



Memorandum of Understanding

Between CIVITAS MUSE and CDV - Transport
Research Centre on behalf of the Secretariat of
CIVINET Czech and Slovak Republics

CIVITAS MUSE, the CIVITAS Coordination and Support Action, has received funding from the European Union under Grant Agreement No. 101103716. Views expressed are however those of the authors only and do not necessarily reflect those of the European Union.

Memorandum of Understanding

This Memorandum of Understanding is between

CIVITAS MUSE, represented by Mobiel 21 vzw, established in Vital Decosterstraat 67A/0101, 3000 Leuven, Belgium, as the responsible partner to provide operational and financial support to the CIVINETs, administrated by Mr. Fred Dotter, for the purposes of signing this Memorandum of Understanding (in the following referred to as “CIVITAS MUSE”),

and, on the other part

CDV – Transport Research Centre, as the responsible Secretariat for the CIVINET Czech and Slovak Republics, represented by Jindřich Frič, for the purposes of signing this Memorandum of Understanding (in the following referred to as “CIVINET Czech and Slovak Republics”).

The parties referred to above have agreed to enter into the Memorandum of Understanding under the terms and conditions below. By signing the Memorandum of Understanding, both parties accept on its content and agree to implement the accepted activities under their own responsibility and in accordance with this Memorandum of Understanding and the rules of Horizon Europe in general, and the CIVITAS Initiative in particular, with all the obligations and conditions it sets out.

The Memorandum of Understanding is subject to the following conditions:

Article 1: CIVITAS ambassadors at the local level

- a. CIVINET Czech and Slovak Republics must at all times share and disseminate the vision and mission of the CIVITAS Initiative.
- b. CIVINET Czech and Slovak Republics will work to the maximum in the spirit and added value of the CIVITAS Initiative.

Article 2: Financial support

- a. CIVITAS MUSE is granting an Annual Budget in the form of a Subcontract for the implementation of approved activities to be carried out in the period January 2026 to December 2026 to CIVINET Czech and Slovak Republics. This Subcontract is based on an application process for an Annual Plan to be launched in November 2025. This plan-based budgeting takes into account the vision of CIVINET Czech and Slovak Republics, as well as the mission of CIVINET Czech and Slovak Republics for 2026, including supporting activities, and allows CIVINET Czech and Slovak Republics to focus on its work in creating impactful and positive results whilst controlling

administrative and organisational requirements. CIVINET Czech and Slovak Republics is obliged to apply for an Annual Budget.

Article 3: CIVINET Forum

- a. CIVITAS MUSE organises a CIVINET Forum in November 2025 in Warsaw, Poland. This CIVINET Forum brings together all CIVINET Secretariats to discuss cooperation, synergies, strategies, and Annual Plans. CIVINET Czech and Slovak Republics is obliged to participate with at least one representative.
- b. If CIVINET Czech and Slovak Republics is not able to cover all costs by its own for the duration of the CIVINET Forum, CIVITAS MUSE is available to contribute to travel and accommodation costs for CIVINET Czech and Slovak Republics up to a certain amount, which will be communicated beforehand, but will not re-imburse the full costs.

Article 4: CIVINET Conference

- a. CIVITAS MUSE organises a CIVINET Conference in spring 2026 that brings together all CIVINET Secretariats, selected members of the CIVINET Czech and Slovak Republics, invited representatives from the European Commission and the Policy Exchange Forum. CIVINET Czech and Slovak Republics is obliged to participate with at least one representative from the CIVINET Secretariat and with at least one CIVINET member, representing the policymaking level and with at least one CIVINET member, representing the practitioners level.
- b. If the CIVINET Conference takes place onsite, and if CIVINET Czech and Slovak Republics is not able to cover all costs by its own for the duration of the event, CIVITAS MUSE is available to contribute to travel and accommodation costs for CIVINET Czech and Slovak Republics, as well as for selected members of CIVINET Czech and Slovak Republics, up to a certain amount, which will be communicated beforehand, but will not re-imburse the full costs.

Article 5: Communication, dissemination and outreach support

- a. CIVITAS MUSE increases outreach support for CIVINET Czech and Slovak Republics at the annual CIVITAS conferences, may they be organised onsite or online, as Urban Mobility Days or CIVITAS Forum Conferences.
- b. CIVITAS MUSE supports the interaction between CIVINET Czech and Slovak Republics, the CIVITAS Community in general, and the Community of CIVINETs in particular through including CIVINET-related news, events or other articles in the CIVITAS newsletter, and for which CIVINET Czech and Slovak Republics is encouraged to contribute upon request.

- c. CIVITAS MUSE, in cooperation with CIVINET Czech and Slovak Republics, updates the respective webpage of CIVINET Czech and Slovak Republics on the CIVITAS website at least once during the duration of this Memorandum of Understanding.
- d. CIVITAS MUSE supports the interaction between CIVINET Czech and Slovak Republics and the Community of CIVINETs via the CIVITAS Exchange Hub, which is based on Basecamp and where all CIVINETs have access to a dedicated space.
- e. CIVITAS MUSE provides a range of publications, CIVITAS website included, that highlights activities, results and news from the CIVINETs. Next to that, and if requested by CIVINET Czech and Slovak Republics, CIVITAS MUSE provides an updated logo for CIVINET Czech and Slovak Republics and an updated flyer for CIVINET Czech and Slovak Republics.

Article 6: Duration of the Memorandum of Understanding

- a. The term of this Memorandum of Understanding commences upon signature by the above mentioned representatives.
- b. The term of this Memorandum of Understanding concludes on 31 August 2026.

Article 7: Recognition as CIVINET and non-compliance

- a. To be recognized as the Secretariat of CIVINET Czech and Slovak Republics, to be eligible for funding and to receive operational and outreach support, the above mentioned representative of CIVINET Czech and Slovak Republics has
 - i. to sign the Memorandum of Understanding by 01 September 2025 and
 - ii. to meet all the conditions provided in this Memorandum of Understanding, or, at least the conditions provided in the Articles 1a,b, 2a, 3a, 4a, 5b,c.
- b. Non-compliance occurs when the points mentioned in Article 7a are not met.

Article 8: Monitoring, review and consequences in case of non-compliance

- a. CIVITAS MUSE continuously monitors compliance with the conditions mentioned in this Memorandum of Understanding, and in particular with the Articles mentioned in Article 7a.
- b. CIVITAS MUSE reviews all conditions provided in this Memorandum of Understanding, and especially the conditions provided in Article 7a, by the end of the period of this Memorandum of Understanding.
- c. As soon as non-compliance is detected, a meeting at short notice between CIVITAS MUSE and CIVINET Czech and Slovak Republics will take place, in order to review the causes of non-compliance and in order to discuss further steps.
- d. If it appears that a non-compliance has been established, and a meeting, as defined in Article 8c has not given a statement, and after informing the Project Coordinator of

CIVITAS MUSE and the respective Project Officer of CIVITAS MUSE and after receiving the endorsement of both, CIVINET Czech and Slovak Republics is no longer recognized to be active. Consequently, and after an objection period of four weeks, the CIVINET Czech and Slovak Republics is removed from the website, is no longer eligible to receive any support from CIVITAS MUSE as provided in this Memorandum of Understanding, which includes both, operational and financial support, and will no longer be involved in the Community of CIVINETs.

I, Jindřich Frič, being the representative of CIVINET Czech and Slovak Republics, will abide by all the terms and conditions of this Memorandum of Understanding.

On behalf of
CIVINET Czech and Slovak Republics

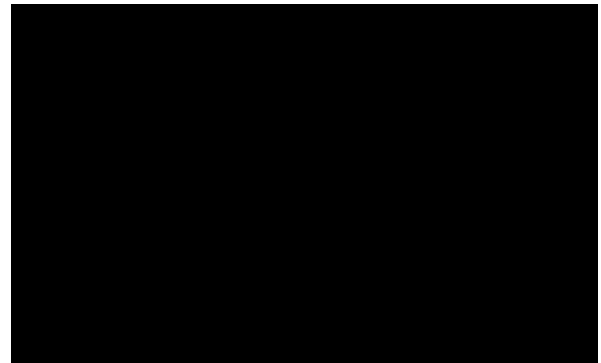
Ing. Jindřich
Frič, Ph.D., MBA

Jindřich Frič
Director of CDV - Transport Research Centre

Brno, 20.08.2025

CIVITAS MUSE is at all times obliged to act in accordance with its Grant Agreement number 101103716.

On behalf of
CIVITAS MUSE



Leuven, 19.08.2025