

Kurucz O

2016 DEC 05

1. sz. melléklet

A BCE kötelezettségvállalásai során alkalmazott Szerződéskísérő Lap tartalma és kitöltési útmutatója

EGIR azonosító:

**SZERZŐDÉSKÍSÉRŐ LAP**

Szerződést kezdeményező szervezeti egység:		Tanárképző és Digitális Tanulási Központ		
Szerződést kezdeményező iktatószáma:				
Szerződés partnere:		Associazione FORMA.Azione srl		
Szerződés tárgya:		SEQUENCES – Self and External evaluation of QUALITY in Europe to Nourish Childhood Education Services <del>c. projekt</del> temaszám igénylő		
Szerződés összege:		35 377 EUR	ebből tárgyévi kötelezettség: ..... ebből tárgyévén túli kötelezettség: .....	
Szerződés időtartama:		2016.09.01 - 2018.12.31		
Bevétel/kiadást eredményező szerződés:		Bevétel		
Terhelendő/jóváírást fogadó témaszám:		053079/012		
Megjegyzés:		Partnership		
Szerződés kötelezettségvállalójának neve, elérhetősége:		Dr. Bodnár Éva		
A szerződést kezdeményező ügyintéző neve, elérhetősége:		Kurucz Orsolya, +30/543-6960		
		Választás:	Név:	Aláírás:
Kötelezettség vállalo tölti ki!	Szükséges előzetes engedélyek <sup>1</sup>			
	Közbeszerzési eljárás lefolytatásának szükségessége	Szükséges- Nem szükséges		
	Mintaszerződés:	igen - nem		
		Megjegyzés:	Név:	Aláírás:
Jogi Iroda tölti ki!	Jogi ellenjegyzés (nem mintaszerződések esetében)			
Adószakértő tölti ki!	Adószakértői véleményezés			
Pályázati Pénzügyi Iroda/ Bevételi Pénzügyi Iroda/Kiadási Pénzügyi Iroda/Campus gazdasági ügyintéző tölti ki!	Pénzügyi nyilvántartásba vétel	2016/DE/140		
Pénzügyi ellenjegyző tölti ki!	Véleményezés			

<sup>1</sup> Amennyiben előzetes engedély szükséges, úgy a választás oszlopban meg kell adni az engedély megjelölését. Amennyiben nem szükséges semmiféle előzetes engedély, a választás mezőket kihúzással kell megjelölni

Szerződés jellege: **D5** **Támogatási szerződés - EUn belüli**

Szervezet: **012** **Tanárképző és Digitális Tanulási Kp.**

Megjegyzés: SEQUENCES partnerségi megállapodás 36.377 eut támogatás, önerő 1.000 eur

Egyéb szöveg: elszámolási határidők: 2017.03.01, 2017.09.01, 2018.07.01, 2018.12.14

Ideiglenes

Partner: **109439** **Associazione FORMA.Azione srl**

Címe: Via Luigi Catanelli, 19 06135 Ponte San Giovanni - Per

Számlaszáma: --

Szerződés száma  
**2016-1-IT02-KA201-0246  
28**

Szerződés összege: **EUR** **HUF**

ÁFA kulcsa	Alap érték	ÁFA érték	Bruttó érték
1.	0,00	0,00	0,00
<b>Összesen:</b>		<b>0,00</b>	

Érkeztetés kelte: **2016-11-28**

Szerződés hatálya **2016-09-01  
2018-12-31**

Fizetés módja: **Átutalás**

Tétel	Ütemezés	Téma szám	Feladat	Szerv	Forrás	Tételkód	Nettó érték / ÁFA értéke	Szöveg	KTK kód
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**Összesen** Szerződött érték

Szerződésből számlázott érték  
Szerződésen kívül számlázott érték

Lezárt érték összesen:

Felhasználható:

.....  
Iktatta



**ERASMUS+ PROGRAMME (2014 – 2020)**  
**COOPERATION FOR INNOVATION AND THE EXCHANGE OF GOOD PRACTICES**  
**STRATEGIC PARTNERSHIPS FOR SCHOOL EDUCATION**

***PARTNERSHIP AGREEMENT***

a) The Italian National Agency for ERASMUS+ INDIRE, hereafter “NA”, has financed the following project:

**“SEQUENCES – SELF AND EXTERNAL EVALUATION OF QUALITY IN EUROPE TO  
NOURISH CHILDHOOD EDUCATION”**

**2016-1-IT02-KA201-024628;**

b) the total budget of the project is € 355.332,67 of which € 347.666,00 is a contribution from the ERASMUS+ Programme and € 7.666,67 co-financed by four of the project partners’ own funds, as detailed in the table below

		<b>TOTAL</b>	<b>% on the total amount</b>	<b>Co-financing from each partner</b>
<b>P1</b>	Associazione FORMA.Azione srl	<b>69.161,33</b>	19,46	3.333,33
<b>P2</b>	SEM Società Cooperativa Sociale	<b>46.377,00</b>	13,05	0,00
<b>P3</b>	Lietuvos svietimo profesine sajunga	<b>42.703,33</b>	12,02	2.333,33
<b>P4</b>	Budapesti Corvinus Egyetem	<b>36.377,00</b>	10,24	1.000,00
<b>P5</b>	Malta Union of Teachers	<b>41.677,00</b>	11,73	1.000,00
<b>P6</b>	European Parents Association	<b>43.980,00</b>	12,38	0,00
<b>P7</b>	Early Childhood Ireland	<b>44.831,00</b>	12,62	0,00
<b>P8</b>	Grădinița cu Program Prelungit “Zâna Zorilor”	<b>30.226,00</b>	8,5	0,00
	<b>Total amount</b>	<b>355.332,67</b>	100	7.666,67

c) the project will be developed between 01/09/2016 and 31/12/2018 and this is the eligibility period for the expenses, set out in the grant agreement between Associazione FORMA.Azione srl and the NA;

d) each partner’s role, tasks and budget are defined in the Project approved and financed by the NA;

e) the beneficiary of the funding is Associazione FORMA.Azione srl, to whom the total amount of the ERASMUS+ funding will be credited;

f) Associazione FORMA.Azione srl will be held solely responsible by the NA for proper use of the funding granted and shall be accountable to the NA;



g) the partnership is based on a principle of solidarity, especially with regard to the quality of the outcomes and outputs;

h) the project partners are:

- P1) Associazione FORMA.Azione srl, with offices in Perugia (IT), Via Catanelli 19 (hereafter the Beneficiary)
- P2) SEM Società Cooperativa Sociale, with offices in Marsciano (IT), Via Tuderte 5/A;
- P3) Lietuvos svietimo profesine sąjunga, with offices in Vilnius (LT), J. Jasinskio g. 9 – 413;
- P4) Budapesti Corvinus Egyetem, with offices in Budapest (HU), Fovam Ter 8;
- P5) Malta Union of Teachers, with offices in Valletta (MT), Republic Street 213;
- P6) European Parents Association, with offices in Bruxelles (BE), Rue de l'Industrie 10, 1000;
- P7) Early Childhood Ireland, with offices in Dublin (IE), Hainault House Belgrad Square Tallaght;
- P8) Grădinița cu Program Prelungit “Zâna Zorior”, with offices in Cluj-Napoca (RO), Str. Sighișoarei, Nr. 15;

#### **Having accepted the aforementioned**

The following rules to govern the partnership have been established and accepted by the partners:

- 1) each partner must rigorously respect project procedures and deadlines within the budget fixed while carrying out actions assigned to them under the project;
- 2) if during the project's lifetime the need for modifications to the project activities arises, each partner must request an amendment to the beneficiary in advance, in order to allow them to gain the necessary authorisation from the NA. The NA has the right to accept or refuse it. So any modification shall be permitted only where authorisation has been granted by the NA; without it, any increased expenses will be charged to partners;
- 3) all Intellectual Outputs produced by the Consortium as a result of SEQUENCES activities detailed in the approved Project Application Form and within the twenty-eight months project implementation, will be made available through the Internet, free of charge and under open licenses<sup>1</sup>;
- 4) the NA will provide the pre-financing to the Beneficiary as follows:

<sup>1</sup> CREATIVE COMMONS CC BY-NC-SA, *Attribution-NonCommercial-ShareAlike* type of license.



- 40% within 30 days<sup>2</sup> from the signature of the Contract, namely 11/10/2016;
  - 40% within 60 days from the delivery of the Intermediate report proving that the Consortium has spent at least 70% of the first pre-financing quota received or at latest by 13/04/2018, through the Mobility Tool+;
  - Up to 20% within 60 days from the evaluation of the Final Report, that must be submitted at latest by the end of February 2019 (60 days after the closing date of the project);
- 5) at the following dates: **01/03/2017**, **01/09/2017**, **01/07/2018** and **14/12/2018** each partner must deliver to the beneficiary a report containing the description of the implemented activities, following the model attached to the Partnership Agreement. Specifically, the report expected to be received on 01/09/2017 will be functional to the request of the second pre-financing quota, expected to be produced earlier than 13/04/2018. Furthermore, the Reports will be accompanied by attachments as described below:
- Report Attachment 1: Timesheet of activities relevant to the creation of the Intellectual Outputs (Model attached to the present contract);
  - Report Attachment 2: Copies of the travel documents (e.g. Boarding Pass, tickets);
  - Report Attachment 3: Event related documents (to be used for Multiplier Events, Stakeholders' Committee meetings, Focus Groups and other eventual meetings at local/national level) – Agenda of the event, Attendance Sheets; Specific material produced for the event (flyers, brochures etc.);
  - Report Attachment 4: Exceptional Costs related documents – invoices of expenses undertaken by partner;
  - Report Attachment 5: Photos, videos and other relevant dissemination materials.
- 6) the Reporting activity of the partners to the Beneficiary will occur using the management tools available on the REDMINE Project Management Platform;
- 7) all the expenses held after the 31<sup>st</sup> of December 2018 cannot be considered eligible;
- 8) each communication and/or publication must indicate the Identification Code 2016-1-IT02-KA201-024628 and the logo of the project as well as the ERASMUS+ one, as downloaded from the EACEA website:  
[http://eacea.ec.europa.eu/about/eacea\\_logos\\_en.php](http://eacea.ec.europa.eu/about/eacea_logos_en.php)
- 9) the beneficiary provides the payment to the partners by portioning the total amount and after receiving the documents listed in 5) for each activity, as detailed below:

<sup>2</sup> Please, always consider “calendar” days.



Payment to the Beneficiary from the NA	% received by the Beneficiary from the NA	Payment to the partners from the Beneficiary	% received by the partners from the Beneficiary
<b>October-November 2016</b> (Within 30 days <sup>3</sup> from the signature of the Contract – namely 11/10/2016)	40%	<b>October-November 2016</b> (Within 15 days from the payment of the NA)	20%
		<b>March 2017</b> (Within 15 days from the delivery of the documents)	To be allocated based on the reported activity and attachments
<b>October-November 2017</b> (Within 60 days from the delivery of the Intermediate Report – expected to be produced by 29/09/2017)	40%	<b>December 2017</b> (Within 15 days from the payment of the NA)	To be allocated based on the reported activity and attachments
		<b>July 2018</b> (Within 15 days from the delivery of the documents)	To be allocated based on the reported activity and attachments
<b>January 2019</b> (Within 60 days from the evaluation of the Final Report)	Up to 20%	<b>May 2019 2019</b> (Within 15 days from the payment of the NA)	Up to 20%

The 2<sup>nd</sup> payment is completed only if the Intermediate Report demonstrates that the Consortium has used at least 70% of the amount of the first pre-financing payment.

With regard to the Final Report, the Beneficiary is asked to send it within 60 calendar days from the end of the project implementation period (by the end of February 2019); after that the NA has 60 days to evaluate the Final Report (by end of April 2019). The Beneficiary undertakes to transfer the final payment by May 2019 and, in any case, by 15 days from the receiving of the payment by the NA.

- 10) Partners can transfer up to 20% of the funds allocated for “Project Management and Implementation”, “Transnational Project Meetings”, “Intellectual Outputs”, “Multiplier Events”, “Learning/Teaching/Training Activities” and “Exceptional Costs” to any other budget category with the exception of “Project Management and Implementation” and “Exceptional Costs”, without need to be authorised.
- 11) Partners are allowed to transfer funds allocated for any budget category to the budget category “Special needs” support, even if no funds are allocated for Special needs support as specified in the approved Project Application Form. In such case the maximum increase of 20% of the budget category “Special needs” support shall not apply.

<sup>3</sup> Please, always consider “calendar” days.



- 12) All the expenses that are already reimbursed by the Beneficiary and that are considered ineligible by the NA, must be reimbursed to the Beneficiary by each partner within 30 days from the notification via email of the ineligibility by the Beneficiary to the partners.
- 13) In duly justified cases, the participation of any one or several partners in the Agreement may be terminated by the Beneficiary, acting on request of that partner or those partners, or on behalf of all the other partners. When notifying such termination to the NA, the Beneficiary shall include the reasons for the termination of the participation, the opinion of the partner or partners the participation of which is terminated, the date on which the termination shall take effect and the proposal of the remaining partners relating to the reallocation of the tasks of that partner or those partners or, where relevant, to the nomination of one or more replacements which shall succeed that partner or those partners in all their rights and obligations under the Agreement. The notification shall be sent before the termination is due to take effect.
- 14) If the project is evaluated as implemented poorly, partially or late by the NA, and due to that the grant initially provided for is reduced<sup>4</sup>, in accordance with g) the Beneficiary will in turn reduce the budget of the partners proportionally.

Perugia, 7<sup>th</sup> November 2016



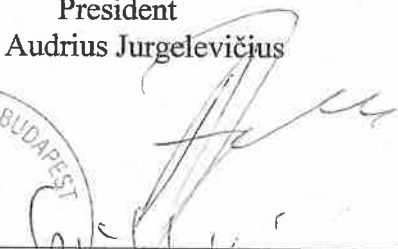
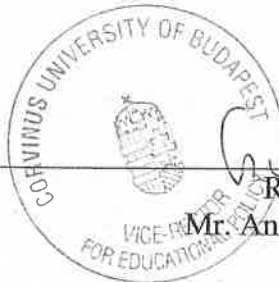
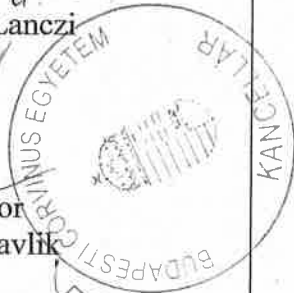
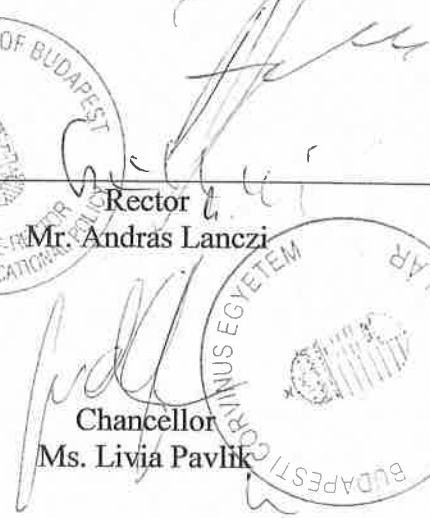
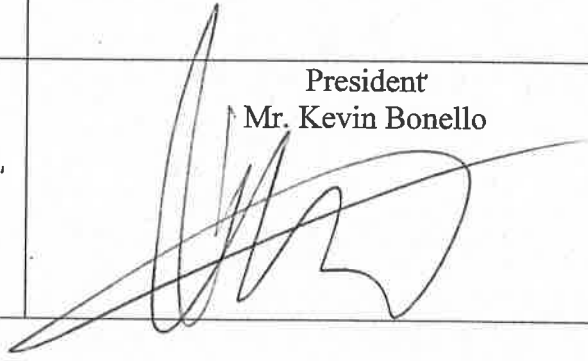
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<sup>4</sup> The grant will be eventually diminished as follows:

- 25% if the Final Report is evaluated with a score between 41 and 50,
- 50% if the Final Report is evaluated with a score between 26 and 40,
- 75% if the Final Report is evaluated with a score between 0 and 25.



Hereafter the partners by undersigning the present Partnership Agreement accept all the conditions above mentioned

<p><b>The beneficiary</b> Associazione FORMA.Azione srl</p>	<p><b>President</b> Mr. Luigi Tomaiuoli</p>
<p><b>Partner 2</b> SEM Società Cooperativa Sociale</p> <p><b>SEM</b> <b>SOCIETÀ COOPERATIVA SOCIALE</b> Via Tuderta, 5/A - 06055 MARSCIANO (PG) Part. IVA 02514230547</p>	<p><b>Director</b> Ms. Simona Montagnoli</p> <p><b>SEM</b> <b>SOCIETÀ COOPERATIVA SOCIALE</b> Via Tuderta, 5/A - 06055 MARSCIANO (PG) Part. IVA 02514230547</p> 
<p><b>Partner 3</b> Lietuvos švietimo profesinė sąjunga</p> 	<p><b>President</b> Mr. Audrius Jurgelevičius</p> 
<p><b>Partner 4</b> Budapesti Corvinus Egyetem</p>	<p><b>Rector</b> Mr. Andras Lanczi</p>  <p><b>Chancellor</b> Ms. Livia Pavlik</p>  
<p><b>Partner 5</b> Malta Union of Teachers <b>MALTA UNION OF TEACHERS</b> 213 Republic Street Valletta VLT 1118 Malta</p>	<p><b>President</b> Mr. Kevin Bonello</p> 





<p><b>Partner 6</b> European Parents Association</p>	<p>President Ms. Eszter Salamon</p>
<p><b>Partner 7</b> Early Childhood Ireland</p>	<p>CEO Ms. Teresa Heeney</p>
<p><b>Partner 8</b> Grădinița cu Program Prelungit “Zâna Zorior”</p>	<p>Director Ms. Ana Bărtălici</p> 