



Education, Audiovisual and Culture Executive Agency

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

## Partnership Agreement

Grant Agreement Number 618997-EPP-1-2020-1-AL-EPPKA2-CBHE-JP  
**University to Society Innomediaries in Albania: Co-Production of knowledge and research that matters" / U-SIA**

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

Qendra Mesdheu (Mediterranean University of Albania-MUA)  
Bulevardi Gjergj Fishta 52, AL – 1053 Tirana, Albania  
VAT. No. K71928002D

hereinafter referred to as the "coordinator", represented for the purposes of signature of the Agreement by Prof. Dr. Adrian Civici, Rector of Mediterranean University of Albania the legal representative as defined in the Grant Agreement 618997-EPP-1-2020-1-AL-EPPKA2-CBHE-JP,

and the following beneficiaries:

University Luigj Gurakuqi Shkodra  
Rektorati, Sheshi 2 Prilli, Shkoder Albania  
VAT no. K 567040068

hereinafter referred to as the "beneficiaries", represented for the purposes of signature of this Agreement by their legal representatives, according to the Mandates previously signed and attached to the Grant Agreement (here in Annex IV).

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

The parties hereby have agreed as follows:

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

1.1 This Agreement defines the terms that govern the relations between the parties, by establishing their rights and obligations, and lays down the rules of procedure for the work to be carried out in order to successfully implement the Erasmus+ CBHE action- "University to Society Innomediaries

**in Albania: Co-Production of knowledge and research that matters” / U-SIA** (hereinafter referred to as the “project”).

1.2 The coordinator and the beneficiaries, undertake to do everything in their power to carry out the work programme forming the subject of this Agreement, which falls within the framework of the Grant Agreement 618997-EPP-1-2020-1-AL-EPPKA2-CBHE-JP, concluded between the coordinator and the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as the "Executive Agency") Electronically signed on 08/12/2020 12:54 (UTC+01) in accordance with article 11 of Commission Decision C(2020) 4482, related to the above-mentioned project.

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

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

## **Article 2 Duration**

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

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

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

## **Article 3 Obligations and responsibilities**

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

The beneficiaries:

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

3.2 Specific obligations and role of the coordinator.

The coordinator undertakes to:

- (a) be responsible for the overall coordination, management and implementation of the project in accordance with the Grant Agreement;
- (b) be the intermediary for all communication between the beneficiaries and the Executive Agency, and inform the beneficiaries of any relevant communication exchanged with the Executive Agency;
- (c) inform the beneficiaries of any changes connected to the project or to the Grant Agreement, or of any event likely to substantially affect the implementation of the action;
- (d) as the sole recipient of payments on behalf of all beneficiaries, transfer funds to the beneficiaries without unjustified delay and in accordance with the dispositions for payments laid down in Article 5 of this Agreement;
- (e) manage and verify the appropriate spending of the funds in accordance with the dispositions of the Grant Agreement and this Agreement;
- (f) comply with all reporting requirements *vis-à-vis* the Executive Agency, as per the dispositions of Article 1.4 of the Grant Agreement. The coordinator shall not delegate any part of this task to any party;
- (g) establish payment requests on behalf of the beneficiaries, as per the dispositions of Article 1.4 of the Grant Agreement;
- (h) provide one copy of this Agreement duly signed to each beneficiary and to the Executive Agency within 6 months of the signature of the Grant Agreement.
- (i) provide the beneficiaries with official documents related to the project, such as the signed Grant Agreement and its annexes, the various reports templates and any other relevant document concerning the project.
- (j) transmit to the beneficiaries copies of all reports submitted to the Executive Agency, as well as copies of any feedback letters received from the Agency following report assessment and field monitoring visits.

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

Each beneficiary undertakes to:

- (a) ensure adequate communication with the coordinator and with the other beneficiaries;
- (b) support the coordinator in fulfilling its tasks according to the Grant Agreement;
- (c) submit in due time to the coordinator all relevant data needed to draw up the reports, financial statements and any other documents provided for in the Grant Agreement, as well as all necessary documents in the events of audits, checks or evaluations;
- (d) provide the coordinator with any other information or documents it may require and which are necessary for the management of the project;
- (e) notify the coordinator of any event likely to substantially affect or delay the implementation of the action, as well as of any important deviation of the project (e.g. replacement of the project contact person, changes in partner's budget, deviations from work plan etc.);
- (f) inform the coordinator of any change in its legal, financial, technical, organisational or ownership situation and of any change in its name, address or legal representative.

## **Article 4** **Financing the action**

4.1 The maximum Erasmus+ grant contribution to the project for the contractual period covered by the Grant Agreement amounts to EUR 861,570.00 and shall take the form as stipulated in Annex III of the Grant Agreement.

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

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

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

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

#### **Article 5 Payment arrangements**

5.1 The coordinator will transfer the part of the Erasmus+ grant contribution corresponding to each individual beneficiary in a dedicated project bank account. All payments will be performed using the individual beneficiary bank account as stipulated below:

[Name of Bank]  
[Address of branch]  
[Name and address of account holder]  
[Full account number (including bank codes)]  
[IBAN account code]

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

##### *Payment(s) in advance*

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

1. 50% of the estimated Erasmus+ grant contribution at the time of signature of this Agreement

<b>PARTNER NO.</b>	<b>PARTNER NAME</b>	<b>COUNTRY</b>	<b>DISTRIBUTION OF THE GRANT</b>	<b>FIRST PRE-FINANCING 50%</b>
P4	UNIVERSITY LUIGJ GURAKUQI SHKODRA	ALBANIA		54,855
			1-STAF COSTS	6,584
			2-TRAVEL COSTS	1,097
			3-COSTS OF THE STAY	1,980
			4-EQUIPMENT COSTS	43,000
			5-SUBCONTRACTING COSTS	2,194
			6-EXCEPTIONAL COSTS	-

2. 40% of the estimated Erasmus+ grant contribution within 60 days of the reception of the necessary proofs of expenditure/activity covering the amount of advance payment(s) already made. at least 70% of the previous pre-financing instalments paid out for deliverables of the project as well as after the review and the positive feedback from the EACEA for these expenditures. The distribution to beneficiaries will be in accordance with the following table

PARTNER NO.	PARTNER NAME	COUNTRY	DISTRIBUTION OF THE GRANT	SECOND PRE-FINANCING 40%
P4	UNIVERSITY LUIGJ GURAKUQI SHKODRA	ALBANIA		43,884
			1-STAF COSTS	10,971
			2-TRAVEL COSTS	10,898
			3-COSTS OF THE STAY	19,075
			4-EQUIPMENT COSTS	-
			5-SUBCONTRACTING COSTS	2,940
			6-EXCEPTIONAL COSTS	-

3. 10% The final amount of the grant to be transferred to the beneficiaries by the coordinator will be defined only once the total Erasmus+ grant has been confirmed by the Executive Agency after the end of the project and approval of the final report. The coordinator will transfer remaining grant to the beneficiaries within 30 days after the receipt of final payment from the Executive Agency

PARTNER NO.	PARTNER NAME	COUNTRY	DISTRIBUTION OF THE GRANT	FINAL AMOUNT 10%
P4	UNIVERSITY LUIGJ GURAKUQI SHKODRA	ALBANIA		10,971
			1-STAF COSTS	10,106
			2-TRAVEL COSTS	-
			3-COSTS OF THE STAY	-
			4-EQUIPMENT COSTS	-
			5-SUBCONTRACTING COSTS	866
			6-EXCEPTIONAL COSTS	-

*Reimbursement of costs incurred*

The necessary proofs of expenditure/activity (as specified in the Guidelines for the Use of the Grant), will be sent to the coordinator as per the Reporting timetable (Article 6.2), costs actually incurred in accordance with the estimated budget breakdown identified under Annex 1 of the Agreement.

- A. Staff cost for each person (as per respective terms of pre-financing instalments mentioned above) including:
- i. Timesheets (mandatory by the EU)
  - ii. Joint Declaration

- iii. Additional information demonstrating the real cost/person indicated in Annex I (i.e. salaries tables, laws, payslips, formal employment contracts, internal staff convections, Agendas, Attendance / Participant list, Tangible outputs/products, Minutes of meetings).
- B. Individual mobility report (as per respective terms of pre-financing instalments mentioned above) including:
- i. Copies of boarding passes and other tickets (including car use)
  - ii. Invoices, receipts (Travel agency, restaurants, other)
  - iii. Copy of per diem certificates
  - iv. Individual Travel Report (ITR)
  - v. Agendas
  - vi. Attendance / Participant lists
  - vii. Tangible outputs/products
    - i. Minutes of meetings
- C. Subcontracting report (as per respective terms of pre-financing instalments mentioned above) including:
- i. Copies of subcontracts
  - ii. Invoices, receipts (in the case of travel: travel agency invoices, restaurants, other)
  - iii. Tangible outputs/products.
  - iv. Subcontracts
  - v. Bank statements
  - vi. Tendering procedure for expenses exceeding 25.000€
  - vii. Tangible outputs/products
- D. Equipment report (as per respective terms of pre-financing instalments mentioned above) including:
- i. Invoices
  - ii. Bank statements
  - iii. Tendering procedure for expenses exceeding 25.000€
  - iv. Proof that the equipment is recorded in the inventory of the institution

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

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

- the beneficiary (ies) responsible for the expenditure declared ineligible will reimburse the corresponding amount to the coordinator.

5.5 The costs of financial transfers shall be borne as following:

- the costs of dispatch/receipt charged by the bank of the coordinator/beneficiaries, and costs of repeated transfers caused by one of the parties]

## **Article 6 Reporting**

6.1 The coordinator is responsible for submitting in due time to the Executive Agency all reports and financial statements as required in the Grant Agreement. For this purpose and in a timely manner,

the beneficiaries commit to provide the coordinator with all necessary information and, if applicable, copies of supporting documents needed for drawing up reports, financial statements and any other documents required in the Grant Agreement.

6.2 The coordinator shall provide the beneficiaries with the appropriate reporting forms for the declaration of expenses/activities and the respective instructions for their completion. These reports must be drawn up in EURO and be delivered to the coordinator till as per the table below:

*Reporting timetable:*

Reporting period	Date
15 Jan – 30 April 2021	10 May 2021
1 May – 31 July 2021	10 August 2021
1 August 2021 – 30 November 2021	10 December 2021
1 December 2021- 28 February 2022	10 March 2022
1 March – 31 May 2022	10 June 2022
1 June – 31 August 20-22	12 September 2022
1 September – 31 December 2022	10 January 2023

10 December 2021 for the first progress reporting period, and till 10 January 2023 for the final report.

6.2.1 By the way of derogation from Article II.23.4 of the General Conditions of the Grant Agreement, any conversion into euro of costs incurred in the other currencies shall be made by the beneficiary by the monthly accounting rate established by the European Commission and published on its website ([http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm)) applicable in following way:

- (a) taking the monthly rate on the month of the first pre-financing for all costs incurred until the second pre-financing is received and
- (b) taking the monthly rate on the month of the second pre-financing for all costs incurred until the end of the project.

6.3 In case the beneficiary does not provide all reports with appropriate and accurate information therein, together with financial statements and copies of supporting documents within 10 working days from the given date, coordinator will inform beneficiary's project manager about this in written form, with the beneficiary's legal representative in carbon copy. Failure to provide all requested documents and information within 10 working days from the date of coordinator's notice may result in suspending further instalments of the Erasmus+ grant contribution to the beneficiary. The coordinator reserves the right to consult the Executive Agency if the activities declared by beneficiary and/or delivered outputs are questionable.

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

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

**Article 7**  
**Budgetary and financial management**

7.1 The Erasmus+ grant contribution to the project's staff costs, travel costs and costs of stay will be calculated on the basis of "unit contributions" whose individual amounts are specified in the Erasmus+ Programme Guide.

7.2 For the implementation of the project and the beneficiary's reimbursement of costs incurred in terms of staff, travel and costs of stay, the partnership will apply the unit costs amounts defined in the Erasmus+ Programme Guide and in the Guidelines for the Use of the Grant

7.3 The Erasmus+ grant contribution to the project's equipment and subcontracting costs will be based on the justification of the costs actually incurred. This justification will take the form of the support documentation specified in the relevant section of the Erasmus+ Programme Guide.

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

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

**Article 8**  
**General administrative provisions**

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

For the coordinator:  
Prof. Assoc. Dr.Nevila Xhindi (PhD)  
Bulevardi Gjergj Fishta 52, AL -1053 Tirana  
[usia@umsh.edu.al](mailto:usia@umsh.edu.al)  
[nevila.xhindi@umsh.edu.al](mailto:nevila.xhindi@umsh.edu.al)

For the beneficiaries:  
University Luigj Gurakuqi Shkodra  
Dr. Brikene Dionizi  
Universiteti i Shkodres "Luigj Gurakuqi"  
Rektorati, Sheshi 2 Prilli, Shkoder, Albania  
e-mail: [brikene.dionizi@unishk.edu.al](mailto:brikene.dionizi@unishk.edu.al)

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

**Article 9**  
**Promotion and visibility**

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

9.2 Any notice or publication by the project, including at a conference or a seminar, must specify that the project is being co-financed by EU funds within the framework of the Erasmus+ Programme, and must comply with the visibility rules laid down in the Grant Agreement and in the Erasmus+ Programme Guide.



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

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

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

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

11.1 The ownership of all project results, including copyrights and intellectual property rights, as well as all reports and other documentation resulting from the action, shall be vested in the beneficiaries, in compliance with Article I.8 of the Grant Agreement.

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

**Article 12**  
**Liability**

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

**Article 13**  
**Conflict of interest**

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

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

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

**Article 14**  
**Working languages**

14.1 The working language of the partnership shall be English.

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

**Article 15**  
**Conflict resolution**

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

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

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

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

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

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

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

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

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

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

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

**Article 18**  
**Force Majeure**

18.1 If either parties face a case of *force majeure* (as per defined in article II.15 of the Grant Agreement), it shall promptly notify the other party in writing, specifying the nature, probable duration and expected effects of this event.

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

**Article 19**  
**Amendments**

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

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

**Article 20**  
**Annexes**

- Annex I – Budget/Expenditure/Co-financing breakdown per partner and budget category.
- Annex II - Remuneration modalities of staff involved in the project.
- Annex III - Reimbursement modalities for travel and costs of stay.
- Annex IV - Copy of the Grant Agreement signed between the coordinator and the Executive Agency, its annexes, and any existing amendment.
- Annex VIII - Internal Reporting forms.

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

**For the Coordinator**  
The legal representative  
Prof. Dr. Adrian Civici  
Rector of QM-MUA

**For the Beneficiary**  
The legal representative  
Prof. dr. Suzana Golemi  
Rector of Shkodra University

Signature and stamp  
Done in Tirana

Date 26.02.2021



Signature and stamp  
Done in Shkodra

Date 08.02.2021



Nr. 293 Prot.

Dr. 810 prot.