



EUROPEAN COMMISSION
DG Employment, Social Affairs and Inclusion
Skills
Skills and Qualifications

GRANT AGREEMENT FOR AN ACTION WITH ONE BENEFICIARY

AGREEMENT NUMBER — VS/2017/0195

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

of the one part,

The European Union ('the Union'), represented by the European Commission ('the Commission'), represented for the purposes of signature of the Agreement by xxxxx [REDACTED] Unit, Skills and Qualifications,

and

of the other part,

'the beneficiary'

DUM ZAHRANICNI SPOLUPRACE

Registration No: 61386839

NA PORICI 1035/4 NOVE MESTO, 110 00 PRAHA, CZECH REPUBLIC

VAT No: CZ61386839,

represented for the purposes of signature of the Agreement by [REDACTED] Director.

The parties referred to above

HAVE AGREED

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

Annex I Description of the action

Annex II General Conditions ('the General Conditions')

Annex III Estimated budget

Annex IV Model technical report

Annex V Model financial statement: not applicable

Annex VI Model terms of reference for the certificate on the financial statements: not applicable

Annex VII Model terms of reference for the certificate on the compliance of the cost accounting practices: not applicable

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 II 'General Conditions' take precedence over the other Annexes.

SPECIAL CONDITIONS

TABLE OF CONTENTS

Article I.1 — Subject matter of the agreement..... 5

Article I.2 — Entry into force and implementation period of the agreement..... 5

Article I.3 — Maximum amount and form of the grant 5

Article I.4 — Reporting — Requests for payment and supporting documents..... 5

 I.4.1 Reporting periods 5

 I.4.2 Request for second pre-financing payment and supporting documents 6

 I.4.3 Requests for interim payments and supporting documents 6

 I.4.4 Request for payment of the balance and supporting documents 6

 I.4.5 Information on cumulative expenditure incurred 7

 I.4.6 Currency for requests for payment and financial statements and conversion into euros..... 7

 I.4.7 Language of requests for payments, technical reports and financial statements 8

Article I.5 — Payments and Payment arrangements 8

 I.5.1 Payments to be made 8

 I.5.2 Pre-financing payment..... 8

 I.5.3 Interim payments 8

 I.5.4 Payment of the balance..... 8

 I.5.5 Notification of amounts due 9

 I.5.6 Interest on late payment..... 9

 I.5.7 Currency for payments 9

 I.5.8 Date of payment..... 10

 I.5.9 Costs of payment transfers 10

 I.5.10 Payments to the beneficiary..... 10

Article I.6 — Bank account for payments 10

Article I.7 — Data controller, communication details of the parties 10

 I.7.1 Data controller 10

 I.7.2 Communication details of the Commission 10

 I.7.3 Communication details of the beneficiary 10

Article I.8 — Entities affiliated to the beneficiary 11

Article I.9 — Additional provisions on use of the results (including intellectual
and industrial property rights) 11

Article I.10 — Settlement of disputes with the non-EU beneficiary 11

Article I.11 — The beneficiary which is an international organisation 11

Article I.12 — Other special conditions 12

ARTICLE I.1 — SUBJECT MATTER OF THE AGREEMENT

The Commission 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 *action* entitled **National Euroguidance Centre 2017**, as described in Annex I.

By signing the Agreement, the beneficiary accepts the grant and agrees to implement the *action*, acting on its own responsibility.

Article II.13.4 and point (c) of the sixth subparagraph of Article II.25.3 do not apply.

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.

I.2.2 The *action* runs for **nine** months starting on 8 March 2017.

ARTICLE I.3 — MAXIMUM AMOUNT AND FORM OF THE GRANT

I.3.1 The *maximum amount of the grant* is EUR 75 500.00.

I.3.2 The grant takes the form of:

- (a) the reimbursement of 50% of the eligible costs of the *action* ('reimbursement of eligible costs'), which are estimated at EUR 151 000.00 and which are:
 - (i) actually incurred ('reimbursement of actual costs') for the direct costs of the beneficiary
 - (ii) reimbursement of unit costs: not applicable
 - (iii) reimbursement of lump sum costs: not applicable
 - (iv) declared on the basis of a flat rate of 7% of the eligible direct costs ('reimbursement of flat-rate costs') for the indirect costs of the beneficiary
 - (v) reimbursement of costs declared on the basis of the beneficiary's usual cost accounting practices: not applicable
- (b) unit contribution: not applicable
- (c) lump sum contribution: not applicable
- (d) flat-rate contribution: not applicable

ARTICLE I.4 — REPORTING — REQUESTS FOR PAYMENT AND SUPPORTING DOCUMENTS

I.4.1 Reporting periods

The *action* is divided into the following *reporting periods*:

- Reporting period 1: from month 1 to month 9

I.4.2 Request for second pre-financing payment and supporting documents

Not applicable.

I.4.3 Requests for interim payments and supporting documents

Not applicable.

I.4.4 Request for payment of the balance and supporting documents

The beneficiary must submit a request for payment of the balance within 60 calendar days following the end of the last reporting period.

This request must be accompanied by the following documents:

- (a) a final report on implementation of the *action* ('final technical report'), drawn up in accordance with Annex IV, containing:
 - (i) the information needed to justify the eligible costs declared or the contribution requested on the basis of unit costs and lump sums (where the grant takes the form of the reimbursement of unit or lump sum costs or of a unit or lump sum contribution, as provided for in Article I.3.2(a)(ii) and (iii), (b) or (c));
 - (ii) information on subcontracting as referred to in Article II.11.1(d);
- (b) a final financial statement ('final financial statement'). The final financial statement must include a consolidated statement and a breakdown of the amounts claimed by the beneficiary and its affiliated entities.

The final financial statement must be drawn up in accordance with the structure of the estimated budget set out in Annex III and detail the amounts for each of the forms of grant set out in Article I.3.2 for the last reporting period;

- (c) a summary financial statement ('summary financial statement').

This statement must include a consolidated financial statement and a breakdown of the amounts declared or requested by the beneficiary and its affiliated entities, aggregating the financial statements already submitted previously and indicating the receipts referred to in Article II.25.3 for the beneficiary and its affiliated entities;

- (d) a certificate on the financial statements and underlying accounts ('certificate on the financial statements') for the beneficiary and for each affiliated entity, if:
 - (i) the cumulative amount of payments the beneficiary requests as reimbursement of actual costs as referred to in Article I.3.2(a)(i) (and for which no certificate has yet been submitted) is EUR 325 000 or more; and
 - (ii) the maximum grant amount indicated for the beneficiary and its affiliated entities in the estimated budget as reimbursement of actual costs is EUR 750 000 or more.

This certificate must be produced by an approved auditor or, in the case of public bodies, by a competent and independent public officer and drawn up in accordance with Annex VI.

The certificate must certify that the costs declared in the final financial statement by the beneficiary or its affiliated entities for the categories of costs reimbursed in accordance with Article I.3.2(a)(i) are real, accurately recorded and eligible in accordance with the Agreement.

In addition, the certificate must certify that all the receipts referred to in Article II.25.3 have been declared.

The beneficiary must certify that the information provided in the request for payment of the balance is full, reliable and true.

The beneficiary 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.

In addition, the beneficiary must certify that all the receipts referred to in Article II.25.3 have been declared.

I.4.5 Information on cumulative expenditure incurred

Not applicable.

I.4.6 Currency for requests for payment and financial statements and conversion into euros

Requests for payment and financial statements must be drafted in euros.

The beneficiary and affiliated entities with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the C series of the *Official Journal of the European Union*, (available at <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>), determined over the corresponding reporting period

If no daily euro exchange rate is published in the *Official Journal of the European Union* for the currency in question, conversion must be made at the average of the monthly accounting rates established by the Commission and published on its website (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm), determined over the corresponding reporting period.

The beneficiary and affiliated entities with general accounts in euros must convert costs incurred in another currency into euros in accordance with their usual accounting practices.

I.4.7 Language of requests for payments, technical reports and financial statements

All requests for payments, technical reports and financial statements must be submitted in English.

ARTICLE I.5 — PAYMENTS AND PAYMENT ARRANGEMENTS

I.5.1 Payments to be made

The Commission must make the following payments to the beneficiary:

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

I.5.2 Pre-financing payment

The aim of the pre-financing is to provide the beneficiary with a float. The pre-financing remains the property of the Union until it is cleared against interim payments or, if it is not cleared against interim payments, until the payment of the balance.

The Commission must make the pre-financing payment of EUR 52 850.00 to the beneficiary within 30 calendar days from the entry into force of the Agreement, except if Article II.24.1 applies.

I.5.3 Interim payments

Not applicable.

I.5.4 Payment of the balance

The payment of the balance reimburses or covers the remaining part of the eligible costs incurred by the beneficiary for the implementation of the *action*.

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 Commission must pay the balance within 90 calendar days from when it receives the documents referred to in Article I.4.4, except if Articles 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 Commission 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.

The amount to be paid may, however, be offset, without the beneficiary's consent, against any other amount owed by the beneficiary to the Commission or to an executive agency (under the EU or Euratom budget), up to the maximum amount of the grant.

I.5.5 Notification of amounts due

The Commission must send a *formal notification* to the beneficiary:

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

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

I.5.6 Interest on late payment

If the Commission 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 Commission 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 may not 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 I.5.8. The Commission does not consider payable interest when determining the final amount of the 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.

I.5.7 Currency for payments

The Commission must make payments in euros.

I.5.8 Date of payment

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

I.5.9 Costs of payment transfers

Costs of the payment transfers are borne as follows:

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

I.5.10 Payments to the beneficiary

The Commission must make payments to the beneficiary.

Payments to the beneficiary discharge the Commission from its payment obligation.

ARTICLE I.6 — BANK ACCOUNT FOR PAYMENTS

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

Name of bank: CESKA NARODNI BANKA

Branch address: NA PRIKOPE 28, PRAGUE, CZECH REPUBLIC

Account name: DUM ZAHRANICNI SPOLUPRACE

IBAN code: [REDACTED]

ARTICLE I.7 — DATA CONTROLLER, COMMUNICATION DETAILS OF THE PARTIES

I.7.1 Data controller

The entity acting as a data controller as provided for in Article II.7 is the Head of Unit of DG Employment, Social Affairs and Inclusion — EaSI, Direct and Indirect Management.

I.7.2 Communication details of the Commission

Any communication addressed to the Commission must be sent to the following address:

European Commission

DG Employment, Social Affairs and Inclusion

Unit EMPL.E.2

B-1049 Brussels, Belgium

Email address: [REDACTED]

I.7.3 Communication details of the beneficiary

Any communication from the Commission to the beneficiary must be sent to the following address:

██████████ Director
DUM ZAHRANICNI SPOLUPRACE
NA PORICI 1035/4 NOVE MESTO
110 00 PRAHA
CZECH REPUBLIC
Email address: ██████████

ARTICLE I.8 — ENTITIES AFFILIATED TO THE BENEFICIARY

Not applicable.

ARTICLE I.9 — ADDITIONAL PROVISIONS ON USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)

In accordance with Article II.9.3, whereby the Union acquires rights to use the results of the *action*, these results may be exploited using any of the following modes:

- (a) distribution to the public in hard copies, in electronic or digital format, on the internet including social networks as a downloadable or non-downloadable file;
- (b) communication through press information services;
- (c) inclusion in widely accessible databases or indexes, such as via ‘open access’ or ‘open data’ portals, or similar repositories, whether freely accessible or accessible only upon subscription;
- (d) edit or re-write the results of the *action*, including shortening, summarising, modifying the content, correcting technical errors in the content;
- (e) cut, insert meta-data, legends or other graphics, visual, audio or word elements in the results of the *action*;
- (f) extract a part (e.g. audio or video files) of, divide into parts or compile the results of the *action*;
- (g) prepare derivative works of the results of the *action*;
- (h) translate, insert subtitles in, dub the results of the *action* in languages used within the EU or languages of candidate countries;
- (i) license or sub-license to third parties, including if there are licensed pre-existing rights, any of the rights or modes of exploitation set out Article II.9.3 of the General Conditions and in the points above.

The beneficiary must ensure that the Union has the rights of use specified in the General Conditions and in the points above for the whole duration of the industrial or intellectual property rights concerned.

ARTICLE I.10 — SETTLEMENT OF DISPUTES WITH THE NON-EU BENEFICIARY

Not applicable.

ARTICLE I.11 — THE BENEFICIARY WHICH IS AN INTERNATIONAL ORGANISATION

Not applicable.

ARTICLE I.12 — OTHER SPECIAL CONDITIONS

Notwithstanding the period indicated in article I.2.2 of these Special Conditions, it is understood that the action will end on 31/12/2017. The costs will hence be eligible from the starting date of the action mentioned in article I.2.2 up until 31/12/2017.

SIGNATURES

For the beneficiary

████████████████████

Director

Signature _____

Done at

on (date)

For the Commission

████████████████████

Head of Unit

Signature _____

Done at Brussels

on (date)