

**GRANT AGREEMENT for a:**

**Project with multiple beneficiaries under the ERASMUS+ Programme<sup>1</sup>**

**AGREEMENT NUMBER – 2022-1-CZ01-KA220-HED-000086282**

This Agreement ('the Agreement') is concluded between the following parties:

on the one part,

the **National Agency** (hereinafter referred to as "the NA")

Dum zahraniční spolupráce

příspěvková organizace

official registration number: 61386839

Na Poříčí 1035/4, 110 00 Praha 1

duly represented for the purposes of signature of this Agreement by Michael Uhl, director,

**and**

on the other part,

the '**coordinator**'

Ostravská univerzita

official registration number: 61988987

Dvořákova 7, 701 03, Ostrava

OID number: E10205440

Erasmus ID code: CZ-OSTRAVA02

duly represented for the purposes of signature of this Agreement by prof. MUDr. Jan Lata,

CSc., rector

and the other beneficiaries as set out in Annex II, duly represented for the signature of the Agreement by the coordinator by virtue of the mandates included in Annex V

Unless otherwise specified, references to 'beneficiary' and 'beneficiaries' include the coordinator.

The parties referred to above

**HAVE AGREED**

to the Special Conditions ('the Special Conditions') and the following Annexes:

Annex I – General conditions ('the General Conditions')

Annex II – Description of the Project; Estimated budget of the project; List of other beneficiaries

Annex III – Financial and contractual rules

Annex IV – Mandates provided to the coordinator by the other beneficiaries

which form an integral part of the Agreement

The provisions in the Special Conditions of the Agreement take precedence over its Annexes.

The provisions in Annex I 'General Conditions' take precedence over those in other Annexes. The provisions in Annex III take precedence over those in the Annexes II

Within Annex II, the part on the Estimated budget takes precedence over the part on the Description of the project

<sup>1</sup> Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021 establishing 'Erasmus+' the Union programme for education and training, youth and sport and repealing Regulation (EU) No 1288/2013

**SPECIAL CONDITIONS**

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**ARTICLE I.1– SUBJECT MATTER OF THE AGREEMENT**

**I.1.1** The NA has decided to award a grant, under the terms and conditions set out in the Special Conditions, the General Conditions and the other Annexes to the Agreement, for the Project entitled Structural embedding of knowledge by experience in higher education through processes of co-creation under the Erasmus+ Programme Key Action 2: Partnerships for Cooperation, as described in Annex II.

**I.1.2** By signing the Agreement, the beneficiaries accept the grant and agree to implement the Project, acting on their own responsibility.

**ARTICLE I.2– ENTRY INTO FORCE AND IMPLEMENTATION PERIOD OF THE AGREEMENT**

**I.2.1** The Agreement enters into force on the date on which the last party signs it and on the date of being made public in the Agreement Registry

**I.2.2** The Project runs **36 months**, from 1. 9. 2022 to 31. 8. 2025.

**ARTICLE I.3– MAXIMUM AMOUNT AND FORM OF THE GRANT**

**I.3.1** The maximum amount of the grant is **EUR 400 000**

**I.3.2** The grant takes the form of a lump sum grant for the completion of work packages activities.

**ARTICLE I.4– REPORTING AND PAYMENT ARRANGEMENTS**

The following reporting and payment provisions<sup>3</sup> shall apply.

**I.4.1 Payments to be made**

The NA must make the following payments to the coordinator:

- a first pre-financing payment;
- further pre-financing payments, on the basis of the request for further pre-financing payment referred to in Article I.4.3;

- one payment of the balance, on the basis of the request for payment of the balance referred to in Article I.4.4

**I.4.2 Pre-financing payments**

The aim of the pre-financing is to provide the beneficiaries with a float. The pre-financing remains the property of the NA until the payment of the balance.

The NA must make a first pre-financing payment of EUR 160 000 to the coordinator within 30 calendar days following the entry into force of the Agreement corresponding to 40% of the maximum grant amount specified in Article I.3.1, except if Article II.24 applies.

The NA must make a second pre-financing payment to the beneficiaries within 60 calendar days from when the NA receives the request for second pre-financing payment referred to in Article I.4.3, except if Article II.24 applies.

**I.4.3 Reporting, requests for pre-financing payments and interim reports**

By 29. 2. 2024 the coordinator must submit a request for a second pre-financing and an interim report on the implementation of the project covering the reporting period from the beginning of the implementation of the project specified in Article I.2.2 to 30 days before the date of submission of the request.

The request must be accompanied by the following documents:

- a report on the implementation of the project;
- a statement on the amount of the previous pre-financing instalment used to cover costs of the project ('statement on the use of the previous pre-financing instalment').

If at the end of the reporting period, the statement on the use of the pre-financing shows that less than 70% of previous pre-financing payments paid has been used to cover costs of the project, the further pre-financing shall be reduced by the difference between 70% threshold and the amount used

Without prejudice to Articles II.24.1 and II.24.2 and following approval of the report by the NA, the NA must pay to the coordinator the further pre-financing payment within 60 calendar days on receipt of the interim report

By 30. 11. 2024, the coordinator must submit an interim report on the implementation of the project covering the reporting period from the beginning of the implementation of the project specified in Article I.2.2 to 31. 10. 2024

**1.4.4 Final report and request for payment of the balance**

Within 60 calendar days after the end date of the Project specified in Article 1.2.2, the coordinator must submit a final report on the implementation of the Project using the reporting tools set in Article 1.10, and, when applicable, upload all project results in the Erasmus+ Project Results Platform as specified in Article 1.11.2. The report must contain the information needed to justify the contribution requested on the basis of lump sum in accordance with Annex III.

The final report is considered as the coordinator's request for payment of the balance of the grant.

The coordinator must certify that the information provided in the request for payment of the balance is full, reliable and true. It must also certify that the costs incurred can be considered eligible in accordance with the Agreement and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.27.

**1.4.5 Payment of the balance**

The payment of the balance reimburses or covers the remaining part of the eligible costs incurred by the beneficiaries for the implementation of the project.

The NA determines the amount due as the balance by deducting the total amount of pre-financing and interim payments (if any) already made from the final amount of the grant determined in accordance with Article II.25.

If the total amount of earlier payments is greater than the final amount of the grant determined in accordance with Article II.25, the payment of the balance takes the form of a recovery as provided for by Article II.26.

If the total amount of earlier payments is lower than the final amount of the grant determined in accordance with Article II.25, the NA must pay the balance within 60 calendar days from when it receives the documents referred to in Article 1.4.4, except if Article II.24.1 or II.24.2 apply.

Payment is subject to the approval of the request for payment of the balance and of the accompanying documents. Their approval does not imply recognition of the compliance, authenticity, completeness or correctness of their content.

The amount to be paid may, however, be offset, without the coordinator's consent, against any other amount owed by the coordinator to the NA, up to the maximum contribution indicated for that coordinator, in the estimated budget in Annex II.

**1.4.6 Notification of amounts due**

The NA must send a *formal notification* to the coordinator:

- (a) informing it of the amount due; and
- (b) specifying whether the notification concerns a further pre-financing payment or the payment of the balance.

For the payment of the balance, the NA must also specify the final amount of the grant determined in accordance with Article II.25.

**1.4.7 Payments from the NA to the coordinator and interest on late payment**

The NA must make payments to the coordinator.

If the NA does not pay within the time limits for payment, the beneficiary is entitled to late-payment interest at the rate applied by the European Central Bank for its main refinancing operations in euros ('the reference rate'), plus three and a half points. The reference rate is the rate in force on the first day of the month in which the time limit for payment expires, as published in the C series of the *Official Journal of the European Union*.

Late-payment interest is not due if the beneficiary is a Member State of the Union (including regional and local government authorities and other public bodies acting in the name of and on behalf of the Member State for the purpose of the Agreement).

If the NA suspends the time limit for payment as provided for in Article II.24.2 or if it suspends an actual payment as provided for in Article II.24.1, these actions cannot be considered as cases of late payment.

Late-payment interest covers the period running from the day following the due date for payment, up to and including the date of actual payment as established in Article 1.4.12. The NA does not consider payable interest when determining the final amount of grant within the meaning of Article II.25.

As an exception to the first subparagraph, if the calculated interest is lower than or equal to EUR 200, it must be paid to the beneficiary only if the beneficiary requests it within two months of receiving late payment.

**1.4.8 Payments from the coordinator to the other beneficiaries**

The coordinator must make all payments to the other beneficiaries by bank transfer and keep appropriate evidence of the amounts transferred to each beneficiary for any checks and audits as referred to in Article II.27.

**1.4.9 Currency for payments**

The NA must make payments in euros.

**1.4.10 Currency for requests for payments and conversion into euro**

Request for payment must be drafted in euros.

**1.4.11 Language of requests for payments and reports**

All requests for payments and reports must be submitted in the language of partnership or in the Czech language.

**1.4.12 Date of payment**

Payments by the NA are considered to have been carried out on the date when they are debited to its account.

**1.4.13 Costs of payment transfers**

Costs of the payment transfers are borne as follows:

- (a) the NA bears the costs of transfer charged by its bank;
- (b) the coordinator bears the costs of transfer charged by its bank;
- (c) the party causing a repetition of a transfer bears all costs of repeated transfers.

**ARTICLE 1.5 – BANK ACCOUNT FOR PAYMENTS**

All payments must be made to the coordinator's bank account as indicated below

Name of bank: **Česká národní banka**

Precise denomination of the account holder: **Ostravská univerzita**

Full account number (including bank codes): **0000-0000931761/0710**

IBAN: **CZ65 0710 0000 0000 0093 1761**

SWIFT: **CNBACZPP**

The currency in which the bank account is maintained: **CZK**

**ARTICLE 1.6 – DATA CONTROLLER AND COMMUNICATION DETAILS OF THE PARTIES****1.6.1 Data controller**

The entity acting as a data controller as provided for in Article 11.7, the data controller is:

Head of Unit B4  
Directorate B – Youth, Education & Erasmus+  
Directorate-General for Education, Youth, Sport and Culture  
European Commission  
B-1049 Brussels  
Belgium

The localisation of and access to the personal data processed outside EU and EEA by the beneficiaries shall comply with the provisions laid down in Regulation 2018/1725.

**1.6.2 Communication details of the NA**

Any communication addressed to the NA must be sent by the coordinator to the following address:

Dům zahraniční spolupráce  
Na Poříčí 1035/4  
110 00 Praha 1  
Česká republika

E-mail address: [e-podatelna@dzs.cz](mailto:e-podatelna@dzs.cz)  
Data box ID: tJ8vlp3

**1.6.3 Communication details of the beneficiaries**

Any communication from the NA to the beneficiaries must be sent to the coordinator at the following address:

Ostravská univerzita  
prof. MUDr. Jan Láta, CSc., rector  
Dvořákova 7,  
701 03 Ostrava  
Česká republika

E-mail address: [jan.lata@osu.cz](mailto:jan.lata@osu.cz)  
Data box ID: 37g9fm

Normal project communication will be conducted with the contact person.

## **ARTICLE 1.7- ADDITIONAL PROVISIONS ON PROCESSING OF PERSONAL DATA BY THE BENEFICIARY**

### **1.7.1 Reporting obligations**

The beneficiaries shall report in the final report on the measures put in place for ensuring compliance of their data processing operations with the Regulation 2018/1725, in line with the obligations established in the Article II.7.2 of the General Conditions at least on the following topics: security of processing, confidentiality of the processing, assistance to the data controller, data retention, contribution to audits, including inspections, establishment of personal data records of all categories of processing activities carried out on behalf of the controller.

### **1.7.2 Informing the participants on the processing of their personal data**

The beneficiaries shall provide the participants with the relevant privacy statement for the processing of their personal data before these are encoded in the electronic systems for managing the Erasmus+ project

## **ARTICLE 1.8 – PROTECTION AND SAFETY OF PARTICIPANTS**

The beneficiaries shall have in place effective procedures and arrangements to provide for the safety and protection of the participants in their Project.

The beneficiaries must ensure that insurance coverage is provided to participants involved in project activities. .

Prior to any participation of minors in the Project, the beneficiaries must ensure full respect of applicable regulation on protection and safety of minors as defined by the applicable legislation, including but not limited to: parental or guardian consent, insurance arrangements, and age limits.

## **ARTICLE 1.9 – ADDITIONAL PROVISIONS ON PRE-EXISTING RIGHTS AND THE USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)**

In addition to the provisions of Article II.9.3, if the beneficiaries produce educational materials under the scope of the Project, such materials must be made available through the Internet, free of charge and under open licenses<sup>3</sup>.

If materials or documents are subject to moral rights or third party rights (including intellectual property rights or rights of natural persons on their image and voice), the beneficiaries must ensure that they comply with their obligations under Article II.9.2, in particular, by obtaining the necessary licences and authorisations from the rights holders concerned.

The beneficiaries must ensure that the website address used is valid and up to date. If the website hosting is discontinued the beneficiaries must remove the website from Organisation Registration System to avoid the risk that the domain is taken over by another party and redirected to other websites.

## **ARTICLE 1.10 – USE OF IT TOOLS**

### **1.10.1 Erasmus+ reporting and management tool**

The coordinator must make use of the web-based reporting and management tool provided by the European Commission to record all information in relation to the activities undertaken under the Project (including activities that were not directly supported with a grant from EU funds), and to complete and submit the progress report, interim report (if available in the Erasmus+ reporting and management tool and for the cases specified in article 1.4.3) and final report.

### **1.10.2 Erasmus+ Project Results Platform**

The coordinator shall input the deliverables of the Project in the Erasmus+ Project Results Platform (<http://ec.europa.eu/programmes/erasmus-plus/projects/>), in accordance with the instructions provided therein.

## **ARTICLE 1.11 – ADDITIONAL PROVISIONS ON SUBCONTRACTING**

By way of derogation, the provisions set out in points (c) and (d)(i) of Article II.11.1 are not applicable.

<sup>3</sup> Open licence is a way by which the owner of a work grants permission to others to use the resource. A license is associated to each resource. There are different open licences according to the extent of the permissions granted or the limitations imposed and the beneficiary is free to choose the specific license to apply to their work. An open licence must be associated to each resource produced. An open licence is not a transfer of copyrights or Intellectual Property Rights (IPR)

**ARTICLE I.12 – ADDITIONAL PROVISION ON THE VISIBILITY OF UNION FUNDING**

In addition to Article II.8, the beneficiary shall acknowledge the support received under the Erasmus+ programme in all communication and promotional materials, including on websites and social media. The guidelines on visual identity for the beneficiary and other third parties are available at [https://ec.europa.eu/info/resources-partners/european-commission-visual-identity\\_es](https://ec.europa.eu/info/resources-partners/european-commission-visual-identity_es)

**ARTICLE I.13 – PROVISION OF INCLUSION SUPPORT FOR PARTICIPANTS**

The beneficiary will be responsible for ensuring that adequate support is provided to participants with fewer opportunities involved in the project.

**ARTICLE I.14 – PROVISION ON MONITORING AND EVALUATION**

The NA and the Commission monitor the correct implementation of the Erasmus Charter for Higher Education by the beneficiaries.

In case the monitoring reveals weaknesses, the beneficiary concerned must establish and implement an action plan within the timeframe specified by the NA or the Commission. In the absence of adequate and timely remedial actions by the beneficiary concerned, the NA may recommend to the Commission to suspend or withdraw the Erasmus Charter for Higher Education in accordance with the provisions set in the Erasmus Charter for Higher Education.

**ARTICLE I.15 – SPECIAL PROVISIONS ON THE FINANCIAL RESPONSIBILITY FOR RECOVERIES**

With reference to Article II.26.2, the financial responsibility of each beneficiary other than the coordinator is limited to the amount received by the beneficiary concerned.

**ARTICLE I.16 – BENEFICIARIES LOCATED IN THIRD COUNTRIES NOT ASSOCIATED TO THE PROGRAMME**

The organisations located in third countries not associated to the Programme commit to respect the same principles as the beneficiaries located in countries associated to the Programme countries regarding the Erasmus Charter for Higher Education, wherever applicable.

**ARTICLE I.17 – SPECIFIC CONDITIONS REGARDING ANNEX I GENERAL CONDITIONS**

For the purposes of this Agreement, in Annex I General Conditions the term "the Commission" must be read as "the NA", the term "action" must be read as "project".

For the purposes of this Agreement, in Annex I General Conditions the notion "financial statement" must be read as "the budgetary part of the final report", except where otherwise provided.

In Article II.4.1, Article II.8.2, Article II.27.1, Article II.27.3, the first paragraph of Article II.27.4, first paragraph of Article II.27.8 and in the Article II.27.9 the reference to "the Commission" must be read as reference to "the NA and the Commission".

In Article II.12 the term "financial support" must be read as "support" and the term "third parties" must be read as "participants".

For the purposes of this Agreement, the following clauses of Annex I General Conditions are not applicable: Article II.2.2.b(ii), Article II.12.2, and point (i) of Article II.25.3(a).

For the purpose of this Agreement, the terms "affiliated entities", "interim payment", "flat rate" do not apply when mentioned in the General Conditions.

In Article II.9.3, the title and letter (a) of the first paragraph must be read as follows:

**"II.9.3 Rights of use of the results and of pre-existing rights by the NA and the Union**

The beneficiary grants the NA and the Union the following rights to use the results of the project:

(a) for its own purposes and in particular to make available to persons working for the NA, Union institutions, agencies and bodies and to Member States' institutions, as well as to copy and reproduce in whole or in part and in an unlimited number of copies."

For the rest of this article, the references to the "Union" must be read as reference to "the NA and/or the Union".

The second paragraph of Article II.10.1 must be read as follows:

"The beneficiary must ensure that the NA, the Commission, the European Court of Auditors and the European Anti-Fraud Office (OLAF) can exercise their rights under Article II.27 also towards the beneficiary' contractors."

Article II.18 must be read as follows:

"II.18.1 The Agreement is governed by the applicable Union law, complemented, where necessary, by the law of the Czech Republic.

II.18.2 The competent court determined in accordance with the applicable national law has sole jurisdiction to hear any dispute between the NA and any beneficiary concerning the interpretation, application or validity of the Agreement, if such dispute cannot be settled amicably.

With regards to Article II.19.1: the conditions for the eligibility of costs are complemented by sections I.1 and II.1 of Annex III.

With regards to Article II.20: the conditions for identifiability and verifiability of the amounts declared are complemented by section I.2 and II of Annex III.

Article II.23(b) must be read as follows:

"(b) still fails to submit such a request within further 30 calendar days following a written reminder sent by the NA."

The first paragraph of Article II.24.1.3 must be read as follows:

"During the period of suspension of payments the beneficiary is not entitled to submit any requests for payments and supporting documents referred to in Articles I.4.3 and I.4.4"

With regards to Article II.25.4 the conditions for reduction due to improper implementation, irregularities, fraud or breach of other obligations are complemented by section V of Annex III.

The third paragraph of Article II.26.3 must be read as follows:

"If payment has not been made by the date specified in the debit note, the NA will recover the amount due:

- by setting off, without the prior consent of the recipient, against any sums owed by the agency to the recipient ("offsetting");

In exceptional circumstances, in order to protect the Union's financial interests, the agency is authorized to carry out set-off before the due date.

An action against the set-off may be filed with the competent court specified in Article II.18.2."

Article II.27.2 must be read as follows:

"The periods set out in the first and second subparagraphs are longer if a longer duration is required by national law, or if there are ongoing audits, appeals, litigation or pursuit of claims concerning the grant, including in the cases referred to in Article II.27.7. In the latter cases, the beneficiary must keep the documents until such audits, appeals, litigation or pursuit of claims have been closed."

SIGNATURES

For the coordinator  
prof. MUDr. Jan Lata, CSc.

rector

Done at.....

For the NA  
Michal Uhl

director

Done at..... Prague



**ANNEX I — GENERAL CONDITIONS****TABLE OF CONTENT**

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## PART A — LEGAL AND ADMINISTRATIVE PROVISIONS

### ARTICLE II.1 — DEFINITIONS

The following definitions apply for the purpose of the Agreement:

**‘Action’**: the set of activities or the project for which the grant is awarded, to be implemented by the beneficiaries as described in Annex I.

**‘Breach of obligations’**: failure by a beneficiary to fulfil one or more of its contractual obligations  
**‘Confidential information or document’**: any information or document (in any format) received by either party from the other or accessed by either party in the context of the implementation of the Agreement that any of the parties has identified in writing as confidential. It does not include information that is publicly available.

**‘Conflict of interests’**: a situation where the impartial and objective implementation of the Agreement by a beneficiary is compromised for reasons involving family, emotional life, political or national affinity, economic interest, any other direct or indirect personal interest or any other shared interest with the Commission or any third party related to the subject matter of the Agreement.

**‘Direct costs’**: those specific costs which are directly linked to the implementation of the action and can therefore be attributed directly to it. They may not include any indirect costs;

**‘Force majeure’**: any unforeseeable, exceptional situation or event beyond the control of the parties that prevents either of them from fulfilling any of their obligations under the Agreement, which is not attributable to error or negligence on their part or on the part of the subcontractors affiliated entities or third parties in receipt of financial support and which proves to be inevitable despite their exercising due diligence. The following cannot be invoked as *force majeure*: labour disputes, strikes, financial difficulties or any default of a service, defect in equipment or materials or delays in making them available, unless they stem directly from a relevant case of *force majeure*;

**‘Formal notification’**: form of communication between the parties made in writing by mail or electronic mail which provides the sender with compelling evidence that the message was delivered to the specified recipient;

**‘Fraud’**: any act or omission relating to the use or presentation of false, incorrect or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of funds or assets from the Union budget, the non-disclosure of information in violation of a specific obligation, with the same effect or the misapplication of such funds or assets for purposes other than those for which they were originally granted.

**‘Grave professional misconduct’**: a violation of applicable laws or regulations or ethical standards of the profession to which a person or entity belongs, or any wrongful conduct of a person or entity which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence.

**‘Implementation period’**: the period of implementation of the activities forming part of the action, as specified in Article I.2.2;

**‘Indirect costs’**: those costs which are not specific costs directly linked to the implementation of the action and which therefore cannot be attributed directly to it. They may not include any costs identifiable or declared as eligible direct costs;

**‘Irregularity’**: any infringement of a provision of Union law resulting from an act or omission by a beneficiary, which has or would have the effect of prejudicing the Union’s budget;

**‘Maximum amount of the grant’**: the maximum EU contribution to the action, as defined in Article I.3.1;

**‘Pre-existing material’**: any materials, document, technology or know-how which exists prior to the beneficiary using it for the production of a result in the implementation of the action;

**‘Pre-existing right’**: any industrial and intellectual property right on pre-existing material, it may consist in a right of ownership, a licence right and/or a right of use belonging to the beneficiary or any other third parties;

**‘Related person’**: any natural or legal person who is a member of the administrative management or supervisory body of the beneficiary or who has powers of representation, decision or control with regard to the beneficiary;

**‘Starting date’**: the date on which the implementation of the action starts as provided for in Article I.2.2;

**‘Subcontract’**: a procurement contract within the meaning of Article II.10, which covers the implementation by a third party of tasks forming part of the action as described in Annex II.

### ARTICLE II.2 — GENERAL OBLIGATIONS AND ROLES OF THE BENEFICIARIES

#### II.2.1 General obligations and role of the beneficiaries

The beneficiaries:

- (a) are jointly and severally liable for carrying out the *action* in accordance with the Agreement. If a beneficiary fails to implement its part of the *action*, the other beneficiaries become responsible for implementing this part (but without increasing the *maximum amount of the grant*);
- (b) must comply jointly or individually with any legal obligations they are bound by under applicable EU, international and national law;
- (c) must make appropriate internal arrangements to implement the *action* properly. The arrangements must be consistent with the terms of the Agreement. If provided for in the Special Conditions, those arrangements must take the form of an internal cooperation agreement between the beneficiaries.

#### II.2.2 General obligations and role of each beneficiary

Each beneficiary must:

- (a) inform the coordinator immediately of any events or circumstances of which the beneficiary is aware, that are likely to affect or delay the implementation of the *action*;
- (b) inform the coordinator immediately:
- (i) of any change in its legal, financial, technical, organisational or ownership situation and of any change in its name, address or legal representative;
  - (ii) of any change in the legal, financial, technical, organisational or ownership situation of its affiliated entities and of any change in their name, address or legal representative;
  - (iii) of any change regarding the exclusion situations listed in Article 136 of Regulation (EU) 2018/1046, including for its affiliated entities;
- (c) submit in due time to the coordinator:
- (i) the data needed to draw up the reports, financial statements and other documents provided for in the Agreement;
  - (ii) all the necessary documents required for audits, checks or evaluations as provided for in Article II.27.
  - (iii) any other information to be provided to the Commission under the Agreement, except if the Agreement requires such information to be submitted directly by the beneficiary.

### II.2.3 General obligations and role of the coordinator

The coordinator:

- (a) must monitor the implementation of the *action* in order to make sure that the *action* is implemented in accordance with the terms of the Agreement;
- (b) is the intermediary for all communications between the beneficiaries and the Commission, except if provided otherwise in the Agreement. In particular, the coordinator:
- (i) must immediately inform the Commission:
    - of any change in the name, address, legal representative of any of the beneficiaries or of their affiliated entities;
    - of any change in the legal, financial, technical, organisational or ownership situation of any of the beneficiaries or of their affiliated entities;
    - of any events or circumstances of which the coordinator is aware, that are likely to affect or delay the implementation of the *action*;
    - of any change regarding the exclusion situations listed in Article 136 of Regulation (EU) 2018/1046, for any of the beneficiaries or their affiliated entities.

- (ii) is responsible for supplying the Commission with all documents and information required under the Agreement, except if provided otherwise in the Agreement itself. If information is required from the other beneficiaries, the coordinator is responsible for obtaining and verifying this information before passing it on to the Commission;
- (c) must make the appropriate arrangements for providing any financial guarantees required under the Agreement;
- (d) must draw up the requests for payment in accordance with the Agreement;
- (e) if it is designated as the sole recipient of payments on behalf of all of the beneficiaries, it must ensure that all the appropriate payments are made to the other beneficiaries without unjustified delay;
- (f) is responsible for providing all the necessary documents required for checks and audits initiated before the payment of the balance or documents required for evaluation as provided for in Article II.27.

The coordinator may not subcontract any part of its tasks to the other beneficiaries or to any other party.

## ARTICLE II.3 — COMMUNICATION BETWEEN THE PARTIES

### II.3.1 Form and means of communication

Any communication relating to the Agreement or to its implementation must:

- (a) be made in writing (in paper or electronic form);
- (b) bear the number of the Agreement; and
- (c) be made using the communication details identified in Article I.6.

If a party requests written confirmation of an electronic communication within a reasonable time, the sender must provide an original signed paper version of the communication as soon as possible.

### II.3.2 Date of communications

Any communication is considered to have been made when the receiving party receives it, unless the Agreement states that communication is considered to have been made on the date when the communication was sent.

Email is considered to have been received by the receiving party on the day of dispatch of that email, provided that it is sent to the email address indicated in Article I.6. The sending party must be able to prove the date of dispatch. If the sending party receives a non-delivery report, it must make every effort to ensure that the other party actually receives the communication by email or mail. In such a case, the sending party is not held in breach of its obligation to send such communication within a specified deadline.

Mail sent to the Commission using the postal or courier services is considered to have been received by the Commission on the date on which it is registered by the department identified in Article I.6.

*Formal notifications* are considered to have been received by the receiving party on the date of receipt indicated in the proof received by the sending party that the message was delivered to the specified recipient.

#### ARTICLE 11.4 — LIABILITY FOR DAMAGES

**11.4.1** The Commission may not be held liable for any damage caused or sustained by any of the beneficiaries, including any damage caused to third parties as a consequence of or during the implementation of the *action*.

**11.4.2** Except in cases of *force majeure*, the beneficiaries must compensate the Commission for any damage it sustains as a result of the implementation of the *action* or because the *action* was not implemented in full compliance with the Agreement.

#### ARTICLE 11.5 — CONFLICT OF INTERESTS

**11.5.1** The beneficiaries must take all necessary measures to prevent any situation of *conflict of interests*.

**11.5.2** The beneficiaries must inform the Commission without delay of any situation constituting or likely to lead to a *conflict of interests*. They must take immediately all the necessary steps to rectify this situation.

The Commission may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

#### ARTICLE 11.6 — CONFIDENTIALITY

**11.6.1** During implementation of the *action* and for five years after the payment of the balance, the parties must treat with confidentiality any *confidential information and documents*.

**11.6.2** The parties may only use *confidential information and documents* for a reason other than to fulfil their obligations under the Agreement if they have first obtained the prior written agreement of the other party.

**11.6.3** The confidentiality obligations do not apply if:

- (a) the disclosing party agrees to release the other party from those obligations;
- (b) the *confidential information or documents* become public through other means than a breach of the confidentiality obligations;
- (c) the disclosure of the *confidential information or documents* is required by law.

#### ARTICLE 11.7 — PROCESSING OF PERSONAL DATA

##### 11.7.1 Processing of personal data by the Commission

Any personal data included in the Agreement must be processed by the Commission in accordance with Regulation (EU) No 2018/1725.<sup>1</sup>

Such data must be processed by the data controller identified in Article 1.6 solely for implementing, managing and monitoring the Agreement or to protect the financial interests of the EU, including checks, audits and investigations in accordance with Article 11.27.

The beneficiaries have the right to access, rectify or erase their own personal data and the right to restrict or, where applicable, the right to data portability or the right to object to data processing in accordance with Regulation (EU) No 2018/1725. For this purpose, they must send any queries about the processing of their personal data to the data controller identified in Article 1.6.

The beneficiaries may have recourse at any time to the European Data Protection Supervisor.

##### 11.7.2 Processing of personal data by the beneficiaries

The beneficiaries must process personal data under the Agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements).

The beneficiaries may grant their personnel access only to data that is strictly necessary for implementing, managing and monitoring the Agreement. The beneficiary must ensure that the personnel authorised to process personal data has committed itself to confidentiality or is under appropriate statutory obligation of confidentiality.

The beneficiaries must adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature, scope, context and purposes of processing of the personal data concerned. This is in order to ensure, as appropriate,

- (a) the pseudonymisation and encryption of personal data;
- (b) the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
- (c) the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;
- (d) a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing;
- (e) measures to protect personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of or access to personal data transmitted, stored or otherwise processed.

<sup>1</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

**ARTICLE 11.8 — VISIBILITY OF UNION FUNDING****11.8.1 Information on Union funding and use of the European Union emblem**

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:

- (a) indicate that the *action* has received funding from the Union; and
- (b) 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.

**11.8.2 Disclaimers excluding Commission responsibility**

Any communication or publication that relates to the *action*, made by the beneficiaries jointly or individually in any form and using any means, must indicate:

- (a) that it reflects only the author's view; and
- (b) that the Commission is not responsible for any use that may be made of the information it contains.

**ARTICLE 11.9 — PRE-EXISTING RIGHTS AND OWNERSHIP AND USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)****11.9.1 Ownership of the results by the beneficiaries**

The beneficiaries retain ownership of the results of the *action*, including industrial and intellectual property rights, and of the reports and other documents relating to it, unless stipulated otherwise in the Agreement.

**11.9.2 Pre-existing rights**

If the Commission sends the beneficiaries a written request specifying which of the results it intends to use, the beneficiaries must:

- (a) establish a list specifying all *pre-existing rights* included in those results; and
- (b) provide this list to the Commission at the latest with the request for payment of the balance.

The beneficiaries must ensure that they or their affiliated entities have all the rights to use any *pre-existing rights* during the implementation of the Agreement.

**11.9.3 Rights of use of the results and of pre-existing rights by the Union**

The beneficiaries grant the Union the following rights to use the results of the *action*:

- (a) for its own purposes and in particular to make available to persons working for the Commission, other Union institutions, agencies and bodies and to Member States' institutions, as well as to copy and reproduce in whole or in part and in an unlimited number of copies;
- (b) reproduction: the right to authorise direct or indirect, temporary or permanent reproduction of the results by any means (mechanical, digital or other) and in any form, in whole or in part;
- (c) communication to the public: the right to authorise any display performance or communication to the public, by wire or wireless means, including making the results available to the public in such a way that members of the public may access them from a place and at a time individually chosen by them; this right also includes communication and broadcasting by cable or by satellite;
- (d) distribution: the right to authorise any form of distribution of results or copies of the results to the public;
- (e) adaptation: the right to modify the results;
- (f) translation;
- (g) the right to store and archive the results in line with the document management rules applicable to the Commission, including digitisation or converting the format for preservation or new use purposes;
- (h) where the results are documents, the right to authorise the reuse of the documents in conformity with Commission Decision 2011/833/EU of 12 December 2011 on the reuse of Commission documents if that Decision is applicable and if the documents fall within its scope and are not excluded by any of its provisions. For the sake of this provision, the terms 'reuse' and 'document' have the meanings given to them by Decision 2011/833/EU.

The above rights of use may be further specified in the Special Conditions.

Additional rights of use for the Union may be provided for in the Special Conditions.

The beneficiaries must ensure that the Union has the right to use any *pre-existing rights* included in the results of the *action*. The *pre-existing rights* must be used for the same purposes and under the same conditions as applicable to the rights of use of the results of the *action*, unless specified otherwise in the Special Conditions.

Information about the copyright owner must be inserted in cases where the result is divulged by the Union. The copyright information must read: '© ..... year ..... name of the copyright owner. All rights reserved. Licenced to the European Union under conditions.'

If the beneficiaries grant rights of use to the Commission, this does not affect its confidentiality obligations under Article II.6 or the beneficiaries' obligations under Article II.2.1

## ARTICLE II.10 — AWARD OF CONTRACTS NECESSARY FOR THE IMPLEMENTATION OF THE ACTION

**II.10.1** If the implementation of the *action* requires the beneficiaries to procure goods, works or services, they may award the contract in accordance with their usual purchasing practices provided that the contract is awarded to the tender offering best value for money or, as appropriate, to the tender offering the lowest price. In doing so, they must avoid any *conflict of interests*.

The beneficiaries must ensure that the Commission, the European Court of Auditors and the European Anti-Fraud Office (OLAF) can exercise their rights under Article II.27 also towards the beneficiaries' contractors.

**II.10.2** Beneficiaries that are 'contracting authorities' within the meaning of Directive 2014/24/EU<sup>2</sup> or 'contracting entities' within the meaning of Directive 2014/25/EU<sup>3</sup> must comply with the applicable national public procurement rules.

The beneficiaries must ensure that the conditions applicable to them under Articles II.4, II.5, II.6 and II.9 are also applicable to the contractors.

**II.10.3** The beneficiaries remain solely responsible for carrying out the *action* and for compliance with the Agreement.

**II.10.4** If the beneficiaries breach their obligations under Article II.10.1 the costs related to the contract concerned are considered ineligible in accordance with Article II.19.2 (c), (d) and (e).

If the beneficiaries breach their obligations under Article II.10.2 the grant may be reduced in accordance with Article II.25.4.

## ARTICLE II.11 — SUBCONTRACTING OF TASKS FORMING PART OF THE ACTION

**II.11.1** Beneficiaries may subcontract tasks forming part of the *action*. If they do so, they must ensure that, in addition to the conditions specified in Article II.10, the following conditions are also complied with:

- (a) subcontracting does not cover core tasks of the *action*;

<sup>2</sup> Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC

<sup>3</sup> Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC

- (b) recourse to subcontracting is justified because of the nature of the *action* and what is necessary for its implementation;
- (c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget set out in Annex II;
- (d) any recourse to subcontracting, if not provided for in Annex II, is communicated by the coordinator and approved by the Commission. The Commission may grant approval:

- (i) before any recourse to subcontracting, if the beneficiaries request an amendment as provided for in Article II.13; or

- (ii) after recourse to subcontracting if the subcontracting:
  - is specifically justified in the interim or final technical report referred to in Articles I.4.3 and I.4.4; and
  - does not entail changes to the Agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;

- (e) the beneficiaries ensure that the conditions applicable to them under Article II.8 are also applicable to the subcontractors

**II.11.2** If the beneficiaries breach their obligations under Article II.11.1 (a), (b), (c) or (d), the costs related to the contract concerned are considered ineligible in accordance with Article II.19.2 (f)

If the beneficiaries breach their obligation under Article II.11.1 (e) the grant may be reduced in accordance with Article II.25.4.

## ARTICLE II.12 — FINANCIAL SUPPORT TO THIRD PARTIES

**II.12.1** If, while implementing the *action*, the beneficiaries have to give financial support to third parties, the beneficiaries must give such financial support in accordance with the conditions specified in Annex II. Under those conditions, the following information must be stated at least:

- (a) the maximum amount of financial support. This amount may not exceed EUR 60000 for each third party except if achieving the objective of the *action* as specified in Annex I would otherwise be impossible or overly difficult;
- (b) the criteria for determining the exact amount of the financial support;
- (c) the different types of activity that may receive financial support, on the basis of a fixed list;
- (d) the persons or categories of persons which may receive financial support;
- (e) the criteria for giving the financial support.

**II.12.2** As an exception to Article II.12.1, if the financial support takes the form of a prize, the beneficiaries must give such financial support in accordance with the conditions specified in Annex II. Under those conditions, the following information must at least be stated:

- (a) the eligibility and award criteria;

(b) the amount of the prize;

(c) the payment arrangements.

**II.12.3** The beneficiaries must ensure that the conditions applicable to them under Articles II.4, II.5, II.6, II.8, II.9 and II.27 are also applicable to the third parties receiving financial support.

#### **ARTICLE II.13 — AMENDMENTS TO THE AGREEMENT**

**II.13.1** Any amendment to the Agreement must be made in writing.

**II.13.2** An amendment may not have the purpose or the effect of making changes to the Agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants.

**II.13.3** Any request for amendment must:

- (a) be duly justified;
- (b) be accompanied by appropriate supporting documents; and
- (c) be sent to the other party in due time before it is due to take effect, and in any case one month before the end of the *implementation period*.

Point (c) does not apply in cases duly substantiated by the party requesting the amendment if the other party agrees.

**II.13.4** A request for amendment on behalf of the beneficiaries must be submitted by the coordinator. If a change of coordinator is requested without its agreement, the request must be submitted by all other beneficiaries and must be accompanied by the opinion of the coordinator or proof that this opinion has been requested in writing.

**II.13.5** Amendments enter into force on the date on which the last party signs or on the date of approval of the request for amendment.

Amendments take effect on a date agreed by the parties or, in the absence of such an agreed date, on the date on which the amendment enters into force.

#### **ARTICLE II.14 — ASSIGNMENT OF CLAIMS FOR PAYMENTS TO THIRD PARTIES**

**II.14.1** The beneficiaries may not assign any of their claims for payment against the Commission to any third party, except if approved by the Commission on the basis of a reasoned, written request by the coordinator made on behalf of the beneficiaries.

If the Commission does not accept the assignment or the terms of it are not complied with, the assignment has no effect on it.

**II.14.2** In no circumstances may an assignment release the beneficiaries from their obligations towards the Commission.

#### **ARTICLE II.15 — FORCE MAJEURE**

**II.15.1** A party faced with *force majeure* must send a *formal notification* to the other party without delay, stating the nature of the situation or of the event, its likely duration and foreseeable effects.

**II.15.2** The parties must take the necessary measures to limit any damage due to *force majeure*. They must do their best to resume the implementation of the *action* as soon as possible.

**II.15.3** The party faced with *force majeure* may not be considered in breach of its obligations under the Agreement if it has been prevented from fulfilling them by *force majeure*.

#### **ARTICLE II.16 — SUSPENSION OF THE IMPLEMENTATION OF THE ACTION**

##### **II.16.1 Suspension of implementation by the beneficiaries**

The coordinator, on behalf of the beneficiaries, may suspend the implementation of the *action* or any part of it, if exceptional circumstances make such implementation impossible or excessively difficult, in particular in the event of *force majeure*.

The coordinator must immediately inform the Commission, stating:

- (a) the reasons for suspension, including details about the date or period when the exceptional circumstances occurred; and
- (b) the expected date of resumption.

Once the circumstances allow the beneficiaries to resume implementing the *action*, the coordinator must inform the Commission immediately and present a request for amendment of the Agreement as provided for in Article II.16.3. This obligation does not apply if the Agreement or the participation of a beneficiary is terminated in accordance with Articles II.17.1, II.17.2 or points (c) or (d) of Article II.17.3.1

##### **II.16.2 Suspension of implementation by the Commission**

###### **II.16.2.1 Grounds for suspension**

The Commission may suspend the implementation of the *action* or any part thereof:

- (a) if the Commission has evidence that a beneficiary has committed *irregularities, fraud or breach of obligations* in the award procedure or while implementing the Agreement;
- (b) if the Commission has evidence that a beneficiary has committed systemic or recurrent *irregularities, fraud or serious breach of obligations* in other grants funded by the Union or the European Atomic Energy Community ('Euratom') awarded to the beneficiary under similar conditions and the *irregularities, fraud or breach of obligations* have a material impact on this grant; or
- (c) if the Commission suspects *irregularities, fraud or breach of obligations* committed by a beneficiary in the award procedure or while implementing the Agreement and needs to verify whether they have actually occurred.

###### **II.16.2.2 Procedure for suspension**



**Step 1** — Before suspending implementation of the *action*, the Commission must send a *formal notification* to the coordinator:

- (a) informing it of:
  - (i) its intention to suspend the implementation;
  - (ii) the reasons for suspension;
  - (iii) the necessary conditions for resuming the implementation in the cases referred to in points (a) and (b) of Article II.16.2.1; and
- (b) inviting it to submit observations within 30 calendar days of receiving the formal notification.

**Step 2** — If the Commission does not receive observations or decides to pursue the procedure despite the observations it has received, it must send a *formal notification* to the coordinator informing it of:

- (a) the suspension of the implementation;
- (b) the reasons for suspension; and
- (c) the final conditions for resuming the implementation in the cases referred to in points (a) and (b) of Article II.16.2.1.; or
- (d) the indicative date of completion of the necessary verification in the case referred to in point (c) of Article II.16.2.1..

The coordinator must immediately inform the other beneficiaries of the suspension. The suspension takes effect five calendar days after the *formal notification* is received by the coordinator or on a later date specified in the *formal notification*.

Otherwise, the Commission must send a *formal notification* to the coordinator informing it that it is not continuing the suspension procedure.

### **II.16.2.3 Resuming implementation**

In order to resume the implementation, the beneficiaries must meet the notified conditions as soon as possible and must inform the Commission of any progress made.

If the conditions for resuming the implementation are met or the necessary verifications are carried out, the Commission must send a *formal notification* to the coordinator:

- (a) informing it that the conditions for lifting the suspension are met; and
- (b) requiring it to present a request for amendment of the Agreement as provided for in Article II.16.3. This obligation does not apply if the Agreement or the participation of a beneficiary is terminated in accordance with Articles II.17.1, II.17.2 or points (c), (g) or (h) of Article II.17.3.1.

### **II.16.3 Effects of the suspension**

If the implementation of the *action* can be resumed and the Agreement has not been terminated, an amendment to the Agreement must be made in accordance with Article II.13 in order to:

- (a) set the date on which the *action* is to be resumed;

- (b) extend the duration of the *action*; and
- (c) make other changes necessary to adapt the *action* to the new situation.

The suspension is lifted with effect from the resumption date set out in the amendment. This date may be before the date on which the amendment enters into force.

Costs incurred during the period of suspension that relate to the implementation of the suspended *action* or the suspended part of it may not be reimbursed or covered by the grant.

Suspending implementation of the *action* does not affect the Commission's right to terminate the Agreement or to terminate the participation of a beneficiary in accordance with Article II.17.3, reduce the grant or recover amounts unduly paid in accordance with Articles II.25.4 and II.26.

Neither party may claim damages due to suspension by the other party.

## **ARTICLE II.17 — TERMINATION OF THE AGREEMENT**

### **II.17.1 Termination of the Agreement by the coordinator**

The beneficiaries may terminate the Agreement.

The coordinator must send a *formal notification* of termination to the Commission stating:

- (a) the reasons for termination; and
- (b) the date on which the termination takes effect. This date must be set after the *formal notification*.

If the coordinator does not state the reasons for the termination or if the Commission considers that the reasons do not justify termination, the Agreement is considered to have been terminated improperly.

The termination takes effect on the day specified in the *formal notification*.

### **II.17.2 Termination of the participation of one or more beneficiaries by the coordinator**

The participation of one or more beneficiaries may be terminated by the coordinator at the request of the beneficiary concerned or on behalf of the other beneficiaries.

The coordinator must send a *formal notification* of termination to the Commission and inform the beneficiary concerned by termination.

If the coordinator's participation is terminated without its agreement, the *formal notification* must be submitted by another beneficiary (acting on behalf of the other beneficiaries)

The *formal notification* must include:

- (a) the reasons for termination;
- (b) the opinion of the beneficiary concerned by termination (or proof that this opinion has been requested in writing);

- (c) the date on which the termination takes effect. This date must be set after the *formal notification*; and
- (d) a request for amendment as provided for in Article II.17.4.2(a).

If the coordinator or beneficiary does not state the reasons for the termination or if the Commission considers that the reasons do not justify termination, the participation will be considered to have been terminated improperly.

The termination takes effect on the day specified in the *formal notification*

### **II.17.3 Termination of the Agreement or the participation of one or more beneficiaries by the Commission**

#### **II.17.3.1 Grounds for termination**

The Commission may terminate the Agreement or the participation of any one or several beneficiaries, if:

- (a) a change to the beneficiary's legal, financial, technical, organisational or ownership situation is likely to affect the implementation of the Agreement substantially or calls into question the decision to award the grant, or a change regarding the exclusion situations listed in Article 136 of Regulation (EU) 2018/1046, that calls into question the decision to award the grant;
- (b) following the termination of the participation of any one or several beneficiaries, the necessary modifications to the Agreement would call into question the decision awarding the grant or would result in unequal treatment of applicants;
- (c) the beneficiaries, any *related person* or any natural person who is essential for the award or for the implementation of the Agreement have committed serious *breach of obligations*, including improper implementation of the *action* as described in Annex I;
- (d) the implementation of the *action* is prevented or suspended due to *force majeure* or exceptional circumstances and either:
  - (i) resumption is impossible; or
  - (ii) the necessary changes to the Agreement would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- (e) a beneficiary or a natural or legal person that assumes unlimited liability for the debts of that beneficiary:
  - (i) is declared bankrupt, is subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a Court, has entered into an agreement with creditors, has suspended business activities or is in any analogous situation arising from a similar procedure provided for under the Union or national law;
  - (ii) is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;

- (f) a beneficiary or any *related person* or any natural person who is essential for the award or for the implementation of the Agreement has committed:
  - (i) *grave professional misconduct* proven by any means;
  - (ii) fraud;
  - (iii) corruption;
  - (iv) conduct related to criminal organisations;
  - (v) money laundering;
  - (vi) terrorism-related crimes (including terrorism financing);
  - (vii) child labour or other offences concerning trafficking of human beings;
- (g) the Commission has evidence that a beneficiary or any *related person* or any natural person who is essential for the award or for the implementation of the Agreement has committed *irregularities, fraud or breach of obligations* in the award procedure or while implementing the Agreement, including if that beneficiary, *related person* or natural person has submitted false information or failed to provide required information;
- (h) the Commission has evidence that a beneficiary has committed systemic or recurrent *irregularities, fraud or serious breach of obligations* in other Union or Euratom grants awarded to it under similar conditions and such *irregularities, fraud or breach of obligations* have a material impact on this grant;
- (i) a beneficiary or any *related person* or any natural person who is essential for the award or for the implementation of the Agreement has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business;
- (j) a beneficiary or any *related person* or any natural person who is essential for the award or for the implementation of the Agreement has been created with the intent referred to in point (i) or
- (k) the Commission has sent a beneficiary, through the coordinator, a *formal notification* asking it to end the participation of its affiliated entity because that entity is in a situation provided for in points (e) to (j) and that beneficiary has failed to request an amendment ending the participation of the entity and reallocating its tasks.

#### **II.17.3.2 Procedure for termination**

**Step 1-** Before terminating the Agreement or participation of one or more beneficiaries, the Commission must send a *formal notification* to the coordinator:

- (a) informing it of:
  - (i) its intention to terminate;
  - (ii) the reasons for termination; and
- (b) requiring it, within 45 calendar days of receiving the formal notification,:
  - (i) to submit observations on behalf of all beneficiaries; and

- (ii) in the case of point (e) of Article II.17.3.1, to inform the Commission of the measures to ensure compliance with the obligations under the Agreement

**Step 2** — If the Commission does not receive observations or decides to pursue the procedure despite the observations it has received, it will send a *formal notification* to the coordinator informing it of the termination and the date on which it takes effect. The coordinator must immediately inform the other beneficiaries of the termination

Otherwise, the Commission must send a *formal notification* to the coordinator informing it that the termination procedure is not continued.

The termination takes effect:

- (a) for terminations under points (a), (b), (c) and (e) of Article II.17.3.1: on the day specified in the *formal notification* of termination referred to in the second subparagraph (i.e. in Step 2 above);
- (b) for terminations under points (d), (f) and points (g) to (j) of Article II.17.3.1: on the day after the coordinator receives the *formal notification* of termination referred to in the second subparagraph (i.e. in Step 2 above)

#### **II.17.4 Effects of termination**

##### **II.17.4.1 Effects of terminating the Agreement:**

Within 60 calendar days from the day on which the termination takes effect, the coordinator must submit a request for payment of the balance as provided for in Article I.4.4

If the Commission does not receive the request for payment of the balance by the above deadline, only costs or contributions which are included in an approved technical report and, where relevant, in an approved financial statement, are reimbursed or covered by the grant

If the Agreement is terminated by the Commission because the coordinator has breached its obligation to submit the request for payment, the coordinator may not submit any request for payment after termination. In that case the second subparagraph applies.

The Commission calculates the final grant amount as referred to in Article II.25 and the balance as referred to in Article I.4.5 on the basis of the reports submitted. Only activities undertaken before the date when the termination takes effect or the end date of the *implementation period* as specified in Article I.2.2, whichever is the earliest, must be taken into account. Where the grant takes the form of reimbursement of costs actually incurred as provided for in Article I.3.2(a)(i), only costs incurred before termination takes effect are reimbursed or covered by the grant. Costs relating to contracts due for execution only after termination are not taken into account and are not reimbursed or covered by the grant.

The Commission may reduce the grant in accordance with Article II.25.4 in case of:

- (a) improper termination of the Agreement by the coordinator within the meaning of Article II.17.1; or
- (b) termination of the Agreement by the Commission on any of the grounds set out in points (c), (f) and points (g) to (j) of Article II.17.3.1

Neither party may claim damages on the grounds that the other party terminated the Agreement.

After termination, the beneficiaries' obligations continue to apply, in particular those under Articles I.4, II.6, II.8, II.9, II.14, II.27 and any additional provisions on the use of the results, as set out in the Special Conditions.

##### **II.17.4.2 Effects of terminating the participation of one or more beneficiaries:**

(a) The coordinator must submit a request for amendment including:

- (i) a proposal to reallocate the tasks of the beneficiary or beneficiaries concerned by the termination; and
- (ii) if necessary, the addition of one or more new beneficiaries to succeed the beneficiary or beneficiaries concerned in all their rights and obligations under the Agreement.

If the Commission terminates the participation of a beneficiary, the coordinator must submit the request for amendment within 60 calendar days from the day on which the termination takes effect

If the coordinator terminates the participation of a beneficiary, the request for amendment must be included in the *formal notification* of termination referred to in Article II.17.2.

If termination takes effect after the end of the *implementation period*, no request for amendment must be provided unless the beneficiary concerned is the coordinator. In this case, the request for amendment must propose a new coordinator.

If the request for amendment is rejected by the Commission, the Agreement may be terminated in accordance with Article II.17.3.1 (b). The request for amendment may be rejected if it calls into question the decision awarding the grant or is contrary to the equal treatment of applicants.

(b) The beneficiary concerned by termination must submit to the coordinator:

- (i) a technical report; and
- (ii) where applicable, a financial statement covering the period from the end of the last reporting period to the date when termination takes effect

The coordinator must include this information in the payment request for the next reporting period.

Only activities undertaken before the date when the termination takes effect must be taken into account. Where the grant takes the form of reimbursement of costs actually incurred as provided for in Article I.3.2(a)(i), only costs incurred by the beneficiary concerned before termination takes effect are reimbursed or covered by the grant. Costs relating to contracts due for execution only after termination are not reimbursed or covered by the grant

The Commission may reduce the grant in accordance with Article II.25.4, in case of:

- (a) improper termination of the participation of a beneficiary by the coordinator within the meaning of Article II.17.2 or
- (b) termination of the participation of a beneficiary by the Commission on any of the grounds set out in points (c), (f), (g), (h) or (i) of Article II.17.3.1

Neither party may claim damages on the grounds that the other party terminated the participation of a beneficiary.

After termination, the concerned beneficiary's obligations continue to apply, in particular those under Articles 1.4, 11.6, 11.8, 11.9, 11.14, 11.27 and any additional provisions on the use of the results, as set out in the Special Conditions.

#### ARTICLE 11.18 — APPLICABLE LAW, SETTLEMENT OF DISPUTES AND ENFORCEABLE DECISIONS

**11.18.1** The Agreement is governed by the applicable Union law, complemented, where necessary, by the law of Belgium.

**11.18.2** In accordance with Article 272 TFEU, the General Court or, on appeal, the Court of Justice of the European Union, has sole jurisdiction to hear any dispute between the Union and any beneficiary concerning the interpretation, application or validity of the Agreement, if such dispute cannot be settled amicably.

**11.18.3** In accordance with Article 299 TFEU, for the purposes of recovery within the meaning of Article 11.26, the Commission may adopt an enforceable decision to impose pecuniary obligations on persons other than States.

An *action* may be brought against such decision before the General Court of the European Union in accordance with Article 263 TFEU.

## PART B — FINANCIAL PROVISIONS

### ARTICLE 11.19 — ELIGIBLE COSTS

#### 11.19.1 Conditions for the eligibility of costs

*Eligible costs of the action* are costs actually incurred by the beneficiary and which meet the following criteria:

- (a) they are incurred within the *implementation period*, with the exception of costs relating to the request for payment of the balance and the corresponding supporting documents referred to in Article 1.4.4;
- (b) they are indicated in the estimated budget of the *action*. The estimated budget is set out in Annex II;
- (c) they are incurred in connection with the *action* as described in Annex I and are necessary for its implementation;
- (d) they are identifiable and verifiable, in particular they are recorded in the beneficiary's accounting records and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the beneficiary's usual cost accounting practices;
- (e) they comply with the requirements of applicable tax and social legislation; and
- (f) they are reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency.

#### 11.19.2 Eligible direct costs

To be eligible, the *direct cost* of the *action* must comply with the eligibility conditions set out in Article 11.19.1.

In particular, the following categories of costs are eligible *direct costs*, provided that they satisfy the eligibility conditions set out in Article 11.19.1 as well as the following conditions:

- (a) the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the *action*, provided that these costs are in line with the beneficiary's usual policy on remuneration.

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used:

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

- (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);

(ii) the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and

(iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;

(b) costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;

(c) the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, provided that the asset:

(i) is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and

(ii) has been purchased in accordance with Article II.10.1 if the purchase occurred within the *implementation period*;

The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the *implementation period* and the rate of actual use for the purposes of the *action* may be taken into account when determining the eligible costs. By way of exception, the full cost of purchase of equipment may be eligible under the Special Conditions, if this is justified by the nature of the *action* and the context of the use of the equipment or assets;

(d) costs of consumables and supplies, provided that they:

(i) are purchased in accordance with Article II.10.1; and

(ii) are directly assigned to the *action*;

(e) costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the *action*, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with Article II.10.1;

(f) costs entailed by *subcontracts* within the meaning of Article II.11, provided that the conditions laid down in Article II.11.1 (a), (b), (c) and (d) are met;

(g) costs of financial support to third parties within the meaning of Article II.12, provided that the conditions laid down in that Article are met;

(h) duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible *direct costs*, and unless specified otherwise in the Agreement

### II.19.3 Eligible indirect costs

To be eligible, *indirect costs* of the *action* must represent a fair apportionment of the overall overheads of the beneficiary and must comply with the conditions of eligibility set out in Article II.19.1.

Eligible *indirect costs* must be declared on the basis of a flat rate of 7 % of the total eligible *direct costs* unless otherwise specified in Article I.3.2.

### II.19.4 Ineligible costs

In addition to any other costs which do not fulfil the conditions set out in Article II.19.1, the following costs may not be considered eligible:

(a) return on capital and dividends paid by a beneficiary;

(b) debt and debt service charges;

(c) provisions for losses or debts;

(d) interest owed;

(e) doubtful debts;

(f) exchange losses;

(g) costs of transfers from the Commission charged by the bank of a beneficiary;

(h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.

(i) contributions in kind from third parties;

(j) excessive or reckless expenditure;

(k) deductible VAT.

## ARTICLE II.20 — IDENTIFIABILITY AND VERIFIABILITY OF THE AMOUNTS DECLARED

### II.20.1 Declaring costs and contributions

Each beneficiary must declare as eligible costs or as a requested contribution:

(a) for actual costs: the costs it actually incurred for the *action*;

(b) for unit costs or unit contributions: the amount obtained by multiplying the amount per unit specified in Article I.3.2(a)(i) or (b) by the actual number of units used or produced;

(c) for lump sum costs or lump sum contributions: the global amount specified in Article I.3.2(a)(ii) or (c), if the corresponding tasks or part of the *action* as described in Annex II have been implemented properly;

(d) for flat-rate costs or flat-rate contributions: the amount obtained by applying the flat rate specified in Article I.3.2(a)(iv) or (d);

(e) for financing not linked to costs: the global amount specified in Article I.3.2(e), if the corresponding results or conditions as described in Annex II have been properly achieved or fulfilled;

(f) for unit costs declared on the basis of the beneficiary's usual cost accounting practices: the amount obtained by multiplying the amount per unit calculated in accordance with

the beneficiary's usual cost accounting practices by the actual number of units used or produced;

- (g) for lump sum costs declared on the basis of the beneficiary's usual cost accounting practices: the global amount calculated in accordance with its usual cost accounting practices, if the corresponding tasks or part of the *action* have been implemented properly;
- (h) for flat-rate costs declared on the basis of the beneficiary's usual cost accounting practices: the amount obtained by applying the flat rate calculated in accordance with the beneficiary's usual cost accounting practices.

#### II.20.2 Records and other documentation to support the costs and contributions declared

Each beneficiary must provide the following if requested to do so in the context of the checks or audits described in Article II.27:

- (a) for actual costs: adequate supporting documents to prove the costs declared, such as contracts, invoices and accounting records.

In addition, the beneficiary's usual accounting and internal control procedures must permit direct reconciliation of the amounts declared with the amounts recorded in its accounting statements and with the amounts indicated in the supporting documents;

- (b) for unit costs or unit contributions: adequate supporting documents to prove the number of units declared.

The beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, such as accounting statements, to prove the amount declared per unit;

- (c) for lump sum costs or lump sum contributions: adequate supporting documents to prove that the *action* has been properly implemented.

The beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, such as accounting statements, to prove the amount declared as a lump sum;

- (d) for flat-rate costs or flat-rate contributions: adequate supporting documents to prove the eligible costs or requested contribution to which the flat rate applies.

The beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, such as accounting statements, for the flat rate applied;

- (e) for financing not linked to costs: adequate supporting documents to prove that the *action* has been properly implemented;

The beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, such as accounting statements, to prove the amount declared as a financing not linked to costs;

- (f) for unit costs declared on the basis of the beneficiary's usual cost accounting practices: adequate supporting documents to prove the number of units declared;
- (g) for lump sum costs declared on the basis of the beneficiary's usual cost accounting practices: adequate supporting documents to prove that the *action* has been properly implemented;
- (h) for flat-rate costs declared on the basis of the beneficiary's usual cost accounting practices: adequate supporting documents to prove the eligible costs to which the flat rate applies.

#### II.20.3 Conditions to determine the compliance of cost accounting practices

II.20.3.1 In the case of points (f),(g) and (h) of Article II.20.2, the beneficiary does not need to identify the actual eligible costs covered, but it must ensure that the cost accounting practices used for the purpose of declaring eligible costs are in compliance with the following conditions:

- (a) the cost accounting practices used constitute its usual cost accounting practices and are applied in a consistent manner, based on objective criteria independent from the source of funding;
- (b) the costs declared can be directly reconciled with the amounts recorded in its general accounts; and
- (c) the categories of costs used for the purpose of determining the costs declared are exclusive of any ineligible cost or costs covered by other forms of grant as provided for in Article I.3.2.

II.20.3.2 If the Special Conditions so provide, the beneficiary may submit to the Commission a request asking it to assess the compliance of its usual cost accounting practices. If required by the Special Conditions, the request must be accompanied by a certificate on the compliance of the cost accounting practices ('certificate on the compliance of the cost accounting practices').

The certificate on the compliance of the cost accounting practices must be:

- (a) produced by an approved auditor or, if the beneficiary is a public body, by a competent and independent public officer; and
- (b) drawn up in accordance with Annex VIII.

The certificate must certify that the beneficiary's cost accounting practices used for the purpose of declaring eligible costs comply with the conditions laid down in Article II.20.3.1 and with the additional conditions that may be laid down in the Special Conditions.

II.20.3.3 If the Commission has confirmed that the beneficiary's usual cost accounting practices are in compliance, costs declared in application of these practices may not be challenged *ex post*, if:

- (a) the practices actually used comply with those approved by the Commission; and
- (b) the beneficiary did not conceal any information for the purpose of the approval of its cost accounting practices.

#### ARTICLE II.21 — ELIGIBILITY OF COSTS OF ENTITIES AFFILIATED TO THE BENEFICIARIES

If the Special Conditions contain a provision on entities affiliated to the beneficiaries, costs incurred by such an entity are eligible, if:

- (a) they satisfy the same conditions under Articles II.19 and II.20 as apply to the beneficiary; and
- (b) the beneficiary to which the entity is affiliated ensures that the conditions applicable to the beneficiary under Articles II.4, II.5, II.6, II.8, II.10, II.11 and II.27 are also applicable to the entity.

#### ARTICLE II.22 — BUDGET TRANSFERS

Beneficiaries are allowed to adjust the estimated budget set out in Annex II by transfers between themselves and between the different budget categories, if the *action* is implemented as described in Annex II. This adjustment does not require an amendment of the Agreement as provided for in Article II.13.

However, the beneficiaries may not add costs relating to *subcontracts* not provided for in Annex I, unless such additional *subcontracts* are approved by the Commission in accordance with Article II.11.1(d).

As an exception to the first subparagraph, if beneficiaries want to change the value of the contribution to which each of them is entitled, as referred to in point (c) of the third subparagraph of II.26.3, the coordinator must request an amendment as provided for in Article II.13.

The first three subparagraphs do not apply to amounts which, as provided for in Article I.3.2(a)(iii) or (c), take the form of lump sums or which, as provided for in Article I.3.2(e), take the form of financing not linked to cost.

#### ARTICLE II.23 — NON-COMPLIANCE WITH REPORTING OBLIGATIONS

The Commission may terminate the Agreement as provided for in Article II.17.3.(c) and may reduce the grant as provided for in Article II.25.4 if the coordinator:

- (a) did not submit a request for interim payment or payment of the balance accompanied by the documents referred to in Articles I.4.3 or I.4.4 within 60 calendar days following the end of the corresponding reporting period; and
- (b) still fails to submit such a request within further 60 calendar days following a written reminder sent by the Commission.

#### ARTICLE II.24 — SUSPENSION OF PAYMENTS AND TIME LIMIT FOR PAYMENT

##### II.24.1 Suspension of payments

###### II.24.1.1 Grounds for suspension

The Commission may at any moment suspend, in whole or in part, the pre-financing payment and interim payments for one or more beneficiaries or the payment of the balance for all beneficiaries:

- (a) if the Commission has evidence that a beneficiary has committed *irregularities, fraud or breach of obligations* in the award procedure or while implementing the Agreement;
- (b) if the Commission has evidence that a beneficiary has committed systemic or recurrent *irregularities, fraud or serious breach of obligations* in other grants funded by the Union or the European Atomic Energy Community ('Euratom') awarded to the beneficiary under similar conditions and such *irregularities, fraud or breach of obligations* have a material impact on this grant; or
- (c) if the Commission suspects *irregularities, fraud or breach of obligations* committed by a beneficiary in the award procedure or while implementing the Agreement and needs to verify whether they have actually occurred.

###### II.24.1.2 Procedure for suspension

**Step 1** — Before suspending payments, the Commission must send a *formal notification* to the coordinator:

- (a) informing it of:
  - (i) its intention to suspend payments;
  - (ii) the reasons for suspension;
  - (iii) in the cases referred to in points (a) and (b) of Article II.24.1.1, the conditions that need to be met for payments to resume; and
- (b) inviting it to submit observations within 30 calendar days of receiving the *formal notification*.

**Step 2** — If the Commission does not receive observations or decides to pursue the procedure despite the observations it has received, it must send a *formal notification* to the coordinator informing it of:

- (a) the suspension of payments;
- (b) the reasons for suspension;
- (c) the final conditions under which payments may resume in the cases referred to in points (a) and (b) of Article II.24.1.1;
- (d) the indicative date of completion of the necessary verification in the case referred to in point (c) of Article II.24.1.1.

The coordinator must immediately inform the other beneficiaries of the suspension. The suspension takes effect on the day the Commission sends *formal notification* of suspension (Step 2).

Otherwise, the Commission must send a *formal notification* to the coordinator informing it that it is not continuing with the suspension procedure.

###### II.24.1.3 Effects of suspension

During the period of suspension of payments the coordinator is not entitled to submit:

- (a) any requests for payments and supporting documents referred to in Articles I.4.2, I.4.3 and I.4.4; or

(b) where the suspension concerns the pre-financing payments or interim payments for one or several beneficiaries only, any requests for payments and supporting documents relating to the participation of the concerned beneficiary or beneficiaries in the *action*.

The corresponding requests for payments and supporting documents may be submitted as soon as possible after resumption of payments or may be included in the first request for payment due following resumption of payments in accordance with the schedule laid down in Article I.4.1

The suspension of payments does not affect the right of the coordinator to suspend the implementation of the *action* as provided for in Article II.16.1 or to terminate the Agreement or the participation of a beneficiary as provided for in Articles II.17.1 and II.17.2.

#### **II.24.1.4 Resuming payments**

In order for the Commission to resume payments, the beneficiaries must meet the notified conditions as soon as possible and must inform the Commission of any progress made.

If the conditions for resuming payments are met, the suspension will be lifted. The Commission will send a *formal notification* to the coordinator informing it of this.

#### **II.24.2 Suspension of the time limit for payments**

**II.24.2.1** The Commission may at any moment suspend the time limit for payment specified in Articles I.4.2, I.4.3 and I.4.5 if a request for payment cannot be approved because:

- (a) it does not comply with the Agreement;
- (b) the appropriate supporting documents have not been produced; or
- (c) there is a doubt about the eligibility of the costs declared in the financial statements and additional checks, reviews, audits or investigations are necessary.

**II.24.2.2** The Commission must send a *formal notification* to the coordinator informing it of:

- (a) the suspension; and
- (b) the reasons for the suspension.

The suspension takes effect on the day the Commission sends the *formal notification*.

**II.24.2.3** If the conditions for suspending the payment deadline are no longer met, the suspension will be lifted and the remaining period will resume.

If the suspension exceeds two months, the coordinator may request the Commission if the suspension will continue.

If the payment deadline has been suspended because the technical reports or financial statements do not comply with the Agreement and the revised report or statement is not submitted or was submitted but is also rejected, the Commission may terminate the Agreement or the participation of the beneficiary as provided for in Article II.17.3.1(c) and reduce the grant as provided for in Article II.25.4.

## **ARTICLE II.25 — CALCULATION OF THE FINAL AMOUNT OF THE GRANT**

The final amount of the grant depends on the extent to which the *action* has been implemented in accordance with the terms of the Agreement.

The final amount of the grant is calculated by the Commission at the time of the payment of the balance. The calculation involves the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs and addition of the financing not linked to costs, unit, flat-rate and lump sum contributions

Step 2 — Limit to the *maximum amount of the grant*

Step 3 — Reduction due to the no-profit rule

Step 4 — Reduction due to improper implementation or breach of other obligations.

### **II.25.1 Step 1 — Application of the reimbursement rate to the eligible costs and addition of the financing not linked to costs, unit, flat-rate and lump sum contributions**

This step is applied as follows:

- (a) If, as provided for in Article I.3.2(a)(i), the grant takes the form of the reimbursement of eligible costs actually incurred, the reimbursement rate specified in that Article is applied to those eligible costs as approved by the Commission for the corresponding categories of costs, beneficiaries and affiliated entities
- (b) If, as provided for in Article I.3.2(a) (ii) to (v), the grant takes the form of the reimbursement of eligible unit costs, lump sum costs or flat rate costs, the reimbursement rate specified in that Article is applied to the those eligible costs as approved by the Commission for the corresponding categories of costs, beneficiaries and affiliated entities:

The amount of volunteers' work declared as direct eligible costs for the corresponding beneficiaries and affiliated entities must be limited to the following amount, whichever is the lowest:

- (i) the total sources of financing as indicated in the final financial statement and as accepted by the Commission multiplied by fifty per cent; or
  - (ii) the amount of volunteers' work indicated in the estimated budget set out in Annex II.
- (c) If, as provided for in Article I.3.2(b), the grant takes the form of a unit contribution, the unit contribution specified in that Article is multiplied by the actual number of units approved by the Commission for the corresponding beneficiaries and affiliated entities;
  - (d) If, as provided for in Article I.3.2(c), the grant takes the form of a lump sum contribution, the Commission applies the lump sum specified in that Article for the corresponding beneficiaries and affiliated entities if it finds that the corresponding tasks or part of the *action* were implemented properly in accordance with Annex I;



- (e) If, as provided for in Article 1.3.2(d), the grant takes the form of a flat-rate contribution, the flat rate referred to in that Article is applied to the eligible costs or to the contribution approved by the Commission for the corresponding beneficiaries and affiliated entities;
- (f) If, as provided for in Article 1.3.2(e), the grant takes the form of financing not linked to costs, the Commission applies the amount specified in that Article for the corresponding beneficiaries and affiliated entities if it finds that [the conditions specified in Annex I were fulfilled] and [the results specified in Annex I were achieved].

If Article 1.3.2 provides for a combination of different forms of grant, the amounts obtained must be added together.

#### II.25.2 Step 2 — Limit to *maximum amount of the grant*

The total amount paid to the beneficiaries by the Commission may in no circumstances exceed the *maximum amount of the grant*.

If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

If volunteers' work is declared as part of direct eligible costs, the final amount of the grant is limited to the amount of total eligible costs and contributions approved by the Commission minus the amount of volunteers' work approved by the Commission.

#### II.25.3 Step 3 — Reduction due to the no-profit rule

The grant may not produce a profit for the beneficiaries, unless specified otherwise in the Special Conditions.

The profit must be calculated as follows:

- (a) calculate the surplus of the total receipts of the action, over the total eligible costs of the action, as follows:
- receipts of the action
  - minus
  - consolidated total eligible costs and contributions approved by the Commission corresponding to the amounts determined in accordance with Article II.25.1 – ;

The receipts of the action are calculated as follows:

- the revenue generated by the *action* for beneficiaries and affiliated entities other than non-profit organisations
- plus
- the amount obtained following Steps 1 and 2 – ;

where the revenue generated by the *action* is the consolidated revenue established, generated or confirmed for beneficiaries and affiliated entities other than non-profit organisations on the date on which the request for payment of the balance is drawn up by the coordinator.

In-kind and financial contributions by third parties are not considered receipts.

- (b) If the amount calculated under point (a) is positive, this amount will be deducted from the amount calculated following Steps 1 and 2, in proportion to the final rate of reimbursement of the actual eligible costs of the *action* approved by the Commission for the categories of costs referred to in Article 1.3.2(a)(i).

#### II.25.4 Step 4 — Reduction due to improper implementation or breach of other obligations

The Commission may reduce the *maximum amount of the grant* if the *action* has not been implemented properly as described in Annex II (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the *action* has been implemented improperly or to the seriousness of the breach.

Before the Commission reduces the grant, it must send a *formal notification* to the coordinator:

- (a) informing it of:
- (i) its intention to reduce the *maximum amount of the grant*,
  - (ii) the amount by which it intends to reduce the grant;
  - (iii) the reasons for reduction;
- (b) inviting it to submit observations within 30 calendar days of receiving the formal notification.

If the Commission does not receive any observations or decides to pursue reduction despite the observations it has received, it will send a *formal notification* informing the coordinator of its decision.

If the grant is reduced, the Commission must calculate the reduced grant amount by deducting the amount of the reduction (calculated in proportion to the improper implementation of the *action* or to the seriousness of the *breach of obligations*) from the *maximum amount of the grant*.

The final amount of the grant will be the lower of the following two:

- (a) the amount obtained following Steps 1 to 3; or
- (b) the reduced grant amount following Step 4.

### ARTICLE II.26 — RECOVERY

#### II.26.1 Recovery at the time of payment of the balance

Where the payment of the balance takes the form of a recovery, the coordinator must repay the Commission the amount in question, even if it was not the final recipient of the amount due.

### II.26.2 Recovery after payment of the balance

Where an amount is to be recovered as provided for in Articles II.27.6, II.27.7 and II.27.8, the beneficiary concerned by the audit or OLA findings must repay the Commission the amount in question. Where the audit findings do not concern a specific beneficiary (or its affiliated entities), the coordinator must repay the Commission the amount in question, even if it was not the final recipient of the amount due.

Each beneficiary is responsible for the repayment of any amount unduly paid by the Commission as a contribution towards the costs incurred by its affiliated entities.

### II.26.3 Recovery procedure

Before recovery, the Commission must send a *formal notification* to the beneficiary concerned:

- (a) informing it of its intention to recover the amount unduly paid;
- (b) specifying the amount due and the reasons for recovery; and
- (c) inviting the beneficiary to make any observations within a specified period.

If no observations have been submitted or if, despite the observations submitted by the beneficiary, the Commission decides to pursue the recovery procedure, the Commission may confirm recovery by sending a *formal notification* to the beneficiary consisting of a debit note, specifying the terms and the date for payment.

If payment has not been made by the date specified in the debit note, the Commission will recover the amount due:

- (a) by offsetting it, without the beneficiary's prior consent, against any amounts owed to the beneficiary by the Commission or an executive agency (from the Union or the European Atomic Energy Community (Euratom) budget) ('offsetting');

In exceptional circumstances, to safeguard the financial interests of the Union, the Commission may offset before the due date.

An action may be brought against such offsetting before the General Court of the European Union in accordance with Article 263 TFEU;

- (b) by drawing on the financial guarantee where provided for in accordance with Article I.4.2 ('drawing on the financial guarantee');
- (c) by holding the beneficiaries jointly and severally liable up to the maximum EU contribution indicated, for each beneficiary, in the estimated budget;
- (d) by taking legal action as provided for in Article II.18.2 or in the Special Conditions or by adopting an enforceable decision as provided for in Article II.18.3.

### II.26.4 Interest on late payment

If payment is not made by the date in the debit note, the amount to be recovered will be increased by late-payment interest at the rate set out in Article I.4.14 from the day following

the date for payment in the debit note up to and including the date the Commission receives full payment of the amount.

Partial payments must first be credited against charges and late-payment interest and then against the principal.

### II.26.5 Bank charges

Bank charges incurred in the recovery process must be borne by the beneficiary concerned, unless Directive 2007/64/EC<sup>4</sup> applies.

## ARTICLE II.27 — CHECKS, AUDITS AND EVALUATIONS

### II.27.1 Technical and financial checks, audits, interim and final evaluations

The Commission may, during the implementation of the *action* or afterwards, carry out technical and financial checks and audits to determine that the beneficiaries are implementing the *action* properly and are complying with the obligations under the Agreement. It may also check the beneficiaries' statutory records for the purpose of periodic assessments of lump sum, unit cost or flat-rate amounts.

Information and documents provided as part of checks or audits must be treated on a confidential basis.

In addition, the Commission may carry out an interim or final evaluation of the impact of the *action*, measured against the objective of the Union programme concerned.

Commission checks, audits or evaluations may be carried out either directly by the Commission's own staff or by any other outside body authorised to do so on its behalf.

The Commission may initiate such checks, audits or evaluations during the implementation of the Agreement and during a period of five years starting from the date of payment of the balance. This period is limited to three years if the *maximum amount of the grant* is not more than EUR 60 000.

The check, audit or evaluation procedures are considered to be initiated on the date of receipt of the letter of the Commission announcing it.

If the audit is carried out on an affiliated entity, the beneficiary concerned must inform that affiliated entity.

### II.27.2 Duty to keep documents

The beneficiaries must keep all original documents, especially accounting and tax records, stored on any appropriate medium, including digitalised originals when they are authorised by

<sup>4</sup> Directive 2007/64/EC of the European Parliament and of the Council of 13 November 2007 on payment services in the internal market amending Directives 97/7/EC, 2002/65/EC, 2005/60/EC and 2006/48/EC and repealing Directive 97/5/EC

their respective national law and under the conditions laid down therein, during a period of five years starting from the date of payment of the balance.

The period during which documents must be kept is limited to three years if the *maximum amount of the grant* is not more than EUR 60 000.

The periods set out in the first and second subparagraphs are longer if there are ongoing audits, appeals, litigation or pursuit of claims concerning the grant, including in the cases referred to in Article II.27.7. In such cases, the beneficiaries must keep the documents until such audits, appeals, litigation or pursuit of claims have been closed.

### II.27.3 Obligation to provide information

Where a check, audit or evaluation is initiated before the payment of the balance, the coordinator must provide any information, including information in electronic format, requested by the Commission or by any other outside body authorised by the Commission. Where appropriate, the Commission may request that a beneficiary provides such information directly.

Where a check or audit is initiated after payment of the balance, the information referred to in the previous subparagraph must be provided by the beneficiary concerned.

If the beneficiary concerned does not comply with the obligations set out in the first and second subparagraphs, the Commission may consider:

- (a) any cost insufficiently substantiated by information provided by the beneficiary as ineligible;
- (b) any financing not linked to costs, unit, lump sum or flat-rate contribution insufficiently substantiated by information provided by the beneficiary as undue.

### II.27.4 On-the-spot visits

During an on-the-spot visit, the beneficiaries must allow Commission staff and outside personnel authorised by the Commission to have access to the sites and premises where the *action* is or was carried out, and to all the necessary information, including information in electronic format.

They must ensure that the information is readily available at the moment of the on-the-spot visit and that information requested is handed over in an appropriate form.

If the beneficiary concerned refuses to provide access to the sites, premises and information as required in the first and second subparagraphs, the Commission may consider:

- (a) any cost insufficiently substantiated by information provided by the beneficiary as ineligible;
- (b) any financing not linked to costs, unit, lump sum or flat-rate contribution insufficiently substantiated by information provided by the beneficiary as undue.

### II.27.5 Contradictory audit procedure

On the basis of the findings made during the audit, a provisional report ('draft audit report') must be drawn up. It must be sent by the Commission or its authorised representative to the beneficiary concerned, which must have 30 calendar days from the date of receipt to submit observations. The final report ('final audit report') must be sent to the beneficiary concerned within 60 calendar days of expiry of the time limit for submission of observations.

### II.27.6 Effects of audit findings

On the basis of the final audit findings, the Commission may take the measures it considers necessary, including recovery at the time of payment of the balance or after payment of the balance of all or part of the payments made by it, as provided for in Article II.26.

In the case of final audit findings after the payment of the balance, the amount to be recovered corresponds to the difference between the revised final amount of the grant, determined in accordance with Article II.25, and the total amount paid to the beneficiaries under the Agreement for the implementation of the *action*.

### II.27.7 Correction of systemic or recurrent irregularities, fraud or breach of obligations

II.27.7.1 The Commission may extend audit findings from other grants to this grant if:

- (a) the beneficiary concerned is found to have committed systemic or recurrent *irregularities, fraud or breach of obligations* in other EU or Euratom grants awarded under similar conditions and such *irregularities, fraud or breach of obligations* have a material impact on this grant; and
- (b) the final audit findings are sent to the beneficiary concerned through a *formal notification*, together with the list of grants affected by the findings within the period referred to in Article II.27.1.

The extension of findings may lead to:

- (a) the rejection of costs as ineligible;
- (b) reduction of the grant as provided for in Article II.25.4;
- (c) recovery of undue amounts as provided for in Article II.26;
- (d) suspension of payments as provided for in Article II.24.1;
- (e) suspension of the *action* implementation as provided for in Article II.16.2;
- (f) termination as provided for in Article II.17.3.

II.27.7.2 The Commission must send a *formal notification* to the beneficiary concerned informing it of the systemic or recurrent *irregularities, fraud or breach of obligations* and of its intention to extend the audit findings, together with the list of grants affected.

(a) If the findings concern eligibility of costs the procedure is as follows:

**Step 1** — The *formal notification* must include:

- (i) an invitation to submit observations on the list of grants affected by the findings;
- (ii) a request to submit revised financial statements for all grants affected;

(iii) where possible, the correction rate for extrapolation established by the Commission to calculate the amounts to be rejected on the basis of the systemic or recurrent *irregularities, fraud or breach of obligations*, if the beneficiary concerned:

- considers that the submission of revised financial statements is not possible or practicable; or
- will not submit revised financial statements.

**Step 2** — The beneficiary concerned has 60 calendar days from when it receives the *formal notification* to submit observations and revised financial statements or to propose a duly substantiated alternative correction method. This period may be extended by the Commission in justified cases.

**Step 3** — If the beneficiary concerned submits revised financial statements that take account of the findings the Commission will determine the amount to be corrected on the basis of those revised statements.

If the beneficiary proposes an alternative correction method and the Commission accepts it, the Commission must send a *formal notification* to the beneficiary concerned informing it:

- (i) that it accepts the alternative method;
- (ii) of the revised eligible costs determined by applying this method.

Otherwise the Commission must send a *formal notification* to the beneficiary concerned informing it:

- (i) that it does not accept the observations or the alternative method proposed;
- (ii) of the revised eligible costs determined by applying the extrapolation method initially notified to the beneficiary.

If the systemic or recurrent *irregularities, fraud or breach of obligations* are found after the payment of the balance, the amount to be recovered corresponds to the difference between:

- (i) the revised final amount of the grant, determined in accordance with Article II.25 on the basis of the revised eligible costs declared by the beneficiary and approved by the Commission or on the basis of the revised eligible costs after extrapolation; and
- (ii) the total amount paid to the beneficiaries under the Agreement for the implementation of the *action*;

(b) If the findings concern improper implementation or a breach of another obligation the procedure is as follows:

**Step 1** — The *formal notification* must include:

- (i) an invitation to the beneficiary to submit observations on the list of grants affected by the findings and
- (ii) the correction flat rate the Commission intends to apply to the *maximum amount of the grant* or to part of it, according to the principle of proportionality.

**Step 2** — The beneficiary concerned has 60 calendar days from receiving the *formal notification* to submit observations or to propose a duly substantiated alternative flat-rate.

**Step 3** — If the Commission accepts the alternative flat rate proposed by the beneficiary, it must send a *formal notification* to the beneficiary concerned informing it:

- (i) that it accepts the alternative flat-rate;
- (ii) of the corrected grant amount by applying this flat rate.

Otherwise the Commission must send a *formal notification* to the beneficiary concerned informing it:

- (i) that it does not accept the observations or the alternative flat rate proposed;
- (ii) of the corrected grant amount by applying the flat rate initially notified to the beneficiary.

If the systemic or recurrent *irregularities, fraud or breach of obligations* are found after the payment of the balance, the amount to be recovered corresponds to the difference between:

- (i) the revised final amount of the grant after flat-rate correction; and
- (ii) the total amount paid to the beneficiaries under the Agreement for the implementation of the *action*.

#### II.27.8 Rights of OLAF

The European Anti-Fraud Office (OLAF) has the same rights as the Commission, particularly the right of access, for the purpose of checks and investigations.

Under Council Regulation (Euratom, EC) No 2185/96<sup>5</sup> and Regulation (EU, Euratom) No 883/2013<sup>6</sup> OLAF may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by Union law for the protection of the financial interests of the Union against *fraud* and other *irregularities*.

Where appropriate, OLAF findings may lead to the Commission recovering amounts from beneficiaries.

Moreover, findings arising from an OLAF investigation may lead to criminal prosecutions under national law.

#### II.27.9 Rights of the European Court of Auditors and EPPO

<sup>5</sup> Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities.

<sup>6</sup> Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF).

Agreement number: [complete]

Multi-beneficiaries model grant agreement

The European Court of Auditors and the European Public Prosecutor's Office established by Council Regulation (EU) 2017/1939<sup>7</sup> ('the EPPO') have the same rights as the Commission, particularly the right of access, for the purpose of checks, audits and investigations.

### Project: 2022-1-CZ01-KA220-HED-000086282

#### Project details

Project Code	2022-1-CZ01-KA220-HED-000086282
Project title	Structural embedding of knowledge by experience in higher education through processes of co-creation
Project Acronym	SEKEHE
Submission ID	1342482

The beneficiary will implement the Project as described in the grant application with the aforementioned submission code

<sup>7</sup> Council Regulation (EU) 2017/1939 of 12 October 2017 implementing enhanced cooperation on the establishment of the European Public Prosecutor's Office

2023-2025 - Work Packages 1-4 - 2023-2025 - 2023-2025

2023-2025 - Work Packages 1-4 - 2023-2025 - 2023-2025

**Work Packages**

**Work Packages Overview**

Work Packages ID	Work Packages Title	Number of Activities	Allocated Amount
1	PM	-	77 500,00
2	Co-teaching activities	10	148 536,00
3	Student support	7	85 120,00
4	Dissemination	10	88 744,00
Total			400 000,00

**Activities within the Work Package**

Work Packages ID	Activity Title	Venue	Estimated start date	Estimated end date	Leading organisation	Amount allocated to activity (whole number/EUR)
WP2 - Co-teaching activities	Documenting various co-teaching practices	Belgie	29/06/2023	28/06/2024	UNIVERSITEIT GENT	12 752,00
WP2 - Co-teaching activities	Preparation, implementation and evaluation of the course 'Disability Studies'	Belgie	28/09/2022	29/12/2023	UNIVERSITEIT GENT	13 464,00
WP2 - Co-teaching activities	Preparation, implementation and evaluation of the course 'Clinical orthopedagogics'	Belgie	28/09/2022	29/12/2023	UNIVERSITEIT GENT	11 880,00
WP2 - Co-teaching activities	Preparation, implementation and evaluation of the course 'Community-based work: an international perspective'	Belgie	28/09/2022	29/12/2023	HOGESCHOOL GENT	11 880,00
WP2 - Co-teaching activities	Preparation, implementation and evaluation of the course 'Project work, poverty and social inequality'	Belgie	28/09/2022	29/12/2023	HOGESCHOOL GENT	22 440,00
WP2 - Co-teaching activities	Preparation, implementation and evaluation of the course: 'Critical social work'	Česka republika	29/09/2022	29/12/2023	OŠTRAVSKA UNIVERZITA	13 200,00
WP2 - Co-teaching activities	Preparation, implementation and evaluation of the course: 'Relational welfare and well being'	Norsko	30/08/2022	29/12/2023	NORGES TEKNISK- NATURVITENSKAPELIGE UNIVERSITET NTNU	16 280,00
WP2 - Co-teaching activities	Preparation, implementation and evaluation of the course: 'Social phenomena and behaviour risky for	Česka republika	29/09/2022	29/12/2023	OŠTRAVSKA UNIVERZITA	13 200,00

WP2 - Co-teaching activities	Preparation, implementation and evaluation of the course: 'Strength based learning environments'	Norsko	29/09/2022	29/12/2023	NORGES TEKNISK- NATURVITENSKAPELIGE UNIVERSITET NTNU	16 280,00
WP2 - Co-teaching activities	Preparation, implementation and evaluation of 'Pedagogy and social inclusion'	Italie	28/09/2022	29/12/2023	UNIVERSITA' DEGLI STUDI DI MILANO-BICOCCA	17 160,00
WP3 - Student support	Documenting conditions of access to higher education for future students in vulnerable situations	Italie	29/06/2023	28/06/2024	UNIVERSITA' DEGLI STUDI DI MILANO-BICOCCA	12 224,00
WP3 - Student support	Documenting various forms of student support	Belgie	28/06/2024	29/12/2024	HOGESCHOOL GENT	12 224,00
WP3 - Student support	Preparation, implementation and evaluation of co-creating one format of student support	Belgie	30/01/2023	30/05/2024	HOGESCHOOL GENT	12 672,00
WP3 - Student support	Preparation, implementation and evaluation of co-creating one format of student support	Norsko	30/01/2023	30/05/2024	NORGES TEKNISK- NATURVITENSKAPELIGE UNIVERSITET NTNU	14 208,00
WP3 - Student support	Preparation, implementation and evaluation of co-creating one format of student support	Belgie	30/01/2023	30/05/2024	UNIVERSITEIT GENT	12 672,00
WP3 - Student support	Preparation, implementation and evaluation of co-creating one format of student support	Italie	30/01/2023	30/05/2024	UNIVERSITA' DEGLI STUDI DI MILANO-BICOCCA	12 672,00
WP3 - Student support	Preparation, implementation and evaluation of co-creating one format of student support	Česka republika	30/01/2023	30/05/2024	OŠTRAVSKA UNIVERZITA	8 448,00
WP4 - Dissemination	Completion of parts on online handbook	Česka republika	30/12/2024	29/08/2025	OŠTRAVSKA UNIVERZITA	952,00
WP4 - Dissemination	Creating and managing project website	Belgie	27/02/2025	28/06/2025	HOGESCHOOL GENT	5 388,00
WP4 - Dissemination	Creating and running of International Advisory Board	Česka republika	30/08/2022	29/08/2025	OŠTRAVSKA UNIVERZITA	2 008,00
WP4 - Dissemination	Documenting structural embedment of knowledge by experience and developing an action based methodological framework	Norsko	30/08/2024	29/08/2025	NORGES TEKNISK- NATURVITENSKAPELIGE UNIVERSITET NTNU	24 396,00
WP4 - Dissemination	Preparation and organization of two-day final international workshop	Belgie	27/02/2025	29/05/2025	UNIVERSITEIT GENT	17 640,00

Table 1. Summary of the project activities

Activity	Description	Country	Start date	End date	Organisation	Cost (EUR)
WP4 Dissemination	Preparation and organization of two day international workshop on co-teaching	Norsko	29/04/2023	29/10/2023	KOMPETANSESENTER FOR BRUKERERFARING OG TJENESTEUTVIKLING K.B.T	30 160,00
WP4 Dissemination	Preparing and organizing of multiplier events	Belgie	27/02/2025	28/06/2025	HOGESCHOOL GENT	2 112,00
WP4 Dissemination	Preparing and organizing of multiplier events	Italia	27/02/2025	28/06/2025	UNIVERSITA' DEGLI STUDI DI MILANO-BICOCCA	2 112,00
WP4 Dissemination	Preparing and organizing of multiplier events	Norsko	27/02/2025	28/06/2025	NORGES TEKNISK UNIVERSITET NTNU	2 388,00
WP4 Dissemination	Preparing and organizing of multiplier events	Česka republika	27/02/2025	28/06/2025	OSTRAVSKA UNIVERZITA	1 468,00
Total						322 400,00

Table 2. Summary of participating organisations

Participating Organisations	
<b>OSTRAVSKA UNIVERZITA</b>	
Organisation OID	E10205440
Legal name	OSTRAVSKA UNIVERZITA
Organisation role	Coordinator
Registration Number	
Legal form	UNKNOWN
Address	DVORAKOVA 7 000 701 03 OSTRAVA
Country	Czech Republic
VAT number	CZ61988967
Type of Organisation	School/Institute/Educational centre -- Vocational Training (tertiary level)
<b>HOGESCHOOL GENT</b>	
Organisation OID	E10206530
Legal name	HOGESCHOOL GENT
Organisation role	Partner Organisation
Registration Number	255647755
Legal form	UNKNOWN
Address	GERAARD DE DUJVELSTRAA 1 5 9000 GENT
Country	Belgium
VAT number	BE025647755
Type of Organisation	School/Institute/Educational centre -- Vocational Training (tertiary level)
<b>UNIVERSITA' DEGLI STUDI DI MILANO-BICOCCA</b>	
Organisation OID	E10209246
Legal name	UNIVERSITA' DEGLI STUDI DI MILANO-BICOCCA
Organisation role	Partner Organisation

Registration Number CF12621570154  
 Legal form ALTRI ENTI ED ISTITUTI CON PERSONALITA GIURIDICA  
 Address PIAZZA DELL'ATENEO NUOVO 1 20126 MILANO  
 Country Italy  
 VAT number IT12621570154  
 Type of Organisation School/Institute/Educational centre - Vocational Training (tertiary level)

#### UNIVERSITEIT GENT

Organisation OID E10209444  
 Legal name UNIVERSITEIT GENT  
 Organisation role Partner Organisation  
 Registration Number 248015142  
 Legal form UNKNOWN  
 Address SINT PIETERSNIEUWSTRAAT 25 000 9000 GENT  
 Country Belgium  
 VAT number BE0248015142  
 Type of Organisation School/Institute/Educational centre - Vocational Training (tertiary level)

#### KOMPETANSESENTER FOR BRUKERERFARING OG TJENESTEUTVIKLING KBT

Organisation OID E10251572  
 Legal name KOMPETANSESENTER FOR BRUKERERFARING OG TJENESTEUTVIKLING KBT  
 Organisation role Partner Organisation  
 Registration Number 998336759  
 Legal form STIFTELSE  
 Address Sorgenfvelen 9 7031 Trondheim  
 Country Norway  
 VAT number  
 Type of Organisation Foundation

#### NORGES TEKNISK-NATURVITENSKAPELIGE UNIVERSITET NTNU

Organisation OID E10209399  
 Legal name NORGES TEKNISK-NATURVITENSKAPELIGE UNIVERSITET NTNU  
 Organisation role Partner organisation  
 Registration Number 974767860  
 Legal form UNKNOWN  
 Address HOGSKOLEPINGEN 1 000 7491 TRONDHEIM  
 Country Norway  
 VAT number NO974767860MVA  
 Type of Organisation School/Institute/Educational centre - Vocational Training (tertiary level)



**Distribution of the grant among the participants**

PROJECT MANAGEMENT	Amount allocated (EUR)
E10205440 - OSTRAVSKA UNIVERZITA	20 100.00
E10209444 - UNIVERSITEIT GENT	11 200.00
E10206530 - HOGESCHOOL GENT	12 900.00
E10209399 - NORGES TEKNISK-NATURVITENSKAPELIGE UNIVERSITET NTNU	11 100.00
E10209246 - UNIVERSITA' DEGLI STUDI DI MILANO-BICOCCA	11 200.00
E10251572 - KOMPETANSEENTER FOR BRUKERERFARING OG TJENESTEUTVIKLING KBT	11 100.00
<b>Total</b>	<b>77 600.00</b>

Co-reaching activities 2	Amount allocated (EUR)
E10205440 - OSTRAVSKA UNIVERZITA	27 808.00
E10209246 - UNIVERSITA' DEGLI STUDI DI MILANO-BICOCCA	19 272.00
E10209444 - UNIVERSITEIT GENT	28 912.00
E10251572 - KOMPETANSEENTER FOR BRUKERERFARING OG TJENESTEUTVIKLING KBT	24 864.00
E10209399 - NORGES TEKNISK-NATURVITENSKAPELIGE UNIVERSITET NTNU	11 248.00
E10206530 - HOGESCHOOL GENT	36 432.00
<b>Total</b>	<b>148 536.00</b>

Student support 3	Amount allocated (EUR)
E10205440 - OSTRAVSKA UNIVERZITA	11 264.00
E10251572 - KOMPETANSEENTER FOR BRUKERERFARING OG TJENESTEUTVIKLING KBT	7 696.00
E10209444 - UNIVERSITEIT GENT	16 896.00
E10209246 - UNIVERSITA' DEGLI STUDI DI MILANO-BICOCCA	17 824.00
E10206530 - HOGESCHOOL GENT	17 824.00
E10209399 - NORGES TEKNISK-NATURVITENSKAPELIGE UNIVERSITET NTNU	13 616.00
<b>Total</b>	<b>85 120.00</b>

Dissemination 4	Amount allocated (EUR)
E10205440 - OSTRAVSKA UNIVERZITA	15 316.00
E10209399 - NORGES TEKNISK-NATURVITENSKAPELIGE UNIVERSITET NTNU	12 768.00

E10251572 - KOMPETANSEENTER FOR BRUKERERFARING OG TJENESTEUTVIKLING KBT	9 784.00
E10206530 - HOGESCHOOL GENT	19 456.00
E10209444 - UNIVERSITEIT GENT	13 896.00
E10209246 - UNIVERSITA' DEGLI STUDI DI MILANO-BICOCCA	17 524.00
<b>Total</b>	<b>60 660.00</b>

Project Lump Sum (EUR) 400000.00

## ANNEX III – FINANCIAL and CONTRACTUAL RULES

### For multi-beneficiary grant agreements of KA2

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## I. RULES APPLICABLE TO BUDGET BASED ON LUMP SUMS

### I.1 Conditions for eligibility of lump sum contributions

Lump sum contributions are eligible ('eligible contributions'), if:

- (a) they are set out in Annex II and
- (b) the work packages/activities are completed and the work is properly implemented by the beneficiaries and/or the results are achieved, in accordance with Annex II and during in the period set out in Article 1.2 (with the exception of work results relating to the submission of the final periodic report, which may be achieved afterwards)

The lump sum contributions cover all costs directly related to the implementation of the project activities.

### I.2 Supporting documents for lump sum contributions

The supporting documentation required at final report stage is listed in section VI. a) of this Annex. Documentary proof of incurred expenses (e.g. invoices) is not required at final report stage. However, in accordance with section VI of this Annex and article II.27 of the General Conditions, upon request by the National Agency, by the Commission or an audit body, beneficiaries must be able to provide evidence that the activities for which the grant was requested have actually been carried out.

## II. CONDITIONS OF ELIGIBILITY OF PROJECT ACTIVITIES

The beneficiaries must ensure that the activities of the project for which grant support was awarded are eligible in accordance with the rules set out in the Erasmus+ Programme Guide.

Activities undertaken that are not compliant with the rules set out in the Erasmus+ Programme Guide as complemented by the rules set out in this Annex must be declared ineligible by the NA.

Work package that are not compliant with the rules set out in the Erasmus+ Programme Guide as complemented by the rules set out in this Annex must be declared ineligible by

the NA and the grant amounts corresponding to the work packages concerned must be reimbursed in full.

### III. AMENDMENT

In case that, during the implementation of the project, a beneficiary needs to modify the budget allocated to a work package/activity, this can be done only by requesting an amendment. Budget transfers between work packages are acceptable only if work packages are not already completed (and declared as such in a financial statement) and are justified by the technical implementation of the action. In this sense, the granting authority will assess any such request for amendment on a case-by-case basis.

### IV. FINAL REPORT

The final report will be evaluated on the basis of quality criteria and scored on a total of maximum 100 points. If the final report scores below 70 points in total, the NA may reduce the final grant amount on the basis of poor, partial or late implementation of the Project even if all activities reported were eligible and actually took place. The final report and project results will be assessed by the NA, using a common set of quality criteria focusing on:

- The extent to which the project was implemented in line with the approved grant application
- The quality of activities undertaken and their consistency with the project objectives
- The quality of the products and results produced
- The learning outcomes and impact on participants
- The extent to which the project proved to be innovative/complementary to other initiatives
- The extent to which the project proved to add value at EU level
- The extent to which the project implemented effective quality measures as well as measures for evaluating the project's outcomes
- The impact on the participating organisations

- In case of learning, teaching and training activities: the quality of the practical arrangements provided in support of the mobility, in terms of preparation, monitoring and support to participants during their mobility activity, the quality arrangements for the recognition/validation of the learning outcomes of participants.]
- The quality and scope of the dissemination activities undertaken
- The potential wider impact of the project on individuals and organisations beyond the beneficiaries

### V. GRANT REDUCTION FOR POOR, PARTIAL OR LATE IMPLEMENTATION

Poor, partial or late implementation of the Project may be established by the NA on the basis of the final report submitted by the coordinator (including reports from individual participants taking part in the mobility activities) and on the basis of the project results.

In addition, the NA may also consider information received from any other relevant source, proving that the Project is not implemented in accordance with the contractual provisions. Other sources of information may include monitoring visits, interim reports, desk checks or on the spot checks undertaken by the NA.

If the final report scores below 70 points in total, the NA may reduce the final grant amount on the basis of poor, partial or late implementation of the action even if all activities reported were eligible and actually took place. In that case, a grant reduction may correspond to:

- 10% if the final report scores between 69 and 55 points;
- 40% if the final report scores between 54 and 40 points;
- 70% if the final report scores between 39 and 0 points;

If the overall project scores above 70 points, but the score of one or more work packages is lower than 70, a grant reduction shall be applied only to those work packages, based on the same scale as above.

In case a planned work package is not carried out and it is not replaced in due time by another equivalent work package in terms of budget and activities, the NA shall reduce the grant by the amount allocated to that work package.

## **VI. CHECKS OF GRANT BENEFICIARIES AND PROVISION OF SUPPORTING DOCUMENTS**

In accordance with Article II.27 of Annex I of the Agreement, the beneficiaries may be subject to checks and audits in relation to the Agreement. Checks and audits aim at verifying whether the beneficiaries managed the grant in respect of the rules set out in the Agreement, in order to establish the final grant amount to which the beneficiaries are entitled.

A final report check must be performed for all projects. In addition, the project may be subject to a further desk check or on-the-spot check if the project Agreement is included in the NA sample required by the European Commission or if the NA selected the Agreement for a targeted check based on its risk assessment.

For final report check and desk check, the coordinator must supply to the NA copies of the relevant supporting documents (including supporting documents from the other beneficiaries) proving that the activities foreseen in the project effectively took place (e.g. minutes of meeting, courses material, project deliverables, etc.), unless the NA makes a request for originals to be delivered. The NA must return original supporting documents to the beneficiary upon its analysis thereof. If the beneficiary is legally not authorised to send original documents for final report or desk checks, a physical or electronic copy of the supporting documents may be sent instead.

For any type of check the beneficiaries may be requested by the NA to provide additional supporting documents or evidence that are typically required for another type of check, as specified in article II.27 of the General Conditions.

The different checks must include the following:

### **a) Final report check**

The final report check is undertaken at final report stage at the NA premises in order to establish the final grant amount to which the beneficiaries are entitled.

The beneficiary's final report must include the following information:

- Detailed description of each activity carried out.
- Quantitative and qualitative information showing the level of achievement of the project objectives stated in the application
- Project results, by uploading them in the Erasmus+ Project Results Platform.

- Self-assessment, indicating as a percentage the level of achievement of the project objectives.
- Relevant supporting documents.

### **b) Desk check**

The desk check is an in-depth check of supporting documents as well as evidence of the underlying reality of the project implementation, carried out at the NA premises that may be conducted at or after the final report stage.

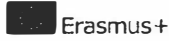
Upon request, the coordinator must submit to the National Agency the relevant supporting documents and evidence supporting the quality of the deliverables.

### **c) On-the-spot checks**

On-the-spot checks are performed by the NA at the premises of the beneficiaries or at any other premise relevant for the execution of the Project. During on-the-spot checks, the beneficiaries must make original supporting documentation available for review by the National Agency and must enable the National Agency access to the recording of project expenses in the beneficiary's accounts.

On-the-spot checks can take the following forms:

- On-the-spot check during project implementation: this check is undertaken during the implementation of the Project in order for the National Agency to directly verify the quality, reality and eligibility of all project activities and participants;
- On-the-spot check after completion of the project: this check is undertaken after the end of the Project and usually after the final report check.



## MANDATE

I, the undersigned,

Karl Johan Johansen,

representing,

KOMPETANSEENTER FOR BRUKERERFARING OG TJENESTEUTVIKLING KBT (KBT)

Foundation

998336759

Sorgenfrivæien 9 7031 Trondheim

hereinafter referred to as "the partner organisation" or "my organisation",

for the purposes of participating in the project Structural embedding of knowledge by experience in higher education through processes of co-creation under the Erasmus+ programme (hereinafter referred to as "the project")

hereby:

### 1. Mandate

OSTRAVSKA UNIVERZITA [OU] School/Institute/Educational centre – Vocational Training (tertiary level)

DVORAKOVA 7 701 03 OSTRAVA

CZ61988987

represented by Jan Lata,

(hereinafter referred to as "the coordinator")

To submit in my name and on behalf of my organisation the project application for funding within the Erasmus+ programme to CZ01 - Dům zahraniční spolupráce (DZS) Centre for International Cooperation in Education in Czech Republic

hereinafter referred to as "the National Agency"

In case the project is granted by the National Agency, to sign in my name and on behalf of my organisation the grant agreement and its possible subsequent amendments with the National Agency.

### 2. Mandate the coordinator to act on behalf of my organisation in compliance with the grant agreement.

I hereby confirm that I accept all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the National Agency and distribute the amounts corresponding to my organisation's participation in the project.

I certify that the information related to my organisation contained in this application is correct and that my organisation has not received/applied for any other EU funding to carry out the activity which is the subject of this project application.

I hereby accept that my organisation will do everything in its power to help the coordinator fulfil its obligations under the grant agreement, and in particular, to provide to the coordinator, on its request, documents or information may be required in relation to the grant agreement.

I hereby declare that the organisation I represent is not in any of the situations of exclusion set out in the project application and that it has the operational and financial capacity to complete the proposed action or work programme as set out in the project application.

I hereby declare to agree on behalf of my organisation that the provisions of the grant agreement shall take precedence over any other agreement between my organisation and the coordinator that may have an effect on the implementation of the grant agreement, including this mandate.

This mandate shall be annexed to the project application KA220-HE1-3213A5AC and shall form an integral part of the grant agreement in case the project is selected for funding.



SIGNATURE

Karl Johan Johansen,

Done at prof. MUDr.  
Jan Lata, Jan Lata, CSc.  
Digitalně podepsal  
prof. MUDr. Jan Lata,  
CSc.  
Datum: 2022.03.21  
10:38:14 +01'00'

OSTRAVSKA UNIVERZITA [OU]



Done at

In duplicate in English

**MANDATE**

I, the undersigned,

Koen Goethals,

representing,

HOGESCHOOL GENT [*HoGent*]  
*School/Institute/Educational centre – Vocational Training (tertiary level)*  
255647755  
GERAARD DE DUIVELSTRAAT 5 9000 GENT  
BE0255647755

hereinafter referred to as "the partner organisation" or "my organisation".

for the purposes of participating in the project: Structural embedding of knowledge by experience in higher education through processes of co-creation under the Erasmus+ programme (hereinafter referred to as "the project")

hereby:

**1. Mandate**

OSTRAVSKA UNIVERZITA [*OU*] *School/Institute/Educational centre – Vocational Training (tertiary level)*

DVORAKOVA 7 701 03 OSTRAVA  
CZ61988987

represented by Jan Lata,

(hereinafter referred to as "the coordinator")

To submit in my name and on behalf of my organisation the project application for funding within the Erasmus+ programme to CZ01 - Důlní zahraniční spolupráce (DZS) Centre for International Cooperation in Education in Czech Republic

hereinafter referred to as "the National Agency"

In case the project is granted by the National Agency, to sign in my name and on behalf of my organisation the grant agreement and its possible subsequent amendments with the National Agency.

**2. Mandate the coordinator to act on behalf of my organisation in compliance with the grant agreement.**

I hereby confirm that I accept all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the National Agency and distribute the amounts corresponding to my organisation's participation in the project.

I certify that the information related to my organisation contained in this application is correct and that my organisation has not received/applied for any other EU funding to carry out the activity which is the subject of this project application.

I hereby accept that my organisation will do everything in its power to help the coordinator fulfil its obligations under the grant agreement, and in particular, to provide to the coordinator, on its request, documents or information may be required in relation to the grant agreement.

I hereby declare that the organisation I represent is not in any of the situations of exclusion set out in the project application and that it has the operational and financial capacity to complete the proposed action or work programme as set out in the project application.

I hereby declare to agree on behalf of my organisation that the provisions of the grant agreement shall take precedence over any other agreement between my organisation and the coordinator that may have an effect on the implementation of the grant agreement, including this mandate.

This mandate shall be annexed to the project application KA201-HE2-3213A5AC and shall form an integral part of the grant agreement in case the project is selected for funding.

SIGNATURE

Koen Goethals,

Koenraad  
Goethals  
(Signature)  
e

Digital  
order-handling  
Koenraad Goethals  
(Signature)  
Datum: 2022.01.16  
09:54 +01:02

Done at

Jan Lata,

prof. MUDr.  
Jan Lata, CSc.

Digitalní podpis prof.  
MUDr. Jan Lata, CSc.  
Datum: 2022.03.21  
10:36:37 +01:00

OSTRAVSKA UNIVERZITA [*OU*]

Done at

in duplicate in English

## MANDATE

I, the undersigned,

Marit Reitan,

representing,

NORGES TEKNISK-NATURVITENSKAPELIGE UNIVERSITET NTNU [NTNU]

Higher education institution (tertiary level)

974767880

HOGSKOLERINGEN 1 7491 TRONDHEIM

NO974767880MVA

hereinafter referred to as "the partner organisation" or "my organisation",

for the purposes of participating in the project Structural embedding of knowledge by experience in higher education through processes of co-creation under the Erasmus+ programme (hereinafter referred to as "the project")

hereby:

### 1. Mandate

OSTRAVSKA UNIVERZITA [OU] School Institute Educational centre – Vocational Training (tertiary level)

DVORAKOVA 7 701 03 OSTRAVA

CZ619889R7

represented by Jan Lata,

(hereinafter referred to as "the coordinator")

To submit in my name and on behalf of my organisation the project application for funding within the Erasmus+ programme to CZ01 - Dům zahraniční spolupráce (DZS) Centre for International Cooperation in Education in Czech Republic

hereinafter referred to as "the National Agency"

In case the project is granted by the National Agency, to sign in my name and on behalf of my organisation the grant agreement and its possible subsequent amendments with the National Agency.

### 2. Mandate the coordinator to act on behalf of my organisation in compliance with the grant agreement.

I hereby confirm that I accept all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the National Agency and distribute the amounts corresponding to my organisation's participation in the project.

I certify that the information related to my organisation contained in this application is correct and that my organisation has not received/applied for any other EU funding to carry out the activity which is the subject of this project application.

I hereby accept that my organisation will do everything in its power to help the coordinator fulfil its obligations under the grant agreement, and in particular, to provide to the coordinator, on its request, documents or information may be required in relation to the grant agreement.

I hereby declare that the organisation I represent is not in any of the situations of exclusion set out in the project application and that it has the operational and financial capacity to complete the proposed action or work programme as set out in the project application.

I hereby declare to agree on behalf of my organisation that the provisions of the grant agreement shall take precedence over any other agreement between my organisation and the coordinator that may have an effect on the implementation of the grant agreement, including this mandate.

This mandate shall be annexed to the project application KA220-HE0-3213A5AC and shall form an integral part of the grant agreement in case the project is selected for funding.

SIGNATURE

Marit Reitan,



Marit Reitan, Pro Rector for Education

Done at 14/03/2022 Trondheim

Jan Lata,

OSTRAVSKA UNIVERZITA [OU]

prof.  
MUDr. Jan  
Lata, CSc.

Digitální podepsal  
prof. MUDr. Jan  
Lata, CSc.  
Datum: 2022.03.21  
10:39:27 +01:00

Done at

In duplicate in English

European Commission

### Authorised representatives for NTNU

From 14 February 2022 legal representatives for the Norwegian University of Science and Technology (Norges teknisk-naturvitenskapelige Universitet, NTNU), authorised to sign contracts and grant agreement with the European Commission are:

Professor Anne Borg, Rector  
Professor Marit Reitan, Pro-Rector Education  
Professor Tor Grande, Pro-Rector Research  
Professor Toril A. Nagelhus Hernes, Pro-Rector Innovation

*In case of their absence:*

Mr. Bjørn Haugstad, Director of Organization and Infrastructure

Sincerely yours

Anne Borg

Tor Grande

Marit Reitan

Toril A. Nagelhus Hernes

Address	Org. no. 974 767 880	Location	Phone	Executive officer
7491 Trondheim Norway	postmottak@ntnu.no www.ntnu.no	Høgskoleingen 1 Hovedbygningen	+47 73595000	Ingeborg Vasi ingeborg.vasi@ntnu.no Phone: 918 97 971

Please address all correspondence to the organizational unit and include your reference.

I, the undersigned,

Rik Van de Walle,

representing,

UNIVERSITEIT GENT *[UGent]*  
*Higher education institution (tertiary level)*  
248015142  
SINT PIETERSNIEUWSTRAAT 25 9000 GENT  
BE0248015142

hereinafter referred to as "the partner organisation" or "my organisation",

for the purposes of participating in the project Structural embedding of knowledge by experience in higher education through processes of co-creation under the Erasmus+ programme (hereinafter referred to as "the project")

hereby:

1. Mandate

OSTRAVSKA UNIVERZITA *[OU]* School/Institute/Educational centre – Vocational Training (tertiary level)

DVORAKOVA 7 701 03 OSTRAVA  
CZ61988987

represented by Jan Lata,

(hereinafter referred to as "the coordinator")

To submit in my name and on behalf of my organisation the project application for funding within the Erasmus+ programme to CZ01 - Dům zahraniční spolupráce (DZS) Centre for International Cooperation in Education in Czech Republic

hereinafter referred to as "the National Agency"

In case the project is granted by the National Agency, to sign in my name and on behalf of my organisation the grant agreement and its possible subsequent amendments with the National Agency.

2. Mandate the coordinator to act on behalf of my organisation in compliance with the grant agreement.

I hereby confirm that I accept all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the National Agency and distribute the amounts corresponding to my organisation's participation in the project.

I certify that the information related to my organisation contained in this application is correct and that my organisation has not received/applied for any other EU funding to carry out the activity which is the subject of this project application.

I hereby accept that my organisation will do everything in its power to help the coordinator fulfil its obligations under the grant agreement, and in particular, to provide to the coordinator, on its request, documents or information may be required in relation to the grant agreement.

I hereby declare that the organisation I represent is not in any of the situations of exclusion set out in the project application and that it has the operational and financial capacity to complete the proposed action or work programme as set out in the project application.

I hereby declare to agree on behalf of my organisation that the provisions of the grant agreement shall take precedence over any other agreement between my organisation and the coordinator that may have an effect on the implementation of the grant agreement, including this mandate.

This mandate shall be annexed to the project application KA220 HED-3213A5AC and shall form an integral part of the grant agreement in case the project is selected for funding.



#### SIGNATURE

Rik Van de Walle.

**Rik van de Walle**  
Digitaal ondertekend door Rik van de Walle  
Datum: 2022.03.14 16:19:00 +01'00'

Done at

Jan Lata.

OSTRAVSKA UNIVERZITA [OU]

**prof. MUDr. Jan Lata, CSC.**  
Digitálně podepsal prof. MUDr. Jan Lata, CSC.  
Datum: 2022.03.21 10:40:18 +01'00'

Done at

In duplicate in English

#### MANDATE

I, the undersigned, **Giovanna Iannantuoni**

representing,

**UNIVERSITA' DEGLI STUDI DI MILANO-BICOCCA [UNIMIB]**  
*School/Institute/Educational centre – Vocational Training (tertiary level)*  
**CF12621570154**  
**PIAZZA DELL'ATENEO NUOVO 1 20126 MILANO**  
**IT12621570154**

hereinafter referred to as "the partner organisation" or "my organisation",

for the purposes of participating in the project **Structural embedding of knowledge by experience in higher education through processes of co-creation under the Erasmus+ programme** (hereinafter referred to as "the project")

hereby:

#### 1. Mandate

**OSTRAVSKA UNIVERZITA [OU]** *School/Institute/Educational centre – Vocational Training (tertiary level)*

**DVORAKOVA 7 701 03 OSTRAVA**  
**CZ61988987**

represented by **Jan Lata**,

(hereinafter referred to as "the coordinator")

To submit in my name and on behalf of my organisation the project application for funding within the Erasmus+ programme to **CZ01 - Dům zahraniční spolupráce (DZS) Centre for International Cooperation in Education in Czech Republic**

hereinafter referred to as "the National Agency"

In case the project is granted by the National Agency, to sign in my name and on behalf of my organisation the grant agreement and its possible subsequent amendments with the National Agency.

#### 2. Mandate the coordinator to act on behalf of my organisation in compliance with the grant agreement.

I hereby confirm that I accept all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the National Agency and distribute the amounts corresponding to my organisation's participation in the project.

I certify that the information related to my organisation contained in this application is correct and that my organisation has not received/applied for any other EU funding to carry out the activity which is the subject of this project application.

I hereby accept that my organisation will do everything in its power to help the coordinator fulfil its obligations under the grant agreement, and in particular, to provide to the coordinator, on its request, documents or information may be required in relation to the grant agreement.

I hereby declare that the organisation I represent is not in any of the situations of exclusion set out in the project application and that it has the operational and financial capacity to complete the proposed action or work programme as set out in the project application.

I hereby declare to agree on behalf of my organisation that the provisions of the grant agreement shall take precedence over any other agreement between my organisation and the coordinator that may have an effect on the implementation of the grant agreement, including this mandate.

This mandate shall be annexed to the project application KA220-HED-3213A5AC and shall form an integral part of the grant agreement in case the project is selected for funding.

SIGNATURE

09 MAR. 2022

Vice Rettore  
per Ricerca  
Guido Angelo Cavaletti



Done at Milano

Jan Lata,

OSTRAVSKA UNIVERZITA [OU]

prof. MUDr. Jan Lata, CSc.  
Datum: 2022.03.21 10:41:12 +01'00'

Digitálně podepsal  
prof. MUDr. Jan Lata, CSc.  
Datum: 2022.03.21 10:41:12 +01'00'

Done at

In duplicate in English

UNIVERSITÀ DEGLI STUDI DI MILANO - BICOCCA

Università degli Studi di Milano - Bicocca  
18/17/2015 del 17/10/2015  
Classif. II.02  
DIREZIONE GENERALE  
C. IPA: unimib C. AOO: APPU06  
C. REGISTRO PROT. RP01



UOR: Direzione Generale - Ufficio Affari Istituzionali  
Estensore: Dott. Andrea Pietralunga

LA RETTRICE

- VISTO il Decreto del Ministro dell'Università e della Ricerca Scientifica e Tecnologica del 10 Giugno 1998, con cui è stata istituita l'Università degli Studi di Milano - Bicocca;
- VISTA la Legge 30 Dicembre 2010 n. 240;
- VISTO lo Statuto dell'Università degli Studi di Milano - Bicocca emanato con D.R. n. 0012034/12 del 4 Maggio 2012 e modificato con D.R. n. 0010332/15 del 3 Marzo 2015, e in particolare l'art. 9;

DECRETA

Guido Angelo CAVALETTI, Professore di prima fascia, Settore scientifico-disciplinare BIO/16, è nominato **Pro-Rettore alla Ricerca** dell'Università degli Studi di Milano - Bicocca a decorrere dalla data del presente decreto, con delega di firma per tutti gli atti di ordinaria amministrazione concernenti tale materia.

Prof.ssa Giovanna Iannantuoni



UNIVERSITÀ DEGLI STUDI DI MILANO - BICOCCA  
P.zza dell'Ateneo Nuovo, 1  
26 - Milano  
02-6448.6437

**AMENDMENT NO. 1 TO THE GRANT AGREEMENT**

for project with multiple beneficiaries within the ERASMUS+ program

AGREEMENT NUMBER - 2022-1-CZ01-KA220-HED-000086282

**Dům zahraniční spolupráce  
příspěvková organizace  
IČ: 61386839  
Na Poříčí 1035/4, 110 00 Praha 1,**

national agency (hereinafter referred to as the "agency"), represented for the purpose of signing this amendment to the grant agreement (hereinafter referred to as the "amendment") by Mr. Michal Uhl, director,

on the one hand

and

on the other side

coordinator

**Ostravská univerzita  
IČ: 61988987  
Dvořákova 7, 701 03, Ostrava**

OID - Organization Identification Number: E10205440

Erasmus code: CZ OSTRAVA02

properly represented for the purpose of signing this agreement prof. MD Jan Lata, CSc., rector,

and other beneficiaries determined in Annex II, duly represented by the coordinator on the basis of the mandates listed in Annex IV for the purpose of signing the agreement

**THEY AGREED**

this amendment due to a change of partner from Norway. The separate organizational unit KBT Fagskole AS (ID: 924 519 991) with the same registered office and the same statutory representative was separated from the previously involved organization Kompetansesenter for kullarerfaring og tjenestuvikling (ID: 998336759, OID E10251572, Sorgenfriveien 9, 7031 Trondheim, Norway). KBT Fagskole AS takes over all project activities and financial resources from the organization Kompetansesenter for kullarerfaring og tjenestuvikling. At the same time, the OID (Organisational ID E10251572) is being transferred from the organization Kompetansesenter for kullarerfaring og tjenestuvikling to the newly established organization KBT Fagskole AS.

**Annex II is amended as follows:**

**List of participating organizations**

**Partner organization accessing the project:**

KBT Fagskole AS

Sorgenfriveien 9, Trøndelag, 7031 Trondheim, Norway

Statutory representative: Karl Johan Johansen

Organization OID: E10251572

The KBT Fagskole AS mandate is attached.

Other articles and attachments remain unchanged. The change of partner is valid from January 1, 2023. The amendment becomes valid after the signature of both parties. All partners agree to this change.

**SIGNATURES**

**For the coordinator**

prof. MUDr. Jan Lata, CSc. rector

Signature

In Ostrava on

Stamp:

**For the agency**

Michal Uhl, director

Signature

In Prague on

Stamp:

## MANDATE

I, the undersigned,

Karl Johan Johansen,  
representing,

**KBT Fagskole AS [KBT] School/Institute/Educational centre – Vocational Training (tertiary level)**  
Sorgenfriveien 9, 7031 Trondheim, Norway  
Registration No.: 924 519 991  
represented by principal Karl Johan Johansen  
hereinafter referred to as "the partner organisation" or "my organisation",

for the purposes of participating in the project Structural embedding of knowledge by experience in higher education through processes of co-creation under the Erasmus+ programme (hereinafter referred to as "the project")

hereby:

Mandate

**Ostravská univerzita [OU] School/Institute/Educational centre – Vocational Training (tertiary level)**  
Dvořákova 7 701 03 Ostrava, Czech Republic  
Registration No.: 6198987  
represented by Jan Lata,  
(hereinafter referred to as "the coordinator")

to act on behalf of my organisation in compliance with the grant agreement 2022-1-CZ01-KA220-HED-000086282 concluded at 2022.09.13. between the Coordinator and Dům zahraniční spolupráce (DZS) Centre for National Cooperation in Education in Czech Republic hereinafter referred to as „the National Agency“.

I hereby confirm that I accept all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the National Agency and distribute the amounts corresponding to my organisation's participation in the project.

I certify that my organisation has not received/applied for any other EU funding to carry out the activity which is the subject of this project application.

I hereby accept that my organisation will do everything in its power to help the coordinator fulfil its obligations under the grant agreement, and in particular, to provide to the coordinator, on its request, documents or information may be required in relation to the grant agreement.

I hereby declare that the organisation I represent is not in any of the situations of exclusion set out in the project application and that it has the operational and financial capacity to complete the proposed action or work programme as set out in the project application KA220-HED-321ASAC.

I hereby declare to agree on behalf of my organisation that the provisions of the grant agreement shall take precedence over any other agreement between my organisation and the coordinator that may have an effect on the implementation of the grant agreement, including this mandate.

This mandate forms an integral part of the grant agreement 2022-1-CZ01-KA220-HED-000086282.

SIGNATURE 20. 12 2022

...

Jan Lata,  
OSTRAVSKÁ UNIVERZITA

Done at Ostrava 20.12.2022

...

Karl Johan Johansen  
KBT Fagskole AS