

MALL samarbetsavtal för transnationella samarbetsprojekt inom lokalt ledd utveckling

Detta är ett exempel på vad som bör finnas med i ett samarbetsavtal för transnationella samarbetsprojekt inom lokalt ledd utveckling. Parterna är de som söker stödet. Varje samarbetsprojekt är unikt och ni får själva avgöra vad som är relevant att ha med i just ert samarbetsavtal. Se mer information om samarbetsprojekt i Leaderguiden. Layout och format är fritt att ändra.

Cooperation agreement Community-led local development (CLLD)

The undersigned hereby undertake to follow the agreed guidelines and to implement the cooperation project as defined below.

Title of cooperation project:

This agreement is valid from (year-month-day) to (year-month-day) . **The agreement may need to be valid for longer time than the duration of the project.**

Partners

Name of the coordinating partner¹:

Name of the Local action group in the area:

Beneficiary/project owner:

Name of representative:

Organisation:

Position:

Date:

Place (address, including country):

Signature:

.....

¹ It is not compulsory for co-operation projects to designate a coordinating partner, but it is highly recommended. If there is no coordinating partner there has to be an extremely clear division of tasks between the partners and a very high and equal level of commitment.

[Skriv här]

Name of partner 2:

Name of the Local action group in the area:

Beneficiary/project owner:

Name of representative:

Position:

Date:

Place (address, including country):

Signature:

.....

Name of partner 3:

Name of the Local action group in the area:

Beneficiary/project owner:

Name of representative:

Position:

Date:

Place (address, including country):

Signature:

.....

Short description of the cooperation project

- the project objectives
- the measures that will be taken to achieve the project objectives
- the expected results of the project
- the potential beneficiaries

Describe the project management committee with members from each participating partner and chaired by the lead/coordinating partner. Also describe whether the lead/coordinating partner provides a secretariat for the project management committee .

Describe how the business will continue after the project has been completed, and, if necessary, how certain results or investments will be managed.

[Skriv här]



The role and responsibilities of each partner

Describe the role of each partner in organising, implementing and monitoring the project.

Describe how partners keep each other informed about progress with the project and any changes to its implementation, in order to allow for necessary adjustments to ensure the achievement of mutually agreed project objectives.

The roles and responsibilities of the lead partner should normally include:

- Steering and coordinating the design of the project
- Coordinating and monitoring the applications for reimbursement by each partner;
- Steering and coordinating the implementation of the project and the tasks to be carried out by each partner (the organisation of exchanges, joint outputs and so on);
- Monitoring and communicating achievements and financial progress.

If the project does not appoint a coordinating partner it should be regulated which partner makes this.

Budget, financing, accounting and payment

Attach an overall planned budget and how the costs are divided between the partners.

Requirements for reporting to the partners and verification of costs.

Payment plan. When and how payment should be made between the partners and the specification of any advance payments. Requirements on what should be fulfilled for the various payments to be made.

Management of exchange rates.

A clause stating that only common expenses that are eligible in all countries may be included as common costs in the project. Also, specify any specific national rules which must be taken into account (procurement, the date of the application for final payment etcetera).

If a partner does not receive reimbursement of a common expense or get recovery on a common expense this partner may be entitled to require a reimbursement from the other partners to cover the loss in accordance with the agreed percentage cost in the cooperation agreement.

Financial responsibility in case of irregularities and force majeure.

Additional rules and legislation

The agreed working language, as well as expenses for any interpreters and translation.

[Skriv här]

The applicable law and the competent courts in the event of a dispute between the parties will be left to the discretion of the partners/action group: either those of the place of residence or of the principal place of business of one of the partners/action group or of the place where the project is carried out. Preference will normally be given to the principal place of business of the coordinating action group.

If the partners so wish, a clause permitting changes in the partnership

- By written amendment agreed and signed by all of the cooperation partners
- Two main scenarios: extending the partnership – new cooperation partner(s) enter(s), one (or more) cooperation partner(s) leave(s) the partnership
- Modification of the budget – especially relating to common costs and its division among partners
- Obligations of each partner to notify the appropriate authorities of the change and, if necessary, apply for a modification of the decision

A procedure permitting the agreement to be amended. The application of the supplementary agreement on the amendments to the project plan, budget and more.

Provisions for dismissal during the contract period.

National rules and laws as well as how to fulfil the requirements of differing tax regimes. For example, whether eligible expenses are reimbursed with or without VAT.

In case procurement rules apply, always contact the contracting authority if a partner is covered by the procurement .

How to use logos of EU and CLLD.

Specification of any insurance coverage during the time of implementation of the project.

How external parties are attached to the agreement and the project.

Annex

Expenditure which is not eligible in Sweden:

Se aktuell föreskrift som gäller för projektet.

[Skriv här]

