in the community, foster an innovation-driven business culture, and enhance competencies that facilitate SMEs' access to new markets beyond the community.

To stimulate entrepreneurship in the face of modern challenges, the project included:

- an assessment of the SME sector in the Ternopil City Territorial Community (TCTC);
- the Investment Passport 2023;
- the community's investment profile and its integration into the E-Ternopil mobile app;
- the creation of a Business Portal - a unified information space for entrepreneurs;
- and the development of a Local SME Profile and a Roadmap for Entrepreneurs to access new markets.

To build communication skills and adaptability to changing market conditions, a series of training sessions and educational events were conducted for both current and aspiring entrepreneurs. Local businesses also received professional consultations from experts in legal and accounting matters, marketing, business digitalization, and grant proposal preparation.

The local initiative "Being an Entrepreneur is Easy" was implemented by the Ternopil City Council under the "Support for Rapid Economic Recovery of Ukrainian Municipalities" (SRER) project, funded and supported by the Government of Germany, the German federal company GIZ, and the United Nations Development Programme (UNDP).



- Implementation period: November 2023 – December 2024.
- Total project budget: USD 736,305.61, including a grant of USD 610,110.49.

Project goal: to create a high-quality, modern, and innovative infrastructure to support local business development.

Within this initiative, the city successfully implemented a large-scale project - the establishment of the “Open Space Ternopil” public hub, an innovative platform for entrepreneurship, creative industries, and collaboration between civil society, business, and local authorities.

“Open Space Ternopil” has become a platform for effective communication through business events and training sessions that help entrepreneurs enhance their knowledge, expand their professional networks, and find new partners.

The space also hosts events to support local producers and create opportunities to enter national and international markets. Creative studios established within the hub foster new ideas, entrepreneurial skills, and cross-sector collaboration between creative professionals and business actors.

Results of “Open Space Ternopil” activities (as of January 1, 2025):

- 10 events held in the conference hall with a total of 450 participants;
- Coworking space used for 80 person-hours;
- 1 event held in the showroom with 30 participants;
- 14 jobs preserved.

Thanks to its openness and dynamism, “Open Space Ternopil” has become a place where knowledge, experience, and creativity intersect - creating a favorable environment for entrepreneurship, cooperation, and innovation in the community.

The local initiative “e-TERNOPIL - Open Governance” was implemented by the Ternopil City Council under the “Local Initiatives for Open Governance and Human Rights at the Local Level in Ukraine” project, carried out by the Council of Europe and the Congress of Local and Regional Authorities.

- Implementation period: February - September 2024.
- Grant amount: UAH 797,400.

Objective: to build trust-based relationships between the authorities and citizens to improve public governance within the community.

Within the initiative, the “Resident Portal” was upgraded and enhanced with e-democracy tools (e-surveys, e-consultations). Ten administrative services were made available for online ordering through both the Portal and the “e-Ternopil” mobile application.

Training sessions were held for different target groups on how to use the Resident Portal, combining theoretical and practical learning on applying digital tools. Additionally, one promotional video and three video tutorials were produced to help users quickly master the Portal’s features.

This project significantly improved communication between the government and the civic sector, particularly by enabling authorities to gather residents’ opinions and consider them in decision-making processes.

The “Ternopil City Transformation Portfolio” project, part of the “Mayors for Economic Growth” initiative, is being implemented by the Ternopil City Council, with support from the UNDP in Ukraine and financing by the European Union.

- Implementation period: November 2023 - ongoing.

The project included public consultations, training sessions on portfolio development, and presentations of the Portfolio to community leadership, businesses, and the public at the event “Partners’ Dialogue: Presentation and Discussion of the Urban Transformation Portfolio Developed for Ternopil.”

Key achievements include identifying further directions for community development, developing and approving the Ternopil City Territorial Community Development Strategy until 2027 (with an extension to 2034), focused on green transformation and alignment with the European Green Deal.

The project also held an SME Green Innovation Competition, which identified and supported innovative ideas. Five winners each



received USD 10,000, mentoring sessions, business acceleration, and networking opportunities.

Based on public discussions, part of Sopilche Park was revitalized through the creation of a Japanese-style therapeutic garden, and a Green Transition Hub was established to promote and support the city's green agenda.

The "Water for Life" project is being implemented by the Ternopil City Council in partnership with the Municipality of Ronneby (Sweden), supported by the Network for Democratic Resilience within the ICLD program, funded by the Swedish International Centre for Local Democracy (ICLD) and the Swedish International Development Cooperation Agency (Sida).

- Implementation period: December 2024 – ongoing.

Project objective: to establish effective wastewater management in the Ternopil City Territorial Community.

Planned project outcomes include:

- research on stormwater volumes;
- development of a stormwater collection scheme;
- assessment of wastewater quality
- and formulation of recommendations for wastewater reuse.

## 5. Description of the Project

Provide background information on the proposed local initiative, clearly outlining the identified issue(s) at local level and the relevance of the partnership between the CSO and the local authority.

Please indicate: the overall objective (intended impact); the specific objectives (expected outcomes); the added value of the proposed initiative in the local context. (max 1 page) ▼

### Digital Democracy: E-Petitions for Residents of the Ternopil Community

#### Problem Statement and Context

Ternopil is actively implementing digital tools for open governance - the *e-Ternopil* mobile application and online portal have already united nearly 150,000 users. However, one of the key mechanisms of civic participation - electronic petitions - has not yet been integrated into the system, which significantly limits residents' ability to participate in decision-making processes.

The existing third-party e-petition service demonstrates low engagement due to a complex authorization process, a separate platform, and the absence of notifications about new initiatives. This creates barriers to participation for many groups, including women, youth, the elderly, and internally displaced persons (IDPs), who often use the mobile app but remain disengaged from e-democracy processes.

#### Goal and Expected Impact

The overall goal is to increase citizen engagement in local governance by integrating an electronic petition mechanism into the *e-Ternopil* mobile app and online portal.

The project will contribute to the development of digital democracy, transparency, and government accountability, while strengthening civic participation - all key principles of open government.

#### Specific Objectives and Expected Results

1. Develop and launch an integrated e-petition module within the *e-Ternopil* app and portal.
2. Implement an automated notification system for users about new petitions.
3. Conduct an information and education campaign, including two workshops for at least 80 participants, focused on improving digital literacy — especially among women and youth.
4. Achieve at least a twofold increase in the number of submitted petitions and user votes.

**Expected Impact:** Strengthened public participation, increased trust between citizens and local authorities, enhanced transparency in decision-making, and greater inclusion of women and vulnerable groups in democratic processes.



## Partnership Between Government and Civil Society

The initiative is implemented by the Ternopil City Council in cooperation with local civil society organizations specializing in e-democracy and digital education. This partnership will combine the institutional capacity of local authorities with the expertise and communication potential of the civil sector, ensuring effective implementation and promotion of the new participation tool.

### Added Value in the Local Context

- Leveraging the existing *e-Ternopil* platform with its large user base will ensure rapid integration and high impact.
- Ensuring accessibility for all population groups, including women, persons with disabilities, and internally displaced persons (IDPs).
- Contributing to the sustainable development of the community through expanded digital participation channels, which will remain effective beyond the project's completion.

## 6. Proposed activities

For each activity, indicate the title, duration, specific objectives, detailed description, implementation means, evaluation means (if any) and target group(s) ▼

### Activity 1. Planning and Development of the Technical Specification

**Duration:** 2 months (Months 1-2)

**Specific Objective:** Define the technical parameters, design, and functional requirements for the future e-petition service.

**Description:**

- Analyze existing e-petition functionalities;
- Develop a technical specification jointly with IT specialists and experts in digital democracy.

**Means of Implementation:** Working meetings and technical documentation.

**Evaluation Methods:** Approved technical specification endorsed by the Department of Digital Transformation.

**Target Group:** City Council IT Department, civic experts, and app users (indirectly).

### Activity 2. Development of the E-Petition Module

**Duration:** 2 months (Months 3-4)

**Specific Objective:** Create an integrated e-petition feature within the "e-Ternopil" mobile application and web portal.

**Description:**

- Design user interfaces for creating, viewing, and supporting petitions;
- Develop core functionalities (module) for petition management;
- Integrate with the existing "e-Ternopil" user database (single sign-on, no additional authorization required);
- Implement automatic notifications for new petitions;
- Ensure compliance with personal data protection and cybersecurity requirements.

**Means of Implementation:** Engagement of a designer, IT contractors, and an internal coordinator from the City Council; step-by-step testing during development.

**Evaluation Methods:** Test version of the platform with the e-petition functionality, confirmed by an acceptance certificate.

**Target Group:** "e-Ternopil" users (residents, youth, women, IDPs, community activists)

### Activity 3. Testing and Official Launch of the Service

**Duration:** 1 month (Month 5)

**Specific Objective:** Test functionality and user-friendliness of the service and ensure its public launch.

**Description:**

- Pilot testing among active users and representatives of civil society organizations;
- Collect feedback and adjust the interface;
- Public presentation of the service for the community and media;
- Official launch in the mobile app and on the web portal.

**Means of Implementation:** Public event, media campaign, and technical support during launch.

**Evaluation Methods:** Number of successfully registered and supported petitions in the first month; participant feedback.

**Target Group:** "e-Ternopil" users.



#### Activity 4. Information Campaign and Training Workshops

**Duration:** 1 month (Month 6)

**Specific Objective:** Raise public awareness about the new participation tool.

**Description:**

- Conduct two workshops (40 participants each) for community members, youth, women, IDPs, and civic activists;
  - Disseminate information materials via website, social media, and local media;
  - Produce two videos - one instructional ("How to create and support a petition") and one promotional;
  - Develop and print branded outreach materials.
- Means of Implementation: Collaboration with civil society organizations, media partners, and production of infographics and video tutorials.
- Evaluation Methods: Number of participants, reach analytics of the information campaign, satisfaction surveys.
- Target Group: Community residents, women, youth, IDPs, opinion leaders.

#### Activity 5. Monitoring and Evaluation of Effectiveness

**Duration:** 1 month (Month 7)

**Specific Objective:** Assess the effectiveness, efficiency, and sustainability of the service.

**Description:**

- Collect statistical data (number of petitions created, signatures, and active users);
  - Conduct user surveys on usability and perceived impact of the service.
- Means of Implementation: System analytics, online surveys.
- Evaluation Methods: Final analytical report, quantitative activity indicators, and recommendations for scaling.
- Target Group: City Council, "e-Ternopil" users

## 7. Expected results and sustainability of the project

Indicate below the estimated results and sustainability of results after the completion of the project ▼

### Expected Project Results

1. An integrated e-petition service is developed and implemented within the "e-Ternopil" mobile application and web portal, providing residents with a convenient and transparent mechanism for participation in local governance.
2. An automated notification system for users about new petitions is introduced, increasing public awareness and engagement.
3. The level of civic activity rises - at least a twofold increase in the number of petitions submitted and supported is expected within the first six months after launch.
4. Residents from diverse social groups (women, youth, elderly people, and internally displaced persons) are engaged in decision-making processes through electronic participation.
5. Two training workshops are conducted for at least 80 participants - community residents, representatives of civil society organizations, and local activists - to promote the use of digital participation tools.
6. Feedback between the authorities and the community is improved, fostering greater trust in local self-government.

### Sustainability of Results After Project Completion

- **Institutional sustainability:** The e-petition service will be integrated into the existing municipal digital system "e-Ternopil," financed from the city budget and supported by a permanent team of administrators.
- **Technical sustainability:** The e-petition module will become part of the City Council's unified IT infrastructure (single user database, notification system, and integration with existing systems), ensuring ongoing maintenance and updates after the funding period ends.
- **Social sustainability:** Thanks to the large user base (nearly 150,000 users), regular notifications, and conducted workshops, residents will continue to actively use the service, and the level of electronic participation will keep growing.
- **Political sustainability:** The City Council will ensure the continued operation of the service as an official tool for civic participation, incorporating it into the updated "Informatization Program of the Ternopil City Territorial Community."
- **Scalability:** The successful experience of Ternopil can be replicated by other municipalities in Ukraine within the Open Government Partnership (OGP Local) network.



## 8. Grantees' professional capacity

Indicate below the number of permanent and temporary staff. Please describe past experiences in organising and implementing relevant projects, indicate their scope and overall results, the roles and responsibilities of the local authority and the partner CSO(s) in the proposed initiative ▼

The following personnel will be involved in the project implementation:

- **2 employees from the Department of Digital Transformation and Media Communications of the Ternopil City Council** (Head of the Department and Head of Division), who have experience in developing digital services such as the *e-Ternopil* mobile application, the official City Council website, and the municipal open data portal, as well as providing their technical support. They will be responsible for the technical component of the project implementation and conducting user training on the new functionality.
- **2 employees from the Department of Economy, Industry, and Labour of the Ternopil City Council** (Head of the Department and Head of the Project Preparation Sector), who have experience in project management and cooperation with international financial organizations.
- **1 employee from the Accounting and Financial Support Department** (Head of Department - Chief Accountant), who has experience in managing accounting operations and will be responsible for the financial administration of the project.
- **1 employee from the Procurement Department** (Head of Department), who has experience in organizing procurement processes and will oversee the procurement component of the project.

A total of **6 permanent staff members** of the Ternopil City Council will be engaged in the project, all of whom have prior experience in project implementation and cooperation with international organizations.

The **Project Coordinator** is **Mariana Zvarych**, Head of the Department of Digital Transformation and Media Communications.

## 9. Grantees' operational capacity

Indicate below how the applicant intends to implement the proposed activities (where applicable, indicate the involvement of third parties including providers) ▼

The Ternopil City Council plans to ensure the implementation of this project by conducting a procurement procedure to select contractors for specific project activities (in accordance with the current legislation of Ukraine), engaging its own resources (premises, experienced personnel, and the use of technical and informational assets), and providing services for the organization of training sessions.

The Ternopil City Council has extensive experience in project implementation, cooperation with international institutions and civil society organizations, as well as the necessary human resources to successfully carry out the project.

## 10. Grantees' financial capacity

Indicate below any information reflecting the applicant's financial capacity, such as turnover or equivalent (annual budget) for the last two (2) years (if any) ▼

Overall, the financial condition of the Ternopil City Community is characterized by moderate revenue growth, more efficient use of funds, and a balanced budget, which provides a foundation for sustainable development in the coming years.

This is confirmed by the community's budget indicators for 2024 and 2023.

In particular:

The budget of the Ternopil City Territorial Community for 2024 amounted to:

- Revenues: UAH 3,889,113.5 thousand, including the general fund - UAH 3,632,964.0 thousand and the special



fund - UAH 256,149.5 thousand;

- Expenditures: UAH 3,833,655.4 thousand, including the general fund - UAH 3,191,400.4 thousand and the special fund - UAH 642,255.0 thousand.

The budget of the Ternopil City Territorial Community for 2023 amounted to:

- Revenues: UAH 3,676,789.3 thousand, including the general fund – UAH 3,465,521.0 thousand and the special fund - UAH 211,268.3 thousand;
- Expenditures: UAH 3,787,003.5 thousand, including the general fund – UAH 3,114,192.1 thousand and the special fund - UAH 672,811.4 thousand.

## 11. Co-funding

Indicate below how the applicant intends to contribute to the project (either by way of its own resources or by contribution from third parties). Co-financing may take the form of financial or human resources, in-kind contributions or income generated by the action or project ▼

The Ternopil City Council plans to contribute through its own resources, including providing premises for training sessions and involving municipal staff in project activities.

## 12. Declaration

By signing this form, I, the undersigned, authorised to represent the Grantee, hereby certify that the information contained in this application is correct and that the applicant organisation has not received or applied for any other Council of Europe funding to carry out the action which is the subject of this grant application.

I also certify on my honour that the applicant organisation or their owner(s) or executive officer(s) is not in one of the situations which would exclude it from taking part in a Council of Europe grant award procedure, and accordingly declare that the applicant:

- a. has not been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
- b. is not in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or is not subject to a procedure of the same kind;
- c. has not received a judgment with res judicata force, finding an offence that affects its professional integrity or constitutes a serious professional misconduct;
- d. does comply with its obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where it is established;
- e. are not an entity created to circumvent tax, social or other legal obligations (empty shell company), and have not ever created or are not in the process of creation of such an entity;
- f. have not been involved in mismanagement of the Council of Europe funds or public funds;
- g. is not in a situation of an actual, potential or perceived conflict of interest; a conflict of interests arises where any person has a personal interest which is such as to influence, or appear to influence, the impartial and objective exercise of their responsibilities under this procedure. A personal interest includes any advantage to themselves, their relatives or personal relationships (including based on political or national affinity), business or financial interests or any other interest shared with another party;
- h. is not, or its owner(s) or executive officer(s) are not, included in the lists of persons or entities subject to restrictive measures applied by the United Nations Security Council or the European Union.

## 13. Publication of the award decision

The Council of Europe publishes annually information about awarded grants on its website (available at <https://www.coe.int/en/web/portal/grants>) pursuant to Article 2.1.4 of Rule No. 1374 of 16 December 2015 on the grant award



procedures of the Council of Europe. Please indicate below whether the applicant has any objections to the publication of information on the award decision (the title of the Agreement, the nature and purpose of the Agreement, name and locality of the Grantee and amount of the Agreement) should its application be successful and, if so, the reasons for such objection ▼

The Ternopil City Council has no objections to the publication of information about the award decision (name of the Agreement, nature and purpose of the Agreement, name and location of the Grantee and the amount of the Agreement) if the application will be accepted.

#### 14. Signature

Complete the table below and sign in the last box

##### GRANTEE:

First Name and Name of the Signatory ►	Serhiy NADAL
Title or position of the Signatory in the applicant organisation ►	Mayor of Ternopil
Place and date of signature ►	Done in: Ternopil On: October, 19 2025

Signature and official stamp of the applicant organisation ►



APPENDIX II

ESTIMATED BUDGET – GRANT AGREEMENT

Action:	Digital Democracy: E-Petitions for Residents of the Ternopil Community				
Place:	Ternopil				
Implementation period:	December 2025-June 2026				
CoE Administrator responsible:	<specify>				
Currency:	UAH				
Grant by the Council of Europe:	714000,00 UAH				
Contribution by the Grantee:	In-kind Contribution: providing premises for training sessions, involving experienced municipal staff in project implementation, and using the City Council's own technical and informational resources.				
Expenditure	Unit	# of units	Average unit rate	# of participants	Estimated budget
<b>1. Human Resources</b>					
<b>1.1. Staff</b>					
1.1.1 specify	Per xx		0,00		0,00
1.1.2 specify	Per xx		0,00		0,00
1.1.3 specify	Per xx		0,00		0,00
<b>1.2. Experts/Consultants</b>					
1.2.1 specify	Per xx		0,00		0,00
1.2.2 specify	Per xx		0,00		0,00
1.2.3 specify	Per xx		0,00		0,00
<b>1.3. Per diems (lunch, dinner, accommodation, transfer)</b>					
1.3.1 International	Per diem		0,00		0,00
1.3.2 Local	Per diem		0,00		0,00
<b>Subtotal 1 Human Resources</b>					<b>0,00</b>
<b>2. Travel</b>					
2.1 International travel	Per return flight		0,00		0,00
2.2 Local transportation	Per trip		0,00		0,00
<b>Subtotal 2 Travel</b>					<b>0,00</b>
<b>3. Equipment and supplies</b>					
3.1 specify	Per xx		0,00		0,00
3.2 specify	Per xx		0,00		0,00
<b>Subtotal 3 Equipment and supplies</b>					<b>0,00</b>
<b>4. Office items</b>					
4.1 Office supplies	Per month		0,00		0,00
4.2 Office furniture and equipment	Per item		0,00		0,00
4.3 Other services	Per month		0,00		0,00
<b>Subtotal 4 Office items</b>					<b>0,00</b>
<b>5. Other expenditure and services</b>					
5.1 Publications	Per item		0,00		0,00
5.2 Studies, research	Per item		0,00		0,00
5.3 Translation	Per 250 words	20	300,00		6 000,00
5.4 Interpretation	Per person/day		0,00		0,00
<b>5.5. Conferences/seminars<sup>2</sup></b>					
5.5.1 Rent of hall	Per event		0,00		0,00
5.5.2 Rent of interpretation equipment	Per event		0,00		0,00
5.5.3 Coffee breaks	Per event		0,00		0,00
5.5.4 Local transportation	Per event		0,00		0,00
5.5.5 Per diems for participants (lunch, dinner, accommodation, transfer)	Per event		0,00		0,00
5.5.6 Visibility actions (training residents to use the "E-Petitions" service)	Per item	2	15 000,00		30 000,00
5.5.7. Production of 2 videos (instructional and promotional)	Per item	2	6 000,00		12 000,00
5.5.8.Services for the production of branded merchandise (eco-bags, pens, notebooks)	Per item	80	850,00		68 000,00
<b>Subtotal 5 Other expenditure and services</b>					<b>116 000,00</b>



5. Other					
6.1 Design services - development of the visual interface for the "E-Petitions" service, layouts for branded merchandise, and presentations	Per item	1	98 000,00		98 000,00
6.2. Provision of services for the development of the "E-Petitions" software module for the "e-Ternopil" Resident Portal, including the creation of functionality for petition submission (creation), viewing submitted petitions, a resident voting system, and displaying petition status	Per item	1	96 000,00		96 000,00
6.3 Provision of services for the integration and implementation of the "E-Petitions" module on the "e-Ternopil" Resident Portal, including debugging, testing, and ensuring compatibility with existing portal modules	Per item	1	92 000,00		92 000,00
6.4. Provision of services for architectural design and development of the backend part of the "E-Petitions" module, covering database creation, API development for interaction between the Resident Portal and the mobile application, and implementation of business logic for creating, moderating, publishing, and voting on petitions	Per item	1	96 800,00		94 800,00
6.5. Provision of services for the development of the user interface and frontend part of the "E-Petitions" module in the "e-Ternopil" mobile application, including the creation of the interface for submission, viewing, and voting on petitions, as well as integration with the backend via the developed API	Per item	1	76 200,00		76 200,00
6.6. Provision of services for the integration of the electronic notification service (Push Notifications) into the "e-Ternopil" mobile application, to ensure users are informed about new petitions, status changes of submitted petitions, and voting results	Per item	1	67 000,00		67 000,00
6.7. Provision of services for the deployment, testing, and debugging of the "E-Petitions" module in the production environment of the Resident Portal and the "e-Ternopil" mobile application, aimed at ensuring stable and continuous operation of the functionality	Per item	1	60 000,00		60 000,00
<b>Subtotal 6: other</b>					<b>584 000,00</b>
<b>Subtotal direct eligible costs (1-6)</b>					<b>700 000,00</b>
<b>Subtotal 7: indirect eligible costs <sup>4</sup></b>		In %	2%	▼	<b>14 000,00</b>
<b>Total grant expenditure (1-7) <sup>5</sup></b>					<b>714 000,00</b>

Notes:

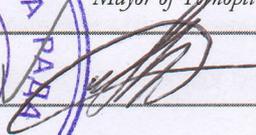
<sup>1</sup> In accordance with the principle of co-financing, indicate whether the grantee commits to contribute by means of an in-kind contribution, or by means of a financial contribution. In the first case, the in-kind contribution shall be described, while in the second case, the amount and the currency of the financial contribution shall be indicated in the box. Contribution should not be included in the overall estimated budget.

<sup>2</sup> See Articles 1.1 and 3.2.

<sup>3</sup> Insert different lines to take into account differences of unit rates or number of participants in each event (lunch, journeys, etc). "Average unit rate" can be used but not "Average number of participants".

<sup>4</sup> Indicate percentage (flatrate up to 7%) to be covered by indirect eligible costs (i.e. eligible costs, not referred to in the budget heads 1-6, incurred by the grantee in connection with the action or project concerned).

<sup>5</sup> Please ensure the total grant expenditure is equal or below the maximum amount of grant funds to be awarded.

I certify that this is the budget proposed		I accept the proposed budget	
Name of the representative of the Grantee (followed by capacity, e.g. Director)	Serhiy Nadal Mayor of Ternopil	Name of the representative of the Council of Europe	Hilde Haug, Deputy Head of the Council of Europe Office in Ukraine
Signature		Signature	
Date:		Date:	17.12.2025



Тернопільська міська рада  
№ 8/55/24 від 20.02.2026



**APPENDIX III – MODEL FINANCIAL REPORT**

Action:	<Action>						
Place:	<Place (if any)>						
Implementation period:	From <date> to <date>						
Responsible financial officer:	<Name, function>						
Currency:	<specify>						
Grant by the Council of Europe:	<specify the total amount of the CoE Grant >						
Contribution by the Grantee:	<specify>						
<b>Expenditure</b>	<b>Unit</b>	<b># of units</b>	<b>Average unit rate (&lt;reporting currency&gt;)<sup>2</sup></b>	<b># of participants</b>	<b>Estimated budget as per Grant Agreement</b>	<b>Expenditure (&lt;reporting currency&gt;)<sup>3</sup></b>	<b>Invoice reference number</b>
<b>1. Human Resources</b>							
<b>1.1. Staff</b>							
1.1.1 specify	Per xx		0,00		0,00	0,00	
1.1.2 specify	Per xx		0,00		0,00	0,00	
1.1.3 specify	Per xx		0,00		0,00	0,00	
<b>1.2. Experts/Consultants</b>							
1.2.1 specify	Per xx		0,00		0,00	0,00	
1.2.2 specify	Per xx		0,00		0,00	0,00	
1.2.3 specify	Per xx		0,00		0,00	0,00	
<b>1.3. Per diems (lunch, dinner, accommodation, transfer)</b>							
1.3.1 International	Per diem		0,00		0,00	0,00	
1.3.2 Local	Per diem		0,00		0,00	0,00	
<b>Subtotal 1 Human Resources</b>					<b>0,00</b>	<b>0,00</b>	
<b>2. Travel</b>							
2.1 International travel	Per return flight		0,00		0,00	0,00	
2.2 Local transportation	Per trip		0,00		0,00	0,00	
<b>Subtotal 2 Travel</b>					<b>0,00</b>	<b>0,00</b>	
<b>3. Equipment and supplies</b>							
3.1 specify	Per xx		0,00		0,00	0,00	
3.2 specify	Per xx		0,00		0,00	0,00	



<b>Subtotal 3 Equipment and supplies</b>				<b>0,00</b>	<b>0,00</b>	
<b>4. Office items</b>						
4.1 Office supplies	Per month		0,00		0,00	0,00
4.2 Office furniture and equipment	Per item		0,00		0,00	0,00
4.3 Other services	Per month		0,00		0,00	0,00
<b>Subtotal 4 Office items</b>				<b>0,00</b>	<b>0,00</b>	
<b>5. Other expenditure and services</b>						
5.1 Publications	Per item		0,00		0,00	0,00
5.2 Studies, research	Per item		0,00		0,00	0,00
5.3 Translation	Per 250 words		0,00		0,00	0,00
5.4 Interpretation	Per person/day		0,00		0,00	0,00
<b>5.5. Conferences/seminars<sup>4</sup></b>						
5.5.1 Rent of hall	Per event		0,00		0,00	0,00
5.5.2 Rent of interpretation equipment	Per event		0,00		0,00	0,00
5.5.3 Coffee breaks	Per event		0,00		0,00	0,00
5.5.4 Local transportation	Per event		0,00		0,00	0,00
5.5.5 Per diems for participants (lunch, dinner, accommodation, transfer)	Per event		0,00		0,00	0,00
5.5.6 Visibility actions	Per item		0,00		0,00	0,00
<b>Subtotal 5 Other expenditure and services</b>				<b>0,00</b>	<b>0,00</b>	
<b>6. Other</b>						
6.1 specify	Per xx		0,00		0,00	0,00
6.2 specify	Per xx		0,00		0,00	0,00
<b>Subtotal 6: other</b>				<b>0,00</b>	<b>0,00</b>	
<b>Total direct eligible costs (1-6)</b>					<b>0,00</b>	
<b>Subtotal 7: indirect eligible costs<sup>5</sup></b>		In %	0		<b>0,00</b>	
<b>Total grant expenditure (1-7)<sup>6</sup></b>					<b>0,00</b>	



<b>Already paid (credit advice slip for 1st instalment in local currency)</b>		0,00	
<b>Amount due</b>		0,00	

Notes:

<sup>1</sup> In accordance with the principle of co-financing, indicate whether the grantee commits to contribute by means of an in-kind contribution, or by means of a financial contribution. In the first case, the in-kind contribution shall be described, while in the second case, the amount and the currency of the financial contribution shall be indicated in the box. Contribution should not be included in the overall estimated budget.

<sup>2</sup> See Article 2.2.e)

<sup>3</sup> See Article 3.2.

<sup>4</sup> Different lines to take into account differences of unit rates or number of participants in each event (lunch, trips, etc.) Average unit rate can be used but not average number of participants.

<sup>5</sup> Indicate percentage (flatrate up to 7%) to be covered by indirect eligible costs (i.e. eligible costs, not referred to in the budget heads 1-6, incurred by the grantee in connection with the action or project concerned).

<sup>6</sup> Please ensure the total grant expenditure is equal or below the maximum amount of grant funds to be awarded.

I, the signatory, certify that the total amount of payments amounted to <sum in figures and currency> (<sum in letters and currency>) and that all supporting documents have been attached.

<b>Name and capacity of the representative of the Grantee:</b>	
<b>Signature:</b>	
<b>Date:</b>	



## APPENDIX IV – MODEL NARRATIVE REPORT

- This report must be **duly completed**, in all its parts, and **signed** by the contact person of the Grantee or of the Lead Grantee (in the case of a consortium).
- The information provided below must reflect the information that appears in the financial report.
- Please send one copy of this report to the contact person of the Council of Europe, with attached the deliverables produced and/or with evidence of the activities carried out in the implementation of the Action<sup>1</sup> before the reporting deadline as specified in Article 2.4.3 (f) of the Grant Agreement.
- The Council of Europe reserves the right to reject any incomplete or poorly drafted reports and to consider the costs linked to the implementation of the Action ineligible.
- Unless otherwise specified, the replies to the questions below must cover the whole reporting period.
- Please expand the paragraphs or boxes as necessary.
- In accordance with Article 18.2 of the Grant Agreement, the processing by the Council of Europe of any personal data included in this report is governed by the [Council of Europe Regulations on the Protection of Personal Data](#), adopted by the Committee of Ministers on 15 June 2022. This processing is conducted following the practices outlined in the [Council of Europe grant procedures - Privacy Notice](#), provided for informational purposes only.

### 1. General information

1.1. Name of grantee or grantees:

1.2. Name and the position of the contact person of the Grantee or of the Lead Grantee:

1.3. Title of the Action:

1.4. Grant agreement number: \_\_\_\_\_

1.5. Start date and end date of the implementation period of the Action: from \_\_\_\_\_ to \_\_\_\_\_

1.6. Start date and end date of the reporting period: from \_\_\_\_\_ to \_\_\_\_\_

1.7. Amount of the grant: \_\_\_\_\_

1.8. Geographic scope: \_\_\_\_\_

1.9. Final beneficiaries &/or target groups<sup>2</sup>

<sup>1</sup> "Action" is used as a general term for an action or a project implemented by the grantee in accordance with the grant agreement.

<sup>2</sup> "Target groups" are those directly affected by the action and directly benefiting from the work of the Council of Europe – those receiving training, participating in conferences, reading the research conducted, etc., and "final beneficiaries" are those who indirectly benefit from the action over the long term.



1.10. Stakeholders<sup>3</sup>:

## 2. Description of the Action and the assessment of its implementation

2.1. Please provide a brief description of the Action and list its original objectives and expected results as set out in the grant agreement:

2.2. What do you consider to be the key results of your Action, regarding its contribution to the general objectives of the project/programme implemented by the Council under which the grant is awarded?<sup>4</sup>

2.3. Please give a global overview of the Action's implementation in the reporting period. Describe the level of achievement of the objectives of the Action:

2.4. What is your assessment of the results of the Action so far? Include observations on the performance and the achievement of objectives:

2.5. Describe the interaction with authorities (local, regional and/or national) during the implementation of the Action. Please include any feedback or reaction of the authorities to the Action in the reporting period.

2.6. Describe any challenges you may have experienced during the implementation of the Action in the reporting period and how you addressed them:

2.7. Describe how the Action will continue after the support from the Council of Europe has ended. What are the follow up activities envisaged? How the sustainability of the Action will be ensured?

<sup>3</sup> "Stakeholders" are those who participate in or organise some parts of activities under the grants. These are neither target groups nor beneficiaries, but their co-operation is vital for the successful implementation of the grant.

<sup>4</sup> If the grant was not awarded in the framework of a project/programme implemented by the Council, please indicate what do you consider to be the key results of your action in light of the work of the Council of Europe in the areas of human rights, democracy and rule of law relevant to the grant?



2.8. What has your organisation or any actor involved in the Action learned from it and how has this learning been utilised and disseminated?

2.9. Based on the lessons learnt, what would you do differently if you had the chance to start over again?

2.10. Please list all deliverables<sup>5</sup> (and number of copies) produced during the Action on whatever format (please enclose a copy of each item):

2.11. If the implementation of the Action foresaw the organisation of events (e.g. conferences, workshops, etc.), please provide statistical data on the total number of participants in the Action, and on the number of participants by gender and by each target group:

Total number of participants:

Number of participants by gender:

i)

ii)

Number of participants by target group:

i)

ii)

iii)

### 3. Transversal elements

3.1. Please describe whether and how was gender mainstreaming ensured in the implementation of the grant. Were any methods used to advance gender equality in the framework of the Action? (e.g. gender sensitive awareness raising, advocacy, capacity building and communication etc.)?

3.2. Where possible, please describe whether the four human rights principles: (i) participation and inclusion; (ii) equality and non-discrimination, for example i.e. based on age, sex, gender identity, disability, ethnicity, origin, etc; (iii) accountability and transparency; and (iv) access to information were included in the realisation of the Action<sup>6</sup>:

<sup>5</sup> By deliverables, we refer, for example, to publications, video material, info sheets, etc.

<sup>6</sup> Some guiding questions to consider include: Was the information about the action available and how was it disseminated? Were vulnerable persons and minorities included in the action? Did the action allow for giving feedback, suggestions or raising complaints to the project team about the action overall?



3.3. If applicable, please indicate whether any environmental considerations were taken into account in the implementation of the Action. Some examples include everyday good practices such as less printing, or production of eco-friendly visibility materials:

#### 4. Beneficiaries/affiliated entities and other cooperation

4.1. Where applicable, describe your relationship with other stakeholders involved in the implementation of the Action:

- (i) contractor(s) (if any)
  - (ii) final beneficiaries and target groups
  - (iii) other third parties involved (including other donors, other government agencies or local government units, NGOs, etc.)

4.2. Where applicable, outline any links and synergies you have developed with other actions, projects, programmes:

4.3. If your organisation has received previous Council of Europe grants in view of strengthening the same target group(s), to what extent has this Action been able to build upon/complement the previous one(s)? Please also list all previous relevant Council of Europe grants:

#### 5. Co-funding

5.1. Please explain how you met the co-funding requirement. Please indicate whether you contributed by your own resources or by contribution from third parties and specify the amounts involved if the contribution took the form of financial, human resources or income generated by the Action:

#### 6. Visibility

6.1. Describe and assess the outcome of the communication actions undertaken in the context of the Action:

6.2. Whenever a grant is awarded in the framework of a programme implemented by the Council<sup>7</sup>, describe how the above communication actions contributed to its objective and the achievement of its results:

<sup>7</sup> If the grant was not awarded in the framework of a programme implemented by the Council, do not fill in this box.



6.3. Describe how the visibility of the Council of Europe and of the contribution of other donors (when relevant) were ensured during the Action:

## **7. Engagement of civil servants and other public administration staff in the context of the Action**

When a grant is awarded under European Union/Council of Europe Joint Programme “Horizontal Facility for the Western Balkans and Türkiye” or other EU/CoE joint programmes in the Western Balkans, please provide information on civil servants / members of the public administration who were engaged (if any) in the context of the Action in the reporting period. In particular, for each civil servant or member of the public administration engaged, provide the following information:

- names, country, function in the public institution (as well as the name of the institution), dates of engagement and fees received, description of the activity for which they were engaged and justification for their selection. For Actions falling under the EU/CoE Horizontal Facility joint programme, also indicate the category of civil servants / members of the public administration under which they were engaged.<sup>8</sup>

**List of civil servants or members of the public administration engaged:**

<sup>8</sup> Under the Horizontal Facility, only civil servants / members of the public administration falling under one of the following categories can be engaged:

- i) Educational staff (including academics, pedagogical institutes, pre-university teachers, school teachers, curriculum experts);
- ii) Judges, prosecutors, staff from the prosecution offices and judicial and prosecutorial bodies;
- iii) Staff from the ministries for social affairs, ministries of justice, ministries of interior and ministries of health and public institutes;
- iv) Law enforcement staff (including staff from the specialised police departments and Financial Intelligence Units;
- v) Staff from equality bodies and central electoral commissions.

The civil servant/other public administration staff working for a direct beneficiary institution of a Horizontal Facility action cannot be involved in the implementation of the grant as per the rule governing the assignments for persons categorised under civil servants and other public administration staff. Similarly, the civil servant/other public administration staff cannot receive a fee under the Horizontal Facility action to perform identical or similar tasks for which he/she is already remunerated by the public institution for his/her official duties.



By submitting this report, I declare that all the conditions laid down in the Grant Agreement concerning the engagement of civil servants / members of the public administration have been complied with and that all the relevant supporting documents (including a signed Declaration on the exercise of a secondary activity) have been attached to the Financial Report.

## 8. Publication of results

The Council of Europe may wish to publicise the results of Action - do you have any objection to the results of Action being published on the Council of Europe website? If so, please state your objections here:

## 9. Signature

By signing and submitting this Narrative Report I, the undersigned, hereby certify that the information contained herein is correct and that any personal data contained in this report has been collected and processed in compliance with the requirements laid down in Article 18.1 of the Grant Agreement.

Name of the contact person for the Action ►	
Place ►	
Date report due ►	
Date report sent ►	
Signature ►	





### Appendix V on safety and security

I, Serhiy NADAL, acting on behalf of the grantee Ternopil City Council acknowledge that by implementing the project or action co-financed by the above grant ("the project") the persons involved in the implementation of the project are exposed to an increased risk of death and injury due to the ongoing war against Ukraine.

I declare that the grantee carries out the implementation of the project independently from the Council of Europe at its own initiative and risk.

I confirm that the grantee will perform systematic security assessments before implementing any activity related to the project.

I acknowledge that the Council of Europe does not assume any liability for the death, any injury or any damage that the grantee or persons involved in the implementation of the project may sustain in Ukraine.

Done in Ternopil

Signature:

