

**Partnership Agreement**  
**for the implementation of the**  
**Project *Innovation and development of courses focused on mental health***  
**(Application number: *EHP-CZ-ICP-3-002*)**  
**funded under the EEA Financial Mechanism 2014-2021**  
**CZ-EDUCATION**

between

***Vysoká škola polytechnická Jihlava***

***College of Polytechnics Jihlava***

Tolstého 1556/16, 586 01 Jihlava

Czech Republic

71226401

VAT: CZ71226401

Other public organisation

Prof. MUDr. Václav Báča, Ph.D.;

rector

hereinafter referred to as the “Project Promoter”

and

***Centrum pro rozvoj péče o duševní zdraví, z. s.***

***Centre for mental health care development***

Řehořova 992/10, 130 00 Praha 3

Czech Republic

62936654

VAT CZ62936654

Non-governmental organisation

Mgr. Pavel Říčan

director

hereinafter referred to as the “Project Partner 1”

and

***Byrådsavdeling for arbeid, sosial og bolig, Bergen kommune***  
***Department for work, social welfare and housing, City of Bergen***

Rådhusgaten 2, N-5020 Bergen

964338531

Local authority

Tommy Johansen

Director for department for work, social welfare and housing

hereinafter referred to as the “Project Partner 2”

hereinafter referred to individually as a “Party” and collectively as the “Parties”

IT IS AGREED AS FOLLOWS:

**Article 1 – Scope and objectives**

1. This Partnership Agreement (hereinafter referred to as the “Agreement”) defines the rights and obligations of the Parties and sets forth the terms and conditions of their cooperation in the implementation of the Project Innovation and development of courses focused on mental health (Application number: EHP-CZ-ICP-3-002) funded under EEA Financial Mechanism 2014-2021 CZ-EDUCATION (hereinafter referred to as the “Project”). The CZ-EDUCATION Programme Operator is the Czech National Agency for International Education and Research (hereinafter referred to as “DZS”).

2. The Parties shall act in accordance with the legal framework of the EEA Financial Mechanism 2014-2021, namely with the Regulation on the implementation of the EEA Financial Mechanism 2014-2021 (hereinafter referred to as the “Regulation”). The Parties expressly acknowledge to have access to and to be familiar with the content of the Regulation.

3. Any Annexes to this Agreement constitute an integral part of the Agreement. In case of inconsistencies between the Annexes and the Agreement, the latter shall prevail.

**Article 2 – Entry into force and duration**

1. This Agreement shall enter into force and effect on the date of the last signature by the Parties. It shall remain in force and effect until the Project Partner has discharged in full its obligations towards the Project Promoter as defined in this Agreement (in particular the obligation under Article 6 Paragraph 4).

**Article 3 – Main roles and responsibilities of the Parties**

1. The cooperation between the Parties consist in:

<b>Project Promoter tasks and responsibilities</b>
<ul style="list-style-type: none"><li>• overall management and coordination of the Project</li><li>• contacting and selection of experts by experience</li><li>• cooperation on evaluation setting and online meetings concerning evaluation</li><li>• providing material for evaluation (e.g. diaries of experts by experience and other members of the project team, students’ feedback)</li><li>• participation in the first online meeting, presentation of the Project</li></ul>

- creation and administration of the project website, social networks, ensuring a promo project
- participate in the programme prepared by Norwegian partners
- support and guidance of new experts by experience
- innovation and development of a modernized curriculum for the compulsory and optional subjects
- coordination of cooperation of students, experts by experience and other experts within the student project
- providing a program for Norwegian partners' enabling the sharing of experience and the transfer of good practice in the implementation of courses with experts by experience
- ensuring the teaching of the compulsory and optional subjects and their promotion
- supervision of experts by experience' involvement in courses at VSPJ

#### **Contact person (name and contacts details)**

PhDr. Vlasta Řezníková, Ph.D., phone: [REDACTED], e-mail: [REDACTED]

#### **Project Partner 1 tasks and responsibilities**

- sharing good practice and professional experience concerning contacting and selecting experts by experience in the Czech Republic and coordinating a team in which experts by experience are involved
- cooperation on evaluation setting, online meetings for evaluation, ensuring cooperation with external researchers from the University of South-Eastern Norway who have experience with experts by experience' involvement in research and in the evaluation of programs and courses.
- preparation of documents for evaluation (e.g., processing of outputs from the project team's cooperation)
- preparation and presentation of the mental health care system in the Czech Republic at the first online meeting
- participate in the programme prepared by Norwegian partners
- training and support of experts by experience' teaching skills, new methods and techniques of teaching, presentation, communication, work with nervousness, etc.
- innovation and development of modernized curricula for the compulsory and optional subjects - feedback on the implementation of new courses, responsibility for a high professional level of intellectual outputs, leading the team of experts by experience in preparation of modules, consulting team members concerning the preparation of selected topics
- preparation of manuals for experts by experience
- personal coaching of experts by experience
- preparation of a professional program for Norwegian partners
- continuous communication via emails, consultations via ZOOM
- participate in the Project's final meeting and evaluation, two-three days, presentation of the Project's benefits and outputs, facilitation of the project meetings
- supervision of the project activities in terms of compliance with the principles of cooperation and the concept of recovery
- supervision of experts by experience' involvement in courses at VSPJ
- cooperation on project monitoring

<b>Contact person (name and contacts details)</b>
Petra Kubinová, phone: [REDACTED], e-mail: [REDACTED]
<b>Project Partner 2 tasks and responsibilities</b>
<ul style="list-style-type: none"> <li>• presentation of the Norwegian mental health care system at the first online meeting and mutual sharing of good practice in the recruitment of experts by experience</li> <li>• preparation of a four-day program for participants from the Czech Republic or adequate compensation according to the development of the pandemic situation COVID 19</li> <li>• participation in the project evaluation</li> <li>• five-day stay of Norwegian participants in the Czech Republic - sharing and participation in the student project, evaluation of current project activities, full-day workshop (three days in Jihlava, two days in Prague) - or adequate compensation according to the development of the pandemic situation COVID 19</li> <li>• feedback on the new courses' implementation</li> <li>• participate in the Project's final meeting and evaluation, presentation of the benefits of the Project for Norwegian partners</li> <li>• continuous communication via emails, consultations via ZOOM</li> <li>• cooperation on project monitoring</li> </ul>
<b>Contact person (name and contacts details)</b>
Audun Pedersen, phone: [REDACTED], e-mail: [REDACTED]

2. The Parties shall take all appropriate and necessary measures to ensure fulfilment of the obligations and objectives arising out of this Agreement.

3. The Parties shall carry out their respective obligations with efficiency, transparency and diligence. They shall keep each other informed about all matters of importance to the overall cooperation and the implementation of the activities to be performed. They shall act in good faith in all matters and shall, at all times, act in the interest of the Programme Education and the Project.

4. The Parties shall make available sufficient and qualified personnel, which shall carry out their work with the highest professional standard. While carrying out the assignment under this Agreement, the personnel and entities engaged by either Party shall comply with the laws of the respective countries.

5. Whenever in the performance of their assignments under this Agreement the Parties' personnel are on the premises of the other Party, or at any other location in the other Party's country on request of such Party, that Party shall ensure that such premises and locations comply with all applicable national health, safety and environmental laws and standards. The Parties shall take all necessary precautions to prevent the occurrence of any injury to persons

or damage to the property of the other Party in connection with the implementation of the Project.

6. The Project Promoter is responsible for the overall coordination, management and implementation of the Project in accordance with the regulatory and contractual framework specified herein. It assumes sole responsibility for the successful implementation of the Project towards the Programme Operator. The Project Promoter undertakes to, *inter alia*:

- (a) ensure the correct and timely implementation of the Project's activities;
- (b) promptly inform the Project Partner on all circumstances that may have a negative impact on the correct and timely implementation of any of the Project's activities, and of any event that could lead to a temporary or final discontinuation or any other deviation of the Project;
- (c) provide the Project Partner with access to all available documents, data, and information in its possession that may be necessary or useful for the Project Partner to fulfil its obligations; in cases where such documents, data and information are not in English, it shall provide an English translation thereof when so requested by the Project Partner;
- (d) provide the Project Partner with a copy of the signed Project Contract, including any subsequent amendments thereof as of their entry into force;
- (e) consult the Project Partner before submission of any request for amendment of the Project Contract to the Programme Operator that may affect or be of interest for the Project Partner's role, rights and obligations hereunder;
- (f) prepare and submit in a timely manner to the Programme Operator the Interim Project Report (if relevant) and the Final Project Report in connection with the payment claims, in compliance with the Programme Agreement and the Project Contract so as to meet the payment deadlines towards the Project Partner as stipulated in this Agreement;
- (g) transfer to the Project Partner's nominated bank account all payments due by the set deadlines;
- (h) ensure that the Project Partner promptly receives all assistance it may require for the performance of its tasks;

7. The Project Partner is responsible for the performance of the activities and tasks assigned to it in accordance with this Agreement. The Project Partner shall:

- (a) promptly inform the Project Promoter on relevant circumstances that may have an impact on the correctness, timeliness and completeness of its performance;
- (b) provide the Project Promoter with all information necessary for the preparation of the Interim Project Report (if relevant) and Final Project Report within the deadlines and according to the reporting forms set by the Project Promoter;
- (c) immediately inform the Project Promoter of any cases of suspected or actual fraud, corruption or other illegal activity that come to its attention, at any level or any stage of implementation of the Project;
- (d) keep all supporting documents regarding the Project, including the incurred expenditure, either in the form of originals or in versions certified to be in conformity with the originals on commonly accepted data carriers, for at least 10 years from the FMC's approval of the final programme report;

- (e) provide any bodies carrying out mid-term or ex-post evaluations of the Programme, as well as any monitoring, audits and on the spot verifications on behalf of the EEA Financial Mechanism any document or information necessary to assist with the evaluation;
- (f) effectively participate in promoting the objectives, activities and results of the Financial Mechanism as well as the Donor(s)'s contribution to reducing economic and social disparities in the European Economic Area.

#### **Article 4 – Project budget and eligibility of expenditures**

1. The budget share of the Project Partner allocated amongst the budget categories is fixed in Annex I – Project Partner's budget. The applicable rates relevant for the Project Partner are specified in Annex II – Applicable rates.
2. Both parties acknowledge that for the Programme Education indirect costs are declared not eligible.
3. Expenditures incurred by the Project Partner must be in line with the general rules on eligibility of expenditure contained in the Regulation, specifically Chapter 8 thereto.
4. The eligibility of expenditures incurred by a Project Partner is subject to the same limitations as it would apply if the expenditures were incurred by the Project Promoter.

#### **Article 5 – Financial management and payment arrangements**

1. Payment of the project grant share to the Project Partners shall take the form of advance payments.
2. The first advance payment shall be made to:  
Project Partner 1 amounting to 467 480 CZK, corresponding to 40 % of the Project Partner's budget as set up in the Annex  
Project Partner 2 amounting to 145 600 CZK, corresponding to 40 % of the Project Partner's budget as set up in the Annex
3. The second advance payment shall be made to:  
Project Partner 1 amounting to maximum 467 480 CZK, corresponding to 40 % of the Project Partner's budget as set up in the Annex  
Project Partner 2 amounting to maximum 145 600 CZK, corresponding to 40 % of the Project Partner's budget as set up in the Annex
4. The advance payment to the Project Partner shall be made no later than *30 days* of the crediting of the advance payment from the Programme Operator to the Project Promoter's bank account.
5. Payment of the final balance shall be made after approval of the final report to:  
Project Partner 1 amounting maximum to 233 740 CZK, corresponding to maximum 20 % of the Project Partner's budget as set up in the Annex I.  
Project Partner 2 amounting maximum to 72 800 CZK, corresponding to maximum 20 % of the Project Partner's budget as set up in the Annex I.
6. The Project Partner shall return all unused funds to the Project Promoter no later than 30 days after the end of the Project.

7. The payment of the final balance to the Project Partner shall be made no later than *30 days* of the crediting of the final payment from the Programme Operator to the Project Promoter’s bank account.

8. All amounts shall be denominated in CZK. The currency exchange rules for such expenditure and its reimbursement are as follows The Project Partner is responsible for all provisions and expenses associated with currency conversion. Currency conversion costs are not considered eligible and must be included in a separate budget.

9. The Project Partner’s 1 bank account denominated in CZK is identified as follows:

Project Partner 1	<b>Centre for mental health care development</b>
Name of bank	[REDACTED]
Full address of bank (branch)	[REDACTED]
Name of account holder	[REDACTED]
Address of account holder	[REDACTED]
Account number / IBAN	[REDACTED]
BIC / Swift codes	[REDACTED]
Variable symbol (if applicable)	

10. The Project Partner’s 2 bank account denominated in NOK is identified as follows:

Project Partner 2	[REDACTED]
Name of bank	[REDACTED]
Full address of bank (branch)	[REDACTED]
Name of account holder	[REDACTED]
Address of account holder	[REDACTED]
Account number / IBAN	[REDACTED]
BIC / Swift codes	[REDACTED]
Variable symbol (if applicable)	

11. Payments shall be deemed to have been made on the date on which the Project Promoter’s account is debited.

**Article 6 – Proof of expenditure and financial reporting**

1. Proof of expenditure shall be provided by the Project Partner to the Project Promoter to the extent necessary for the Project Promoter to comply with its obligations to the Programme Operator.

2. Costs incurred by the Project Partner shall be supported by receipted invoices or alternatively by accounting documents of equivalent probative value. Where the project grant takes the form of a lump sum or standard scales of unit costs, proof of expenditure is limited to proof of the relevant units.

3. The Partner will take active part in the reporting phases, whether interim or final ones, by sending in a timely manner to the Project Promoter all the necessary information, which the Project Promoter needs to comply with its reporting obligations to the Programme Operator.

4. The Partner shall keep respective originals or certified copies of documents for 10 years, commencing from 1 January following the approval of the Final Project Report by DZS to at least 31 December 2030. This obligation of the Partner continues even in the event that this Agreement is terminated in accordance with Article 13.

### **Article 7 – Audits**

1. According to the Chapter 11 of the Regulation, the Parties accept to participate and to contribute to monitoring and audit activities organised by the Programme Operator and also by other relevant bodies entitled to perform such activities, in relation with the financed project.

2. To this purpose, the Parties will disclose any information and will provide any documents required by the monitoring or audit teams in relation with the financed project.

### **Article 8 – Procurement**

1. National and EU law on public procurement and Article 8.15 of the Regulation shall be complied with by the Parties at any level in the implementation of the Project.

2. The applicable procurement law is the law of the country in which the procurement is being carried out.

### **Article 9 - Conflict of interest**

1. The Parties shall take all necessary measures to prevent any situation that could compromise the impartial and objective performance of the Agreement. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during the performance of the Agreement must be notified to the other Party in writing without delay. In the event of such conflict, the Party concerned shall immediately take all necessary steps to resolve it.

2. Each Party reserves the right to verify that such measures are adequate and may require additional measures to be taken, if necessary, within a time limit which it shall set. The Parties shall ensure that their staff, board and directors are not placed in a situation which could give rise to conflict of interests. Each Party shall immediately replace any member of its staff exposed to such a situation.

### **Article 10 – Ownership and use of the results**

1. The Parties retain ownership of the results of the Project, including industrial and intellectual property rights, visual documentation and of the reports and other documents relating to it, unless stipulated otherwise in the Agreement.



2. The Parties grant the Programme Operator the following rights to use the results, the visual documentation, the reports and other documents of the Project:

- a) for its own purposes as well as to copy and reproduce in whole or in part and in an unlimited number of copies;
- b) reproduction: the right to authorise direct or indirect, temporary or permanent reproduction of the results by any means (mechanical, digital or other) and in any form, in whole or in part;
- c) communication to the public: the right to authorise any display performance or communication to the public, by wire or wireless means, including making the results available to the public in such a way that members of the public may access them from a place and at a time individually chosen by them; this right also includes communication and broadcasting by cable or by satellite;
- d) distribution: the right to authorise any form of distribution of results or copies of the results to the public;
- e) adaptation: the right to modify the results;
- f) translation.

3. If Parties have generated the Project Results collaboratively, and the results cannot be separated, they shall have joint ownership of these. The Parties' undivided share shall correspond to the respective Party's proportionate intellectual contribution to the Project Results in question.

#### **Article 11 – Irregularities**

1. Irregularities are defined in accordance with Article 12.2 of the Regulation.

2. In case an irregularity has come to the attention of one Party, that Party shall immediately inform the other Party thereof in writing.

3. In cases where measures to remedy any such irregularity are taken by the competent bodies referred to in Chapter 12 of the Regulation, including measures to recover funds, the Party concerned shall be solely responsible for complying with such measures and returning such funds to the Programme. The Project Partner shall, in such cases, return the recovered funds through the Project Promoter.

#### **Article 12 – Suspension of payments and reimbursement**

1. In cases where a decision to suspend payments and/or request reimbursement from the Project Promoter is taken by the Programme Operator, the National Focal Point or the Donor State[s], the Project Partner shall take such measures as are necessary to comply with the decision.

2. For the purposes of the previous paragraph, the Project Promoter shall, without delay, submit a copy of the decision referred to in the previous paragraph to the Project Partner.

#### **Article 13 – Termination**

1. In case of termination of the Project Contract for any reason whatsoever, the Project Promoter may terminate this Agreement with immediate effect.

2. In the case of the termination of the Project Contract, the Programme Operator may require a partial or a total repayment of the sums already paid under the Agreement. In the event of the

termination of this Agreement prior to the completion of the Project, payments shall be proportionate to the eligible expenditures actually incurred by the Project Partner by the date when the termination of this Agreement takes effect. The expenditures pertaining to the current obligations, which did not become mature by the date of the termination of the Agreement, are not eligible for the purposes of this Agreement and cannot be paid. The Project Partner shall have 30 calendar days from the date when the termination of the Grant Agreement takes effect, to produce a request for the final payment. If no request for the final payment is received within this time limit, such expenses will not be reimbursed and the Project Partner shall repay any amount of pre-financing granted, which is not justified by a final report requested and approved by the Programme Operator.

#### **Article 14 – Amendments**

1. Any amendment to this Agreement, including its Annexes, shall be the subject of a written agreement concluded by the Parties.

#### **Article 15 – Settlement of disputes**

1. The construction, validity and performance of this Agreement shall be governed by the laws of the Czech Republic.

2. Any dispute relating to the conclusion, validity, interpretation or performance of this Agreement shall be resolved amicably through consultation between the Parties.

3. Both parties may bring legal proceedings regarding decision concerning the application of the provisions of the Agreement and the arrangements for implementing it before the competent Court in the Czech Republic. The costs related to disputes are not eligible under the Project and shall be borne by each Party individually.

#### **Article 16 – Final provisions**

1. During the implementation of the Project activities and the reporting phase, the Parties are obliged to comply with following regulations:

(a) Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021;

(b) if not mentioned in this Agreement, the Parties will comply to the Project Contract provisions between Project Promoter and Programme Operator;

2. If any provision of this Agreement (or part of any provision) is found by any court, tribunal or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of the Agreement, and the validity and enforceability of the other provisions of the Agreement shall not be affected.

3. If a provision of this Agreement (or part of any provision) is found illegal, invalid or unenforceable, the Parties shall negotiate in good faith to amend such provision such that, as amended, it is legal, valid and enforceable and, to the greatest extent possible, achieves the Parties' original intent.

4. The language governing the execution of this Agreement is English. All documents, notices and other communications foreseen in the framework of this Agreement shall be in English.

5. This Agreement has been prepared in three originals, of which each Party has received one. An electronic copy will be sent to the Programme Operator.

<p>For the <b>Project Promoter College of Polytechnics Jihlava</b></p> <p>Signed in: Jihlava</p> <p>Date:</p> <p>Name: prof. MUDr. Václav Báča, Ph.D.</p> <p>Function: rector</p> <p>Stamp of the Project Promoter (if applicable)</p>
<p>For the <b>Project Partner 1 Centre for mental health care development</b></p> <p>Signed in: Praha</p> <p>Date:</p> <p>Name: Mgr. Pavel Řičan</p> <p>Function: director</p> <p>Stamp of the Project Promoter (if applicable)</p>
<p>For the <b>Project Partner 2 Department for work, social welfare and housing, City of Bergen</b></p> <p>Signed in: Bergen</p> <p>Date:</p> <p>Name: Tommy Johansen</p> <p>Function: Director for department for work, social welfare and housing</p> <p>Stamp of the Project Promoter (if applicable)</p>

Annex I –

Project Partner's 1 budget

<b>Budget items</b>	<b>Amount allocated to the Project Partner in CZK</b>
Travel	21 450,-
Individual support for participants (subsistence)	93 600,-
Project management and implementation support	156 000,-
Exceptional costs related to subcontracting or purchase of goods and services	234 000,-
Costs of staff assigned to the project	663 650,-
<b>TOTAL</b>	<b>1 168 700,-</b>

Project Partner's 2 budget

<b>Budget items</b>	<b>Amount allocated to the Project Partner in CZK</b>
Project management and implementation support	156 000,-
Travel	35 750,-
Individual support for participants (subsistence)	97 500,-
Transnational project meetings support	74 750,-
<b>TOTAL</b>	<b>364 000,-</b>

## Annex II – Applicable rates

The exchange rate valid for the conversion of unit rates from EUR to CZK is CZK 26 / EUR.

**Table 1. Travel**

Eligible costs		Financing mechanism	Amount	Rule of allocation
Travel	<p>Contribution to travel costs of participants, from their place of location (where the sending organisation is located) to activity venue (where the receiving organisation is located) and return.</p> <p>For the establishment of the distance band applicable, the Project Promoter shall indicate the distance of one-way travel using the on-line distance calculator available at:  <a href="http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en">http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en</a></p>	Scale of unit costs	<p>Distances between 10 – 99 KM: 20 EUR per participant</p> <p>Distances between 100 – 499 KM: 180 EUR per participant</p> <p>Distances between 500 – 1999 KM: 275 EUR per participant</p> <p>Distances between 2000 – 2999 KM: 360 EUR per participant</p> <p>Distances between 3000 – 3999 KM: 530 EUR per participant</p> <p>Distances between 4000 – 7999 KM: 820 EUR per participant</p>	<p>Automatic (mobilities)</p> <p>Conditional (ICP): applicants to justify financial need related to project objectives and results</p>

**Table 2. Individual support for activities other than Higher Education mobility (subsistence)**

Eligible costs		Financial mechanism	Amount	Rule of allocation
Individual support for learners	Costs directly linked to subsistence of participants, including accompanying persons <sup>1</sup> , during mobility	Scale of unit costs	up to the 14th day of activity: A2.1 per day per participant + between the 15th and 60th day of activity: 70% of A2.1 per day per participant + between the 61th day of activity and up to 6 months: the 50% of A2.1 per day per participant	Automatic (mobilities)
Individual support for staff and professionals			up to the 14th day of activity: A2.2 per day per participant + between the 15th and 60th day of activity: 70% of A2.2 per day per participant	Conditional (ICP): applicants to justify financial need related to project objectives and results

Receiving country	Learners mobility	Staff mobility
	Min-Max (EUR per day)	Min-Max (EUR per day)
	A2.1	A2.2
Czech Republic	120	150
Iceland	150	200
Liechtenstein	150	200
Norway	150	200

<sup>1</sup> As a general definition applying to all fields of education and training, an accompanying person is the one who accompanies participants – whether learners or staff – with special needs (i.e. with disabilities) in a mobility activity, in order to ensure protection, provide support and extra assistance.

**Table 3. Project management and implementation support**

Eligible costs		Financing mechanism	Amount	Rule of allocation
Project management and implementation	Project management (e.g. planning, finances, coordination and communication between partners, etc.); small scale learning/teaching/training materials, tools, approaches etc. Virtual cooperation and local project activities (e.g. class-room project work with learners, organisation and mentoring of embedded learning/training activities, etc.); information, promotion and dissemination (e.g. brochures, leaflets, web information, etc.).	Scale of unit costs	Contribution to the activities of the coordinating organisation: 500 EUR per month	Based on the duration of the partnership and on the number of participating organisations involved
			Contribution to the activities of the other participating organisations: 250 EUR per organisation per month	

**Table 4. Transnational project meetings support**

Eligible costs		Financing mechanism	Amount	Rule of allocation
Transnational project meetings	Participation in meetings between Project Partners for implementation and coordination purposes. Contribution to travel and subsistence costs.	Scale of unit costs	For travel distances between 100 and 1999KM: 575 EUR per participant per meeting	Conditional: applicants must justify the need for the meetings in terms of number of meetings and participants involved. <sup>2</sup>
			For travel distances of 2000 KM or more: 760 EUR per participant per meeting	

<sup>2</sup> For the establishment of the distance band applicable, the Project Promoter shall indicate the distance of one-way travel using the on-line distance calculator available at: [http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en). By default, the place of location is understood as the place where the sending organisation is located and the place of venue as the place where the receiving organisation is located.

**Table 5. Exceptional costs related to subcontracting or purchase of goods and services**

Eligible costs		Financing mechanism	Amount	Rule of allocation
Exceptional costs	Contribution to real costs related to subcontracting or purchase of goods and services, that are proved necessary for the implementation of the project and cannot be covered through the unit costs.	Real costs	Up to 100% of eligible costs as approved by DZS  Maximum of 19 500 EUR per project	Conditional: request for financial support must be motivated in application



**Table 6. Cost of staff assigned to the project**

Eligible costs		Financing mechanism	Amount	Rule of allocation
Intellectual outputs	Intellectual outputs/tangible deliverables of the project (such as curricula, pedagogical materials, open educational resources (OER), IT tools, analyses, studies, peer-learning methods, etc.)	Scale of unit costs	B1.1 per manager per day of work on the project	Conditional: staff costs for managers and administrative staff are expected to be covered already under "Project management and implementation". To prevent potential overlap with such item, applicants will have to justify the type and volume of staff costs applied for in relation to each output proposed. The outputs should be substantial in quality and quantity to qualify for this type of grant support. The outputs should prove their potential for wider use and exploitation, as well as for impact.
			B1.2 per researcher/ teacher /trainer per day of work on the project	
			B1.3 per technician per day of work on the project	
			B1.4 per administrative staff per day of work on the project	

	Manager	Teacher/ Trainer/Researcher	Technician	Administrative staff
	B1.1 (EUR)	B1.2 (EUR)	B1.3 (EUR)	B1.4 (EUR)
Liechtenstein, Norway	294	241	190	157
Iceland	280	214	162	131
Czech Republic	164	137	102	78

This funding can only be used for staff costs of organisations participating in the project for the production of Intellectual outputs. The amounts depend on: a) profile of staff involved in the project and b) the country of the participating organisation whose staff is involved. If external professionals are needed, the costs related to their work falls under the Exceptional costs related to subcontracting or purchase of goods and services.