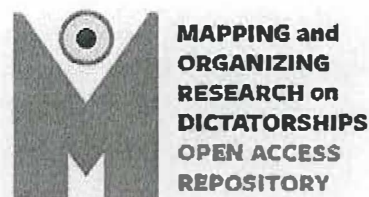


*E+ Cooperation Partnership in  
higher education*

M.O.R.D.O.R.

2021-1-PL01-KA220-HED-000023034



## CONSORTIUM AGREEMENT & FINANCIAL FRAMEWORK

This "Consortium Agreement & Financial Framework" **[AGREEMENT]** contracts the following ten institutions, henceforth referred to collectively as the **CONSORTIUM**, or individually as the **PARTIES**:

**Adam Mickiewicz University in Poznań** [Uniwersytet im. Adama w Poznaniu], ul. Henryka Wieniawskiego 1, 61-712 Poznań, Poland, (referred to in the agreement as AMU)

represented by Rafał Witkowski, Vice-Rector for Research and International Affairs,  
**COORDINATING INSTITUTION** of the **CONSORTIUM**;

*on the one part,*

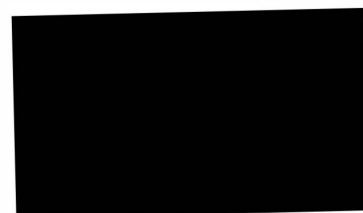
and the **Universiteit Gent**, Sint-Pietersnieuwstraat 25, 9000, Gent, Belgium,

represented by Rik Van de Walle, Rector of Ghent University, with Fabienne Bossuyt acting as local coordinator, (referred to in the agreement as UGent);

and the **University of Essex**, Wivenhoe Park, Colchester, CO4 3SQ, United Kingdom, represented by Lorna Fox O'Mahony, with Natasha Lindstaedt acting as local coordinator, (referred to in the agreement as "Essex");

and the **University of Ostrava**, Dvořákova 7, 701 03 Ostrava, Czech Republic, represented by Prof. MUDr. Jan Lata, CSc, with Tomáš Drobík acting as local coordinator, (referred to in the agreement as UO);

and **University of Catania**, Piazza Università 2 – 95131 Catania, represented by Prof. Francesco Priolo, Rector, with Daniela Irrera acting as Local Coordinator, (referred to in the agreement as UNICT);



and **University of Ljubljana**, Kongresni trg 12, 1000 Ljubljana, Slovenia, represented by Rector Prof. dr. Gregor Majdič, with Marko Hočevar acting as Local Coordinator, (referred to in the agreement as UL),

and **Charles University** [Univerzita Karlova], Ovocny Trh 560/5, 11636 Prague, Czech Republic, represented by **prof. MUDr. Milena Králíčková, Ph.D.**, Rector of Charles University, with Slavomír Horák acting as Local Coordinator, (referred to in the agreement as CUNI);

and **Universidade de Coimbra**, Paço das Escolas, 3001-451, Coimbra, Portugal, represented by Professor João Nuno Calvão da Silva, Vice-rector for International Relations and Alumni, with Bernardo Teles Fazendeir acting as Local Coordinator, (referred to in the agreement as UC);

and **Deutsches Institut für Entwicklungspolitik**, Tulpenfeld 6, 53113 Bonn, Germany, represented by Prof. Dr. Anna-Katharina Hornidge, Director and Margret Heyen, Head of Service facilities, (referred to in the agreement as DIE);

and the **European Partnership for Democracy ASBL**, 123-133, rue Froissart; B-1040 Brussels, Belgium, represented by Ken Godfrey, Executive Director, with Ellen Leafstedt acting as Local Coordinator, (referred to in the agreement as EPD);

recognized partner institutions [**the PARTNERS**] of the Consortium **on the other part**,

**HAVE AGREED** to the following terms and conditions, including those in the annexes which form an integral part of this **Consortium Agreement & Financial Framework [the AGREEMENT]**

The Coordinating Institution and the each of Partners commit themselves to carrying out the work program covered by this contract.

This work program comes under the Grant Agreement concluded between **the Coordinating Institution** and the **National Agency**.

The **maximum grant of the project** for the contractual period referred to by the Grant Agreement number **2021-1-PL01-KA220-HED-000023034** is estimated **at 400.000,00 EUR, mentioned in Article I.3.1 of the GRANT AGREEMENT.**

This contract shall regulate relations between the Parties, and their respective rights and obligations with regard to their participation in the project **2021-1-PL01-KA220-HED-000023034** (M.O.R.D.O.R.) (**hereinafter referred to as "PROJECT"**) under the Grant Agreement n° **2021-1-PL01-KA220-HED-000023034** passed between the **National Agency** and the **Coordinating Institution.**

The subject matter of this **AGREEMENT** and the related **PROJECT** are detailed in the annexes, which form an integral part of this contract and that each Party declares to have read and approved.

The parties guarantee to respect human rights. Each of the Parties may terminate this agreement with immediate effect if the other Party is involved in a serious or systematic violation of human rights.

This **CONSORTIUM AGREEMENT** shall be interpreted and exercised in good faith, according to the principles of sincere cooperation, transparency and openness. Regarding the implementation of this project, the **GRANT AGREEMENT** and its annexes, signed by the National Agency and the Coordinating Institution, on behalf of the whole CONSORTIUM, take precedence over this **CONSORTIUM AGREEMENT in terms of the granted budget, the assigned project duration, reporting (and due dates) and financial stipulations** or other guidelines (e.g. Covid-19 regulations).

Regarding **DISPUTE RESOLUTION**, all or any disputes arising out or touching upon or in relation to the terms and conditions of this Consortium Agreement, including the interpretation and validity of the terms thereof and the respective rights and obligations of the Parties, shall be settled amicably by mutual discussion between the involved partners, and, if required, by the Project Management Board.

Failing amicable settlement, the competent court with jurisdiction in the registered office of Coordinating Institution shall have sole competence to rule on any dispute between the Parties in respect of this Consortium Agreement.

The law applicable to this Consortium Agreement shall be the law of **Poland.**

## ARTICLE 1 – OBJECTIVES OF THE PROJECT

On the basis of this Consortium **AGREEMENT** all Parties shall together guarantee the implementation of the project objectives, according to the pre-agreed role-division, and in line with the pre-agreed financial stipulations. The **COORDINATOR** (cf. Article 4. §2.1.1) will monitor the implementation of the planned actions and is the intermediary for all communication between **PARTNERS** and the EU Commission and the National Agency, except if provided otherwise in the Consortium **AGREEMENT** or **GRANT AGREEMENT**.

§1. The objectives of the project are:

§ 1.1 To improve the quality of research and teaching on dictatorship and democracy promotion, by developing several innovative digital learning materials and tools in an Open Access manner. These materials include:

- a) A state-of-the-art Encyclopedia on dictatorships and authoritarianism covering in a comprehensive way concepts, theories, historical and contemporary issues of political regimes, democratization and their authoritarian and international contexts in all world regions. **[Result O1]**
- b) A report ("White Paper") with recommendations for EU policy-makers and stakeholders on past and current EU strategies of democracy support and promotion **[Result O2]**
- c) The following didactic elements: **[Result O3]**
  - a. O3a - Learning outcomes (used for the encyclopedia (O1) and the lesson plans (O3b)
  - b. O3b – An instruction booklet for educators with lesson plans and a user guide (for courses on authoritarianism, EU foreign policy, and area studies), including practical guidelines on how to write policy papers.
- d) An online "Wikipedia" – this is a parallel result, distilled from the O1 work of writing draft entries, and plans to promote our project beyond its traditional target groups by catering to the needs (and curiosity) of the general public. **[Result O4]**



- e) In addition, there will be several, smaller outputs (short reports, info-graphics, lecture recordings, etc.) derived from these 4 project results or from other project activities, that will be disseminated throughout the duration of the project.
- f) The project foresees the implementation of the following activities (C & E), hosted by the following partners:
  - a) CUNI - Kick-off meeting (M3)
  - b) UO - Master Class 1 (C1-3) + Final meeting (M16) + Conference (E2)
  - c) UL - Master Class 2 (C4-6)
  - d) EPD - Paper Launch (E1) + Final meeting (M15)
  - e) UGent - Democracy Day Discussion (E3)

§1.2 Stimulating networking, exchange of expertise and best practices among partners and with third parties working on D&DR (Democracy & Dictatorship Research). The Consortium will create a network of scholars, students, experts and stakeholders working on or in fields related to D&DR and integrate various target groups by establishing media platforms.

§1.3 Improvement of the teaching skills of D&DR educators both from partners and target institutions.

§1.4 Improvement of the academic and professional skills of MA and PhD students working on D&DR from partners and target universities - but also by providing trainings on soft generic skills (e.g. policy paper writing)

§1.5 Make an impact on EU democracy support policies.

§1.6 Disseminating the project results [O1, O2, O3, O4] via (among others) three international multiplier events to facilitate their exploitation and adoption by other (Higher Education) Institutions, scholars, students and professionals in the EU and beyond.

§2. The objectives of M.O.R.D.O.R. are in line with the following priorities of the EU Commission for Erasmus+ Cooperation Partnerships for higher education as listed in the Call for Applications in 2021:

- a) The project aims to increase higher education (HE) capacity on 'Dictatorship & Democracy Research' (D&DR). It subscribes to the E+ sector priority by STIMULATING INNOVATIVE LEARNING AND TEACHING PRACTICES TO TACKLE SOCIETAL CHALLENGES, in this case by the creation of an ENCYCLOPEDIA (O1) that maps and systematizes the state-of-the-discipline on D&DR, to be used as a TEACHING MATERIAL for educators and students in HE, and as a MAIN REFERENCE WORK for scholars and PhD students.
- b) Accompanying the encyclopedia, MORDOR will develop GUIDELINES and LESSON PLANS for educators and self-study, with notes on curriculum design (O3).
- c) The MORDOR project will apply the consortium's collective expertise (democratization experts, EU foreign-policy analysts, dictatorship scholars, and Area Studies Experts, to create an additional result - by creating a set of RECOMMENDATIONS (O2) - an WHITE PAPER on past and current EU democracy-support programs. In the form of an evaluation report with practical and expert guidelines, written by consortium experts, and verified and checked by local actors from the main target regions of EU democracy-promotion. Its goal is to improve and re-frame current EU foreign policy.
- d) MORDOR also aligns partially with 2 other EU priorities. By increasing the EU's academic and analytical capacity on D&DR, the project promotes the importance and salience of the EU's COMMON democratic VALUES, especially in our plans to disseminate our outputs to a wider (non-academic) public.
- e) Also, the consortium is an example of PROMOTING INTER-CONNECTED Higher Education SYSTEMS, by bridging the fragmented fields of ALL Area Studies, Comparative Politics (and to a minor degree, also IR), with practitioners and stakeholders (policy-analysts & -makers).

## ARTICLE 2 – DURATION OF THE PROJECT

§1. The project starts on 01-11-2021 and ends on 30-10-2024.

§2. This **AGREEMENT** comes into force after it has been signed by all **PARTNERS** and after the **GRANT AGREEMENT** has been signed, on behalf of the whole consortium, between the Coordinating Institution and the EU Commission. The **AGREEMENT** will have a retroactive effect to the start date of the project.

§3. The project's two main results O1 and O2 are each divided into several phases. These are described in detail in the work methodologies, provided in **Annex 4** and **Annex 5**, respectively. Project outputs O3 and O4 are smaller and have less complex work plans.

§4. Other important project deadlines are listed below. The Coordinator is responsible for reporting to the NA, and partners are obliged to pass on the necessary information in a timely matter (at latest by the deadlines indicated in Article 7) and documentation to the coordinator so he may be able to prepare said reports.

- a) 30.08.2022 – deadline for the first interim project report
- b) 30.05.2023 – deadline by which at least 70% of the first tranche (160,000.00 EUR or 40% of the total budget) has to be spent on eligible project implementation. By this time the coordinator has to send an application to the NA for the second tranche, accompanied by a second interim project report.
- c) 01.01.2025 – deadline for the final project report.

### ARTICLE 3 – ORGANIZATION OF THE CONSORTIUM

§1.1 The CONSORTIUM is organized in 9 project teams engaged in 4 work packages, and each team has one task leader who is held responsible to implement the assigned actions and achieve the designated objectives (together with the Coordinator). Table 1 provides an overview of all teams, their abbreviations, and their appointed task leaders.

§1.2 the list of work packages is as follows:

- a) WP1 - Project Management
- b) WP2 - Strengthening education on D&DR
- c) WP3 - Recommendations for EU stakeholders
- d) WP4 - External Expert Consultation on outputs

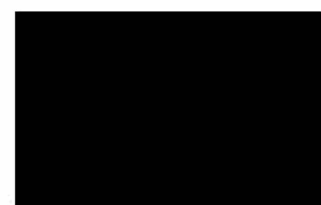


**Table 1 – Overview of teams and task leaders**

WP	TEAMS	TASK LEADER	LEADING INSTITUTION	OTHER MEMBERS
1	<i>Coordinator Team</i>		AMU	-
	<i>Project Management Board</i>	A board of all <b>local coordinators</b> of all partner institutions.		
	<i>Event Hosting teams</i>	CUNI - Kick-off meeting (M3) UO - Master Class 1 (C1-3) + Final meeting (M16) + Conference (E2) UL - Master Class 2 (C4-6) EPD - Paper Launch (E1) + Final meeting (M15) UGent - Democracy Day Discussion (E3)		
2	<i>Encyclopedia team</i>	(see editorial team)	AMU, Essex	CUNI, UC, UO, UL, UNICT, Essex
	<i>Editorial team</i>		AMU, Essex	-
	<i>Didactic team</i>		AMU, Essex	Essex, AMU, CUNI, UO, UC, UL, UGent
	<i>'Wiki' team</i>		AMU, Essex	Essex
3	<i>White Paper Team</i>		UGent	DIE, EPD, UC, UNICT, UL
4	<i>Fieldwork Team</i> (Falls under PMI)		AMU	Essex, CUNI, UO, UC, UL Associated partners

§2.1 The CONSORTIUM has 12 official associated partners. For eligibility and contractual management aspects they are not considered to be project partners, and they do not receive any funding from the Programme as part of the project. Nonetheless, these associated partners play an important role in work package 4 – as local hosts and consultants for the fieldwork.

§2.2 The PROJECT may enter into cooperation and terminate cooperation with any other actor, institution; association or organization which supports the project objectives and their dissemination, throughout the duration of the project or during sustainability activities. Before starting such informal cooperation and before any official association with the project, the decision to cooperate with new actors will be made according to the decision-making procedures of the PMB (cf. Article 4. §2.3.2 of this Consortium AGREEMENT).





## ARTICLE 4 – DIVISION OF TASKS AND RESPONSIBILITIES

§1. **General tasks and responsibilities** for partners concerning the achievements of the project actions, communication, liability, conflicts of interests, confidentiality, processing personal data, visibility of EU funding, pre-existing rights and ownership, awarding contracts, subcontracting, other forms of payments, and stipulations to amend or terminate the **GRANT AGREEMENT**; are listed in Annex 1. Annex 1 is an integral part of this Consortium **AGREEMENT**.

### §2. **Specific division of tasks and responsibilities:**

Below the specific allocation of tasks and duties is listed according to work team or partner.

#### §2.1 **COORDINATOR (AMU)**

The duties and responsibilities for the Coordinating institution (AMU); implemented by [REDACTED] International Center, AMU, acting in capacity as **COORDINATOR** on behalf of AMU, as per decision by the Vice-Rector, based on the decree: §7 zarządzenie nr 176/2010/2011 of Rector of AMU; and formalized in work contract Nr. SSK-545-2021/2022 are as follows:

- Coordination of 9 Project Work Teams (listed in table 1) in collaboration with their respective task leaders and local coordinators
- Appoint Task Leaders to Project Work Teams
- Representing the Consortium on behalf of all **PARTNERS**
- Communicating with the National Agency on behalf of all **PARTNERS**
- Supervising the work of the Coordinator Team and archiving all project documentation
- Mainstream communication for the whole consortium
- Project reporting to Polish National Agency and EU Commission
- Budget, time and general quality management of all project results, events, trainings and dissemination activities
- Responsibility for the financial management of the Consortium and making transfers to **PARTNER** Beneficiaries according to the planned Actions of the project.
- Progress monitoring, goal setting, creating task-tracking lists for every event and result.
- Other supporting activities to achieve the objectives set in Article 1, and implement them in line with the **GRANT AGREEMENT**, this **AGREEMENT** and the

**PROJECT APPLICATION**, considering all later **AMENDMENTS** approved by the National Agency or EU Commission.

§2.1.1 The **COORDINATING INSTITUTION** shall not undertake any acts or execute any contractual documents on behalf of **PARTNERS** pursuant to the rights granted to the **COORDINATING INSTITUTION**, above the mandate without the prior written permission of **PARTNERS** (which permission will not be unreasonably withheld or delayed by the University).

§2.1.2 The **COORDINATING INSTITUTION**, shall not hold itself out to represent the University other than in its capacity as lead party within the **CONSORTIUM**, and shall not use any of the **PARTNERS'** trademarks, devices or logos, without the prior written permission of the **PARTNERS**, except under conditions described in §2.1.4.

§2.1.3 This **AGREEMENT** permits the **COORDINATOR** to use the logos of all partner institutions for the purpose of illustrating their membership within the project exclusively for dissemination-related project actions. (For instance, adding partner logos to the project website and platform, to the final version of the project results, and to promotion materials at conferences, workshops or other dissemination events.

## §2.2 ADMINISTRATIVE UNITS

### §2.2.1 COORDINATOR TEAM (AMU)

The responsibilities of the Coordinator Team are:

- Provide administrative, financial, technical, logistic support to the **COORDINATOR** and the PMB and other teams and administer, proceed and file project documentation
- Verify and keep track of eligible work days for all involved partners (researchers, authors, editors, technical staff, etc.) for reporting purposes
- Verify and keep track of expenses related to travel, insurance and accommodation of partners and participants during events/actions
- Evaluate meetings and gather feedback from team leaders, local coordinators or partners
- Prepare evaluation surveys to assess the quality of project activities or outputs
- Develop the project website and social media
- Maintain and update the **Intranet** for partners
- Provide metric impact data from the project's digital tools to the PMB and Dissemination Team for evaluation and policy adjustment.
- Other minor related tasks delegated by the Coordinator not listed above

§2.2.2 Responsibilities for **ALL PARTNERS** regarding administration:

Partners must:

- Process **personal data** according to EU privacy standards,
- **Communicate** changes, delays and problems
- Provide **feedback** to the coordinator (e.g. by filling in surveys)
- Keep **track of costs and work days** by affiliated researchers working on project results
- Manage and store **project documentation**, up to 5 years *after* the project end (30.10.2024) in case of audit, according to the regulations listed in Annex 1.

### §2.3 PROJECT DECISION-MAKING & MANAGEMENT

§2.3.1 The responsibilities of the LOCAL COORDINATORS are:

- Plan and implement the project agenda under supervision of the **COORDINATOR**, in line with the **GRANT AGREEMENT**, consortium agreement [**the AGREEMENT**] and any amendments to these two documents; and likewise, in concordance of the **PROJECT APPLICATION** and its amendments.
- Preparation of project meetings (Coordination meetings, Organizational meetings, selection meetings) hosted at their institution.
- Monitoring of progress in all project activities, time and budget management, reviewing and prioritizing tasks, risk management, measuring achievement of results, indicators, benchmarking, cost effectiveness, effective communication, sending out reminders to colleagues.
- Plan, organize and process documentation related to TRAVEL.
- Organize, monitor and process documentation regarding to work distribution on PROJECT RESULTS
- **Remunerate researchers** of their institution, involved in creating the PROJECT RESULTS in line with the (updated) work plan and *after* having processed an overview of their eligible work days (confirmed by the COORDINATOR).
- Collection and elaboration of data for project reporting to Polish National Agency
- Secure a sustainable impact of the planned project results
- Due diligence in the execution of their allocated tasks

§2.3.2 **Decision-making** on listed project activities within the PMB is done bilaterally, always between the **COORDINATOR** (or the relevant Team Leader) with a **LOCAL COORDINATOR** according to the division of tasks and responsibilities described in this agreement. All decisions are taken in line with the **GRANT AGREEMENT**, this consortium agreement [**the AGREEMENT**] considering any amendments to these two documents; as well as in concordance with the prescriptions of the **PROJECT APPLICATION**. In case of a conflict between the coordinator and a relevant task leader, the coordinator's decision



prevails for issues regarding project implementation described in this **AGREEMENT** or in the **PROJECT APPLICATION**. For other decision-making procedures see: §2.3.3.

Decisions regarding the implementation of *Actions* not listed in any of these documents, must be consulted with and accepted by the **COORDINATOR** before implementation, and if relevant, as well by the Polish National Agency or European Commission.

§2.3.3 In case of **major decisions** considering issues not covered by the **GRANT AGREEMENT**, this **AGREEMENT** or the **PROJECT APPLICATION**; but affecting the project objectives, their implementation or sustainability,<sup>1</sup> the PMB (11 members) will take those decisions with significant budgetary implications through absolute majority voting (For, Against, Abstain). In case of a tie, the **COORDINATOR'S** vote is the deciding vote.

In case of **minor decisions** on issues not dealt with by said agreements; and covered by the Management & Implementation budget, the **COORDINATOR** is responsible for taking these decisions.

When a call for votes is required, members of the PMB must vote within 10 working days of the announcement of the call. Voting can take place by electronic correspondence. General rules of communication apply, cf. Annex 1.

§2.3.4 Any **PARTNER** who can demonstrate that a decision goes against its administrative procedures, legal obligations, or national law may suspend a decision by the PMB or Coordinator. This procedure must be supported by legal documents. And the PMB shall make every effort to resolve such conflict of interest, which occasioned the decision not to comply, to the general satisfaction of all parties.

If despite these efforts, a conflict of interest persists, the **COORDINATOR** may choose to relieve this partner from implementing the decision or suspend the action, thereby removing the conflict of interest, but at the same time the **COORDINATOR** may also withhold the intended funds (in whole or in part) to this partner in order to implement said decision, especially if the non-compliance of the partner is in breach with the achievement of project objectives as set in Article 1 in a significant matter. The National Agency will be contacted to advice the issue and its recommendations will be taken into account by the conflicted parties, with the aim to successfully implement the project objectives. See also Annex 1 – **Suspension of the Implementation of the Action**.

## §2.4 TEAM LEADERS – (O1, O2, O3, O4) – (AMU, Essex, UGent, and MSU)

§2.4.1 Team leaders will have the following **general responsibilities**. They will plan and implement the work methodology of the output they are tasked with (as described in the APPLICATION or in greater detail in Annex 4 and 5). They will coordinate the workflow with other teams.

---

<sup>1</sup> For example, the decision to where to change the location of a key project event after an incident of *Force Majeure*.



And engage in the following tasks for their INTELLECTUAL OUPUT

- Prepare necessary guidelines or instructions for team members
- Distribute tasks and the work load among team members (in line with the planned amount of work days per partner)
- Create a platform to share information and (draft) outputs
- Monitor progress and take responsibility for time management
- Provide feedback to team members regarding their performance
- Report progress, changes and problems to the COORDINATOR
- Plan and organize meetings related to the work process (i.c.w. the COORDINATOR)
- Quality control of the PROJECT RESULT at different stages
- Dissemination of the (draft) PROJECT RESULTS

§2.5 All **PARTNERS** that are not Local Coordinators or Team Leaders fall in the categories of researchers (Encyclopedia authors, Area Study Experts, White Paper Experts) and beside their specific tasks described in Annex 3, 4 and 5, they have the following responsibilities:

- Attend the meetings, conferences and master classes, and safeguard any documentation related to such mobility for reporting purposes and in line with their own institutional (internal) administrative requirements.
- Prepare presentations for Master Classes and Conference (in line with the work plan), and present them.
- Will share information and documents from their institution related to D&DR teaching (such as syllabi and other related documents) with the Didactic Team. These documents will **not** be made available in Open Access, but will **remain confidential**. Consult Annex 1 for the requirements on **CONFIDENTIALITY**
- Follow the guidelines by the team leaders while working on INTELLECTUAL OUPUTS
- Prepare, research and write their designated texts/reports/content in line with international academic standards.
- Preparation of draft texts/reports/content within the pre-arranged time frame
- Peer-review the work of other team members upon request (e.g. entries for the Encyclopedia)
- Communicate with the team leader on their progress in preparing the project result
- Implement necessary text corrections (changes in content, structure, subtopics, style or language)
- Implement necessary text corrections after peer-review
- Implement necessary editorial corrections



- Communicate with the team leader and coordinator if they cannot comply with or reject feedback/ recommendations regarding content, structure or style
- Implement necessary updates and/or corrections on visual materials (if applies)
- Perform a final (factual) update before publication (if applies)
- Apply said corrections in a timely fashion in line with the pre-arranged deadlines
- Do proof-reading of the final version before publication (if applies)
- To implement other related minor tasks delegated by Team leaders or Coordinator not listed above

§2.6. **Open Access and Copyright.** All PARTNERS agree that their works (texts, e-learning materials, presentations, exercises, and related content) created and funded in the framework of this project will be made available in Open Access format, under a fair-use license. A fair-use license indicates that any copying of copyrighted material can be done for a limited and "transformative" purpose, such as to comment upon, criticize, or parody a copyrighted work. Such uses can be done without permission from the copyright owner. End-users of this chapter or the handbook as a whole may copy it without the copyrights owner's permission, if the author and publisher are acknowledged in the copy and the copy is used for non-profit purposes.

The final product(s) shall include a note in every work denoting each author's name and contribution.

For more details on ownership as well as the EU's right to use the results and reproduce them, see Article 9.

## §2.7 EVENT HOSTING TEAMS

Responsibilities of the event hosting teams:

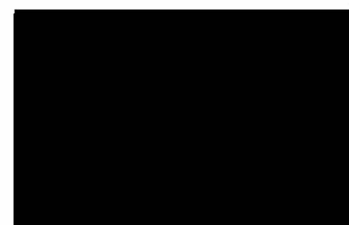
- Organize logistics, accommodation, catering and work spaces for **teaching & training events**: C1-2-3 & C4-5-6 they host
- Create information on logistics (e.g. arrival info) and provide assistance, make reservations for catering (partners cover their own expenses), and provide work spaces for **organizational or selection meetings** they host
- Prepare a program for the meetings they host (i.c.w. the COORDINATOR and Team leaders)
- Implement other related minor tasks delegated by the PMB not listed above

ARTICLE 5 – OVERVIEW OF PLANNED MEETINGS

The project has 16 planned meetings which will have to take place at the intervals indicated in the timetable for an optimal work flow; and need to be attended by the relevant parties. If a partner cannot attend, adequate steps need to be taken by this partner, in cooperation with the Coordinator or the PMB to ensure a smooth implementation of the project. The dates and location of the meetings can be altered, if adequately motivated by the coordinator, who informs the National Agency.

**Table 2. Overview of transnational meetings and their purpose**

	Meeting name	Planned time	Planned location	Short description
M1	Encyclopedia coordination 1	Dec '21	Berlin	Editorial meeting
M2	White Paper coordination 1	Jan '22	Gent	White Paper coordination meeting
M3	Kick-off meeting	Feb '22	Prague	work plans for O1 & O2 will be presented by team leaders + additional project info for local coordinators and partners
M4	Field work 1 – Sub Saharan Africa	Spring '22	South Africa	Field work visit to associated partners
M5	Selection meeting 2	April '22	Coimbra	Selection meeting for 1 <sup>st</sup> Master Class
M6	Field work 2 – Central Asia and Eurasia	June '22	Bishkek, Tbilisi	Field work visit to associated partners
M7	C1-3 Master Class on D&DR	Sept '22	Ostrava	Master class + progress meeting for Encyclopedia team



M8	White Paper coordination 2	Oct '22	UNICT	White Paper coordination meeting
M9	Field work 3 – Middle East	Fall '22	Dubai	Field work visit to associated partners
M10	Field work 4 – Latin America	Winter '23	Buenos Aires	Field work visit to associated partners
M11	Selection meeting 2	March '23	Poznan	Selection meeting for 2 <sup>nd</sup> Master Class
M12	Field work 5 – Indo-Pacific	Spring '23	Manila	Field work visit to associated partners
M13	C4-6 Master Class on EU FP & Democracy promotion	July '23	Ljubljana	Master class + progress meeting for White Paper team
M14	Encyclopedia coordination 2	Oct '23	Poznan	Editorial meeting
M15	Conference on White Paper	May '24	Brussels	Dissemination event + final evaluation meeting White Paper
M16	Conference on D&DR	Sept '24	Ostrava	Dissemination event + final evaluation meeting Encyclopedia

#### ARTICLE 6 – FINANCIAL FRAMEWORK

§1. The Coordinating institution is designated as the sole recipient of payments on behalf of all of the PARTNERS, it must ensure that all the appropriate payments are made to the other PARTNERS without unjustified delay.

The Coordinator and Coordinator Team are responsible for a correct implementation of the planned budget (see Article 12). The **Main Beneficiary (Coordinating Institution)** will transfer funds to each partner institutions as soon as these have provided the Coordinator with their correct financial identification (confirmed banking data).





§2 Transfers to partners will be made at specific times throughout the project in tranches, (see table 3 of Article 6. §3)).

§2.1 For **PROJECT RESULTS (O)**, planned transfers (e.g. remuneration for authors, lecturers; technicians) will be made to partners in line with the GRANT AGREEMENT with the National Agency.

§2.1.1 **Remunerations will be paid by the institutions to their staff involved in the project, upon proof of work** (work sheets) listing the time spent on producing the result **and** after the results have been finalized – confirmed by the respective task leader and Coordinator, and work days may not amount to more than the maximum of planned working days per institution – see budget overview, unless approved by the Coordinator. These designated budgets have been calculated for each partner according to the country category of the institution listed in the mandate. Legal contracts will be drafted where necessary.

§2.1.2 An overview of the planned work days for all project results has been provided in Article 12. §1 and Table 4.

§2.1.3 The lump sums for **work days are calculated by the EU to include taxes**. So when a researcher or educator of a partner is remunerated, national taxes have to be calculated accordingly to reflect this. Partners cannot spend more working days that they have been allocated in the project application.

§2.1.4 When working on the project results, PARTNERS have to keep track of their work hours. This is a responsibility that befall all project members, but is monitored by the Local Coordinator in cooperation with the COORDINATOR. Once a work is finalized or at other designated times, spent work hours can be counted, transformed into working days, and this 'proof of work' is to be send for approval by the coordinator.

§2.1.5 The COORDINATOR will provide templates for reporting this 'proof of work' – but Institutions are **free** to use their own internal systems instead or in parallel, as long as such systems allow for a full accounting of:

- The person doing the work
- The amount of work hours per specific task (more detailed than the respective result)
- The time frame in which the work was done (month)
- A confirmation of said work hours by a supervisor / Local Coordinator / department head or equivalent.

§2.1.6 It is possible to divide or shift the amount of designated working hours among involved researchers of the same institution. It is also possible and allowed that new people (affiliated with the same institution) get involved in the project results at a later stage, **after** acceptance of the COORDINATOR. Any such changes should be consulted with the Coordinator and followed by a recalculation of working days (in necessary).

§2.1.7 Only the coordinator can shift unused working days from one Institution to another institutions.

§2.1.8 There is an **important change to the original work plan** – The National Agency has requested to recategorize the planned FIELDWORK (originally planned under result O5) under management and implementation, and to draw on this specific budget to co-fund such activities. In addition, the original workdays foreseen for O5 have been transferred to O3 to strengthen this dimension, broaden its scope and importance of this result.

§2.2.1 Each partner is responsible for making their own travel arrangements to attend **TRANSNATIONAL MEETINGS (M)** and cover the necessary **travel costs** relating to flight or train tickets, accommodation, catering; travel insurance<sup>2</sup>) covering the duration needed to get to the meeting, all work days of the meeting, and the time necessary to return to their return destination.

§2.2.2 The budget for **Transnational Meetings** (as for Teaching & training events) is based on lumps sums calculated per distance band, using an official **EU distance calculator**.

For this category there are only two kind of lump sums:

- travel distances between 100 and 1999 km - 575 EUR
- travel distances of 2000 km or more - 760 EUR

These lump sums are per participant and have to cover the following expenses: 1 lump sum is meant to cover travel costs (both ways!), travel insurance, food and accommodation. This funding can also be used to cover local transport.

§2.2.3 The EU lump sum system in no way stands in the way of using your own Institution's procedures on how these costs are covered (reimbursement, per diems, bringing in invoices, paying with company card, etc.) However, internal procedures can produce limits, and might not allow for a full reimbursement to the participant. From the point of view of the EU, the latter does not interfere with **how** said costs are covered, documented and processed internally, as long as they are in line with a partner's institution's internal procedures.

§2.2.4 It is allowed for PARTNERS to **alter the location of departure or destination** after the meeting, but they must consult the COORDINATOR to assess which eligible distance band applies.

---

<sup>2</sup> In case involved project participants cross the borders of their country or residence to a location related to a project event.



§2.2.5 Lump sums are aimed at co-funding and might not suffice to cover all travel costs. Partners can use leftovers from other budget categories to cover the difference. Only in the case of fieldwork meetings (M4, M6, M9, M10, M12) the coordinator will use the project management and implementation budget to cover (some) additional costs.

§2.2.6 No additional or different lump sums are eligible for virtual activities (e.g. attending meetings online).

§2.2.7 If partners are confronted with force majeure and cannot attend a meeting, these costs can be brought in, after consultation with the COORDINATOR.

§2.2.8 If partners **do not implement planned actions** (e.g. travel to agreed project meetings) without proper justification, and therefore make costs carried by the Coordinator, which are ineligible in the eyes of the National Agency, the PARTNER institution will carry or reimburse these costs to the Coordinator when calculating the BALANCE PAYMENT (see Article 6. §3 lower).

§2.2.9 An overview of the planned budgets and number of participants for Transnational Meetings has been provided in Article 12. §2 and Table 5 and 6.

§2.3 Funds for **Travel** and **individual support** related to **TEACHING & TRAINING EVENTS (C)** are included in the transfers to those partners responsible for hosting them.

§2.3.1. Hosting partners are responsible for booking all flight tickets, and covering accommodation and catering during work days, as well as other miscellaneous activities to achieve the planned outcomes of these events.

§2.3.2 An overview of the planned budgets for teaching & training events has been provided in Article 12. §3 and the amount of mobilities in Table 7.

§2.3.3 This budget category is also calculated according to lump sums, taking into account the profile of the participant that is travelling to the event (students, educator, external non-consortium expert), the amount of work days, as well as the covered distance. EU guidelines regulate the calculation of this TRAVEL and SUPPORT budget lump sums.

§2.3.4 If partners are confronted with force majeure and cannot attend a teaching and training activity, these costs can be brought in, after consultation with the COORDINATOR.

§2.4 **DISSEMINATION EVENTS** are organized by partners directly; and foreseen budgets are included in the transfer to those partners hosting such events.



§2.4.1 Lump sums for such events are calculated according to the profile of the attending participants (national, international, virtual) and the final eligible budget depends on the actual number of participants (not the planned number). Participants cannot be affiliated with a consortium partner or associated partner, else they are not eligible.

§2.4.2 Correct documentation of participants (registration, attendance list, etc.) is paramount to calculate the eligible budget. Required are the name of the participant, country of origin / institution of origin, and their signature (or – for virtual events – time stamp of attending).

§2.4.3 An overview of the planned budgets for dissemination events has been provided in Article 12. §4 and Table 8.

§2.5 The **Exceptional costs**<sup>3</sup> planned for this PROJECT are handled by the COORDINATING INSTITUTION.

§2.6 The **MANAGEMENT & IMPLEMENTATION BUDGET** is centrally managed by the COORDINATOR on behalf of the whole consortium and is used to ensure a smooth implementation of the project's objectives as well as coordination and communication between work teams.

§2.6.1 As per regulation, this budget may cover small learning/teaching/training materials, tools, approaches; etc.; virtual cooperation and local project activities; as well as information, promotion and smaller dissemination activities in line with the project objectives.

§2.6.2 This budget will also be used to balance expenses and to cover (some) additional costs, made by partners when implementing the FIELD WORK, which are expected to exceed the designated lump sums of the planned project budget.

§2.6.3. In addition, some more complex events, hosted by partners, requiring higher levels of organization and logistics will receive additional funding from this budget. These are: M3 – 500 EUR, C1-3 1000 EUR, C4-6 – 1000 EUR, E1/M15 – 1200 EUR, E2/M16 – 1000 EUR.

§2.6.4 The Coordinator decides which other events/activities/results require additional funding from this budget category.

### §3 PAYMENTS – PROCEDURES & TIME TABLE

---

<sup>3</sup> Also referred to a 'special costs'



§3.1 Payment arrangements need to comply with the provisions listed in Annex 1 and the GRANT AGREEMENT

§3.2 The **Main Beneficiary** (Coordinating Institution) commits itself to carrying out payments related to the subject matter of this contract to the PARTNER according to the achievement of the task and according to the following schedule:

- The first transfers of funds to **PARTNERS** shall be made within 45 days after the COORDINATOR has received the first tranche (representing 40% of the total granted budget amount) from the Polish National Agency onto the **Main Beneficiary** account.
- The second payment can only be carried out when at least 70% of the first payment of the total budget has been spent. This can be made after presenting the following documents:
  - A detailed statement of all eligible costs incurred,
  - Any other document that may be required for further payments as specified by the National Agency or the Main Beneficiary.
- The second payment shall be made to the **PARTNER** within 30 days once a second instalment (representing the next 40% of the total amount) has been paid by the National Agency onto the **Main Beneficiary** account.
- The balance payment is carried out **after** the final report has been approved by the National Agency.
- The balance payment can be made after presenting the following documents:
  - A detailed statement of all eligible costs incurred,
  - Any other document that may be required for further payments as specified by the National Agency or the Main Beneficiary.
- The balance payment shall be made to the **PARTNER** within 30 days after a third instalment representing a maximum of 20% of the total amount has been paid by the National Agency onto the **Main Beneficiary** account.

§3.3 All payments shall be regarded as advance pending explicit approval by the National Agency of the final report, the corresponding cost statement and the quality of the project results.

§3.4 Any revenue generated by the project and received by the **PARTNER** shall be declared in the financial statement and shall limit the Erasmus Plus financial contribution to the amount required to balance revenue and expenditure. Any revenue shall be declared and communicated to the **Main Beneficiary**.

§3.5 The balance payment (cf. §3.2) can be adapted to take into account the revenues generated by the project and shall constitute the payment of the amount necessary to balance revenue and expenditure.



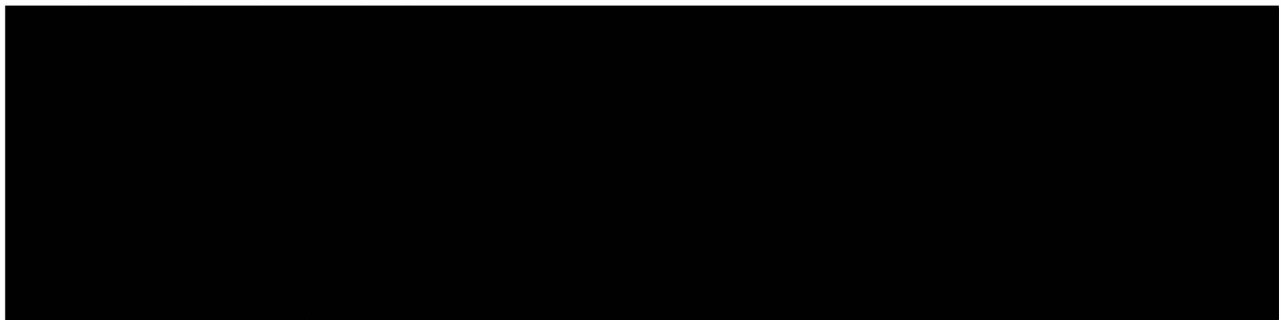
**§4 PAYMENTS TO PARTNERS**

**Table 3. Full planned budget overview per partner (subject to change during the project)**

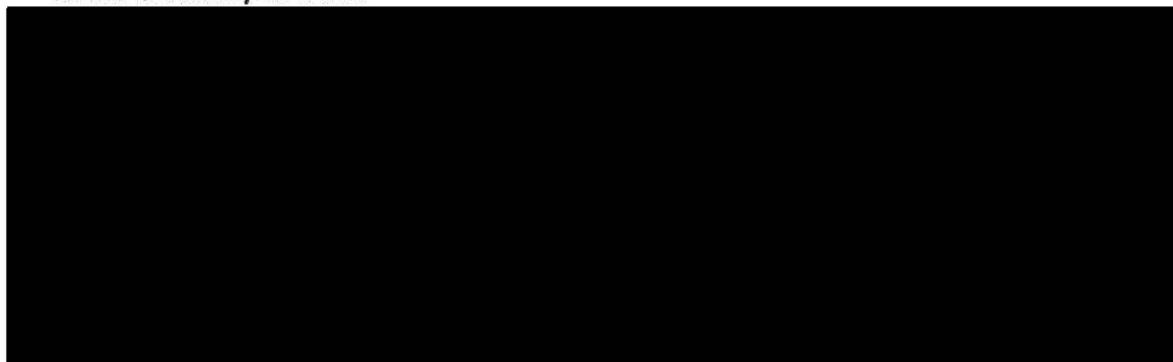
	PLANNED TOTAL	TRANCHE 1	TRANCHE 2	BALANCING FEE
	100%	40%	40%	(max. 20%)
AMU	141120	56448	56448	28224
ESSEX	40967	16386,8	16386,8	8193,4
CUNI	10034	4013,6	4013,6	2006,8
UO	48341	19336,4	19336,4	9668,2
UNICT	19647	7858,8	7858,8	3929,4
UC	17492	6996,8	6996,8	3498,4
UL	44178	17671,2	17671,2	8836,6
UGENT	30420	12168	12168	6084
EPD	27118	10847,2	10847,2	5423,6
DIE	20650	8260	8260	4130
<b>SUM:</b>	<b>399967</b>			

**§5 Payments to PARTNERS – Banking information of all PARTNERS**

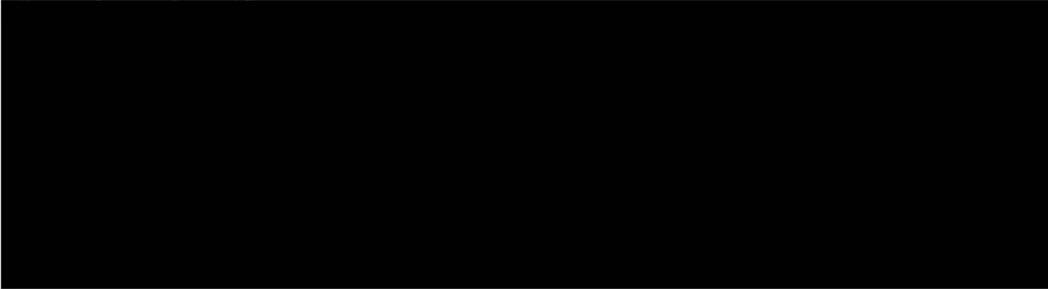
**To Universiteit Gent:**



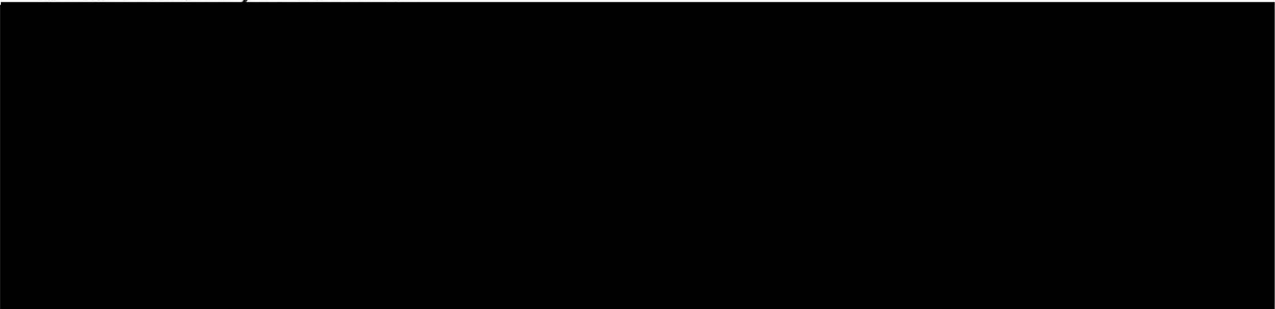
**To the University of Essex**



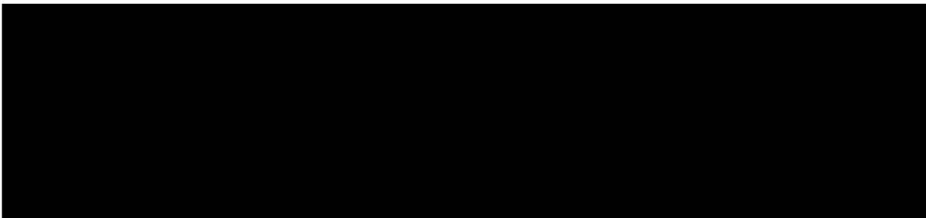
To the **University of Ostrava:**



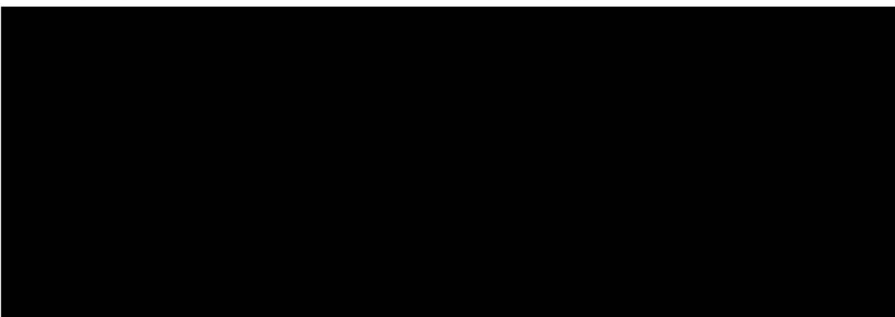
To the **University of Catania:**



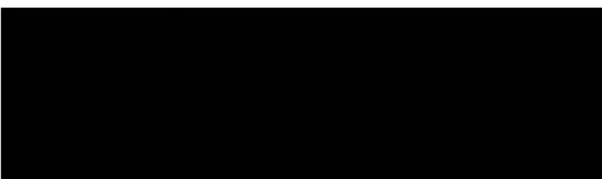
To **University of Ljubljana:**



To **Charles University** [Univerzita Karlova]:

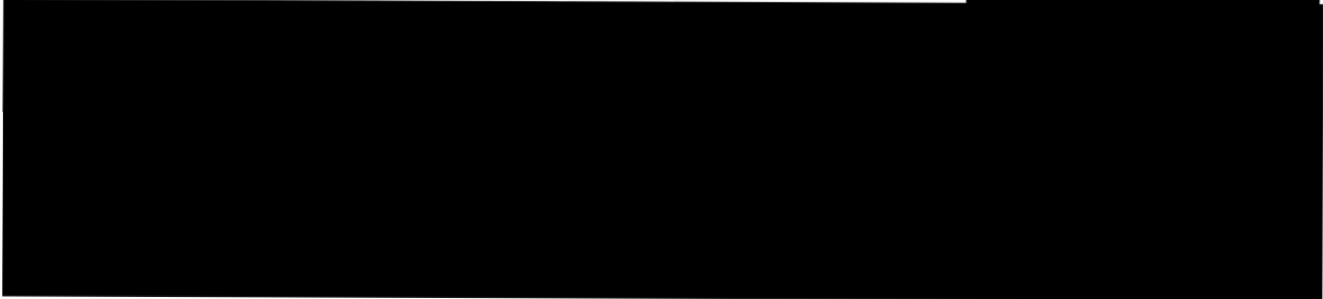


To **Universidade de Coimbra:**





To the **Deutsches Institut für Entwicklungspolitik:**



To the **European Partnership for Democracy ASBL:**



Banking info of the COORDINATOR, **Adam Mickiewicz University, Poznan**





#### ARTICLE 7 – REPORTING

Each Partner shall provide the Coordinating Institution with any information and document required for the preparation of the first **interim report** and, where appropriate, with copies of all the necessary supporting documents *completed and signed by the legal representative* by 01.08.2022 at the latest. The interim report covers reporting period from 01.11.2021 - 31.07.2022.

Each Partner shall provide the Coordinating Institution with any information and document required for the preparation of the **second interim report** and, where appropriate, with copies of all the necessary supporting documents *completed and signed by the legal representative* by 15.05.2023 at the latest. The interim report covers reporting period from 31.07.2022 - 30.05.2023. The deadline for preparing this report can move to an earlier date, as soon as 70% of the received project funding of the first tranche has been spent.

Each Partner shall provide the Coordinating Institution with any information and document required for the preparation of the **FINAL EVALUATION REPORT** and, where appropriate, with copies of all the necessary supporting documents *completed and signed by the legal representative* **before** 15.10.2024 at the latest. The progress report covers the reporting period from the beginning of the implementation of the Project to 31.10.2024.

#### ARTICLE 8 – MONITORING & SUPERVISION

Each Partner shall provide without delay the Coordinator with any information that the latter may request from him concerning the carrying out of the work program covered by this contract.

Each Partner shall make available to the Coordinating Institution any document making it possible to check that the aforementioned Project and work program is being or has been carried out.

*The obligations described in Article 11.20 (checks and audits) of the Grant Agreement n° 2021-1-PL01-KA220-HED-000023034 apply to the Coordinating Institution and Partners.*

## ARTICLE 9 – OWNERSHIP & USE OF PROJECT RESULTS

### §1 Background & Ownership

**BACKGROUND** means all information owned by a contracting party or otherwise in its possession, generated outside the Project agreed in this contract, including but not limited to knowhow, ideas, patents, inventions, methods, solutions, devices, substances and software, technical reports and documents in which the information is described, regardless of the form or medium in which it is disclosed or stored and irrespective of whether it is or can be protected by intellectual property rights, generated as part of the project.

The necessity of the Background for the Project agreed in this contract, submitting the Background and the conditions thereof shall be in the sole discretion of the contracting party owning the Background or having the Background otherwise in its possession. The contracting parties are not obliged to submit any Background to be used by the other contracting parties in the Project agreed in this contract, unless otherwise agreed in writing.

The Parties are allowed to use the Background submitted by the other contracting parties only for the purpose of carrying out the tasks defined in this contract. The Party receiving the submitting the other Party's Background shall not be entitled to assign the Background further to a third party. If the Background is needed in order to exploit the Results of the Project in this agreement in further research and development or in business activities, the conditions of such use shall be agreed separately in writing between the contracting parties in question.

### §2 Ownership & Use of Results

**RESULTS** mean knowhow, patents, inventions, methods, solutions, devices, substances and software, technical reports and documents in which the information is described, regardless of the form or medium in which it is disclosed or stored and irrespective of whether it is or can be protected by intellectual property rights.

The ownership of the Results shall rest with the Party, in whose activities the Results were created, invented or generated. **Project Results shall not be disseminated unless they are in their finalized form, unless the COORDINATOR decides otherwise.**

The ownership of jointly generated Results shall rest with the Parties generating the Results jointly, in the proportion of their contribution to creating such Results. The joint owning Parties shall agree separately on detailed conditions for the exploitation of their jointly



owned Results. Should the joint owners fail to reach an agreement as regards their jointly owned Results, each joint owner shall be entitled to use the jointly owned Results independently as it sees fit.

**User Right for Research Purposes** refers to a non-exclusive right to use the Results, not vested in a Party, as agreed on the second and third paragraph of article 9 §2, for internal research and development purposes of the Party as well as in teaching or for scientific research purposes. User Right for Research Purposes does not include a right to sublicense the Results or otherwise assign the Results or a part thereof to third parties, nor a right to sell services conducted by using the Results or a right to otherwise commercially exploit the Results.

The Parties not owning such Results shall have a royalty-free User Right for Research Purposes to Results that are not published.

The Parties **grant the National Agency and the European Union the right to use the Results for its own purposes** and in particular to make available to persons working for the National Agency and the European Union institutions, as well as to copy and reproduce in whole or in part and in unlimited number of copies.

### **Publications**

The Results are, in principle, public information. Each consortium partner has the right to publish the Results generated by it. The only exceptions are those project Results whose intellectual property is (partly) placed under a sub-contracted third party's copyright. For example, a publishing house gaining copyright claims on a project result, when publishing this Work under an open access license in line with the project's dissemination's plan.

### **§3 Project Logo & Visibility of EU Funding**

Unless the Commission requests or agrees otherwise, any communication or publication made by the beneficiaries jointly or individually that relates to the *action*, including at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, in electronic form, etc.), must:

- indicate that the *action* has received funding from the Union; and
- display the European Union emblem.

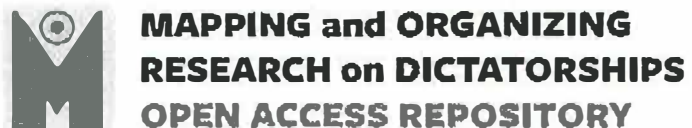
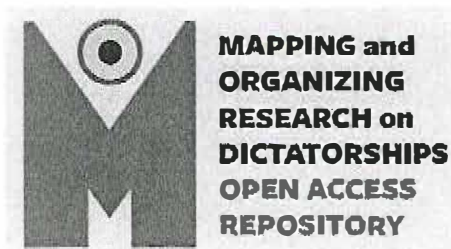
When displayed in association with another logo, the European Union emblem must have appropriate prominence.



The obligation to display the European Union emblem does not confer on the beneficiaries a right of exclusive use. The beneficiaries may not appropriate the European Union emblem or any similar trademark or logo, either by registration or by any other means.

For the purposes of the first, second and third subparagraphs and under the conditions specified therein, the beneficiaries may use the European Union emblem without first obtaining permission from the Commission

The **PROJECT LOGO** (2 versions), presented below, shall be used on all public project results and during project activities together with the European Union logo and the necessary information about funding (as stated above). The project logo is the intellectual property of the coordinator. Partners have permission to use the project logo on all materials related to this PROJECT. The coordinator has the right to modify the logo and use it to brand other projects in the future.

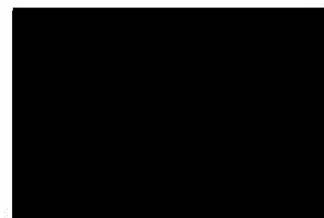


Partners are encouraged to use the provided project **TEMPLATES** (created by the COORDINATOR) for presentations, documents, etc. at all times.

#### ARTICLE 10 – LIABILITY

The Parties shall be liable towards each other for damage caused by a breach of AGREEMENT. The liability of either Party arising in any way out of the subject matter of this AGREEMENT shall not extend to any indirect or consequential loss or damage. The liability of a contracting party shall in all cases be limited to the share of financing of the Party in breach in accordance with this AGREEMENT. The limitations of liability set out herein shall not apply if the damage is caused by a willful act or gross negligence.

The Parties shall carry out the work related to the Project and work program agreed in this AGREEMENT using reasonable skill, care and diligence as well as professional personnel. The Parties shall not, however, be held liable for the content of the Results. Additionally, the Party using the Results shall be exclusively liable for the use it puts such Results, including the intellectual property rights relating thereto.



ARTICLE 11 – TERMINATION AND AMENDMENT OF THE AGREEMENT

**§1 Termination of the contract**

The Coordinating Institution may terminate the contract if a Partner has inadequately discharged or failed to discharge any of the contractual obligations, insofar as this is not due to *force majeure*, after notification of the Partner by registered letter has remained without effect for one month.

The Partner shall immediately notify the Coordinator, supplying all relevant information, of any event likely to prejudice the performance of this AGREEMENT.

**§2 Amendments or additions to the AGREEMENT**

Amendments to this AGREEMENT affecting the whole consortium shall be made only by a supplementary Agreement signed on behalf of each of the Parties by the signatories to this AGREEMENT.

Changes to this AGREEMENT (updating bank account details, a transfer of a specific responsibility among two Partners) affecting only one or two PARTNERS, can be made without needing full consent of the whole consortium. Such changes require permission of the COORDINATOR, and be specified in a written agreement signed as an additional Appendix to this AGREEMENT.

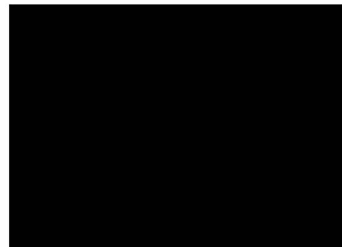


ARTICLE 12 – BUDGET OVERVIEW

§1 **Project results** – The PROJECT has planned the following project results: An encyclopedia on D&DR "Encyclopedia Tyrannica" (O1), a report on EU democracy support and democratization ("White Paper" – O2), a Booklet for educators with course modules and teacher guidelines relating to D&DR, EU foreign policy and Area Studies (O3), and an online short glossary ("wiki") on the project website (O4) to present our results to a larger audience. In addition, there will be spin-off results, not listed here, but foreseen in the work methodologies.

**Table 4.1 Overview of estimated Work Days per result per partner**

	O1	O2	O3	O4	total	Planned Budget*	
AMU	195		30	10	235	74	17390
Essex	133		35	10	178	214	38092
CUNI	52		5		57	137	7809
UO	77		10		87	137	11919
UNICT	32	41			73	214	15622
UC	32	44	10		86	137	11782
UL	67	5	5		77	137	10549
UGent	0	130			130	214	27820
EPD	0	87			87	214	18618
DIE	0	75			75	214	16050
<b>Sum:</b>	<b>588</b>	<b>382</b>	<b>95</b>	<b>20</b>		<b>O =</b>	<b>175651</b>
		<b>Total Sum:</b>		<b>1085</b>			



M.O.R.D.O.R. – Consortium Agreement & Financial Framework

UO	E2		20	30	8000	1000
UGent	E3	(online event: 20 participants – lump equals: 15 EUR / person)			300	

Table 3 (repeated). Full planned budget overview per partner (subject to change during the project)

	O	M	E	C	PMI	S	TOTAL
AMU	17390	19430			94300	10000	150870
Essex	38092	2875					40967
CUNI	7809	1725			500		10034
UP	11919	3635	8000	22787	2000		43891
UNICT	15622	4025					19647
UC	11782	5710					17492
UL	10549	4025		28604	1000		38878
UGent	27820	2300	300				30420
EPD	18618	2900	9000		1200		27118
DIE	16050	4600					20650
Sum:	175651	50625	13300	51391			€ 999967



**Table 7. Number of expected participants per Master Class**

	Master Class 1 - Ostrava			Master Class 2 - Ljubljana		
	teachers	students	Extern. experts	teachers	students	Extern. experts
Code	C1	C2	C3	C4	C5	C6
#participants	7	21**	5	9	21**	5
Support days/ person*	5*	8*	5*	6*	10*	5*

\*Includes 1 arrival and 1 departure day

\*\*Includes at least 3 additional students from hosting institution

§4 Dissemination Activities – the PROJECT has planned three dissemination activities, aimed at promoting the RESULTS to the project's intended target groups.

For partners EPD (E1) and the Univ. of Ostrava (E2), two budgets have been foreseen to organize 1 dissemination event each. UGent will receive co-funding for their online event (E3).

**Table 8. Lump sums and number of planned non-consortium participants (matching intended target groups) for each dissemination events**

	Codo	# of Local participants	# of International participants	Sum (EUR)	Additional PMI money to manage this event (EUR)
		Lump sum = 100 EUR	Lump sum = 200 EUR		
EPD	E1	30	10	5000	1200





**§3 Teaching and Training Activities** – The Project foresees 2 major teaching events – two master classes: One on D&DR to be hosted by the Univ. of Ostrava, and another one on EU foreign policy and democracy support, to be hosted by the Univ. of Ljubljana.

For partners Univ. of Ostrava and the Univ. of Ljubljana, who each organize 1 master class, the following budgets have been foreseen:

C1 + C2: host: Univ. of Ostrava - 18337 EUR + 1000 EUR (PMI): This includes the travel and support costs for 9 (incoming) partner participants (teachers), the travel and support costs for 21 incoming students from partners. These lump sums will be used also to cover some costs for students from the host university and a few deserving non-consortium students. (The same selection criteria apply to all applicants.) The host university will be responsible for arranging logistics, accommodation and catering during work days.) Hosts have agreed to manage this budget directly. Regarding PMI, the host receives 1000 EUR and is expected to use leftover budgets to cover other costs. The final eligible budget for this category depends on the actual amount of attending participants.

C4 + C5: Univ. of Ljubljana – 23304 EUR + 1000 EUR (PMI): This includes the travel and support costs for 9 (incoming) partner participants (teachers), the travel and support costs for 21 incoming students from partners. These lump sums will be used also to cover some costs for students from the host university and a few deserving non-consortium students. (The same selection criteria apply for all applicants.) The host university will be responsible for arranging logistics, accommodation and catering during work days.) Hosts have agreed to manage this budget directly. Regarding PMI, the host receives 1000 EUR and is expected to use leftover budgets to cover other costs. The final eligible budget for this category depends on the actual amount of attending participants.

The budget for the external experts C3 (€4450) + C6 (€5300) to travel to both master classes, totaling 5 participants each, to be identified at a later time (by the Coordinator and the Team Leaders) will also be managed by the two hosting institutions, respectively. As for incoming teachers, it is meant to cover travel, accommodation and catering. The final eligible budget sum for this category depends on the actual amount of attending participants.



(\*) CUNI will receive 500 EUR (PMI) for hosting this large event.

(\*\*) These mobilities will be managed directly by AMU on behalf of participating partners, which will use PMI funds to cover (some) additional costs for these fieldwork mobilities.

(!) lumps sums differ per partner, because they have been calculated according to the correct, eligible distance band.

**Table 6. Planned number of participants per transnational meeting**

CODE		AMU	ESSEX	CUNI	UO	UNICT	UC	UL	UGENT	EPD	DIE
M1	EncTyr COOR1	1	hosting								
M2	White-COOR1	1				1	1		hosting	2/3?*	2
M3	kick-off	3	2	hosting	4	4	4	3	2	2	2
M4	F1 - Africa	1	1		1		1				
M5	Select1	1			1		hosting	1			
M6	F2 - CA	1	1	1				1			
M7	C1-3 EncTyr				hosting						
M8	White-COOR2	1				hosting	1		2	2	2
M9	F3 - MENA	1	2								
M10	F4 - LA	1	1				1				
M11	Select2	hosting		1	1			1			
M12	F5 – Indo Pacif.	1	1		1						
M13	C4-6 White							hosting			
M14	EncTyr COOR2	hosting	1								
M15	E2 + White final	1				1	1		2*	hosting	2
M16	E1 + D&DR final	3	2	2	0	1	1	2	0	0	0

(\*) No lump sums have been foreseen for these mobilities because the distance between Brussels and Ghent is too short to claim an eligible mobility lump sum.



§2 **Transnational Meetings** – the PROJECT foresees 16 project meetings (number, location and goal can be subject to change) aimed at coordinating the workflow and preparation of major events.

**Table 5. Planned lump sums per transnational meeting**

		AMU	Essex	CUNI	UQ	UNICT	UC	UL	UGent	EPD	DIE	Total
M01	EncTyr COOR1	575	0									575
M02	White-COOR1	575				575	575		0	0	1150	2875
M03	kick-off*	1725	1150	0	2300	2300	3040	1725	1150	1150	1150	15690
M04	F1 – Africa**	760	760		760		760					3040
M05	Select1	760			760		0	575				2095
M06	F2 – CA**	760	760	760				760				3040
M07	C1-3 EncTyr				0							0
M08	White-COOR2	575				0	760		1150	1150	1150	4785
M09	F3 – MENA**	760	1520									2280
M10	F4 – LA**	760	760				760					2280
M11	Select2	0		575	575			575				1725
M12	F5 – Indo-Pacific**	760	760		760							2280
M13	C4-6 White							0				0
M14	EncTyr COOR2	0	575									575
M15	E1 + White final	575				575	575		0	0	1150	2875
M16	E2 + D&DR final	1725	1150	1150	0	575	760	1150				6510
	<b>Granted per partner</b>	<b>10310</b>	<b>7435</b>	<b>2485</b>	<b>5155</b>	<b>4025</b>	<b>7230</b>	<b>4785</b>	<b>2300</b>	<b>2300</b>	<b>4600</b>	<b>50625</b>
	<b>Allocated to Institution (F1-F5 managed by AMU**)</b>	<b>19430</b>	<b>2875</b>	<b>1725</b>	<b>3635</b>	<b>4025</b>	<b>5710</b>	<b>4028</b>	<b>2300</b>	<b>2300</b>	<b>4600</b>	<b>50625</b>

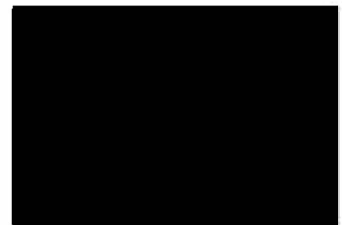
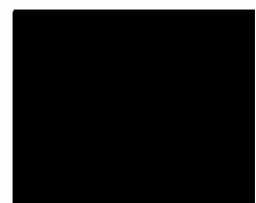


Table 4.2 Overview of estimated Work Day within Result O1

	O1 Breakdown				
	People	Editor	Author	ASE**	Extra
AMU	3	130	16		49
Essex	4	70	20		43
CUNI	3		25	15	12
UO	5		30	35	12
UNICT	4		20		12
UC	4		10	10	12
UL	8		40	15	12
UGent	2				
EPD	4				
DIE	3				

\* All lump sums (level: researcher, educator, trainer) are calculated per country category in line with EU guidelines.

\*\*ASE = Area Study Expert



## ARTICLE 13 – ANNEXES

The following annexes are an integral part of the present AGREEMENT. This AGREEMENT goes only into force after the GRANT AGREEMENT has been signed between the Coordinating institution and the National Agency.

*Annex 1: Grant Agreement No. 2021-1-PL01-KA220-HED-000023034*

*Annex 2:* A copy of the PROJECT APPLICATION containing a detailed description of the project work methodology. This document does *not consider* the amendment regarding result O5 – which work days have been transferred to O3.

The updated work plan for results O3 and O5 can be found in Annex 3.

*Annex 3: O3 – approved changes to the work plan of O3 and O5*

*Annex 4: O1 Encyclopedia– detailed work plan*

*Annex 5: O2 white paper – detailed work plan*

---

SIGNATURES AND STAMPS

Produced in ten originals in English. Each version contains 47 pages. This is version 1.

I declare to have read and understood all 47 pages of this Consortium Agreement & Financial Framework, and agree to its content.

For **Adam Mickiewicz University in Poznan** [Uniwersytet im. Adama w Poznaniu], ul. Henryka Wieniawskiego 1, 61-712 Poznań, Poland;

represented by Rafał Witkowski, Vice-Rector for Research and International Affairs,

**Date, Stamp and Signature of legal representative of the Coordinating Institution:**



**Signature of the COORDINATOR, Jeroen Van den Bosch**

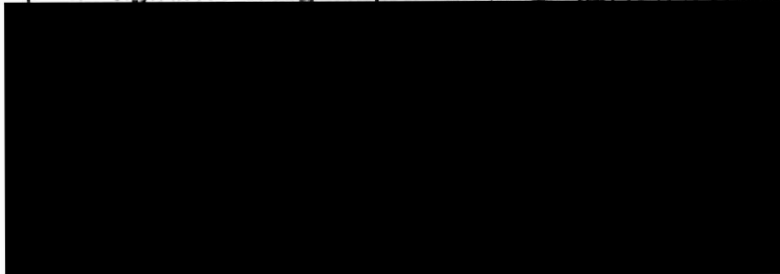


Produced in ten originals in English. Each version contains 47 pages. This is version 2.

I declare to have read and understood all 47 pages of this Consortium Agreement & Financial Framework, and agree to its content.

For **Universiteit Gent**, Sint-Pietersnieuwstraat 25, 9000, Gent, Belgium,  
represented by Rik Van de Walle, Rector of Ghent University,

Date, Stamp and Signature of legal representative: 08/3/2022



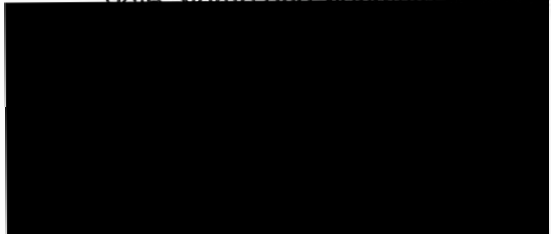
Signature of the Local Coordinator and Contact Person, Fabienne Bossuyt:

Produced in ten originals in English. Each version contains 47 pages. This is version 3.

I declare to have read and understood all 47 pages of this Consortium Agreement & Financial Framework, and agree to its content.

For the **University of Essex**, Wivenhoe Park, Colchester, CO4 3SQ, United Kingdom, represented by Lorna Fox O'Mahony,

Date, Stamp and Signature of legal representative:



*12.05.2022*  
Signature of the Local Coordinator and Contact Person, **Natasha Lindstaedt**

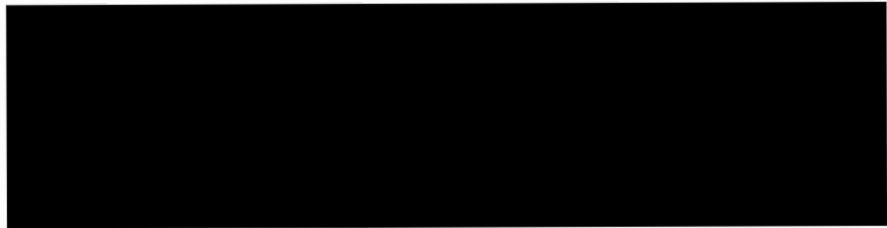


Produced in ten originals in English. Each version contains 47 pages. This is version 4.

I declare to have read and understood all 47 pages of this Consortium Agreement & Financial Framework, and agree to its content.

For the **University of Ostrava**, Dvořákova 7, 701 03 Ostrava, Czech Republic,  
represented by Prof. MUDr. Jan Lata, CSc,

**Date, Stamp and Signature of legal representative:**



**Signature of the Local Coordinator and Contact Person, Tomáš Drobík:**



Produced in ten originals in English. Each version contains 47 pages. This is version 5.

I declare to have read and understood all 47 pages of this Consortium Agreement & Financial Framework, and agree to its content.

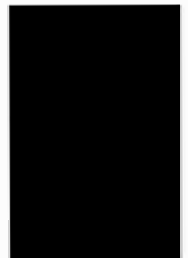
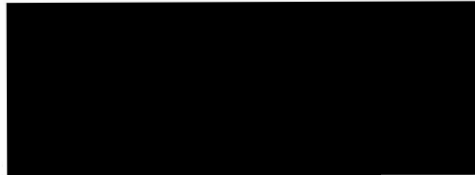
For University of Catania, Piazza Università 2 – 95131 Catania, represented by Prof. Francesco Priolo, Rector,

Date, Stamp and Signature of legal representative:

06/05/2022



Signature of the Local Coordinator and Contact Person, Daniela Irrera



Produced in ten originals in English. Each version contains 47 pages. This is version 6.

I declare to have read and understood all 47 pages of this Consortium Agreement & Financial Framework, and agree to its content.

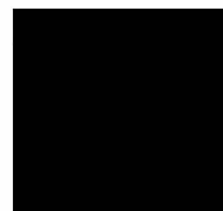
For the **University of Ljubljana**, Kongresni trg 12, 1000 Ljubljana, Slovenia, represented by Rector prof. dr. Gregor Majdič,

**Date, Stamp and Signature of legal representative:**



**Signature of the Local Coordinator and Contact Person, Marko Hočevar**

18. 5. 2022

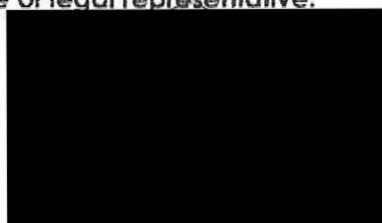


Produced in ten originals in English. Each version contains 47 pages. This is version 7.

I declare to have read and understood all 47 pages of this Consortium Agreement & Financial Framework, and agree to its content.

For **Charles University** [Univerzita Karlova], Ovocny Trh 560/5, 11636 Prague, Czech Republic, represented by **prof. MUDr. Milena Králíčková, Ph.D.**, Rector of Charles University,

**Date, Stamp and Signature of legal representative:**



31 -03- 2022



**Signature of the Local Manager and Contact Person, Prof. Dr. Slavomir Horak:**

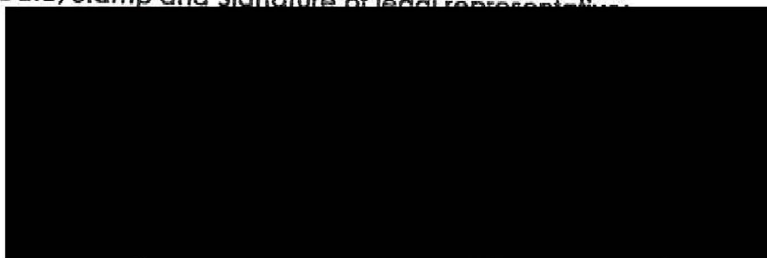


Produced in ten originals in English. Each version contains 47 pages. This is version 8.

I declare to have read and understood all 47 pages of this Consortium Agreement & Financial Framework, and agree to its content.

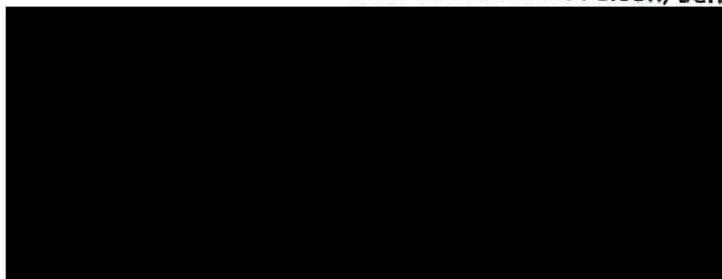
For the **Universidade de Coimbra**, Paço das Escolas, 3001-451, Coimbra, Portugal, represented by Professor João Nuno Calvão da Silva, Vice-rector for International Relations and Alumni,

Date, Stamp and Signature of legal representative:



29/03/2022

Signature of the Local Coordinator and Contact Person, Bernardo Teles Fazendeiro:



Produced in ten originals in English. Each version contains 47 pages. This is version 9.

I declare to have read and understood all 47 pages of this Consortium Agreement & Financial Framework, and agree to its content.

For **Deutsches Institut für Entwicklungspolitik**, Tulpenfeld 6, 53113 Bonn, Germany,  
represented by Prof. Dr. Anna-Katharina Hornidge, Director and Margret Heyen, Head of  
Service facilities,

**Date and Signature of legal representative:**

2.5.2022

**Signature of the Local Coordinator and Contact Person, Benjamin Heil**

Produced in ten originals in English. Each version contains 47 pages. This is version 10.

I declare to have read and understood all 47 pages of this Consortium Agreement & Financial Framework, and agree to its content.

For the **European Partnership for Democracy ASBL**, 123-133, rue Froissart; B-1040 Brussels, Belgium, represented by Ken Godfrey, **Executive Director**.

Date, Stamp and Signature of legal representative:



**Signature of the Local Coordinator and Contact Person, Ellen Leafstedt:**

