

JOINT AGREEMENT

Concerning the implementation of the Action “**Development of Innovative methods of Training the Trainers**”, Agreement Number - 2010 - 4142/001-001, Project number - 509927 - LLP-1-2010-GR-GRUNDTVIG-GMP, which is co-financed by the Education, Audiovisual and Culture Executive Agency

The following partners:

1. Hellenic Adult Education Association (HAEA)

Spetson 92 -94 Str., 11362 Athens, Greece

here in after named "the Lead Partner", represented by Mr. Kokkos Alexios, President

and

2. ROSKILDE University – RUC

Postbox 260, DK – 4000 Roskilde

here in after named "the Partner", represented by Andersen Anders Siig, Head of Department

Have agreed

§ Article 1/Subject

1. For the implementation of the Project “**Development of Innovative Methods of Training the Trainers**”, here in after referred to as “**the Project**” approved by the *Education, Audiovisual & Culture Executive Agency* here in after referred to as “**the Contracting Authority**” and assigned by the agreement ref. No -2010 - 4142/001-001, Project number 509927 -LLP-1-2010-GR-GRUNDTVIG-GMP, the **Lead Partner** and the **Partner** commit themselves to carrying out the work programme covered by this contract.
This work programme comes under the Agreement ref. No -2010 - 4142/001-001, Project number 509927 -LLP-1-2010-GR-GRUNDTVIG-GMP concluded between the **Lead Partner** and the **Education, Audiovisual & Culture Executive Agency**.
(A copy of the project agreement is attached in Annex 1)
2. The total cost of the project for the contractual period referred to by the Agreement No - 2010 - 4142/001-001, Project number 509927 -LLP-1-2010-GR-GRUNDTVIG-GMP, all financing combined, is estimated at 363.425 EUR (including all taxes and duties).
3. The Community shall contribute a maximum of 272.568,00 EUR, equivalent to 75,00% of the estimated **total eligible** costs to cover expenditure incurred by the members of the Partnership participating in the Project. The final amount of the grant shall be determined as specified in Article II.17, without prejudice to Article II.19 of the Agreement ref. No -2010 - 4142/001-001, Project number 509927 -LLP-1-2010-GR-GRUNDTVIG-GMP.

§ Article 2/Duration

1. The project has duration of **24 months**. It starts on the **01.12.2010** and ends on **30.11.2012**.
2. This agreement enters into force on the date of signature by the last of both participating parties and terminates at the moment of payment of the balance of the agreement.
3. The period in which the Project must be completed may be modified by the Contracting Authority’s relevant decision. Modifications regarding the Project’s period of implementation apply to every Partner.

§ Article 3/Obligations of the Lead Partner

The Lead Partner shall undertake:

1. To start and implement the Project according to the work plan approved by the Contracting Authority and to fulfil the obligations arising by the approved grant.
2. To prepare, check and transfer the periodical progress reports, the interim activity reports, the final reports, the follow up budget documents, the financial statements, the payment claims, the financial reports and applications for budgetary or term amendments to the Contracting Authority.
3. To receive the grants and transfer them in due time to the Partner.
4. To manage and verify appropriate spending of the grant according to the Agreement, its annexes, and the administration system.
5. To carry out the Project's overall accounting and to provide all the required documents for the final audit.
6. To establish the division of mutual responsibilities between the Partners.
7. To keep the Partner informed on a regular basis about all the relevant communication with the Contracting Authority.

§ Article 4/Obligations of the Partner

The Partner shall undertake:

1. To appoint responsible persons for the project and give them authorization to represent their organisation in the meetings regarding the monitoring and implementation of the project.
2. To accept the rules and the obligations set forth by the Agreement and the supporting annexes between the Contracting Authority and the Lead Partner.
3. To keep separate audit accounts related to the project implementation, to file the expenditure documents and to keep them on the disposal of the Lead Partner, the Contracting Authority and all the responsible auditing bodies.
4. To provide the required information for the monitoring of the Project's implementation and to develop activity reports and financial reports. To provide the Lead Partner with any information and document required for the preparation of the interim report and the final report and, where appropriate, with copies of all the necessary supporting documents completed and signed by the legal representative.
5. To provide copies to the Lead partner of all the expenditure documents according to the rules of the Project Managing and Monitoring system. To keep the prototype expenditure documents in a special folder for 5 years after the end of the Project.
6. To be responsible for the proper management of its part of the budget.
7. To participate in the evaluation and the dissemination of the Project's results in accordance with the Contracting Authority's requirements.
8. To inform the Lead Partner immediately in case of any event that could lead to a temporary or final discontinuation or any other deviation related to their participation in the Project.
9. To implement the part of the Project for which he is responsible.

§ Article 5/Financing

1. The total expenditure to be committed by the Partner for the period covered by this agreement is estimated at **66.918 EUR** (including all taxes and duties).
2. The European Community's contribution for the Partner shall be a maximum amount of **50.188 EUR** equivalent to **75,00%** of the Partner's estimated total **eligible** costs.

§ Article 6/Co-financing

The Partner's financial contribution to the project amounts to **16.730 EUR**, equivalent to **25,00%** of the Partner's estimated total **eligible** costs.

§ Article 7/Payments -Financial management

1. The Lead Partner is the sole responsible party to the Contracting Authority for the financial management of the Project. He shall be responsible for the development and the transferring of Payment Claims, and the requests for the budget's modification to the Contracting Authority.
2. The Project's budget approved by the Contracting Authority determines the sum total of eligible costs, as well as its allocation into the various cost categories.
3. The Lead Partner commits himself to carrying out payments relating to the subject matter of this contract to the Partner according to the achievement of the tasks and according to the schedule set out in the Administration System.
4. All payments should be made to the following Partner's bank account
NAME OF BANK : Danske Bank
NAME OF THE ACCOUNT HOLDER : Roskilde University
ADDRESS OF THE BANK : Stændertorvet 5, 4000 Roskilde
IBAN : DK97 3000 0010 5382 62
SWIFT CODE : DABADKKK
5. The payments will follow the payments made by the Contracting Authority to the Lead Partner
 - a. A first payment, equivalent to 70% (35.132 €) of the maximum European Community financial contribution of the Partner.
 - b. The balance (final payment) shall be made after the approval, by the European Commission, of both the final technical report and the financial report. The amount of this payment will be a maximum of 30% (15.056 €) of the maximum European Community financial contribution of the Partner and according the total amount of the eligible costs incurred.
6. Payments will be transferred only and only if the Partner send the following documents:
 - a. Invoice corresponding to the amount of each payment
 - b. Form of the Avoidance of the double taxation (in Danish and in Greek) signed by Partner's tax office in Denmark
7. The Lead Partner must regularly report to the European Commission on the financial and technical progress through the submission of the following report:
 - One progress report on the action's implementation at the latest by 31-12-2011;
 - Final technical implementation report and financial statements at the latest by 31-01-2013.

- The Partner should submit all the necessary reporting documents (financial and technical) to the Lead Partner at the latest one month before the above mentioned deadlines.

8. Every report should be accompanied by certified copies of the invoices of the expenses, copies of the contracts, timesheets and everything necessary for the report.

§ Article 8/ Monitoring and supervision

1. The Partner commits to keep separate audit accounts in accordance with the rules set by the Contracting Authority and in accordance with the rules concerning the eligible costs. The Project's accounts (expenses-income) must be in EUROS. If the partner has different currency, the accounts must be in EUROS accompanied by a statement of the official equivalence the date of the submission, according to the equivalences determined by the European Union (Annex B: Guidelines and administration system of the Project). The Partner is obliged to have its part of the Project accounting certified by an accountant. Accounting reports or other documents, including certifications of all pieces of evidence, shall be submitted to the Lead Partner, in accordance with the schedule and requirements stipulated by the Lead Partner.
2. The Lead Partner must ensure the reliability of the accounting and financial reports and of all the relevant documents submitted by the Partner. The Lead Partner can request further information and evidence or can reject a cost that it is not considered eligible according to the Agreement with the Contracting authority. In default of evidence or in case of non-compliance with the Project's rules concerning the eligibility of costs, the Lead Partner shall ask the Partner to resubmit the proper financial documents. In case of repeated non-compliance, the Lead Partner can deny the payment of the expenses submitted by the Partner. In that case the Lead Partner is obliged to inform the Partner concerned and justify the denial.
3. The Partner is obliged to keep all the prototype required documents for the verification of the project's implementation and the eligibility of costs on the disposal of every responsible auditing body.
4. The national law regarding the verification and keeping of documents remains in force and the Partner must comply.

§ 9 Results of joint activities

The Partner holds the results of the joint activities in accordance with the rules mutually agreed, and the prevailing rules of co-authorship.

The Partner commit itself, and without a time limit, to state that the implementation of the Project and its results have been produced with the co-financing of the Contracting Authority.

§ 10 Non-fulfilment of obligations or delay

1. The Partner is obliged to inform the Lead Partner of any event that could set in jeopardy the implementation of the Project.

2. If the Partner violates the agreement, the Lead Partner shall address a written warning for compliance within 15 days.
3. If the non-compliance with the obligations continues, the Lead Partner may decide to exclude the Partner from the Project. The Contracting Authority should be promptly informed of such a decision. The excluded partner is obliged to return to the Lead Partner any Project funds received. The amount of the returned fund should be in correspondence to the eligible costs as declared in the contract between the Contract Authority and the Lead Partner.
4. In cases where the non-compliance of the Partner has financial consequences for the funding of the Project as a whole, the Lead Partner may demand compensation to cover the sum involved.

§ 11 Reductions and discontinuation of the Project subsidy

If the Contracting Authority is obliged to reduce or discontinue the grant and if this entails full or partial return of the Project's funding already transferred, the Partner is obliged to return the funds (through the Lead Partner) according to the final financial settlement.

The final financial settlement, based on the final expenditure certificate approved or denied by the Contracting Authority, shall present, for the overall Project and every Partner, the amount of the eligible costs approved by the Contracting Authority, and the amount allocated to every Partner. This determines the amount that every Partner must return, and releases the Lead Partner of the obligation to pay for the whole amount regarding the sum of the funding that has to be returned in case that the Contracting Authority claims such amount from the Lead Partner.

§ 12 Legislation in force

The present agreement is governed by the Greek and the European Commission Law. For the settlement of any disagreement between the Lead Partner and the Contracting Authority, the Belgian Courts are responsible.

For the settlement of any disagreement between the Project's Partners, the Greek Courts are responsible.

§ 13 Amendment of the agreement

Amendments to this agreement shall be made only by a supplementary Agreement signed on behalf of each of the parties by the signatories to the contract. Modifications to the Project (time schedule, budget) that have been approved by the Contracting Authority can be carried out without amending the present agreement since the Agreement with the Contracting Authority preponderates.

According to the progress of the project the lead partner can make amendments to the budget of the partners only for future actions (those that have not already started).

§ 14 Force majeure

No party shall be considered responsible for not complying with the obligations of this agreement in the case where the non-compliance is caused by force majeure. If such a case appears, the Partner involved has to make a written announcement of the force majeure event to the other Partners within 10 days after the incident.

§ 15 Nullity

If one of the provisions of this agreement is considered opposite to the provisions of the Agreement between the contracting Authority and the Lead Partner, the provisions of the Agreement with the contracting Authority preponderate. If one of the provisions of the present article is null according to the Greek Law and the responsible bodies, that doesn't constitute the rest of the provisions null.

Done at Athens, in three copies.

Signatories

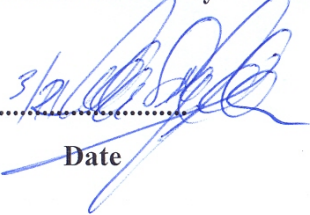
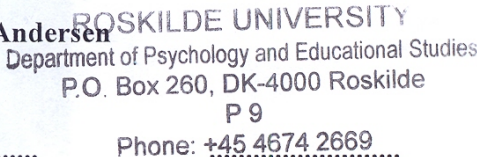
Lead Partner

HELLENIC ADULT EDUCATION ASSOCIATION(HAEA)

<u>11/2/2011</u>	<u>Alexios Kokkos</u> 	 <p>ΕΠΙΣΤΗΜΟΝΙΚΗ ΕΝΩΣΗ ΕΚΠΑΙΔΕΥΣΗΣ ΕΝΗΛΙΚΩΝ Ν.Π. ΜΗ ΚΕΡΔΟΣΚΟΠΙΚΟ ΣΠΕΤΣΩΝ 92-94, ΑΘΗΝΑ ΑΦΜ: 999482088 • ΔΟΥ: ΙΘ' ΑΘΗΝΩΝ</p>
Date	Signature/ Name	Stamp

Partner

ROSKILDE University – RUC

<u>3/2/2011</u>	<u>Anders Siig Andersen</u> 	 <p>ROSKILDE UNIVERSITY Department of Psychology and Educational Studies P.O. Box 260, DK-4000 Roskilde P 9 Phone: +45 4674 2669...</p>
Date	Signature/ Name	Stamp

ANNEX A. Detailed budget relating to the activities of the Partners

All costs in Euro	Total		P1			P2			P3		
	Total number of days	Total staff cost	Hellenic Adult Education Association			Hellenic Open University			University of Roskilde		
Staff by category:			Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)
Managers	160	41.500	35	200	7000	25	200	5000	25	350	8750
Researchers, Trainers/tutors	589	136800	119	200	23800	70	200	14000	130	300	39000
Technical	0	0	0	0	0	0	0	0	0	0	0
Administrative	255	30950	55	90	4950	40	90	3600	40	170	6800
Total	1004	209.250	209		35750	135		22600	195		54550

P4			P5			P6		
VUCFYN-Ringen			University of Pitești			ABF		
Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)
25	350	8750	25	130	3250	25	350	8750
85	300	25500	105	100	10500	80	300	24000
0	0	0	0	0	0	0	0	0
40	170	6800	40	50	2000	40	170	6800
150		41050	170		15750	145		39550

All figures in Euro									
	Total	%	P1 HAEA	P2 HOU	P3 RUC	P4 VUCFYN	P5 PITESTI	P6 ABF	
A. Total staff cost	209250	61,61%	35750	22600	54550	41050	15750	39550	
Operations:									
1. Travelling	34500	10,16%	8190	5310	4590	7050	4730	4630	
2. Equipment (up to 10%)	0	0,00%	0	0	0	0	0	0	
3. Subcontracting	48400	14,25%	22600	5000	2600	4000	7600	6600	
4. Other	47500	13,98%	13200	4000	800	9300	10100	10100	
B. Total operational costs	130400	38,39%	43.990	14310	7990	20350	22430	21330	
Total direct costs = A + B	339.650		79.740	36910	62540	61400	38180	60880	
C. Total project indirect costs (up to 7%)	23775	6,76%	5581	2584	4378	4298	2672	4262	
Total cost of the project = A + B + C	363.425		85.321	39.494	66.918	65.698	40.852	65.142	
Community grant requested from LLP (up to 75%)	272.568	75,00%	63.992	29.620	50.188	49.273	30.638	48.857	
Partner's own funding (25%)	90.857	25,00%	21.329	9.874	16.730	16.425	10.214	16.285	

PARTNER RESPONSIBILITIES

Roskilde University will be the coordinator of the following activities:

-WP1: Research Review

Coordinate WP 1, Develop guidelines for the national & English language research reviews and surveys, Research & survey for Denmark, Review of English literature, Produce of a synthesis report

-WP6: Quality management and evaluation

Coordinate WP6, develop the Quality Management System, keep the partners involved in the internal reflection on each assessment and / or evaluate the results during the project and provide the frame for reporting. Contribute to the elaboration of the two self-evaluation forms, draft the part in the interim & final evaluation report concerning the internal assessment of the Quality Management Plan

In addition, **Roskilde University** will be taking part in the following activities:

-WP2: Design and Development

Nominate an experienced adult trainers / researcher to be member of the Scientific Development Team. Contribute to the overall work of the work package; host the 2nd meeting of the SDT

-WP3: Training of and Consultation for Adult trainers

To select some of the adult trainers from Denmark , contribute to the evaluation of the workpackage

-WP4: Piloting and Experimentation

Support and offer consultation to the trainers during the implementation of the Pilot projects in Denmark, analyze the pilot practice in the country, and translate the evaluation questionnaire in Danish

-WP5: Valorisation and final outputs

Contribute to the development of the multimedia DVD and Manual

-WP8: Exploitation of Results

Co-moderate the interactive platform and organise the national workshop

-WP9: Management & Coordination

Participate in the successful implementation of the WP actions as a member of the co-ordination and Scientific Development Team, monitoring the QM System and the evaluation process