



Expert Alumni Advisory and Coaching Services

No.: SML/2023/0019

concluded pursuant to the provisions of § 2586 et seq. of Act No. 89/2012 Coll., the Civil Code, as amended (hereinafter referred to as the "Civil Code")

On the following day, month and year, the Contracting Parties:

Dům zahraniční spolupráce

Residing at: Na Poříčí 1035/4, 110 00 Praha 1

Represented by: Mgr. Michal Uhl – director

Id. No.: 61386839

Bank connection: ČNB

Bank account number: 8630031/0710

(Hereinafter referred to as "Client")

And

Business name: Keep in Touch Education Ltd

Residing at: Main Street, Ballybofey, Co Donegal, Ireland

Bank connection/sort code: 937363

Bank account number: 34441067

SWIFT CODE: AIBKIE2D

IBAN: IE72 AIBK 9373 6334 4410 67

(hereinafter referred to as "Contractor")

(Client and Contractor hereinafter collectively the "Parties")

The Parties hereby agree as follows:

Article I. Subject Matter

1. The subject matter hereof is the Contractor's obligation to perform Work for the Client, specifically provide Expert Alumni Advisory and Coaching services under the conditions stipulated herein and in accordance with the instructions and requirements of the Client (hereinafter the "Work"). The Work shall consist of facilitating 12 sessions over a 6-month period combining the best of alumni practice, and literature with action planning and accountability.

What the Work for the Client includes:

- a. Online advisory and coaching sessions, one hour in duration, facilitated through Zoom
- b. Ease of booking of sessions through Maria's online scheduler
- c. Initial discovery session, to identify goals to explore/monitor in future sessions
- d. 11 additional sessions over a six-month period
- e. These can be 1:1 sessions or with the Czech Alumni team
- f. Recording of sessions (as requested)
- g. Flexible, regular e-mail and messaging support over the six-month period

CLASSIFICATION: FOR INTERNAL USE DZS



- h. Follow-up support and resources
- i. Professional development digital badge upon completion (Alumni Way Leadership)

Alumni Advisory and Leadership Coaching: the impact

- a) Identify strategies to energise your alumni network planning and implementation
- b) Submit materials/briefs in advance to Maria for review/exploration at the session
- c) Advance the alumni network aligned to the Study in Czech Republic focus and mission
- d) Prepare Czech Alumni as an exemplary alumni initiative, drawing on the needs of current students, alumni, Czech alumni professionals, and the wider Study in the Czech Republic ambitions

The Client agrees to take the Work over and pay the Contractor a Price for it in line with all the terms and conditions stipulated herein.

- 2. The proprietary right to the Work is transferred to the Client at the moment of its presentation by the Contractor. The Contractor hereby grants to the Client territorially unlimited permission to record the individual audio-visual sessions and to use such recording in an original or adjusted version for the internal purpose of sharing the learning outcomes internally with the team working with alumni relations at the Client's workspace. The permission shall be granted for the duration of the copyright of the Contractor. The fee for the permission is included in the total fee to be paid to the Contractor in accordance herewith.

Article II. Term of Performance

- 1. Hereby, the Contractor undertakes to perform the Work in the period between the months of February and August 2023 in an online space.

Article III. Payment Terms

- 1. The Contractor shall invoice the Client for the **facilitator fee of EUR 2400** (total price excl. VAT, which is not required to be paid by the Contractor).
- 2. The Client shall pay the agreed fee in two instalments, that is, 50% upfront payment and then 50% upon completion of the Work. The Client will pay the first instalment to the Contractor within 30 days after the start of the Work and the second instalment within 30 days after the final session by a bank transfer to the bank account kept by the Contractor stated in this agreement.
- 3. The day of payment is considered the day when the amount is credited from the Client's account.

Rights and obligations of the Parties

- 1. The Contractor shall perform the Work personally and properly in accordance with this Agreement and the Client's instructions.
- 2. The Client is entitled to inspect the proper performance of the subject matter of this Agreement.
- 3. The Contractor is obliged to act in such a way that in the course of his activity, he has not caused the Client any damage or damage to reputation.
- 4. The Contractor undertakes to observe the confidentiality of all the facts he/she learns from the Client in connection with the performance of this Agreement during the performance of the Agreement and after the termination of the Agreement.



5. Should any event having the nature of force majeure prevent either Party from the due fulfilment of any of their duties under this Agreement, such Party shall notify the other Party in writing of the existence of force majeure without undue delay. In such case, neither Party shall be liable for damages incurred by the other Party.

Article V. Final Provisions

1. The contractor is obliged according to the provisions of § 2 e) of Act No. 320/2001 Coll., on Financial Control in Public Administration and on Amendments to Certain Acts (Act on Financial Control), as amended, to cooperate in the performance of financial control carried out in connection with the payment of goods or services from public expenditure.
2. All legal relationships not explicitly described under this Agreement are governed by the Civil Code of the Czech Republic and the laws of the Czech Republic in general.
3. The Parties undertake, in the event of disputes concerning the content and performance of this Agreement, to make every effort that may be fairly required to resolve the disputes amicably, in particular, to remove the circumstances giving rise to the right to withdraw from this Agreement or to invalidate it. Should any provision of this Agreement become invalid or ineffective as a result of a change in law or other reasons, these provisions will be brought into line with legal standards and the Parties declare that this agreement is valid in the remaining provisions, unless it is contrary to its purpose or unless the provisions which cannot be separated.
4. Both Contracting Parties agree that in the event of a dispute arising out of or in connection with this Agreement, the general courts of the Czech Republic are competent to deal with it.
5. Any amendments or additions to this Agreement may be made only in the form of written upwardly numbered amendments.
6. This Agreement is made in two copies with the original validity, of which each Party shall receive one. In the case of digital format of the Agreement, both parties sign one copy with their certified electronic signatures.
7. This Agreement shall enter into force and effect on the date of signature of both contracting Parties.
8. The Contractor acknowledges that his personal data specified in this document are processed by the DZS for the purpose of conducting the personnel and wage agenda in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 of the General Data Protection Regulation which is specified by the DZS in the Data Processing Principles and the Personal Data Processing Notices available on the website of the Client (www.dzs.cz). By signing the agreement, the Contractor confirms that all the information given in the document is true and correct.
9. The parties declare that this agreement was written in their true and free will, that they read the contract, that they agree with its contents and on the evidence of this they add signatures.

Dublin, date ...07/02/2023...

Prague, date ...21/02/2023...

.....
Maria L. Gallo
The Contractor

.....
Mgr. Michal Uhl
Director of DZS
The Client