



# PARTNER AGREEMENT

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KA1- Training Course

**YES**  
YOUTH EXCHANGE SYSTEM

Ref. 2016-3-IT03-KA105-009679  
VINCI, ITALY \* 20<sup>TH</sup> - 26<sup>TH</sup> JUNE 2017



## 1. Project Details

### 1.1 Project Presentation

YES is a TC aimed to empower organisations (especially newcomers) and Youth workers in planning and developing quality Youth Exchanges. It is planned in order to provide learnings and tips on quality system in each phase, from planning idea to implementation to dissemination of results. At the end it will support participants in developing their own project Application forms and creating partnerships. It offers 1 month of mentoring by the Trainers on the Project idea and Application form.

DATE: 20th - 26th June 2017

VENUE: Vinci, (Tuscany)- Italy

PARTNER COMPOSITION: **10 partner organisations** from EU (newcomers in Erasmus+ or willing to improve quality in their Youth Exchange projects): Italy, Portugal, Spain, Greece, Cyprus, Hungary, Lithuania, Macedonia (FYRM), Croatia and Bulgaria.

PARTICIPANTS PROFILE AND NUMBER: Youth workers, Project managers and coordinators, Responsible of Organisations.

Requested **2 motivated participants with high decisional capacity in their organisation**, from each organisation (gender balance, please!)

### 1.2 Main Objectives

- Provide youth workers with know-how on planning and developing Youth exchanges, focusing on each phase of the project life, partnership and communication;
- Support participants in putting in practice the learnings gained, submitting quality application forms to their NAs (through planning project ideas in partnership during one TC session and offering a mentoring support after the TC);
- Facilitate the creation of partnership for further projects among the organisations;
- Strengthen participants and organisations competences and capability in youth work and international dimension and cooperation.
- Enhancing Non Formal education methods and recognition of NFE learnings.

### 1.3 Methods

We will use non-formal and interactive tools, exercises and games. Teamwork, simulation games, and evaluation tools for self-assessment.

## 2. Quality partnership Protocol

In order to guarantee an high quality level of the project in each of the phases and a trustful and solid partnership, we indicate the duties and tasks that each of our organisation is committed in.

### 2.1 Duties and tasks of the Coordinating Organisation

*Associazione Agrado* is the project coordinator

#### **As a Coordinating Organization it is in charge of:**

- Managing the contacts and information exchanges between partners;
- Taking care to send partners an **Infopack** for each Activity in order to facilitate participants safety, travel and awareness on the project;
- Taking care to assemble a **professional team of trainers and support staff**;
- Ensuring all the **logistic issues, the local transports, accommodation and food** for the participants;
- Keeping contact with **local organizations and community**;
- **Managing the budget** received by Italian NA, sharing it with partners as in this Agreement, with honesty and reliability;
- Managing relationship and information exchange with **Italian NA**;
- **Supporting the participants** during the activities taking care of the process **of diagnosis of competences of the participants before and after**;
- Taking care about participants **travel costs reimbursement**, after having received all the original tickets, Boarding passes and invoices from the participants, sending a money transfer directly to each partner organisation/ The money transfer amount will be **up to** the kilometric travel amount as decided by European Commission, multiplied for the number of participants for each country;
- Taking care to prepare all the **materials for the promotion and the diffusion** of project results and evaluation;
- Delivering **Youthpass Certificates** to the participants.
- Taking care of the **evaluation process** and **participants self-assessment**.

### 2.2 Duties and tasks of the Partner Organisations:

*Associação Check-In, Ayuntamiento de Majadas, HVSF, Hellenic Youth Participation, Sveikatingumo Idejos, Zdruzenie Pavel Satev Kocani, Youth Association Bedekovcina, The change is in you, Almyras – Cultural and Environmental workshops-* are the project Partner Organisations.

#### **As Partner organizations they are in charge of:**

- **Selecting the 2 participants in their organisations** according to get participants connected with project management, and with decisional power – focus on gender balance and motivation ;
- **Having preliminary meetings** with the participants before their departure to Italy, in order to provide them with common information, prepare the materials (presentations, games, intercultural things..) and reflections on the topics;
- **Supporting participants** in all information that would be need for the best outcome of the project;
- Providing a continuous **communication** between the participants and the coordinating organisation;

- **Buying the participants tickets** (when possible);
- Finding the best and cheapest airfare for the travels of the participants;
- Taking care that every participant has his/her **European Health Insurance Card** which allows her/him to be treated by a doctor or a hospital in case of an emergency in every European country.
- Providing a **VISA**, where necessary;
- Having **meetings with their participants after their return** from the project activities in order to get an evaluation and consolidate their self-assessment;
- Maintaining the contact after the TC and cooperate in using the outcomes to have follow up activities.
- Cooperating in **project results dissemination**:
  1. posting at **least 3 posts** on the project on their Facebook pages,
  2. **promoting the Website and Booklet** with the results of the project (final output) on their Facebook pages/profiles and/or own websites;
  3. providing at least **1 article on newspapers/online news**;
  4. Organising a **local event of dissemination** (collecting photos and written report to finalise the WEB and Booklet)
  5. Engagement in spreading as much as possible with all the means at disposal (Magazines on line, websites, Instagram, Twitter, local meetings report...)
 And **sending the links and the materials to the Coordinator by the 15<sup>th</sup> July 2017**

### 3. Financial Agreement

Associazione Agrado, as coordinating organisation, is committed in guaranteeing a transparent budget management with the partner organisations.

This is the table reassuming the travel costs **maximum** EU coverage that Associazione Agrado will send to each partner organisation after the Activity to the Partner organisation Bank account:

Organisation Name	Max.Travel Budget Per person	Participants Number *
Associação Check-In - PORTUGAL	€ 275,00	2
Ayuntamiento de Majadas - SPAIN	€ 275,00	2
HVSF – HUNGARY	€ 275,00	2
Hellenic Youth Participation - GREECE	€ 275,00	2
ALMYRAS – CYPRUS	€ 360,00	2
THE CHANGE IS IN YOU - BULGARIA	€ 275,00	2
Sveikatingumo Idejos - LITHUANIA	€ 275,00	2
Youth Association Bedekovcina - CROATIA	€ 275,00	2
Zdruzenie Pavel Satev Kocani - FYRM	€ 275,00	2

\*Associazione Agrado will reimburse travel costs to each partner organisations according to the real number of its participants present in the Training Course and according to the effective expenditure.

Moreover Associazione Agrado reserves the right to pay only upon delivery of tickets, boarding passes and invoices from the partner organisations.

#### 4. Rules of reimbursement

According to the rules of Erasmus+ Programme,

- **Each organisation is fully responsible for the financial management and purchasing of the tickets for the whole participants group.**
- **Each money exchange must come to/from organisations Bank Accounts;**

It means that :

**Associazione Agrado will manage the participants travel reimbursement directly with the partner organisations and not with the single participants.** Each partner organisation will be responsible for its participants.

**This is the procedure for travel costs reimbursement:**

1. Partner organisations buy the tickets for their participants, where possible;
2. Participants/partners are committed in providing Associazione Agrado all the **original tickets, Boarding passes and travel invoices, as proof of their travel; in case some documents are missing, Associazione Agrado will not be allowed to reimburse the travel costs;**
3. Associazione Agrado at the end of each activity project, is committed in sending a **money transfer for each partner organisation, covering the effective expenditure till up to the maximum foreseen by Kilometric calculator.**

In case participant travels have been paid more than the maximum budget allowed, the **difference amount will be covered by participants** (or in case by the partner organisation). On other hand, in case participants travels have been paid less than the maximum budget allowed, **the remaining budget can remain in the coordinator organisation cash, as a contribution for improving the project.**

4. The money transfer with the travel cost amount for each organisation will be sent only when Associazione Agrado will receive from **participants all the original tickets, boarding passes and travel invoices**, and according to IT NA timing of delivering the project grants to the coordinator.

5. In case tickets have been bought by participants instead of by partner organisation, Associazione Agrado anyway **will send the money transfer to the involved partner organisation**, specifying to this one, the correct amount to reimburse to the participants, or to each participant.

The partner organisation, after receiving by Associazione Agrado, the global amount, will take care to give/send their participants their right travel costs reimbursement, as indicated by Associazione Agrado (it will send partner organisations the copies of the tickets of their participants).

6. Partner organisations are committed to provide Associazione Agrado **a receipt** for the grants they will receive.

## 5. Bank Details

<b>Name of the account holder:</b>	
<b>Address of the account holder:</b>	
<b>Name of the Bank</b>	
<b>Address of Bank branch:</b>	
<b>SWIFT code:</b>	
<b>Bank account number: IBAN</b>	

## 5 SIGNATURES

### PARTNER ORGANISATION

The undersigned \_\_\_\_\_ (name and surname)  
in charge as Legal Representative of \_\_\_\_\_ (Organisation  
Name)

confirms of being totally aware of the written document and of agreeing it in all its parts.

(Place, Date)

( Signature and Stamp)

### COORDINATING ORGANISATION

The undersigned **Laris Guerri**  
in charge as Legal Representative of **Associazione Agrado**

confirms of being totally aware of the written document and of agreeing it in all its parts.

Vinci, 09.03.2017

  
**ASSOCIAZIONE AGRADO**  
Via Villa Alessandri - PETROIO - VINCI (FI)