

**Partnership Agreement
for
the implementation of the Project Activating Participants Through Social
Networks and Gamification in Undertourism Areas
(EHP-CZ-ICP-3-003)
funded under the EEA Financial Mechanism 2014-2021
CZ-EDUCATION**

between

Univerzita Pardubice


University of Pardubice

Studentská 95, 532 10 Pardubice

Czech Republic

Identification Number: 00216275

VAT Number: CZ00216275

Higher education institution established by law Represented by  Rector
hereinafter referred to as the "Project Promoter" or "UPCE"

and

Destinační společnost Východní Čechy

(Destination Management Company Eastern Bohemia)


náměstí Republiky 12, Zelené Předměstí, 530 02 Pardubice

Czech Republic

Identification Number: 75126842

VAT Number: CZ75126842

Other public organisation

Represented by  Chairman of the Executive Board
hereinafter referred to as the "Project Partner" or "DMCEB"

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 Activating Participants Through Social Networks and Gamification in Undertourism Areas (EHP-CZ-ICP-3-003) (hereinafter referred to as the “Project”), funded under the EEA Financial Mechanism 2014-2021 CZ-EDUCATION (hereinafter referred to as the “Programme Education”) by Dům zahraniční spolupráce (hereinafter referred to as the “Programme Operator”).

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 on the date of the last signature by the Parties. It shall remain in force until the Project Partner has discharged in full its obligations towards the Project Promoter as defined in this Agreement.

Article 3 – Main roles and responsibilities of the Parties

1. The cooperation between the Parties consist in:

| Project Promoter tasks and responsibilities |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none">1. Creation of study and teaching materials covering the following topics:<ol style="list-style-type: none">a. E-Tourism – full chapter (till Q1/2023).b. Augmented reality – roughly half of the chapter (till Q1/2023).c. Gamification – full chapter (till Q1/2023).d. Geosocial networks – roughly half of the chapter (till Q1/2023).2. Creation of an e-book chapters covering the following topics:<ol style="list-style-type: none">a. E-Tourism and Undertourism – full chapter (till Q1/2023).b. Sensibilisation of cultural monuments by participants in e-tourism -- full chapter (till Q3/2022).c. Augmented reality – roughly half of the chapter (till Q1/2023).d. Gamification – full chapter (till Q1/2023).e. Geosocial Networks – roughly half of the chapter (till Q1/2023).f. Modelling real-world 3D objects using computer graphics – full chapter (till Q3/2022).3. Creation of a Mobile Web Application with Augmented Reality and Gamification (till Q4/2022).4. Workshop II – project promoter (UPCE) realizes the workshop with a minimum of 10 local participants outside of UPCE, plus a min. of 60 participants from students in innovative subjects at the UPCE. Getting the feedback by means of a questionnaire evaluation of the event by participants. The duration of the event will be two consecutive days and is scheduled for the second quarter of 2023. In case of Covid |

- restrictions in mobility of travelers (quarantine, distance learning mode on university, etc.) this event could be realized online.
5. UPCE organizes round table common meetings. The participants in the roundtables will be from the stem researchers or administrative staff of the UPCE and HVL universities involved in the project (8 persons on the UPCE side), but will also be open to other academics from the UPCE university, where the roundtables will take place. The main topics are the use of the user interface with augmented reality, data mining from geosocial networks via API (application programmable interface), gamification. The realisation of round tables is planned for the third quarter of 2022. In case of Covid restrictions in mobility of travelers (quarantine, distance learning mode on university, etc.) this event could be realized online.
 6. Minimum of 3 researchers from UPCE will participate in first round table common meeting organized by Høgskulen på Vestlandet/Western Norway University of Applied Sciences (hereinafter referred to as the "HVL") in Norway. In case of Covid restrictions in mobility of travelers (quarantine, distance learning mode on university, etc.) this event could be realized online.
 7. UPCE organizes transnational meeting with HVL researchers. In case of Covid restrictions in mobility of travelers (quarantine, distance learning mode on university, etc.) this event could be realized online.
 8. Minimum of 3 researchers from UPCE will participate in second transnational meeting organized by HVL in Norway. In case of Covid restrictions in mobility of travelers (quarantine, distance learning mode on university, etc.) this event could be realized online.
 9. Project promoter (UPCE) realizes the series of supporting lectures on internal dissemination within the region with a minimum of 25 local participants per event (a total of 100 students) outside of UPCE. Getting the feedback by means of a questionnaire evaluation of the event by participants. A series of supporting lectures will be delivered continuously from the third quarter of 2022 till second quarter of 2023. In case of Covid restrictions in mobility of travelers (quarantine, distance learning mode on university, etc.) this event could be realized online.
 10. Innovation of subjects taught on UPCE (in topics from Study and teaching materials and from e-book declared above). Getting the feedback by means of a questionnaire evaluation from students who study innovated subjects. Subjects taught are these:
 - a. Introduction to New Media and Communication (about 30 students),
 - b. Introduction to New Media and Communication (about 10 international Erasmus+students),
 - c. ICT in Tourism,
 - d. Mobile Technologies and Applications,
 - e. Graphic Editors,
 - f. 3D Computer Graphics,
 - g. Principles and Applications of 3D graphics,
 - h. 3D Computer Graphics and Graphics API,
 - i. Scripting in 3D computer graphics software,
 - j. Introduction to IT Technologies II,
 - k. Seminar-documentation and historical research,
 - l. Economic aspects of cultural heritage care.
 11. Establish a new Erasmus+ mobility bilateral agreement between UPCE and HVL before Q2/2023.

| Contact person (name and contacts details) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 150px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px;"></div> |
| Project Partner tasks and responsibilities |
| <ol style="list-style-type: none"> 1. The application and information about the project and its web page and the social network channel of this project to be disseminated and provided to the public within Pardubice region by Destination Management Company Eastern Bohemia. DMCEB will use its contacts and public relations and distribute the information in newspapers, on web site, on social network and to its tourist info centres (in Pardubice and Litomyšl), where DMCEB will provide users (tourists) own gifts for free as a support of gamification system of developed application. 2. DMCEB will find contacts and arrange meetings with people (or organizations) that can help to provide required background materials (historical drawings, old building plans, old plans of reconstructions and reconstructions, old truss plans, etc.) for defined tourist objects of interest and visualized as cultural monuments in the application. (submit a task to UPCE during Q4/2021-Q2/2022). 3. DMCEB will have the task of translating and proofreading the necessary texts of all outputs of the project into English (submit a task to UPCE before Q1/2023). 4. At least 5 persons from the professional public (thanks to DMCEB) will participate in Workshop II organized by UPCE in Czech Republic. In case of Covid restrictions in mobility of travelers (quarantine, distance learning mode on university, etc.) this event could be realized online. 5. Minimum of 1 person from DMCEB will participate in round table meeting and in transnational meeting, both organized by UPCE in Czech Republic. In case of Covid restrictions in mobility of travelers (quarantine, distance learning mode on university, etc.) this event could be realized online. |
| Contact person (name and contacts details) |
| <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 150px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px;"></div> |

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 Partner shall take the form of *advance payments*.
2. Maximum amount of first and second advance payments is 40% and maximum amount of third (final balance) payment is 20% of the project partner's budget as set up in Annex I. Each payment will be conditional upon the submission of:
 - I) Project Partner's evidences proving 100% consumption of advance payment,
 - II) Project Partner's assigned project outputs (translating and proofreading the necessary texts of all outputs of the project into English),
 - III) Project Partner's evidence proving assigned activities (participating on Workshop II, round table, transnational meeting).
 Declared tasks I-III) and in Article 3 declared „Project partner tasks and responsibilities“ must be fulfilled within declared quarters – within 351 days after receiving the payment (in case of first and second payment) or before receiving the payment (in case of third payment). In case, any of above declared conditions will not be fulfilled during declared quarters of defined 351

days after receiving the payment, then whole advance payment will be refunded by project partner to project promoter in 30 days. Due to this reason there is no need of any other off-set mechanism.

3. 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.

4. All amounts shall be denominated in EUR. The currency exchange rules for such expenditure and its reimbursement are as follows: Exchange rate between EUR and CZK is 1 EUR = 26 CZK.

5. The Project Partner's bank account denominated in EUR is identified as follows:

| | |
|---------------------------------|--------------------------------------------------------|
| Name of bank | Komerční banka, a.s. |
| Full address of bank (branch) | Na Příkopě 33, 114 07 Praha 1, Czech Republic |
| Name of account holder | Destinační společnost Východní Čechy |
| Address of account holder | náměstí Republiky 12, 530 02 Pardubice, Czech Republic |
| Account number / IBAN | ████████████████████ |
| BIC / Swift codes | ██████████ |
| Variable symbol (if applicable) | - |

6. 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 / an audit report, which must be certified by an independent auditor according to the provisions of Article 8.12 of the Regulation. 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.

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.

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. The Project Promoter decision to terminate the Agreement must be delivered to the Project Partner by a registered letter. The registered letter is considered as delivered on the last day of the 15-day holding period, even in case the addressee did not pick it up at the post office or was not informed that the letter was held at the post office.
3. The Project Promoter may decide to terminate the agreement, without any indemnity on its part, under the following circumstances:
 - a) if the Project Partner fails to fulfil an obligation incumbent on him under the terms of the Agreement, including its annexes; or
 - b) in the event of force majeure, or if the Project has been endangered as a result of exceptional circumstances; or
 - c) if the Project Partner has made false declarations; caused distortion of reality or submitted reports inconsistent with reality.

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 two originals, of which each Party has received one. An electronic copy will be sent to the Programme Operator.

For the **Project Promoter**

[Redacted Signature]

University of Pardubice

Signed in: Pardubice, Czech Republic

Date: 15.10.2021

Name: [Redacted Name]

For the **Project Partner**

[Redacted Signature]

Destinační společnost Východní Čechy

Signed in: Pardubice, Czech Republic

Date: 18.10.2021

Name: [Redacted Name]



Function: Rector

Function: Chairman of the Executive Board

Stamp of the Project Promoter (if applicable)

Stamp of the Project Partner (if applicable)

Annex I – Project partner's budget

| Budget items | Amount allocated to the project partner in EUR |
|---------------------------------------------------|-------------------------------------------------------|
| Travel | 0 |
| Individual support for participants (subsistence) | 0 |
| Project management and implementation support | 6000 |
| Transnational project meetings support | 0 |
| Multiplier events | 500 |
| Costs of staff assigned to the project | 1644 |

Annex II – Applicable rates

Table 1. Organisational support for mobility

| Eligible costs | | Financing mechanism | Amount | Rule of allocation |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------|-------------------------------------|
| Organisational Support | Costs directly linked to the implementation of mobility activities (excluding subsistence for participants), including preparation (pedagogical, intercultural, linguistic), monitoring and support of participants during mobility, validation of learning outcomes, dissemination activities. | Scale of unit costs | up to the 100th participant: 350 EUR per participant | Based on the number of participants |

Table 2. Travel

| Eligible costs | | Financing mechanism | Amount | Rule of allocation |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Travel | 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. 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 | Scale of unit costs | Distances between 10 – 99 KM: 20 EUR per participant Distances between 100 – 499 KM: 180 EUR per participant Distances between 500 – 1999 KM: 275 EUR per participant Distances between 2000 – 2999 KM: 360 EUR per participant Distances between 3000 – 3999 KM: 530 EUR per participant Distances between 4000 – 7999 KM: 820 EUR per participant | Automatic (mobilities) Conditional (ICP): applicants to justify financial need related to project objectives and results |

Table 6. Individual support for Higher Education mobility activities (subsistence)

| Eligible costs | | Financing mechanism | Amount | Rule of allocation |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Individual support for learners | Costs directly linked to subsistence of participants, including accompanying persons ¹ , during mobility | Lump sum | 1200 EUR/month for BS students engaged in study/placement mobility in DS | Automatic |
| Individual support for staff and professionals | | | Or 1000 EUR/month for DS students engaged in study/placement in BS | |
| | | | <p>Grant for BS staff undertaking a mobility to a DS :</p> <ul style="list-style-type: none"> - 1250 € /week - 2200 € for 2 weeks - 3000 € for 3 weeks - 4000 € for 4 weeks <p>Grant for DS staff undertaking a mobility to BS</p> <ul style="list-style-type: none"> - 750 € /week - 1250 € for 2 weeks - 2000 € for 3 weeks - 3000 € for 4 weeks <p>Subsistence for another 2 travel days (one before and one after the activity period) could be allocated (if needed).</p> | |

¹ 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 7. 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 ² , 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 (per day) | Min-Max (per day) |
| | A2.1 | A2.2 |
| Czech Republic | 120 | 150 |
| Iceland | 150 | 200 |
| Liechtenstein | 150 | 200 |
| Norway | 150 | 200 |

² 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 8. 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 | Maximum 2750 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 9. 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. ³ |
| | | | For travel distances of 2000 KM or more: 760 EUR per participant per meeting | |

³ 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. 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 11. Multiplier events

| Eligible costs | | Financing mechanism | Amount | | Rule of allocation |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Multiplier events | Contribution to the costs linked to national and transnational conferences, seminars, events sharing and disseminating the intellectual outputs realised by the project (excluding costs for travel and subsistence of representatives of participating organisations involved in the project). | Scale of unit costs | 100 EUR per local participant (i.e. participants from the country where the event is taking place) | Maximum 10 000 EUR per project | Conditional: support for multiplier events is provided only if in direct relation to the intellectual outputs of the project. A project without grant support for intellectual outputs cannot receive support for organising multiplier events. |
| | | | 200 EUR per international participant (i.e. participants from other countries) | | |

Table 12. 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 | B1.2 | B1.3 | B1.4 |
| 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.