**APPENDIX VI**

**GUIDELINES FOR COMMUNICATION AND VISIBILITY**

**FOR THE EXECUTION OF A GRANT CONTRACT**

During the implementation of projects subsidized under European Union Actions managed by Camões, IP, beneficiaries must take all necessary steps to enforce the appropriate communication and public visibility of the funding awarded by the European Union and Camões, I.P., seeking to contribute to the objectives of the Action’s Communication and Visibility Plan (CVP), which shall be made available when the grant contract is signed.

Therefore, all communication activities and materials must comply with the ‘Communication and Visibility Manual for External Actions Funded by the European Union’ (<https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en>), the ‘Camões, IP Graphics and Visual Identity Manual’ (<http://www.instituto-camoes.pt/sobre/comunicacao/sala-de-imprensa/manual-normas-graficas>) and the Action’s Visual Identity Manual, which shall also be made available when the contract is signed.

The coordinator of the subsidized project must submit a project-specific CVP to Camões, I.P, for approval, within 30 days, and they must and systematically report on its implementation in the interim and final reports.

When preparing the CVP, the project coordinator should follow the CVP’s protocol and objectives which contextualize the European Union’s Action for which the grant is awarded – hereinafter referred to as Action – and they may use the methodology and tools suggested in the ‘Communication and Visibility Manual for External Actions Financed by the European Union’.

All communication and visibility products, namely graphic applications, press releases, etc., must be approved in advance by Camões, I.P. and the final publications must also be sent to Camões, I.P. when submitting interim and final reports.

Any participant in the implementation of the project who intends to use non-public information about the project for an opinion article, academic thesis or other publication for personal purposes must previously consult Camões, IP in order to obtain authorization, which shall be granted in accordance with the applicable legislation.

If the grant contract holder and/or the project coordinator have doubts regarding the interpretation or application of these guidelines and the rules referred to in the following paragraphs, they should immediately consult the Action team in the country or Camões, IP.

1. **Graphic applications**

All graphic applications, whether in print or in audiovisual format, that may be used during the implementation of the grant contracts must use the following visual elements:

1. The Action’s logo, which must be at the top of the document or visibility support or in an equivalent prominent place.
2. European Union Flag, in the footer, first and foremost, with the words ‘Action funded by the European Union’.
3. Camões, IP’s logo, in the footer, immediately next to the European Union flag, with the words ‘Action [co-financed and/or] managed by Camões, IP.’ on the line below, to the left of the logos mentioned below.
4. The logo(s) of the beneficiary(ies) and their partners (if applicable).
5. The logo(s) of the co-financier(s) (if applicable).
6. Optionally, the materials may also include the project or action’s logos, if a specific logo is created.

All publications relating to the project or action, regardless of the form and support used, including the Internet, shall contain the following statements:

* 1. For print or electronic publications

‘This document was produced with financial support from the European Union.Its content is the sole responsibility of <name of author/partner> and does not necessarily reflect the position of the European Union.’

[‘This publication was produced with co-financing from Camões, I.P. The contents are the sole responsibility of their authors. Neither Camões, I.P, nor any person acting on its behalf is responsible for how the information contained in this publication may be used. Its content does not imply the expression of any opinion whatsoever on the part of Camões, I.P or the Ministry of Foreign Affairs of Portugal. Reference to specific actions, products, tools or services does not imply that they are supported or recommended by Camões, I.P. or that they are given any preference over others which are not mentioned.’]

* 1. For websites and social media accounts:

‘This page was created and is managed with financial support from the European Union. Its content is the sole responsibility of its authors and does not necessarily reflect the position of the European Union.’

[‘This page was created and is maintained with financial support from Camões, I.P. Its content is the sole responsibility of its authors. Neither Camões, I.P, nor any person acting on its behalf is responsible for how the information contained in this publication may be used. Its content does not imply the expression of any opinion whatsoever on the part of Camões, I.P or the Ministry of Foreign Affairs of Portugal. Reference to specific actions, products, tools or services does not imply that they are supported or recommended by Camões, I.P. or that they are given any preference over others which are not mentioned.’]

* 1. For videos and other audiovisual materials:

‘This <video/film/program/recording> was produced with financial support from the European Union. Its content is the sole responsibility of <name of author/partner> and does not necessarily reflect the position of the European Union.’

[‘This <video/film/program/recording> was produced with co-financing from Camões, I.P. The contents are the sole responsibility of their authors. Neither Camões, I.P, nor any person acting on its behalf is responsible for how the information contained in this publication may be used. Its content does not imply the expression of any opinion whatsoever on the part of Camões, I.P or the Ministry of Foreign Affairs of Portugal. Reference to specific actions, products, tools or services does not imply that they are supported or recommended by Camões, I.P. or that they are given any preference over others which are not mentioned.’]

**B. Public Events**

Whenever the project organises public communication actions, such as events to present the project or activities or results, the project coordinator must invite national authorities, representatives from the European Union Delegation and Camões, IP/Embassy of Portugal in the country, as well as other relevant stakeholders in the project. To this end, the project team in the country must be contacted in advance for planning purposes.

Whenever the project coordinator or other team members participate in scheduled interviews or broadcast programmes by any media outlet to provide information about the project, they should ensure that the same invitation is extended to the Action’s representative in the country as well as to the European Union Delegation and they should not, under any circumstances, participate without express authorisation from the Action's coordination team.

Whenever the project coordinator or other team members make specific statements to the media about the project, they should mention that it is part of the European Union Action, which is funded by the European Union and [co-financed and/or] managed by Camões, IP.