



**Erasmus+**

**ERASMUS+ PROGRAMME**

**COOPERATION PARTNERSHIPS IN SCHOOL EDUCATION**

**EXPANDING CONTENT AND LANGUAGE INTEGRATED LEARNING THROUGH  
BUILDING A SUSTAINABLE  
FUTURE IN REALTIME IN IMMERSIVE ENVIRONMENTS**

**EXCALIBUR**

**CONTRACT BETWEEN THE COORDINATOR AND OTHER PARTNERS**

This contract shall govern relations between:

Tampere University Foundation sr acting as Tampere University, Faculty of Information  
Technology and Communication

Contact person: Paavo Arvola

[REDACTED]

Postal address: 33014 Tampere University

hereinafter named "the Coordinator",

and

1. Università Telematica Degli Studi IUL, Italy  
Contact person: Andrea Benassi  
[REDACTED]  
Postal address: Via Michelangelo Buonarroti, 10, 50122 Firenze, Italy
2. Universitetet i Tromsø – Norges Arktiske Universitet, Norway  
Contact person: Beate Lindemann  
[REDACTED]  
Postal address: UiT Norges Arktiske Universitet; ISK, HSL; N-9037 Tromsø, Norway
3. Landesmedienzentrum Baden-Württemberg, Germany  
Contact person: Stephanie Woessner  
[REDACTED]

Postal address: Moltkestr. 64, 76133 Karlsruhe, Germany

4. Teachergaming LLC, Finland  
Contact person: Santeri Koivisto

[REDACTED]

Postal address: Kröötinkuja 1 A2, 33730 Tampere, Finland

5. Tampereen kaupunki/ Lukiokoulutus/ Tampereen klassillinen lukio, Finland  
Contact person: Laura Pihkala-Posti

[REDACTED]

Postal address: Tuomiokirkonkatu 5, 33100 Tampere, Finland

6. Hittorf Gymnasium, Germany Hittorf-Gymnasium Recklinghausen  
Contact person: Anika Klopmeier

[REDACTED]

Postal address: Kemnastraße 38, 45657 Recklinghausen, Germany

hereinafter named individually “Partner” and jointly “Partners”.

Coordinator and Partners may also hereinafter be referred to as the “Parties” and each of them separately a “Party”

Which have agreed as follows:

## Article 1/Subject

1. The Coordinator and the Partners commit themselves to carrying out the activities covered by this contract (“Contract”).

This work programme comes under the Grant Agreement n° 2021-1-FI01-KA220-SCH-000029713 (Grant Agreement) concluded between the Coordinator and the National Agency with its subsequent amendments (Annex 1).

2. The **maximum amount of the grant of the project** for the contractual period referred to by the Grant Agreement, is **EUR 222 004**.
3. The Contract shall regulate relations between the Parties, and their respective rights and obligations with regard to their participation in the project **EXpanding Content And Language Integrated learning through BUilding a sustainable future in Realtime in immersive environments - EXCALIBUR** (“Project”).
4. The subject matter of the Contract and the related work programme are detailed in the annexes, which form an integral part of the Contract and which each Party declares to have read and approved.

## Article 2/Duration

1. The Project referred to in Article 1 has a duration of **24 months**. It starts **28.2.2022** and ends on **28.2.2024** at the latest.
2. The Contract enters into force on the date of signature by the last Party to the Contract and terminates at the moment of payment of the balance of the Contract, as mentioned in Article 6.1. However, the Agreement will not become binding for the City of Tampere until the city's decisions regarding the Agreement are final.
3. The period of eligibility of the costs starts on **28.2.2022** and finishes on **28.2.2024** at the latest.

## Article 3/Obligations of the Coordinator

The Coordinator shall undertake:

1. to take all the steps necessary to prepare for, perform and correctly manage the work programme set out in this Contract and in its annexes, in accordance with the objectives of the Project as set out in the Grant Agreement;
2. to send to the Partners a copy of the Grant Agreement and its annexes, of the Financial and Contractual Rules, of the various reports and of any other official document concerning the Project;
3. to notify and provide the Partners with any amendment made to the Grant Agreement;

4. to comply with all the provisions of the Grant Agreement.

#### **Article 4/Obligations of the Partners**

The Partner shall undertake:

1. to take all the steps necessary to prepare for, perform and correctly manage the work programme set out in this Contract and in its annexes, in accordance with the objectives of the Project as set out in the Grant Agreement;
2. to comply with all the provisions of the Grant Agreement and its annexes;
3. to communicate to the Coordinator any information or document reasonably required by the latter that is necessary for the management of the Project;
4. to accept responsibility for all information communicated to the Coordinator, including details of costs claimed and, where appropriate, ineligible expenses;
5. support the Coordinator in fulfilling its tasks according to the Grant Agreement.

#### **Article 5/Financing**

1. A Partner's detailed budget is described in Annex 3. A Partner shall be funded only for its activities carried out in accordance with the Project.
2. Each Partner shall be solely responsible for justifying its costs or implemented units with respect to the Project towards the National Agency. Neither the Coordinator nor any of the other Partners shall be in any way liable or responsible for such justification of costs or implemented units towards the National Agency.
3. A Partner that spends less than its allocated share of the budget as set out in the Annex 3 – or in case of reimbursement via unit costs - implements less units than foreseen in Annex 3 will be funded in accordance with its actual duly justified eligible costs or implemented units only.
4. A Partner that spends more than its allocated share of the budget as set out in Grant agreement will be funded only in respect of duly justified eligible costs or implemented units up to an amount not exceeding that share. In case the coordinator and the partner(s) in question agree on a change of allocation of the budget for a reason that appears necessary for the implementation of the project, a change of allocation is possible. If that change exceeds the limit allowed by the agreement between the coordinator and the responsible National Agency, the new allocation must be applied for and accepted by the responsible National Agency.

#### **Article 6/Payment Arrangements**

1. The Coordinator commits 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 following schedule:

First payment 40 % of the Partner's maximum grant amount within 30 days after:

- the Partner has signed this Contract, and
- the Coordinator has received the initial payment from the National Agency.

According to the Partner's first report, second payment 20% of the Partner's maximum grant amount, providing that:

- the Partner has provided all the necessary reporting documents to the Coordinator in time as described in Article 8 of this Contract,
- the Partner has used at least 70% of the amount of the previous payments; and
- the Coordinator has received the necessary payments from the National Agency.

According to the Partner's second report, third payment 20% of the Partner's maximum grant amount, providing that:

- the Partner has provided all the necessary reporting documents to the Coordinator in time as described in Article 8 of this Contract,
- the Partner has used at least 70% of the amount of the previous payments; and
- the Coordinator has received the necessary payments from the National Agency.

Final payment: 20 % of the Partner's maximum share will be paid once:

- the Partner's contractual obligations have been fully met, and
- all the necessary supporting documentation has been received by the Coordinator, and
- the National Agency has approved the final report and paid the final grant amount to the Coordinator.

2. The maximum interim payment is always limited to that Partner's maximum share of the grant received from the National Agency and shall not exceed 80% of that Partner's maximum grant amount until the final payment.
3. All payments shall be made within 30 days after the aforementioned requirements for the payment are fully met.
4. No Partner shall before the end of the Project receive more than 80% of its allocated share of the maximum grant amount.
5. The Coordinator reserves the right to withhold the balance and demand a refund of the amount already paid if the report is presented after the deadline mentioned in Article 8 of this Contract.
6. All payments shall be regarded as advances pending explicit approval by the National Agency of the final report including approval of the eligibility of the costs or the implemented units, the corresponding cost statement and the quality of the results of the Project.
7. In any case of a Partner having received excess payments, the Partner has to return the relevant amount to the Coordinator without undue delay.

## **Article 7/Bank account**

1. The payment shall be made to the Partner's bank account declared in a separate financial identification form.

### **Article 8/Reporting**

1. The Partner shall provide the Coordinator a report for reporting period 28.2.2022 – 28.2.2023 with any information and document required for the reporting and with copies of all the necessary supporting documents completed and signed by the legal representative by **28.2.2023** at the latest.
2. The Partner shall provide the Coordinator a report for reporting period 1.3.2023 - 30.8.2023 with any information and document required for the reporting and with copies of all the necessary supporting documents completed and signed by the legal representative by **30.9.2023** at the latest.
3. The Partner shall provide the Coordinator a final report with any information and document required for the final reporting and with copies of all the necessary supporting documents completed and signed by the legal representative by **31.3.2024** at the latest.

### **Article 9/ Monitoring and supervision**

1. The Partners shall provide without delay the Coordinator with any information that the latter may request from them concerning the carrying out of the work programme covered by this Contract.
2. The Partners shall make available to the Coordinator any document making it possible to check that the aforementioned work programme is being or has been carried out.
3. The obligations described in Article II.20 (checks and audits) of the Grant Agreement apply to the Coordinator and the Partners.

### **Article 10/Background, results and access rights**

1. Background means all substances, equipment, methods, information, inventions, databases, software, photographs or written or artistic works or any related intellectual property rights created outside the Project and owned by the party and to which the party has a right to grant access rights under this Contract. Background shall not be regarded as results of the Project and nothing in this Contract shall affect the ownership of any background intellectual property.
2. Results mean all material, equipment, written methods, information, inventions, databases, software, photographs written and artistic works generated in the Project, as well as any intellectual property rights relating thereto.
3. 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 in the Party who created the results.

4. If two or more Parties have jointly generated the results within the scope of this Contract, and their contributions form an indivisible part of the results, the results shall be jointly owned by the Parties in proportion to their contribution to them. Unless otherwise agreed, each of the joint owners shall be entitled to use their jointly owned results for non-commercial research activities on a royalty-free basis, and without requiring the prior consent of the other joint owner(s), and each of the joint owners shall be entitled to otherwise exploit the jointly owned results and to grant non-exclusive licenses to third parties (without any right to sub-license), if the other joint owners are given:
  - (a) at least 45 calendar days advance notice; and
  - (b) fair and reasonable compensation.
5. The Parties shall grant to each other a free-of-charge non-exclusive access rights to such background and results that are necessary for other Parties to carry out their duties in the work programme. The access rights are only granted for the duration of the Project and for the performance of the work in the Project. The Party granting the access rights may require that a separate agreement be made on the access rights prior to granting it. In Annex 8, the Parties will by the 31st of December 2022 have identified and agreed on the Background for the Project and have also, where relevant, informed each other that Access to specific Background is subject to legal restrictions or limits.
6. Based on the Agreement and its annexes, Parties agree to make available such results that include educational material through the Internet, free of charge and open licenses. Parties shall also respect the access rights that are granted to the National Agency and the Union in the Agreement and its annexes. After the Project, the Parties shall grant to each other free-of-charge non-exclusive access rights to the Project's results for non-commercial research activities on a royalty-free basis. The Party granting the access rights may require that a separate agreement be made on the access rights prior to granting it.

## **Article 11/ Confidentiality**

1. All information in whatever form or mode of communication, which is disclosed by a Party (the "disclosing party") to any other Party (the "recipient") in connection with the Project during its implementation and which has been explicitly marked as "confidential" at the time of disclosure, or when disclosed orally has been identified as confidential at the time of disclosure and has been confirmed and designated in writing within 15 calendar days from oral disclosure at the latest as confidential information by the disclosing party, is "confidential information". The Parties shall not exchange or transfer to another party any personal data as defined in the EU general data protection regulation (2016/679), unless otherwise agreed in writing by the Parties.
2. The Parties undertake to treat confidential information confidential, undertake not to disclose confidential information to third parties and undertake not to use confidential information for purposes other than the fulfilment of their rights and obligations under this Contract and the Grant Agreement.
3. The confidentiality obligation does not, however, apply to information that:
  - (a) was in the public domain or generally available to the public at the time of disclosure,

- (b) has become part of the public domain or generally available to the public subsequent to disclosure of the confidential information through no fault of the receiving party,
  - (c) was known to the receiving party before receiving the information from the disclosing party,
  - (d) was obtained from a third party without any confidentiality obligations,
  - (e) has been developed independently or together with a third party without breach of the confidentiality obligations of this Contract, or
  - (f) has to be disclosed or made public under law or other statute or decision by National Agency or order of a court of law or other authority.
4. The obligations of this Section 11 shall remain in effect for a period of five (5) years from the disclosure of confidential information, however no more than two (2) years from the termination of this Contract.

## **Article 12/ Liability**

1. The Parties shall perform the duties assigned to them in the work programme with due care. The Parties make no warranties concerning background or results, and the use thereof shall take place at the user's own risk.
2. Each Party is liable to the other Parties or to third parties for any damages or loss that the Party claiming compensation may prove to have been caused wilfully or due to negligence of another Party.
3. Notwithstanding the above, the Parties shall not be liable for indirect or consequential damages or losses caused in the execution of the Project towards the other Parties, with the exception of damages arising from the breach of the confidentiality obligations of this Contract.
4. The financial responsibility of a Party shall be limited to the amount received by the Party.
5. Limitation of liability shall not apply to damages caused wilfully or due to gross negligence or to the obligation of a Party to pay back funding or part of it in accordance with the decision of National Agency.
6. The Partner shall protect the National Agency, the Coordinator and their personnel against any action for damages suffered by third parties, including Project personnel, as a result of such Partner's performance of this Contract, to the extent that these damages are not due to the serious or intentional negligence of the National Agency, the Coordinator or their personnel. Likewise, the Coordinator shall protect the Partners and their personnel against any action for damages suffered by third parties, including Project personnel, as a result of the Coordinator's performance of this Contract, to the extent that these damages are not due to the serious or intentional negligence of the Partner or their personnel.
7. A Party is not liable for any delay or non-performance of its obligations due to force majeure. Any event, which prevents or renders the performance of the Project unreasonably difficult within the time specified, shall be considered force majeure. Such events include, but are not limited to, war, insurrection, natural disaster, interruption in the general energy supply, fire, strike, embargo, material restriction imposed by the government budget or by the government on the activities of a Party or National Agency, the termination of employment, serious illness



or accident of a person who is essential for the execution of the Project, or other equally significant and uncommon reason beyond a Party's control. A delay on the part of a subcontractor for the above reason shall also be deemed to constitute force majeure.

### **Article 13/Termination of the contract**

1. The Coordinator may terminate the contract if a Partner has inadequately discharged or failed to discharge any of the contractual obligations, insofar as this is not due to *force majeure*, after notification of the Partner by registered letter has remained without effect for one month.
2. Any access rights that the defaulting Partner has obtained from the other Parties in accordance with this Contract or the Agreement and prior to the termination of this Contract shall cease to exist as of the termination of the Contract. The defaulting Partner shall be liable to return all material and information that the Partner has obtained based on this Contract or the Agreement to the disclosing Party.
3. The access rights that the other Parties have obtained from the defaulting Partner based on this Contract or the Agreement shall remain in effect in spite of the termination of this Contract.
4. A defaulting Partner leaving the Project shall refund all payments it has received except the amount of contribution accepted by the Coordinator and the National Agency. Furthermore, a defaulting Partner shall bear any reasonable and justifiable additional costs occurring to the other Parties in order to perform its and their tasks.
5. A Partner shall immediately notify the Coordinator, supplying all relevant information, of any event likely to prejudice the performance of this Contract.

### **Article 14/ Jurisdiction clause**

1. The Parties agree to use reasonable endeavours to amicably settle any disputes arising under this Contract. Failing amicable settlement, the Courts of Finland shall have sole competence to rule on any dispute between the contracting Parties in respect of this contract.
2. The law applicable to this Contract shall be the law of Finland.

### **Article 15/ Amendments or additions to the contract**

Amendments to this Contract shall be made only by a supplementary agreement signed on behalf of the legal representatives of the Parties.

### **Article 16/ Accession of new Partners**

An entity becomes a new Party to this Partner Agreement upon signature of the accession document (Attachment 7) by the new Party and the Coordinator. Such accession shall have effect from the date identified in the accession document

Notwithstanding Article 15 above the Parties authorise the Coordinator to accept a new Partner to the Project and to sign necessary documents with such new Partner, provided that the accession of a new Partner has been duly accepted by the National Agency

### **Annexes**

1. Copy of Grant Agreement between Coordinator and National Agency and its amendment
2. Annex I of the Grant Agreement (General Conditions)
3. Annex II of the Grant Agreement (Description of the Project; Estimated budget of the project; List of other beneficiaries)
4. Annex III of the Grant Agreement (Financial and Contractual Rules including Addendum)
5. Annex IV of the Grant Agreement (Applicable rates)
6. Project Application (Body text confidential)
7. Accession document template
8. Background included (delivered later)
9. Grant Agreement update (Accepted by the national bureau)

### **SIGNATURES**

This Contract may be signed electronically

For the **Coordinator**,

**Tampere University**

Faculty of Information Technology and Communication

\_\_\_/\_\_\_/2022

Jyrki Vuorinen

Dean

For the **Partner**

**Universita Telematica Degli Studi IUL**

\_\_\_/\_\_\_/2022

Massimiliano Bizzocchi

Director of IUL University

For the **Partner**

**Universitetet i Tromsø – Norges Arktiske Universitet**

\_\_\_/\_\_\_/2022

Frode Larsen  
Faculty director

For the **Partner**  
**Landesmedienzentrum Baden-Württemberg**

\_\_\_/\_\_\_/2022

Fabian Karg  
Deputy Director Landesmedienzentrum Baden-Württemberg

For the **Partner**  
**Teachergaming LLC**

\_\_\_/\_\_\_/2022

Santeri Koivisto  
CEO

For the **Partner**  
**Tampereen kaupunki/ Lukiokoulutus/ Tampereen klassillinen lukio**

\_\_\_/\_\_\_/2022

Mari Aalto  
Lukiokoulutuksen johtaja

For the **Partner**  
**Hittorf Gymnasium**

\_\_\_/\_\_\_/2022

Michael Jentsch  
Headteacher



FINNISH NATIONAL  
AGENCY FOR EDUCATION

## GRANT AGREEMENT for a:

### Project with multiple beneficiaries under the ERASMUS+ Programme<sup>1</sup>

#### AGREEMENT NUMBER – 2021-1-FI01-KA220-SCH-000029713

This Agreement ('the Agreement') is concluded between the following parties:

on the one part,

the **National Agency** (hereinafter referred to as "the NA")

Opetushallitus  
PL 380 (Hakaniemenranta 6)  
00531 Helsinki  
Y-tunnus: 2769790-1,

duly represented for the purposes of signature of this Agreement by *Head of Unit, Sari Turunen-Zwinger*, and acting under delegation by the European Commission, hereinafter referred to as "the Commission",

**and**

on the other part,

the '**coordinator**'

TAMPEREEN KORKEAKOULUSAATIO SR  
KALEVANTIE 4 33100 TAMPERE  
Finland  
28445618

E10148224

duly represented for the purposes of signature of this Agreement by Jyrki Vuorinen

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<sup>1</sup> Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021 establishing 'Erasmus+': the Union programme for education and training, youth and sport and repealing Regulation (EU) No 1288/2013

and the other beneficiaries as set out in Annex II, duly represented for the signature of the Agreement by the coordinator by virtue of the mandate[s] included in Annex V.

Unless otherwise specified, references to ‘beneficiary’ and ‘beneficiaries’ include the coordinator.

The parties referred to above

#### HAVE AGREED

to the Special Conditions (‘the Special Conditions’) and the following Annexes:

Annex I General conditions (‘the General Conditions’)

Annex II Description of the Project; Estimated budget of the project; List of other beneficiaries

Annex III Financial and contractual rules

Addendum: Additional financial and contractual rules only applicable to projects organising virtual activities due to COVID-19.

Annex IV Applicable rates

Annex V Mandate[s] provided to the coordinator by the other beneficiary [ies]

Annex VI Payment details (pankkitieto- ja maksatuslomake)

which form an integral part of the Agreement.

Annexes I, III and IV are published at the following internet address:

<https://www.oph.fi/KA2hallinto>

The provisions in the Special Conditions of the Agreement take precedence over its Annexes.

The provisions in Annex I ‘General Conditions’ take precedence over those in other Annexes.

The provisions in Annex III take precedence over those in the Annexes II, IV and VI

Within Annex II, the part on the Estimated budget takes precedence over the part on the Description of the project.

## SPECIAL CONDITIONS

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## ARTICLE I.1– SUBJECT MATTER OF THE AGREEMENT

**I.1.1** The NA has decided to award a grant, under the terms and conditions set out in the Special Conditions, the General Conditions and the other Annexes to the Agreement, for Project entitled: **EXpanding Content And Language Integrated learning through BUILDing a sustainable future in Realtime in immersive environments** under the Erasmus+ Programme, Key Action 2: Partnerships for Cooperation, as described in Annex II.

**I.1.2** By signing the Agreement, the beneficiaries accept the grant and agree to implement the Project, acting on their own responsibility.

## ARTICLE I.2 – ENTRY INTO FORCE AND IMPLEMENTATION PERIOD OF THE AGREEMENT

**I.2.1** The Agreement enters into force on the date on which the last party signs it.

**I.2.2** The Project runs for **24 months**, from **28.02.2022 to 28.02.2024**.

## ARTICLE I.3– MAXIMUM AMOUNT AND FORM OF THE GRANT

**I.3.1** The maximum amount of the grant is EUR **222004**

**I.3.2** With regards to the estimated budget specified in Annex II and with the eligible costs and the financial rules specified in Annex III, the grant takes the form of:

a) the reimbursement of the eligible costs of the action ('reimbursement of eligible costs') which are:

- (i) actually incurred
- (ii) declared on the basis of unit costs
- (iii) reimbursement of costs declared on the basis of lump sum
- (iv) reimbursement of costs declared on the basis of flat-rate: not applicable
- (v) reimbursement of costs declared on the basis of the partner's usual cost accounting practices: not applicable

- b) unit contribution: not applicable
- c) lump sum contribution: not applicable
- d) flat-rate contribution: not applicable
- e) financing not linked to costs: not applicable

## ARTICLE I.4– REPORTING AND PAYMENT ARRANGEMENTS

The following reporting and payment provisions shall apply:



### ***1.4.1 Payments to be made***

The NA must make the following payments to the coordinator:

- a first pre-financing payment;
- one payment of the balance, on the basis of the request for payment of the balance referred to in Article I.4.4.

### ***1.4.2 First pre-financing payment***

The aim of the pre-financing is to provide the beneficiaries with a float. The pre-financing remains the property of the NA until the payment of the balance.

The NA must make the pre-financing payment to the coordinator within 30 calendar days following the entry into force of the Agreement **EUR 177603,2** corresponding to 80% of the maximum grant amount specified in Article I.3.1, except if Article II.24 applies.

### ***1.4.3 Interim reports and further pre-financing payments***

By **30.03.2023**, the coordinator must complete a **progress report** on the implementation of the Project, covering the reporting period from the beginning of the implementation of the Project specified in Article I.2.2 to **28.02.2023**.

### ***1.4.4 Final report and request for payment of the balance***

**Within 60 calendar days after the end date of the Project** specified in Article I.2.2, the coordinator must complete a **final report** on the implementation of the Project, and, when applicable, upload all project results in the Erasmus+ Project Results Platform as specified in article I.11.2. The report must contain the information needed to justify the contribution requested on the basis of unit contributions where the grant takes the form of the reimbursement of unit contribution, lump sum or the eligible costs actually incurred in accordance with Annex III.

The final report is considered as the coordinator's request for payment of the balance of the grant.

The coordinator must certify that the information provided in the request for payment of the balance is full, reliable and true. It must also certify that the costs incurred can be considered eligible in accordance with the Agreement and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.27.

### ***1.4.5 Payment of the balance***

The payment of the balance reimburses or covers the remaining part of the eligible costs incurred by the beneficiaries for the implementation of the project.

The NA determines the amount due as the balance by deducting the total amount of pre-financing and interim payments (if any) already made from the final amount of the grant determined in accordance with Article II.25.

If the total amount of earlier payments is greater than the final amount of the grant determined in accordance with Article II.25, the payment of the balance takes the form of a recovery as provided for by Article II.26.

If the total amount of earlier payments is lower than the final amount of the grant determined in accordance with Article II.25, the NA must pay the balance within 60 calendar days from when it receives the documents referred to in Article I.4.4, except if Article II.24.1 or II.24.2 apply.

Payment is subject to the approval of the request for payment of the balance and of the accompanying documents. Their approval does not imply recognition of the compliance, authenticity, completeness or correctness of their content.

The amount to be paid may, however, be offset, without the coordinator's consent, against any other amount owed by the coordinator to the NA, up to the maximum contribution indicated for that coordinator, in the estimated budget in Annex II.

#### ***I.4.6 Notification of amounts due***

The NA must send a *formal notification* to the coordinator:

- (a) informing it of the amount due; and
- (b) specifying whether the notification concerns a further pre-financing payment or the payment of the balance.

For the payment of the balance, the NA must also specify the final amount of the grant determined in accordance with Article II.25.

#### ***I.4.7 Payments from the NA to the coordinator and interest on late payment***

The NA must make payments to the coordinator.

If the NA does not pay within the time limits for payment, the beneficiary is entitled to late-payment interest at the rate applied by the European Central Bank for its main refinancing operations in euros ('the reference rate'), plus three and a half points. The reference rate is the rate in force on the first day of the month in which the time limit for payment expires, as published in the C series of the *Official Journal of the European Union*.

Late-payment interest is not due if the beneficiary is a Member State of the Union (including regional and local government authorities and other public bodies acting in the name of and on behalf of the Member State for the purpose of the Agreement).

If the NA suspends the time limit for payment as provided for in Article II.24.2 or if it suspends an actual payment as provided for in Article II.24.1, these actions cannot be considered as cases of late payment.

Late-payment interest covers the period running from the day following the due date for payment, up to and including the date of actual payment as established in Article I.4.12. The NA does not consider payable interest when determining the final amount of grant within the meaning of Article II.25.

As an exception to the first subparagraph, if the calculated interest is lower than or equal to EUR 200, it must be paid to the beneficiary only if the beneficiary requests it within two months of receiving late payment.

#### ***1.4.8 Payments from the coordinator to the other beneficiaries***

The coordinator must make all payments to the other beneficiaries by bank transfer and keep appropriate evidence of the amounts transferred to each beneficiary for any checks and audits as referred to in Article II.27.

#### ***1.4.9 Currency for payments***

The NA must make payments in euros.

#### ***1.4.10 Currency for requests for payments and conversion into euro***

Request for payment must be drafted in euros.

The beneficiary with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the C series of the Official Journal of the European Union, determined over the corresponding reporting period (available at <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>).

If no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, conversion must be made at the average of the monthly accounting rates established by the Commission and published on its website ([http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)), determined over the corresponding reporting period.

The beneficiary with general accounts in euros must convert costs incurred in another currency into euros in accordance with their usual accounting practices.

#### ***1.4.11 Language of requests for payments and reports***

All requests for payments and reports must be submitted in English.

#### ***1.4.12 Date of payment***

Payments by the NA are considered to have been carried out on the date when they are debited to its account unless the national law provides otherwise.

#### ***1.4.13 Costs of payment transfers***

Costs of the payment transfers are borne as follows:

- (a) the NA bears the costs of transfer charged by its bank;
- (b) the coordinator bears the costs of transfer charged by its bank;
- (c) the party causing a repetition of a transfer bears all costs of repeated transfers.

### **ARTICLE I.5– BANK ACCOUNT FOR PAYMENTS**

All payments must be made to the beneficiary's bank account as indicated in Annex VI.

### **ARTICLE I.6–DATA CONTROLLER AND COMMUNICATION DETAILS OF THE PARTIES**

#### ***1.6.1 Data controller***

The entity acting as a data controller as provided for in Article II.7, the data controller: is

Head of Unit B4  
Directorate B – Youth, Education & Erasmus+  
Directorate-General for Education, Youth, Sport and Culture  
European Commission  
B-1049 Brussels  
Belgium

#### ***1.6.2 Communication details of the NA***

Any communication addressed to the NA must be sent by the coordinator to the following address:

Erasmus+ kansallinen toimisto  
School Education/Yleissivistävä koulutus  
Opetushallitus  
PL 380  
00531 Helsinki

#### ***1.6.3 Communication details of the beneficiaries***

Any communication from the NA to the beneficiaries must be sent to the coordinator at the following address:

Paavo Arvola

TAMPEREEN KORKEAKOULUSAATIO SR  
KALEVANTIE 4 33100 TAMPERE

#### **ARTICLE I.7-ADDITIONAL PROVISION ON REPORTING ON COMPLIANCE WITH DATA PROTECTION OBLIGATIONS**

The beneficiaries shall report in the final report on the measures put in place for ensuring compliance of its data processing operations with the Regulation 2018/1725, in line with the obligations established in the Article II.7 at least on the following topics: security of processing, confidentiality of the processing, assistance to the data controller, data retention, contribution to audits, including inspections, establishment of personal data records of all categories of processing activities carried out on behalf of the controller.

#### **ARTICLE I.8- ADDITIONAL PROVISION ON INFORMING THE PARTICIPANTS ON THE PROCESSING OF THEIR PERSONAL DATA**

The beneficiaries shall provide the participants with the relevant privacy statement for the processing of their personal data before these are encoded in the electronic systems for managing the Erasmus+ mobilities.

#### **ARTICLE I.9– PROTECTION AND SAFETY OF PARTICIPANTS**

The beneficiaries shall have in place effective procedures and arrangements to provide for the safety and protection of the participants in their Project.

The beneficiaries must ensure that insurance coverage is provided to participants involved in mobility activities or learning, teaching and training activities.

Prior to any participation of minors in the Project, the beneficiaries must ensure full respect of applicable regulation on protection and safety of minors as defined by the applicable legislation in the sending and hosting countries, including but not limited to: parental or guardian consent, insurance arrangements, and age limits.

#### **ARTICLE I.10 -ADDITIONAL PROVISIONS ON PRE-EXISTING RIGHTS AND THE USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)**

In addition to the provision of Article II.9.3, if the beneficiaries produce educational materials under the scope of the Project, such materials must be made available through the Internet, free of charge and under open licenses<sup>2</sup>.

If materials or documents are subject to moral rights or third party rights (including intellectual property rights or rights of natural persons on their image and voice), the beneficiaries must ensure that they comply with their obligations under Article II.9.2, in particular, by obtaining the necessary licences and authorisations from the rights holders concerned.

The beneficiaries must ensure that the website address used is valid and up to date. If the website hosting is discontinued the beneficiaries must remove the website from Organisation Registration System to avoid the risk that the domain is taken over by another party and redirected to other websites.

## **ARTICLE I.11 – USE OF IT TOOLS**

### ***I.11.1 Erasmus+ reporting and management tool***

The coordinator must make use of the web-based reporting and management tool provided by the European Commission to record all information in relation to the activities undertaken under the Project (including activities that were not directly supported with a grant from EU funds), and to complete and submit the Progress Report, Interim report (if available in the Erasmus+ reporting and management tool and for the cases specified in article I.4.3) and Final report.

### ***I.11.2 Erasmus+ Project Results Platform***

The coordinator shall input the deliverables of the Project in the Erasmus+ Project Results Platform (<http://ec.europa.eu/programmes/erasmus-plus/projects/>), in accordance with the instructions provided therein.

## **ARTICLE I.12 – ADDITIONAL PROVISIONS ON SUBCONTRACTING**

By way of derogation to the provisions set out in Article II.11, the beneficiaries must not subcontract any activities funded from the budget category “project results”.

By way of derogation, the provisions set out in points (c) and (d) of Article II.11.1 are not applicable to any of the budget categories except Exceptional costs.

## **ARTICLE I.13 – ADDITIONAL PROVISION ON THE VISIBILITY OF UNION FUNDING**

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<sup>2</sup> Open licence – a way by which the owner of a work grants permission to others to use the resource. A license is associated to each resource. There are different open licences according to the extent of the permissions granted or the limitations imposed and the beneficiary is free to choose the specific license to apply to their work. An open licence must be associated to each resource produced. An open licence is not a transfer of copyrights or Intellectual Property Rights (IPR).

Without prejudice to Article II.8, the beneficiaries shall acknowledge the support received under the Erasmus+ programme in all communication and promotional material, including on websites and social media. The guidelines for the beneficiaries and other third parties are available at [https://ec.europa.eu/info/resources-partners/european-commission-visual-identity\\_es](https://ec.europa.eu/info/resources-partners/european-commission-visual-identity_es)

#### **ARTICLE I.14 - SUPPORT TO PARTICIPANTS**

If, while implementing the Project, the beneficiaries have to give support to participants, the beneficiaries shall provide such support in accordance with the conditions specified in Annex II and Annex IV.

The beneficiaries must:

- Either transfer the financial support for travel, individual support, linguistic support in full to the participants of project activities, applying the rates for unit contributions as specified in Annex IV;
- Or provide the support for the same budget categories to participants of project activities in the form of provision of the required goods and services. In such case, the beneficiaries must ensure that the provision of these goods and services will meet the necessary quality and safety standards.

The beneficiaries may combine the two options set out in the previous paragraph in so far as they ensure fair and equal treatment of all participants. In such case the conditions applicable to each option must be applied for the budget categories to which the respective option is applied.

#### **ARTICLE I.15 – PROVISION OF INCLUSION SUPPORT FOR PARTICIPANTS**

In case funds have been approved for inclusion support for participants, the beneficiary will be responsible for ensuring that adequate pre-financing is provided to participants with fewer opportunities benefiting from the inclusion grant. In particular, participants with fewer opportunities may not be requested to personally pre-finance their activities.

#### **ARTICLE I.16 – ONLINE LINGUISTIC SUPPORT (OLS)**

Not applicable



**ARTICLE I.17 – SPECIAL PROVISIONS ON BUDGET TRANSFERS**

The beneficiary is allowed to transfer funds between the different budget categories resulting in a change of the estimated budget and the related activities described in Annex II, without requesting an amendment of the Agreement as specified in Article II.13, under the condition that:

- the Project is implemented in accordance with the approved project application and overall objectives described in Annex II.
- and the following specific rules are respected:
  - (a) Project Results, Multiplier Events and Learning/teaching/training activities:** the beneficiary is allowed to transfer up to 30% of the funds allocated for each of these categories to any other budget category (while respecting all other limits defined by this Article), without requesting an amendment. The beneficiary is allowed to transfer additional funds to these budget categories without requesting an amendment.
  - (b) Within budget category Learning/teaching/training activities:** the beneficiary is allowed to make any transfers between funds allocated to Travel, Individual support and Linguistic support without requesting an amendment.
  - (c) Transnational Project Meetings and Inclusion support for organisations:** the beneficiary is allowed to transfer up to 100% of the allocated funds to any other budget category (while respecting all other limits defined by this Article). The beneficiary is allowed to transfer additional funds to these budget categories without requesting an amendment.
  - (d) Project management and implementation, and Exceptional costs for subcontracting and purchase of good and services:** the beneficiary is allowed to transfer up to 100% of the funds allocated for each of these categories to any other budget category (while respecting all other limits defined by this Article). The beneficiary is not allowed to transfer any additional funds to these budget categories without requesting an amendment.
  - (e) Inclusion support for participants:** the beneficiary is allowed to transfer up to 15% of the allocated funds from this category to any other budget categories (while respecting all other limits defined by this Article). The beneficiary is allowed to transfer additional funds to this budget category without requesting an amendment.
  - (f) Exceptional costs for expensive travel and financial guarantee:** the beneficiary is allowed to transfer up to 100% of the allocated funds to any budget category (while respecting all other limits defined by this Article). The beneficiary is allowed to transfer additional funds to these budget categories without requesting an amendment, and provided that a relevant justification of expenses is included in the final report.

By derogation to points (a) and (b) of the present Article, for the purpose of establishing a financial guarantee in so far as required by the NA in Article I.4.2., the beneficiaries are allowed to transfer funds allocated for any budget category (other than Inclusion support for participants) to budget category Exceptional costs.



## **ARTICLE I.18 – ADDITIONAL PROVISION ON MONITORING AND EVALUATION**

Not applicable

## **ARTICLE I.19 – SPECIAL PROVISIONS ON THE FINANCIAL RESPONSIBILITY FOR RECOVERIES**

The financial responsibility of each beneficiary other than the coordinator is limited to the amount received by the beneficiary concerned

## **ARTICLE I.20– SPECIFIC DEROGATIONS FROM ANNEX I GENERAL CONDITIONS**

1. For the purposes of this Agreement, in Annex I General Conditions the term "the Commission" must be read as "the NA", the term "action" must be read as "project" and the term "unit cost" must be read as "unit contribution", except where otherwise provided.

For the purposes of this Agreement, in Annex I General Conditions the notion "financial statement" must be read as "the budgetary part of the report", except where otherwise provided.

In Article II.4.1, Article II.7.1, Article II.8.2, Article II.27.1, Article II.27.3, the first paragraph of Article II.27.4, first paragraph of Article II.27.8 and in the Article II.27.9 the reference to "the Commission" must be read as reference to "the NA and the Commission".

In Article II.12 the term "financial support" must be read as "support" and the term "third parties" must be read as "participants".

2. For the purposes of this Agreement, the following clauses of Annex I General Conditions are not applicable: Article II.2.2 (b) (ii), Article II.12.2, Article II.13.4, Article II.18.3, and Article II.27.7.

For the purpose of this Agreement, the terms "*affiliated entities*", "*interim payment*", "*flat rate*" do not apply when mentioned in the General Conditions.

3. In Article II.9.3, the title and letter (a) of the first paragraph must be read as follows:

### **"II.9.3 Rights of use of the results and of pre-existing rights by the NA and the Union**

The beneficiaries grant the NA and the Union the following rights to use the results of the project:

- (a) for its own purposes and in particular to make available to persons working for the NA, Union institutions, agencies and bodies and to Member States' institutions, as well as to copy and reproduce in whole or in part and in an unlimited number of copies."

For the rest of this article, the references to the "Union" must be read as reference to "the NA and/or the Union".

4. The second paragraph of Article II.10.1 must be read as follows:

"The beneficiaries must ensure that the NA, the Commission, the European Court of Auditors and the European Anti-Fraud Office (OLAF) can exercise their rights under Article II.27 also towards the beneficiaries' contractors."

5. A new letter (l) is added to Article II.17.3.1 which reads:

"(l) if there is a complaint made by all other beneficiaries that the coordinator does not implement the Project as specified in Annex I or fails to comply with another substantial obligation incumbent on it under the terms of the Agreement."

6. Article II.18 must be read as follows:

**II.18.1** The Agreement is governed by the law of Finland.

**II.18.2** The competent court determined in accordance with the applicable national law has sole jurisdiction to hear any dispute between the NA and any beneficiary concerning the interpretation, application or validity of the Agreement, if such dispute cannot be settled amicably.

7. With regards to Article II.19.1 the conditions for the eligibility of costs are complemented by sections I.1 and II.1 of Annex III.

8. With regards to Article II.20 the conditions for identifiability and verifiability of the amounts declared are complemented by sections I.2 and II.2 of Annex III.

9. The first paragraph of Article II.22 must be read as follows:

"Beneficiaries are allowed to adjust the estimated budget set out in Annex II by transfers between the different budget categories, if the *project* is implemented as described in Annex II. This adjustment does not require an amendment of the Agreement as provided for in Article II.13, if the conditions provided for in Article I.17 are met."

10. Article II.23(b) must be read as follows:

"(b) still fails to submit such a request within further 30 calendar days following a written reminder sent by the NA."

11. The first paragraph of Article II.24.1.3 must be read as follows:

"During the period of suspension of payments the coordinator is not entitled to submit any requests for payments and supporting documents referred to in Articles I.4.3 and I.4.4".

12. With regards to Article II.25.4 the conditions for reduction due to improper implementation, irregularity, fraud or breach of other obligations are complemented by section VI of Annex III.

13. The third paragraph of Article II.26.3 must be read as follows:

"If payment has not been made by the date specified in the debit note, the NA will recover the amount due:

- (a) “[...] An action may be brought against such offsetting before the competent court determined in Article II.18.2;
- (b) by holding the beneficiaries jointly and severally liable up to the maximum EU contribution indicated, for each beneficiary, in the estimated budget (Annex II as last amended);
- (c) by taking legal action as provided for in Article II.18.2 or in the Special Conditions.”

17. The third paragraph of Article II.27.2 must be read as follows:

The periods set out in the first and second subparagraphs are longer if a longer duration is required by national law, or if there are ongoing audits, appeals, litigation or pursuit of claims concerning the grant, including in the cases referred to in Article II.27.7. In the latter cases, the beneficiaries must keep the documents until such audits, appeals, litigation or pursuit of claims have been closed.

Date 2021-10-19

## Project: 2021-1-FI01-KA220-SCH-000029713

### Project Details

Project Code	2021-1-FI01-KA220-SCH-000029713
Project Title	EXpanding Content And Language Integrated learning through BUilding a sustainable future in Realtime in immersive environments
Project Acronym	EXCALIBUR
Submission ID	1268245

The beneficiary will implement the Project as described in the grant application with the aforementioned submission code.

Date 2021-10-19

## Budget Summary

Budget items	Total grant
Project Management and Implementation	48 000
Transnational Project Meetings	4 025
Project Results	162 979
Multiplier Events	4 000,00
Learning/Teaching/Training Activities	0,00
Inclusion support	0,00
Exceptional costs	3 000,00
<b>Total grant</b>	<b>222 004,00</b>

## Budget Details

### Transnational Project Meetings

Meeting Nr	Country	Distance band	No. of Participants	Grant
1	Finland (FI)	0 - 99 km	3	0,00
2	Italy (IT)	100 - 1999 km	2	1 150,00
3	Norway (NO)	100 - 1999 km	2	1 150,00
4	Germany (DE)	100 - 1999 km	2	1 150,00
5	Germany (DE)	100 - 1999 km	1	575,00
6	Finland (FI)	0 - 99 km	2	0,00
7	Finland (FI)	0 - 99 km	2	0,00
Total			14	4 025,00

### Project Results

Result Id	Output Title	Category of Staff	No. of Working Days	Grant
1	8 - Design of game-based...	Teachers/Trainers/Researchers	7	1 498
1	8 - Design of game-based...	Teachers/Trainers/Researchers	5	1 070
1	8 - Design of game-based...	Teachers/Trainers/Researchers	8	1 928
1	8 - Design of game-based...	Teachers/Trainers/Researchers	10	2 140
2	8 - Design of game-based...	Technicians	5	810
1	8 - Design of game-based...	Teachers/Trainers/Researchers	7	1 498

Date 2021-10-19

1	8 - Design of game-based...	Teachers/Trainers/Researchers	14	2 996
2	8 - Design of game-based...	Technicians	5	810
1	8 - Design of game-based...	Teachers/Trainers/Researchers	2	428
1	1 - Needs analysis of...	Teachers/Trainers/Researchers	5	1 070
1	1 - Needs analysis of...	Teachers/Trainers/Researchers	10	2 140
1	1 - Needs analysis of...	Teachers/Trainers/Researchers	9	2 169
1	17 - Networking and...	Teachers/Trainers/Researchers	7	1 687
1	17 - Networking and...	Teachers/Trainers/Researchers	3	642
1	17 - Networking and...	Teachers/Trainers/Researchers	10	2 140
1	17 - Networking and...	Teachers/Trainers/Researchers	5	1 070
1	17 - Networking and...	Teachers/Trainers/Researchers	2	428
1	17 - Networking and...	Teachers/Trainers/Researchers	6	1 284
1	17 - Networking and...	Teachers/Trainers/Researchers	13	2 782
1	16 - Open access...	Teachers/Trainers/Researchers	8	1 928
1	16 - Open access...	Teachers/Trainers/Researchers	5	1 070
1	16 - Open access...	Teachers/Trainers/Researchers	5	1 070
1	16 - Open access...	Teachers/Trainers/Researchers	13	2 782
2	16 - Open access...	Technicians	2	324
1	16 - Open access...	Teachers/Trainers/Researchers	3	642
1	16 - Open access...	Teachers/Trainers/Researchers	3	642
2	16 - Open access...	Technicians	3	486
1	16 - Open access...	Teachers/Trainers/Researchers	3	642
1	12 - Video handbook for...	Teachers/Trainers/Researchers	1	214
2	12 - Video handbook for...	Technicians	5	810
2	12 - Video handbook for...	Technicians	8	1 296
1	12 - Video handbook for...	Teachers/Trainers/Researchers	12	2 568
1	12 - Video handbook for...	Teachers/Trainers/Researchers	11	2 354
2	12 - Video handbook for...	Technicians	6	1 140
1	12 - Video handbook for...	Teachers/Trainers/Researchers	3	642
2	12 - Video handbook for...	Technicians	8	1 296
1	12 - Video handbook for...	Teachers/Trainers/Researchers	9	2 169
1	12 - Video handbook for...	Teachers/Trainers/Researchers	10	2 140
1	14 - Piloting and main...	Teachers/Trainers/Researchers	12	2 568
1	14 - Piloting and main...	Teachers/Trainers/Researchers	13	2 782
1	14 - Piloting and main...	Teachers/Trainers/Researchers	6	1 446

Date 2021-10-19

1	14 - Piloting and main...	Teachers/Trainers/Researchers	6	1 284
2	14 - Piloting and main...	Technicians	5	810
2	14 - Piloting and main...	Technicians	3	486
1	14 - Piloting and main...	Teachers/Trainers/Researchers	25	5 350
1	14 - Piloting and main...	Teachers/Trainers/Researchers	18	3 852
2	14 - Piloting and main...	Technicians	4	760
1	14 - Piloting and main...	Teachers/Trainers/Researchers	6	1 284
1	6 - CLIL pedagogy and the...	Teachers/Trainers/Researchers	28	5 992
1	6 - CLIL pedagogy and the...	Teachers/Trainers/Researchers	5	1 205
1	6 - CLIL pedagogy and the...	Teachers/Trainers/Researchers	21	4 494
2	6 - CLIL pedagogy and the...	Technicians	55	8 910
1	6 - CLIL pedagogy and the...	Teachers/Trainers/Researchers	5	1 070
1	6 - CLIL pedagogy and the...	Teachers/Trainers/Researchers	5	1 070
2	15 - Piloting and main...	Technicians	3	486
1	15 - Piloting and main...	Teachers/Trainers/Researchers	14	2 996
2	15 - Piloting and main...	Technicians	4	760
2	15 - Piloting and main...	Technicians	3	486
2	15 - Piloting and main...	Technicians	2	324
1	15 - Piloting and main...	Teachers/Trainers/Researchers	12	2 568
1	15 - Piloting and main...	Teachers/Trainers/Researchers	18	3 852
1	15 - Piloting and main...	Teachers/Trainers/Researchers	9	1 926
1	15 - Piloting and main...	Teachers/Trainers/Researchers	7	1 498
1	15 - Piloting and main...	Teachers/Trainers/Researchers	6	1 446
1	15 - Piloting and main...	Teachers/Trainers/Researchers	13	2 782
2	15 - Piloting and main...	Technicians	2	324
1	7 - Partner training on...	Teachers/Trainers/Researchers	3	642
2	7 - Partner training on...	Technicians	4	648
1	7 - Partner training on...	Teachers/Trainers/Researchers	3	642
1	7 - Partner training on...	Teachers/Trainers/Researchers	13	2 782
1	7 - Partner training on...	Teachers/Trainers/Researchers	25	5 350
1	7 - Partner training on...	Teachers/Trainers/Researchers	3	642
1	7 - Partner training on...	Teachers/Trainers/Researchers	3	642
1	7 - Partner training on...	Teachers/Trainers/Researchers	5	1 205
1	9 - Design of teacher...	Teachers/Trainers/Researchers	8	1 712
1	9 - Design of teacher...	Teachers/Trainers/Researchers	2	428

Date 2021-10-19

1	9 - Design of teacher...	Teachers/Trainers/Researchers	18	4 338
1	9 - Design of teacher...	Teachers/Trainers/Researchers	1	214
1	9 - Design of teacher...	Teachers/Trainers/Researchers	7	1 498
2	9 - Design of teacher...	Technicians	3	486
1	9 - Design of teacher...	Teachers/Trainers/Researchers	9	1 926
2	9 - Design of teacher...	Technicians	5	810
1	9 - Design of teacher...	Teachers/Trainers/Researchers	15	3 210
1	11 - Design of teacher...	Teachers/Trainers/Researchers	15	3 210
1	11 - Design of teacher...	Teachers/Trainers/Researchers	6	1 284
1	11 - Design of teacher...	Teachers/Trainers/Researchers	3	642
1	11 - Design of teacher...	Teachers/Trainers/Researchers	6	1 284
1	11 - Design of teacher...	Teachers/Trainers/Researchers	18	3 852
1	11 - Design of teacher...	Teachers/Trainers/Researchers	5	1 070
2	11 - Design of teacher...	Technicians	5	810
2	11 - Design of teacher...	Technicians	5	810
1	11 - Design of teacher...	Teachers/Trainers/Researchers	4	964
1	5 - Categorizing CLIL and...	Teachers/Trainers/Researchers	10	2 140
1	5 - Categorizing CLIL and...	Teachers/Trainers/Researchers	10	2 410
1	5 - Categorizing CLIL and...	Teachers/Trainers/Researchers	7	1 498
1	5 - Categorizing CLIL and...	Teachers/Trainers/Researchers	1	214
Total			783	162 979,00

### Multiplier Events

Multiplier Event	Country of Venue	No. of Local Participants	No. of Foreign Participants	No. of Virtual Participants	Total grant
1	Finland	20	0	0	2 000,00
2	Italy	20	0	0	2 000,00
Total					4 000,00

### Learning/Teaching/Training

### Inclusion support for participants

Inclusion Id	Description and justification	Grant
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### Exceptional costs

Exceptional Cost Id	Description and justification	Grant
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Date 2021-10-19

3	150 Minecraft Licences	3 000,00
Total		3 000,00

Date 2021-10-19

## Participating Organisations

### UNIVERSITETET I TROMSOE - NORGES ARKTISKE UNIVERSITET

Organisation ID (OID)	E10208921
Latin Legal Name	UNIVERSITETET I TROMSOE - NORGES ARKTISKE UNIVERSITET
Organisation Role	Partner Organisation
Registration Number	970422528
Legal Form	STATSFORETAK
Address	HANSINE HANSENS VEG 14 9037 9019 TROMSO
Country	Norway

Organisation Type Higher education institution (tertiary level)

### Budget Details per Participating Organisation - UNIVERSITETET I TROMSOE - NORGES ARKTISKE UNIVERSITET

#### Transnational Project Meetings

Meeting Nr	Distance band	No. of Participants	Grant
1	100 - 1999 km	2	1 150,00
Total		2	1 150,00

#### Project Result

Result Id	Output Title	Category of Staff	No. of Working Days	Grant
1	8 - Design of game-based...	Teachers/Trainers/Researchers	8	1 928
1	1 - Needs analysis of...	Teachers/Trainers/Researchers	9	2 169
1	17 - Networking and...	Teachers/Trainers/Researchers	7	1 687
1	16 - Open access...	Teachers/Trainers/Researchers	8	1 928
1	12 - Video handbook for...	Teachers/Trainers/Researchers	9	2 169
1	14 - Piloting and main...	Teachers/Trainers/Researchers	6	1 446
1	6 - CLIL pedagogy and the...	Teachers/Trainers/Researchers	5	1 205
1	15 - Piloting and main...	Teachers/Trainers/Researchers	6	1 446
1	7 - Partner training on...	Teachers/Trainers/Researchers	5	1 205
1	9 - Design of teacher...	Teachers/Trainers/Researchers	18	4 338

Date 2021-10-19

1	11 - Design of teacher...	Teachers/Trainers/Researchers	4	964
1	5 - Categorizing CLIL and...	Teachers/Trainers/Researchers	10	2 410
2	12 - Video handbook for...	Technicians	6	1 140
2	14 - Piloting and main...	Technicians	4	760
2	15 - Piloting and main...	Technicians	4	760
Total			109	25 555

**Multiplier Events**

Multiplier Event	Country of Venue	No. of Local Participants	No. of Foreign Participants	No. of Virtual Participants	Total grant
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**Learning/Teaching/Training**

LTT ID	Activity Type	Type of Participants	Travel		Green travel		Exceptional Costs for Expensive Travel				
			No. of Participants	Total grant	No. of Participants	Total grant	No. of Participants				Total grant
LTT ID	Activity Type	Type of Participants	Individual support				Linguistic support		Inclusion Support for Organisation		
			Total Funded Duration (days)	No. of Participants	Total Funded Duration for Accompanying Persons (days)	No. of Accompanying Persons	Total grant	No. of Participants	Total grant	No. of Participants	Total grant
LTT ID	Activity Title	Travel	Green travel		Exceptional Costs for Expensive Travel						
		No. of Participants	Total grant	No. of Participants	Total grant	No. of Participants					Total grant
LTT ID	Activity Title	Individual support					Linguistic support		Inclusion Support for Organisation		
			Total Funded Duration (days)	No. of Participants	Total Funded Duration for Accompanying Persons (days)	No. of Accompanying Persons	Total grant	No. of Participants	Total grant	No. of Participants	Total grant

**Inclusion support for participants**

Inclusion Id	Description and justification	Grant
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**Exceptional costs**

Exceptional Cost Id	Description and justification	Grant
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**Summary Budget per Organisation**

Budget items	Total grant
Project Management and Implementation	6 000
Transnational Project Meetings	1 150,00

Date 2021-10-19

Project Results	25 555,00
Multiplier Events	0,00
Learning/Teaching/Training Activities	0,00
Inclusion support	0,00
Exceptional costs	0,00
<b>Total grant</b>	<b>32 705,00</b>

### Landesmedienzentrum Baden-Württemberg

Organisation ID (OID)	E10232780
Latin Legal Name	Landesmedienzentrum Baden-Württemberg
Organisation Role	Partner Organisation
Registration Number	
Legal Form	UNKNOWN
Address	Moltkestr. 64 76133 Karlsruhe
Country	Germany
Organisation Type	Regional Public body

### Budget Details per Participating Organisation - Landesmedienzentrum Baden-Württemberg

#### Transnational Project Meetings

Meeting Nr	Distance band	No. of Participants	Grant
1	100 - 1999 km	2	1 150,00
Total		2	1 150,00

#### Project Result

Result Id	Output Title	Category of Staff	No. of Working Days	Grant
1	8 - Design of game-based...	Teachers/Trainers/Researchers	14	2 996
1	17 - Networking and...	Teachers/Trainers/Researchers	6	1 284
1	16 - Open access...	Teachers/Trainers/Researchers	5	1 070
1	12 - Video handbook for...	Teachers/Trainers/Researchers	11	2 354

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1	14 - Piloting and main...	Teachers/Trainers/Researchers	13	2 782
1	6 - CLIL pedagogy and the...	Teachers/Trainers/Researchers	28	5 992
1	15 - Piloting and main...	Teachers/Trainers/Researchers	13	2 782
1	7 - Partner training on...	Teachers/Trainers/Researchers	3	642
1	9 - Design of teacher...	Teachers/Trainers/Researchers	8	1 712
1	11 - Design of teacher...	Teachers/Trainers/Researchers	3	642
2	12 - Video handbook for...	Technicians	5	810
Total			109	23 066

### Multiplier Events

Multiplier Event	Country of Venue	No. of Local Participants	No. of Foreign Participants	No. of Virtual Participants	Total grant
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### Learning/Teaching/Training

LTT ID	Activity Type	Type of Participants	Travel		Green travel		Exceptional Costs for Expensive Travel				
			No. of Participants	Total grant	No. of Participants	Total grant	No. of Participants				Total grant
LTT ID	Activity Type	Type of Participants	Individual support				Linguistic support		Inclusion Support for Organisation		
			Total Funded Duration (days)	No. of Participants	Total Funded Duration for Accompanying Persons (days)	No. of Accompanying Persons	Total grant	No. of Participants	Total grant	No. of Participants	Total grant
LTT ID	Activity Title	Travel	Green travel		Exceptional Costs for Expensive Travel						
		No. of Participants	Total grant	No. of Participants	Total grant	No. of Participants				Total grant	
LTT ID	Activity Title	Individual support					Linguistic support		Inclusion Support for Organisation		
			Total Funded Duration (days)	No. of Participants	Total Funded Duration for Accompanying Persons (days)	No. of Accompanying Persons	Total grant	No. of Participants	Total grant	No. of Participants	Total grant

### Inclusion support for participants

Inclusion Id	Description and justification	Grant
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### Exceptional costs

Exceptional Cost Id	Description and justification	Grant
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### Summary Budget per Organisation

#### Budget items

Project Management and Implementation	6 000
---------------------------------------	-------

Total grant

6 000

Date 2021-10-19

Transnational Project Meetings	1 150,00
Project Results	23 066,00
Multiplier Events	0,00
Learning/Teaching/Training Activities	0,00
Inclusion support	0,00
Exceptional costs	0,00
<b>Total grant</b>	<b>30 216,00</b>

### Teachergaming LLC

Organisation ID (OID)	E10173116
Latin Legal Name	Teachergaming LLC
Organisation Role	Partner Organisation
Registration Number	FI23347859
Legal Form	***OSAKEYHTIO
Address	Krötinkuja 1 A1 33730 Tampere
Country	Finland
Organisation Type	Small and medium sized enterprise

### Budget Details per Participating Organisation - Teachergaming LLC

#### Transnational Project Meetings

Meeting Nr	Distance band	No. of Participants	Grant
1	0 - 99 km	2	0,00
Total		2	0,00

#### Project Result

Result Id	Output Title	Category of Staff	No. of Working Days	Grant
1	8 - Design of game-based...	Teachers/Trainers/Researchers	7	1 498
1	17 - Networking and...	Teachers/Trainers/Researchers	13	2 782
1	16 - Open access...	Teachers/Trainers/Researchers	3	642

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1	14 - Piloting and main...	Teachers/Trainers/Researchers	12	2 568
1	6 - CLIL pedagogy and the...	Teachers/Trainers/Researchers	5	1 070
1	15 - Piloting and main...	Teachers/Trainers/Researchers	12	2 568
1	7 - Partner training on...	Teachers/Trainers/Researchers	25	5 350
1	9 - Design of teacher...	Teachers/Trainers/Researchers	9	1 926
1	11 - Design of teacher...	Teachers/Trainers/Researchers	6	1 284
2	9 - Design of teacher...	Technicians	5	810
Total			97	20 498

### Multiplier Events

Multiplier Event	Country of Venue	No. of Local Participants	No. of Foreign Participants	No. of Virtual Participants	Total grant
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### Learning/Teaching/Training

LTT ID	Activity Type	Type of Participants	Travel		Green travel		Exceptional Costs for Expensive Travel				
			No. of Participants	Total grant	No. of Participants	Total grant	No. of Participants				Total grant
LTT ID	Activity Type	Type of Participants	Individual support				Linguistic support		Inclusion Support for Organisation		
			Total Funded Duration (days)	No. of Participants	Total Funded Duration for Accompanying Persons (days)	No. of Accompanying Persons	Total grant	No. of Participants	Total grant	No. of Participants	Total grant
LTT ID	Activity Title	Travel	Green travel		Exceptional Costs for Expensive Travel						
		No. of Participants	Total grant	No. of Participants	Total grant	No. of Participants				Total grant	
LTT ID	Activity Title	Individual support					Linguistic support		Inclusion Support for Organisation		
			Total Funded Duration (days)	No. of Participants	Total Funded Duration for Accompanying Persons (days)	No. of Accompanying Persons	Total grant	No. of Participants	Total grant	No. of Participants	Total grant

### Inclusion support for participants

Inclusion Id	Description and justification	Grant
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### Exceptional costs

Exceptional Cost Id	Description and justification	Grant
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### Summary Budget per Organisation

#### Budget items

Project Management and Implementation	6 000
---------------------------------------	-------

Total grant

6 000

Date 2021-10-19

Transnational Project Meetings	0,00
Project Results	20 498,00
Multiplier Events	0,00
Learning/Teaching/Training Activities	0,00
Inclusion support	0,00
Exceptional costs	0,00
<b>Total grant</b>	<b>26 498,00</b>

### Tampereen klassillinen lukio

Organisation ID (OID)	E10104959
Latin Legal Name	Tampereen klassillinen lukio
Organisation Role	Partner Organisation
Registration Number	0211675-2
Legal Form	***AKTIEBOLAG
Address	Tuomiokirkonkatu 5 33100 Tampere
Country	Finland
██████████	██
Organisation Type	School/Institute/Educational centre – General education (secondary level)

### Budget Details per Participating Organisation - Tampereen klassillinen lukio

#### Transnational Project Meetings

Meeting Nr	Distance band	No. of Participants	Grant
1	0 - 99 km	2	0,00
Total		2	0,00

#### Project Result

Result Id	Output Title	Category of Staff	No. of Working Days	Grant
1	8 - Design of game-based...	Teachers/Trainers/Researchers	2	428
1	17 - Networking and...	Teachers/Trainers/Researchers	2	428
1	16 - Open access...	Teachers/Trainers/Researchers	3	642



Date 2021-10-19

1	12 - Video handbook for...	Teachers/Trainers/Researchers	1	214
1	14 - Piloting and main...	Teachers/Trainers/Researchers	6	1 284
1	15 - Piloting and main...	Teachers/Trainers/Researchers	7	1 498
1	7 - Partner training on...	Teachers/Trainers/Researchers	3	642
1	9 - Design of teacher...	Teachers/Trainers/Researchers	1	214
1	11 - Design of teacher...	Teachers/Trainers/Researchers	6	1 284
1	5 - Categorizing CLIL and...	Teachers/Trainers/Researchers	1	214
2	15 - Piloting and main...	Technicians	3	486
Total			35	7 334

**Multiplier Events**

Multiplier Event	Country of Venue	No. of Local Participants	No. of Foreign Participants	No. of Virtual Participants	Total grant
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**Learning/Teaching/Training**

LTT ID	Activity Type	Type of Participants	Travel		Green travel		Exceptional Costs for Expensive Travel			
			No. of Participants	Total grant	No. of Participants	Total grant	No. of Participants		Total grant	

LTT ID	Activity Type	Type of Participants	Individual support		Accompanying		Linguistic support		Inclusion Support for Organisation	
			Total Funded Duration (days)	No. of Participants	Total Funded Duration for Accompanying Persons (days)	No. of Accompanying Persons	Total grant	No. of Participants	Total grant	No. of Participants

LTT ID	Activity Title	Travel		Green travel		Exceptional Costs for Expensive Travel			
		No. of Participants	Total grant	No. of Participants	Total grant	No. of Participants		Total grant	

LTT ID	Activity Title	Individual support		Accompanying		Linguistic support		Inclusion Support for Organisation	
		Total Funded Duration (days)	No. of Participants	Total Funded Duration for Accompanying Persons (days)	No. of Accompanying Persons	Total grant	No. of Participants	Total grant	No. of Participants

**Inclusion support for participants**

Inclusion Id	Description and justification	Grant
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**Exceptional costs**

Exceptional Cost Id	Description and justification	Grant
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**Summary Budget per Organisation**

Budget items	Total grant
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Date 2021-10-19

Project Management and Implementation	6 000
Transnational Project Meetings	0,00
Project Results	7 334,00
Multiplier Events	0,00
Learning/Teaching/Training Activities	0,00
Inclusion support	0,00
Exceptional costs	0,00
<b>Total grant</b>	<b>13 334,00</b>

### Hittorf Gymnasium

Organisation ID (OID)	E10166210
Latin Legal Name	Hittorf Gymnasium
Organisation Role	Partner Organisation
Registration Number	167939
Legal Form	UNKNOWN
Address	Kemnastr. 38 45657 Recklinghausen
Country	Germany
██████████	██
Organisation Type	School/Institute/Educational centre – General education (secondary level)

### Budget Details per Participating Organisation - Hittorf Gymnasium

#### Transnational Project Meetings

Meeting Nr	Distance band	No. of Participants	Grant
1	100 - 1999 km	1	575,00
Total		1	575,00

#### Project Result

Result Id	Output Title	Category of Staff	No. of Working Days	Grant
1	8 - Design of game-based...	Teachers/Trainers/Researchers	5	1 070
1	17 - Networking and...	Teachers/Trainers/Researchers	3	642

Date 2021-10-19

1	16 - Open access...	Teachers/Trainers/Researchers	3	642
1	12 - Video handbook for...	Teachers/Trainers/Researchers	3	642
1	14 - Piloting and main...	Teachers/Trainers/Researchers	6	1 284
1	15 - Piloting and main...	Teachers/Trainers/Researchers	9	1 926
1	7 - Partner training on...	Teachers/Trainers/Researchers	3	642
1	9 - Design of teacher...	Teachers/Trainers/Researchers	2	428
1	11 - Design of teacher...	Teachers/Trainers/Researchers	5	1 070
2	15 - Piloting and main...	Technicians	3	486
Total			42	8 832

**Multiplier Events**

Multiplier Event	Country of Venue	No. of Local Participants	No. of Foreign Participants	No. of Virtual Participants	Total grant
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**Learning/Teaching/Training**

LTT ID	Activity Type	Type of Participants	Travel		Green travel		Exceptional Costs for Expensive Travel			
			No. of Participants	Total grant	No. of Participants	Total grant	No. of Participants		Total grant	

LTT ID	Activity Type	Type of Participants	Individual support		Accompanying		Linguistic support		Inclusion Support for Organisation	
			Total Funded Duration (days)	No. of Participants	Total Funded Duration for Accompanying Persons (days)	No. of Accompanying Persons	Total grant	No. of Participants	Total grant	No. of Participants

LTT ID	Activity Title	Travel		Green travel		Exceptional Costs for Expensive Travel			
		No. of Participants	Total grant	No. of Participants	Total grant	No. of Participants		Total grant	

LTT ID	Activity Title	Individual support		Accompanying		Linguistic support		Inclusion Support for Organisation	
		Total Funded Duration (days)	No. of Participants	Total Funded Duration for Accompanying Persons (days)	No. of Accompanying Persons	Total grant	No. of Participants	Total grant	No. of Participants

**Inclusion support for participants**

Inclusion Id	Description and justification	Grant
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**Exceptional costs**

Exceptional Cost Id	Description and justification	Grant
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**Summary Budget per Organisation**

Budget items	Total grant
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Date 2021-10-19

Project Management and Implementation	6 000
Transnational Project Meetings	575,00
Project Results	8 832,00
Multiplier Events	0,00
Learning/Teaching/Training Activities	0,00
Inclusion support	0,00
Exceptional costs	0,00
<b>Total grant</b>	<b>15 407,00</b>

**TAMPEREEN KORKEAKOULUSAATIO SR**

Organisation ID (OID)	E10148224
Latin Legal Name	TAMPEREEN KORKEAKOULUSAATIO SR
Organisation Role	Applicant Organisation
Registration Number	28445618
Legal Form	SAATIO/STIFTELSEN
Address	KALEVANTIE 4 33100 TAMPERE
Country	Finland
Organisation Type	Higher education institution (tertiary level)

**Budget Details per Participating Organisation - TAMPEREEN KORKEAKOULUSAATIO SR****Transnational Project Meetings**

Meeting Nr	Distance band	No. of Participants	Grant
1	0 - 99 km	3	0,00
Total		3	0,00

**Project Result**

Result Id	Output Title	Category of Staff	No. of Working Days	Grant
1	8 - Design of game-based...	Teachers/Trainers/Researchers	7	1 498
1	1 - Needs analysis of...	Teachers/Trainers/Researchers	10	2 140

Date 2021-10-19

1	17 - Networking and...	Teachers/Trainers/Researchers	10	2 140
1	16 - Open access...	Teachers/Trainers/Researchers	13	2 782
1	12 - Video handbook for...	Teachers/Trainers/Researchers	10	2 140
1	14 - Piloting and main...	Teachers/Trainers/Researchers	25	5 350
1	6 - CLIL pedagogy and the...	Teachers/Trainers/Researchers	21	4 494
1	15 - Piloting and main...	Teachers/Trainers/Researchers	18	3 852
1	7 - Partner training on...	Teachers/Trainers/Researchers	13	2 782
1	9 - Design of teacher...	Teachers/Trainers/Researchers	7	1 498
1	11 - Design of teacher...	Teachers/Trainers/Researchers	18	3 852
1	5 - Categorizing CLIL and...	Teachers/Trainers/Researchers	7	1 498
2	8 - Design of game-based...	Technicians	5	810
2	16 - Open access...	Technicians	3	486
2	12 - Video handbook for...	Technicians	8	1 296
2	14 - Piloting and main...	Technicians	5	810
2	6 - CLIL pedagogy and the...	Technicians	55	8 910
2	15 - Piloting and main...	Technicians	2	324
2	7 - Partner training on...	Technicians	4	648
2	9 - Design of teacher...	Technicians	3	486
2	11 - Design of teacher...	Technicians	5	810
Total			249	48 606

## Multiplier Events

Multiplier Event	Country of Venue	No. of Local Participants	No. of Foreign Participants	No. of Virtual Participants	Total grant
1	Finland	20	0	0	2 000,00
Total					2 000,00

## Learning/Teaching/Training

LTT ID	Activity Type	Type of Participants	Travel		Green travel		Exceptional Costs for Expensive Travel			
			No. of Participants	Total grant	No. of Participants	Total grant	No. of Participants	Total grant	No. of Participants	Total grant
LTT ID	Activity Type	Type of Participants	Individual support				Linguistic support		Inclusion Support for Organisation	
			Total Funded Duration (days)	No. of Participants	Total Funded Duration for Accompanying Persons (days)	No. of Accompanying Persons	Total grant	No. of Participants	Total grant	No. of Participants
LTT ID	Activity Title	Travel	Green travel		Exceptional Costs for Expensive Travel					
		No. of Participants	Total grant	No. of Participants	Total grant	No. of Participants	Total grant	No. of Participants	Total grant	

Date 2021-10-19

LTT ID	Activity Title	Individual support				Linguistic support		Inclusion Support for Organisation		Total grant
		Total Funded Duration (days)	No. of Participants	Total Funded Duration for Accompanying Persons (days)	No. of Accompanying Persons	No. of Participants	No. of Participants			

### Inclusion support for participants

Inclusion Id	Description and justification	Grant
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#### Exceptional costs

Exceptional Cost Id	Description and justification	Grant
3	150 Minecraft Licences	3 000,00
<b>Total</b>		<b>3 000,00</b>

### Summary Budget per Organisation

Budget items	Total grant
Project Management and Implementation	12 000
Transnational Project Meetings	0,00
Project Results	48 606,00
Multiplier Events	2 000,00
Learning/Teaching/Training Activities	0,00
Inclusion support	0,00
Exceptional costs	3 000,00
<b>Total grant</b>	<b>65 606,00</b>

### UNIVERSITA TELEMATICA DEGLI STUDI IUL

Organisation ID (OID)	E10113714
Latin Legal Name	UNIVERSITA TELEMATICA DEGLI STUDI IUL
Organisation Role	Partner Organisation
Registration Number	182
Legal Form	ALTRI ENTI ED ISTITUTI CON PERSONALITA GIURIDICA
Address	VIA MICHELANGELO BUONARROTI 10 50122 FIRENZE
Country	Italy

Date 2021-10-19

Organisation Type Higher education institution (tertiary level)

## Budget Details per Participating Organisation - UNIVERSITA TELEMATICA DEGLI STUDI IUL

### Transnational Project Meetings

Meeting Nr	Distance band	No. of Participants	Grant
1	100 - 1999 km	2	1 150,00
Total		2	1 150,00

### Project Result

Result Id	Output Title	Category of Staff	No. of Working Days	Grant
1	8 - Design of game-based...	Teachers/Trainers/Researchers	10	2 140
1	1 - Needs analysis of...	Teachers/Trainers/Researchers	5	1 070
1	17 - Networking and...	Teachers/Trainers/Researchers	5	1 070
1	16 - Open access...	Teachers/Trainers/Researchers	5	1 070
1	12 - Video handbook for...	Teachers/Trainers/Researchers	12	2 568
1	14 - Piloting and main...	Teachers/Trainers/Researchers	18	3 852
1	6 - CLIL pedagogy and the...	Teachers/Trainers/Researchers	5	1 070
1	15 - Piloting and main...	Teachers/Trainers/Researchers	14	2 996
1	7 - Partner training on...	Teachers/Trainers/Researchers	3	642
1	9 - Design of teacher...	Teachers/Trainers/Researchers	15	3 210
1	11 - Design of teacher...	Teachers/Trainers/Researchers	15	3 210
1	5 - Categorizing CLIL and...	Teachers/Trainers/Researchers	10	2 140
2	8 - Design of game-based...	Technicians	5	810
2	16 - Open access...	Technicians	2	324
2	12 - Video handbook for...	Technicians	8	1 296
2	14 - Piloting and main...	Technicians	3	486
2	15 - Piloting and main...	Technicians	2	324
2	11 - Design of teacher...	Technicians	5	810
Total			142	29 088

### Multiplier Events

Multiplier Event	Country of Venue	No. of Local Participants	No. of Foreign Participants	No. of Virtual Participants	Total grant
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Date 2021-10-19

2	Italy	20	0	0	2 000,00
Total					2 000,00

**Learning/Teaching/Training**

LTT ID	Activity Type	Type of Participants	Travel		Green travel		Exceptional Costs for Expensive Travel				
			No. of Participants	Total grant	No. of Participants	Total grant	No. of Participants	Total grant			
LTT ID	Activity Type	Type of Participants	Individual support				Linguistic support		Inclusion Support for Organisation		
			Total Funded Duration (days)	No. of Participants	Total Funded Duration for Accompanying Persons (days)	No. of Accompanying Persons	Total grant	No. of Participants	Total grant	No. of Participants	Total grant
LTT ID	Activity Title	Travel		Green travel		Exceptional Costs for Expensive Travel					
		No. of Participants	Total grant	No. of Participants	Total grant	No. of Participants	Total grant				
LTT ID	Activity Title	Individual support				Linguistic support		Inclusion Support for Organisation			
		Total Funded Duration (days)	No. of Participants	Total Funded Duration for Accompanying Persons (days)	No. of Accompanying Persons	Total grant	No. of Participants	Total grant	No. of Participants	Total grant	

**Inclusion support for participants**

Inclusion Id	Description and justification	Grant
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**Exceptional costs**

Exceptional Cost Id	Description and justification	Grant
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**Summary Budget per Organisation**

Budget items	Total grant
Project Management and Implementation	6 000
Transnational Project Meetings	1 150,00
Project Results	29 088,00
Multiplier Events	2 000,00
Learning/Teaching/Training Activities	0,00
Inclusion support	0,00
Exceptional costs	0,00
<b>Total grant</b>	<b>38 238,00</b>



**SIGNATURES****ALLEKIRJOITUKSET****UNDERSKRIFTER****SIGNATURER****UNDERSKRIFTER**

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BankID / MobileID - fc6f59dc-fdc7-49d7-9c67-82828837a0e7 - FI

Authority to sign - Asemavaltuus - Ställningsfullmakt - Autoritet til å signere - Myndighed til at underskrive

**SARI TURUNEN-ZWINGER****Opetushallitus, FI27697901, PL 380, 00531, Helsinki**

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BankID / MobileID - 0ba53a2b-5b2f-4774-9034-7439f8f4e65b - FI

Authority to sign - Asemavaltuus - Ställningsfullmakt - Autoritet til å signere - Myndighed til at underskrive

authority to sign

representative

custodial

asemavaltuus

nimenkirjoitusoikeus

huoltaja/edunvalvoja

ställningsfullmakt

firmateckningsrätt

förvaltare

autoritet til å signere

representant

foresatte/verge

myndighed til at underskrive

repræsentant

frihedsberøvende

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## PART A — LEGAL AND ADMINISTRATIVE PROVISIONS

### ARTICLE II.1 — DEFINITIONS

The following definitions apply for the purpose of the Agreement:

**‘Action’**: the set of activities or the project for which the grant is awarded, to be implemented by the beneficiaries as described in Annex I.

**‘Breach of obligations’**: failure by a beneficiary to fulfil one or more of its contractual obligations. **‘Confidential information or document’**: any information or document (in any format) received by either party from the other or accessed by either party in the context of the implementation of the Agreement that any of the parties has identified in writing as confidential. It does not include information that is publicly available.

**‘Conflict of interests’**: a situation where the impartial and objective implementation of the Agreement by a beneficiary is compromised for reasons involving family, emotional life, political or national affinity, economic interest, any other direct or indirect personal interest or any other shared interest with the Commission or any third party related to the subject matter of the Agreement.

**‘Direct costs’**: those specific costs which are directly linked to the implementation of the action and can therefore be attributed directly to it. They may not include any indirect costs;

**‘Force majeure’**: any unforeseeable, exceptional situation or event beyond the control of the parties that prevents either of them from fulfilling any of their obligations under the Agreement, which is not attributable to error or negligence on their part or on the part of the subcontractors affiliated entities or third parties in receipt of financial support and which proves to be inevitable despite their exercising due diligence. The following cannot be invoked as *force majeure*: labour disputes, strikes, financial difficulties or any default of a service, defect in equipment or materials or delays in making them available, unless they stem directly from a relevant case of *force majeure*;

**‘Formal notification’**: form of communication between the parties made in writing by mail or electronic mail which provides the sender with compelling evidence that the message was delivered to the specified recipient;

**‘Fraud’**: any act or omission relating to the use or presentation of false, incorrect or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of funds or assets from the Union budget, the non-disclosure of information in violation of a specific obligation, with the same effect or the misapplication of such funds or assets for purposes other than those for which they were originally granted.

**‘Grave professional misconduct’**: a violation of applicable laws or regulations or ethical standards of the profession to which a person or entity belongs, or any wrongful conduct of a person or entity which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence.

**‘Implementation period’**: the period of implementation of the activities forming part of the action, as specified in Article I.2.2;

**‘Indirect costs’:** those costs which are not specific costs directly linked to the implementation of the action and which therefore cannot be attributed directly to it. They may not include any costs identifiable or declared as eligible direct costs;

**‘Irregularity’:** any infringement of a provision of Union law resulting from an act or omission by a beneficiary, which has or would have the effect of prejudicing the Union’s budget;

**‘Maximum amount of the grant’:** the maximum EU contribution to the action, as defined in Article I.3.1;

**‘Pre-existing material’:** any materials, document, technology or know-how which exists prior to the beneficiary using it for the production of a result in the implementation of the action;

**‘Pre-existing right’:** any industrial and intellectual property right on pre-existing material; it may consist in a right of ownership, a licence right and/or a right of use belonging to the beneficiary or any other third parties;

**‘Related person’:** any natural or legal person who is a member of the administrative management or supervisory body of the beneficiary or who has powers of representation, decision or control with regard to the beneficiary;

**‘Starting date’:** the date on which the implementation of the action starts as provided for in Article I.2.2;

**‘Subcontract’:** a procurement contract within the meaning of Article II.10, which covers the implementation by a third party of tasks forming part of the action as described in Annex II.

## **ARTICLE II.2 — GENERAL OBLIGATIONS AND ROLES OF THE BENEFICIARIES**

### **II.2.1 General obligations and role of the beneficiaries**

The beneficiaries:

- (a) are jointly and severally liable for carrying out the *action* in accordance with the Agreement. If a beneficiary fails to implement its part of the *action*, the other beneficiaries become responsible for implementing this part (but without increasing the *maximum amount of the grant*);
- (b) must comply jointly or individually with any legal obligations they are bound by under applicable EU, international and national law;
- (c) must make appropriate internal arrangements to implement the *action* properly. The arrangements must be consistent with the terms of the Agreement. If provided for in the Special Conditions, those arrangements must take the form of an internal cooperation agreement between the beneficiaries.

## II.2.2 General obligations and role of each beneficiary

Each beneficiary must:

- (a) inform the coordinator immediately of any events or circumstances of which the beneficiary is aware, that are likely to affect or delay the implementation of the *action*;
- (b) inform the coordinator immediately:
  - (i) of any change in its legal, financial, technical, organisational or ownership situation and of any change in its name, address or legal representative;
  - (ii) of any change in the legal, financial, technical, organisational or ownership situation of its affiliated entities and of any change in their name, address or legal representative;
  - (iii) of any change regarding the exclusion situations listed in Article 136 of Regulation (EU) 2018/1046, including for its affiliated entities;
- (c) submit in due time to the coordinator:
  - (i) the data needed to draw up the reports, financial statements and other documents provided for in the Agreement;
  - (ii) all the necessary documents required for audits, checks or evaluations as provided for in Article II.27.
  - (iii) any other information to be provided to the Commission under the Agreement, except if the Agreement requires such information to be submitted directly by the beneficiary.

## II.2.3 General obligations and role of the coordinator

The coordinator:

- (a) must monitor the implementation of the *action* in order to make sure that the *action* is implemented in accordance with the terms of the Agreement;
- (b) is the intermediary for all communications between the beneficiaries and the Commission, except if provided otherwise in the Agreement. In particular, the coordinator:
  - (i) must immediately inform the Commission:
    - of any change in the name, address, legal representative of any of the beneficiaries or of their affiliated entities;
    - of any change in the legal, financial, technical, organisational or ownership situation of any of the beneficiaries or of their affiliated entities;
    - of any events or circumstances of which the coordinator is aware, that are likely to affect or delay the implementation of the *action*;



- of any change regarding the exclusion situations listed in Article 136 of Regulation (EU) 2018/1046, for any of the beneficiaries or their affiliated entities.

- (ii) is responsible for supplying the Commission with all documents and information required under the Agreement, except if provided otherwise in the Agreement itself. If information is required from the other beneficiaries, the coordinator is responsible for obtaining and verifying this information before passing it on to the Commission;
- (c) must make the appropriate arrangements for providing any financial guarantees required under the Agreement;
- (d) must draw up the requests for payment in accordance with the Agreement;
- (e) if it is designated as the sole recipient of payments on behalf of all of the beneficiaries, it must ensure that all the appropriate payments are made to the other beneficiaries without unjustified delay;
- (f) is responsible for providing all the necessary documents required for checks and audits initiated before the payment of the balance or documents required for evaluation as provided for in Article II.27.

The coordinator may not subcontract any part of its tasks to the other beneficiaries or to any other party.

## **ARTICLE II.3 — COMMUNICATION BETWEEN THE PARTIES**

### **II.3.1 Form and means of communication**

Any communication relating to the Agreement or to its implementation must:

- (a) be made in writing (in paper or electronic form);
- (b) bear the number of the Agreement; and
- (c) be made using the communication details identified in Article I.6.

If a party requests written confirmation of an electronic communication within a reasonable time, the sender must provide an original signed paper version of the communication as soon as possible.

### **II.3.2 Date of communications**

Any communication is considered to have been made when the receiving party receives it, unless the Agreement states that communication is considered to have been made on the date when the communication was sent.

Email is considered to have been received by the receiving party on the day of dispatch of that email, provided that it is sent to the email address indicated in Article I.6. The sending party must be able to prove the date of dispatch. If the sending party receives a non-delivery report, it must make every effort to ensure that the other party actually receives the communication by email or mail. In such a case, the sending party is not held in breach of its obligation to send such communication within a specified deadline.

Mail sent to the Commission using the postal or courier services is considered to have been received by the Commission on the date on which it is registered by the department identified in Article I.6.

*Formal notifications* are considered to have been received by the receiving party on the date of receipt indicated in the proof received by the sending party that the message was delivered to the specified recipient.

## **ARTICLE II.4 — LIABILITY FOR DAMAGES**

**II.4.1** The Commission may not be held liable for any damage caused or sustained by any of the beneficiaries, including any damage caused to third parties as a consequence of or during the implementation of the *action*.

**II.4.2** Except in cases of *force majeure*, the beneficiaries must compensate the Commission for any damage it sustains as a result of the implementation of the *action* or because the *action* was not implemented in full compliance with the Agreement.

## **ARTICLE II.5 — CONFLICT OF INTERESTS**

**II.5.1** The beneficiaries must take all necessary measures to prevent any situation of *conflict of interests*.

**II.5.2** The beneficiaries must inform the Commission without delay of any situation constituting or likely to lead to a *conflict of interests*. They must take immediately all the necessary steps to rectify this situation.

The Commission may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

## **ARTICLE II.6 — CONFIDENTIALITY**

**II.6.1** During implementation of the *action* and for five years after the payment of the balance, the parties must treat with confidentiality any *confidential information and documents*.

**II.6.2** The parties may only use *confidential information and documents* for a reason other than to fulfil their obligations under the Agreement if they have first obtained the prior written agreement of the other party.

**II.6.3** The confidentiality obligations do not apply if:

- (a) the disclosing party agrees to release the other party from those obligations;
- (b) the *confidential information or documents* become public through other means than a breach of the confidentiality obligations;
- (c) the disclosure of the *confidential information or documents* is required by law.

## **ARTICLE II.7 — PROCESSING OF PERSONAL DATA**

### **II.7.1 Processing of personal data by the Commission**

Any personal data included in the Agreement must be processed by the Commission in accordance with Regulation (EU) No 2018/1725.<sup>1</sup>

Such data must be processed by the data controller identified in Article I.6 solely for implementing, managing and monitoring the Agreement or to protect the financial interests of the EU, including checks, audits and investigations in accordance with Article II.27.

The beneficiaries have the right to access, rectify or erase their own personal data and the right to restrict or, where applicable, the right to data portability or the right to object to data processing in accordance with Regulation (EU) No 2018/1725. For this purpose, they must send any queries about the processing of their personal data to the data controller identified in Article I.6.

The beneficiaries may have recourse at any time to the European Data Protection Supervisor.

### **II.7.2 Processing of personal data by the beneficiaries**

The beneficiaries must process personal data under the Agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements).

The beneficiaries may grant their personnel access only to data that is strictly necessary for implementing, managing and monitoring the Agreement. The beneficiary must ensure that the personnel authorised to process personal data has committed itself to confidentiality or is under appropriate statutory obligation of confidentiality.

The beneficiaries must adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature, scope, context and purposes of processing of the personal data concerned. This is in order to ensure, as appropriate:

- (a) the pseudonymisation and encryption of personal data;
- (b) the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
- (c) the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;
- (d) a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing;

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<sup>1</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

- (e) measures to protect personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of or access to personal data transmitted, stored or otherwise processed.

## **ARTICLE II.8 — VISIBILITY OF UNION FUNDING**

### **II.8.1 Information on Union funding and use of the European Union emblem**

Unless the Commission requests or agrees otherwise, any communication or publication made by the beneficiaries jointly or individually that relates to the *action*, including at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, in electronic form, etc.), must:

- (a) indicate that the *action* has received funding from the Union; and
- (b) display the European Union emblem.

When displayed in association with another logo, the European Union emblem must have appropriate prominence.

The obligation to display the European Union emblem does not confer on the beneficiaries a right of exclusive use. The beneficiaries may not appropriate the European Union emblem or any similar trademark or logo, either by registration or by any other means.

For the purposes of the first, second and third subparagraphs and under the conditions specified therein, the beneficiaries may use the European Union emblem without first obtaining permission from the Commission.

### **II.8.2 Disclaimers excluding Commission responsibility**

Any communication or publication that relates to the *action*, made by the beneficiaries jointly or individually in any form and using any means, must indicate:

- (a) that it reflects only the author's view; and
- (b) that the Commission is not responsible for any use that may be made of the information it contains.

## **ARTICLE II.9 — PRE-EXISTING RIGHTS AND OWNERSHIP AND USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)**

### **II.9.1 Ownership of the results by the beneficiaries**

The beneficiaries retain ownership of the results of the *action*, including industrial and intellectual property rights, and of the reports and other documents relating to it, unless stipulated otherwise in the Agreement.

### **II.9.2 Pre-existing rights**

If the Commission sends the beneficiaries a written request specifying which of the results it intends to use, the beneficiaries must:

- (a) establish a list specifying all *pre-existing rights* included in those results; and
- (b) provide this list to the Commission at the latest with the request for payment of the balance.

The beneficiaries must ensure that they or their affiliated entities have all the rights to use any *pre-existing rights* during the implementation of the Agreement.

### **II.9.3 Rights of use of the results and of pre-existing rights by the Union**

The beneficiaries grant the Union the following rights to use the results of the *action*:

- (a) for its own purposes and in particular to make available to persons working for the Commission, other Union institutions, agencies and bodies and to Member States' institutions, as well as to copy and reproduce in whole or in part and in an unlimited number of copies;
- (b) reproduction: the right to authorise direct or indirect, temporary or permanent reproduction of the results by any means (mechanical, digital or other) and in any form, in whole or in part;
- (c) communication to the public: the right to authorise any display performance or communication to the public, by wire or wireless means, including making the results available to the public in such a way that members of the public may access them from a place and at a time individually chosen by them; this right also includes communication and broadcasting by cable or by satellite;
- (d) distribution: the right to authorise any form of distribution of results or copies of the results to the public;
- (e) adaptation: the right to modify the results;
- (f) translation;
- (g) the right to store and archive the results in line with the document management rules applicable to the Commission, including digitisation or converting the format for preservation or new use purposes;
- (h) where the results are documents, the right to authorise the reuse of the documents in conformity with Commission Decision 2011/833/EU of 12 December 2011 on the reuse of Commission documents if that Decision is applicable and if the documents fall within its scope and are not excluded by any of its provisions. For the sake of this provision, the terms 'reuse' and 'document' have the meanings given to them by Decision 2011/833/EU.

The above rights of use may be further specified in the Special Conditions.

Additional rights of use for the Union may be provided for in the Special Conditions.

The beneficiaries must ensure that the Union has the right to use any *pre-existing rights* included in the results of the *action*. The *pre-existing rights* must be used for the same

purposes and under the same conditions as applicable to the rights of use of the results of the *action*, unless specified otherwise in the Special Conditions.

Information about the copyright owner must be inserted in cases where the result is divulged by the Union. The copyright information must read: ‘© — year — name of the copyright owner. All rights reserved. Licenced to the European Union under conditions.’.

If the beneficiaries grant rights of use to the Commission, this does not affect its confidentiality obligations under Article II.6 or the beneficiaries’ obligations under Article II.2.1.

## **ARTICLE II.10 — AWARD OF CONTRACTS NECESSARY FOR THE IMPLEMENTATION OF THE ACTION**

**II.10.1** If the implementation of the *action* requires the beneficiaries to procure goods, works or services, they may award the contract in accordance with their usual purchasing practices provided that the contract is awarded to the tender offering best value for money or, as appropriate, to the tender offering the lowest price. In doing so, they must avoid any *conflict of interests*.

The beneficiaries must ensure that the Commission, the European Court of Auditors and the European Anti-Fraud Office (OLAF) can exercise their rights under Article II.27 also towards the beneficiaries' contractors.

**II.10.2** Beneficiaries that are ‘contracting authorities’ within the meaning of Directive 2014/24/EU<sup>2</sup> or ‘contracting entities’ within the meaning of Directive 2014/25/EU<sup>3</sup> must comply with the applicable national public procurement rules.

The beneficiaries must ensure that the conditions applicable to them under Articles II.4, II.5, II.6 and II.9 are also applicable to the contractors.

**II.10.3** The beneficiaries remain solely responsible for carrying out the *action* and for compliance with the Agreement.

**II.10.4** If the beneficiaries breach their obligations under Article II.10.1 the costs related to the contract concerned are considered ineligible in accordance with Article II.19.2 (c), (d) and (e).

If the beneficiaries breach their obligations under Article II.10.2 the grant may be reduced in accordance with Article II.25.4.

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<sup>2</sup> Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC

<sup>3</sup> Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC

## **ARTICLE II.11 — SUBCONTRACTING OF TASKS FORMING PART OF THE ACTION**

**II.11.1** Beneficiaries may subcontract tasks forming part of the *action*. If they do so, they must ensure that, in addition to the conditions specified in Article II.10, the following conditions are also complied with:

- (a) subcontracting does not cover core tasks of the *action*;
- (b) recourse to subcontracting is justified because of the nature of the *action* and what is necessary for its implementation;
- (c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget set out in Annex II;
- (d) any recourse to subcontracting, if not provided for in Annex II, is communicated by the coordinator and approved by the Commission. The Commission may grant approval:
  - (i) before any recourse to subcontracting, if the beneficiaries request an amendment as provided for in Article II.13; or
  - (ii) after recourse to subcontracting if the subcontracting:
    - is specifically justified in the interim or final technical report referred to in Articles I.4.3 and I.4.4; and
    - does not entail changes to the Agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- (e) the beneficiaries ensure that the conditions applicable to them under Article II.8 are also applicable to the subcontractors.

**II.11.2** If the beneficiaries breach their obligations under Article II.11.1 (a), (b), (c) or (d), the costs related to the contract concerned are considered ineligible in accordance with Article II.19.2 (f).

If the beneficiaries breach their obligation under Article II.11.1 (e) the grant may be reduced in accordance with Article II.25.4.

## **ARTICLE II.12 — FINANCIAL SUPPORT TO THIRD PARTIES**

**II.12.1** If, while implementing the *action*, the beneficiaries have to give financial support to third parties, the beneficiaries must give such financial support in accordance with the conditions specified in Annex II. Under those conditions, the following information must be stated at least:

- (a) the maximum amount of financial support. This amount may not exceed EUR 60 000 for each third party except if achieving the objective of the *action* as specified in Annex I would otherwise be impossible or overly difficult;
- (b) the criteria for determining the exact amount of the financial support;
- (c) the different types of activity that may receive financial support, on the basis of a fixed list;
- (d) the persons or categories of persons which may receive financial support;

(e) the criteria for giving the financial support.

**II.12.2** As an exception to Article II.12.1, if the financial support takes the form of a prize, the beneficiaries must give such financial support in accordance with the conditions specified in Annex II. Under those conditions, the following information must at least be stated:

- (a) the eligibility and award criteria;
- (b) the amount of the prize;
- (c) the payment arrangements.

**II.12.3** The beneficiaries must ensure that the conditions applicable to them under Articles II.4, II.5, II.6, II.8, II.9 and II.27 are also applicable to the third parties receiving financial support.

## **ARTICLE II.13 — AMENDMENTS TO THE AGREEMENT**

**II.13.1** Any amendment to the Agreement must be made in writing.

**II.13.2** An amendment may not have the purpose or the effect of making changes to the Agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants.

**II.13.3** Any request for amendment must:

- (a) be duly justified;
- (b) be accompanied by appropriate supporting documents; and
- (c) be sent to the other party in due time before it is due to take effect, and in any case one month before the end of the *implementation period*.

Point (c) does not apply in cases duly substantiated by the party requesting the amendment if the other party agrees.

**II.13.4** A request for amendment on behalf of the beneficiaries must be submitted by the coordinator. If a change of coordinator is requested without its agreement, the request must be submitted by all other beneficiaries and must be accompanied by the opinion of the coordinator or proof that this opinion has been requested in writing.

**II.13.5** Amendments enter into force on the date on which the last party signs or on the date of approval of the request for amendment.

Amendments take effect on a date agreed by the parties or, in the absence of such an agreed date, on the date on which the amendment enters into force.

## **ARTICLE II.14 — ASSIGNMENT OF CLAIMS FOR PAYMENTS TO THIRD PARTIES**



**II.14.1** The beneficiaries may not assign any of their claims for payment against the Commission to any third party, except if approved by the Commission on the basis of a reasoned, written request by the coordinator made on behalf of the beneficiaries.

If the Commission does not accept the assignment or the terms of it are not complied with, the assignment has no effect on it.

**II.14.2** In no circumstances may an assignment release the beneficiaries from their obligations towards the Commission.

## **ARTICLE II.15 — *FORCE MAJEURE***

**II.15.1** A party faced with *force majeure* must send a *formal notification* to the other party without delay, stating the nature of the situation or of the event, its likely duration and foreseeable effects.

**II.15.2** The parties must take the necessary measures to limit any damage due to *force majeure*. They must do their best to resume the implementation of the *action* as soon as possible.

**II.15.3** The party faced with *force majeure* may not be considered in breach of its obligations under the Agreement if it has been prevented from fulfilling them by *force majeure*.

## **ARTICLE II.16 — SUSPENSION OF THE IMPLEMENTATION OF THE ACTION**

### **II.16.1 Suspension of implementation by the beneficiaries**

The coordinator, on behalf of the beneficiaries, may suspend the implementation of the *action* or any part of it, if exceptional circumstances make such implementation impossible or excessively difficult, in particular in the event of *force majeure*.

The coordinator must immediately inform the Commission, stating:

- (a) the reasons for suspension, including details about the date or period when the exceptional circumstances occurred; and
- (b) the expected date of resumption.

Once the circumstances allow the beneficiaries to resume implementing the *action*, the coordinator must inform the Commission immediately and present a request for amendment of the Agreement as provided for in Article II.16.3. This obligation does not apply if the Agreement or the participation of a beneficiary is terminated in accordance with Articles II.17.1, II.17.2 or points (c) or (d) of Article II.17.3.1.

### **II.16.2 Suspension of implementation by the Commission**

#### **II.16.2.1 Grounds for suspension**

The Commission may suspend the implementation of the *action* or any part thereof:

- (a) if the Commission has evidence that a beneficiary has committed *irregularities, fraud* or *breach of obligations* in the award procedure or while implementing the Agreement;
- (b) if the Commission has evidence that a beneficiary has committed systemic or recurrent *irregularities, fraud* or serious *breach of obligations* in other grants funded by the Union or the European Atomic Energy Community ('Euratom') awarded to the beneficiary under similar conditions and the *irregularities, fraud* or *breach of obligations* have a material impact on this grant; or
- (c) if the Commission suspects *irregularities, fraud* or *breach of obligations* committed by a beneficiary in the award procedure or while implementing the Agreement and needs to verify whether they have actually occurred.

### **II.16.2.2 Procedure for suspension**

**Step 1** — Before suspending implementation of the *action*, the Commission must send a *formal notification* to the coordinator:

- (a) informing it of:
  - (i) its intention to suspend the implementation;
  - (ii) the reasons for suspension;
  - (iii) the necessary conditions for resuming the implementation in the cases referred to in points (a) and (b) of Article II.16.2.1; and
- (b) inviting it to submit observations within 30 calendar days of receiving the formal notification.

**Step 2** — If the Commission does not receive observations or decides to pursue the procedure despite the observations it has received, it must send a *formal notification* to the coordinator informing it of:

- (a) the suspension of the implementation;
- (b) the reasons for suspension; and
- (c) the final conditions for resuming the implementation in the cases referred to in points (a) and (b) of Article II.16.2.1.; or
- (d) the indicative date of completion of the necessary verification in the case referred to in point (c) of Article II.16.2.1,.

The coordinator must immediately inform the other beneficiaries of the suspension. The suspension takes effect five calendar days after the *formal notification* is received by the coordinator or on a later date specified in the *formal notification*.

Otherwise, the Commission must send a *formal notification* to the coordinator informing it that it is not continuing the suspension procedure.

### **II.16.2.3 Resuming implementation**

In order to resume the implementation, the beneficiaries must meet the notified conditions as soon as possible and must inform the Commission of any progress made.

If the conditions for resuming the implementation are met or the necessary verifications are carried out, the Commission must send a *formal notification* to the coordinator:

- (a) informing it that the conditions for lifting the suspension are met; and
- (b) requiring it to present a request for amendment of the Agreement as provided for in Article II.16.3. This obligation does not apply if the Agreement or the participation of a beneficiary is terminated in accordance with Articles II.17.1, II.17.2 or points (c), (g) or (h) of Article II.17.3.1.

### **II.16.3 Effects of the suspension**

If the implementation of the *action* can be resumed and the Agreement has not been terminated, an amendment to the Agreement must be made in accordance with Article II.13 in order to:

- (a) set the date on which the *action* is to be resumed;
- (b) extend the duration of the *action*; and
- (c) make other changes necessary to adapt the *action* to the new situation.

The suspension is lifted with effect from the resumption date set out in the amendment. This date may be before the date on which the amendment enters into force.

Costs incurred during the period of suspension that relate to the implementation of the suspended *action* or the suspended part of it may not be reimbursed or covered by the grant.

Suspending implementation of the *action* does not affect the Commission's right to terminate the Agreement or to terminate the participation of a beneficiary in accordance with Article II.17.3, reduce the grant or recover amounts unduly paid in accordance with Articles II.25.4 and II.26.

Neither party may claim damages due to suspension by the other party.

## **ARTICLE II.17 — TERMINATION OF THE AGREEMENT**

### **II.17.1 Termination of the Agreement by the coordinator**

The beneficiaries may terminate the Agreement.

The coordinator must send a *formal notification* of termination to the Commission, stating:

- (a) the reasons for termination; and
- (b) the date on which the termination takes effect. This date must be set after the *formal notification*.

If the coordinator does not state the reasons for the termination or if the Commission considers that the reasons do not justify termination, the Agreement is considered to have been terminated improperly.

The termination takes effect on the day specified in the *formal notification*.

## **II.17.2 Termination of the participation of one or more beneficiaries by the coordinator**

The participation of one or more beneficiaries may be terminated by the coordinator at the request of the beneficiary concerned or on behalf of the other beneficiaries.

The coordinator must send a *formal notification* of termination to the Commission and inform the beneficiary concerned by termination.

If the coordinator's participation is terminated without its agreement, the *formal notification* must be submitted by another beneficiary (acting on behalf of the other beneficiaries).

The *formal notification* must include:

- (a) the reasons for termination;
- (b) the opinion of the beneficiary concerned by termination (or proof that this opinion has been requested in writing);
- (c) the date on which the termination takes effect. This date must be set after the *formal notification*; and
- (d) a request for amendment as provided for in Article II.17.4.2(a).

If the coordinator or beneficiary does not state the reasons for the termination or if the Commission considers that the reasons do not justify termination, the participation will be considered to have been terminated improperly.

The termination takes effect on the day specified in the *formal notification*.

## **II.17.3 Termination of the Agreement or the participation of one or more beneficiaries by the Commission**

### **II.17.3.1 Grounds for termination**

The Commission may terminate the Agreement or the participation of any one or several beneficiaries, if:

- (a) a change to the beneficiary's legal, financial, technical, organisational or ownership situation is likely to affect the implementation of the Agreement substantially or calls into question the decision to award the grant, or a change regarding the exclusion situations listed in Article 136 of Regulation (EU) 2018/1046, that calls into question the decision to award the grant;
- (b) following the termination of the participation of any one or several beneficiaries, the necessary modifications to the Agreement would call into question the decision awarding the grant or would result in unequal treatment of applicants;
- (c) the beneficiaries, any *related person* or any natural person who is essential for the award or for the implementation of the Agreement have committed serious *breach of obligations*, including improper implementation of the *action* as described in Annex I;
- (d) the implementation of the *action* is prevented or suspended due to *force majeure* or exceptional circumstances and either:

- (i) resumption is impossible; or
  - (ii) the necessary changes to the Agreement would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- (e) a beneficiary or a natural or legal person that assumes unlimited liability for the debts of that beneficiary:
  - (i) is declared bankrupt, is subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a Court, has entered into an agreement with creditors, has suspended business activities or is in any analogous situation arising from a similar procedure provided for under the Union or national law;
  - (ii) is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (f) a beneficiary or any *related person* or any natural person who is essential for the award or for the implementation of the Agreement has committed:
  - (i) *grave professional misconduct* proven by any means;
  - (ii) fraud;
  - (iii) corruption;
  - (iv) conduct related to criminal organisations;
  - (v) money laundering;
  - (vi) terrorism-related crimes (including terrorism financing);
  - (vii) child labour or other offences concerning trafficking of human beings;
- (g) the Commission has evidence that a beneficiary or any *related person* or any natural person who is essential for the award or for the implementation of the Agreement has committed *irregularities, fraud or breach of obligations* in the award procedure or while implementing the Agreement, including if that beneficiary, *related person* or natural person has submitted false information or failed to provide required information;
- (h) the Commission has evidence that a beneficiary has committed systemic or recurrent *irregularities, fraud* or serious *breach of obligations* in other Union or Euratom grants awarded to it under similar conditions and such *irregularities, fraud or breach of obligations* have a material impact on this grant;
- (i) a beneficiary or any *related person* or any natural person who is essential for the award or for the implementation of the Agreement has created an entity under a different jurisdiction with the intend to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business;
- (j) a beneficiary or any *related person* or any natural person who is essential for the award or for the implementation of the Agreement has been created with the intend referred to in point (i) or
- (k) the Commission has sent a beneficiary, through the coordinator, a *formal notification* asking it to end the participation of its affiliated entity because that entity is in a situation provided for in points (e) to (j) and that beneficiary has failed to request an amendment ending the participation of the entity and reallocating its tasks.

### **II.17.3.2 Procedure for termination**

**Step 1-** Before terminating the Agreement or participation of one or more beneficiaries, the Commission must send a *formal notification* to the coordinator:

- (a) informing it of:
  - (i) its intention to terminate;
  - (ii) the reasons for termination; and
- (b) requiring it, within 45 calendar days of receiving the formal notification, :
  - (i) to submit observations on behalf of all beneficiaries; and
  - (ii) in the case of point (c) of Article II.17.3.1, to inform the Commission of the measures to ensure compliance with the obligations under the Agreement.

**Step 2** — If the Commission does not receive observations or decides to pursue the procedure despite the observations it has received, it will send a *formal notification* to the coordinator informing it of the termination and the date on which it takes effect. The coordinator must immediately inform the other beneficiaries of the termination.

Otherwise, the Commission must send a *formal notification* to the coordinator informing it that the termination procedure is not continued.

The termination takes effect:

- (a) for terminations under points (a), (b), (c) and (e) of Article II.17.3.1: on the day specified in the *formal notification* of termination referred to in the second subparagraph (i.e. in Step 2 above);
- (b) for terminations under points (d), (f) and points (g) to (j) of Article II.17.3.1: on the day after the coordinator receives the *formal notification* of termination referred to in the second subparagraph (i.e. in Step 2 above).

### **II.17.4 Effects of termination**

#### **II.17.4.1 Effects of terminating the Agreement:**

Within 60 calendar days from the day on which the termination takes effect, the coordinator must submit a request for payment of the balance as provided for in Article I.4.4.

If the Commission does not receive the request for payment of the balance by the above deadline, only costs or contributions which are included in an approved technical report and, where relevant, in an approved financial statement, are reimbursed or covered by the grant.

If the Agreement is terminated by the Commission because the coordinator has breached its obligation to submit the request for payment, the coordinator may not submit any request for payment after termination. In that case the second subparagraph applies.

The Commission calculates the final grant amount as referred to in Article II.25 and the balance as referred to in Article I.4.5 on the basis of the reports submitted. Only activities

undertaken before the date when the termination takes effect or the end date of the *implementation period* as specified in Article I.2.2, whichever is the earliest, must be taken into account. Where the grant takes the form of reimbursement of costs actually incurred as provided for in Article I.3.2(a)(i), only costs incurred before termination takes effect are reimbursed or covered by the grant. Costs relating to contracts due for execution only after termination are not taken into account and are not reimbursed or covered by the grant.

The Commission may reduce the grant in accordance with Article II.25.4 in case of:

- (a) improper termination of the Agreement by the coordinator within the meaning of Article II.17.1; or
- (b) termination of the Agreement by the Commission on any of the grounds set out in points (c), (f) and points (g) to (j) of Article II.17.3.1.

Neither party may claim damages on the grounds that the other party terminated the Agreement.

After termination, the beneficiaries' obligations continue to apply, in particular those under Articles I.4, II.6, II.8, II.9, II.14, II.27 and any additional provisions on the use of the results, as set out in the Special Conditions.

#### **II.17.4.2 Effects of terminating the participation of one or more beneficiaries:**

(a) The coordinator must submit a request for amendment including:

- (i) a proposal to reallocate the tasks of the beneficiary or beneficiaries concerned by the termination; and
- (ii) if necessary, the addition of one or more new beneficiaries to succeed the beneficiary or beneficiaries concerned in all their rights and obligations under the Agreement.

If the Commission terminates the participation of a beneficiary, the coordinator must submit the request for amendment within 60 calendar days from the day on which the termination takes effect.

If the coordinator terminates the participation of a beneficiary, the request for amendment must be included in the *formal notification* of termination referred to in Article II.17.2.

If termination takes effect after the end of the *implementation period*, no request for amendment must be provided unless the beneficiary concerned is the coordinator. In this case, the request for amendment must propose a new coordinator.

If the request for amendment is rejected by the Commission, the Agreement may be terminated in accordance with Article II.17.3.1 (b). The request for amendment may be rejected if it calls into question the decision awarding the grant or is contrary to the equal treatment of applicants.

(b) The beneficiary concerned by termination must submit to the coordinator:

- (i) a technical report; and

- (ii) where applicable, a financial statement covering the period from the end of the last reporting period to the date when termination takes effect.

The coordinator must include this information in the payment request for the next reporting period.

Only activities undertaken before the date when the termination takes effect must be taken into account. Where the grant takes the form of reimbursement of costs actually incurred as provided for in Article I.3.2(a)(i), only costs incurred by the beneficiary concerned before termination takes effect are reimbursed or covered by the grant. Costs relating to contracts due for execution only after termination are not reimbursed or covered by the grant.

The Commission may reduce the grant in accordance with Article II.25.4. in case of:

- (a) improper termination of the participation of a beneficiary by the coordinator within the meaning of Article II.17.2 or
- (b) termination of the participation of a beneficiary by the Commission on any of the grounds set out in points (c), (f), (g), (h) or (i) of Article II.17.3.1.

Neither party may claim damages on the grounds that the other party terminated the participation of a beneficiary.

After termination, the concerned beneficiary's obligations continue to apply, in particular those under Articles I.4, II.6, II.8, II.9, II.14, II.27 and any additional provisions on the use of the results, as set out in the Special Conditions.

## **ARTICLE II.18 — APPLICABLE LAW, SETTLEMENT OF DISPUTES AND ENFORCEABLE DECISIONS**

**II.18.1** The Agreement is governed by the applicable Union law, complemented, where necessary, by the law of Belgium.

**II.18.2** In accordance with Article 272 TFEU, the General Court or, on appeal, the Court of Justice of the European Union, has sole jurisdiction to hear any dispute between the Union and any beneficiary concerning the interpretation, application or validity of the Agreement, if such dispute cannot be settled amicably.

**II.18.3** In accordance with Article 299 TFEU, for the purposes of recovery within the meaning of Article II.26, the Commission may adopt an enforceable decision to impose pecuniary obligations on persons other than States.

An *action* may be brought against such decision before the General Court of the European Union in accordance with Article 263 TFEU.



## PART B — FINANCIAL PROVISIONS

### ARTICLE II.19 — ELIGIBLE COSTS

#### II.19.1 Conditions for the eligibility of costs

*Eligible costs* of the *action* are costs actually incurred by the beneficiary and which meet the following criteria:

- (a) they are incurred within the *implementation period*, with the exception of costs relating to the request for payment of the balance and the corresponding supporting documents referred to in Article I.4.4;
- (b) they are indicated in the estimated budget of the *action*. The estimated budget is set out in Annex II;
- (c) they are incurred in connection with the *action* as described in Annex II and are necessary for its implementation;
- (d) they are identifiable and verifiable, in particular they are recorded in the beneficiary's accounting records and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the beneficiary's usual cost accounting practices;
- (e) they comply with the requirements of applicable tax and social legislation; and
- (f) they are reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency.

#### II.19.2 Eligible direct costs

To be eligible, the *direct cost* of the *action* must comply with the eligibility conditions set out in Article II.19.1.

In particular, the following categories of costs are eligible *direct costs*, provided that they satisfy the eligibility conditions set out in Article II.19.1 as well as the following conditions:

- (a) the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the *action*, provided that these costs are in line with the beneficiary's usual policy on remuneration.

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

- (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);

- (ii) the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and
  - (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;
- (b) costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;
- (c) the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, provided that the asset:
  - (i) is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and
  - (ii) has been purchased in accordance with Article II.10.1 if the purchase occurred within the *implementation period*;

The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the *implementation period* and the rate of actual use for the purposes of the *action* may be taken into account when determining the eligible costs. By way of exception, the full cost of purchase of equipment may be eligible under the Special Conditions, if this is justified by the nature of the *action* and the context of the use of the equipment or assets;

- (d) costs of consumables and supplies, provided that they:
  - (i) are purchased in accordance with Article II.10.1; and
  - (ii) are directly assigned to the *action*;
- (e) costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the *action*, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with Article II.10.1;
- (f) costs entailed by *subcontracts* within the meaning of Article II.11, provided that the conditions laid down in Article II.11.1 (a), (b), (c) and (d) are met;
- (g) costs of financial support to third parties within the meaning of Article II.12, provided that the conditions laid down in that Article are met;
- (h) duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible *direct costs*, and unless specified otherwise in the Agreement.

### II.19.3 Eligible indirect costs

To be eligible, *indirect costs* of the *action* must represent a fair apportionment of the overall overheads of the beneficiary and must comply with the conditions of eligibility set out in Article II.19.1.

Eligible *indirect costs* must be declared on the basis of a flat rate of 7 % of the total eligible *direct costs* unless otherwise specified in Article I.3.2.

### II.19.4 Ineligible costs

In addition to any other costs which do not fulfil the conditions set out in Article II.19.1, the following costs may not be considered eligible:

- (a) return on capital and dividends paid by a beneficiary;
- (b) debt and debt service charges;
- (c) provisions for losses or debts;
- (d) interest owed;
- (e) doubtful debts;
- (f) exchange losses;
- (g) costs of transfers from the Commission charged by the bank of a beneficiary;
- (h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.
- (i) contributions in kind from third parties;
- (j) excessive or reckless expenditure;
- (k) deductible VAT.

## ARTICLE II.20 — IDENTIFIABILITY AND VERIFIABILITY OF THE AMOUNTS DECLARED

### II.20.1 Declaring costs and contributions

Each beneficiary must declare as eligible costs or as a requested contribution:

- (a) for actual costs: the costs it actually incurred for the *action*;
- (b) for unit costs or unit contributions: the amount obtained by multiplying the amount per unit specified in Article I.3.2(a)(ii) or (b) by the actual number of units used or produced;
- (c) for lump sum costs or lump sum contributions: the global amount specified in Article I.3.2(a)(iii) or (c), if the corresponding tasks or part of the *action* as described in Annex II have been implemented properly;
- (d) for flat-rate costs or flat-rate contributions: the amount obtained by applying the flat rate specified in Article I.3.2(a)(iv) or (d);
- (e) for financing not linked to costs: the global amount specified in Article I.3.2(e), if the corresponding results or conditions as described in Annex II have been properly achieved or fulfilled;

- (f) for unit costs declared on the basis of the beneficiary's usual cost accounting practices: the amount obtained by multiplying the amount per unit calculated in accordance with the beneficiary's usual cost accounting practices by the actual number of units used or produced;
- (g) for lump sum costs declared on the basis of the beneficiary's usual cost accounting practices: the global amount calculated in accordance with its usual cost accounting practices, if the corresponding tasks or part of the *action* have been implemented properly;
- (h) for flat-rate costs declared on the basis of the beneficiary's usual cost accounting practices: the amount obtained by applying the flat rate calculated in accordance with the beneficiary's usual cost accounting practices.

## **II.20.2 Records and other documentation to support the costs and contributions declared**

Each beneficiary must provide the following if requested to do so in the context of the checks or audits described in Article II.27:

- (a) for actual costs: adequate supporting documents to prove the costs declared, such as contracts, invoices and accounting records.

In addition, the beneficiary's usual accounting and internal control procedures must permit direct reconciliation of the amounts declared with the amounts recorded in its accounting statements and with the amounts indicated in the supporting documents;

- (b) for unit costs or unit contributions: adequate supporting documents to prove the number of units declared.

The beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, such as accounting statements, to prove the amount declared per unit;

- (c) for lump sum costs or lump sum contributions: adequate supporting documents to prove that the *action* has been properly implemented.

The beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, such as accounting statements, to prove the amount declared as a lump sum;

- (d) for flat-rate costs or flat-rate contributions: adequate supporting documents to prove the eligible costs or requested contribution to which the flat rate applies.

The beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, such as accounting statements, for the flat rate applied;

- (e) for financing not linked to costs: adequate supporting documents to prove that the *action* has been properly implemented;

The beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, such as accounting statements, to prove the amount declared as a financing not linked to costs;

- (f) for unit costs declared on the basis of the beneficiary's usual cost accounting practices: adequate supporting documents to prove the number of units declared;
- (g) for lump sum costs declared on the basis of the beneficiary's usual cost accounting practices: adequate supporting documents to prove that the *action* has been properly implemented;
- (h) for flat-rate costs declared on the basis of the beneficiary's usual cost accounting practices: adequate supporting documents to prove the eligible costs to which the flat rate applies.

### **II.20.3 Conditions to determine the compliance of cost accounting practices**

**II.20.3.1** In the case of points (f),(g) and (h) of Article II.20.2, the beneficiary does not need to identify the actual eligible costs covered, but it must ensure that the cost accounting practices used for the purpose of declaring eligible costs are in compliance with the following conditions:

- (a) the cost accounting practices used constitute its usual cost accounting practices and are applied in a consistent manner, based on objective criteria independent from the source of funding;
- (b) the costs declared can be directly reconciled with the amounts recorded in its general accounts; and
- (c) the categories of costs used for the purpose of determining the costs declared are exclusive of any ineligible cost or costs covered by other forms of grant as provided for in Article I.3.2.

**II.20.3.2** If the Special Conditions so provide, the beneficiary may submit to the Commission a request asking it to assess the compliance of its usual cost accounting practices. If required by the Special Conditions, the request must be accompanied by a certificate on the compliance of the cost accounting practices ('certificate on the compliance of the cost accounting practices').

The certificate on the compliance of the cost accounting practices must be:

- (a) produced by an approved auditor or, if the beneficiary is a public body, by a competent and independent public officer; and
- (b) drawn up in accordance with Annex VIII.

The certificate must certify that the beneficiary's cost accounting practices used for the purpose of declaring eligible costs comply with the conditions laid down in Article II.20.3.1 and with the additional conditions that may be laid down in the Special Conditions.

**II.20.3.3** If the Commission has confirmed that the beneficiary's usual cost accounting practices are in compliance, costs declared in application of these practices may not be challenged *ex post*, if:

- (a) the practices actually used comply with those approved by the Commission; and
- (b) the beneficiary did not conceal any information for the purpose of the approval of its cost accounting practices.

## **ARTICLE II.21 — ELIGIBILITY OF COSTS OF ENTITIES AFFILIATED TO THE BENEFICIARIES**

If the Special Conditions contain a provision on entities affiliated to the beneficiaries, costs incurred by such an entity are eligible, if:

- (a) they satisfy the same conditions under Articles II.19 and II.20 as apply to the beneficiary; and
- (b) the beneficiary to which the entity is affiliated ensures that the conditions applicable to the beneficiary under Articles II.4, II.5, II.6, II.8, II.10, II.11 and II.27 are also applicable to the entity.

## **ARTICLE II.22 — BUDGET TRANSFERS**

Beneficiaries are allowed to adjust the estimated budget set out in Annex II by transfers between themselves and between the different budget categories, if the *action* is implemented as described in Annex II. This adjustment does not require an amendment of the Agreement as provided for in Article II.13.

However, the beneficiaries may not add costs relating to *subcontracts* not provided for in Annex 1, unless such additional *subcontracts* are approved by the Commission in accordance with Article II.11.1(d).

As an exception to the first subparagraph, if beneficiaries want to change the value of the contribution to which each of them is entitled, as referred to in point (c) of the third subparagraph of II.26.3, the coordinator must request an amendment as provided for in Article II.13.

The first three subparagraphs do not apply to amounts which, as provided for in Article I.3.2(a)(iii) or (c), take the form of lump sums or which, as provided for in Article I.3.2(e), take the form of financing not linked to cost.

## **ARTICLE II.23 — NON-COMPLIANCE WITH REPORTING OBLIGATIONS**

The Commission may terminate the Agreement as provided for in Article II.17.3.1(c) and may reduce the grant as provided for in Article II.25.4 if the coordinator:

- (a) did not submit a request for interim payment or payment of the balance accompanied by the documents referred to in Articles I.4.3 or I.4.4 within 60 calendar days following the end of the corresponding reporting period; and
- (b) still fails to submit such a request within further 60 calendar days following a written reminder sent by the Commission.

## **ARTICLE II.24 — SUSPENSION OF PAYMENTS AND TIME LIMIT FOR PAYMENT**

### **II.24.1 Suspension of payments**

#### **II.24.1.1 Grounds for suspension**

The Commission may at any moment suspend, in whole or in part, the pre-financing payment and interim payments for one or more beneficiaries or the payment of the balance for all beneficiaries:

- (a) if the Commission has evidence that a beneficiary has committed *irregularities, fraud or breach of obligations* in the award procedure or while implementing the Agreement;
- (b) if the Commission has evidence that a beneficiary has committed systemic or recurrent *irregularities, fraud or serious breach of obligations* in other grants funded by the Union or the European Atomic Energy Community ('Euratom') awarded to the beneficiary under similar conditions and such *irregularities, fraud or breach of obligations* have a material impact on this grant; or
- (c) if the Commission suspects *irregularities, fraud or breach of obligations* committed by a beneficiary in the award procedure or while implementing the Agreement and needs to verify whether they have actually occurred.

#### **II.24.1.2 Procedure for suspension**

**Step 1** — Before suspending payments, the Commission must send a *formal notification* to the coordinator:

- (a) informing it of:
  - (i) its intention to suspend payments;
  - (ii) the reasons for suspension;
  - (iii) in the cases referred to in points (a) and (b) of Article II.24.1.1, the conditions that need to be met for payments to resume; and
- (b) inviting it to submit observations within 30 calendar days of receiving the *formal notification*.

**Step 2** — If the Commission does not receive observations or decides to pursue the procedure despite the observations it has received, it must send a *formal notification* to the coordinator informing it of:

- (a) the suspension of payments;
- (b) the reasons for suspension;
- (c) the final conditions under which payments may resume in the cases referred to in points (a) and (b) of Article II.24.1.1;
- (d) the indicative date of completion of the necessary verification in the case referred to in point (c) of Article II.24.1.1.

The coordinator must immediately inform the other beneficiaries of the suspension. The suspension takes effect on the day the Commission sends *formal notification* of suspension (Step 2).

Otherwise, the Commission must send a *formal notification* to the coordinator informing it that it is not continuing with the suspension procedure.

#### **II.24.1.3 Effects of suspension**

During the period of suspension of payments the coordinator is not entitled to submit:

- (a) any requests for payments and supporting documents referred to in Articles I.4.2, I.4.3 and I.4.4; or
- (b) where the suspension concerns the pre-financing payments or interim payments for one or several beneficiaries only, any requests for payments and supporting documents relating to the participation of the concerned beneficiary or beneficiaries in the *action*.

The corresponding requests for payments and supporting documents may be submitted as soon as possible after resumption of payments or may be included in the first request for payment due following resumption of payments in accordance with the schedule laid down in Article I.4.1.

The suspension of payments does not affect the right of the coordinator to suspend the implementation of the *action* as provided for in Article II.16.1 or to terminate the Agreement or the participation of a beneficiary as provided for in Articles II.17.1 and II.17.2.

#### **II.24.1.4 Resuming payments**

In order for the Commission to resume payments, the beneficiaries must meet the notified conditions as soon as possible and must inform the Commission of any progress made.

If the conditions for resuming payments are met, the suspension will be lifted. The Commission will send a *formal notification* to the coordinator informing it of this.

#### **II.24.2 Suspension of the time limit for payments**

**II.24.2.1** The Commission may at any moment suspend the time limit for payment specified in Articles I.4.2, I.4.3 and I.4.5 if a request for payment cannot be approved because:

- (a) it does not comply with the Agreement;
- (b) the appropriate supporting documents have not been produced; or
- (c) there is a doubt about the eligibility of the costs declared in the financial statements and additional checks, reviews, audits or investigations are necessary.

**II.24.2.2** The Commission must send a *formal notification* to the coordinator informing it of:

- (a) the suspension; and
- (b) the reasons for the suspension.

The suspension takes effect on the day the Commission sends the *formal notification*.

**II.24.2.3** If the conditions for suspending the payment deadline are no longer met, the suspension will be lifted and the remaining period will resume.

If the suspension exceeds two months, the coordinator may request the Commission if the suspension will continue.

If the payment deadline has been suspended because the technical reports or financial statements do not comply with the Agreement and the revised report or statement is not



submitted or was submitted but is also rejected, the Commission may terminate the Agreement or the participation of the beneficiary as provided for in Article II.17.3.1(c) and reduce the grant as provided for in Article II.25.4.

## **ARTICLE II.25 — CALCULATION OF THE FINAL AMOUNT OF THE GRANT**

The final amount of the grant depends on the extent to which the *action* has been implemented in accordance with the terms of the Agreement.

The final amount of the grant is calculated by the Commission at the time of the payment of the balance. The calculation involves the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs and addition of the financing not linked to costs, unit, flat-rate and lump sum contributions

Step 2 — Limit to the *maximum amount of the grant*

Step 3 — Reduction due to the no-profit rule

Step 4 — Reduction due to improper implementation or breach of other obligations.

### **II.25.1 Step 1 — Application of the reimbursement rate to the eligible costs and addition of the financing not linked to costs, unit, flat-rate and lump sum contributions**

This step is applied as follows:

- (a) If, as provided for in Article I.3.2(a)(i), the grant takes the form of the reimbursement of eligible costs actually incurred, the reimbursement rate specified in that Article is applied to those eligible costs as approved by the Commission for the corresponding categories of costs, beneficiaries and affiliated entities
- (b) If, as provided for in Article I.3.2(a) (ii) to (v), the grant takes the form of the reimbursement of eligible unit costs, lump sum costs or flat rate costs, the reimbursement rate specified in that Article is applied to those eligible costs as approved by the Commission for the corresponding categories of costs, beneficiaries and affiliated entities;

The amount of volunteers' work declared as direct eligible costs for the corresponding beneficiaries and affiliated entities must be limited to the following amount, whichever is the lowest:

- (i) the total sources of financing as indicated in the final financial statement and as accepted by the Commission multiplied by fifty per cent; or
  - (ii) the amount of volunteers' work indicated in the estimated budget set out in Annex II.
- (c) If, as provided for in Article I.3.2(b), the grant takes the form of a unit contribution, the unit contribution specified in that Article is multiplied by the actual number of units approved by the Commission for the corresponding beneficiaries and affiliated entities;

- (d) If, as provided for in Article I.3.2(c), the grant takes the form of a lump sum contribution, the Commission applies the lump sum specified in that Article for the corresponding beneficiaries and affiliated entities if it finds that the corresponding tasks or part of the *action* were implemented properly in accordance with Annex I;
- (e) If, as provided for in Article I.3.2(d), the grant takes the form of a flat-rate contribution, the flat rate referred to in that Article is applied to the eligible costs or to the contribution approved by the Commission for the corresponding beneficiaries and affiliated entities;
- (f) If, as provided for in Article I.3.2(e), the grant takes the form of financing not linked to costs, the Commission applies the amount specified in that Article for the corresponding beneficiaries and affiliated entities if it finds that [the conditions specified in Annex I were fulfilled][and][the results specified in Annex I were achieved].

If Article I.3.2 provides for a combination of different forms of grant, the amounts obtained must be added together.

### **II.25.2 Step 2 — Limit to *maximum amount of the grant***

The total amount paid to the beneficiaries by the Commission may in no circumstances exceed the *maximum amount of the grant*.

If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

If volunteers' work is declared as part of direct eligible costs, the final amount of the grant is limited to the amount of total eligible costs and contributions approved by the Commission minus the amount of volunteers' work approved by the Commission.

### **II.25.3 Step 3 — Reduction due to the no-profit rule**

The grant may not produce a profit for the beneficiaries, unless specified otherwise in the Special Conditions.

The profit must be calculated as follows:

- (a) calculate the surplus of the total receipts of the action, over the total eligible costs of the action, as follows:
  - { receipts of the action
  - minus
  - consolidated total eligible costs and contributions approved by the Commission corresponding to the amounts determined in accordance with Article II.25.1 }

The receipts of the action are calculated as follows:

{ the revenue generated by the *action* for beneficiaries and affiliated entities other than non-profit organisations

plus

the amount obtained following Steps 1 and 2 }

where the revenue generated by the *action* is the consolidated revenue established, generated or confirmed for beneficiaries and affiliated entities other than non-profit organisations on the date on which the request for payment of the balance is drawn up by the coordinator.

In-kind and financial contributions by third parties are not considered receipts.

- (b) If the amount calculated under point (a) is positive, this amount will be deducted from the amount calculated following Steps 1 and 2, in proportion to the final rate of reimbursement of the actual eligible costs of the *action* approved by the Commission for the categories of costs referred to in Article I.3.2(a)(i).

#### **II.25.4 Step 4 — Reduction due to improper implementation or breach of other obligations**

The Commission may reduce the *maximum amount of the grant* if the *action* has not been implemented properly as described in Annex II (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the *action* has been implemented improperly or to the seriousness of the breach.

Before the Commission reduces the grant, it must send a *formal notification* to the coordinator:

- (a) informing it of:
- (i) its intention to reduce the *maximum amount of the grant*;
  - (ii) the amount by which it intends to reduce the grant;
  - (iii) the reasons for reduction;
- (b) inviting it to submit observations within 30 calendar days of receiving the formal notification.

If the Commission does not receive any observations or decides to pursue reduction despite the observations it has received, it will send a *formal notification* informing the coordinator of its decision.

If the grant is reduced, the Commission must calculate the reduced grant amount by deducting the amount of the reduction (calculated in proportion to the improper implementation of the *action* or to the seriousness of the *breach of obligations*) from the *maximum amount of the grant*.

The final amount of the grant will be the lower of the following two:

- (a) the amount obtained following Steps 1 to 3; or
- (b) the reduced grant amount following Step 4.

## **ARTICLE II.26 — RECOVERY**

### **II.26.1 Recovery at the time of payment of the balance**

Where the payment of the balance takes the form of a recovery, the coordinator must repay the Commission the amount in question, even if it was not the final recipient of the amount due.

### **II.26.2 Recovery after payment of the balance**

Where an amount is to be recovered as provided for in Articles II.27.6, II.27.7 and II.27.8, the beneficiary concerned by the audit or OLAF findings must repay the Commission the amount in question. Where the audit findings do not concern a specific beneficiary (or its affiliated entities), the coordinator must repay the Commission the amount in question, even if it was not the final recipient of the amount due.

Each beneficiary is responsible for the repayment of any amount unduly paid by the Commission as a contribution towards the costs incurred by its affiliated entities.

### **II.26.3 Recovery procedure**

Before recovery, the Commission must send a *formal notification* to the beneficiary concerned:

- (a) informing it of its intention to recover the amount unduly paid;
- (b) specifying the amount due and the reasons for recovery; and
- (c) inviting the beneficiary to make any observations within a specified period.

If no observations have been submitted or if, despite the observations submitted by the beneficiary, the Commission decides to pursue the recovery procedure, the Commission may confirm recovery by sending a *formal notification* to the beneficiary consisting of a debit note, specifying the terms and the date for payment.

If payment has not been made by the date specified in the debit note, the Commission will recover the amount due:

- (a) by offsetting it, without the beneficiary's prior consent, against any amounts owed to the beneficiary by the Commission or an executive agency (from the Union or the European Atomic Energy Community (Euratom) budget) ('offsetting');

In exceptional circumstances, to safeguard the financial interests of the Union, the Commission may offset before the due date.

An action may be brought against such offsetting before the General Court of the European Union in accordance with Article 263 TFEU;

- (b) by drawing on the financial guarantee where provided for in accordance with Article I.4.2 ('drawing on the financial guarantee');
- (c) by holding the beneficiaries jointly and severally liable up to the maximum EU contribution indicated, for each beneficiary, in the estimated budget;
- (d) by taking legal action as provided for in Article II.18.2 or in the Special Conditions or by adopting an enforceable decision as provided for in Article II.18.3.

#### **II.26.4 Interest on late payment**

If payment is not made by the date in the debit note, the amount to be recovered will be increased by late-payment interest at the rate set out in Article I.4.14 from the day following the date for payment in the debit note up to and including the date the Commission receives full payment of the amount.

Partial payments must first be credited against charges and late-payment interest and then against the principal.

#### **II.26.5 Bank charges**

Bank charges incurred in the recovery process must be borne by the beneficiary concerned, unless Directive 2007/64/EC<sup>4</sup> applies.

### **ARTICLE II.27 — CHECKS, AUDITS AND EVALUATIONS**

#### **II.27.1 Technical and financial checks, audits, interim and final evaluations**

The Commission may, during the implementation of the *action* or afterwards, carry out technical and financial checks and audits to determine that the beneficiaries are implementing the *action* properly and are complying with the obligations under the Agreement. It may also check the beneficiaries' statutory records for the purpose of periodic assessments of lump sum, unit cost or flat-rate amounts.

Information and documents provided as part of checks or audits must be treated on a confidential basis.

In addition, the Commission may carry out an interim or final evaluation of the impact of the *action*, measured against the objective of the Union programme concerned.

Commission checks, audits or evaluations may be carried out either directly by the Commission's own staff or by any other outside body authorised to do so on its behalf.

The Commission may initiate such checks, audits or evaluations during the implementation of the Agreement and during a period of five years starting from the date of payment of the balance. This period is limited to three years if the *maximum amount of the grant* is not more than EUR 60 000.

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<sup>4</sup> Directive 2007/64/EC<sup>4</sup> of the European Parliament and of the Council of 13 November 2007 on payment services in the internal market amending Directives 97/7/EC, 2002/65/EC, 2005/60/EC and 2006/48/EC and repealing Directive 97/5/EC.

The check, audit or evaluation procedures are considered to be initiated on the date of receipt of the letter of the Commission announcing it.

If the audit is carried out on an affiliated entity, the beneficiary concerned must inform that affiliated entity.

### **II.27.2 Duty to keep documents**

The beneficiaries must keep all original documents, especially accounting and tax records, stored on any appropriate medium, including digitalised originals when they are authorised by their respective national law and under the conditions laid down therein, during a period of five years starting from the date of payment of the balance.

The period during which documents must be kept is limited to three years if the *maximum amount of the grant* is not more than EUR 60 000.

The periods set out in the first and second subparagraphs are longer if there are ongoing audits, appeals, litigation or pursuit of claims concerning the grant, including in the cases referred to in Article II.27.7. In such cases, the beneficiaries must keep the documents until such audits, appeals, litigation or pursuit of claims have been closed.

### **II.27.3 Obligation to provide information**

Where a check, audit or evaluation is initiated before the payment of the balance, the coordinator must provide any information, including information in electronic format, requested by the Commission or by any other outside body authorised by the Commission. Where appropriate, the Commission may request that a beneficiary provides such information directly.

Where a check or audit is initiated after payment of the balance, the information referred to in the previous subparagraph must be provided by the beneficiary concerned.

If the beneficiary concerned does not comply with the obligations set out in the first and second subparagraphs, the Commission may consider:

- (a) any cost insufficiently substantiated by information provided by the beneficiary as ineligible;
- (b) any financing not linked to costs, unit, lump sum or flat-rate contribution insufficiently substantiated by information provided by the beneficiary as undue.

### **II.27.4 On-the-spot visits**

During an on-the-spot visit, the beneficiaries must allow Commission staff and outside personnel authorised by the Commission to have access to the sites and premises where the *action* is or was carried out, and to all the necessary information, including information in electronic format.

They must ensure that the information is readily available at the moment of the on-the-spot visit and that information requested is handed over in an appropriate form.

If the beneficiary concerned refuses to provide access to the sites, premises and information as required in the first and second subparagraphs, the Commission may consider:

- (a) any cost insufficiently substantiated by information provided by the beneficiary as ineligible;
- (b) any financing not linked to costs, unit, lump sum or flat-rate contribution insufficiently substantiated by information provided by the beneficiary as undue.

## **II.27.5 Contradictory audit procedure**

On the basis of the findings made during the audit, a provisional report ('draft audit report') must be drawn up. It must be sent by the Commission or its authorised representative to the beneficiary concerned, which must have 30 calendar days from the date of receipt to submit observations. The final report ('final audit report') must be sent to the beneficiary concerned within 60 calendar days of expiry of the time limit for submission of observations.

## **II.27.6 Effects of audit findings**

On the basis of the final audit findings, the Commission may take the measures it considers necessary, including recovery at the time of payment of the balance or after payment of the balance of all or part of the payments made by it, as provided for in Article II.26.

In the case of final audit findings after the payment of the balance, the amount to be recovered corresponds to the difference between the revised final amount of the grant, determined in accordance with Article II.25, and the total amount paid to the beneficiaries under the Agreement for the implementation of the *action*.

## **II.27.7 Correction of systemic or recurrent irregularities, fraud or breach of obligations**

**II.27.7.1** The Commission may extend audit findings from other grants to this grant if:

- (a) the beneficiary concerned is found to have committed systemic or recurrent *irregularities, fraud or breach of obligations* in other EU or Euratom grants awarded under similar conditions and such *irregularities, fraud or breach of obligations* have a material impact on this grant; and
- (b) the final audit findings are sent to the beneficiary concerned through a *formal notification*, together with the list of grants affected by the findings within the period referred to in Article II.27.1.

The extension of findings may lead to:

- (a) the rejection of costs as ineligible;
- (b) reduction of the grant as provided for in Article II.25.4;
- (c) recovery of undue amounts as provided for in Article II.26;
- (d) suspension of payments as provided for in Article II.24.1;
- (e) suspension of the *action* implementation as provided for in Article II.16.2;
- (f) termination as provided for in Article II.17.3.

**II.27.7.2** The Commission must send a *formal notification* to the beneficiary concerned informing it of the systemic or recurrent *irregularities, fraud or breach of*

*obligations* and of its intention to extend the audit findings, together with the list of grants affected.

(a) If the findings concern eligibility of costs the procedure is as follows:

**Step 1** — The *formal notification* must include:

- (i) an invitation to submit observations on the list of grants affected by the findings;
- (ii) a request to submit revised financial statements for all grants affected;
- (iii) where possible, the correction rate for extrapolation established by the Commission to calculate the amounts to be rejected on the basis of the systemic or recurrent *irregularities, fraud or breach of obligations*, if the beneficiary concerned:
  - considers that the submission of revised financial statements is not possible or practicable; or
  - will not submit revised financial statements.

**Step 2** — The beneficiary concerned has 60 calendar days from when it receives the *formal notification* to submit observations and revised financial statements or to propose a duly substantiated alternative correction method. This period may be extended by the Commission in justified cases.

**Step 3** — If the beneficiary concerned submits revised financial statements that take account of the findings the Commission will determine the amount to be corrected on the basis of those revised statements.

If the beneficiary proposes an alternative correction method and the Commission accepts it, the Commission must send a *formal notification* to the beneficiary concerned informing it:

- (i) that it accepts the alternative method;
- (ii) of the revised eligible costs determined by applying this method.

Otherwise the Commission must send a *formal notification* to the beneficiary concerned informing it:

- (i) that it does not accept the observations or the alternative method proposed;
- (ii) of the revised eligible costs determined by applying the extrapolation method initially notified to the beneficiary.

If the systemic or recurrent *irregularities, fraud or breach of obligations* are found after the payment of the balance, the amount to be recovered corresponds to the difference between:

- (i) the revised final amount of the grant, determined in accordance with Article II.25 on the basis of the revised eligible costs declared by the beneficiary and approved by the Commission or on the basis of the revised eligible costs after extrapolation; and
  - (ii) the total amount paid to the beneficiaries under the Agreement for the implementation of the *action*;
- (b) If the findings concern improper implementation or a breach of another obligation the procedure is as follows:



**Step 1** — The *formal notification* must include:

- (i) an invitation to the beneficiary to submit observations on the list of grants affected by the findings and
- (ii) the correction flat rate the Commission intends to apply to the *maximum amount of the grant* or to part of it, according to the principle of proportionality.

**Step 2** — The beneficiary concerned has 60 calendar days from receiving the *formal notification* to submit observations or to propose a duly substantiated alternative flat-rate.

**Step 3** — If the Commission accepts the alternative flat rate proposed by the beneficiary, it must send a *formal notification* to the beneficiary concerned informing it:

- (i) that it accepts the alternative flat-rate;
- (ii) of the corrected grant amount by applying this flat rate.

Otherwise the Commission must send a *formal notification* to the beneficiary concerned informing it:

- (i) that it does not accept the observations or the alternative flat rate proposed;
- (ii) of the corrected grant amount by applying the flat rate initially notified to the beneficiary.

If the systemic or recurrent *irregularities, fraud* or *breach of obligations* are found after the payment of the balance, the amount to be recovered corresponds to the difference between:

- (i) the revised final amount of the grant after flat-rate correction; and
- (ii) the total amount paid to the beneficiaries under the Agreement for the implementation of the *action*.

## II.27.8 Rights of OLAF

The European Anti-Fraud Office (OLAF) has the same rights as the Commission, particularly the right of access, for the purpose of checks and investigations.

Under Council Regulation (Euratom, EC) No 2185/96<sup>5</sup> and Regulation (EU, Euratom) No 883/2013<sup>6</sup> OLAF may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by Union law for the protection of the financial interests of the Union against *fraud* and other *irregularities*.

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<sup>5</sup> Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities.

<sup>6</sup> Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF).

Where appropriate, OLAF findings may lead to the Commission recovering amounts from beneficiaries.

Moreover, findings arising from an OLAF investigation may lead to criminal prosecutions under national law.

## **II.27.9 Rights of the European Court of Auditors and EPPO**

The European Court of Auditors and the European Public Prosecutor's Office established by Council Regulation (EU) 2017/1939<sup>7</sup> ('the EPPO') have the same rights as the Commission, particularly the right of access, for the purpose of checks, audits and investigations.

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<sup>7</sup> Council Regulation (EU) 2017/1939 of 12 October 2017 implementing enhanced cooperation on the establishment of the European Public Prosecutor's Office



## **ADDENDUM TO THE GRANT AGREEMENT**

### **ADDITIONAL FINANCIAL AND CONTRACTUAL RULES ONLY APPLICABLE TO PROJECTS ORGANISING VIRTUAL ACTIVITIES DUE TO COVID-19**

The following rules are additional to those in Articles I.2 and II.2 in Annex III and only applies to cases where virtual activities need to be organised due to COVID-19. Reporting on virtual mobilities is required in line with the rules provided in the grant agreement.

The beneficiaries are allowed to transfer without amendment up to 60% of the funds allocated for each of the following budget categories: Transnational Project Meetings, Multiplier Events, Learning/teaching/training activities and Exceptional costs to any other budget category under which the virtual activity is taking place, with the exception of the budget categories Project management and implementation and Exceptional costs.

For Exceptional costs, beneficiaries are allowed to transfer up to 10% of the funds from any budget category based on unit contributions to Exceptional costs in order to cover costs related to buying and/or renting of equipment and/or services necessary for the implementation of virtual mobility activities due to COVID-19, even if no funds were initially allocated to the Exceptional costs budget category.

#### **Article I.2. Calculation and supporting documents for unit contributions**

Provisions for Project management and implementation and virtual multiplier events remain applicable.

##### **A. Transnational project meetings**

No additional unit costs are eligible for virtual activities. The resources available under the “Project management and implementation” budget shall cover the costs related with these meetings.

##### **C. Learning, teaching and training activities**

a) Calculation of the grant amount: the grant amount takes the form of unit contribution towards individual support.

- No grant support for travel will be awarded.
- Linguistic support may also be provided in case of virtual activities and the same rules apply.

- Individual support: the grant amount is calculated by multiplying the number of days/months of virtual participation per participant, by 15% of the unit contribution applicable per day/month for the type of participant and for the receiving country concerned, as specified in Annex IV of the Agreement. Travel days before or after the activity cannot be included for the calculation of the individual support.

b) Triggering event:

- Individual support: the event that conditions the entitlement to the grant is that the participant has undertaken the activity.
- Linguistic support: the triggering event for the entitlement to the grant is that the participant has undertaken an activity exceeding 2 months and that the person has actually undertaken language preparation in the language of instruction.

c) Supporting documents

- Individual support: Proof of attendance of the activity in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as the start and end date of the virtual activity.
- Linguistic support: Proof of attendance of courses in the form of a declaration signed by the course provider, specifying the name of the participant, the language taught and the duration of the linguistic support.

## Article II.2. Calculation of actual cost

### **A. Inclusion support for participants**

The beneficiary is allowed to transfer funds allocated for any budget category to inclusion support, even if initially no funds were allocated for this category.

- a) Calculation of the grant amount: the grant is a reimbursement of 100% of the eligible costs actually incurred.
- b) Eligible costs: costs directly related to participants with fewer opportunities and required to implement virtual activities.
- c) Supporting documents: invoices of the related costs specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

### **B. Exceptional costs**

- a) Calculation of the grant amount: the grant is a reimbursement of 75% of the eligible costs actually incurred for buying and/or renting of equipment and/or services.

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- b) Eligible costs: cover costs related to buying and/or renting of equipment and/or services necessary for the implementation of virtual mobility activities.
- c) Supporting documents: proof of payment of the cost incurred on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

## ANNEX III – FINANCIAL and CONTRACTUAL RULES

### For multibeneficiary grant agreements of KA2 – Cooperation Partnerships

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## **I. RULES APPLICABLE TO BUDGET CATEGORIES BASED ON UNIT CONTRIBUTIONS**

### **I.1 Conditions for eligibility of unit contributions**

Where the grant takes the form of a unit contribution, the number of units must comply with the following conditions:

- (a) the units must be actually used or produced in the period set out in Article I.2.2 of the Special Conditions;
- (b) the units must be necessary for implementing the Project or produced by it;
- (c) the number of units must be identifiable and verifiable, in particular supported by records and documentation specified in this annex.

### **I.2 Calculation and supporting documents for unit contributions**

#### **A. Project management and implementation**

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the total number of months of the project duration by the unit contribution applicable to the beneficiary, as specified in Annex IV of the Agreement. The beneficiaries must agree on the distribution of the amount between them depending on their respective workload and contribution to the project activities and results.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the beneficiary implements the project activities and produces the project outputs to be covered from this budget category as applied for in the grant application and as approved by the National Agency.
- (c) Supporting documents: proof of activities undertaken and outputs produced will be provided in the form of a description of these activities and outputs in the final report. In addition, outputs produced must be uploaded by the coordinator in the Erasmus+ Project Results Platform and/or, depending on their nature, available for checks and audits at the premises of the beneficiaries.
- (d) Reporting: on behalf of the Project as a whole, the coordinator must report on the final distribution of funds and on undertaken activities and results.



## **B. Transnational project meetings**

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the total number of participations by the unit contribution applicable, as specified in Annex IV of the Agreement.

By default, the place of origin is understood as the place where the sending organisation is located and the place of venue as the place where the receiving organisation is located. If a different place of origin or venue is reported, the beneficiary must provide the reason for this difference.

- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually participated in the transnational project meeting.

- (c) Supporting documents:

- Travel: Proof of attendance of the activity in the form of an attendance list or individual attendance certificates signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its starting and end date;
- In case of travel from a place different than that where the sending organisation is located and/or travel to a place different than that where the receiving organisation is located which leads to a change of distance band, the actual travel itinerary must be supported with travel tickets or other invoices specifying the place of departure and the place of arrival.
- Proof of attendance of the transnational project meeting in the form of a participants list or individual attendance certificates signed by the participants and the receiving organisation specifying the name, date and place of the transnational project meeting, and for each participant: name and signature of the person, name and address of the sending organisation of the person;
- Detailed agenda and any documents used or distributed at the transnational project meeting.

- (d) Reporting:

- On behalf of the Project as a whole, the coordinator must report on the venue of the meeting, the date and the number of participants.
- In all cases, the beneficiaries must be able to demonstrate a formal link with the persons participating in transnational project meetings, whether they are involved in the Project as staff (whether on a professional or voluntary basis) or as learners of the beneficiary organisations.

### **C. Project results**

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of days of work performed by the staff of the beneficiaries by the unit contribution applicable per day for the category of staff for the country in which the beneficiary concerned is established, as specified in Annex IV of the Agreement. The category applicable does not relate to the professional profile of the person, but to the function performed by the person in relation to the development of the project result.

Staff costs for managers and administrative staff are expected to be covered already under the "Project management and implementation" budget item. These costs can be used under the "Project results" budget item only if applied for and approved by the NA, as specified in Annex II.

- (b) Triggering event: the event that conditions the entitlement to the grant is that the project result has been produced and that it is of an acceptable quality level, as determined by the evaluation of the NA.

- (c) Supporting documents:

- proof of the project result produced, which must be uploaded in the Erasmus+ Project Results Platform and/or, depending on its nature, available for checks and audits at the premises of the beneficiaries;
- proof of the staff time invested in the production of the project result in the form of a time sheet per person, identifying the name of the person, the category of staff in terms of the 4 categories specified in Annex IV, the dates and the total number of days of work of the person for the production of the project result.
- proof of the nature of the relationship between the person and the beneficiary concerned (such as type of employment contract, voluntary work, SME ownership, etc.), as registered in the official records of the beneficiary. In all cases, the beneficiaries must be able to demonstrate the formal link with the person concerned, whether he/she is involved in the Project on a professional or voluntary basis. Persons working for a beneficiary on the basis of service contract (e.g. translators, web designer etc.) are not considered as staff of the organisation concerned. Their working time can therefore not be claimed under the "Project results" budget item but may be eligible as exceptional costs under the conditions specified in the related section below.

- (d) Reporting: on behalf of the Project as a whole, the coordinator must report on the activities undertaken and results produced. The coordinator must include information on the start and end date and on the number of days of work per

category of staff for each of the beneficiaries cooperating directly on the development of the project result.

#### **D. Multiplier events**

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of participants from organisations other than the beneficiary, the associated partners hosting a multiplier event and other project partner organisations as specified in the Agreement by the unit contribution applicable per participant, as specified in Annex IV of the Agreement.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the multiplier event has taken place, physically or virtually, and that it is of an acceptable quality level, as determined by the evaluation of the NA.
- (c) Supporting documents:
  - Proof of the actual number of participants in the activity through a declaration signed by the organiser and specifying the name of the participant and the name and address of the sending organisation (if applicable).
  - Detailed agenda and any documents used or distributed at the multiplier event.
- (d) Reporting:
  - On behalf of the Project as a whole, the coordinator must report on the description of the multiplier event, the project results covered, the leading and participating organisations, the venue of the meeting and the numbers of local and international participants.
  - In the case that the beneficiaries do not develop the project results applied for and approved by the NA, the related multiplier events will not be considered eligible for grant support either. If the NA awarded support for the development of several project results but only some of them are ultimately realised, the NA must determine to which extent each of the related Multiplier events is eligible for grant support.

#### **E. Learning, teaching and training activities**

- (a) Calculation of the grant amount: the grant amount takes the form of a unit contribution towards the inclusion support for organisations, travel, individual support and linguistic support. It is calculated as follows:
  - Inclusion support for organisations: the grant amount is calculated by multiplying the total number of participants with fewer opportunities in

learning, teaching and training activities by the unit contribution applicable, as specified in Annex IV of the Agreement.

- Travel: the grant amount is calculated by multiplying the number of participants by the unit contribution applicable to the distance band and type of travel as specified in Annex IV of the Agreement; for the establishment of the distance band applicable. In case of green travel modes (train, bus, shared car, boat), the green travel unit contributions apply, otherwise the standard travel unit contributions apply. The beneficiaries must use the on-line distance calculator available on the Commission's website at:  
[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).
- Individual support: the grant amount is calculated by multiplying the number of days per participant, including accompanying persons, by the full unit contribution or its respective proportion, applicable per day for the type of participant, as specified in Annex IV of the Agreement. If necessary, the beneficiary may add one day of standard travel or up to three days in the case of green travel directly before the first day of the activity, and one day of standard travel or up to three days in the case of green travel directly following the last day of the activity. These extra days for travel will be considered for the calculation of the individual support.
- Linguistic support: the grant amount is calculated by multiplying the total number of participants receiving linguistic support by the unit contribution applicable, as specified in Annex IV of the Agreement.
- Support to participants in Learning, teaching and training activities taking place in their own country is eligible under this budget category provided that the activities involve participants from beneficiary organisations from at least two different Programme Countries and that the distance between the place of departure and place of arrival as specified above is at least 10 km following the online distance band calculator.

(b) Triggering event:

- Inclusion support for organisations: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity.
- Travel costs: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity.
- Individual support: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity.
- Linguistic support: the triggering event for the entitlement to the grant is that the participant has undertaken an activity exceeding 2 months and that the

person has actually undertaken language preparation in the language of instruction or of work.

(c) Supporting documents:

- Inclusion support for organisations: proof of attendance of the activity in the form of a declaration signed by the receiving organisation, specifying the name of the participant, the purpose of the activity, as well as its starting and end date. In addition, documentation specified by the relevant National Agency as relevant proof that the participant belongs to one of the categories of fewer opportunities listed in the Programme Guide.
- Travel: Proof of attendance of the activity in the form of a declaration specifying the name of the participant, the purpose of the activity, as well as its starting and end date, signed by the participant and by the receiving organisation. In addition, in case of use of sustainable means of transport (green travel), a declaration on honour signed by the person receiving the travel grant and the sending organisation will serve as supporting documentation.
- Individual support: Proof of attendance of the activity in the form of an attendance list or individual attendance certificates signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its start and end date.
- Linguistic support
  - Proof of attendance of courses in the form of a declaration signed by the course provider, specifying the name of the participant, the language taught, the format and duration of the linguistic support provided, or
  - Invoice for the purchase of learning materials, specifying the language concerned, the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice, or
  - In case the linguistic support is provided directly by the beneficiary: a declaration signed and dated by the participant, specifying the name of the participant, the language taught, the format and duration of the linguistic support received.

(d) Reporting:

On behalf of the Project as a whole, the coordinator must report on the description, venue, date and number of participants of all learning, teaching and training activities.

Inclusion support for organisations: the coordinator must report on the justification and number of participants eligible under inclusion support.

## **II. RULES APPLICABLE FOR THE BUDGET CATEGORIES BASED ON REIMBURSEMENT OF ACTUAL INCURRED COSTS**

### **II.1. Conditions for the reimbursement of actual costs**

Where the grant takes the form of a reimbursement of actual costs, the following conditions must apply:

- (a) they are incurred by the beneficiaries;
- (b) they are incurred in the period set out in Article I.2.2.;
- (c) they are indicated in the estimated budget set out in Annex II or eligible following budget transfers in accordance with Article I.18;
- (d) they are incurred in connection with the Project as described in Annex II and are necessary for its implementation;
- (e) they are identifiable and verifiable, in particular are recorded in the beneficiary's accounting records and determined according to the applicable accounting standards of the country where the beneficiary is established and with the beneficiary's usual cost accounting practices;
- (f) they comply with the requirements of applicable tax and social legislation;
- (g) they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency;
- (h) they are not covered by a unit contribution as specified in Section I of this Annex.

### **II.2. Calculation of actual cost**

#### **A. Inclusion support for participants**

- (a) Calculation of the grant amount: the grant is a reimbursement of 100% of the eligible costs actually incurred.
- (b) Eligible costs: costs directly related to participants with fewer opportunities and their accompanying persons, additional to costs supported by a unit contribution specified in Section I of this Annex (other than Travel and Individual support). Costs related to travel and subsistence may be requested under this budget category if a grant for the

same participants has not been requested through budget categories Travel and Individual support.

- (c) Supporting documents: proof of payment of the related costs based on invoices of the related costs incurred, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.
- (d) Reporting: for each cost item in this budget category, the beneficiary must report the type of costs and the real amount of costs incurred.

## **B. Exceptional costs**

- (a) Calculation of the grant amount: the grant is a reimbursement of 80% of the eligible costs actually incurred, with a maximum of € 50.000 per project (excluding the costs for providing a financial guarantee if required by the Agreement).
- (b) Eligible costs:
  - Costs relating to a pre-financing guarantee lodged by the beneficiary where such guarantee is required by the NA, as specified in Article I.4.2 of the Agreement.
  - Costs of travel in the most economical but also effective way for eligible participants for which the standard funding rule does not cover at least 70% of the eligible costs.
  - sub-contracting and purchase of goods and services in so far as applied for by the beneficiary and in so far as approved by the NA as specified in Annex II;
  - Cost related to the depreciation costs of equipment or other assets (new or second-hand) as recorded in the accounting statements of the beneficiary, provided that the asset has been purchased in accordance with Article II.10 and that it is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary. The costs of rental or lease of equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee. In the case of equipment purchase, rental or lease only the amount corresponding to the share of time of the use of the equipment for the project can be claimed.
- (c) Supporting documents:
  - proof of the cost of the financial guarantee issued by the body providing the guarantee to the beneficiary, specifying the name and address of the body issuing

the financial guarantee, the amount and currency of the cost of the guarantee, and providing the date and signature of the legal representative of the body issuing the guarantee.

- In the case of travel costs: proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice and the travel route.]
- Subcontracting: proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.
- Depreciations costs: proof of the purchase, rental or lease of the equipment, as recorded in the beneficiary's accounting statements, justifying that these costs correspond to the period set out in Article I.2.2 and the rate of actual use for the purposes of the Project may be taken into account;

(d) Reporting:

for each cost item in this budget category, the beneficiary must report the type of costs and the real amount of costs incurred.

#### **IV. CONDITIONS OF ELIGIBILITY OF PROJECT ACTIVITIES**

- a) The beneficiaries must ensure that the activities of the project for which grant support was awarded are eligible in accordance with the rules set out in the Erasmus+ Programme Guide for each Key Action and each field.
- b) Activities undertaken that are not compliant with the rules set out in the Erasmus+ Programme Guide as complemented by the rules set out in this Annex must be declared ineligible by the NA and the grant amounts corresponding to the activities concerned must be reimbursed in full. The reimbursement must cover all budget categories for which a grant was awarded in relation to the activity that is declared ineligible.



## V. FINAL REPORT

The final report will be evaluated on the basis of quality criteria and scored on a total of maximum 100 points. If the final report scores below 60 points in total, the NA may reduce the final grant amount on the basis of poor, partial or late implementation of the Project even if all activities reported were eligible and actually took place. The final report and project results will be assessed by the NA, using a common set of quality criteria focusing on:

- The extent to which the project was implemented in line with the approved grant application
- The quality of activities undertaken and their consistency with the project objectives
- The quality of the products and results produced
- The learning outcomes and impact on participants
- The extent to which the project proved to be innovative/complementary to other initiatives
- The extent to which the project proved to add value at EU level
- The extent to which the project implemented effective quality measures as well as measures for evaluating the project's outcomes
- The impact on the participating organisations
- In case of learning, teaching and training activities: the quality of the practical arrangements provided in support of the mobility, in terms of preparation, monitoring and support to participants during their mobility activity, the quality arrangements for the recognition/validation of the learning outcomes of participants.
- The quality and scope of the dissemination activities undertaken
- The potential wider impact of the project on individuals and organisations beyond the beneficiaries

## **VI. GRANT REDUCTION FOR POOR, PARTIAL OR LATE IMPLEMENTATION**

Poor, partial or late implementation of the Project may be established by the NA on the basis of the final report submitted by the coordinator (including reports from individual participants taking part in the mobility activities) and on the basis of the project results.

In addition, the NA may also consider information received from any other relevant source, proving that the Project is not implemented in accordance with the contractual provisions. Other sources of information may include monitoring visits, accreditation interim reports, desk checks or on the spot checks undertaken by the NA.

If the final report scores below 60 points in total, the NA may reduce the final grant amount on the basis of poor, partial or late implementation of the action even if all activities reported were eligible and actually took place. In that case, a grant reduction may correspond to:

- 10% if the final report scores at least 50 points and below 60 points;
- 25% if the final report scores at least 40 points and below 50 points;
- 50% if the final report scores at least 25 points and below 40 points;
- 75% if the final report scores below 25 points.

## **VII. CHECKS OF GRANT BENEFICIARIES AND PROVISION OF SUPPORTING DOCUMENTS**

In accordance with Article II.27 of Annex I of the Agreement, the beneficiaries may be subject to checks and audits in relation to the Agreement. Checks and audits aim at verifying whether the beneficiaries managed the grant in respect of the rules set out in the Agreement, in order to establish the final grant amount to which the beneficiaries are entitled.

A final report check must be performed for all projects. In addition, the project may be subject to a further desk check or on-the-spot check if the project Agreement is included in the NA sample required by the European Commission or if the NA selected the Agreement for a targeted check based on its risk assessment.

For final report check and desk check, the coordinator must supply to the NA copies of supporting documents specified in the section I.2 (including supporting documents from

the other beneficiaries) to the NA, unless the NA makes a request for originals to be delivered. The NA must return original supporting documents to the beneficiary upon its analysis thereof. If the beneficiary is legally not authorised to send original documents for final report or desk checks, a physical or electronic copy of the supporting documents may be sent instead.

For any type of check the beneficiaries may be requested by the NA to provide additional supporting documents or evidence that are typically required for another type of check, as specified in article II.27 of the General Conditions.

The different checks must include the following:

a) **Final report check**

The final report check is undertaken at final report stage at the NA premises in order to establish the final grant amount to which the beneficiaries are entitled.

The beneficiary's final report must include the following information:

- Unit contributions consumed for budget categories:
  - Project management and implementation
  - Transnational project meetings
  - Project results
  - Multiplier events

In case of learning, teaching and training activities:

- Inclusion support for organisations
  - Travel
  - Individual support
  - Linguistic support
- 
- Actual costs incurred for budget categories:
    - Inclusion support for participants
    - Subcontracting
    - Depreciation costs
    - Exceptional costs
  
  - Project results, by uploading them in the Erasmus+ Project Results Platform.

**b) Desk check**

The desk check is an in-depth check of supporting documents as well as evidence of the underlying reality of the project implementation, carried out at the NA premises that may be conducted at or after the final report stage.

Upon request, the coordinator must submit to the National Agency the supporting documents, and evidence supporting the quality of the deliverables.

**c) On-the-spot checks**

On-the-spot checks are performed by the NA at the premises of the beneficiaries or at any other premise relevant for the execution of the Project. During on-the-spot checks, the beneficiaries must make original supporting documentation available for review by the National Agency and must enable the National Agency access to the recording of project expenses in the beneficiary's accounts.

On-the-spot checks can take the following forms:

- On-the-spot check during project implementation: this check is undertaken during the implementation of the Project in order for the National Agency to directly verify the quality, reality and eligibility of all project activities and participants;
- On-the-spot check after completion of the project: this check is undertaken after the end of the Project and usually after the final report check.

## ANNEX IV: RATES APPLICABLE FOR UNIT CONTRIBUTIONS

### KEY ACTION 2 – COOPERATION PARTNERSHIPS

Maximum grant awarded: a variable amount, up to <b>400 000 EUR</b>
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#### 1. Project management and implementation

Contribution to the activities of the coordinating organisation: <b>500 EUR</b> per month
Contribution to the activities of the other participating organisations: <b>250 EUR</b> per partner organisation per month
Maximum amount in the case of 10 or more beneficiaries: <b>2750 EUR</b> per month for the project as a whole

#### 2. Transnational project meetings

For travel distances between 100 and 1999KM: <b>575 EUR</b> per participant per meeting
For travel distances of 2000 KM or more: <b>760 EUR</b> per participant per meeting

**Nota bene:** the "travel distance" represents the distance between the place of origin and the venue, whereas the "amount" covers the contribution to the travel both to and from the venue.

#### 3. Project results

Programme Countries	Manager	Teacher / Trainer / Researcher / Youth worker	Technician	Administrative staff
	Amount per day in EUR			
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway	294	241	190	157
Belgium, Germany, France, Italy, Finland, Iceland	280	214	162	131
Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	164	137	102	78
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, the Republic of North Macedonia, Turkey	88	74	55	47

Partner Countries	Manager	Teacher / Trainer / Researcher / Youth worker	Technician	Administrative staff
	Amount per day in EUR			
Australia, Canada, Kuwait, Macao, Monaco, Qatar, San Marino, Switzerland, United States of America	294	241	190	157
Andorra, Brunei, Japan, New Zealand, Singapore, United Arab Emirates, Vatican City State, United Kingdom	280	214	162	131
Bahamas, Bahrain, Hong Kong, Israel, Korea (Republic of), Oman, Saudi Arabia, Taiwan	164	137	102	78
Afghanistan, Albania, Algeria, Angola, Antigua and Barbuda, Argentina, Armenia, Azerbaijan, Bangladesh, Barbados, Belarus, Belize, Benin, Bhutan, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, Chile, China, Colombia, Comoros, Congo, Congo – Democratic Republic of the, Cook Islands, Costa Rica, Cuba, Djibouti, Dominica, Dominican Republic, Ecuador, Egypt, El Salvador, Equatorial Guinea, Eritrea, Ethiopia, Fiji, Gabon, Gambia, Georgia, Ghana, Grenada, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iran, Iraq, Republic of Côte d'Ivoire, Jamaica, Jordan, Kazakhstan, Kenya, Kiribati, Korea (DPR), Kosovo, Kyrgyzstan, Laos, Lebanon, Lesotho, Liberia, Libya, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Mexico, Micronesia – Federated States of, Moldova, Mongolia, Montenegro, Morocco, Mozambique, Myanmar, Namibia, Nauru, Nepal, Nicaragua, Niger, Nigeria, Niue, Pakistan, Palau, Palestine, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Rwanda, Saint Kitts And Nevis, Saint Lucia, Saint Vincent And The Grenadines, Samoa, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Solomon Islands, Somalia, South Africa, South Sudan, Sri Lanka, Sudan, Suriname, Eswatini, Syria, Tajikistan, Tanzania, Territory of Russia as recognised by international law, Territory of Ukraine as recognised by international law, Thailand, Timor Lest –Democratic Republic of Togo, Tonga, Trinidad and Tobago, Tunisia, Turkmenistan, Tuvalu, Uganda, Uruguay, Uzbekistan, Vanuatu, Venezuela, Vietnam, Yemen, Zambia, Zimbabwe	88	74	55	39

#### 4. Multiplier events

<b>100 EUR</b> per local participant (i.e. participants from the country where the event is taking place)
<b>200 EUR</b> per international participant (i.e. participants from other countries)
<b>15 EUR</b> per participant in virtual events
Maximum <b>30 000 EUR</b> for the project as a whole, out of which, maximum 5000 EUR for virtual events per project

#### 5. Inclusion support

**100 EUR** per participant for costs related to the organisation of mobility activities for participants with fewer opportunities.

#### 6. Additional funding for learning, teaching and training activities

##### 6. a. Travel

Travel distances	Standard travel - Amount	Green travel - Amount
Between 0 and 99 KM	23 EUR per participant	
Between 100 and 499 KM	180 EUR per participant	210 EUR per participant
Between 500 and 1999 KM	275 EUR per participant	320 EUR per participant
Between 2000 and 2999 KM	360 EUR per participant	410 EUR per participant
Between 3000 and 3999 KM	530 EUR per participant	610 EUR per participant
Between 4000 and 7999 KM	820 EUR per participant	
8000 KM or more	1500 EUR per participant	

**Nota bene:** the "travel distance" represents the distance between the place of origin and the venue, whereas the "amount" covers the contribution to the travel both to and from the venue.

##### 6. b. Individual support

Base rate for staff and youth workers	up to the 14 <sup>th</sup> day of activity: <b>106 EUR</b> per day per participant + From the 15 <sup>th</sup> day of activity: <b>70% of the base rate</b> per day per participant + from the 60 <sup>th</sup> day of activity up to 12 months: 50% of the base rate
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Base rate for learners and young people	up to the 14 <sup>th</sup> day of activity: <b>58 EUR</b> per day per participant + from the 15 <sup>th</sup> day of activity: <b>70% of the base rate per</b> participant + from the 60 <sup>th</sup> day of activity up to 12 months: 50% of the base rate
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**Nota bene:** based on the duration of the stay per participant, including accompanying persons (if necessary), including also one travel day before the activity and one travel day following the activity.

**5. c. Linguistic support**

Only for activities lasting between 2 and 12 months: **150 EUR** per participant



## Attachment 7: Accession document

ACCESSION

of a new Party to

**EXCALIBUR Partner Agreement [date of Partner Agreement]**

**[OFFICIAL NAME OF THE NEW PARTY]**

hereby consents to become a Party to the Partner Agreement identified above and accepts all the rights and obligations of a Party starting [date].

TAMPERE UNIVERSITY FOUNDATION SR

has been authorised by the Parties of the Partner Agreement to accept new Partners and sign the Accession document on behalf of the existing Partners.

This Accession document shall be duly signed by the undersigned authorised representatives. The signatures may be made electronically.

**[Date and Place]**

**[INSERT NAME OF THE NEW PARTY]**

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Name(s), Title(s)

**[Date and Place]**

TAMPERE UNIVERSITY FOUNDATION SR

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Jyrki Vuorinen, dean



TAMPEREEN KORKEAKOULUSAATIO SR  
Jyrki Vuorinen



## Erasmus+ 2021-1-FI01-KA220-SCH-000029713 TAMPEREEN KORKEAKOULUSAATIO SR Sopimusmuutos 1

### Erasmus+ Yleissivistävälle koulutukselle

**Avaintoimi:** KA220 kumppanuushankkeet

**Hankkeen nimi:** EXpanding Content And Language Integrated learning through BUilding a sustainable future in Realtime in immersive environments

Erasmus+ kansallinen toimisto on vastaanottanut sopimusmuutosanomuksen hankkeelle EXpanding Content And Language Integrated learning through BUilding a sustainable future in Realtime in immersive environments. Hankkeen laillisen edustajan 22.3.2022 allekirjoittamassa anomuksessa on kuvattu seikat, jotka ovat johtaneet sopimusmuutoksiin:

Sopimusmuutos voidaan selvitysten pohjalta katsoa hyväksytyksi seuraavilta osin:

1. Hankkeen budjettiin on tehty muutoksia anomuksen mukaisesti: Project Results kululuokassa on siirretty organisaatioilta E10208921 - UNIVERSITETET I TROMSOE - NORGES ARKTISKE UNIVERSITET (-723 euroa), E10173116 - Teachergaming LLC parnerille Z (-2568 euroa), E10148224 ja E10113714 - UNIVERSITA TELEMATICA DEGLI STUDI IUL (-2140 euroa) organisaatioille E10104959 - Tampereen klassillinen lukio (+5350 euroa).
2. Exceptional cost kululuokassa E10148224 - TAMPEREEN KORKEAKOULUSAATIO SR exceptional cost 3000 euroa on jaettu E10104959 - Tampereen klassillinen lukio (+1000 euroa) E10166210 - Hittorf Gymnasium (+1000). Exceptional cost kululuokkaan on lisätty 81 euroa

Muutos ei ulotu muihin kuin yllä mainittuun kohtiin sopimuksessa ja se astuu voimaan heti.



Opetusneuvos

Sirpa Holmström

Vastaava asiantuntija

Tytti Voutilainen

Tämä asiakirja on sähköisesti hyväksytty Opetushallituksen  
asianhallintajärjestelmässä.

LIITTEET

I Sopimusmuutosanomus

TIEDOKSI

Hankkeen yhteyshenkilö Paavo Arvola [REDACTED]



Erasmus+

Muuttaa elämäsi – avartaa maailmaasi.