



**The URBACT II Programme  
2007 - 2013**

**JOINT  
CONVENTION**

**JOINT CONVENTION BETWEEN LEAD PARTNER AND  
PROJECT PARTNERS FOR THE URBACT II  
OPERATIONAL PROGRAMME**

PROJECT ACRONYM: JOBTOWN

PROJECT TITLE: A European Network of Local Partnerships for the advancement of Youth Employment and Opportunity

EUROPEAN UNION  
European Regional  
Development Fund



Having regard to

- the EU Regulations laying down provisions on the Structural Funds, in particular Council Regulation (EC) No 1083/2006 of 11 July 2006 (OJ L 210, 31.7.2006, p. 25), as last amended by Regulation (EC) No 1989/2006 of 21 December 2006 (OJ L 411, 30.12.2006, p. 6), Regulation (EC) No 1080/2006 of the European Parliament and of the Council of 5 July 2006 (OJ L 210, 31.7.2006, p. 1), Commission Regulation (EC) No 1828/2006 of 8 December 2006 (OJ L 371, 27.12.2006, p. 1), No 643/2000 of 28 March 2000 (OJ L 78, 29.03.2000, p. 4);
- the EU legislation laying down provisions on public procurement, in particular Directive 2004/17/EC of the European Parliament and of the Council of 31 March 2004 (OJ L 134, 30.4.2004, p. 1–113), as last amended by Council Directive 2006/97/EC of 20 November 2006 (OJ L 363, 20.12.2006, p. 107–128), Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 (OJ L 134, 30.4.2004, p. 114–240) as last amended by Council Directive 2006/97/EC of 20 November 2006 (OJ L 363, 20.12.2006, p. 107–128), Commission Regulation (EC) No 1564/2005 of 7 September 2005 (OJ L 257, 1.10.2005, p. 1–126), as last amended by Commission Regulation (EC) No 1792/2006 of 23 October 2006 (OJ L 362, 20.12.2006, p. 1–66), Commission Directive 2005/51/EC of 7 September 2005 (OJ L 257, 1.10.2005, p. 127–128), Council Directive 92/13/EEC of 25 February 1992 (OJ L 76, 23.3.1992, p. 14–20) as last amended by Council Directive 2006/97/EC of 20 November 2006 (OJ L 363, 20.12.2006, p. 107–128), Council Directive 89/665/EEC of 21 December 1989 (OJ L 395, 30.12.1989, p. 33–35) as last amended by Council Directive 92/50/EEC of 18 June 1992, OJ L 209, 24.7.1992, p. 1–24.
- the European Territorial Cooperation Operational Programme URBACT II (CCI N° : 2007CB163PO048), approved by the European Commission on 02 October 2007 [ref: E/2007/2063-C(2007)4454]
- the Memorandum of Understanding between the EU Member States, the Managing Authority (Délégation Interministérielle à la Ville) and the Certifying Authority (Caisse des Dépôts et Consignations) on the implementation of the URBACT II OP.
- the *ad hoc* Memorandum of Understanding between Norway, Switzerland, the Managing Authority (Délégation Interministérielle à la Ville) and the Certifying Authority (Caisse des Dépôts et Consignations) on the implementation of the URBACT II OP.
- Programme specific guidance laid out in the URBACT II Technical Working Document (Programme manual) as approved by the Monitoring Committee on 21 November 2007.
- Article 20.1.a of Regulation (EC) No 1080/2006 that states that it is the responsibility of the lead beneficiary [Lead Partner] appointed for each operation

to lay down the arrangements for its relations with the beneficiaries [project partners] participating in the operation in an agreement comprising, inter alia, provisions guaranteeing the sound financial management of the funds allocated to the operation, including the arrangements for recovering amounts unduly paid.

The following agreement shall be made between:

**LEAD PARTNER**

**Cesena Municipality (Italy)**

Piazza del Popolo 10,  
47521, Cesena  
Forli-Cesena  
Italy

Represented by: Roberto Branchetti

**PROJECT PARTNERS**

**During the project development phase (phase I)**

**1. Thurrock Council (UK)**

Civic Offices New Road  
RM17 6SL  
Grays, Essex  
United Kingdom

Represented by: Steve Cox

**2. Latsia Municipality (Cyprus)**

57, Giannou Kranidioti Avenue  
2235, Nicosia  
Cyprus

Represented by: Mr Panayotis A. Kyprianou

**3. Parish of Gondomar (Portugal)**

Rua da Igreja, S/N  
4420-164  
Parish of Gondomar  
Portugal

Represented by: José António da Silva Macedo

## **During the project implementation phase (phase II)**

### **1. London Borough of Enfield (UK)**

Civic Centre  
Enfield EN1 3XA  
United Kingdom

Represented by: Neil Rousell

### **2. University of Kaiserslautern (Germany)**

Pfaffenbergstrasse 95  
D-67663  
Kaiserslautern  
Germany

Represented by: Univ.-Prof. Dr. habil. Gabi Troeger-Weiß

### **3. Rennes Métropole (France)**

4 avenue Henri Frevile  
CS 20723  
35207 Rennes Cedex 2  
Rennes Métropole  
France

Represented by: Daniel Delaveau

### **4. Aveiro Municipality (Portugal)**

Cais da Fonte Nova Apartado 244  
3811 – 904  
Aveiro  
Portugal

Represented by: Mr. Pedro Nuno Tavares de Matos Ferreira

### **5. Aviles Municipality (Spain)**

Gutiérrez Herrero 52  
Avilés  
Spain

Represented by: Yolanda Alonso Fernández

### **6. Kielce Municipality (Poland)**

Rynek 1

25-303  
Kielce  
Poland

Represented by: Wojciech Lubawaski

### **7. Nagykallo Municipality (Hungary)**

Kállai Kettős square 1  
Nagykálló  
Szabolcs-Szatmár-Bereg County  
Hungary

Represented by: Zoltán Jushász

for the implementation of the URBACT II thematic network JOBTOWN: A European Network of Local Partnerships for the advancement of Youth Employment and Opportunity, hereinafter referred to as 'the Project', whose phase I has been approved by the Monitoring Committee on 23 April 2012.

## **§ 1 Subject of the Agreement**

1.1 The subject of this agreement is the organisation of a partnership in order to implement the Project supported by the URBACT II Operational Programme.

1.2 The terms of reference of the Project are indicated in the Declaration of Interest and in the Final Application which define the Project as sent to the URBACT II Secretariat, with its time schedule, work programme, detailed budget, and co-financing statements.

## **§ 2 Duration of the Agreement**

2.1 This agreement will enter into force retrospectively from 1<sup>st</sup> February 2013 onwards. It shall remain in force until the Lead Partner has discharged in full his obligations toward the Managing Authority, and each Project Partner has received its quota of the final payment by the EU Commission [without prejudice to the conditions outlined in Regulation (EC) 1083/2006 Article 90 paragraphs 1 and 3].

2.2 This agreement applies to both Development phase (phase I) and Implementation phase (phase II) of the project. If the Final Application for phase II

is not approved by the Monitoring Committee, this agreement applies only to phase I. In this case, the obligations, requirements and responsibilities ruled by this agreement will be only those concerning phase I, and the partners concerned by this agreement will be only the partners of phase I.

### **§ 3 Definition of partners**

In this agreement the Partners shall be:

- The **Lead Partner**, as the organisation responsible for the overall Project [according to Article 20 of Regulation (EC) No 1080/2006]. This organisation is administratively, legally and financially responsible for the implementation of the project toward the URBACT Secretariat/ Managing Authority.
- The **Project Partners**, as the organisations responsible for the activities as stated in the Project, according to the work programme, the implementation schedule and the budget. As stated in Article 20.2a of Regulation (EC) No 1080/2006, each Project Partner remains liable for the sound financial management of its own expenditure (according to the financial management system set up – further details are available in the Programme Manual, Fact sheet 6b, section 7).

### **§ 4 Duties, obligations and responsibilities of the partners**

The Lead Partner and Project Partners commit themselves to do everything in their power to foster the implementation of the Project as defined in the approved application. They shall accept the subsidy as presented to the Monitoring Committee and the obligations formulated in the agreement between the Managing Authority and the Lead Partner [Subsidy Contract].

#### **4.1 Lead Partner**

The **Lead Partner** represents a key element in the management of the Project. It bears overall financial and legal responsibility and its role is therefore critical to the success of the Project.

The Lead Partner acts as an administrative link between the Project and the Programme, and its tasks are summarised below in accordance to the different phases of a project life [according to the URBACT II Programme Manual, Fact sheet 6b, section 1.1.1]:

##### **4.1.1 Project management and implementation**

When it comes to general project management and implementation, the Lead Partner's obligations are the following:

- a. To sign all the required contractual agreements with partners and with the Managing Authority concerning Development phase (phase I)/ Implementation phase (phase II).
- b. To ensure implementation of the operation (including implementation of work programme and production of outputs, and more especially the baseline study during the development phase and the local action plans during the implementation phase) according to the description in the latest version of the Declaration of Interest/ Final Application approved by the Monitoring Committee.
- c. To be responsible for the division of tasks among the partners involved in the project;
- d. To ensure the coherence between activities defined in the work programme and the allocated budget;
- e. To ensure an efficient internal management and control system;
- f. To ensure that partners' tasks are fulfilled in compliance with the Declaration of Interest/Final Application, this Joint Convention and the Subsidy Contract;
- g. To request and receive payments of programme funding according to the procedures detailed in the Programme Manual – Fact sheet 6b - section 9;
- h. To transfer programme funding to the partners in compliance with the amounts reported in the progress report (according to the financial management system set up – further details are available in Article 7);
- i. When funds are incorrectly (or unduly) paid to a project, to repay the irregularly paid amount to the Managing Authority/Secretariat and to recover the amount from a partner responsible, according to the procedures defined in the URBACT II Description of Management and Control system;
- j. To inform the URBACT Secretariat immediately if project costs are reduced, if there is a change in the composition of partnership, in the project objectives, in the work programme or in the budget plan on which this contract is based, or if one of the disbursement conditions ceases to be fulfilled, or if circumstances arise which entitle the Managing Authority to reduce or demand repayment of the subsidy wholly or in part;

- k. To request approval from the Monitoring Committee if there are changes to the partnership, the actions as described in the work programme included in the latest approved version of the Declaration of Interest/ Application Form, the project budget (out of the flexibility rule) or in case of other major changes;
- l. To take part to the activities of the Thematic Pole to which the project will be assigned (which includes especially taking part to the Thematic Pole meetings – See Programme Manual, Fact sheet 3a);
- m. To ensure participation to activities at Programme level (i.e. initial training session, annual Lead Partner meetings, annual conference of URBACT cities, Thematic Regional Conferences, etc.);
- n. To ensure that the URBACT Local Support Groups are set up by each Project Partner and operating in relationship with the project work activities (See Programme Manual – Fact sheets 2a and 2c);
- o. To ensure production and dissemination of project's results and findings within the local authority administration, to the media, to local relevant stakeholders as well as to the wider community of European urban policy-makers and practitioners;
- p. To define and to implement a communication plan for the Implementation phase of the project in accordance with the guidance provided by the URBACT Secretariat;
- q. To use the URBACT website as the main internet tool to communicate on the project and to regularly update the space dedicated to the project (once every 3 month minimum). When it comes to the web-site, the project budget can finance only actions related to the use of the URBACT web-site;
- r. In public statements (reports, publications etc.) to point out that the project was implemented through financial assistance from funds of ERDF within the framework of URBACT II Programme in accordance with Chapter II, section 1, of Commission Regulation (EC) No 1828/2006, and with URBACT II Programme Manual (See Fact sheet 6a – section 5 and Fact sheet 6b – section 10.2.). It must be clearly stated that the project has been co-financed by ERDF through the URBACT II OP in addition to using the European flag and programme logo and slogan;
- s. To retain at all times, for audit purposes all files, documents and data about the project on customary data storage media in a safe and orderly manner at least until 31 December 2020. Other possibly longer statutory retention periods, as might be stated by national law, remain unaffected;



- t. To comply with the regulations referred to in the preamble to this contract as well as with relevant national legislation.

#### **4.1.2 Project development**

When it comes to project development, the Lead Partner's obligations are the following:

- a. To finalise the partnership,
- b. To carry out a baseline study concerning all partners included in the completed partnership (phase I plus phase II),
- c. To ensure all partners included in the completed partnership set up the URBACT Local Support Groups,
- d. To agree a detailed work programme for the implementation phase (phase II),
- e. To collect all documents necessary for the submission of the Final Application: signed letters of commitment from all project partners, signed project audit trails from all project partners (see Programme Manual, Fact sheet 6b – section 11), signed Joint Convention, signed letters of intent from all associated Managing Authorities.
- f. To complete and submit the Final Application for the implementation phase (phase II), along with all requested documents.

This development phase shall receive active support from the URBACT Secretariat and must involve the Lead expert attached to the project.

#### **4.1.3 Project reporting**

When it comes to project reporting, the Lead Partner's obligations are the following:

- a. To deliver, within the deadlines, progress reports (activity and financial) and all other required documentation to the Managing Authority/URBACT Secretariat on behalf of the project;
- b. To inform the Managing Authority/URBACT Secretariat through the six monthly progress reports on changes in the contact information, the rescheduling of activities and on budget deviations;

- c. To ensure that the partners report expenditure that have been checked and confirmed according to their Member State control requirements.

#### **4.1.4 Project closure**

When it comes to project closure, the Lead Partner shall provide the following documents within the fixed deadlines:

- a. The final project payment claim;
- b. The final certificates and statements of expenditure of Lead Partner and partners;
- c. The administrative closure report;
- d. The Financial Contributions Summary (summary of the match funding contributions from all partners) signed by Lead Partner and certifying body<sup>1</sup> of the Lead Partner;
- e. The project's final outputs as defined in the Declaration of Interest/Final Application shall be handed in to the Managing Authority/URBACT Secretariat in paper and electronic formats, and uploaded on the project's space on the URBACT website;

All of these documents shall be submitted to the Managing Authority/URBACT Secretariat no later than 3 months after the project's official end date (indicated in the Declaration of Interest/ Final Application).

In addition to these obligations, the Lead Partner has the opportunity to submit a proposal of project reprogramming once per year, normally in September. The deadline for the submission of the reprogramming proposals by the Lead Partner shall be fixed each year by the Managing Authority/URBACT Secretariat according to the date of the last Monitoring Committee meeting of the same year, following the procedures defined in the Programme Manual, Fact sheet 6b, section 8. The Managing Authority/URBACT Secretariat shall submit the proposals of project reprogramming to the Monitoring Committee for approval. The Managing Authority/URBACT Secretariat shall inform the concerned Lead Partner about the Monitoring Committee decision after the meeting.

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<sup>1</sup> The certifying body is the first level controller, according to Article 16 of Regulation (EC) 1080/2006 of the European Parliament and of the Council.

## **4.2 Project Partners**

The **Project Partners** and the Lead Partner (in his function as a project partner) shall accept the following duties and obligations:

- a. appoint a Lead Partner for the parts of the project for which it is responsible and give the Lead Partner the authority to represent the partners in the project;
- b. implement the part of the project for which it is responsible in due time according to the descriptions of individual components outlined in the application;
- c. commit to keeping separate accounts of transactions related to the project implementation including an agreed audit trail;
- d. notify the Lead Partner immediately of any event that could lead to a temporary or final discontinuation or any other change to the project;
- e. retain at all times for audit purposes all files, documents and data about the part of the project for which it is responsible on customary data storage media in a safe and orderly manner at least until 31 December 2020. Other possibly longer statutory retention periods, as might be stated by national law, remain unaffected;
- f. be responsible for their proportion of the budget (including the reclamation of funds by the Monitoring Committee in case of failure) up to the amount as to which the partner participates in the programme;
- g. In case of irregularities in the declared expenditure, to repay the irregularly received ERDF to the Lead Partner according to the procedures defined in the URBACT II Description of Management and Control system
- h. provide the independent assessors (carrying out the URBACT II mid term and ex post evaluations for the programme) any documents necessary to assist with this task;
- i. respect all rules and obligations laid down in the Declaration of Interest/Final Application, in this joint convention and in the letter of commitment each partner has signed;
- j. react promptly to any request by the bodies implementing the URBACT II Programme;
- k. comply with EU and national legislation;

In addition to this, being a Project Partner in URBACT II implies a strong commitment with regard to a series of role and tasks. These relate to:

#### **4.2.1 Administrative tasks:**

- a. To sign the documents related to the creation and implementation of the project such as the Joint Convention, the letter of commitment and the audit trail;
- b. To provide the Lead Partner with the required information for the redaction of the progress reports (activity and financial);
- c. To account in PRESAGE-CTE the expenditure incurred by the partner's institution in the framework of its participation to the project (according to the financial management system set up – further details are available in the Programme Manual, Fact sheet 6b, section 7);
- d. To set up and implement the first level control (certification of the expenditure) and to submit the signed certificate and statement of expenditure to the Lead Partner within the fixed deadlines;

#### **4.2.2 Project implementation:**

- a. To contribute to the implementation of the work programme and to the production of expected outputs in compliance with the calendar and methodological framework defined in the Final Application form;
- b. To set up an URBACT Local Support Group (See Programme Manual, Fact sheets 2a and 2c), which shall contribute to the project activities and allow for an impact of these activities on local policies, especially through contributing to the production of the Local Action Plans;
- c. To actively take part to the exchange and learning activities such as project seminars, site visits, peer reviews, etc., by preparing input, sending delegates who are in a position to contribute to the exchange (both in terms of language skills and content), by ensuring reporting back to the URBACT Local Support Group, etc.
- d. To produce the outputs expected from each partner as defined in the Declaration of Interest/Final Application (especially case studies and the Local Action Plan) and contribute to the production of all collective project outputs;
- e. To participate in all project Steering Group Meetings, Transnational Thematic Workshops and Final Conference. Project local coordinators have the obligation to attend the Steering Group Meetings – and if, for some reason, they are unable to do so, they must send a suitable person to represent them at the meetings. Project local coordinators have the obligation to buy their travel tickets, as well as those of any representatives and ULSG members attending project meetings and events, sufficiently in advance – such that the amount foreseen in the project budget, for corresponding travel costs, is not exceeded. Travel costs exceeding the budget foreseen is not an admissible justification for not attending a meeting or event, as it is the Local Coordinator's specific and personal responsibility to plan and execute the purchase of relevant travel bookings in a timely enough way so as to stay

within the corresponding budget allocated for such travel costs. If a local coordinator has, for whatever reason, some special difficulty to attend, or be adequately represented at, any of the meetings, or to arrange for the attendance of their delegation (ULSG members and any other persons meant to attend any JobTown meeting or event, such as local leaders, other representatives and so on), the Local Coordinator must inform the Lead Partner in a prompt and considerably timely manner – with a view to avoiding travel costs exceeding budget, and to being able to make the best possible alternative arrangements.

#### **4.2.3 Communication activities:**

- a. To contribute to the contact list according to the relevant target groups. Each partner must provide the Lead Partner with the contact list at his/her local level.
- b. To contribute to the media list. Each partner must provide the Lead Partner with the contact list of relevant journalists and medias at his/her local level.
- c. To set up a dissemination plan at his/her local level.

#### **4.2.4 Lead Partner and Project Partners responsibilities**

- a. The Lead Partner is the sole administratively, legally and financially responsible party toward the Managing Authority of the URBACT II Operational Programme concerning the due implementation of the project and compliance with obligations arising from the approval of the grant.
- b. Each Project Partner is directly and exclusively responsible to the Lead Partner for the due implementation of its respective part of the project and for the proper fulfilment of its duties and obligations as set out in this agreement and its annexes. Each Project Partner remains liable for the sound financial management of its own expenditure.
- c. Each Project Partner, including the Lead Partner (being the organisations, not the individual representatives), shall be liable to the other Project Partner and shall indemnify other partners against any liabilities, damages and costs resulting from the non-compliance of its (and its local partners) duties and obligations as set out in the work programme of the Declaration of Interest/Final Application.

### **§ 5 Working languages**

The official language of the partnership shall be English as for the URBACT II Operational Programme.

Internal agreements must be made regarding provisions for interpreting between English language and other languages at seminars and workshops if necessary. The

URBACT communication language is English. This applies as a general rule to all communication tools/ material.

## **§ 6 Budgetary principles**

6.1 The Lead Partner is the sole responsible party toward the Managing Authority for the budgetary and financial management of the project. It shall be responsible for the realisation and the transfer of the project's payment claims to the Managing Authority/URBACT Secretariat and requests for modification of the budget to the URBACT II Monitoring Committee.

6.2 The project budget approved by the Monitoring Committee shall determine the sum total of eligible expenditure, as well as its breakdown into the various items of expenditure.

6.3 As indicated in the URBACT II Programme manual (section 4.2 of fact-sheet 2a and section 4.2 of fact-sheet 2c), if the Final Application for the implementation phase (phase II) is not approved by the Monitoring Committee, the project will be allowed to declare up to a maximum of 100.000 € in the case of a thematic network as total eligible expenditure incurred during the development phase (phase I). The ERDF co-financing will be calculated applying the Project Partners funding rate to the claimed eligible expenditure.

6.4 The Lead Partner must ensure the correctness of the accounting and financial reports and documents drawn up by the Project Partners. The Lead Partner may request further information, documentation and evidence from the Project Partners to that effect.

6.5 Every Project Partner shall be held responsible for its budget up to the amount as to which it participates in the operation and pledges to release its part of the co-funding.

6.6 Every Project Partner commits to keeping separate accounts solely used for the project as defined in the application. The accounts shall provide for registration in Euros (EUR; €) of total expenses (expenditure) and of the return (income) related to the project.

6.7 All partners, including the Lead Partner, are obliged to have their accounting certified by a first level controller independent of the project's activities [i.e. the certifying body<sup>2</sup>]. The signed certificates and statements of expenditure shall be submitted by the Project Partners to the Lead Partner, in accordance with the schedule and requirements stipulated by the Lead Partner. If required by the Lead Partner, these documents shall include copies of all pieces of evidence (invoices, documents related to tender, bank statements, etc.) - (according to the financial

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<sup>2</sup> according to Article 16 of Regulation (EC) 1080/2006 of the European Parliament and of the Council.

management system set up – further details are available in the Programme Manual, Fact sheet 6b, section 7).

6.8 The Lead Partner is responsible for sending to the Managing Authority/URBACT Secretariat the project's certificates and statements of expenditure and the payment claim in accordance with the timing and procedures described in Fact sheet 6b, section 9, of the Programme manual. The Lead Partner is also responsible for receiving the ERDF payment by the Certifying Authority and for refunding in a due time the PP on the basis of their certified expenditure.

6.9 In default of evidence or in the event of non-fulfilment of the rules concerning eligibility of expenditure, the Lead Partner shall ask the Project Partners to redraft the submitted financial documents. In case of repeated non-fulfilment, the Lead Partner shall inform the URBACT Secretariat who shall provide its assistance to solve the issue. If necessary, and with the consensus of the URBACT Secretariat, the Lead Partner may be entitled to deny the expenditure declared by a Project Partner. When taking this decision, the Lead Partner is obliged to inform both the Project Partner concerned and the URBACT Secretariat regarding the denial of the expenditure declared and the reasons behind.

6.10 In the event of total or partial incompleteness of the obligations of any of the Project Partners or in the event of material errors in the effective execution of project activities, each cosignatory member of the present Joint Convention undertakes to reimburse the Lead Partner any funds that have been unduly received, within the month following notification.

6.11 Every Project Partner is obliged to promptly inform the Lead Partner and to provide the latter with all the useful details should there be events that could jeopardise the implementation of the project.

6.12 Should one of the Project Partners be in default, the Lead Partner shall require them to comply within a reasonable period of time (one month maximum).

6.13 Should the non-fulfilment of obligations continue, the Lead Partner may decide to debar the Project Partner concerned from the project. The Managing Authority shall be promptly informed of such a decision. The debarred partner is obliged to refund to the Lead Partner any Programme funds received which they cannot prove on the day of debarring that they used for the implementation of the project according to the definition of eligible expenses stated in the Programme rules.

6.14 In cases where the non-fulfilment of a partner's obligations has financial consequences for the funding of the project as a whole, the Lead Partner may demand compensation to cover the sum involved.

6.15 Should the Managing Authority be forced to reduce or discontinue the grant and should this entail full or partial refunding of the URBACT II Operational Programme funds already transferred, every Project Partner is obliged to refund the funds (by way of the Lead Partner) according to the final financial settlement.

6.16 In order to avoid that in the situation described under Article 6.15 only the Lead Partner has to bring the financial consequences of the budget reduction, the final financial settlement, drawn up on the basis of the final expenditure certificate approved or denied by Managing Authority, shall show, both for the overall project as well as for every partner, the status of the eligible expenses approved by the Monitoring Committee. This determines the amount every partner and the Lead Partner must refund should the Managing Authority claim such funds from the project (by way of the Lead Partner).

## **§ 7 Financial management system**

The financial management system of the project during the implementation phase will be **decentralised** meaning that all partners keep, spend and certify their own costs. This means that the Lead Partner and the Project Partners will undertake the following tasks:

- The Lead Partner will do a close follow-up to ensure that each partner:
  - Spends, accounts and certifies its own contribution in compliance with the national and EU regulations and respecting the Programme internal rules;
  - Spends, accounts and certifies its own contribution according to the project's payment forecast;
- Project Partners commit to provide the Lead partner with all information needed for performing this close follow-up;
- The Lead Partner ensures that the expenditure accounted and certified by the partners is entered into the correct budget lines without exceeding the maximum available amount (keeping in mind the flexibility of 20% in each budget line).
- Each partner provides the Lead Partner with the certificate and statement of expenditures signed by the appointed certifying bodies during each reporting period. This must be sent within 2 months after the end of each six-months reporting period to allow the Lead Partner to produce its general certificate within the fixed deadlines.

Additional information is available in Fact sheet 6b, section 7, of the Programme manual.

## **§ 8 Modification to Work Programme and budget reallocation**

8.1 According to the subsidy contract, the Lead Partner shall be obliged to request approval from the Managing Authority if the partnership, the activities or the budget of the project change. The URBACT Secretariat is responsible for the practical administration of changes within the running operations.

8.2 All minor changes (e.g. change in contact information, rescheduling of activities, small budget deviation) shall be reported to the URBACT Secretariat through the progress report.



8.3 Any major changes related to partnership (e.g. drop out or replacement of partners, etc.), to activities (e.g. extension of duration, change on the work programme, etc.) and to budget should as much as possible be avoided. However, when duly justified, these changes may be approved by the Monitoring Committee through a reprogramming procedure [according to the procedures described in the Programme manual, Fact sheet 6b, section 8].

8.4 As a basic rule, Lead Partner should inform the URBACT Secretariat as soon as they are aware of a possible major change in their operation.

8.5 Before applying for a financial reallocation from one budget line to another, a change in the work programme, or any other major change in the framework of a reprogramming procedure, the Lead Partner shall obtain the approval of its Project Partners.

8.6 Any request for amendment of the subsidy contract presented by the Lead Partner to the Monitoring Committee shall be authorised by the Project Partners beforehand.

## **§ 9 Progress Reports**

9.1 Every Project Partner commits to provide the Lead Partner with the information needed to draw up progress reports (activity and financial), payment claims and other specific documents as required by the Monitoring Committee and Managing Authority. The Lead Partner must send to the Managing Authority the progress report, certificates and statements of expenditure of all partners and a global project payment claim within 3 months after the end of the six-month reporting periods. For this purpose, each partner commits itself to submit to the Lead Partner its certificates and statements of expenditure and the information needed to draw up progress reports within 2 months after the end of the six-month reporting periods. In order to ensure the accuracy of the provided documents and information, the Lead Partner shall make comments to the partners within 2 weeks after reception of the documents.

9.2 If required by Project Partners, the Lead Partner shall make available to Project Partners copies of progress reports, payment claims and other specific reports submitted to the Managing Authority.

9.3 The Lead Partner can require every Project Partner to provide additional information necessary or appropriate to draw up a report or to comply with a Monitoring Committee request for information or a request for information from any other authorised body.

9.4 The Lead Partner shall keep the Project Partners informed on a regular basis about all relevant communication between the Lead Partner and the Managing Authority/URBACT Secretariat, the Monitoring Committee and the Certifying Authority.

9.5 The reporting procedure shall be done according to the information provided in Fact sheet 6b, section 9.1, of the Programme manual.

9.6 The first reporting period will coincide with the length of the development phase (phase I).

## **§ 10 Verification and Record Keeping**

10.1 Every Project Partner is obliged to keep the documents required for the verification of the implementation of the project and eligible expenses and to make them available for control to the competent bodies and institutions (audit trail).

10.2 The Lead Partner as well as every Project Partner shall be, individually, obliged to keep and file all accounting documents and other documents on customary data storage media for a period of three years as from the date of the last payment of ERDF from the Commission to the URBACT II Operational Programme, according to Regulation 1083/2006 Article 90 paragraphs 1 and 3.

10.3 The national rules concerning the verification or the keeping of documents, from which the PP may never deviate, shall remain applicable if they set forth stricter obligations.

## **§ 11 Information and Publicity Measures**

11.1 The Lead Partner and the Project Partners shall implement jointly a communication plan to ensure production and dissemination of project's results and findings within the local authority administration, to the media, to the local relevant stakeholders as well as to the wider community of European urban policy-makers and practitioners;

11.2 The URBACT website is the main internet tool to communicate on the project and to regularly update the space dedicated to the project (once every 3 month minimum). When it comes to the web-site, the project budget can finance only actions related to the use of the URBACT web-site;

11.3 Any notice or publication by the project, including at a conference or a seminar, must specify that the project has received a subsidy from the ERDF funds, and that it has been funded in the framework of the URBACT II Operational Programme. The use of the EU logo shall be obligatory on all communication materials and tools produced within the framework of the co-financed projects. It is also necessary to indicate on all documents/products/reports that the project has been co-financed by ERDF through the URBACT II Operational Programme in addition to using the European flag and programme logo and slogan.

11.4 Information and publicity measures included in Regulation (EC) No 1828/2006 must in any case be observed.

11.5 The partners agree that the Managing Authority/SURBACT Secretariat shall be authorised in the framework of the URBACT II Operational Programme to publish, in whatever form and on or by whatever medium, including the Internet, the following information:

- the name of the Lead Partner and its partners,
- the purpose of the subsidy,
- the amount granted and the proportion of the total cost of the project accounted for by the funding,
- the geographical location of the project,
- progress reports including the final report and all final outputs,
- whether and how the project has previously been publicised.

### **§ 12 Co-operation with third parties**

12.1 In the event of co-operation with third parties (public or private bodies), of delegation of part of the activities or of outsourcing, the Project Partners shall remain the sole responsible parties to the Lead Partner and through the latter to the Managing Authority, concerning compliance with their obligations by virtue of the conditions set forth in this agreement.

12.2 The Project Partners can, should they deem it necessary or sensible, notify their local partners of this agreement.

12.3 No partner shall have the right to transfer his rights and obligations under the terms of this protocol without the prior consent of the other partners.

### **§ 13 Insurance**

The Project Partners are advised to make provisions for the entire duration of this agreement to insure themselves against all damages incurred by third parties caused by the implementation of the project and the implementation of this agreement.

### **§ 14 Confidentiality**

14.1 Although the nature of the implementation of this project is public, it has been agreed that part of the information exchanged in the context of its implementation between the Project Partners themselves or with the Monitoring Committee, can be confidential. Only documents and other elements explicitly provided with the statement "confidential" shall be regarded as such.

14.2 This mainly concerns studies that have been made available to one of the parties in the context of the project concerning methods, know how, files or any other type of document labelled confidential. This information can only be used by the partners according to the provisions of this agreement.

14.3 The Project Partners commit to taking measures so that all staff members carrying out the work respect the confidential nature of this information, and do not disseminate it, pass it on to third parties or use it without prior written consent of the Lead Partner and the partner institution that provided the information.

14.4 The Project Partners commit to taking the same measures to maintain the confidential nature of the information, as they would do should it concern their own confidential information.

14.5 The information below is not covered by the confidentiality clause:

- information that is publicly disseminated without the publication being caused by default on the part of one of the P concerning his obligation to observe confidentiality;
- information which, with all appropriate means, the disseminating partner can prove that it possessed prior to the project.

14.6 This confidentiality clause shall remain in force for two years following the termination of this agreement.

## **§ 15 Results of joint activities**

15.1 The result of the joint activities covered by the agreement concerning reports, documents, studies, electronic data and other products, be they disseminated free of charge or commercially, are the joint property of the partners but remain freely available for Programme use.

15.2 The Project Partners dispose of the property in accordance with rules mutually agreed upon, based on the prevailing rules of co-authorship.

15.3 The Project Partners explicitly commit themselves, and without a time limit, to state that the implementation has taken place with the co-operation of the URBACT II Operational Programme.

## **§ 16 Legislation in force**

This agreement is governed by Italian Law, being the law of the country of the Lead Partner.

## **§ 17 Disputes between partners**

17.1 Should a dispute arise between Project Partners of the project, every partner shall be obliged to submit the dispute to the Project Steering Group in order to reach a settlement. The Lead Partner will inform the other Project Partners.

17.2 Should a compromise through mediation of the Project Steering Group not be possible, every partner shall be obliged to request and accept arbitration carried out by an ad-hoc arbitration committee after having asked the Monitoring Committee for advice through the Lead Partner. This will consist of three expert arbitrators of three different nationalities, one of which being the same as the partner involved in the dispute, appointed by the URBACT Monitoring Committee. If the URBACT Monitoring Committee has not appointed all the expert arbitrators within one month of the Lead Partner's request to it to decide on such appointment, the Lead Partner shall have the authority to appoint all three expert arbitrators. Every partner shall be obliged to accept and apply the decisions of the arbitration committee, subject to the applicable law hereby agreed upon and in compliance with the provisions of Community law.

### **§ 18 Amendment of this agreement**

18.1 This agreement shall only be amended by means of an annex to that effect signed by all parties involved.

18.2 Modifications to the project (time schedule, budget) that have been approved by the Monitoring Committee can be carried out without amending this agreement.

18.3 Modifications to the official programme documents this agreement refers to (e.g. Operational Programme, Programme manual, etc.), if approved by the Monitoring Committee and, when relevant, by the European Commission, automatically apply to this agreement without amending it.

### **§ 19 Legal succession**

19.1 The Lead Partner is allowed to assign its duties and rights under this contract only after prior written consent of the Managing Authority and the Monitoring Committee.

19.2 In cases of legal succession (e.g. where the Lead Partner changes its legal form), the Lead Partner is obliged to transfer all duties under this contract to the legal successor. The Lead Partner shall notify the Managing Authority about any change beforehand.

### **§ 20 Force majeure**

20.1 According to the present contract, the "force majeure" represents any unpredictable and insurmountable event, occurred after the signing of the present contract and that prevents the total or the partial execution of the contract.

20.2 There are specific cases of "force majeure": wars, natural calamities, general strikes, insurrections, revolts, epidemics, earthquakes, floods and other similar events.

20.3 The "force majeure" exonerates the parties of the responsibility for not executing partially or totally the obligations stipulated in the present contract during the period they appear and only if the events were properly notified.

20.4 It is not considered to be "force majeure" an event similar to those presented above, that, without creating an impossibility of execution, makes the execution of the obligations very expensive for one of the parties.

### **§ 21 Nullity**

21.1 Should one of the provisions of this agreement be declared null or void in the national law of one of the parties or the law governing this agreement, this shall not render the remaining provisions null and void.

21.2 The fact that one of the parties should not demand application of one of the provisions of the agreement does not imply that this party waives such provision.

### **§ 22 Lapse of time**

Legal proceedings concerning any issue ensuing from this agreement may not be lodged before the courts more than three years after the facts. In the event of legal proceedings concerning a claim to refund funds, a period of three years following the last transfer shall be applied.

### **§ 23 Translation languages**

This agreement and its annexes shall be provided in English. In case of translation of this document into another language, the English version shall be the binding one.

## **§ 24 Domicile**

To the effect of this agreement, the Project Partners shall irrevocably choose domicile at the address stated in their letterhead where any official notifications can be lawfully served. Any change of domicile shall be forwarded to the Lead Partner within 15 days following the change of address by registered mail.

## **§ 25 Final statement**

25.1 The European Commission's guidelines and the distributed financial and legal obligations are considered to be integral part of this contract between the Lead Partner and the Project Partners.

25.2 The number of copies equals the number of signatories to the agreement. Every signatory institution shall declare to have received a copy hereof.

Drawn up at Cesena, Date 20th February 2013

**§ 26 Signatures**

**Lead Partner:** Municipality of Cesena

Phase I Development Phase

Local co-financing (in €): 14,881.10 €

ERDF contribution (in €): 34,722.57 €

Norwegian or Swiss national contribution (in €) N/A


Phase II Implementation Phase

Local co-financing (in €): 75,684.00

ERDF contribution (in €): 176,596.00

Norwegian or Swiss national contribution (in €) N/A

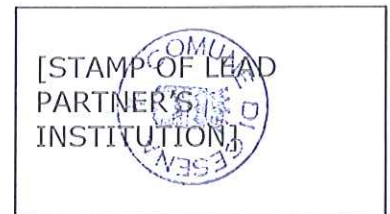
Budget Category	Maximum Total Expenditure					
	2012	2013	2014	2015	TOTAL	
	Phase I	Phase II	Phase II	Phase II	Phase I	Phase II
Project Coordination	0 €	0 €	0 €	0 €	0 €	0 €
Personnel	22,341.00 €	50,111.05 €	54,666.60 €	18,222.35 €	22,341.00 €	123,000.00 €
Meetings Organisation	8,707.62 €	2,580.00 €	120 €	8,540.00 €	8,707.62 €	11,240.00 €
Travel and Accommodation	14,855.05 €	18,500.00 €	20,100.00 €	2,800.00 €	14,855.05 €	41,400.00 €
Communication	3,700.00 €	19,070.00 €	20,200.00 €	2,170.00 €	3,700.00 €	41,440.00 €
Expertise	0 €	15,074.08 €	16,644.44 €	3,481.48 €	0 €	35,200.00 €
Equipment	0 €	0 €	0 €	0 €	0 €	0 €

 Signature: .....

Name of the signatory person<sup>3</sup>: Paolo Lucchi

Position of the signatory person: Mayor

Date: 21/03/13



<sup>3</sup> The signing person of the Lead Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.



**Partner 1: Thurrock Council (UK)**

Phase I Development Phase

Local co-financing (in €): 539.74 €

ERDF contribution (in €): 1,259.39 €

Norwegian or Swiss national contribution (in €) N/A

Phase II Implementation Phase

Local co-financing (in €): 15,378.00

ERDF contribution (in €): 35,882.00

Norwegian or Swiss national contribution (in €) N/A

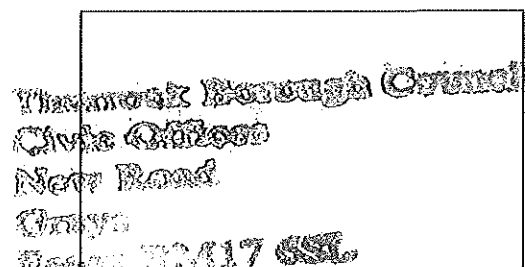
Budget Category	Maximum Total Expenditure					
	2012	2013	2014	2015	TOTAL	
	Phase I	Phase II	Phase II	Phase II	Phase I	Phase II
Project Coordination	0 €	0 €	0 €	0 €	0 €	0 €
Personnel	0 €	7,186.67 €	7,839.60 €	2,613.73 €	0 €	17,640.00 €
Meetings Organisation	0 €	80 €	5,960.00 €	740 €	0 €	6,780.00 €
Travel and Accommodation	1,799.13 €	8,200.00 €	5,300.00 €	1,000.00 €	1,799.13 €	14,500.00 €
Communication	0 €	0 €	340 €	0 €	0 €	340 €
Expertise	0 €	4,866.71 €	5,199.96 €	1,933.33 €	0 €	12,000.00 €
Equipment	0 €	0 €	0 €	0 €	0 €	0 €

Signature:  .....

Name of the signatory person<sup>4</sup>: Steve Cox

Position of the signatory person: Assistant Chief Executive

Date: 18 March 2013



<sup>4</sup> The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.

**Partner 2:** Latsia Council (Cyprus)

Phase I Development Phase

Local co-financing (in €): 1,461.45

ERDF contribution (in €): 3,410.05 €

Norwegian or Swiss national contribution (in €) N/A

Phase II Implementation Phase

Local co-financing (in €): 13,618.20

ERDF contribution (in €): 31,775.80

Norwegian or Swiss national contribution (in €) N/A

Budget Category	Maximum Total Expenditure					
	2012	2013	2014	2015	TOTAL	
	Phase I	Phase II	Phase II	Phase II	Phase I	Phase II
Project Coordination	0 €	0 €	0 €	0 €	0 €	0 €
Personnel	0 €	5,464.96 €	5,961.72 €	1,987.32 €	0 €	13,414.00 €
Meetings Organisation	0 €	80 €	120 €	740 €	0 €	940 €
Travel and Accommodation	2,871.50 €	8,900.00 €	8,400.00 €	1,400.00 €	2,871.50 €	18,700.00 €
Communication	0 €	0 €	340 €	0 €	0 €	340 €
Expertise	2,000.00 €	4,866.63 €	5,200.05 €	1,933.32 €	2,000.00 €	12,000.00 €
Equipment	0 €	0 €	0 €	0 €	0 €	0 €

Signature: .....

Name of the signatory person<sup>5</sup>: Mr. Panayiotis A. Kyprianou

Position of the signatory person: Mayor

Date: 12/03/2013



<sup>5</sup> The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.

**Partner 3:** Parish of Gondomar (Portugal)

Phase I Development Phase

Local co-financing (in €): 254.68 €

ERDF contribution (in €): 1,018.74 €

Norwegian or Swiss national contribution (in €) N/A

Phase II Implementation Phase

Local co-financing (in €): 7,372.00

ERDF contribution (in €): 29,488.00

Norwegian or Swiss national contribution (in €) N/A

Budget Category	Maximum Total Expenditure					
	2012	2013	2014	2015	TOTAL	
	Phase I	Phase II	Phase II	Phase II	Phase I	Phase II
Project Coordination	0 €	0 €	0 €	0 €	0 €	0 €
Personnel	0 €	3,055.56 €	3,333.24 €	1,111.20 €	0 €	7,500.00 €
Meetings Organisation	108.40 €	80 €	120 €	740 €	108.40 €	940 €
Travel and Accommodation	857.52 €	8,200.00 €	7,500.00 €	1,400.00 €	857.52 €	17,100.00 €
Communication	307.50 €	0 €	0 €	340 €	307.50 €	340 €
Expertise	0 €	4,259.28 €	4,555.52 €	1,685.20 €	0 €	10,500.00 €
Equipment	0 €	480 €	0 €	0 €	0 €	480 €

Signature: .....  .....

Name of the signatory person<sup>6</sup>: José António da Silva Macedo

Position of the signatory person: President

Date: Gondomar, 11 March 2013



<sup>6</sup> The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.

**Partner 4:** London Borough of Enfield (UK)

Phase I Development Phase

Local co-financing (in €): N/A

ERDF contribution (in €): N/A

Norwegian or Swiss national contribution (in €) N/A

Phase II Implementation Phase

Local co-financing (in €): 14,958.00 €

ERDF contribution (in €): 34,902.00 €

Norwegian or Swiss national contribution (in €) N/A

Budget Category	Maximum Total Expenditure					
	2012	2013	2014	2015	TOTAL	
	Phase I	Phase II	Phase II	Phase II	Phase I	Phase II
Project Coordination	N/A	0 €	0 €	0 €	N/A	0 €
Personnel	N/A	6,616.30 €	7,217.76 €	2,405.94 €	N/A	16,240.00 €
Meetings Organisation	N/A	80 €	6,000.00 €	700.00 €	N/A	6,780.00 €
Travel and Accommodation	N/A	8,200.00 €	5,300.00 €	1,000.00 €	N/A	14,500.00 €
Communication	N/A	0	340 €	0 €	N/A	340 €
Expertise	N/A	4,866.71 €	5,199.96 €	1,933.33 €	N/A	12,000.00 €
Equipment	N/A	0 €	0 €	0 €	N/A	0 €

Signature: 

Name of the signatory person<sup>7</sup>: Neil Rousell

Position of the signatory person: Director of Regeneration, Leisure and Culture

Date: 19.3.2013

Welcome to:

Name:


From:

Visiting:

Valid to:

[STAMP OF PARTNER'S INSTITUTION]

**ENFIELD** Council



<sup>7</sup> The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.

**Partner 5:** University of Kaiserslautern (Germany)

Phase I Development Phase

Local co-financing (in €): N/A

ERDF contribution (in €): N/A

Norwegian or Swiss national contribution (in €) N/A

Phase II Implementation Phase

Local co-financing (in €): 18,160.20 €

ERDF contribution (in €): 42,373.80 €

Norwegian or Swiss national contribution (in €) N/A

Budget Category	Maximum Total Expenditure					
	2012	2013	2014	2015	TOTAL	
	Phase I	Phase II	Phase II	Phase II	Phase I	Phase II
Project Coordination	N/A	0 €	0 €	0 €	N/A	0 €
Personnel	N/A	8,455.40 €	9,223.76 €	3,074.84 €	N/A	20,754.00 €
Meetings Organisation	N/A	10,720.00 €	120.00 €	700.00 €	N/A	11,540.00 €
Travel and Accommodation	N/A	6,000.00 €	7,500.00 €	1,400.00 €	N/A	14,900.00 €
Communication	N/A	340 €	0 €	0 €	N/A	340 €
Expertise	N/A	5,274.06 €	5,644.46 €	2,081.48 €	N/A	13.000 €
Equipment	N/A	0 €	0 €	0 €	N/A	0 €

Signature: 

Name of the signatory person<sup>8</sup>: Univ.-Prof. Dr. habil. Gabi Troeger-Weiß  
 Position of the signatory person: Head of the Department of Regional Development and Spatial Planning

Date: 13.03.2013

PROF. DR. GABI TROEGER-WEISS  
 TECHNISCHE UNIVERSITÄT KAISERSLAUTERN  
 LEHRSTUHL  
 REGIONALENTWICKLUNG  
 UND RAUMORDNUNG  
 PFAFFENBERGSTRASSE 95  
 67663 KAISERSLAUTERN

<sup>8</sup> The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.

**Partner 6:** Rennes Métropole (France)

Phase I Development Phase

Local co-financing (in €): N/A

ERDF contribution (in €): N/A

Norwegian or Swiss national contribution (in €) N/A

Phase II Implementation Phase

Local co-financing (in €): 15,891.60 €

ERDF contribution (in €): 37,080.40 €

Norwegian or Swiss national contribution (in €) N/A

Budget Category	Maximum Total Expenditure					
	2012	2013	2014	2015	TOTAL	
	Phase I	Phase II	Phase II	Phase II	Phase I	Phase II
Project Coordination	N/A	0 €	0 €	0 €	N/A	0 €
Personnel	N/A	5,007.85 €	5,463.00 €	1,821.15 €	N/A	12,292.00 €
Meetings Organisation	N/A	80 €	15,660.00 €	700 €	N/A	16,440.00 €
Travel and Accommodation	N/A	8,200.00 €	5,300.00 €	1,400.00 €	N/A	14,900.00 €
Communication	N/A	0 €	340 €	0 €	N/A	340 €
Expertise	N/A	3,666.68 €	3,999.96 €	1,333.36 €	N/A	9,000.00 €
Equipment	N/A	0 €	0 €	0 €	N/A	0 €

Signature: .....

Name of the signatory person<sup>9</sup>: Daniel DELAVEAU

Position of the signatory person: Président

Date: ..... 29 MARS 2013 .....



<sup>9</sup> The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.

**Partner 7: Aveiro (Portugal)**

Phase I Development Phase

Local co-financing (in €): N/A

ERDF contribution (in €): N/A

Norwegian or Swiss national contribution (in €) N/A

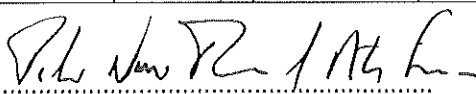
Phase II Implementation Phase

Local co-financing (in €): 9,170.60 €

ERDF contribution (in €): 36,682.40 €

Norwegian or Swiss national contribution (in €) N/A

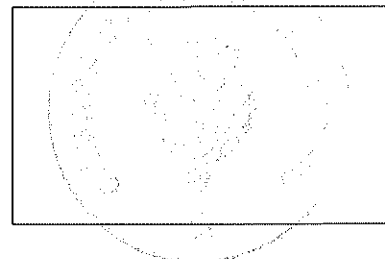
Budget Category	Maximum Total Expenditure					
	2012	2013	2014	2015	TOTAL	
	Phase I	Phase II	Phase II	Phase II	Phase I	Phase II
Project Coordination	N/A	0 €	0 €	0 €	N/A	0 €
Personnel	N/A	4,804.58 €	5,241.30 €	1,747.12 €	N/A	11,793.00 €
Meetings Organisation	N/A	80 €	5,870.00 €	700 €	N/A	6,650.00 €
Travel and Accommodation	N/A	8,200.00 €	5,300 €	1,400.00 €	N/A	14,900.00 €
Communication	N/A	0 €	340 €	0 €	N/A	340 €
Expertise	N/A	4,735.30 €	5,031.50 €	1,923.20 €	N/A	11,690.00 €
Equipment	N/A	480 €	0 €	0 €	N/A	480 €

Signature: 

Name of the signatory person<sup>10</sup>: Mr. Pedro Nuno Tavares de Matos Ferreira

Position of the signatory person: Alderman for Economic Development

Date: 11/03/2013



<sup>10</sup> The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.

**Partner 8: Aviles (Spain)**

Phase I Development Phase

Local co-financing (in €): N/A

ERDF contribution (in €): N/A

Norwegian or Swiss national contribution (in €) N/A

Phase II Implementation Phase

Local co-financing (in €): 9,660.00 €

ERDF contribution (in €): 38,640.00 €

Norwegian or Swiss national contribution (in €) N/A

Budget Category	Maximum Total Expenditure					
	2012	2013	2014	2015	TOTAL	
	Phase I	Phase II	Phase II	Phase II	Phase I	Phase II
Project Coordination	N/A	0 €	0 €	0 €	N/A	0 €
Personnel	N/A	6,274.07 €	6,844.44 €	2,281.50 €	N/A	15,400.00 €
Meetings Organisation	N/A	7,840.00 €	120 €	700 €	N/A	8,660.00 €
Travel and Accommodation	N/A	6,000.00 €	7,500.00 €	1,400.00 €	N/A	14,900.00 €
Communication	N/A	340 €	0 €	0 €	N/A	340 €
Expertise	N/A	3,666.65 €	4,000.01 €	1,333.32 €	N/A	9,000.00 €
Equipment	N/A	0 €	0 €	0 €	N/A	0 €

Signature: 

Name of the signatory person<sup>11</sup>: ...Yolanda Alonso Fernández.....

Position of the signatory person: Councillor of Welfare Area .....

Date: 22/03/2013.....

[STAMP OF PARTNER'S INSTITUTION]



Ayuntamiento de Avilés  
Principado de Asturias

<sup>11</sup> The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.



**Partner 9:** Municipality of Kielce (Poland)

Phase I Development Phase

Local co-financing (in €): N/A

ERDF contribution (in €): N/A

Norwegian or Swiss national contribution (in €) N/A

Phase II Implementation Phase

Local co-financing (in €): 6,606.00 €

ERDF contribution (in €): 26,424.00 €

Norwegian or Swiss national contribution (in €) N/A

Budget Category	Maximum Total Expenditure					
	2012	2013	2014	2015	TOTAL	
	Phase I	Phase II	Phase II	Phase II	Phase I	Phase II
Project Coordination	N/A	0 €	0 €	0 €	N/A	0 €
Personnel	N/A	2,057.41 €	2,244.36 €	748.23 €	N/A	5,050.00 €
Meetings Organisation	N/A	80 €	120 €	740 €	N/A	940 €
Travel and Accommodation	N/A	8,900.00 €	8,400.00 €	1,400.00 €	N/A	18,700.00 €
Communication	N/A	0 €	340 €	0 €	N/A	340 €
Expertise	N/A	3,259.27 €	3,555.57 €	1,185.19 €	N/A	8,000.00 €
Equipment	N/A	0 €	0 €	0 €	N/A	0 €

PREZYDENT MIASTA

Signature: *Wojciech Lubawski*

Name of the signatory person<sup>12</sup>: WOJCIECH LUBAWSKI.

Position of the signatory person: MAYOR OF THE KIELCE CITY

Date: *24.04.2013*

GMINA KIELCE  
URZĄD MIASTA KIELCE  
25-303 Kielce  
ul. Rynek 1

<sup>12</sup> The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.

**Partner 10:** Municipality of Nagykallo (Hungary)

Phase I Development Phase

Local co-financing (in €): N/A

ERDF contribution (in €): N/A

Norwegian or Swiss national contribution (in €) N/A

Phase II Implementation Phase

Local co-financing (in €): 6,650.80 €

ERDF contribution (in €): 26,603.20 €

Norwegian or Swiss national contribution (in €) N/A

Budget Category	Maximum Total Expenditure					
	2012	2013	2014	2015	TOTAL	
	Phase I	Phase II	Phase II	Phase II	Phase I	Phase II
Project Coordination	N/A	0 €	0 €	0 €	N/A	0 €
Personnel	N/A	2,148.67 €	2,343.00 €	782.33 €	N/A	5,274.00 €
Meetings Organisation	N/A	80 €	120 €	740 €	N/A	940 €
Travel and Accommodation	N/A	8,900.00 €	8,400.00 €	1,400.00 €	N/A	18,700.00 €
Communication	N/A	0	340 €	0	N/A	340 €
Expertise	N/A	3,259.27 €	3,555.57 €	1,185.19 €	N/A	8,000.00 €
Equipment	N/A	0 €	0 €	0 €	N/A	0 €

Signature: .....

Name of the signatory person<sup>13</sup>: Zoltán Juhász

Position of the signatory person: Mayor

Date: 12. 03. 2013.



<sup>13</sup> The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.