

# The International Visegrad Fund's

## V4 Generation Mobility Mini-Grant No. 12330108

### Mobility Agreement

We hereby testify that our school is recognised as a beneficiary of €10,000.00 V4 grant accepted on 15 January 2024. Due to signed contract based on the educational project's acceptance as a leading beneficiary institution and the coordinator of the project Dwujęzyczne Liceum Ogólnokształcące Smart High (PL) and Obchodní akademie a Vyšší odborná škola, Příbram I (CZ) will prepare, conduct and disseminate mutual mobilities of 2 groups of students aged 15-17 in term March-May 2024.

#### I. CONCEPT

1. Project's name : Future Digital

2. Main concept:

The project aims to prepare young people for conscious and reflective use of digital technology and AI to maintain balance between the digital world and psychic health and in real life.

3. This project has been granted financial support from The International Visegrad Fund.

4. Project ID within V4 framework: 12330108.

5. Implementation period: February-June 2024.

6. Project's description:

The project aims to prepare young people for conscious and reflective use of digital technology and AI to maintain balance between the digital world and psychic health and in real life. The planned outcomes of the project include: improvement of conscious use of ICT skills, development of key competencies including creativity and learning skills, understanding the impact of the internet and AI on psychical, social and educational life, developing critical thinking skills by discussing advantages and disadvantages of modern technology, developing social competencies and emotional well-being in digital era by implementing new cyber tools to serve students' creativity and personal, ethical development. The number of participating students: 12 from both coordinating organization and the partner organization (24) aged 15-16. Project activities will include: 2 mobilities (one in Poland, one in Czechia), training sessions and workshops on digital skills, conducting mini-research on the impact of the digital world on the social and educational lives of project participants. Showing how to creatively use AI capabilities and effectively learn with AI support. Human creativity in an era of unlimited access to online knowledge. Publishing: The opportunities and risks of the digital and AI world. Developing educational materials to understand the challenges and benefits associated with the internet, social media and AI.

**II. ORGANIZATIONS****The Coordinating Institution (Direct Beneficiary)**

Name	Dwujęzyczne Liceum Ogólnokształcące Smart High Bilingual Secondary School Smart High
Entity type	Secondary comprehensive school
Country (code)	Poland (PL)
Address	Księcia Józefa Poniatowskiego 4 22-400 Zamość
National registry	National Official Register of Entities of the National Economy ID: 520358319 National Register of Schools and Educational Institutions ID: 278993
Legal representative	Name: Paweł Sawracki Position: President Email: pawelsawracki@smarthigh.edu.pl Phone: +48572001101
Website	<a href="https://liceum.smarthigh.edu.pl">https://liceum.smarthigh.edu.pl</a>
Contact person	Name: Kinga Kuźma-Gołdanowska Position: Coordinator Email: kingakuzmagoldanowska@smarthigh.edu.pl Phone: +48666840640
Entity owner (if applicable)	SMART HIGH Sp. z o.o. Trakt Brzeski 75D 05-077 Zakręt Value Added Tax ID: PL5322096333 National Court Register ID: 0000937989 National Official Register of Entities of the National Economy ID: 520664482

**The Partner Institution**

Name	Obchodní akademie a Vyšší odborná škola Příbram
Entity type	Secondary vocational school
Country (code)	Czech Republic (CZ)
Address	Na Příkopech 104, 261 01 Příbram I
National registry	National identification number: 61100412
Legal representative	Name: Iva Čápková Position: Headteacher Email: icapova@oapb.cz Phone: +420318621144
Website	<a href="http://www.oapb.cz">www.oapb.cz</a>
Contact person	Name: Lenka Lexová Position: Project coordinator Email: lenka.lexova@centrum.cz Phone: +420608169346
Entity owner (if applicable)	Not applicable

### **Dwujęzyczne Liceum Ogólnokształcące Smart High w Zamościu (PL) as a beneficiary:**

Dwujęzyczne Liceum Ogólnokształcące Smart High is a bilingual secondary school. English at the bilingual level, a second foreign language at a high communicative level. A minimum of two subjects taught bilingually. The idea of school space is designed as an educational center. A considerable amount of time devoted to education is placed outside the school building, stretching out to other entities that the school cooperates with. Introducing modern teaching/learning techniques, especially peer learning, visible learning and CLIL. Mentoring is also included. Focus on competences of the future (soft/life skills) and ICT tools. Our community thrives in every interaction, valuing each member's contribution. Trust, engagement, and mutual respect underpin our relationships. Embracing uniqueness. Beyond rules, our strength lies in leading by example. Leadership is a shared responsibility. Embracing uniqueness.

### **Obchodní akademie a Vyšší odborná škola, Příbram I (CZ) as a partner:**

Obchodní akademie a Vyšší odborná škola, Příbram I, Na Příkopěch 104, 261 01 Příbram I. Business academy Příbram is a secondary vocational school with a long tradition specialised in business and economy. We prepare students for work in any economic branch or company focused on marketing, management and business. Students can choose from two branches – business academy and economic lyceum, both of them are finished by a leaving exam after four years. Besides general education such as Czech language, English or mathematics, students gain knowledge and skills in accounting, economy, computer writing, law, information technology or marketing. Our school follows a European internationalisation strategy, which defines the branches of our international cooperation and its development in the years 2022 – 2027. Main pillars of this strategy are the Green challenge and Readiness for digital education of general as well as vocational subjects.

## **III. MOBILITIES**

There are planned two physical mobilities: one in Poland, Zamość (students from the partner school visiting the school of project coordinator), one in Czechia, Příbram (students from coordinating school). Both visits take place mostly in schools. There are also local trips planned to give students the sense of local culture and history. The mobilities are preceded by online meetings in order to introduce all participants to project's idea and distribute the tasks assigned to them. Physical locations: CZ: Obchodní akademie a Vyšší odborná škola, Příbram I, Na Příkopěch 104, 261 01 Příbram I. PL: Dwujęzyczne Liceum Ogólnokształcące Smart High. Poniatowskiego 4. 22-400 Zamość.

### **Mobility (output) no 1: from CZ to PL: 19.03.2024-22.03.2024**

Day 1: Integration, ice-breakers. Brainstorming: digital pathways vs human needs: online and AI world for life sustainability. Psychologist session: Do the digital tools really support our lives. Research on impact of digital world on life - survey, discussion.

Day 2: Workshop: loneliness and addiction - dark side of teens' social life - psychological workshop. Workshop: AI possibilities - effective use in learning process.

Day 3: Workshop: unlimited access to online knowledge. Content generation, maintain a balanced lifestyle, and achieve personal development in the age of AI. Workshop: critical and reflective thinking, games and tasks, debate on the use of critical thinking in education and future work. Final mini conference: presentation of the project work, research, and materials.

Day 4: Post-mobility summary, evaluation survey. Cultural activities.

#### **Mobility (output) nr 2: from PL to CZ: 22.04.2024-25.04.2024**

Day 1: Ice-breaking activities at school - getting to know each other, presentations about local school. Workshop: digital tool used at school, Czech education system, Příbram, city rally in international groups. Creating project website.

Day 2: Workshop: Cyber security. Workshop: Using VR glasses during lessons, how can we implement VR into our learning processes. Workshop: Simulation of social media contents. Simulation of social media.

Day 3: Workshop: Contents - IZ - Vielfalt, Dialog, Bildung. Workshop: Creating Kahoot quizzes using AI - Speyer - Reaching your highest efficiency with AI and Chat GPT?! (padlet.com).

Day 4: Test of digital competences - Digital Skills Assessment Tool (europa.eu). Project summary and dissemination session. Excursion to Microsoft Prague - lecture to AI in MS Office tools for education.

#### **IV. COMMITMENT OF THE PARTIES**

1. By signing this document, both Parties confirm that they approve the mobility agreement.
2. The sending higher education institution supports the mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.
3. The staff members accompanying students' groups will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.
4. The beneficiary institution and its staff commit to the requirements set out in the grant agreement signed between them.
5. The receiving institution/enterprise and its staff will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

#### **V. FINANCIAL OBLIGATIONS OF THE PARTIES**

1. The subject of the Project shall be supported by the Fund with an amount of up to €10,000.00.
  - the 1st installment in the amount of 80% within 15 working days after the delivery of the valid and effective Contract by the Grantee to the Fund,
  - the 2nd (and final) installment in the amount of 20% within 15 working days after the Final Report is approved by the Fund.
2. The Grantee is obliged to implement the Project with active participation of the Partner in compliance with the time frame and financial and other conditions required by the Fund.
3. The Grant may be used only during the contracted Implementation Period 01/02/2024 to 30/06/2024.
4. The part of the Grant not used during the Implementation Period shall be returned by the Grantee to the Fund upon request within 15 working days.
5. The Grant shall be used according to the Budget in an efficient and cost-effective way.
6. The Budget is constructed as a lump sum based on the number of direct participants and the number of days as detailed in the Mobilities section.

7. In case the number of direct participants and/or the number of days is lower, the Fund reserves the right to lower the 2nd/Final instalment in the amount according to the Fund's rules set in the V4 Gen Guidelines and/or request the return of funds from the 1st instalment.
8. The financial resources of the Grant can only be used for:
  - Printing and publishing;
  - Rent and related technical services;
  - Expert fees / Fees for authors or artists;
  - Accommodation and board;
  - Transportation and delivery;
  - Translation and interpreting costs;
  - Awards and prizes;
  - Office supplies / consumption materials;
  - Promotional costs;
  - Copyrights, licenses and fees;
  - Overhead cost.
9. The financial resources of the Grant other than overhead costs cannot be used for:
  - capital investments (tangible/intangible assets);
  - VAT refund for Grantees/Partners who request VAT compensation from local authorities;
  - the Grantee's/Partner's own indirect costs (electricity/gas/water/telephone bills, etc.);
  - internal costs or invoices (rent of one's own premises, one's own accommodation and board);
  - Grantee's/Partner's own work e.g. coordination of the Project, salaries, financial remuneration of employees (or any expenses related to employment based on the Labour Code, including daily allowances, part-time work, etc.).
10. Overhead costs cannot exceed 15% of the budget.
11. The financial support may not be used to cover similar costs already funded by V4 funds.
12. The Grantee shall transfer 50% of the 1<sup>st</sup> installment to the Partner within 15 working days after signing the Agreement.
13. The Grantee shall transfer the remaining 50% of the 2<sup>nd</sup> installment to the Partner within 15 working days after the Final Report is approved by the Fund.
14. Each expense must be documented with a proof of purchase – expenses without a proof of purchase are not accepted.
15. All payments can only be made via bank transfer or by debit card – no cash payments are accepted.
16. Internal transfers within one institution (between different divisions or organizational units) are not allowed.
17. The Partner will provide the Grantee with the following financial documentation:
  - A copy (scan) of each proof of purchase;
  - A bank transaction confirmation of each payment;
  - Financial statement (Attachment 2).

18. List of eligible costs categories with subcategories, descriptions, examples of eligible costs and requested documentation:

Cost category	Subcategory	Description to be listed in the application form and in the Financial Statement	Examples of eligible costs	Examples of NON-ELIGIBLE costs	Documents to be delivered with the Financial Statement	Requested financial documents (applies only to projects without Audit Report obligation)
1. Printing and publishing	Printing costs	Description, number of standard pages, volume (number of copies)	Printing of brochures, books, magazines, booklets, training materials	Printing of grant contract, business cards, financial and other operational documents eligible within 11. <i>Overheads</i> ; printing of PR materials (leaflets, posters) eligible within 9. <i>Promotional costs</i>	Samples of printed and published materials containing Fund's logo (brochures, books, magazines, booklets, training materials, websites, digital works, etc.)	Copies of invoices/bills/contracts and payment confirmations (bank statements)
	Graphic design	Description of work/number of standard pages	Graphic design of printed or digital works, DTP			
	Publishing costs incl. online posting and website updates	Description of work, amount of material covered (number of pages, number of posts)	Publishing costs incl. proofreading, editing, digital publishing and website updates and posts			

2. Rent and related technical services	Rental costs	Description of rented space, period of rental, cost	Rental of conference rooms, or other venues relevant to the project events	Rental of offices of grantee or project partners eligible within 11. <i>Overheads</i> ; catering eligible within 4. <i>Accommodation and board</i> ; Web-hosting services, copyright, and license fees eligible within 10. <i>Copyright, licenses, and fees</i>	-	Copies of invoices/bills/contracts and payment confirmations (bank statements)
	Related technical services	Description of service, period of delivery	Sound and conference equipment, rescue and security services, etc.			
3. Expert fees/Fees for authors or artists	Fees for texts	Description of text produced, number of standard pages	Honoraria for authors not based on Labor Code	Editing, and proofreading are eligible within 1. <i>Printing and publishing</i> ; accounting, project management, coordination, communication eligible within 11. <i>Overheads</i>	Complete texts or other outputs of expert activities (presentation, research outcomes, photos, videos etc.) in digital or printed format	Copies of invoices/contracts not based on the Labor Code, and payment confirmations (bank statements)
	Fees for in-person services	Number of hours/days of expert/artist delivery and a detailed description of delivered expertise, including the expert's name	Honoraria for experts who deliver complex expertise (speakers, performers, lecturers, researchers) not based on Labor Code; costs related to Audit Report Possible exceptions: See under Footnote <sup>3</sup>			

<sup>3</sup> Financial remuneration under the category of expert fees (or any expenses related to employment based on the Labour Code, including daily allowances, part-time work, etc.) of employees of state-funded research and higher education institutions in case the Grantee is obliged under the national legislation to pay their own employees only under the Labour Code can be compensated from the project budget on condition that it is clearly separated from the given individual's general monthly salary, i.e. it is paid as overtime compensation, bonus.

4. Accommodation and board	Accommodation	Venue, number and list of persons/nights, price, dates (related to project events)	Accommodation costs (hotels, hostels, dormitories, short-term rentals)	Per-diems (daily allowances); meal vouchers eligible within 11. <i>Overheads</i> ; rent of premises eligible within 2. <i>Rent and related technical services</i>	Lists of attendees (e.g., hotel guests)	Copies of invoices/bills/contracts and payment confirmations (bank statements)
	Board	Description of board or catering, number of people, dates (related to project events)	Working lunches or dinners, breakfast briefings, receptions, catering costs, refreshments			
5. Transportation and delivery	Personal travel costs	Travel directions, dates, means of transport, names and number of people concerned	Public transport costs, transportation by private vehicles, parking, travel insurance, vignette, car/bus rental	General postage (delivery of contract, communication with partners and other running costs), company car usage, fuel bills eligible within 11. <i>Overheads</i>	Lists of passengers	Copies of invoices/tickets and boarding passes, Transportation Cost Reimbursement Sheet, copies of vehicle registration document (in case of private car usage) and payment confirmations (bank statements)
	Delivery of goods/material	Description of delivered goods/material and their number/amount, other details	Delivery costs, courier services			

6. Translation and interpreting costs	Translation costs	Description of translated texts (incl. the translated languages), number of standard pages	Translation costs, localization services	Translation of the grant contract or other operational documents (application form, final report, etc.) eligible within 11. <i>Overheads</i>	Complete translated materials together with documents in original languages (printouts or digital copies)	Copies of invoices/contracts not based on Labor Code and payment confirmations (bank statements)
	Interpreting costs	Details regarding the interpretation incl. languages, type of interpreting (simultaneous/consecutive), number of hours	Interpreting costs including rent of interpretation equipment			
7. Awards and prizes	Financial awards/prizes	List of financial awards and their respective values (in €)	Financial prizes for individuals up to €1,000 per person	Scholarships, attendance fees eligible within 11. <i>Overheads</i>	Brief report on award-giving with a list of awarded persons including their signatures and dates, signed jury decision (where available)	Payment confirmations (bank statements)
	Non-financial awards/prizes	List of non-financial awards or prizes and their respective values in €	Medals, cups, other awards			

8. Office supplies and consumption material	Office supplies or consumption material for exclusive use during the project; in exceptional cases, bigger purchases	Specification of each supply or consumption material incl. its number/amount and its planned use within and beyond the project implementation (where applicable); when purchasing bigger assets (up to €1,000, e.g., computers), information shall be given about which entity will use the assets once the grant is concluded	Pens and notepads, art supplies, printing paper, flipchart, etc.; also, computers, cameras, video conferencing equipment or other technology used for digitization or remote work when justified	PR materials eligible within 9. <i>Promotional costs</i> ; cleaning supplies coffee and small refreshments are only eligible within 11. <i>Overheads</i>	–	Copies of itemized invoices/bills/contracts and payment confirmations (bank statements)
9. Promotional costs	Offline promotion and advertisements (print/broadcast, outdoor, event)	Description of each activity and the utilized media incl. details (length of advertising, size/volume, etc.)	Ads in print and audiovisual media, billboards, promotional leaflets or posters, roll-ups	Printing of brochures, books, graphic design eligible within 1. <i>Printing and publishing</i>	Samples of the advertisements in print media, digital copies (e.g., screenshots, graphic files) of	Copies of invoices/bills/contracts not based on Labor Code and payment confirmations (bank statements)

	On-line promotion and marketing	Detailed description of activities (incl. size of banners, volume of boosted posts, number of newsletters)	Web-based promotion and marketing incl. e-mailing newsletters, social media campaigns and post boosts, on-line advertising (banners, AdWords), etc.		digital advertisements or on-line banners, photos of billboards, samples of gadgets with the Fund's logo	
	Promotional gadgets with the Fund's logo	Specification of all promotional gadgets bearing the Fund's logo	Promotional gadgets such as pens, notebooks, USB memory sticks, etc.			
<b>10. Copyright, licences, and fees</b>	Costs of copyrights and license, server hosting fees, domain registrations for exclusive use during the project implementation, tickets, incl. entrance tickets and passes	Specification of each fee/license, incl. its planned use and the period covered	Software licenses, payments for copyrighted materials such as photographs or texts, entrance tickets and passes, server hosting fees and domain registration payments, database access, etc.	Conference fees eligible within 11. <i>Overheads</i> ; honoraria for experts/artists and for audit service eligible within 3. <i>Expert fees/Fees for authors or artists</i>	Full website link (where available)	Copies of invoices/bills/contracts not based on Labor Code and payment confirmations (bank statements)
<b>11. Overheads (max. 15% of the grant)</b>	Running costs and other indirect costs linked to the project implementation, limited to 15% of the granted sum	Specify in detail each cost and, where applicable, the period of its duration and its breakdown	Project management, coordination, communication, any per diems related to the project, project bookkeeping, running costs (e.g., utilities, phone bills, rent of premises, use of a company car), tangible/intangible assets, etc.	Audit Report costs eligible within 3. <i>Expert fees/Fees for authors or artists</i>	-	Payment confirmations (bank statements)

19. The amount of unused funding will be returned by the Partner to the Grantee no later than 15 days before the Implementation Period ends.
20. The Partner will provide the Grantee with the bank account maintenance certificate where the account owner, account currency, account number (IBAN), SWIFT code are stated.
21. The Partner institution bank account where the financial support should be paid:
  - Bank account holder: Obchodní akademie a Vyšší odborná škola, Příbram I, Na Příkopech 104
  - Bank name: ČSOB - Československá obchodní banka
  - Clearing/BIC/SWIFT number: CEKOCZPP
  - Account/IBAN number: CZ57 0300 0000 0002 6023 0371

## VI. TRANSPORTATION

1. The Grantee and the Partner agree that the transportation shall be made with the use of vehicular transportation.
2. The Grantee and the Partner shall ensure that the travel will meet the necessary quality and safety standards.

## VII. ACCOMMODATION AND FOOD

1. Accommodation of the mobility participants specified by this agreement will be carried out with host families.
2. Participants will, to the extent possible, be placed with host families in pairs.



3. The host families will provide breakfast to the participants.
4. The Grantee and the Partner shall cover the cost of lunches and dinners for the mobility participants within the project budget.

## VIII. INSURANCE

1. During both mobilities, both parties shall make sure that students and accompanying caregivers have adequate insurance coverage.
2. Insurance coverage shall include at minimum a health insurance, a liability insurance and an accident insurance and travel insurance.
3. Travel insurance may be covered within the project budget.

## IX. ACKNOWLEDGEMENTS

1. By participating in the project granted from the Visegrad Fund, the Grantee and the Partner agree to make a commitment to publicly acknowledge the Fund's support throughout the project's implementation.
2. With the Fund's acknowledgment Parties contribute to the transparency of the grant process and help Fund reach out and promote regional cooperation.
3. The grant support shall be acknowledged with the use of the Fund's logo and verbal/written reference to this support at public events, in print and in digital formats.
4. The Fund's logo and support statement must be present in all communication and outputs of the project.
5. The Parties are obliged to include the following support statement: ***The project is co-financed by the Governments of Czechia, Hungary, Poland and Slovakia through Visegrad Grants from International Visegrad Fund. The mission of the fund is to advance ideas for sustainable regional cooperation in Central Europe.***
6. The fund's logo comes in two versions – a standard, simple logo with the 'Visegrad Fund' word mark, and an acknowledgement logo with the tagline 'supported by.'
7. The simple logo is used in instances where other donors and sponsors are listed in a specific section headed by 'Supported by', 'With support from partners:', etc.
8. The 'supported by' logo is used in instances where it is free standing and where the inscription 'supported by' is meaningful.



## X. ENTRY INTO FORCE AND DURATION OF MOBILITY

1. The agreement shall enter into force on the date when the last of the two parties signs.
2. The physical mobility period, excluding travel:
  - Mobility (output) no 1: from CZ to PL: 19.03.2024-22.03.2024
  - Mobility (output) nr 2: from PL to CZ: 22.04.2024-25.04.2024

## XI. PERSONAL DATA PROCESSING

1. The Parties agreed that each Party is obliged to comply with respective regulations related to personal data processing mainly according to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) at its own responsibility unless stated in this Agreement otherwise.
2. The Parties agreed that obligation of the Fund resulting from Article 14 of the General Data Protection Regulation to all applicants/touched persons whose personal data shall be provided by the Grantee to the Fund – to provide all applicants/touched persons with information about the processing of their personal data by the Fund will be carried by the Grantee.
3. The Parties are obliged mainly to provide all applicants/touched persons with written information on personal data processing on behalf of the Fund against the confirmation of the respective applicant/touched person together with receiving the application for the financial support. The sample of written information on applicants' personal data processing by the Fund creates Attachment 1 to this Agreement.
4. The Parties are obliged to deliver written information on personal data processing by the Fund confirmed by all applicants/touched persons together with the list of applicants.

## XII. FINAL PROVISIONS

1. Throughout the Implementation Period the Fund's Green Recommendations will be applied to the extent possible by both Parties (Attachment 3).
2. This Agreement shall be governed by Polish law. Relevant provisions of the Civil Code of the Republic of Poland and other related regulations of the Republic of Poland shall apply to the relations regulated in this Agreement, resulting from it and related to it.
3. Any disputes resulting from this Agreement which could not be settled by mutual agreement of the Parties shall be resolved by Polish courts.
4. This Agreement shall enter into force on the day of its signing by both Parties.
5. Both Parties declare that they conclude this Agreement of their free will, they have read its content and as evidence of their consent to its wording they voluntarily sign it as correct.
6. The Agreement is drawn up in two identical counterparts in English. Each Party shall receive one counterpart of the Agreement.

### The Grantee

Name of the responsible person:

**Paweł Sawracki**

Position:

**President**

Signature:

Paweł Sawracki  
2024-02-13



Date:

### The Partner

Name of the responsible person:

**Iva Čápková**

Position:

**Headteacher**

Signature:

Date: