

Partnership Agreement

Visegrad Grant No. 22220080

Project title: "SME Joint Ventures in V4 countries to strengthen SMEs through supporting innovation in education"

Project implementation period: from 20/09/2022 to 28/02/2024

between

Organization name: Budapest Business School – University of Applied Sciences (hereinafter referred to as “**BBS/Grantee**”)

Address: Markó str. 29-31., Budapest, H-1055, HU

Correspondence address: Alkotmány str. 9-11., Budapest, 1054, HU

ID No.: 19308722-2-41 / HU 19308722

VAT number: HU 19308722

Bank details:

Represented by:

Partner project team:

and

Project partner organization name: University of Chemistry and Technology, Prague (UCT Prague) (hereinafter referred to as “**UCT Prague/Project partner**”)

Address: Technická 5, Prague, 166 28, CZ

Correspondence address: Technická 5, Prague, 166 28, CZ

ID No.: 60461373

VAT number: CZ60461373

Bank details:

Represented by:

Partner project team:

1. The parties enter into this Partnership Agreement for the purpose of fulfilling the required activities and the project outputs of the Visegrad Grant Project No. 22220080. By signing the Agreement, the Parties express their intention to also cooperate for the implementation of the aims set out in the Project after the Project closure and to provide the necessary resources in order to sustain the achieved results.
2. The implementation of the project is carried out in compliance with the terms and conditions agreed in the “Contract on the Provision of Financial Resources from the International Visegrad Fund’s Visegrad Grant No. 22220080” (hereinafter referred to as “Contract”) concluded between the International Visegrad Fund (hereinafter referred to as “the Fund”) and BBS. The Contract is as per Annex 1.

3. This Partnership Agreement is subject to the above-mentioned Contract and defines the way of payment of the expenses and the activities and outputs implemented within the project.
4. This Partnership Agreement enters into force after it will be duly signed and remains in effect for a definite term, between 25/10/2022 and 28/02/2024 (Implementation Period) and it shall be terminated automatically by the last day of the determined period.
5. The Project partner shall carry out the activities set out in this Partnership Agreement in accordance with the Contract using its best endeavours to achieve the outcomes set out therein.
6. The required activities to be carried out are the following:
 - Participation in the education development module:
 - o content development
 - o e-learning material development
 - Participation in 1 conference, 2 project meetings and additional extraordinary meetings if necessary. The project partners will be invited to each workshop by email by the project administrator.
 - Participation in research module: planning and implementation.
 - Dissemination: Providing dissemination materials in the local environment, collection of used marketing tools and materials to present in the final report. The fulfilment is based on the Contract.
7. Required project outcome:
 1. Full course material
 2. Research results
 3. Dissemination materials
 4. Report on the organization based on the method and schedule of the Contract
8. The Project partner will be reimbursed for the following costs. The amounts are fixed and non-transferable between individual items. All the amounts need to be drawn down in full.

Item	Amount	Document to be delivered to BBS
Expert fees		Documents not based on Labor Code 30/09/2023 28/02/2024 Confirming documents for the implementation of the tasks and the payment.
Accommodation		Invoice for accommodation
Personal travel costs (2 persons)		Invoice about the travel costs and confirming documents
Total		
Own funding Research Dissemination		Research results and report Dissemination material, documents of publishing

The BBS is responsible for the accomplishment of the reporting responsibilities, the compilation and submission of payment claims to the Visegrad Fund. The Project Partner participates in the completion of this task. The Project Partner shall support the BBS in the preparation of the progress, interim and final reports. The Project Partner shall make the information related to its activities and the other pieces of data necessary for the preparation of reports available for the BBS by one month before the deadline for the actual report. The Project Partner shall submit its financial report to the BBS concerning its eligible, incurred expenditures based on the schedule below. The Project Partner is entitled to submit a financial report to the BBS concerning the following periods until the date defined below.

Reporting period	Deadline of submission of the report
<i>20/09/2022-31/12/2022</i>	<i>31/12/2022</i>
<i>01/01/2023-30/06/2023</i>	<i>05/07/2023</i>
<i>01/07/2023-31/12/2023</i>	<i>31/12/2023</i>
<i>01/01/2024-28/02/2024</i>	<i>28/02/2024</i>

The financial report of the Project Partner shall contain all the documents and information on the basis of which the BBS can submit the payment claims to the Visegrad Fund referring to the grant that the Project Partner is entitled to, especially the EXCEL table which is needed for the report with the costs to be settled for and the documents justifying the incurred expenditures and the certified copies. The financial and reporting processes are based on the Contract.

9. Own contribution: Research of secondary data sources, dissemination – newsletters
10. For the Project partner to be paid the expert fees letters as for the expert report, they shall submit copies of documents not based on Labor Code and payment confirmations which will be reimbursed by the Grantee (BBS) in the specified amount.
11. At first, the Project partner will pay for the accommodation, personal travel costs, and, as a second step, they will re-invoice the Grantee (BBS) to receive reimbursement to the indicated bank account of the Project partner (UCT Prague). Simultaneously, they will send the Grantee the copies of documents related to the expenses incurred within 10 days.
12. Non-agreed expenses or expenses exceeding the agreed amount above will not be reimbursed.
13. The Parties are obliged to keep an analytical record of the nature, value, amount and use of the grant received by the Parties based on which any support originating from the state budget or other state sources and other revenues may be recorded separately from the grant provided in the framework of the Project and which allow for the itemised check of the expenditures at any time.
14. In order to implement this Partnership Agreement, the Parties will delegate contact persons. During their cooperation, the Parties will consult each other in writing or verbally through the contact persons. Parties may modify or terminate this Partnership Agreement only in a written notice.
15. The Parties are obliged to display project number (22220080), the visual components of the Visegrad Fund and the fact of the financial contribution provided by the Visegrad Fund in the course of their communication related to the Project, on the official documents and on any information intended for the public and third parties.
16. The Partners have to cooperate in the final report process after the implementing period as well. In case the Visegrad Fund reclaims an already disbursed advance payment or grant from the BBS, the Project Partner shall undertake the obligation to repay in five working days following the receipt of the call for repayment that part of the reimbursable grant that is due to a default attributed to the Project Partner.

17. The Parties may request information from each other according to the approved project in relation to the implementation of the tasks by specifying a reasonable deadline and the Parties shall supply the requested information by the specified deadline.

The contact person delegated by BBS will be

The contact persons delegated by UCT Prague will be

If the Parties designate a new contact person, they are obliged to inform each other in writing without delay, but within 72 hours at the latest.

18. The provisions of the BBS Code of Ethics [<https://uni-bge.hu/hu/dokumentumok/etikai-kodex/bbs-code-of-ethics>] shall be observed by the Grantee and the provisions of the UCT Prague Code of Ethics shall be observed by the Project partner during the execution of this Partnership Agreement.
19. The Parties mutually respect each other's interests, in particular data protection and intellectual property rights. If a result will be created as part of the project that will be the subject of intellectual property protection, the parties will conclude a separate agreement on this.
20. Some disputes arising from the execution of this Partnership Agreement or doubts about the Partnership Agreement itself shall be settled by both Parties through negotiation. If it is necessary to change or supplement the above terms, both Parties shall solve it through friendly negotiation. Any disputes resulting from this Partnership Agreement which could not be settled by mutual agreement of the Parties shall be resolved by the Hungarian courts (the country of the Grantee). The language of the arbitration shall be English. The award of the arbitrator shall be final and binding on both Parties.

This Partnership Agreement is jointly drafted and approved by both Parties. This Cooperation Agreement is executed in 2 (two) identical copies in English, one of them is for the Grantee and the another one is for the Project Partner.

On behalf of BBS

On behalf of UCT Prague

Place and date: Budapest

___/___/___

stamp

Place and date: Prague

___/___/___

stamp