

PARTNERSHIP AGREEMENT

Q Europe - quality management systems and impact measuring in providing LTC

Number of the Grant Agreement: **2017-1-CZ01-KA204-035566**

between

SLEZSKA DIAKONIE
represented by Romana Belova
being the deputy director,
hereinafter referred to as acronym of the coordinator;

and

Trnavská univerzita so sídlom v Trnave
represented by (legal representative)
being the position,
hereinafter referred to as acronym of the partner

1. Subject of the Partnership Agreement

The subject of this Partnership Agreement is to define the organisation of the partnership by regulating the rights and obligations of the coordinator and the partner in order to successfully implement the Erasmus+ (KA2 - Cooperation for Innovation and the Exchange of Good Practices, KA204 - Strategic Partnerships for adult education) project. This agreement is based on the Grant Agreement signed between the coordinator (SLEZSKÁ DIAKONIE) and the National Agency (Dům zahraniční spolupráce, Na Poříčí 1035/4, 110 00 Praha 1) on the base of the supported project /project attached in Annex 1/.

On the basis of the attached project /Annex 1/, the coordinator and the partner shall contribute to the achievement of the requirements of the Grant Agreement together with other partners performing project actions in accordance with the terms and conditions as stated in the project. The parties shall carry out the work in accordance with the timetable using their best efforts to achieve the results specified therein.

2. Duration of the Agreement

This Agreement shall come into force on the day when it has been signed by all parties, but shall have retroactive effect from the start of the eligibility period. It shall remain in force until the coordinator has discharged in full its obligations arising from the Erasmus+ Grant Agreement with the National Agency.

The project's duration is 23 months, **starting on October 1, 2017 and ending on August 31, 2019.**

3. Payment of funds and modalities

a) The Project Coordinator will transfer the funds to the partner's account in accordance with project performance. The grant received by the partner has to be strictly and solely dedicated to the project funding, for the purposes defined by the Project.

The funds to be paid to the partner shall be paid into the following institutional bank account:

Name and Address of the Account Holder:	Trnavská univerzita so sídlom v Trnave
Name of Bank:	Štátna pokladnica
Address of Bank:	Radlinského 32, P.O.Box 13, 810 05 Bratislava
IBAN - International Bank	SK13 8180 0000 0070 0024 1236

or Account Number:	
Bank or Swift Code:	SWIFT: SUBASKBX

b) In the following table the planned partner budget is given according to the categories of project expenses, and is expressed in Euros, in accordance with the Project:

Costs	Amount in EUR
Project management	5 750
Transnational project meetings	Max 575
Intellectual Outputs	Max 5 920
Multiplier Events	Max 3 000
Regional Workshops	Max 7 470
Total Erasmus+ contribution	MAX 22 715

c) The Project Coordinator shall pay the partner for work completed satisfactorily according to the description and schedule of this work. Payment to the partner shall be made according to the following planned schedule:

- First instalment of pre-financing: The coordinator will transfer 50 % of the partner's total costs budget for the item: project management, after the signing of the present contract, and bank details are correctly provided by the partner.
- Second instalment of pre-financing: The coordinator will transfer 30% of partner's total costs budget for the item: project management after 8 months of the project.
- Third payment after sending the final project report till November 30, 2019: The coordinator will transfer 20 % of the partner's total cost budget for the item: project management.
- All outstanding payments to cover actual eligible expenditures that have not been received in previous instalments (see above), will be paid to the partner within 30 days, on condition that the partner has provided the requested eligible supporting documentation within the foreseen deadline. Only expenditure in accordance with the project and for which supporting documents have been provided, will be financed.

4. Management of project and core group management

a) For the management of the Action the following groups will be set up:

- general management as a coordinator Romana Belova (coordinating organisation is also responsible for the evaluation in charge of the quality control and monitoring)
- a Core Group Management to control the administrative and methodological aspects of the Action, monitor and evaluate the phases of the Action in terms of declared objectives and correspondence with the work plan, intervene for the resolution of any possible incoming problems; consists of the key persons of all partner organisations: Romana Belova, Maria Smidova, Florian Tudor, Paola Gazzano
- coordinator of publication activities: Maria Smidova

Core group management will meet every 4 months (via Skype, e-mail or during project activities) and will be informed and discuss the planning, administrative, co-operation, quality of the project activities, achieving the timetable, checking of financial situation of the project, dissemination and evaluation relevant to the project.

Meetings: The project coordinator will prepare in advance the agenda of the meeting, which will be reviewed by the other members. The project coordinator will take minutes of the meeting and send the minutes for comments to the core group management members within 15 working days; if no objections are raised within 10 working days, the minutes shall be considered as approved.

5. Specific obligations of the coordinator

The coordinator shall take all the steps needed to correctly manage the project in accordance with the project.

In addition the coordinator shall:

- keep the partner informed on a regular basis about all relevant communication between the coordinator and the National Agency;
- inform the partner about all essential issues connected to the project implementation without any delay;
- be responsible for the verification that the expenditure declared by the partner has been incurred only for the purpose of implementing the project and corresponds to the activities agreed between the partners in the frame of the submitted project;

- submit Intermediate Report and Final Report to the National Agency for the deadline given in the Grant Agreement;
- transfer funds to the partner in two instalments: as pre-financing for project management activities of partner for half-time period of those activities, or as payment of invoices and/or other supporting documents
- fulfil all the task according to the project

6. Specific obligations of the partner

The partner shall respect all rules and obligations set forth in the project.

In addition the partner shall:

- commit themselves to do everything to carry out the activities as specified in the work plan and foster the implementation of the project (fulfil all the task according to the Annex 1):
 - 1) be active in preparation phase (studying strategic documents, possible nomination of one expert responding for the publication chapter and training specific regional workshop; preparation of regional workshops)
 - 2) be active member of the core group management team (Maria Smidova), meeting (Skype, e-mail, per workshops per 4 months)
 - 3) participate on project meetings (1 person; 2 meetings - Prague, Bratislava\2 persons)
 - 4) participate on regional workshops depending on the role defined (expert, participants, trainers etc.) (number of participants: 3 persons in Italy, Czech republic, Belgium; 4 persons in Slovakia)
 - 5) active cooperation on the realization of the 1st regional workshop held in Slovakia for 12 persons (help with finding the place of the meeting, study visits centres, accommodation etc.)
 - 6) coordinate preparation and elaboration of Q handbook as an project output (DVD form, on-line form containing different videos)
 - 7) realize the final local conference for 30 participants (1 day) in native language
- provide the staff, facilities, equipment and material necessary to perform the project activities;
- support the coordinator to fulfil its tasks according to the project;
- ensure adequate communication with the coordinator; provide the coordinator without any delay with any information needed to draw up Report and the Final Report, or provide with any further information needed by the coordinator;
- inform the coordinator immediately about any delay in the performance of the activities or any circumstance that could lead to a temporary or final discontinuation of the project; inform the coordinator about any change in personnel, tasks or procedures of its project team;
- maintain either a separate accounting system or an adequate accounting code for all transactions relating to the project;
- inform the coordinator on the details of the bank account where the part of the National Agency contribution shall be transferred by coordinator;
- have the expenditures incurred and paid in the given reporting period and submit the supporting documents on validation of expenditure to the coordinator.

7. Accounting, Record Keeping and Reporting

a) Original invoices, debit notes, receipts, bank statements for every item of expense have to be thoroughly documented and kept by the institution and can only be financed by project funding if they are in compliance with eligibility of expenditure. The partner is fully responsible for the correct delivery of the declaration of expenses and the appropriate application of accounting system. In more detail, the partner shall comply with the following:

- to be aware of the fact that the coordinator will not compensate for the ineligibility of costs caused by any violation of project, for which the partner is responsible,
- to keep a record of any expenditure incurred under the project and all proofs and related documents for five years after the end of the period covered by the present contract.

b) The coordinator will provide **the partner** with the appropriate forms for the declaration of expenses and the respective instructions for their completion.

c) All documents should be drawn up in Euro.

8. Intellectual property

The cooperation under this project is regarded as a strategic partnership. Beneficiaries make in-kind contributions and offer their intellectual know-how to get a collective product. Copyrights will be respected as follows:

- Material already developed and brought in may be only used within the scope of the project as templates of good practice. Where beneficiaries develop material within the scope of the project this material will be available for the partnership as a means within the common goals set in the partnership.
- Collective products in tangible form, like manuals, CD-ROMs, online data as the authorised result of this project work will be disseminated and translated into the respective beneficiary's official language(s) for free as long as they are not marketed for profit.

9. Information, Language and Publicity

The partner is equally responsible to promote the fact that financing is provided from the European Union funds in the framework of the Erasmus+ Programme and to ensure the adequate publicity of the project. The partner takes note of the fact that the results of the project will be made available to the public and they agree that the results of the project shall be available for all partners and for the public free of charge. (http://eacea.ec.europa.eu/about-eacea/visual-identity_en).

The working language of the partnership shall be English.

10. Other provisions

a) The coordinator and the partner commit themselves to taking measures to ensure that all staff members carrying out the work respect the confidential nature of information regarded as such, and do not disseminate it, pass it on to third parties or use it without prior written consent of the coordinator and the partner.

b) 3 (three) original copies will be made of this Agreement; of which each party keeps one original and one original is attached to the Grant Agreement.

Annexes

Annex I: Project

Annex II: Timetable

Signatures

We, the undersigned, declare that we have read and accepted the terms and conditions of this contract as described here before, including the annexes thereto.

For the coordinator

.....
Name of the legal representative

.....
Position

.....
Date and Place

.....
Signature

Stamp of the institution

For the partner

.....
Name of the legal representative

.....
Position

.....
Date and Place

.....
Signature

Stamp of the Institution

**Annex II TIMETABLE -
WORKPLAN**

Name of the project: Q Europe - quality management systems and impact measuring in providing LTC

PROJECT TIMETABLE

	MONTHS	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
Project activity*																									
A1																									
O1/A1																									
1st project meeting																									
2nd project meeting																									
Local conference																									
Local conference																									
Local conference																									
Local conference																									
Reg work.Slovakia																									
Reg. Workshop Italy																									
Reg. Workshop CZ																									
Reg. Workshop Belgium																									