

CEI Know-how Exchange Programme (KEP)

Call for Proposals 2026

Questions & Answers

In accordance with **Section 7. Contact and Support** of the KEP Call for Proposals 2026:

*For any questions regarding the KEP Call for Proposals 2026, please write to **kep@cei.int**.*

Questions shall be sent in English no later than seven (7) days before the submission deadline.

Answers will be provided no later than three (3) days before the deadline for submitting proposals.

All questions received and related answers will be published on <http://application.cei.int/kep-2026/> to ensure fair, transparent, and equal treatment of all applicants.

Below is a list of anonymised questions submitted by applicants alongside official answers provided by the Office for the CEI Fund at the EBRD. To ensure clarity and brevity, similar or related questions have been consolidated and addressed jointly where appropriate.

For any further inquiries, please contact **kep@cei.int**

Q1. Eligibility of NGOs and Public/Private Bodies

Q: Is a non-governmental organisation registered in a non-EU CEI Member State eligible to apply or participate as a beneficiary?

A: Yes. Public and private sector bodies, international organisations, and NGOs operating in the public interest are eligible applicants. Institutions registered in non-EU CEI Member States that are also EU candidates are eligible as know-how beneficiaries.

Q2. Eligibility of Organisations Outside CEI Member States

Q: Can an organisation registered outside CEI Member States participate in any role?

A: No. Institutions not registered in CEI Member States cannot participate as applicants, know-how providers, or beneficiaries under the Programme.

Q3. Partnership Composition

Q: Is a partnership with only one know-how provider and one know-how beneficiary sufficient?

A: Yes. The minimum requirement is one know-how provider from an EU CEI Member State and one know-how beneficiary from a non-EU CEI Member State that is also an EU candidate.

Q4. Role of Know-how Providers

Q: Can institutions from non-EU CEI Member States act as know-how providers?

A: No. Only institutions registered in EU CEI Member States may act as know-how providers.

Q5. Eligible Project Objectives

Q: Which project objectives are considered eligible under the Call?

A: Objectives must contribute to strengthening the EU integration of CEI Member States that are EU candidates and be clearly linked to tangible project activities supporting alignment with EU standards, policies, or approaches.

Q6. Eligible Activities

Q: Are educational or training activities eligible?

A: Yes. Educational, training, and capacity-building activities are eligible if they demonstrably contribute to institutional, administrative, or operational capacity relevant to EU integration.

Q7. In-kind Contributions and Co-financing

Q: May the mandatory 50% co-financing consist entirely of in-kind contributions?

A: Yes. In-kind contributions may cover the entire co-financing share, provided they are realistic, quantifiable, verifiable, and properly documented.

Q8. Calculation of In-kind Contributions

Q: How should in-kind contributions be valued?

A: Human resources may be calculated by multiplying hours or days dedicated to the project by the institution's standard gross cost. Infrastructure or office support may be valued using internal cost references or depreciation values. All estimates must be justified and verifiable.

Q9. Volunteer Work as In-kind Contribution

Q: Can volunteer work be counted as in-kind co-financing?

A: Volunteer work may be considered if it is quantifiable, realistic, verifiable, and supported by adequate documentation demonstrating the nature, duration, and relevance of the contribution.

Q10. Distribution of Co-financing Among Partners

Q: Must co-financing be shared proportionally among partners?

A: No. The Call does not require proportional distribution. Partners may agree on an asymmetrical arrangement.

Q11. Budget Breakdown

Q: Should the budget be broken down per partner?

A: No. The budget should be presented as a total for the entire project. Partner shares may be indicated in item descriptions if relevant.

Q12. Eligible Costs

Q: Are food costs eligible?

A: Yes. Food costs may be covered either under catering or daily allowances.

Q13. Website or Platform Development

Q: Are website or platform investments eligible?

A: Yes, if directly linked to project objectives.

Q14. Project Manager Requirements

Q: Must the project manager be an employee of the applicant?

A: The project manager must be formally engaged for the entire duration of the project. This may be ensured through an employment contract, fixed-term or part-time contract, or a project-based service or civil contract. A legal representative may act as project manager if their engagement is continuous and documented.

Q15. Individual Participants as Beneficiaries

Q: Can individuals from institutions not directly involved as partners be considered beneficiaries?

A: Yes, if selected through clear criteria. Partner institutions remain the primary beneficiaries.

Q16. Submission System Registration

Q: Must know-how beneficiaries register on the CEI submission platform?

A: No. Registration is required only for the representative of the applicant institution.

Q17. Documents Required from Beneficiaries

Q: Are letters of support or partnership declarations required from beneficiaries?

A: No. The Call does not require any signed documents from beneficiary institutions at submission stage.

Q18. Role of Beneficiaries in Submission

Q: Must beneficiaries upload documents or take action in the submission system?

A: No. It is sufficient for the applicant to enter all required information in the online form.

Q19. Digital Signatures

Q: Can Annex 3 be digitally signed?

A: Yes. Annex 3 may be signed with a qualified electronic signature applied directly to the PDF document.

Q20. Grant Agreement and Reporting

Q: Who signs the Grant Agreement and what reporting is required?

A: Only the applicant signs the Grant Agreement. A Final Implementation and Financial Report is required at project completion. The reporting template is provided upon finalisation of the Grant Agreement.

Q21. Payment Structure

Q: Is pre-financing available?

A: Yes. An advance of up to 50% is paid after signature of the Grant Agreement. The balance is paid upon completion based on eligible expenses.

Q22. Project Manager Without Employment Contract

Q: May a legal representative without an employment contract act as project manager?

A: Yes, provided their formal engagement in the organisation is continuous and documented.

Q23. Applicant Without Permanent Staff

Q: Can an organisation without permanent staff act as applicant?

A: Yes. The applicant must demonstrate project management capacity and be directly responsible for implementation. Staff may be engaged through project-based contracts.

Q24. Additional Partnership Agreements

Q: Is a formal partnership agreement required at submission stage?

A: No, it is not.

Q25. Access to Past Project Resources

Q: Where can past project resources be found?

A: Past project information is available in CEI Fund at the EBRD Annual Reports.