



Service Level Agreement 2021 - 2023

Concluded between:

Board of the Association for European Life Science Universities (ICA) NPA

Registered Office: 9030 Gent-Mariakerke, Marcus Van Vaerneuwijkstraat 21. Juridical district Ghent.

Represented by: Rector Magnificus Arthur Mol, President of ICA

Hereinafter referred to as “ICA”

and

Česká zemědělská univerzita v Praze

(Czech University of Life Sciences Prague)

Registered Office: Kamycka 129, CZ 165 00 Prague - Suchdol, Czech Republic

VAT: CZ60460709

Represented by: Rector prof. Ing. Petr Sklenička, CSc.

Hereinafter referred to as “CZU”

1 Purpose

The purpose of the Service Level Agreement is to provide transparency in the services to be provided for an agreed service fee. This Service Level Agreement will be available for the Auditors and the ICA General Assembly if requested to support the payment of the service fee.

2 Scope of work to be provided by CZU

CZU will provide services for the ICA Secretariat which will be responsible for:

I. General Support

- Supporting the ICA President.
- Supporting the ICA Secretary General.
- Updating ICA's management documents.

II. Operating ICA bank accounts on a day to day basis

- Bookkeeping and payment of invoices and expense claims.
- Preparation of a bi-monthly financial report of income and expenditure against budget.
- Payment of University of Eastern Finland Erasmus Mundus project invoices and monthly financial reports to the University of Eastern Finland.
- Holding the audit of ICA accounts in 2015 and following years.
- Reporting regularly to the ICA ExCo.

III. Supporting the ICA meetings process

- Notification of ICA Board, GA, Council and ExCo meetings.
- Drafting of some papers and circulations of the papers for ICA Board meetings, ICA GA, ICA Council and ICA ExCo meetings.

- Writing the draft minutes from ICA Board meetings, ICA GA, ICA Council and ICA ExCo meetings.

IV. Management of the ICA membership

- Sending out invoices and reminders for membership subscriptions
- Updating of ICA membership addresses and membership subscription databases, including the online membership database once this is fully functional.
- Sending out and chasing declarations for reduced membership subscriptions
- Notifying members in risk of suspension due to non-payment of membership subscriptions
- Supporting the recruitment of new ICA members (new membership campaign)

V. ICA Sponsored Conferences

- Support the ICA Secretary General in the planning and execution of ICA sponsored conferences

3 CZU responsibilities

The Rector of CZU (or his delegate if decided in written form signed by the rector) will act as Secretary to the ICA Board and in this function will be ex-officio member of the ICA Board and of the ICA Executive Committee. The Secretary of the ICA Board is responsible for the supervision and good functioning of the ICA administration. For this purpose, CZU will put at the disposition of ICA the head of its International Relation Office or any other administrative person who will be available and in charge of the administration for ICA on a daily basis and act as ICA - Administrator. The ICA - Administrator will have the necessary IT skills to work effectively in a virtual office environment (particularly email and MS Office).

The service fee will compensate CZU the personnel and office costs incurred in connection with the successful maintenance of the ICA Secretariat based in CZU.

4 Compensation

CZU will be able to claim the travel and subsistence expenses of the ICA - Administrator in attending agreed meetings in connection with the work of the ICA Secretariat.

5 Period of the Agreement

The services will be provided by CZU for from 1st January 2021 to 31st December 2023. This period may be prolonged by mutual written agreement among both parties.

6 Termination

Each party can terminate the Service level agreement on giving 60 days notice in writing to the other party without the need to justify the termination. On such termination CZU will be eligible for payment of a *pro rata* fee to the period of work undertaken.

7 Payment of Fee

CZU will be paid 1650 € excluding VAT for the services provided on submission of an invoice.

The fee will be paid till 31 March of each year.

In addition the ICA Membership Subscription is waived.

8 Settlement of Dispute

In the event of a dispute relating to the implementation of this service level agreement or related to its violation, termination or nullity, and which cannot be resolved through amicable discussion between the parties, that dispute will be submitted for arbitration by a panel. The panel will comprise two members of the ICA Board (neither of whom should be employees of CZU), two representatives of CZU (neither of whom should be ICA Board members) and an independent Chair acceptable to both parties. The decision of this arbitration panel will be binding on both parties.

9 Final Clause

ICA State agrees wholeheartedly with the publication of the full text of this Agreement so that this Agreement can be deemed information provided pursuant to Act No. 106/1999 Coll., on Freedom of Access to Information, as amended and Act No. 340/2015 Coll., on register of contracts, as amended.

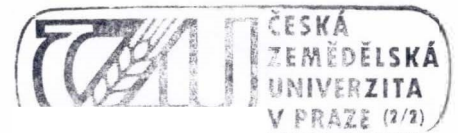
Notifications concerning this service level agreement must be rendered for the attention of the President of ICA, currently Rector Magnificus Arthur Mol, Wageningen University and Research, Droevendaalsesteeg 4, 6708PB Wageningen, The Netherlands by post or email arthur.mol@wur.nl and the Rector of CZU, currently Rector Petr Sklenička, Czech University of Life Sciences, Kamycka 129, CZ 165 00 Prague - Suchdol, Czech Republic email sklenicka@fzp.czu.cz. The receipt of any notification concerning the service level agreement shall be confirmed by the receiving party.

Amendments to this service level agreement can only be made in writing, signed by each party.

Signed

Board of the Association for European Life
Science Universities

Česká zemědělská univerzita v Praze
Czech University of Life Sciences Prague



Rector Magnificus Arthur Mol
President of ICA

Date: 22-12-2020

Rector prof. Ing. Petr Sklenička, CSc.

Date: 22-12-2020