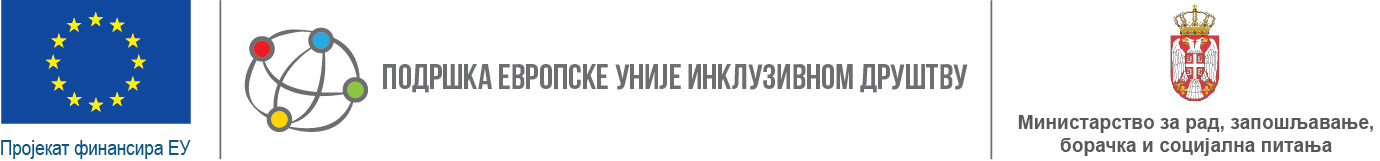
**INSTRUCTIONS FOR PROJECT VISIBILITY FOR GRANT BENEFICIARIES**

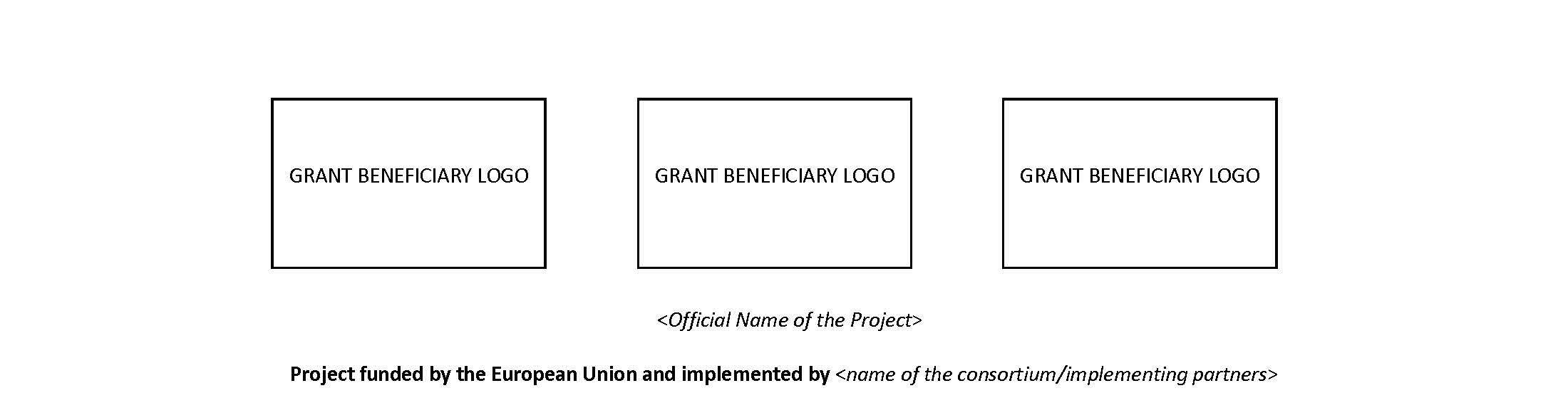
1. **PROJECT DOCUMENTS for Internal/External communication (Memo, Letters, Faxes, Reports, etc) HEADER COMPOSITION** (ENGLISH AND SERBIAN)

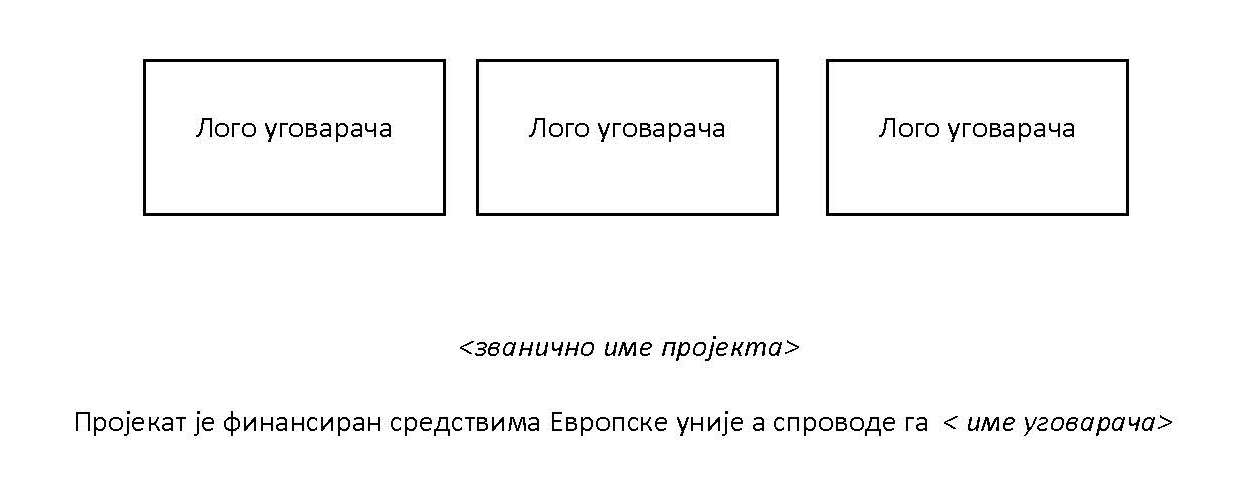




1. **PROJECT DOCUMENTS for Internal/External communication (Memo, Letters, Faxes, Reports, etc) FOOTER COMPOSITION** (English and Serbian Cirilic) – *all applied logos should be the same size. Contact details of the Grant Beneficiaries can be added either within the footer just next to the logo, or as a contact box within memorandum itself.*

**Footer composition for more than one implementing partners:** (English and Serbian Cyrillic)

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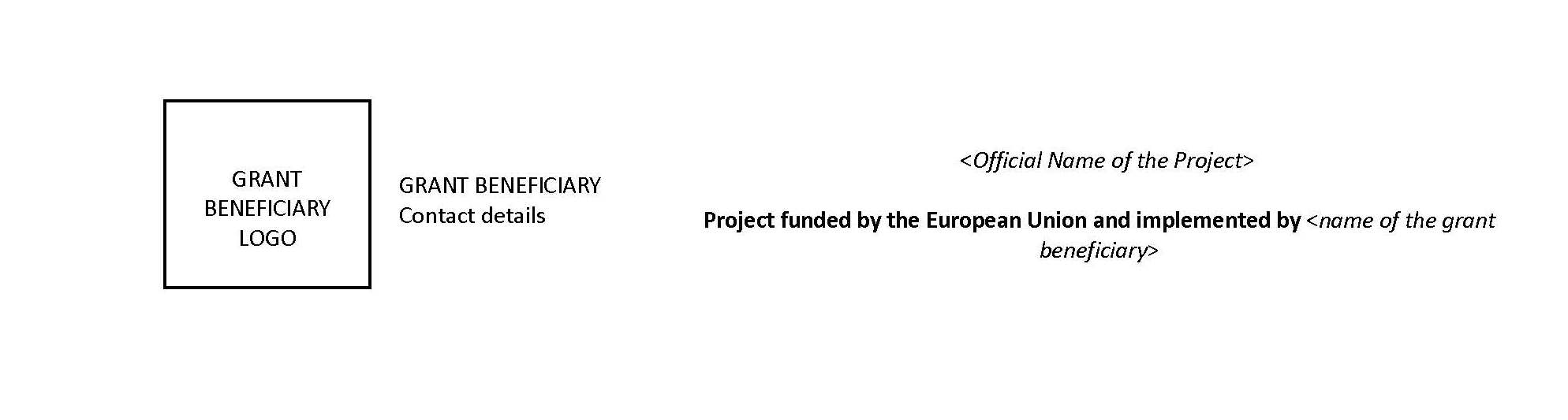


**Important note:** In case of co-financing please apply disclaimer as follows:

**Project funded by the European Union and co-funded by** *<name of the organisation>* **and implemented by** *<name of the consortium/implementing partners>*

**Projekat je finansiran sredstvima Evropske unije i kofinansiran sredstvima** *<ime organizacije>* **a sprovode ga** *<imena ugovarača>*

**Footer composition for more one implementing partner:** (English and Serbian Cyrillic)

****

****

**Important note:** In case of co-financing please apply disclaimer as follows:

**Project funded by the European Union and co-funded by** *<name of the organisation>* **and implemented by** *<name of the grant beneficiary>*

**Projekat je finansiran sredstvima Evropske unije i kofinansiran sredstvima** *<ime organizacije>* **a sprovodi ga** *<ime ugovarača>*

1. **Application of EU - PROJECT PMU – MoLEVSA logos on specific promotional materials FOR ALL GRANT BENEFICIARIES and their promo materials:**

ENGLISH VERSION | Project promotional materials

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 SERBIAN VERSION | Project promotional materials



**IMPORTANT NOTE: Logos of grant beneficiaries should be always applied with same or smaller size than EU, PMU and MoLEVSA logo.**

1. **DISCLAIMERS FOR PROMOTIONAL MATERIALS**
2. **Disclaimers for Brochures, Leaflets, Publications, Audiovisual materials, Web presentations**

„This publication has been produced with the assistance of the European Union. The contents of this publication are the sole responsibility of <name of the grant beneficiary and implementing partner> and can in no way be taken to reflect the views of the European Union“.

“Ova publikacija je napravljena uz finansijsku pomoć Evropske unije. Sadržaj ove publikacije isključivo je odgovornost <ime ugovarača /partnera > i ne predstavlja zvanične stavove Evropske unije”.

1. **EU Visibility Boards at Project Site Locations and Commemorative Plaques**

Visibility of the infrastructure activities financed by European Union can be provided through Display Panels (in practice, also called the Construction Site Boards) and Commemorative Plaques.

 In this respect Contractor is required to:

1. Produce minimum two Display Panels per each contracted site location (size 170x150)
2. Produce minimum one Commemorative plaque per each constructed facility (A3 size – 297x420mm)
3. Maintain Display Panels from the beginning of the action until six months after its completion

**Instructions to Contractors for preparation of the Graphic Layout for further approval of the EUD Press and Information Officer:**

**EU Site Board/Display Panel**

      Size:  170x150

            Language: English and Serbian

            Panton colors of the Blue and Yellow surface:

* Pantone Reflex Blue
* Pantone Process Yellow

**Commemorative plaque**

Size: 297x420 or A3

Material: Acrylic + Forex, or some other material agreed in cooperation with MISP Visibility Manager

Language: Serbian

Panton colors of the Blue and Yellow surface:

* Pantone Reflex Blue
* Pantone Process Yellow

**Contact your PMU Visibility Officer to obtain the official templates.**

1. **Vehicles and equipment**

Any vehicles used in an EU-funded action should be clearly marked, and visibly carry the EU flag and the phrase **“Funded by the European Union”** both in English and Serbian language. Logos of the contractor, the implementing partner or other donors may appear on vehicles, although the EU flag should be displayed at least as prominently as the logos of other participants in the action.

All the equipment used in an EU-funded action should be clearly marked, and visibly carry the EU flag and the certain phrases both in Serbian and English (for example):

“This institution was equipped with support by the European Union”

“Ovu ustanovu je opremila Evropska unija”

“This laboratory equipped through a donation of the European Union”

“Ova laboratorija je opremljena uz pomoć Evropske unije”

This equipment was donated by the European Union”

“Ovu opremu je donirala Evropska unija”

Please check [Communication and Visibility Manual for EU External Actions”](http://ec.europa.eu/europeaid/work/visibility/) and its templates.

1. **Audiovisual materials**

Just like for the other materials, these products should indicate the support of the EU by placing the EU flag and the publication disclaimer to be visible at the beginning and at the end.

If you have additional questions, please do not hesitate to contact your PMU Visibility Officer:

Ms. Sanja Babić, [s.babic@socijalnainkluzija.rs](mailto:s.babic@socijalnainkluzija.rs) , +381 63 451 416