

Erasmus+ Programme  
Capacity-Building projects in the field of Higher Education (E+CBHE)

## **Partnership Agreement**

**INnovative Governance Practices in the Higher Education  
Institutions in IRaq**

**Project Reference Number  
598790- EPP-1-2018-1-IT-EPPKA2-CBHE-SP**

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# INTRODUCTION

The objective of the Partnership Agreement is to ensure that:

- the provisions for project implementation and for interactions between beneficiaries are clearly agreed and communicated to all partners;
- the relevant authorities of the participating organisations agree on its implementation aspects from an academic, administrative, legal and financial point of view;
- potential disputes/misunderstandings between participating organisations are avoided and/or resolved through the dispositions contained in the Partnership Agreement.

In particular, the Partnership Agreement should provide a comprehensive description of:

- beneficiaries' rights and obligations within the framework of the project and the Grant Agreement;
- beneficiaries' role and responsibilities in carrying out the work programme;
- management and governance modalities;
- financial management and related rules, in particular for what concerns:
  - the budget structure (co-financing, breakdown of budget per activity and beneficiary, modalities of transfer of funds, etc.);
  - remuneration policy for staff;
  - payment modalities (reimbursement for travels and costs of stay, etc.);
- reporting mechanisms;
- conflict management mechanisms in case of problems or tasks/activities not properly implemented;
- communication strategy (project website, promotional material and its dissemination, dissemination and exploitation plan);
- sustainability strategy;
- any other relevant topic for the efficient implementation of the project;
- if applicable, the implementation modalities of the Special Mobility Strand.

# Partnership Agreement

Grant Agreement Number- 2018 – 3909/001-001

Project reference number – 598790- EPP-1-2018-1-IT-EPPKA2-CBHE-SP

Project Title - INnovative Governance Practices in the Higher Education Institutions in IRaq

The present Partnership Agreement, hereinafter referred to as “the Agreement”, is made and entered into by and between,

Università degli Studi di Siena  
Via Banchi di Sotto, 55  
I – 53100 Siena

hereinafter referred to as the “coordinator”, represented for the purposes of signature of the Agreement by Francesco Frati, Rector of University of Siena, the legal representative as defined in the Grant Agreement 2018 – 3909/001-001,

and the following beneficiary:

Al-Karkh University of Science  
Address: [Haifa St. Phone number: 009647729887378, Baghdad, 10001, Iraq]  
Registration Number: [K/4/2404]

hereinafter referred to as the “beneficiary”, represented for the purposes of signature of this Agreement by their legal representative, according to the Mandate previously signed and attached to the Grant Agreement (here in Annex I).

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Where a provision applies without distinction to the "coordinator" and the "beneficiary", for the purpose of this Agreement they will be collectively referred to as the "beneficiaries".

The parties hereby have agreed as follows:



## **Article 1 Subject of the Partnership Agreement**

1.1 This Agreement defines the terms that govern the relations between the parties, by establishing their rights and obligations, and lays down the rules of procedure for the work to be carried out in order to successfully implement the Erasmus+ CBHE action INnovative Governance Practices in the Higher Education Institutions in IRaq – INsPIRE (hereinafter referred to as the "project").

1.2 The coordinator and the beneficiaries, undertake to do everything in their power to carry out the work programme forming the subject of this Agreement, which falls within the framework of the Grant Agreement 2018 – 3909/001-001 , concluded between the coordinator and the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as the "Executive Agency"), related to the above-mentioned project.

1.3 The subject matter of this Agreement and the related work programme are detailed in the annexes of the Grant Agreement. The respective Grant Agreement terms and conditions, related annexes and guidelines, shall form an integral part of the present Agreement, and take precedence over it (see Article 20 of the present Agreement for the list of annexes).

1.4 The coordinator and the beneficiary shall be bound by the terms and conditions of this Agreement, the Grant Agreement and any further amendments of the latter.

## **Article 2 Duration**

2.1 This Agreement shall enter into force on the date the last party signs, but shall have retroactive effect from the starting date of the eligibility period laid down in the Grant Agreement.

2.2 The period of eligibility of the activities and the costs shall be in accordance to the dispositions of the Grant Agreement or any subsequent amendments of it.

2.3 The present Agreement shall remain in force until the coordinator has been discharged in full of his obligations arising from the Grant Agreement signed with the Executive Agency.

## **Article 3 Obligations and responsibilities**

3.1 General obligations and role of the beneficiaries (including the coordinator).

The beneficiary:

- (a) is responsible for carrying out the activities attributed to him, and shall conduct the work in accordance with the work programme and schedule set forth in the Grant Agreement and approved application, working to the best of its abilities to achieve the defined results and taking full responsibility for its work in accordance with accepted professional principles;
- (b) undertake to comply with all the provisions of the Grant Agreement and its annexes, with all the provisions of this Agreement, as well as with EU and national legislation;
- (c) is responsible for complying with any legal obligations incumbent on him individually;
- (d) shall provide staff, facilities, equipment and material to the extent needed for executing the activities as specified in the work programme;
- (e) shall be responsible for the sound financial management and cost efficiency of the funds allocated to the project.



- (f) undertake to comply with the principles set out in the Erasmus Charter for Higher Education (ECHE) and to implement the student and staff mobility flows in accordance with the provisions set out in the Erasmus+ Programme Guide and the Guidelines for the Special Mobility Strand;
- (g) undertake to sign Institutional Agreements between the sending and the hosting institutions for the preparation, implementation, monitoring and recognition of the mobility flows.

### 3.2 Specific obligations and role of the coordinator.

The coordinator undertakes to:

- (a) be responsible for the overall coordination, management and implementation of the project in accordance with the Grant Agreement;
- (b) be the intermediary for all communication between the beneficiaries and the Executive Agency, and inform the beneficiaries of any relevant communication exchanged with the Executive Agency;
- (c) inform the beneficiaries of any changes connected to the project or to the Grant Agreement, or of any event likely to substantially affect the implementation of the action;
- (d) as the sole recipient of payments on behalf of all beneficiaries, transfer funds to the beneficiaries without unjustified delay and in accordance with the dispositions for payments laid down in Article 5 of this Agreement;
- (e) manage and verify the appropriate spending of the funds in accordance with the dispositions of the Grant Agreement and this Agreement;
- (f) comply with all reporting requirements *vis-à-vis* the Executive Agency, as per the dispositions of Article I.4 of the Grant Agreement. The coordinator shall not delegate any part of this task to any party;
- (g) establish payment requests on behalf of the beneficiaries, as per the dispositions of Article I.4 of the Grant Agreement;
- (h) provide one copy of this Agreement duly signed to each beneficiary and to the Executive Agency within 6 months of the signature of the Grant Agreement.
- (i) provide the beneficiaries with official documents related to the project, such as the signed Grant Agreement and its annexes, the Guidelines for the Use of the Grant, the various reports templates and any other relevant document concerning the project.
- (j) transmit to the beneficiaries copies of all reports submitted to the Executive Agency, as well as copies of any feedback letters received from the Agency following report assessment and field monitoring visits.

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### 3.3 Specific obligations and role of the beneficiary (excluding the coordinator).

The beneficiary undertakes to:

- a) ensure adequate communication with the coordinator and with the other beneficiaries and to promptly communicate any changes occurred in the contact list of the Project;
- b) support the coordinator in fulfilling its tasks according to the Grant Agreement;
- c) submit in due time to the coordinator all relevant data needed to draw up the reports, financial statements and any other documents provided for in the Grant Agreement, as well as all necessary documents in the events of audits, checks or evaluations;
- d) provide the coordinator with any other information or documents it may require and which are necessary for the management of the project;

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- e) notify the coordinator of any event likely to substantially affect or delay the implementation of the action, as well as of any important deviation of the project (e.g. replacement of the project contact person, changes in partner's budget, deviations from work plan etc.);
- f) inform the coordinator of any change in its legal, financial, technical, organisational or ownership situation and of any change in its name, address or legal representative;
- g) that the project is implemented in observation of the rules and procedures set in the Guideline for the use of the Grant (e.g. with regard to monitoring the project physical and financial progress, recording and storing of documents, written requests for project changes, implementation of information and publicity measures etc.);
- h) that programme requirements on eligibility of expenditure, as provided for in the Guideline for the use of the Grant are strictly respected;
- i) set up a physical and electronic archive which allows storing data, records and documents composing the audit trail, in compliance with requirements described in the Guideline for the use of the Grant;
- j) contact the Coordinator at least once each 2 weeks to update him on the actions performed.

3.4 shall give access to the relevant authorities (Audit Authority, Commission Services and national and EU controlling institutions) to its business premises for the necessary controls and audits.

3.5 shall ensure that its part of activities to be implemented in the approved project is not fully or partly financed by other EU Programmes.

3.6 shall ensure that the following project and financial management conditions are fulfilled:

(a) timely start as well as to implement the part(s) of the project for which it is responsible in due time and in compliance with the approved application form ensuring, in quantitative and qualitative terms, the delivery of its planned project activities, outputs and results;

(b) appoint a Scientific leader for the part(s) of the project for which it is responsible and to give the appointed coordinator/project manager the authority to represent the partner in the project so that to ensure a sound project management;

(c) notify immediately the Coordinator of any event that could lead to a temporary or permanent discontinuation or any other deviation of the part(s) of the approved project for which the beneficiary is responsible;

(d) react promptly to any request made by the Coordinator;

(e) ensure that expenditure reported to the Coordinator has been incurred for the purpose of implementing the project and correspond to the activities described in the latest version of the approved application form;

(f) ensure that in case one or more output and result targets, as set in the latest approved version of the application form, are not successfully reached, adequate corrective measures are put in place to ensure the project performance as well as to minimise the impact at programme level (e.g. adaptation of the project to the changed situation) following the procedures specified in the Guideline for the use of the Grant.

(g) install a separate accounting system for the settlement of the project and safeguard that the eligible costs as well as the received subsidies can be clearly identified.



## Article 4 Financing the action

4.1 The maximum Erasmus+ grant contribution to the project for the contractual period covered by the Grant Agreement amounts to EUR 993.365,00 and shall take the form as stipulated in Annex III of the Grant Agreement.

4.2 The Erasmus+ grant contribution is awarded to the partnership under the form of:

- a "reimbursement of actual costs" for Equipment and Subcontracting costs
- a "unit contribution" to the costs incurred for Staff costs, Travel costs and costs of Stay
- a "unit contribution" to support the activities implemented under the Special Mobility Strand

4.3 The grant contribution to the project is intended to cover only part of the costs actually incurred by the beneficiaries in carrying out the activities foreseen. The beneficiaries commit to provide additional resources to the project so as to ensure its full implementation in accordance with the Grant Agreement.

4.4 Full details of the estimated budget breakdown per funding source, beneficiary and budget category is given in Annex III of this Agreement.

## Article 5 Payment arrangements

5.1 The coordinator will transfer the part of the Erasmus+ grant contribution corresponding to the beneficiary using the accounts stipulated in Annex IV of this Agreement.

5.2 The transfer of the Erasmus+ grant contribution to individual beneficiaries will be implemented in accordance with the following timetable and procedure:

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### *Payment(s) in advance*

The coordinator will transfer to the account of the beneficiary in advance of the actual activities (expenditures) part of the estimated Erasmus+ grant contribution identified under Annex III of this Agreement, in the following way:

### *Staff cost:*

1. 30% of the estimated Erasmus+ grant contribution foreseen to cover the Staff Cost of Al-Karkh University of Science within 15 days after the signature of this Agreement equal to EUR 4.113,00;
2. 20% of the estimated Erasmus+ grant contribution for staff costs upon delivery of the Progress Report foreseen in July 2020. This tranche will be issued only if 70% of the previous instalments has been spent and duly justified and if funds from the first tranche of payment foreseen in the Grant Agreement are still available;
3. 20% of the estimated Erasmus+ grant contribution for staff costs upon delivery of the internal financial report foreseen in June 2021 reporting costs from the Progress Report to 31st May 2021. This tranche will be issued only if 70% of the previous instalment has been spent and duly justified and if funds from the first and second tranche of payment foreseen in the Grant Agreement are still available;

The balance will be issued after the approval of the Final Report.

### *Travel Cost and Cost of Stay*





1. The grant contribution foreseen to cover the Travel Cost and Cost of Stay for Al-Karkh University of Science will be transferred to Partner 2 UNIMED – Mediterranean University Union, and a centralized management of travel cost and cost of stay budget for the whole INsPIRE consortium will be ensured by UNIMED, under the supervision of the coordinator, in order to guarantee a smooth organization of meetings and a more efficient purchase of travel and subsistence services.

#### *Equipment costs*

1. The 90% of the estimated Erasmus + grant contribution to cover the purchase of Equipment for Partners n.7 – University of Baghdad, n. 8 - Al-Furat Al-Awsat Technical University, n. 9 - University of Sumer, n. 10 - Al-Qasim Green University, n. 11 - Basrah University for Oil and Gas, n. 12 - Al-Karkh University of Science , n. 13 - Southern Technical University, n. 14 – University of Basrah, n. 15 - Wasit University, and n. 16 – University of Mosul, will be transferred to Partner 7 University of Baghdad, that will perform a centralized tendering procedure, under close supervision of the Coordinator, upon receipt of the documentation related to tendering process applied and the presentation of the selected supplier's invoice;  
The balance will be issued after the approval of the Final Report.
- 2. Any equipment funded by the grant must be labelled with E+ stickers (to be printed by beneficiaries following the link  
[https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visual-identity-and-logos\\_en](https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visual-identity-and-logos_en)

#### *Subcontracting costs*

90% of the estimated Erasmus+ grant contribution foreseen to cover the Subcontracting Cost of Al-Karkh University of Science will be transferred upon receipt of the documentation related to procedure applied to the selection of the provider(s) and the presentation of the selected provider(s) invoice;

The balance will be issued after the approval of the Final Report.

#### *Reserve Fund*

A reserve fund of the 10% of the staff costs is set aside by the partnership to meet any unexpected costs that may arise in the implementation of the project. The reserve fund will be used to i) co-finance travel costs and costs of stay higher than the unit costs; ii) co-finance other type of expenditures required for the implementation of the project (such as costs for dissemination, printing and publishing) which are not taken into account in the calculation of the grant. The use of the reserve fund can arise from any beneficiary and shall be approved by the partnership. The reserve fund will be managed centrally by the coordinator who will prepare a summary report on expenditures to be sent to the consortium on an annual basis. The actual reserve fund will be re-calculated globally for the overall project, on the basis of the actual expenditures. In case of need for some more resources, a formal amendment to this Agreement will be negotiated among the partners. The remaining funds will be redistributed among the beneficiaries according to the budget shares of the partners and it will be transferred to the beneficiaries' accounts with the balance payment.

5. Beneficiaries are obliged to use the Erasmus+ grant contribution exclusively for the purposes defined by the project, and in accordance with the terms and provisions of the present Agreement and the Grant Agreement and its annexes. Erasmus+ grant amounts received in advance and not used by the beneficiaries will be reimbursed to the coordinator at the latest 30 days after the end of the project's contractual period.



5. If there is a difference between the amount of the Erasmus+ grant contribution actually used by the partnership and the amount of expenditure declared eligible by the Executive Agency at the end of the project, the following procedure will apply:

*the beneficiary is responsible for the expenditure declared ineligible will reimburse the corresponding amount to the coordinator.*

5. The costs of financial transfers shall be borne by the beneficiary, that commits to provide all the needed action to avoid repeated transfers.

## Article 6 Reporting

6.1 The coordinator is responsible for submitting in due time to the Executive Agency all reports and financial statements as required in the Grant Agreement. For this purpose and in a timely manner, the beneficiary commit to provide the coordinator with all necessary information and, if applicable, copies of supporting documents needed for drawing up reports, financial statements and any other documents required in the Grant Agreement.

6.2 The coordinator shall provide the beneficiary with the appropriate reporting forms for the declaration of expenses/activities and the respective instructions for their completion. These reports must be drawn up in EURO.

6.3 The beneficiary shall keep a record of any expenditure/activity incurred under the project and all proofs and related documents for a period of 5 years after the payment of the final balance under the Grant Agreement. The coordinator may reject any item which cannot be justified in accordance with the rules set out by the Executive Agency in the Grant Agreement and in the Guidelines for the Use of the Grant.

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## Article 7 Budgetary and financial management

7.1 The Erasmus+ grant contribution to the project's staff costs, travel costs and costs of stay will be calculated on the basis of "unit contributions" whose individual amounts are specified in the Erasmus+ Programme Guide, in the Guidelines for the Use of the Grant and in the Guidelines for the Special Mobility Strand (when applicable).

7.2 For the implementation of the project and the beneficiary's reimbursement of costs incurred in terms of travel and costs of stay, the partnership will use the procedures described in Annex VI off this Agreement.

7.3 For the implementation of the project and the beneficiary's reimbursement of costs incurred in terms of staff the partnership will apply the unit costs amounts as defined in the Erasmus+ Programme Guide and in the Guidelines for the use of the Grant, as reported in the Annex VII.

7.4 The beneficiaries confirm that they respect the social and labour legislation of their country regarding the costs of staff contributing to the project.

7.5 Each beneficiary is responsible for ensuring adequate insurance arrangements for their staff and students while participating in project activities.



## **Article 8 General administrative provisions**

8.1 Any important project related communication between the parties shall be done in writing and addressed to the appointed project manager of each beneficiary, as per the details below:

For the coordinator:

Project Coordinator name: Università degli Studi di Siena  
Project Manager name: Prof. Riccardo Mussari  
address: Via Banchi di Sotto, n°55, 53100 - Siena, Italy  
email: [riccardo.mussari@unisi.it](mailto:riccardo.mussari@unisi.it); [inspire.disag@gmail.com](mailto:inspire.disag@gmail.com)

For the beneficiary:

Beneficiary name: Al-Karkh University of Science  
Project manager name: Sohaib Kamal Mahmood Alkamal  
Address: Baghdad, Al-Karkh Side, Haifa St., Hamada Palace]  
E.mail: [sohaibalkamal@yahoo.com](mailto:sohaibalkamal@yahoo.com)

8.2 Any changes to the above information should be communicated in a timely manner.

## **Article 9 Promotion and visibility**

9.1 The coordinator and the beneficiaries shall ensure adequate promotion of the project and commit to playing an active role in any actions organised to capitalise on, exploit / disseminate the results of the project.

9.2 Any notice or publication by the project, including at a conference or a seminar, must specify that the project is being co-financed by EU funds within the framework of the Erasmus+ Programme, and must comply with the visibility rules laid down in Articles I.10.8 and I.10.9 of the Grant Agreement, as well as in section 1.6 of the Guidelines for the Use of the Grant.

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## **Article 10 Confidentiality and data protection**

10.1 The coordinator and each of the beneficiaries undertake to preserve the confidentiality of any document, information or other material directly related to the subject of the Agreement that is duly classed as confidential, if disclosure could cause prejudice to the other party. The parties shall remain bound by this obligation beyond the closing date of the action.

10.2 All personal data contained in or relating to this Agreement shall be processed in accordance with the dispositions of Article II.6 of the Grant Agreement.

## **Article 11 Ownership and property rights**

11.1 The ownership of all project results, including copyrights and intellectual property rights, as well as all reports and other documentation resulting from the action, shall be vested jointly in the beneficiaries, in compliance with Article I.7 of the Grant Agreement.

11.2 Materials already developed and brought in may be only used within the scope of the project as templates of good practice. Copyrights shall be strictly safeguarded and permission for reproduction and scale of production has to be settled beforehand.

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## **Article 12 Liability**

12.1 Each of the contracting parties discharges the other of any civil liability for any damages suffered by itself or its staff/students as a result of the performance of this Agreement, insofar as such damages are not due to serious or intentional negligence or fault of the other party or its staff/students.

## **Article 13 Conflict of interest**

13.1 The coordinator and beneficiary must undertake all necessary precautions to prevent any risk of conflicts of interest which could affect their impartial and objective performance of the Agreement. Such conflict of interest could arise in particular as a result of economic interest, political or national affinity, family or emotional reasons, or any other shared interest.

13.2 Any situation constituting or likely to lead to any such conflict should be brought to the attention of the coordinator without delay, and the beneficiary in cause shall undertake to take all necessary measures to rectify this situation at once.

13.3 The coordinator will decide if it is deemed necessary to inform the Executive Agency as provided for in Article II.4 of the Grant Agreement.

## **Article 14 Working languages**

14.1 The working language of the partnership shall be English<sup>1</sup>.

14.2 Both parties commit in allocating to the project staff with enough knowledge of the working language, allowing a smooth communication and understanding of the matters discussed.

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## **Article 15 Conflict resolution**

15.1 In case of conflict between the parties resulting from the interpretation or the application of this Agreement, or in connection with the activities contained within, the parties involved shall make the effort to come to an amicable arrangement rapidly and in the spirit of good cooperation.

15.2 Disputes should be addressed in writing to the project Steering Committee (or a body consisting of representatives of all the project partners), that will try to mediate in order to resolve the conflict.

## **Article 16 Applicable law and jurisdiction**

16.1 This Agreement is governed by the Italian law, being the law of the coordinator's country.

16.2 In case of any disputes on matters under this Agreement, which cannot be resolved by an amicable settlement, the matter shall have to be decided in accordance with the jurisdiction of the coordinator's country, i.e. in the city of Siena.

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<sup>1</sup> The working language must be understood and spoken by all parties involved in the consortium.



16.3 If any provision of this Agreement or the application of any such provision shall be considered invalid or unenforceable in whole or in part for legal requirements, all other stipulations remain valid and binding to both parties.

16.4 If any provision in this Agreement should be wholly or partly ineffective, the parties to this Agreement undertake to replace the ineffective provision by an effective provision which comes as close as possible to the purpose of the ineffective provision.

16.5 This Agreement is concluded in English. In the event of translation of this Agreement and its annexes, the English version shall prevail.

### **Article 17 Termination of the Agreement**

17.1 In the event that any of the beneficiaries fail to perform any obligations under the present Agreement or the Grant Agreement, the coordinator may terminate their participation in the project, upon formal written authorisation by the Executive Agency.

17.2 The coordinator shall notify the beneficiary in cause by registered letter. The beneficiary has one month to supply all relevant information to appeal the decision.

### **Article 18 Force Majeure**

18.1 If either parties face a case of *force majeure* (as per defined in article II.14 of the Grant Agreement), it shall promptly notify the other party in writing, specifying the nature, probable duration and expected effects of this event.

18.2 Neither of the parties shall be deemed in breach of its obligations if it has been prevented from performing its tasks due to *force majeure*. The parties shall take all necessary measures to minimise possible damage to successful project implementation.

### **Article 19 Amendments**

19.1 Any amendments to this Agreement must be made in writing by means of a Supplementary Agreement, and become effective when signed by the authorised legal representatives of both parties. No oral agreement may bind the parties to this effect.

19.2 The amendment may not have the purpose or the effect of making changes which might call into question the dispositions of the Grant Agreement.

### **Article 20 Annexes**

Annex I – Copy of the Grant Agreement signed between the coordinator and the Executive Agency, its annexes, and any existing amendment.

Annex II – link to Guidelines for the Use of the Grant.

Annex III – Budget/Expenditure/Co-financing breakdown per partner and budget category

Annex IV – Institutional Bank account of the beneficiary organisation

Annex V – Reimbursement modalities for travel and costs of stay

Annex VI – Remuneration modalities of staff involved in the project

Annex VII – Reporting Forms



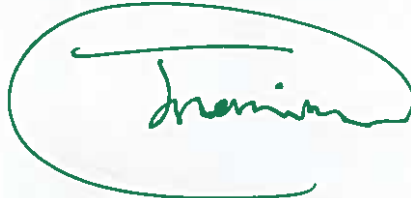
We, the undersigned, declare to have read and accepted the terms and conditions of this Agreement as described here before, including the annexes thereto.

**For the Coordinator**  
The legal representative  
Name: Prof. Francesco Frati



Signature and stamp  
Done in Siena  
Date: 10.01.2020

**For the Beneficiary**  
The legal representative  
Name: [Prof. Dr. Thamir Abdulameer Hasan]



Signature and stamp  
Done in [Baghdad]  
Date: 05/12/2019



**Annex I**  
**Copy of the Grant Agreement signed between the coordinator and  
the Executive Agency and its annexes**



## **Annex II**

### **Guidelines for the Use of the Grant**

These Guidelines provide guidance to the beneficiaries with regards to the implementation of the activities and the use of the grant relating to the project.

Link to the Guidelines for the use of the Grant:

[https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-the-field-of-higher-education\\_en](https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-the-field-of-higher-education_en)





## Annex III

### Budget and Co-financing breakdown

Approved Budget breakdown per partner and budget category

<b>1. Staff Costs</b>			
Partner n.	Name of Partner	Country	Budget
P1	University of Siena	Italy	64.268,00
P2	UNIMED- Mediterranean Universities Union	Italy	56.729,00
P3	Bologna University	Italy	53.343,00
P4	University of Evora	Portugal	30.001,00
P5	Aydin Istanbul University	Turkey	17.062,00
P6	Ministry of Higher Education and Scientific Research in Iraq	Iraq	11.265,00
P7	University of Baghdad	Iraq	15.621,00
P8	Al-Furat Al-Awsat Technical University	Iraq	14.679,00
P9	Sumer University	Iraq	12.570,00
P10	Al-Qasim Green University	Iraq	14.326,00
P11	University of Basrah Oil and Gas	Iraq	13.710,00
P12	Al-Karkh University of Science	Iraq	13.710,00
P13	Southern Technical University	Iraq	13.824,00
P14	University of Basrah	Iraq	13.824,00
P15	Wasit University	Iraq	15.389,00
P16	University of Mosul	Iraq	13.824,00

<b>2. Total Travel Costs+ Exceptional Travel Costs</b>	197.340,00
<b>3. Total Costs of Stay</b>	305.880,00

<b>4. Equipment Costs</b>			
Partner n.	Name of Partner	Country	Budget
P7	University of Baghdad	Iraq	5000,00
P8	Al-Furat Al-Awsat Technical University	Iraq	5000,00
P9	Sumer University	Iraq	5000,00
P10	Al-Qasim Green University	Iraq	5000,00
P11	University of Basrah Oil and Gas	Iraq	5000,00
P12	Al-Karkh University of Science	Iraq	5000,00
P13	Southern Technical University	Iraq	5000,00
P14	University of Basrah	Iraq	5000,00
P15	Wasit University	Iraq	5000,00
P16	University of Mosul	Iraq	5000,00



<b>5. Subcontracting Costs</b>			
<b>Partner n.</b>	<b>Name of Partner</b>	<b>Country</b>	<b>Budget</b>
P1	University of Siena	Italy	22.000,00
P2	UNIMED- Mediterranean Universities Union	Italy	18.000,00
P7	University of Baghdad	Iraq	6.600,00
P8	Al-Furat Al-Awsat Technical University	Iraq	1.600,00
P9	Sumer University	Iraq	1.600,00
P10	Al-Qasim Green University	Iraq	1.600,00
P11	University of Basrah Oil and Gas	Iraq	1.600,00
P12	Al-Karkh University of Science	Iraq	1.600,00
P13	Southern Technical University	Iraq	1.600,00
P14	University of Basrah	Iraq	1.600,00
P15	Wasit University	Iraq	1.600,00
P16	University of Mosul	Iraq	6.600,00



## Annex IV

### Institutional Bank account

**Beneficiary Organization:** Al-Karkh University of Science

Name of the Account Holder:	
Address the Account Holder:	
Name of Bank:	
Address of Bank:	
IBAN code (International Bank Account Number):	
Bank or Swift Code:	



## **Annex V**

### **Reimbursement modalities for travel and costs of stay**

Although CBHE partnership applies the unit costs amounts defined in the Erasmus+ Programme Guide for the reimbursement of the travel and costs of stay incurred by the beneficiary organisations for the implementation of the project activities, the beneficiary's procedure for covering these costs will be based on the reimbursement of actual costs incurred for travel costs and costs of stay, subject to the key principles listed below.

Partner 2 UNIMED- Mediterranean Universities Union will manage travel costs and costs of stay centrally under the supervision of the coordinator. In case the global expenditures for travel costs and costs of stay will exceed the unit costs amounts defined in the Erasmus+ Programme Guide, the partnership will use the reserve funds to cover the extra costs.

All travels have to be consistent with the project activities. Existence of a formal employment relation is required in order to participate to a travel.

Key principles for travel costs and costs of stay:

- UNIMED- Mediterranean Universities Union will pre-reserve and pre-pay plane tickets.
- Beneficiaries are required to choose the cheapest means of travel, e.g. economy tickets for air travel and to take advantage of reduced fares. Where this is not the case a full explanation should be provided to UNIMED- Mediterranean Universities Union and the coordinator;
- Costs related to entry visas and related obligatory insurance are eligible and will be reimbursed based on the availability of exceptional travel costs and reserved budget;
- Expenses for travel by private car (private or company cars), where substantiated and where the price is not excessive, will be refunded in accordance with the internal rules of the organisation concerned and up to a maximum rate of EUR 0.22 per km. Distance will be calculated through the use of the Distance Calculator provided by the EACEA. Only the price of one car per Institution will be reimbursed, irrespective of the number of people travelling in the same vehicle;
  
- UNIMED- Mediterranean Universities Union will pre-reserve hotel rooms for the number of nights needed to perform the project-related activities. UNIMED- Mediterranean Universities Union will take care of planning such number of nights in consideration of reasonable travel schedules. All other expenses (e.g. difference from a standard room to a superior room or a superior hotel, mini bar, hotel bar, additional meals, etc.) will not be covered;
- In case of cancellation, for any reason, after confirmation (i.e. after ticket purchase and/or hotel booking) the related costs will be in any case deducted from the beneficiary's project budget.

Exceptions to these modalities will be managed on a case-by-case basis.

In addition to the supporting documents specified on point 3.3.1.2 of the Guidelines for the Use of the Grant, beneficiaries need to justify the actual cost of the expenditures not anticipated by UNIMED- Mediterranean Universities Union and to provide the relevant supporting documents (e.g. invoices and receipts, travel tickets and boarding passes).



## Annex VI

### Remuneration modalities of staff involved in the project

This budget heading contributes to the cost of staff for all beneficiaries when they are performing tasks which are directly necessary to the achievement of the objectives of the project. These costs are supported on the basis of unit costs. A unit cost is a fixed contribution which is multiplied by the specific number of units to cover the costs linked to the implementation of a specific activity or task. The unit costs to be applied are those defined in the tables below.

Unit Costs for Staff	Manager	RTT	Technical	Administrative
Italy	280	214	162	131
Portugal	164	137	102	78
Turkey	88	74	55	39
Iraq	77	57	40	32

The existence of a formal employment relationship between the employee and the beneficiary institutions is required. The employee must be part of the payroll system of the beneficiary institution. The unit costs to be applied for Staff costs take into account two variables: the type of staff category and the country in which the staff member is employed. Each unit cost corresponds to an amount in Euro per working day per staff.

The applicable staff categories to be applied are the following:

- Managers (including legislators, senior officials and managers) carry out top managerial activities related to the administration and coordination of project activities;
- Researchers, teachers and trainers (RTT) typically carry out academic activities related to the development of project results;
- Technical staff (including technicians and associate professionals) carries out technical tasks such as book-keeping, accountancy, in-house translation activities;
- Administrative staff (including office and customer service clerks) carries out administrative tasks such as secretarial duties. Students can work for the project and can be considered as administrative staff, provided that they have signed a work contract with a consortium beneficiary institution.

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The Staff category to be applied depends on the type of activity performed in the project and not on the status or title of the staff member. The unit cost to be applied is the one corresponding to the country in which the staff member is employed, independently of where the tasks will be executed (i.e. a staff member of an organisation of country A working (partly) in country B will be considered for the unit costs under country A).

The reimbursement is based exclusively on the application of the unit costs and is independent from the actual remuneration of the staff involved. The reimbursement for staff costs is calculated by multiplying the unit cost (corresponding to the applicable category of country and staff) by the total number of days spent on the implementation of the project per staff member. One working day is defined according to the applicable national legislation. Declared working days per individual shall not exceed 20 days per month or 240 days per year.



## Annex VII Reporting forms

Reporting forms for Staff Costs (Staff Convention and Time-Sheets), Travel Costs and Costs of Stay (Individual Travel Report) are available on the CBHE Beneficiary Space.

Link to the CBHE Beneficiary Space:

[https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-the-field-of-higher-education\\_en](https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-the-field-of-higher-education_en)

