



Multilingual Glossaries

EU Project Management

Translations and definitions were prepared by the Working Teams of the *FIT FORTHEM* project. They partly follow the official terminology on the websites of the European Commission and have been supplemented by user's own descriptions and translations. They do not claim to be complete or fully accurate or even legally binding. The glossaries are provided to facilitate the work in *FIT FORTHEM* and future joint activities.

| English | Short form | Explanation | French | German | Italian | Latvian | Polish | Spanish | Finnish |
|-------------------|------------|---|------------------------------|----------------------------------|------------------------------|---|--------------------|--------------------|--|
| access rights | | Rights to use the project's results or background. | droits d'accès | Zugangsrechte | diritti di accesso | piekļuves tiesības | prawa dostępu | derechos de acceso | käyttöoikeus |
| actual costs | | Costs incurred by the participant during the lifetime of a project, no estimations, no indirect costs included. | coûts réels/ coûts effectifs | tatsächliche Kosten | costi reali | reālās izmaksas, faktiskās izmaksas | koszty rzeczywiste | costes reales | todelliset kustannukset |
| affiliated entity | | Any legal entity that is under the direct or indirect control of a participant, or under the same direct or indirect control as the participant, or that is directly or indirectly controlling a participant. | entité affiliée | rechtlich verbundene Einrichtung | soggetto giuridico affiliato | saistītā vienība, saistītais subjekts | podmiot powiązany | entidad afiliada | konsernisuhde / sidoksissa oleva juridinen yksikkö |
| amendment | | Contractual changes to the Grant Agreement or its annexes. | avenant au contrat | (Vertrags)änderung | modifica al contratto | uzlabošana, labojums, izlabošana, grozījums | poprawka | enmienda | muutos, muuttaminen |



GA No: 101017248

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| Annotated Model Grant Agreement | AMAG | User guide that aims to explain to applicants and beneficiaries the General Model Grant Agreement. | Modèle annoté (commenté) de convention de subvention | kommentierte Musterfinanzhilfevereinbarung | modello del contratto di sovvenzione | finansējuma līguma veidne ar anotācijām | Opisany/Ogólny Wzór Umowy o Dotację | Modelo anotado de acuerdo de subvención | kommentoitu avustusopimusmalli |
| associate partner | | Institutions willing to be involved in a project, usually without financially contributing to it or receiving financial contribution. | partenaire associé | Assoziierte Partner | partner associato | asociētais partneris | partner stowarzyszony | socio asociado | liitännäiskumppani |
| background | | Any data, know-how or information, tangible or intangible, including any rights such as intellectual property rights, which is: held by participants prior to their accession to the action, needed for carrying out the action or for exploiting the results of the action, and identified by the participants. identified by the participants. | arrière-plan/ données et connaissances préalables | Daten, Wissen, Informationen, konkret oder nicht konkret, sowie Schutz-rechte und andere Rechte, die bereits vor Projektbeginn verfügbar waren und die für die Ausführung der Arbeiten im Projekt oder für die Verwertung der Projektergebnisse nötig sind. "Background"-Informationen müssen von den beteiligten Parteien vor Projektstart festgelegt werden. | conoscenza pregressa, qualunque dato, know-how o informazione necessario per l'attuazione del progetto o per lo sfruttamento | izcelšanās, fons, priekšvēsture, aizmugure, sagatavotība, pamats | zasoby (wszelkie dane, know-how lub informacje, materialne lub niematerialne, w tym wszelkie prawa, takie jak prawa własności intelektualnej, które są: posiadane przez uczestników przed ich przystąpieniem do działania, potrzebne do realizacji działania lub do wykorzystania wyników działania i zidentyfikowane przez uczestników) | fondo | taustamateriaali |



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| beneficiary | | Legal entity which has signed the Grant Agreement and therefore is bound by its terms and conditions with regards to the European Union (represented by the European Commission or another funding body). | bénéficiaire | Finanzhilfe-empfangener | Beneficiario del contratto | saņēmējs (finansējuma, pabalsta utml.), labuma guvējs, adresāts | beneficjent | beneficiario | rahoitusta saava konsortion osapuoli |
| Certificate on the Financial Statement | CFS | The CFS is a factual report produced by an independent auditor or Public Officer. It enables the European Commission to check whether costs declared in the financial statements are eligible. | Certificat sur l'état financier/certificati on des comptes/ comptes certifiés | Certifizierte Bescheinigung der Kostenaufstellung | Certificato di revisione finanziaria, che attesta l'ammissibilità delle spese | finanšu pārskata apliecinājums, sertifikāts | Certyfikowane Sprawozdanie Finansowe | Certificado sobre el estado financiero | sertifioitu tilinpäätös |
| call for tenders | | Thematically defined requests for project-proposals to which applicants can actively respond. Many calls are divided into subtopics. | appel d'offres | Ausschreibung | bando di gara | uzaicinājums uz konkursu, izsoles (konkurss) uzaicinājums | zaproshenie do skladania ofert | convocatoria de licitación | hakukuulutus |
| communi-cation | | Promoting the action and its results by providing targeted information to | Communication | Kommunikation | comunicazione | komunikācija | komunikacja | comunicación | viestintä, tiedottaminen |



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| | | multiple audiences. | | | | | | | |
| consortium Agreement | CA | Contractual agreement signed by a project consortium to confirm the project governance. | Accord de consortium | Konsortial-abkommen | accordo di partneriato | konsorcija līgums | umowa konsorcjum | Acuerdo de consorcio | konsortioso-pimus |
| Coordinator | COO | Institution / person in charge responsible for managing the project, submitting reports and deliverables and acting as intermediary for all contacts with the EU Granting Authority. | Coordinateur | Koordinator | Coordinatore | koordinators | koordynator | Coordinador | koordinaattori |
| Coordinator Contact (F&T Portal) | CoCo | Coordinator Contact (F&T Portal) | Contact du coordinateur (portail F&T) | Kontaktperson auf Seiten des Koordinators, welche an dessen Stelle eine klar definierte Rolle im Funding and Tenders Portal übernimmt | Persona di contatto presso l'Ente Coordinatore | koordinatora kontaktdati (F & T portāls) | Osoba kontaktowa po stronie koordynatora | Contacto del Coordinador (Portal F&T) | koordinaattorin kontaktihenkilö |



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| Data Management Plan | DMP | The DMP describes the data management life cycle for the data which is to be collected, processed and/or generated in a Horizon 2020 project. | Plan de gestion des données | Datenmanagemen tplan | Piano di gestione dei dati | Datu vadības plāns | plan zarządzania danymi | Plan de gestión de datos | aineistonhallintasu unnitelma |
| data sheet | | Document containing the main information on a specific project. | fiche technique/ fiche de données | Datenblatt | Scheda informativa | Datu lapa | arkusz danych | hoja de datos | tietolomake |
| day-equivalent / daily rate | | Annual personnel costs for the person divided by 215 workable days. | équivalent jour / taux journalier | Tagessatz / Tagesequivalent | costo giornaliero | dienas-ekvivalents/dienas likme | ekwiwalent dzienny / stawka dzienna | día-equivalente / tarifa diaria | päiväpalkka |
| deliverables | | Deliverables are additional outputs that must be produced at a given moment during the action. | objectifs / livrables | zu liefernde Projektergebnisse | prodotti attesi dalle attività del progetto | nodevumi | wyniki / rezultaty | entregables | tuotokset |
| depreciation | | Decrease in the value of assets and method to reallocate the cost of a tangible asset over its useful life span. | amortissement | Abschreibung | ammortamento | nolietojums, vērtības zudums, amortizācija | amortyzacja | depreciación | poistot |
| direct costs | | Costs that can be directly allocated to a project or action and are necessary for its implementation. | coûts directs | Direkte Kosten | costi diretti | tiešās izmaksas | koszty bezpośrednie | costes directos | välittömät kustannukset |



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| dissemination | | Public disclosure of the results by any appropriate means (other than resulting from protecting or exploiting the results), including by scientific publications via any medium. | diffusion/ dissémination/vulgarisation | Verbreitung | disseminazione, diffusione | izplatīšana | upowszechnianie wyników badań | difusión | levittäminen, disseminaatio |
| eligibility | | Entitlement to participate, or to access; also chargeability of costs. | éligibilité | Zulassungsbe- rechtigung | eleggibilità | attiecināmība, atbilstība (prasībām, kritērijiem), tiesīgs spēlēt, tiesības (priekšrocība) tikt izraudzītam (ievēlētām) | kwalifikowalność | elegibilidad | kelpoisuus |
| Ethics and research integrity | | Ethics and research integrity | Éthique et intégrité de la recherche | Ethik und Integrität in der Forschung | etica e integrità della ricerca | pētniecības ētika un integritāte | Etyka i uczciwość w badaniach/ integralność badań | Ética e integridad de la investigación | etiikka ja tutkimuksen eheys |
| European Commission | COM / EC | European Commission | Commission européenne | Europäische Kommission | Commissione Europea | Eiropas Komisija | Komisja Europejska | Comisión Europea | Euroopan komissio |
| European Research Area | ERA | European Research Area | Espace européen de la recherche | Europäischer Forschungsraum | Area Europea della Ricerca | Eiropas Pētniecības telpa | Europejska Przestrzeń Badawcza | Espacio Europeo de Investigación | Eurooppalainen tutkimusalue |
| Evaluation Summary Report | ESR | Document applicants receive after the evaluation of the project, with the comments from the reviewers | Rapport d'évaluation | Zusammen- gefasster Evaluations- bericht | Rapporto di sintesi della valutazione | vērtējuma kopsavilkuma ziņojums | Raport podsumowujący ewaluację | Informe de resumen de la evaluación | arviointiyhteenveto |



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| exploitation | | Use of results for commercial purposes or in public policymaking. | exploitation (valorisation) | Verwertung | valorizzazione dei risultati | saimniecība, iegūšana, izmantošana, ekspluatācija, apstrāde, lietošana, saimniecības pārziņāšana | użytkowanie, eksploatacja | explotación | hyödyntäminen |
| final payment | | Payment received after the completion of the project and acceptance of costs and reports. | paiement final (solde de paiement) | Abschlusszahlung | pagamento finale, saldo | gala maksājums | płatność końcowa | pago final | loppumaksatus |
| financial capacity | | Capacity of an individual Institution to manage their own financial affairs. | capacité financière | finanzielle Leistungsfähigkeit | capacità finanziaria | finanšu kapacitāte | zdolność finansowa | capacidad financiera | taloudellinen toimintakyky |
| financial statement | FS | Financial report completed and signed online by each beneficiary for each reporting period. | bilan financier | Finanzbericht | rendiconto finanziario | finanšu pārskats, pārskats par finansiālo stāvokli | sprawozdanie finansowe | declaración financiera | tilinpäätös |
| Funding and Tenders Portal | F & T Portal | Funding and Tenders Portal | Portail des financements et des appels d'offres | Fördermittel- und Ausschreibungsportal | portale dei finanziamenti e dei bandi di gara | Finansējuma un iepirkumu portāls [F & T portal] | Portal Finansowanie i Przetargi | Portal de Financiación y Licitaciones | Euroopan komission rahoitusportaali |
| Gantt chart | | Project management tool that graphically displays the chronological sequence of activities on a time axis. | Diagramme de Gantt (diagramme de planification des tâches) | Projektstrukturplan (Gantt-Diagramm) | diagramma di Gantt, cronoprogramma | ganta diagramma | wykres Gantta | Diagrama de Gantt | Ganttin kaavio |



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| Gender Equality Plan | GEP | In the specific context of research organizations and higher education institutions, the European Commission considers a Gender Equality Plan as a set of actions aiming at: identifying gender bias; Identifying and implementing innovative strategies to correct any bias; setting targets and monitoring progress via indicators. | Plan/politique d'égalité des sexes | Gleichstellungsplan | piano di parità di genere | Dzimumu līdztiesības plāns | Plan na rzecz równouprawnienia płci | Plan de igualdad de género | Tasa-arvosuunnitelma |
| gold & green open access | | Gold open access: publication directly in online resources; Green open access: publication in any medium putting a copy in an archive freely accessible. | Publication ouverte (publication en ligne gratuite ou payante) | Goldener & grüner freier Zugriff (direkte freie elektro-nische Veröffentlichung und elektronische Zweitveröffentlichung) | accesso aperto alle pubblicazioni e ai dati; gold (pubblicato su risorse online soggette a peer review, spesso a pagamento); green (auto-archiviazione della copia elettronica di una pubblicazione di ricerca nel proprio archivio istituzionale, con un periodo di embargo da 6 a 12 mesi) | zelta un zaļā atvērtā piekļuve | złoty i zielony otwarty dostęp, złoty otwarty dostęp: publikacja bezpośrednio w zasobach internetowych; zielony otwarty dostęp: publikacja na dowolnym nośniku, umieszczenie kopii w ogólnodostępnym archiwum | acceso abierto oro y verde | rinnakkaisjulkaisu ja maksuton avoin julkaisu |



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| Grant Agreement | GA | Contract the beneficiaries sign with the contracting authority (the European Commission). Legal basis for the implementation of the action or project. | Convention de subvention | Finanzhilfvereinbarung | contratto di sovvenzione | mērķfinansējuma līgums, finansēšanas līgums, dotācijas līgums, subsīdiju līgums | Umowa o dofinansowanie | Acuerdo de subvención | avustusopimus |
| Human Resources Strategy for Researchers | HRS4R | The Human Resources Strategy for Researchers (HRS4R) supports research institutions and funding organizations in the implementation of the Charter & Code in their policies and practices | Stratégie de ressources humaines pour les chercheurs | Personalstrategie für Forschende | Strategia sulle risorse umane per i ricercatori | Cilvēkresursu stratēģija pētniekiem [HRS4R] | Strategia Zasobów Ludzkich dla Naukowców | Estrategia de Recursos Humanos para Investigadores | tutkijoita koskeva henkilöstöresurssi strategia, HRS4R |
| impact | | direct effect attributable to the project | impact | Auswirkung | impatto | ietekme, iedarbība, impulss, sadursme, | wpływ, bezpośredni efekt przypisywany projektowi | impacto | vaikutavuus |
| indirect costs | | institutional costs not directly linkable to the project | coûts indirects | indirekte Kosten | costi indiretti, spese generali | netiešās izmaksas | koszty pośrednie | costes indirectos | epäsuorat kustannukset |
| innovation capacity | | Potential of an organisation to actively promote innovation processes | capacité d'innovation | Innovationskraft | capacità innovativa | inovāciju kapacitāte | zdolność innowacyjna | capacidad de innovación | innovaatiokapasiteetti |



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| innovation management | | Systematic planning, managing and controlling of innovations in organisations. | gestion des innovations | Innovationsmanagement | gestione dell'innovazione | inovāciju vadība | zarządzanie innowacjami | gestión de la innovación | innovaatioiminnan hallinto |
| Intellectual Property Rights | IPR | Legal rights that are acquired by an owner of intellectual property. | Droits de propriété intellectuelle | Rechte an geistigem Eigentum | diritti di proprietà intellettuale | intelektuālā īpašuma tiesības | Prawa własności intelektualnej | Derechos de propiedad intelectual | immateriaalioikeudet |
| interim payment | | Payment received after each reporting period. | paiement intermédiaire | Zwischenzahlung | pagamento intermedio | starpmaksājums | płatność okresowa | pago intermedio | välimaksu |
| Internal invoicing | | Invoices covering the costs for goods and services produced or provided by the beneficiary itself for the action (e.g. by internal workshops or laboratories) | Facturation interne | Interne Leistungsverrechnung | fatturazione interna di beni e/o servizi prodotti all'interno dell'organizzazione | iekšējie rēķini | Fakturowanie wewnętrzne | Facturación interna | sisäinen laskutus |
| joint ownership | | Two or more beneficiaries co-owning project results and IPR. | propriété conjointe | gemeinsame Wahrnehmung von Rechten an Ergebnissen | titolarità congiunta dei risultati | kopīpašums, kopīgas atbildības un piekritības princips, kopīga atbildība | współwłasność | propiedad conjunta | yhteisomistus |
| knowledge management | | Process of generating, processing, managing, storing and disseminating information. | gestion des connaissances | Wissensmanagement | gestione della conoscenza | zināšanu vadība | zarządzanie wiedzą | gestión del conocimiento | tiedonhallinta |
| knowledge transfer | | Process of disseminating knowledge for further exploitation. | transfert de connaissances | Wissenstransfer | trasferimento della conoscenza | zināšanu pārnese | transfer wiedzy | transferencia de conocimientos | tiedonsiirto |



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| lump-sum-funding | | Lump Sum Funding is a simplified way of reimbursing projects for costs in the form of fixed lump sums for completed work packages. | financement forfaitaire | Förderung nach Pauschalen | finanziamento forfettario | finansēšana ar vienreizēju maksājumu, vienreiz izmaksājama finansējuma summa, vienreizējs kopsummas maksājums, vienreizējs maksājums | Finansowanie ryczałtowe | financiación a tanto alzado | Lump sum rahoitus, kertaluontoinen rahoitus |
| metadata | | Structured data that contains information about the characteristics of other data. | métadonnées | Metadaten | metadati | metadati | metadane | metadatos | metadata, metatiedot |
| midterm review meeting | | Review meeting organised together with the funding authority to monitor the project progress after the midterm report. | réunion de bilan à mi-parcours | Meeting zur Revision des Projektfortschritts zur Mitte der Projektlaufzeit | incontro di revisione di medio termine | vidusposma pārskata tikšanās | spotkanie przeglądowe śródokresowe | reunión de revisión intermedia | väljarvointikokous |
| milestones | | Control points in the project that help to chart progress. | jalons/ étapes clés | Meilenstein | momenti di controllo dell'attività di progetto | starpposma mērķis, šķirtne | kamienie milowe | hitos | merkkipaalu tavoitteiden saavuttamisessa |
| Mutual insurance mechanism | | Horizon Europe renaming "Beneficiary Guarantee Fund" that was part of Horizon 2020 | Mécanisme d'assurance mutuelle | Auf Gegenseitigkeit beruhender Versicherungsmechanismus (ehemals Teilnehmer-Garantiefonds) | meccanismo di mutua garanzia | savstarpējas apdrošināšanas/no drošinājuma mehānisms | Mechanizm ubezpieczeń wzajemnych | Mecanismo de seguro mutuo | talouden yhteisvastuumeکانismi |



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| National Contact Point | NCP | National Contact Points (NCPs) are independent organizations providing information to applicants in their native language. | Point de contact national | Nationale Kontaktstelle NKS | punto di contatto nazionale | Nacionālais Kontaktpunkts | Krajowy Punkt Kontaktowy | Punto de contacto nacional | kansallinen kontaktihenkilö |
| Open and transparent merit-based recruitment | | Open and transparent merit-based recruitment | Un recrutement ouvert et transparent basé sur le mérite | Offene und transparente leistungsbezogene Rekrutierung | reclutamento con procedure di trasparenza, basato sul merito | atvērtā un caurspīdīga personāla atlase pēc nopelniem | Otwarta i przejrzysta rekrutacja merytoryczna | Contratación abierta y transparente basada en los méritos | avoin, läpinäkyvä ja ansioihin perustuva rekrytointi |
| open science | | Academic practices inviting manifold stakeholders to participate in and contribute to research projects. Research data and any outcomes/ outputs of the project is made freely available to the public. | Science ouverte | Offene Wissenschaft (freier Zugang zur Wissenschaft und zu wissenschaftlichen Ergebnissen) | scienza aperta | atvērtā zinātne | otwarta nauka | ciencia abierta | avoin tiede |
| patent | | A patent is a sovereignly granted commercial property right for an invention. | brevet | Patent | brevetto | patents | patent | patente | patentti |
| person-month | | Staff expenses / human effort calculated on the basis of full-time equivalents | personne-mois | Personenmonat | mese/persona | personmēnesis | osobo-miesiąc | persona-mes | henkilötyökuukausi |
| Personnel costs | | staff costs | Frais de personnel | Personalkosten | costi di personale | personāla izmaksas | Koszty osobowe/ Koszty personelu | Costes de personal | henkilöstökustannukset |



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| pre-financing | | Payment received at project start that enables the consortiums to implement the action. | préfinancement | Vorfinanzierung | pre-finanziamento | pirmsfinansējums, priekšfinansējums | prefinansowanie | prefinanciación | ennakkomaksu |
| Project officer | PO | Staff member of the funding authority or executive agency, and primary contact person for the project consortium from the signing of the Grant Agreement until final payment. | Responsable de projet | Projektbeauftragter/Beauftragter der Europäischen Kommission als Erstan-sprechpartner für Konsortien ab dem Zeitpunkt der Unterzeichnung der Finanz-hilfe-vereinbarung bis zur Abschlusszahlung) | Funzionario UE assegnato al progetto | projektu ierēdnis, projektu vadītājs | opiekun projektu | Responsable del proyecto | Euroopan komission asettama projektin toimihenkilö |
| purchase costs | | Project related costs for equipment and other goods and services based on a purchasing process. | coûts d'achat | Anschaffungskosten | costi per acquisti | iegādes izmaksas | koszty zakupu | gastos de compra | ostohinta |
| research data | | Data used or generated in the course of the project and included in the project results. | données de recherche | Forschungsdaten | dati di ricerca | pētniecības dati | dane badawcze | datos de la investigación | tutkimusaineisto |
| result | | Any tangible or intangible output of the action, which are generated in the action as well as any attached rights, including intellectual property rights. | résultat | Ergebnisse | risultato | rezultāts | rezultat | resultado | tulos |



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| risk management | | Risk management is the process of identifying in advance, evaluating the probability and severity and controlling risks by implementing mitigation measures. | la gestion du risque | Risikomanagement | gestione del rischio | riska vadība | zarządzanie ryzykiem | gestión de riesgos | riskinhallinta |
| secondment | | Period of time spent by a researcher at the beneficiary's premises (other than the beneficiary that hired the researcher under the project) or at the premises of a partner organization | détachement | | distacco temporaneo di un membro di un'organizzazione presso un'altra organizzazione | norīkojums | oddelegowanie | comisión de servicio | työkommennus toisen organisaation tiloissa |
| subcontracting | | Subcontracting means that action tasks specified in the Grant Agreement (GA) which are not carried out by the beneficiaries themselves are outsourced to external third parties. | Sous-traitance | Unterauftragsvergabe | subcontratto | apakšuzņēmēju piesaiste | podwykonawstwo | Subcontratación | alihankinta |
| System and process audit | | A system / process audit is An evaluation of the sequential steps and techniques of processes on the institutional level. | Audit des systèmes et des processus | | verifica di sistema e di processo | sistēmas un procesu audits | audyt systemu/procesu | Auditoría de sistemas y procesos | toiminnan tarkastus |



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| third parties | | Entities providing external support are called | des tiers/ tierces parties | am Projektverlauf beteiligte Dritte | terze parti | trešās puses | osoby trzecie | terceros | kolmas osapuoli |
| time sheet | | recordings informing about productive | fiche de présence/ fiche de temps | Zeitaufschrieb / Stundennachweis | registrazione del tempo impiegato sul progetto e delle attività svolte | darba laika tabulas, darba laika uzskaites grafiks | ewidencja czasu pracy | hoja de tiempos | työaikalomake |
| trademark | | Any signs, in particular words, including personal names, or designs, letter, numerals, colours, the shape of goods or their packaging, or sounds. | marque déposée | Marke / Markenzeichen | marchio | prečzīme, firmas zīme | znak towarowy | marca | tavaramerkki |
| transnational access | | Transnational access | accès transnational | | accesso transnazionale | transnacionāla piekļuve | dostęp ponadnarodowy | acceso transnacional | maidenvälinen käyttömahdollisuus (esim. infra + tieto jne.) |
| unit costs | | Average and clearly defines costs per unit for personnel costs, caseloads or services. | coûts unitaires | grenzüberschreitender Zugang | costi unitari | gabalcena, vienības pašizmaksa, vidējās izmaksas | koszty jednostkowe | costes unitarios | yksikkökohtaiset kustannukset |
| usual cost accounting practice | | General accounting procedures applied to all other financial resources of the institution. | la pratique habituelle de la comptabilité analytique | übliche Praxis der Kostenabrechnung | pratiche contabili usate da un'organizza-zione | parastā izmaksu/izdevumu uzskaites prakse/kārtība | zwykła praktyka księgowania kosztów | práctica habitual de contabilidad de costes | organisaation tavanomaiset kirjanpitokäytännöt |
| work-packages | WP | Portion of the work breakdown structure that allows project management to define the steps necessary to complete the work | lot de tâches/ groupes de travail | Arbeitspakete | fasi di lavoro | darba pakas | zadania, pakiet pracy | paquetes de trabajo | työpaketit |