



Education, Audiovisual and Culture Executive Agency

Tempus & Bilateral Cooperation with Industrialised Countries

Brussels, 25.10.2012
Appfin (2012) 12 5033838
File code: 2012-3021

Leonids Ribickis
RIGA TECHNICAL UNIVERSITY
KALKU, 1,
LV - 1658 Riga

Subject: Project number: 530379-TEMPUS-1-2012-1-LV-TEMPUS-JPCR (2012 - 3021 / 001 - 001)

Dear Sir/Madam,

Thank you for returning the two signed copies of the above mentioned Grant Agreement to us. Please find enclosed your copy duly signed by the Agency.

In addition to your Grant Agreement, we have enclosed a declaration which may be used in order to apply for a VAT exemption when purchasing equipment or services in the framework of your project.

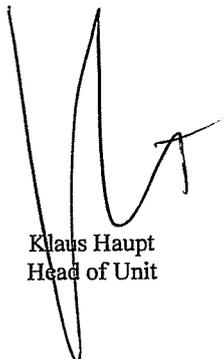
Please note that any further correspondence concerning your project should always quote your project number (mentioned in subject) and should be sent to the following address:

Education, Audiovisual and Culture Executive Agency (EACEA)
Mr Klaus Haupt
Head of Unit P10
BOUR 02/17
1, Avenue du Bourget
1140 Brussels
Belgium

For further information regarding the management of your project, you may also use the following e-mail: EACEA-Tempus-Project-Management@ec.europa.eu or consult the "Guidelines for Use of the Grant" and the "Frequently asked questions" available on the Tempus website: <http://eacea.ec.europa.eu/tempus>.

Wishing you a successful project implementation,

Yours sincerely,



Klaus Haupt
Head of Unit

Enc. Grant Agreement
VAT exemption

Education, Audiovisual and Culture Executive Agency (EACEA) - Unit P10
Office: BOUR 02/17 - B-1140 Brussels - Belgium
Phone: (32-2)299.68.67 - Fax: (32-2) 299.45.30

http://eacea.ec.europa.eu/tempus/index_en.php
E-mail: EACEA-Tempus-Project-Management@ec.europa.eu



Education, Audiovisual and Culture Executive Agency

Tempus & Bilateral Cooperation with Industrialised Countries

Brussels, 25. 10. 2012

TO WHOM IT MAY CONCERN

The Education, Audiovisual and Culture Executive Agency, acting under powers delegated by the Commission of the European Union, confirms that the EU project 530379-TEMPUS-1-2012-1-LV-TEMPUS-JPCR

Number of the Agreement: 2012-3021

Title: "Development of Training Network for Improving Education in Energy Efficiency"

having as partners the following consortium members:

- Riga Technical University
- Tallinn University of Technology, EE
- Vilnius University, LT
- Lublin University of Technology, PL
- Politechnika Koszalińska, PL
- Katholieke Hogeschool Brugge-Oostende, BE
- "Dunarea de Jos" University of Galati , RO
- University Mitrovica, XK
- Qafqaz University, AZ
- National Aviation Academy of Azerbaijan , AZ
- Belarusian State University , BY
- Belarusian National Technical University, BY
- Belarussian State Agrarian Technical University, BY
- Khazar University , AZ

is awarded a grant in the framework of the Tempus Programme (Trans-European Cooperation Scheme for Higher Education).

Acquisition, delivery and installation of equipment and services provided for the above-mentioned consortium members in the Partner Countries are part of the EU Project 2012-3021.

Within the framework of a Tempus project all equipment purchased and the provision of services **in the Partner Countries** can be exempt from taxes (including VAT), duties and charges, if a Common Framework agreement (Financing agreement in the case of the Partner Countries in the Western Balkans) has been signed between the European Commission and **the Partner Country**.

The present certificate cannot be used to purchase equipment or services exempt from taxes (including VAT) within the European Union. However, equipment purchased within the EU with a view to being immediately exported to Partner Countries in the framework of the Tempus programme may be exempted from taxes (including VAT), duties and charges in accordance with the normal rules.

A handwritten signature in black ink, appearing to be 'Klaus Haupt', written over the printed name.

Klaus Haupt
Head of Unit



Education, Audiovisual and Culture Executive Agency

Tempus & Bilateral Cooperation with Industrialised Countries

GRANT AGREEMENT FOR AN ACTION WITH MULTIPLE BENEFICIARIES

AGREEMENT NUMBER - 2012 - 3021 / 001 - 001

PROJECT NUMBER - 530379-TEMPUS-1-2012-1-LV-TEMPUS-JPCR

The Education, Audiovisual and Culture Executive Agency (the "Agency"), acting under powers delegated by the Commission of the European Union (the "Commission"), and represented by Mr Klaus Haupt, Head of Unit P10 Tempus & Bilateral Cooperation with Industrialised Countries,

of the one part,

and

RIGA TECHNICAL UNIVERSITY
KALKU,1,
LV - 1658 RIGA

hereinafter called the "co-ordinator" represented for the purposes of signature of this Agreement by **Grasmanis Bruno**, the legal representative,

and the following "co-beneficiaries" (see Annex V)

who have conferred powers of attorney for the purposes of the signature of the Agreement to the representative of the co-ordinator,

collectively called the "beneficiaries", and each individually identified as "beneficiary" for purposes of this Agreement where a provision applies without distinction to the co-ordinator or a co-beneficiary,

of the other part,

HAVE AGREED

the **Special Conditions, General Conditions and Annexes** below:

Annex I	Description of the action
Annex II	Estimated budget of the action
Annex III	Mandates conferring powers of attorney from the co-beneficiaries to the co-ordinator
Annex IV	Technical implementation reports and financial statements to be submitted
Annex V	List of co-beneficiaries

which form an integral part of this Agreement (the "Agreement").

The terms set out in the Special Conditions shall take precedence over those in the other parts of the Agreement.

The terms of the General Conditions shall take precedence over those in the Annexes.

I - SPECIAL CONDITIONS

ARTICLE I.1 – PURPOSE OF THE GRANT

- I.1.1 A European Union grant is awarded, under the terms and conditions set out in the Special Conditions, the General Conditions and the Annexes to the Agreement, which the beneficiaries hereby declare that they have taken note of and accept, for the action entitled **Development of Training Network for Improving Education in Energy Efficiency** ("the action").
- I.1.2 The beneficiaries accept the grant and undertake to do everything in their power to carry out the action as described in Annex I, in accordance with the terms and conditions of this Agreement.

ARTICLE I.2 - DURATION

- I.2.1 The Agreement shall enter into force on the date when the last party signs.
- I.2.2 The action and the period of eligibility of costs shall begin on **15-10-2012** (the "starting date of the action") and shall end on **14-10-2015** (the "closing date of the action").

ARTICLE I.3 – ROLE OF THE BENEFICIARIES

- I.3.1 The co-ordinator shall:
- a) have full responsibility for ensuring that the action is implemented in accordance with the Agreement;
 - b) be the intermediary for all communication between the co-beneficiaries and the Agency in accordance with Article I.8. Any claims that the Agency might have in respect of the Agreement shall be addressed to, and answered by, the co-ordinator, save where specifically stated otherwise in the Agreement;
 - c) be responsible for supplying all documents and information to the Agency which may be required under the Agreement, in particular in relation to the requests for payment. The co-ordinator shall not delegate any part of this task to the co-beneficiaries or to any other party. Where information from the co-beneficiaries is required, the co-ordinator shall be responsible for obtaining and verifying this information and for passing it on to the Agency;
 - d) inform the co-beneficiaries and the Agency of any event of which the co-ordinator is aware that is liable to substantially affect the implementation of the action;
 - e) inform the Agency of transfers between headings of eligible costs, as provided in Article I.4.4;
 - f) make the appropriate arrangements for providing the financial guarantee when requested, under the provisions of Article I.5;
 - g) establish the payment requests on behalf of the beneficiaries, in accordance with the Agreement, the estimated eligible costs as foreseen in Annex II, and the actual costs incurred. All payments by the Agency are made to the bank account(s) referred to in paragraph 1 of Article I.7;
 - h) as sole recipient of payments on behalf of all of the beneficiaries, ensure that all the appropriate payments are made to the co-beneficiaries without unjustified delay and shall, with the reports submitted in accordance with Article I.6 and at any time upon request of the Agency, inform the Agency of the distribution of the European Union financial contribution between the beneficiaries and of the date of transfer;
 - i) be responsible, in the event of audits, checks or evaluations, as described in Articles II.19 and II.6, for providing all the necessary documents, including the accounts of the co-beneficiaries, the accounting documents and signed copies of sub-contracts, if any have been concluded by the beneficiaries in accordance with Article II.9;
 - j) send a copy of this signed Agreement to each co-beneficiary without delay.



I.3.2 The co-beneficiaries shall:

- a) forward to the co-ordinator the data needed to draw up the reports, financial statements and other documents provided for in the Agreement including its Annexes;
- b) ensure that all information to be provided to the Agency is sent via the co-ordinator, save where the Agreement specifically stipulates otherwise;
- c) inform the co-ordinator immediately of any event liable to substantially affect or delay the implementation of the action of which they are aware;
- d) inform the co-ordinator of any modification of their individual budget;
- e) provide the co-ordinator with all the necessary documents in the event of audits, checks or evaluations, as described in Articles II.19 and II.6, including signed copies of sub-contracts, if any have been concluded in accordance with Article II.9.

I.3.3 The co-ordinator and the co-beneficiaries shall:

agree upon appropriate arrangements between themselves for the proper performance of the action, including the establishment and maintenance of an estimated budget of costs per beneficiary. The beneficiaries are deemed to have concluded an internal co-operation agreement regarding their internal operation and co-ordination. The co-operation agreement shall include all aspects necessary for the management and the implementation of the action.

ARTICLE I.4 - FINANCING THE ACTION

I.4.1 The total cost of the action is shown in the estimated budget in Annex II. The estimated budget shall give a detailed breakdown of the costs that are eligible for European Union funding under the terms of Article II.14, of any other costs that the action may entail, and of all receipts, so that receipts and costs balance.

I.4.2 The total eligible costs of the action for which the European Union grant is awarded are estimated at **EUR 1.440.049,15**, as shown in the estimated budget in Annex II.

Indirect costs are eligible for flat-rate funding of 7% of the total eligible direct costs, subject to the conditions laid down in Article II.14.3.

I.4.3 The Agency shall contribute a maximum of **EUR 1.296.042,50**, equivalent to **90,00%** of the estimated total eligible costs indicated in paragraph 2. The final amount of the grant shall be determined as specified in Article II.17, without prejudice to Article II.19.

The European Union grant may not finance the entire costs of the action. The amounts and sources of co-financing other than from European Union funds shall be set out in the estimated budget referred to in paragraph 1. In this respect, contributions in kind shall not be accepted as part of the co-financing of the action, unless it is specifically provided for in Article I.11 of the present Agreement.

I.4.4 By way of derogation from Article II.13, the co-ordinator may, in agreement with the co-beneficiaries, when carrying out the action, adjust the estimated budget by transfers between headings of eligible direct costs, provided that this adjustment of expenditure does not affect the implementation of the action and the transfer between headings does not exceed 10% of the amount of each heading of estimated eligible direct costs for which the transfer is intended, and without exceeding the total eligible costs indicated in paragraph 2. He shall inform the Agency in writing.



ARTICLE I.5 - PAYMENT ARRANGEMENTS

I.5.1 Pre-financing:

Within 45 days of the date when the last of the parties signs the Agreement a pre-financing payment shall be made to the co-ordinator, representing 60% of the amount specified in Article I.4.3.

I.5.2 Further pre-financing payment:

Pre-financing may be paid in several instalments. In that case the second instalment of pre-financing to the co-ordinator may not be made until at least 70% of the previous pre-financing payment has been used up.

The request for payment of the second pre-financing instalment must be accompanied by the documents specified in Article II.15.2 and by a progress report on the action's implementation.

Within 45 days after the Agency receives the request for payment for the second pre-financing instalment, together with the documents referred to in the previous subparagraph, a pre-financing payment shall be made to the co-ordinator, equivalent to 30% of the amount specified in Article I.4.3.

The Agency may suspend the period for payment in accordance with the procedure in Article II.16.2.

I.5.3 Interim payment:

Not Applicable.

I.5.4 Payment of the balance:

The request for payment of the balance shall be accompanied by the final technical implementation report and financial statement specified in Article II.15.4 and, for grants of EUR 750 000 or more, by an external audit report on the action's financial statements and underlying accounts.

The Agency shall have 90 days to approve or reject the documents accompanying the request for payment and to pay the balance in accordance with Article II.17, or to request additional supporting documents or information under the procedure laid down in Article II.15.4. The co-ordinator shall have 60 days in which to submit the additional information or a new report.

The Agency may suspend the period for payment in accordance with the procedure in Article II.16.2.

ARTICLE I.6 - SUBMISSION OF REPORTS AND OTHER DOCUMENTS

The provisions relating to the submission of the technical implementation reports, financial statements and other documents referred to in Article I.5 are contained in Annex IV.

ARTICLE I.7 - BANK ACCOUNT

I.7.1 All payments shall be made on behalf of all the beneficiaries to the co-ordinator's bank account or sub-account denominated in euros, as indicated below:

Name of bank: **TREASURY OF THE REPUBLIC OF LATVIA, THE**

Address of branch: **1, SMILSU STREET,**

LV - RIGA

Precise denomination of the account holder: **RIGA TECHNICAL UNIVERSITY**

Full account number (including bank codes): **IBAN_ ONLY**

IBAN account code¹: **LV46TREL915101S000000**

¹ BIC code for countries where the IBAN code does not apply.



- I.7.2 This account or sub-account must identify the payments made by the Agency. If the total pre-financing payment exceeds 50 000 euros and the funds paid to this account yield interest or equivalent benefits under the law of the State on whose territory the account is opened, such interest or benefits shall, if they are generated by pre-financing payments, be recovered by the Agency as specified in Article II.16.4.

ARTICLE I.8 -GENERAL ADMINISTRATIVE PROVISIONS

- I.8.1 Any communication addressed to the Agency in connection with this Agreement shall be in writing in English, French or German, preferably in the language of this contract, indicating the number of the Agreement, and shall be sent to the following address:

Education, Audiovisual and Culture Executive Agency (EACEA)
Mr Klaus Haupt
Head of Unit P10
BOUR 02/17
1, Avenue du Bourget
1140 Brussels
Belgium

Email address: EACEA-Tempus-Project-Management@ec.europa.eu

- I.8.2 Ordinary mail shall be considered to have been received by the Agency on the date on which it is formally registered by the Agency unit responsible referred to above. Email shall be considered as received on the date it is received. However, if the co-ordinator receives a reply asking him/her to redirect the email, it shall not be considered received until the correctly redirected email is received.

- I.8.3 Any communication to the beneficiaries in connection with the Agreement shall be in writing and shall be made via the co-ordinator, save where specifically indicated otherwise in the Agreement. It shall indicate the number of the Agreement and shall be sent to the following address:

Leonids Ribickis
RIGA TECHNICAL UNIVERSITY
KALKU, 1,
LV - 1658 Riga

- I.8.4 Any changes of address by the co-ordinator shall be communicated in writing to the Agency.

ARTICLE I.9 - LAW APPLICABLE AND COMPETENT COURT

The grant is governed by the terms of the Agreement and the Union law applicable. The beneficiaries may bring legal proceedings regarding decisions by the Agency concerning the application of the provisions of the Agreement and the arrangements for implementing it, before the General Court of the European Union. Under the terms of Union legislation in this matter, such a proceeding must be lodged within two months of the notification of the decision to the applicant, or, in the absence thereof, of the date on which the decision came to his knowledge.



ARTICLE I.10 – DATA PROTECTION

All personal data contained in or relating to this Agreement shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data. Such data shall be processed solely for the purposes of the implementation, the management and the follow-up of this Agreement by the Controller, without prejudice to the possible transmission of the data to the bodies in charge with monitoring or inspection tasks in conformity with Union law [the Court of Auditors, the European Anti-Fraud Office (OLAF), the Financial Irregularities Panel, auditors, etc].

Any beneficiary shall have the right of access to his personal data and the right to rectify any such data that is inaccurate or incomplete. Should a beneficiary have a query concerning the processing of his personal data, he shall address it in writing to the Controller. Any beneficiary shall also have the right of recourse to the European Data Protection Supervisor at any time.

For the purpose of this provision, the «Controller» is the person who has represented the Agency for the purpose of the signature of this Agreement.

ARTICLE I.11 – OTHER SPECIAL CONDITIONS

The following additional special conditions apply to this Agreement:

I.11.1 Exchange rate applicable for the conversion of currencies into euros:

The co-ordinator shall submit the payment requests in accordance with article I.5, including the underlying financial statements, in euros. Any conversion of actual costs into euros shall be made by the co-ordinator at the monthly accounting rate established by the Commission and published on its website² applicable on the month of the first pre-financing until the second pre-financing is received, after which the rate of the month of the second pre-financing must be applied.

I.11.2 Implementation contracts:

Where the value of the procurement contract awarded in accordance with the provisions of Article II.9 of the General Conditions exceeds EUR 25 000, the co-ordinator shall obtain quotations from at least three suppliers and retain the one offering best value for money.

The co-ordinator must clearly document the tendering procedure and retain the documentation in particular for audit purposes in accordance with article II.19.

I.11.3 Publicity obligations:

a) For the purpose of the application of Article II.5 of the Agreement, relating to publicity, the beneficiaries shall use the logo and follow the instructions available on the following Internet website: http://eacea.ec.europa.eu/tempus/beneficiaries/beneficiaries_tempus4_en.php

b) Obligations of the beneficiaries:

Information about the funding sources:

- The beneficiaries shall inform the public, press and media of the action (internet included); which must, in conformity with Article II.5, visibly indicate that “This project has been funded with the support of the European Union” as well as the graphic logos.
- The translation of the text can be found at the following Internet website address: http://eacea.ec.europa.eu/tempus/beneficiaries/beneficiaries_tempus4_en.php
- Where the action, or part of the action, is a publication the mention and graphic logos shall appear on the cover or the first pages following the editor's mention.
- Use of signs and posters: If the action includes events for the public, signs and posters related to this action shall be displayed. This shall include the logos mentioned under point a).

² <http://ec.europa.eu/budget/inforeuro>



- Authorisation to use the logos described in point a) implies no right of exclusive use and is limited to this agreement.
 - If the action is co-financed, the importance given to the above-mentioned publicity must be in proportion with the level of Union financing.
- c) The Agency shall consider this publicity obligation, foreseen in Articles I.11.3 (a) and (b) above and II.5 as a «substantial obligation» within the meaning of Article II.11.3 point b) of the Agreement.

I.11.4 Use of the Results:

For the purpose of Article II.3.2 of the Agreement, the use of the results of the action shall include – the right, for the Agency and/or the Commission, to request that the beneficiaries make the said results available to the public via the European Commission-supported information platform «EVE», available at the following Internet address: <http://ec.europa.eu/eve/>

I.11.5 Cooperation obligation:

Considering that the Agency cooperates with some bodies for the management of the Tempus Programme, in particular with the National Tempus Offices (NTO), the beneficiaries shall provide these bodies with all the information relevant for the implementation of the tasks entrusted to them and shall grant access to their sites, premises and documents for any question relating to the action.

I.11.6 Eligible costs:

In addition to Article II.14.2 replacement costs for European Union academic staff and experts assigned to the action will be considered eligible, provided that the cost is an actual cost incurred by the co-ordinator and co-beneficiaries and that they comply with the provisions set out in the "Guidelines for use of the grant" published on the Tempus website³.

I.11.7 Eligible costs for activities and related travel:

For the purpose of Article II.14, the guiding principle for activities and related travel is that it is carried out at the project beneficiaries listed in Annex V. Exceptions to this rule, if not set out in the 'guidelines for use of the grant' published on the Tempus website, are subject to prior written authorisation by the Agency.

I.11.8 Salary costs of personnel of public administrations or governmental organisations:

By derogation to article II.14.2 salary costs of personnel of public administrations (Ministries, other national, regional and local administrations) or governmental organisations are not eligible.

I.11.9 Depreciation:

By derogation to article II.14.2, and considering the particular nature of the Tempus programme, the total purchase cost of the equipment will be taken into account by the Agency rather than the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action.

I.11.10 Ineligible costs:

In addition to Article II.14.4, the following costs are ineligible:

- equipment such as: furniture, motor vehicles of any kind, equipment for research and development purposes, telephones, mobile phones, alarm systems and anti-theft systems;
- hospitality costs;
- costs related to the use of materials (computer, laboratory, library, etc.) incurred by universities, institutions, industries or companies when hosting staff;
- registration fees for courses, seminars, symposia, conferences, congresses;
- costs of premises (purchase, rent, heating, maintenance, repairs etc.). Renting of premises is only possible for specific dissemination events with prior written approval from the Agency;

³ http://eacea.ec.europa.eu/tempus/beneficiaries/beneficiaries_tempus4_en.php



- costs linked to the purchase of real estate;
- expenses for activities - and related travel - that are not carried out on the premises of the project beneficiaries (see Annex V), unless listed as an eligible activity in these guidelines or explicit prior authorisation has been granted by the Agency;
- expenses incurred outside the eligibility period;
- contributions in kind.

I.11.11 Costs of financial transfers:

Costs of the transfers are borne in the following way:

- costs of dispatch charged by the bank of the Commission shall be borne by the Commission;
- costs of receipt charged by the bank of the co-ordinator shall be borne by the co-ordinator;
- all costs of repeated transfers caused by one of the parties shall be borne by the party who caused repetition of the transfer.

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II - GENERAL CONDITIONS

PART A: LEGAL AND ADMINISTRATIVE PROVISIONS

ARTICLE II.1 - LIABILITY

- II.1.1 The beneficiaries shall have sole responsibility for complying with any legal obligations incumbent on them.
- II.1.2 The Agency shall not, in any circumstances or on any grounds, be held liable in the event of a claim under the Agreement relating to any damage caused during the action's execution. Consequently, the Agency will not entertain any request for indemnity or reimbursement accompanying any such claim.
- II.1.3 Except in cases of *force majeure*, the beneficiaries shall make good any damage sustained by the Agency as a result of the execution or faulty execution of the action.
- II.1.4 The beneficiaries shall bear sole liability vis-à-vis third parties, including for damage of any kind sustained by them while the action is being carried out.

ARTICLE II.2 - CONFLICT OF INTERESTS

- II.2.1 The beneficiaries undertake to take all the necessary measures to prevent any risk of conflicts of interests which could affect the impartial and objective performance of the Agreement. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional reasons, or any other shared interest.
- II.2.2 Any situation constituting or likely to lead to a conflict of interests during the performance of the Agreement must be brought to the attention of the Agency, in writing, without delay. The beneficiaries shall undertake to take whatever steps are necessary to rectify this situation at once.
- II.2.3 The Agency reserves the right to check that the measures taken are appropriate and may demand that the beneficiaries take additional measures, if necessary, within a certain time.

ARTICLE II.3 - OWNERSHIP/USE OF THE RESULTS

- II.3.1 Unless stipulated otherwise in this Agreement, ownership of the results of the action, including industrial and intellectual property rights, and of the reports and other documents relating to it shall be vested in the beneficiaries.
- II.3.2 Without prejudice to paragraph 1, the beneficiaries grant the Agency and the Commission the right to make free use of the results of the action as it deems fit, provided it does not thereby breach their confidentiality obligations or existing industrial and intellectual property rights.

ARTICLE II.4 - CONFIDENTIALITY

The Agency 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.

ARTICLE II.5 - PUBLICITY

- II.5.1 Unless the Agency requests otherwise, any communication or publication by the beneficiaries collectively or any one of the beneficiaries individually about the action, including at a conference or seminar, shall indicate that the action has received funding from the European Union.

Any communication or publication by the beneficiaries collectively or any one of the beneficiaries individually, in any form and medium, shall indicate that sole responsibility lies with the author and that the Agency and the Commission are not responsible for any use that may be made of the information contained therein.



II.5.2 The beneficiaries authorise the Agency and the Commission to publish the following information in any form and medium, including via the Internet:

- the beneficiaries' names and the addresses,
- the subject and purpose of the grant,
- the amount granted and the proportion of the action's total cost covered by the funding.

Upon a reasoned and duly substantiated request by the co-ordinator, the Agency and/or the Commission may agree to forgo such publicity if disclosure of the information indicated above would risk compromising the beneficiaries' security or prejudicing their commercial interests.

ARTICLE II.6 - EVALUATION

Whenever the Agency and/or the Commission carries out an interim or final evaluation of the action's impact measured against the objectives of the European Union programme concerned, the co-ordinator and the co-beneficiaries undertake to make available to the Agency and the Commission and/or persons authorised by it all such documents or information, including information in electronic format, as will allow the evaluation to be successfully completed and to give them the rights of access specified in Article II.19.

ARTICLE II.7 - SUSPENSION

II.7.1 The co-ordinator, in agreement with the co-beneficiaries, may suspend implementation of the action if exceptional circumstances make this impossible or excessively difficult, notably in the event of *force majeure*. The co-ordinator shall inform the Agency without delay, giving all the necessary reasons and details and the foreseeable date of resumption.

II.7.2 If the Agency does not terminate the Agreement under Article II.11.3, the beneficiaries shall resume implementation once circumstances allow and the co-ordinator shall inform the Agency accordingly. The duration of the action shall be extended by a period equivalent to the length of the suspension. In accordance with Article II.13, a supplementary written agreement shall be concluded to extend the duration of the action and to make any amendments that may be necessary to adapt the action to the new implementing conditions.

ARTICLE II.8 - FORCE MAJEURE

II.8.1 *Force majeure* shall mean any unforeseeable exceptional situation or event beyond the parties' control which prevents them from fulfilling any of their obligations under this Agreement, was not attributable to error or negligence on their part, and proves insurmountable in spite of all due diligence. Defects in equipment or material or delays in making them available (unless due to *force majeure*), labour disputes, strikes or financial difficulties cannot be invoked as force majeure by the defaulting party.

II.8.2 A party faced with *force majeure* shall inform the other party without delay by registered letter with acknowledgement of receipt or equivalent, stating the nature, probable duration and foreseeable effects.

II.8.3 Neither of the parties shall be held in breach of their obligations under the Agreement if they are prevented from fulfilling them by *force majeure*. The parties shall make every effort to minimise any damage due to *force majeure*.

II.8.4 The action may be suspended in accordance with Article II.7.

ARTICLE II.9 - AWARD OF CONTRACTS

II.9.1 If the beneficiaries have to conclude contracts in order to carry out the action and they constitute costs of the action under an item of eligible direct costs in the estimated budget, they shall award the contract to the bid offering best value for money; in doing so they shall take care to avoid any conflict of interests.



II.9.2 Contracts as referred to in paragraph 1 may be awarded only in the following cases:

- (a) they may only cover the execution of a limited part of the action;
- (b) recourse to the award of contracts must be justified having regard to the nature of the action and what is necessary for its implementation;
- (c) the tasks concerned must be set out in Annex I and the corresponding estimated costs must be set out in detail in the budget in Annex II;
- (d) any recourse to the award of contracts while the action is under way, if not provided for in the initial grant application, shall be subject to prior written authorisation by the Agency;
- (e) the beneficiaries shall retain sole responsibility for carrying out the action and for compliance with the provisions of the Agreement. The beneficiaries must undertake to make the necessary arrangements to ensure that the contractor waives all rights in respect of the Agency under the Agreement;
- (f) the beneficiaries must undertake to ensure that the conditions applicable to them under Articles II.1, II.2, II.3, II.4, II.5, II.6, II.10 and II.19 of the Agreement are also applicable to the contractor.

ARTICLE II.10 - ASSIGNMENT

II.10.1 Claims against the Agency may not be transferred.

II.10.2 In exceptional circumstances, where the situation warrants it, the Agency may authorise the assignment of the Agreement, or a part of it, and payments flowing from it to a third party, following a written request to that effect, giving reasons, from the co-ordinator in agreement with the co-beneficiaries. If the Agency agrees, it must make its agreement known in writing before the proposed assignment takes place. In the absence of the above authorisation, or in the event of failure to observe the terms thereof, the assignment shall not be enforceable against and shall have no effect on the Agency.

II.10.3 In no circumstances shall such an assignment release the beneficiaries from their obligations to the Agency.

ARTICLE II.11 – TERMINATION OF THE AGREEMENT OR OF THE PARTICIPATION OF A BENEFICIARY

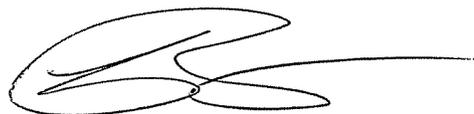
II.11.1 Termination of the Agreement by the co-ordinator

In duly justified cases, the co-ordinator, in agreement with the co-beneficiaries, may withdraw the beneficiaries' request for a grant and terminate the Agreement at any time by giving 60 days' written notice stating the reasons, without being required to furnish any indemnity on this account.

If no reasons are given or if the Agency does not accept the reasons, the Agreement shall be deemed to have been terminated improperly, with the consequences set out in the fifth subparagraph of paragraph 5.

II.11.2 Termination of the participation of a beneficiary

- a) In duly justified cases, the co-ordinator may request the Agency to terminate the participation of a beneficiary. The co-ordinator shall include with any such request the remaining beneficiaries' proposal to reallocate the tasks of that beneficiary or where relevant to nominate a replacement, the reasons for the termination of the participation and the opinion of the beneficiary whose participation is requested to be terminated. The request shall be deemed to be rejected if the Agency does not send its explicit agreement to the co-ordinator within 60 days of the receipt of the request.
- b) In duly justified cases, any beneficiary may request the termination of his participation in the Agreement. The request must be submitted to the Agency by the co-ordinator by giving 60 days written notice stating the reasons and including the remaining beneficiaries' proposal to reallocate the tasks of that beneficiary or where relevant to nominate a replacement. Without prejudice to the Agency's right to terminate the Agreement on the grounds of Article II.11.3, if no reasons are given or if the Agency does not accept the reasons, the participation shall be deemed to have been terminated improperly, with the consequences set out in the fifth subparagraph of paragraph 5.



In the cases foreseen in a) and b) above, the termination of the participation of the beneficiary concerned shall take effect on the date of the Agency's approval. A written supplementary agreement shall be concluded to make any amendments necessary to adapt the action to the new implementing conditions resulting from the partial termination.

II.11.3 Termination by the Agency

The Agency may decide to terminate the Agreement or the participation of one or several beneficiaries participating in the action, without any indemnity on its part, in the following circumstances:

- (a) in the event of a change to any of the beneficiaries legal, financial, technical, organisational or ownership situation that is liable to affect the Agreement substantially or to call into question the decision to award the grant;
- (b) if one or more beneficiaries fail(s) to fulfil a substantial obligation incumbent on him(them) under the terms of the Agreement, including its Annexes;
- (c) in the event of force majeure, notified in accordance with Article II.8, or if the action has been suspended as a result of exceptional circumstances, notified in accordance with Article II.7;
- (d) if a beneficiary is declared bankrupt, is being wound up, or is having his affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in an analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (e) where the Agency has evidence or seriously suspects a beneficiary or any related entity or person, of professional misconduct;
- (f) if a beneficiary has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established;
- (g) where the Agency has evidence or seriously suspects a beneficiary or any related entity or person, of fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
- (h) where the Agency has evidence or seriously suspects a beneficiary or any related entity or person, of substantial errors, irregularities or fraud in the award procedure or the performance of the grant;
- (i) if a beneficiary has made false declarations or submits reports inconsistent with reality to obtain the grant provided for in the Agreement.

In the cases referred to in points (e), (g) and (h) above, any related person shall mean any physical person with powers of representation, decision-making or control in relation to the beneficiary. Any related entity shall mean in particular any entity which meets the criteria laid down by Article 1 of the Seventh Council Directive n° 83/349/EEC of 13 June 1983.

II.11.4 Termination procedure

The termination procedure is initiated by registered letter with acknowledgement of receipt or equivalent. In the case of termination of the participation of a beneficiary, this letter is sent to the beneficiary concerned, with copy to the co-ordinator. In the case of termination of the Agreement, the letter is sent to the co-ordinator. In either case, the co-ordinator shall ensure that all the co-beneficiaries are duly informed.

In the cases referred to in points (a), (b), (d), (e), (g) and (h) above, the co-ordinator, in consultation with the co-beneficiaries, and, as appropriate, the co-beneficiary whose participation is intended to be terminated shall have 30 days to submit observations and take any measures necessary to ensure continued fulfilment of their obligations under the Agreement. If the Agency fails to confirm acceptance of these observations by giving written approval within 30 days of receiving them, the termination procedure shall continue to run.



Where notice is given, termination shall take effect at the end of the period of notice, which shall start to run from the date when notification of the Agency's decision to terminate the Agreement or the participation of a beneficiary is received.

If notice is not given in the cases referred to in points (c), (f) and (i) above, termination shall take effect from the day following the date on which notification of the Agency's decision to terminate the Agreement or the participation of a beneficiary is received.

II.11.5 Effects of termination

In the event of termination of the Agreement, payments by the Agency shall be limited to the eligible costs actually incurred by the beneficiaries up to the date when termination takes effect, in accordance with Article II.17. Costs relating to current commitments that are not due to be executed until after termination shall not be taken into account.

The co-ordinator shall have 60 days from the date when termination of the Agreement takes effect to produce a request for final payment in accordance with Article II.15.4. If no request for final payment is received within this time limit, the Agency shall not reimburse the expenditure incurred by the beneficiaries up to the date of termination and it shall recover any amount, if its use is not substantiated by the technical implementation reports and financial statements approved by the Agency.

Where termination affects the participation of a beneficiary, only those eligible costs actually incurred by the beneficiary concerned up to the date when termination of his participation takes effect shall be considered eligible in accordance with Article II.17. Costs relating to current commitments that were not due to be executed until after termination shall not be taken into account. The request for payment of the eligible costs incurred up to the date when the termination of the participation of the beneficiary concerned takes effect shall be included in the following payment request due according to the schedule laid down in Article I.6.

By way of exception, at the end of the period of notice referred to in paragraph 4, where the Agency is terminating the Agreement on the grounds that the co-ordinator has failed to produce the final technical implementation report and financial statement within the deadline stipulated in Article I.5 and the co-ordinator has still not complied with this obligation within two months following the written reminder sent by the Agency by registered letter with acknowledgement of receipt or equivalent, the Agency shall not reimburse the expenditure incurred by the beneficiaries up to the date on which the action ended and it shall recover any amount if its use is not substantiated by the technical implementation reports and financial statements approved by the Agency.

By way of exception, in the event of improper termination of the Agreement by the co-ordinator or a beneficiary's participation in the action, or termination by the Agency on the grounds set out in points (a), (e), (g), (h) or (i) above, the Agency may require the partial or total repayment of sums already paid under the Agreement, in proportion to the gravity of the failings in question and after allowing the co-ordinator, and where relevant co-beneficiaries concerned, to submit his/their observations.

ARTICLE II.12 - FINANCIAL PENALTIES

II.12.1 By virtue of the Financial Regulation applicable to the General Budget of the European Union, any one or several of the beneficiaries declared to be in grave breach of their obligations under the Agreement may be subject to financial penalties of between 2% and 10% of the value of their share of the grant in question, with due regard for the principle of proportionality.

II.12.2 This rate may be increased to between 4% and 20% in the event of a repeated breach in the five years following the establishment of the first.

II.12.3 The beneficiary concerned shall be notified in writing of any decision by the Agency to apply such financial penalties.



ARTICLE II.13 - SUPPLEMENTARY AGREEMENTS

- II.13.1 Any amendment to the grant must be the subject of a written supplementary agreement. No oral agreement may bind the parties to this effect.
- II.13.2 The supplementary agreement may not have the purpose or the effect of making changes to the agreement which might call into question the decision awarding the grant or result in unequal treatment of applicants.
- II.13.3 If the request for amendment is made by the co-ordinator, in agreement with the co-beneficiaries, he must send the request to the Agency in good time before it is due to take effect and at all events one month before the closing date of the action, except in cases duly substantiated by the beneficiary and accepted by the Agency.

A handwritten signature in black ink, consisting of a large, stylized initial 'R' followed by a long horizontal line extending to the right.

PART B - FINANCIAL PROVISIONS

ARTICLE II.14 - ELIGIBLE COSTS

II.14.1 Eligible costs of the action are costs actually incurred by a beneficiary, which meet the following criteria:

- they are incurred during the duration of the action as specified in Article I.2.2 of the Agreement, with the exception of costs relating to final reports and external audit reports on the action's financial statements and underlying accounts;
- they are connected with the subject of the Agreement and they are indicated in the estimated overall budget of the action;
- they are necessary for the implementation of the action which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of a beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The beneficiaries' accounting and internal auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

II.14.2 The eligible direct costs for the action are those costs which, with due regard for the conditions of eligibility set out in Article II.14.1, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it direct. In particular, the following direct costs are eligible provided that they satisfy the criteria set out in the previous paragraph:

- the cost of staff assigned to the action, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration.

The corresponding salary costs of personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action concerned were not undertaken;

- travel and subsistence allowances for staff taking part in the action, provided that they are in line with the beneficiary's usual practices on travel costs or do not exceed the scales approved annually by the Commission;
- the purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action may be taken into account by the Agency, except where the nature and/or the context of its use justifies different treatment by the Agency;
- costs of consumables and supplies, provided that they are identifiable and assigned to the action;
- costs entailed by other contracts awarded by a beneficiary for the purposes of carrying out the action, provided that the conditions laid down in Article II.9 are met;



- costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction, etc.), including the costs of any financial services (especially the cost of financial guarantees). Such costs may also include specific costs incurred by the co-ordinator for fulfilling his responsibilities in his capability of the body responsible for the overall management of the action and the co-ordination of the beneficiaries.

II.14.3 The eligible indirect costs for the action are those costs which, with due regard for the conditions of eligibility described in Article II.14.1, are not identifiable as specific costs directly linked to performance of the action which can be booked to it direct, but which can be identified and justified by the co-ordinator or a co-beneficiary using their accounting system as having been incurred in connection with the eligible direct costs for the action. They may not include any eligible direct costs.

By way of derogation from Article II.14.1, the indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the total eligible direct costs. If provision is made in Article I.4.2 for flat-rate funding in respect of indirect costs, they need not be supported by accounting documents.

II.14.4 The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it according to the applicable national legislation;
- costs declared by a beneficiary and covered by another action or work programme receiving a European Union grant;
- excessive or reckless expenditure.

II.14.5 Contributions in kind shall not constitute eligible costs. However, the Agency can accept, if considered necessary and appropriate, that the co-financing of the action referred to in Article I.4.3 should be made up entirely or in part of contributions in kind. In this case, the value calculated for such contributions must not exceed:

- the costs actually borne and duly supported by accounting documents of the third parties who made these contributions to the beneficiary free of charge but bear the corresponding costs;
- the costs generally accepted on the market in question for the type of contribution concerned when no costs are borne.

Contributions involving buildings shall not be regarded as contributions in kind.

In the case of co-financing in kind, a financial value shall be placed on the contributions and the same amount will be included in the costs of the action as ineligible costs and in receipts from the action as co-financing in kind. The beneficiary shall undertake to obtain these contributions as provided for in the Agreement.

II.14.6 By way of derogation from paragraph 3, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant from the Agency and/or the Commission during the period in question.



ARTICLE II.15 - REQUESTS FOR PAYMENT

Payments shall be made in accordance with Article I.5 of the Agreement.

II.15.1 Pre-financing

Pre-financing is intended to provide the beneficiaries with a float.

Where required by the provisions of Article I.5, the co-ordinator shall provide a financial guarantee from a bank or an approved financial institution established in one of the Member States of the European Union.

The guarantor shall stand as first call guarantor and shall not require the Agency to have recourse against the principal debtor.

The financial guarantee shall remain in force until final payments by the Agency match the proportion of the total grant accounted for by pre-financing. The Agency undertakes to release the guarantee within 30 days following that date.

II.15.2 Further pre-financing payment

Where pre-financing is divided into several instalments, the co-ordinator may request a further pre-financing payment once the percentage of the previous payment specified in the provisions of Article I.5 on further pre-financing has been used up. The request shall be accompanied by the following documents:

- a detailed statement of the eligible costs actually incurred;
- where required by the above-mentioned provisions of Article I.5, a financial guarantee in accordance with paragraph 1;
- where required by the above-mentioned provisions of Article I.5, an external audit report on the action's financial statements and underlying accounts, produced by an approved auditor or in case of public bodies, by a competent and independent public officer;
- an updated report on the distribution of the European Union financial contribution between the beneficiaries, including dates of transfer;
- any other documents in support of his request that may be required in support of the request for further pre-financing payments.

The documents accompanying the request for payment shall be drawn up in accordance with the relevant provisions in Article I.6 and the Annexes.

II.15.3 Interim payments

Interim payments are intended to reimburse the beneficiaries for expenditure on the basis of a detailed statement of the costs incurred, once the action has reached a certain level of completion. It may clear all or part of any pre-financing.

By the appropriate deadline indicated in Article I.6, the co-ordinator shall submit a request for interim payment accompanied by the following documents:

- an interim report on implementation of the action;
- an interim financial statement of the eligible costs actually incurred, following the structure of the estimated budget;
- where required by the provisions of Article I.5 on interim payment, an external audit report on the action's financial statements and underlying accounts, produced by an approved auditor or in case of public bodies, by a competent and independent public officer. The external audit report shall certify, in accordance with a methodology approved by the Agency, that the costs declared by the beneficiary in the financial statements on which the request of payment is based are real, accurately recorded and eligible and that all receipts have been declared, in accordance with the Agreement;
- an updated report on the distribution of the European Union financial contribution between the beneficiaries, including dates of transfer.



The documents accompanying the request for payment shall be drawn up in accordance with the relevant provisions in Article I.6 and the Annexes. The co-ordinator shall certify that the information provided in his request for payment is full, reliable and true. He shall also certify that the costs incurred can be considered eligible in accordance with the Agreement, that all receipts have been declared, and that the request for payment is substantiated by adequate supporting documents that can be checked.

On receipt of these documents, the Agency shall have the period specified in Article I.5 in order to:

- approve the interim report on implementation of the action and the interim financial statement;
- ask the co-ordinator for supporting documents or any additional information it deems necessary to allow the approval of the reports;
- reject the report(s) and ask for the submission of (a) new report(s).

Failing a written reply from the Agency within the time limit for scrutiny indicated above, the report shall be deemed to have been approved. Approval of the reports accompanying the request for payment shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations and information they contain.

If additional information or (a) new report(s) is (are) requested, the time limit for scrutiny shall be extended by the time it takes to obtain this information. The co-ordinator shall be informed of that request and the extension of the delay for scrutiny by means of a formal document. The co-ordinator shall have the period laid down in Article I.5 to submit the information or new documents requested.

Extension of the delay for approval of the report(s) may delay the payment by the equivalent time.

Where a report is rejected, as not admissible, within 30 days of receipt, and a new report requested, the approval procedure described in this article shall apply.

In the event of renewed rejection, the Agency reserves the right to terminate the Agreement by invoking Article II.11.3 (b).

II.15.4 Payment of the balance

Payment of the balance, which may not be repeated, is made after the end of the action on the basis of the costs actually incurred by the beneficiaries in carrying out the action. It may take the form of a recovery order if previous payments exceed the amount of the final grant determined in accordance with Article II.17.

By the appropriate deadline indicated in Article I.6, the co-ordinator shall submit a request for payment of the balance accompanied by the following documents:

- a final report on the implementation of the action;
- a final financial statement of the eligible costs actually incurred, following the structure of the estimated budget;
- a full summary statement of the receipts and expenditure of the action;
- where required by the provisions of Article I.5 on payment of the balance, an external audit report on the action's financial statements and underlying accounts, produced by an approved auditor, or in case of public bodies by a competent and independent public officer. The external audit report shall certify, in accordance with a methodology approved by the Agency, that the costs declared by the beneficiaries in the financial statements on which the request of payment is based are real, accurately recorded and eligible and that all receipts have been declared, in accordance with the Agreement;
- an updated report on the distribution of the European Union financial contribution between the beneficiaries, including dates of transfer.

The documents accompanying the request for payment shall be drawn up in accordance with the provisions of Article I.6 and the Annexes. The co-ordinator shall certify that the information provided in his request for payment is full, reliable and true. He shall also certify that the costs incurred can be considered eligible in accordance with the Agreement, that all receipts have been declared, and that his request for payment is substantiated by adequate supporting documents that can be checked.



On receipt of these documents, the Agency shall have the period specified in Article I.5 in order to:

- approve the final report on implementation of the action and the final financial statement;
- ask the co-ordinator for supporting documents or any additional information it deems necessary to allow the approval of the reports;
- reject the report and ask for the submission of (a) new report(s).

Failing a written reply from the Agency within the time limit for scrutiny indicated above, the reports shall be deemed to have been approved. Approval of the reports accompanying the request for payment shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations and information they contain.

Requests for additional information or a new report shall be notified to the beneficiary in writing.

If additional information or (a) new report(s) is (are) requested, the time limit for scrutiny shall be extended by the time it takes to obtain this information. The co-ordinator shall be informed of that request and the extension of the delay for scrutiny by means of a formal document. The co-ordinator shall have the period laid down in Article I.5 to submit the information or new documents requested.

Extension of the delay for approval of the report(s) may delay the payment by the equivalent time.

Where a report is rejected, as not admissible, within 30 days of receipt, and a new report requested, the approval procedure described in this article shall apply.

In the event of renewed rejection, the Agency reserves the right to terminate the Agreement by invoking Article II.11.3 (b).

ARTICLE II.16 -GENERAL PROVISIONS ON PAYMENTS

II.16.1 Payments shall be made by the Agency in euros. Any conversion of actual costs into euros shall be made at the daily rate published in the Official Journal of the European Union or, failing that, at the monthly accounting rate established by the Commission and published on its website applicable on the day when the payment order is issued by the Agency, unless the Special Conditions of the Agreement lay down specific provisions.

Payments by the Agency shall be deemed to be effected on the date when they are debited to the Commission's account.

II.16.2 The Agency may suspend the period for payment laid down in Article I.5 at any time for the purposes of additional checks by notifying the co-ordinator that his request for payment cannot be met, either because it does not comply with the provisions of the Agreement, or because the appropriate supporting documents have not been produced or because there is a suspicion that some of the expenses in the financial statement are not eligible.

The Agency may also suspend its payments at any time if a beneficiary is found or presumed to have infringed the provisions of the Agreement, in particular in the wake of the audits and checks provided for in Article II.19.

The Agency may also suspend its payments:

- if there is a suspicion of irregularity committed by a beneficiary in the implementation of the Grant Agreement;
- if there is a suspected or established irregularity committed by a beneficiary in the implementation of another Grant Agreement or grant decision funded by the General Budget of the European Union or by any other budget managed by them. In such cases, suspension of the payments will only proceed where the suspected or established irregularity can affect the implementation of the current Grant Agreement.

The Agency shall inform the co-ordinator in writing as soon as possible of any such suspension, setting out the reasons for suspension.



Suspension shall take effect on the date when notice is sent by the Agency. The remaining payment period shall start to run again from the date when a properly constituted request for payment is registered, when the supporting documents requested are received, or at the end of the suspension period as notified by the Agency.

- II.16.3 On expiry of the period for payment specified in Article I.5, and without prejudice to paragraph 2 of this Article, the beneficiaries are entitled to interest on the late payment at the rate applied by the European Central Bank for its main refinancing operations in euros, plus three and a half points; the reference rate to which the increase applies shall be the rate in force on the first day of the month of the final date for payment, as published in the C series of the Official Journal of the European Union. This provision shall not apply to recipients of a grant which are public authorities of the Member States of the European Union.

Interest on late payment shall cover the period from the final date for payment, exclusive, up to the date of payment as defined in paragraph 1, inclusive. The interest shall not be treated as a receipt for the action for the purposes of determining the final grant within the meaning of Article II.17.4. The suspension of payment by the Agency may not be considered as late payment.

By way of exception, when the interest calculated in accordance with the provisions of the first and second subparagraphs is lower than or equal to EUR 200, it shall be paid to the co-ordinator only upon demand submitted within two months of receiving late payment.

- II.16.4 The Agency shall deduct the interest yielded by pre-financing which exceeds EUR 50 000 as provided for in Article I.5 from the payment of the balance of the amount due to the beneficiaries. The interest shall not be treated as a receipt for the action within the meaning of Article II.17.4.

Where the pre-financing payments exceed EUR 750 000 per Agreement at the end of each financial year, the interest shall be recovered for each reporting period. Taking account of the risks associated with the management environment and the nature of actions financed, the Agency may recover the interest generated by pre-financing lower than EUR 750 000 at least once a year.

Where the interest yielded exceeds the balance of the amount due to the beneficiaries as indicated in Article II.15.4, or is generated by pre-financing referred to in the previous subparagraph, the Agency shall recover it in accordance with Article II.18.

Interest yielded by pre-financing paid to Member States is not due to the Agency.

- II.16.5 The co-ordinator shall have two months from the date of notification by the Agency of the final amount of the grant determining the amount of the payment of the balance or the recovery order pursuant to Article II.17 or, failing that, of the date on which the payment of the balance was received, to request information in writing on the determination of the final grant, giving reasons for any disagreement. After this time such requests will no longer be considered. The Agency undertakes to reply in writing within two months following the date on which the request for information is received, giving reasons for its reply.

This procedure is without prejudice to the beneficiaries' right to appeal against the Agency's decision pursuant to Article I.9. Under the terms of Union law in this matter, such appeals must be lodged within two months following the notification of the decision to the applicant or, failing that, following the date on which the applicant learned of the decision.

ARTICLE II.17 - DETERMINING THE FINAL GRANT

- II.17.1 Without prejudice to information obtained subsequently pursuant to Article II.19, the Agency shall adopt the amount of the final payment to be granted to the beneficiaries on the basis of the documents referred to in Article II.15.4 which it has approved.
- II.17.2 The total amount paid to the beneficiaries by the Agency may not in any circumstances exceed the maximum amount of the grant laid down in Article I.4.3, even if the total actual eligible costs exceed the estimated total eligible costs specified in Article I.4.2.



II.17.3 If the total actual eligible costs when the action ends are lower than the estimated total eligible costs, the European Union's contribution shall be limited to the amount obtained by applying the European Union grant percentage specified in Article I.4.3 to the actual eligible costs approved by the Agency.

II.17.4 The beneficiaries hereby agree that the grant shall be limited to the amount necessary to balance the action's receipts and expenditure and that it may not in any circumstances produce a profit for them.

Profit shall mean any surplus of total actual receipts attributable to the action over the total actual costs of the action. The actual receipts to be taken into account shall be those which have been established, generated or confirmed on the date on which the request for payment of the balance is drawn up by the co-ordinator for financing other than the European Union grant, to which shall be added the amount of the grant determined by applying the principles laid down in paragraphs 2 and 3 of this article. For the purposes of this article, only actual costs falling within the categories set out in the estimated budget referred to in Article I.4.1 and contained in Annex II shall be taken into account; non-eligible costs shall always be covered by non-Union resources.

Any surplus determined in this way shall result in a corresponding reduction in the amount of the grant.

II.17.5 Without prejudice to the right to terminate the Agreement under Article II.11, and without prejudice to the right of the Agency to apply the penalties referred to in Article II.12, if the action is not implemented or is implemented poorly, partially or late, the Agency may reduce the grant initially provided for in line with the actual implementation of the action on the terms laid down in this Agreement.

II.17.6 On the basis of the amount of the final payment determined in this way and of the aggregate amount of the payments already made under the terms of the Agreement, the Agency shall set the amount of the payment of the balance as being the amount still owing to the beneficiaries. Where the aggregate amount of the payments already made exceeds the amount of the final grant, the Agency shall issue a recovery order for the surplus.

ARTICLE II.18 - RECOVERY

II.18.1 Where an amount, paid by the Agency to the co-ordinator in his capacity of recipient of all payments, is to be recovered under the terms of the Agreement, the co-ordinator undertakes to repay the Agency, on the account indicated by the latter, the sum in question, on whatever terms and by whatever date it may specify, even if he has not been the final recipient of the amount due. In the latter case, if payment has not been made by the due date, the Agency reserves the right to recover directly the amount due from the final recipients proportionally to the amount of the financial contribution effectively received by each of them.

Where such an amount to be recovered under the terms of the Agreement was directly paid by the Agency to a beneficiary, or if recovery is justified under Article II.12 of the Agreement, the beneficiary concerned undertakes to pay the Agency the sum in question, on whatever terms and by whatever date it may specify.

II.18.2 If the obligation to pay the amount due is not honoured by the date set by the Agency, the amount due shall bear interest at the rate indicated in Article II.16.3. Interest on late payment shall cover the period between the date set for payment, exclusive, and the date when the Commission receives full payment of the amount owed, inclusive.

Any partial payment shall first be entered against charges and interest on late payment and then against the principal.

II.18.3 If payment has not been made by the due date, sums owed to the Agency may be recovered by offsetting them against any sums owed to the concerned beneficiary by the Agency or the Commission, after informing him accordingly by registered letter with acknowledgement of receipt or equivalent, or by calling in the financial guarantee provided in accordance with Article II.15.1. In exceptional circumstances, justified by the necessity to safeguard the financial interests of the Union, the Agency and/or the Commission may recover by offsetting before the due date of the payment. The beneficiary's prior consent shall not be required.



II.18.4 Bank charges occasioned by the recovery of the sums owed to the Agency shall be borne solely by the concerned beneficiary.

II.18.5 The beneficiaries understand that, under Article 299 of the Treaty on the functioning of the European Union, the Commission may adopt an enforceable decision formally establishing an amount as receivable from persons other than States. An action may be brought against such decision before the General Court of the European Union.

ARTICLE II.19 - CHECKS AND AUDITS

II.19.1 The co-ordinator undertakes to provide any detailed information, including information in electronic format, requested by the Agency and/or the Commission or by any other outside body authorised by the Agency and/or by the Commission to check that the action and the provisions of the Agreement are being properly implemented. Where the Agency and/or the Commission so wishes, it may request such information to be provided directly by a co-beneficiary.

II.19.2 The beneficiaries shall keep at the Agency's and/or the Commission's disposal all original documents, especially accounting and tax records, or, in exceptional and duly justified cases, certified copies of original documents relating to the Agreement stored on any appropriate medium that ensures their integrity in accordance with the applicable national legislation, for a period of five years from the date of payment of the balance specified in Article I.5.

II.19.3 The beneficiaries agree that the Agency and/or the Commission may have an audit of the use made of the grant carried out either directly by its or their own staff or by any other outside body authorised to do so on its or their behalf. Such audits may be carried out throughout the period of implementation of the Agreement until the balance is paid and for a period of five years from the date of payment of the balance. Where appropriate, the audit findings may lead to recovery decisions by the Agency.

II.19.4 The beneficiaries undertakes to allow the Agency and/or the Commission staff and outside personnel authorised by the Agency and/or the Commission the appropriate right of access to sites and premises where the action is carried out and to all the information, including information in electronic format, needed in order to conduct such audits.

II.19.5 By virtue of Council Regulation (Euratom, EC) No 2185/96 and Regulation (EC) No 1073/1999 of the European Parliament and the Council, the European Anti-Fraud Office (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 European Union against fraud and other irregularities. Where appropriate, the inspection findings may lead to recovery decisions by the Agency and/or the Commission.

II.19.6 The Court of Auditors shall have the same rights as the Agency and/or the Commission, notably right of access, as regards checks and audits.

SIGNATURES

For the co-ordinator
and the co-beneficiaries
represented by the co-ordinator
by virtue of the mandates in Annex III

Grasmanis Bruno
Function:
[signature]
Prof. Dr.hab.sc.ing.
LEONĪDS RIBICKIS
Rector
Bīga Technical University

Done at _____, [place], [date]

In duplicate in English.

For the Agency

[signature]
Klaus HAUPT
Head of Unit

Done at Brussels, [date]

26/10/2012

ANNEX I
Description of the action

Agreement 2012 - 3021

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PART E. Project implementation / Award criteria

Narrative description of the project. Please describe the project in detail, clearly linking to the problems identified and ensuring consistency with the award criteria defined in the call for proposals.

E.1 The project rationale*

Please outline the motivation behind your project, clearly identifying the specific problem/s which it intends to solve. Explain why this/these problem/s were selected over others, and how the project proposal fits within the development strategies of the partners involved. Define the wider and specific objectives as well as target group(s)/ target sector(s) that will be addressed and/or benefit from your project. (Max. 6000 characters)

The most countries of Consortium have one common problem - insufficient amount of their own energy resources to satisfy their needs in energy. So they are forced to intensify the work by more effective use of thermal and electrical energy as one of mostly available methods to lower costs for gas and oil products. But to expand the use of energy saving technologies (including usage of new methods of the energy efficiency enhancement, new energy effective materials, renewable and alternative sources of energy, etc.), it is necessary to resolve the problem common for all Partner Countries, involved into this project consortia – the underdevelopment of infrastructure needed for the above mentioned intensification of use of energy saving technologies, especially renewable sources.

To promote the development of this infrastructure for resolving the above mentioned problem it is necessary to decide the following main tasks - to increase number of specialists skilled in this field, to disseminate the knowledge in this field among the people (firstly, young peoples - students and school children) and to create conditions making profitable the use of energy saving technologies and renewable sources in the target regions. Therefore the enhancement of educational component for solving the above mentioned EU-PC problem becomes highly essential.

The improvement of education and enhancement of the students skill and academic staff expertise should include both the use of theoretical description of new energy saving approaches, principles and methods (in lecture courses and seminars) but also should be supported by practical training sessions (classical and virtual) in Laboratory Classes at different levels. So to enhance the education level in this field, Universities in the Partner Countries should improve an educational basis both in fundamental (theoretical) and practical (classical and virtual) trainings in the field of the use of energy saving technologies and renewable sources.

Just by the mentioned above reasons the proposed action is directed on a rise of an educational basis, level and potential of the Universities in Partner Countries in the declared field (enhancement of energy efficiency, energy saving and use of renewable and alternative sources of energies). It allows to state the wider objective of the project as an enhancement of networking among higher education institutions across the Partner Countries and EU Member States for improving the education in the declared field.

But to achieve this overall objective using educational infrastructure of EU Universities and expertise of their teachers it is necessary to make closer the educational approaches and teaching/learning instruments in educational institutions of Partner Countries and EU Member States.

The main difference between these institutions results from partial or even total incompatibility of curricula and study programs both among Partner Countries Universities and among the latter and EU Countries Universities. It allows to state the following specific objectives of the project which allow to smooth the mentioned mismatching:

- The development of compatible curricula and study programs for partners' groups by directions;
- The development of compatible and complementary laboratory classes for partners' groups by directions;
- The development/improvement lecture synopsis in the partners' groups by directions;
- The development of other compatible teaching (didactic) materials in the partners' groups by directions;
- The delivering/upgrade of equipment/software for Laboratory Classes (classical and virtual) by directions;
- Creation of one Electronic Library (by directions) on one platform with shared possibilities to use it to all partners with

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synopses and teaching (didactic) materials.

These objectives are focused on two main target groups - students and academic staff of the Universities in Partner Countries.

In the long term, academic staff and students of educational institutions in the Partners' Countries Universities will be final beneficiaries of the applied Project after its implementation. The final beneficiaries will get the following advantages:

- academic staff obtain admittance to new methodological and instrumental tools for training of students to provide high-quality education in energy saving technologies and renewable energy sources;
- students will get new potentialities (developed/modernised lectures, laboratory classes) to get new, more improved knowledge and skill in the field of energy saving and use of renewable sources in future.

The achievement of the stated goals will allow to develop joint educational platform with unified/compatible educational approaches and instruments for training of target groups (by directions and partner sub-groups). This platform will include new/modernized:

- (a) lecture courses,
- (b) laboratory classes with classical and virtual experiments,
- (c) teaching/learning methods, didactic materials and methodological guides (manuals, instructions, etc.) for execution of practical works and virtual experiments,
- (d) Web site for dissemination of knowledge in energy saving technologies and use of renewable sources.

Thereby the developed joint educational platform will represent an integral, logically valid system of complementary educational approaches and instruments allowing to make training of academic staff and students/masters and therefore to improve education in the target groups in the declared field. The complementary tools (setups/ software for virtual experiments) and methodological approaches (teaching/learning methods, didactic materials, methodological guides) will synergistically intensify experience of the target groups and therefore result in raising their educational basis, level and potential for effective training of the specialists in the field of energy saving and use of renewable sources in the universities of Partner Countries.

E.2 Quality of the partnership*

Explain why the selected partners are best suited to participate in the project. Describe any complementary skills, relevant expertise and competences within the consortium, directly relating to the planned project activities. (Max. 6000 characters)

Quality of the partnership is determined by the following factors.

Firstly, all Universities in EU Member Stated in Consortium possess the developed Educational infrastructure (in technical and didactic senses) and high-level expertise of their academic staff in the declared field.

Secondly, part of Universities in EU Member States and in Consortium have long-time collaboration with the Universities of Partners' Countries. For example, LUT, KTU and VU have double-sided agreements with BSU collaborating on scientific and educational questions during last 5-7 years. However this universities has experience to cooperate in the aspects of physics.

Thirdly, BSU, BNTU and BSATU have very long collaboration in transfer of knowledge organizing Belarussian conferences "Information-educational problems of energy saving" and their academic staff have regular exchange of experience in the declared field. These 3 Universities, possessing complementary skills, expertise and competencies, have developed Training Plan for the 1st year testing in framework of the applied project that foresees the use the existing laboratories and laboratories under development of Belarussian partners to improve the inter-university communication and also students and academic staff skill and expertise. In accordance with this plan BSU will give an opportunity to use its laboratories "Energy efficient house" and "Solar cells and PV materials" for training of students of BNTU and BSATU, BSATU – laboratories "Renewable and alternative sources of energy (heat pump, heat solar collector, etc.), BNTU – laboratory classes for the study of pyrolysis of biomass, utilization of natural low potential heat by using heat pumps and

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heat pipes, and laboratory "Fuel cells". During the 3rd year of the project and some next years beyond the time of the project running by 12 students and 2 teachers from each University will have every year one-week training course in these laboratories in each University-partner.

The joint efforts of the Partners from EU Members and Partners Countries Universities result in the improvement of educational basis of the last and will favor the development of infrastructure needed for the intensification of use of energy saving technologies and renewable sources and hereupon give real economical benefits to the Partners Countries of Consortium.

The specific of expertise and contribution will be from other EU partners, as RTU, TTU and KHBO, UDJG in order to build effective and qualitative lecture courses in electrical efficiency as well as in the application aspects of efficient solutions in electrical engineering and power distribution systems.

There are strong team from Azerbaijan, and the leading university in engineering from Kosova are partners of the projects. The project covers national priority of curricular reform in electrical engineering as well as to bring the educated electrical engineers to the market, to decrease of electrical energy consumptions due to using of energy efficient solutions in the industrial applications.

E.3 The project's content and methodology*

Having identified the problems and needs under point E.1, please describe the project as a whole, addressing as appropriate the following points:

- academic content
- pedagogical approach
- involvement of academics, students and stakeholders at large
- activities leading to the expected outcomes, being consistent with the wider and specific objectives
- quality assurance processes

The description must clearly indicate the working methodologies and processes to be used.

Make sure that the information in this section is consistent with the project Logical Framework Matrix. (Max. 12000 characters)

The project will be directed to the development/modernization of a set of the following compatible study programmes (including lecture courses, laboratory classes and appropriated didactic materials) by 4 declared directions (enhancement of energy efficiency; energy saving; energy effective materials; use of renewable sources):

1. "Power electronics" RTU (LV); KHBO (BE); UPKM (XK)
2. "Effective lightening" BNTU (BY); RTU (LV); UPKM (XK); NAA (AZ); BSU (BY);
3. "Gas- and Hydrodynamics": BSU (BY); KHAZAR (AZ); LUT(PL); QU (AZ); NAA (AZ);
4. "Heat pumps": BSATU (BY); BSU (BY); KHBO (BE); LUT(PL); UDJG (RO);
5. "Distribution of power energy": TTU (EE); KHBO (BE); UPKM (XK); QU (AZ);
6. "Energy saving technologies" BNTU (BY); BSU (BY); RTU (LV) KHBO (BE); UPKM (XK); UDJG (RO); VU (LT);
7. "Energy effective materials" BSU (BY); KHAZAR (AZ); KHBO (BE); UPKM (XK); NAA (AZ);
8. "Solar energy and photovoltaics" BSU (BY); KHAZAR (AZ); KHBO (BE); RTU (LV); VU (LT); UPKM (XK); QU (AZ); KTU (PL);
9. "Hydrogen energy" BSU (BY); BNTU (BY); KHAZAR (AZ); KHBO (BE); RTU (LV); UPKM (XK);
10. "Wind energy" BNTU (BY); KHAZAR (AZ); KHBO (BE); RTU (LV); UPKM (XK); QU (AZ); UDJG (RO).

Participation of the most of Consortium Partners in the development/ modernization of every study programmes allows to create Joint Educational Platform as a system of developed/improved compatible Lecture synopsis (> 10), Laboratory Classes (>6) and didactic materials to them allowing to transfer experience of Universities of EU Member Countries (composes in Consortium) to the Partners' Countries Universities and exchange of experience inside of Sub-Consortia

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(within and between Partner Countries). Such an approach will promote to enhancement of the Partners' Country Universities students/masters skill and academic staff expertise in the declared field.

Academic staff of the Universities of EU Member Countries will be involved to (a) coordination of the modernization/developing of compatible/unified curricula and study programs making them compatible with EU standards; (b) training of academic staff the Universities of Partners' Countries both in EU and Partner Countries (on workshops and meetings); (c) development of promotion and information materials for Web Portal.

Academic staff of the Universities of Partners' Countries will be involved to (a) training process in EU Members Countries (mobility); (b) modernization/developing of compatible/unified curricula and study programs with appropriated didactic materials; (c) training of students/masters in the declared field; (d) development of promotion and information materials for Web Portal, etc.

Students/masters of the Universities of Partners' Countries will be involved to trainings in EU Countries (mobility) and the Universities of Partners' Countries and also to procedures of evaluation of the developed study programmes quality. The proposed methodology of action implementation, to achieve the planned results and outputs, is based on the following core approaches:

1. To create Joint Educational Platform the Partners will use coordination of the partners' actions and balance of their involvement to the project activities. This allows to join the experience of the Consortium Universities in the declared field, to optimize/minimise all kinds of the executed works in terms of cost/quality ratio using specialization of labour,.
2. Purchasing of complementary equipment units will allow to match educational approaches and study programmes in the Consortium Universities in the declared field and to form the unified laboratory and methodological tools joined into integrated Joint Educational Platform. This also will decrease costs of the purchased equipment and software and also needed didactic/methodological materials preparation.
3. Enhancement of technical and organizational possibilities developed will allow to carry out effective training of the target groups in the Partners' Countries Universities Consortium and then expand it to other Universities from the Partner Countries after the completion of the action.
4. Improvement of infrastructure needed for the creation and support of joint Website allows to enhance technical and organizational possibilities for dissemination of the Project achievements, knowledge and information on EU initiatives related to renewable sources and energy saving technologies.

Means of implementation used to assure quality of the deliveries achieved:

1. Involvement of the mostly skilled personnel trained in the declared field.
2. Maximum use of international and partners experience and expertise in the developing of Joint Educational Platform.
3. Use of well-known ready-made equipment units and software and tender invitation procedures for their choice to purchase equipment and software in the view of their cost/quality ratio.
4. Matching of educational approaches and toolkits among the Universities of Consortium to make more effective the use of the created Joint Educational Platform.
5. Harmonization of all actions of partners at all stages of the Project implementation using the detailed elaboration of the general activity/man power bar-chart for every Partner and special internal monitoring and reporting procedures.
6. Involvement of more competent personnel to the Project activities for dissemination of the Project achievements among educational institutions of the Partner Countries.

E.4 Dissemination and sustainability*

Explain how the planned dissemination and exploitation activities will ensure optimal use of the results during and beyond the lifetime of the project. Make clear the potential in the project for tangible impact and multiplier effects. (Max. 4000 characters)

Created Joint Educational Platform will operate and be in constant progress also after completion of the Project using the following activities:

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1. Inclusion of the developed compatible/unified lecture courses and laboratory sessions into curricula for students of the Partner` Countries Universities.
2. Use of Laboratory Classes of the Partners Universities (by Partner` Countries) for enhancement of skill and expertise in target groups using cyclic exchange by student groups on the base of double-sided agreements between the sub-consortia Universities.
3. Training of academic staff of other higher educational institutions in the sub-consortia Universities of every Partner Country for dissemination of knowledge in the declared field.
4. To conduct educational conferences, workshops and meetings for dissemination of knowledge in the declared field.
5. The developed Web site will be used for dissemination of new knowledge developed after the Project completion in the declared field.
6. Transfer of outputs and outcomes of the Project (compatible/unified curricula, study programmes, developed/modernised teaching/learning methods and didactic/instrumental tools, purchased/developed software, etc.) through a systems of workshops, training-seminars or summer schools, conferences/exhibitions between the participants of the Consortium.

Covering all future operating and maintenance costs on the above mentioned activities and supporting of Web site will be provided by the sub-consortia Universities (by Partner` Countries) and also due to attraction of other investments (special grants from Ministries of Education of every Partner Country and also other investors and funds).

Sustainability on the level of national and local policies after completion of the action will be secured by regulations of the every Partner Country, which determine the planning of the educational processes in every Partner Country. On these levels all future activities will be connected with the implementation of the achieved results and outputs in other educational institutions in every Partner Country; in particular, they will be directed on:

1. Practical application of the developed didactic materials for training of target groups from other educational institutions in every Partner Country.
2. Convergence of educational approaches and curricula within other educational institutions in every Partner Country in the declared field, which will allow to use the developed outputs and outcomes more effectively for education goals.
3. Dissemination of the developed educational approaches on other educational institutions in the Partner countries involved to the Project.
4. Attraction of investments to involve companies, which work in the field of energy saving and use of renewable sources in every Partner Country, to the development and provision of equipment for the educational process.

E.5 Budget and cost effectiveness*

Describe the strategy adopted to ensure that the proposed results and objectives will be achieved in the most economical way. Explain the principles of budget allocation amongst partners. Indicate the arrangements adopted for financial management. (Max. 2000 Characters)

The project budget is build on effectiveness and sharing principles. The project partners will develop study materials in groups, that's way budget is allocated by the activities planned in the project. Many activities, such as teaching (1 year testing) are in line with usual activities of the partner's university, so the budget allocated to this activities cover expenditures only partially. The consortia partners are covers a greater part of students, studying electrical engineering in BY, as well as the coverage of education sector in AZ and XK are significant. The project partners will significantly influence education quality in electrical engineering in partners countries, it will bring additional value for money. The project aims to build Training Network for Improving Education in Energy Efficiency, and the partners, specially in BY will use the equipment, foreseen to pursued in the project for education of students from several partners university. The Electronic library will help in structuring of all training materials in one place, as well as in case of program tuning the changes will be available to all partners. The partners, which will not directly contributes to the development of specific study course, will have an access to the all project deliverable (training materials), and it will be possible to use it in the

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study process.

The partners from non EU MSs will order the specific equipment to realize study process.

The wide programm of experience exchange and networking in the didactic materials development stage is foreseen in the project, to use the specific knowledge of each partner, and to bring together experience of various partners, and to use the principle of synergy to joint the experience for better results.

The clear assignment of project budget to the activities planned is represented in the Detailed Workplan and Budget tables.

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3. LOGICAL FRAMEWORK MATRIX – LFM

Development of Training Network for Improving Education in Energy Saving

<p>The wider objective is to enhance networking among higher education institutions across the Partner Countries and EU Member States for improving the education in the field of the energy efficiency enhancement, energy saving and use of renewable sources of energy (the declared field)</p>	<p>Indicators of progress:</p> <ol style="list-style-type: none"> 11 curricula approved by University as improvement of existing study programs with compatible/unified teaching/learning approaches; 10 modernised/developed study programmes (including lecture courses, laboratory classes, didactic materials, descriptions on laboratory practicum). 	<p>How indicators will be measured:</p> <ol style="list-style-type: none"> Interim evaluation report, including feedback from student's governance. Up to 400 students enrolled in the study process, using new courses/experimental/virtual laboratory works Up to 50 persons of Academic & teaching (A/Ts) staff enrolled every year in the advanced training since the 2nd year of the project running and after project completion 	
<p>Specific Project Objectives:</p> <ol style="list-style-type: none"> To develop/improve compatible curricula for partners' groups by directions (enhancement of energy efficiency; energy saving; energy effective materials; use of renewable sources); To develop/improve compatible and complementary laboratories for partners' groups by directions; To develop/improve lecture courses for partners' groups by directions; To develop/improve compatible other teaching materials courses for partners' groups by directions; To deliver/upgrade equipment for laboratory classes by directions To create Electronic Libraries of developed/modernized teaching materials 	<p>Indicators of progress:</p> <ol style="list-style-type: none"> NN Curricula validated by student governance; NN Curricula validated by University; NN Curricula validated by Responsible Body; NN Units of modified/new lectures course; NN Units of upgraded/new equipment/software for practical/virtual laboratories; NN Units of modified/new practical/virtual laboratories. NN developed/modernized lecture courses. Home page address of Electronic Library of developed/modernized teaching materials, NN of course published in Electronic Library 	<p>How indicators will be measured:</p> <ol style="list-style-type: none"> Interim evaluation report, including feedback from student self-governance organisations. Documents for validation (accreditation) of 3 curricula; Validated didactic materials, methodological and user guides the created practical/virtual laboratories; Acceptance documents for the created practical/virtual laboratory works; Uploaded courses in Electronic Library. 	<p>Assumptions & risks:</p> <p>Assumptions:</p> <ol style="list-style-type: none"> Socio-economic and political stability. Education reform/modernisation and formation of new possibilities/conditions for enhancement of education in the target countries in the declared fields, which contribute to program objectives due to: <ul style="list-style-type: none"> widening of access (mobility) for S/Ms in the target countries to more high-level education; raising the level of academic/teacher staff's skill; generation of additional possibilities for dissemination of knowledge/experience among PUs. <p>Risks:</p> <ol style="list-style-type: none"> Degradation of socio-economic state in PC. Mismatch of possible and feasible results of reforms/modernisations due to partial

<p>Outputs (tangible) and Outcomes (intangible): <u>WP 1: Management, coordination and communication</u> 1.1 Detailed Project Activity Schedule (Gantt chart including mail stones and deliverables); Structural Plan (WBS); Procedure Book 1.2 Consortium management meetings, workshops, final conference 1.3 Purchased equipment 1.4 Double-sided agreements for cooperation between project partners (by directions)</p> <p><u>WP2: Development of curricula</u> 2.1. Development and translation to national languages of study courses direction "enhancement of energy efficiency"</p>	<p>Indicators of progress: <u>WP 1: Management, coordination and communication</u> 1.1 Milestones according (Gantt-chart; WBS, Procedure Book), periodical reports to EACEA 1.2 NN management meeting minutes, minutes from workshops, conference program and final report; attendance list, with signatures 1.3 Launching of Procurement procedure by partner; delivery of equipment 1.4 NN of double-sided agreements for cooperation between project partners (by directions)</p> <p><u>WP2: Development of curricula</u> 2.1 – 2.4 NN of teaching materials developed: lecture notes, materials for lectures, descriptions of laboratory works, students' books, etc.</p>	<p>How indicators will be measured: <u>WP 1: Management, coordination and communication</u> 1.1 Administrative reports with attachment to EACEA 1.2 Management meeting minutes, minutes from workshops, conference program and final report; attendance list, with signatures 1.3 Launching of Procurement procedure by partner; delivery of equipment 1.4 Administrative reports with attachment of copy of double-sided agreements for cooperation between project partners (by directions)</p> <p><u>WP2: Development of curricula</u> 2.1 – 2.4 Administrative reports with attachment of teaching materials developed: lecture notes, materials for lectures, descriptions of laboratory works, students</p>	<p>incompatibilities of educational regulations in the PC and EU countries and also lack of EU language skills of PC university target groups. <u>Risks 1</u> do not depend on participants but international commitments of PC governments allow to implement project. <u>Risks 2</u> will be minimized by (a) the exchange of knowledge, experience and information in the declared field between the Pus; (b) use of English language as main communication tool and presentation of the most documents (in particular, on Web page) in 2 languages – English and Russian; selection of persons from target groups.</p> <p>Assumptions & risks: <u>Assumptions:</u> 1. The requested level of expertise and competence at the PUs which are experts in the specific questions of education in the declared field. 2. Investments to equipment and infrastructure needed for the creation of TN with compatible/unified teaching/learning tools</p> <p><u>Risks:</u> 1. Incomplete experience of the PUs staff by some directions of actions needed to approach the planned deliverables. 2. Unconformity/incompatibility of teaching/learning approaches (curricula, educational programs, didactic materials, etc.) and equipment/tools in the PUs in the declared field;</p> <p>1. This Risks will be minimized by the knowledge/experience/information exchange in the declared field between the Pus staff.</p>
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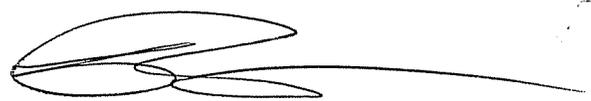
<p>2.2. Development and translation to national languages of study courses direction “energy saving”;</p> <p>2.3. Development and translation to national languages of study courses direction “energy effective materials”</p> <p>2.4. Development and translation to national languages of study courses direction “ use of renewable sources”</p> <p>2.5. Development of curricula’s descriptions, documentation by partners universities</p> <p>2.6. Development documentation for accreditation and accreditation process</p> <p><u>WP 3: Visibility and Promotion</u></p> <p>3.1 Information/promotional materials</p> <p>3.2 Web Portal</p> <p>3.3 Information Sessions</p> <p>3.4 Information at web pages of partners.</p> <p><u>WP 4 –Implementation & testing</u></p> <p>4.1 Student attraction</p> <p>4.2 1 year testing</p> <p><u>WP 5: Sharing and Networking:</u></p> <p>5.1 Students/master-students and academic/teaching staff mobility</p>	<p>2.5. NN curricula descriptions</p> <p>2.6. NN complete files of study program for accreditation; NN of accreditation certificates issued. Obtaining of accreditation (validation) of curriculum</p> <p><u>WP 3: Visibility and Promotion</u></p> <p>3.1. NN of prepared information/promotional materials</p> <p>3.2. Launched web portal</p> <p>3.3. NN of participants in information sessions</p> <p>3.4. NN of informative articles</p> <p><u>WP 4 –Implementation & testing</u></p> <p>4.1 Number of students benefited from project</p> <p>4.2 Feed-back forms from students by subjects; Results of final testing by subjects; Feed-back forms from academic/teacher staff involved in teaching of students by subjects</p> <p><u>WP 5: Sharing and Networking:</u></p> <p>5.1 – 5.2 S/MS and A/TS satisfaction with mobility, rate of improved S/MS and</p>	<p>books and ect.</p> <p>2.5. Administrative reports with attachment of curricula’s descriptions copy.</p> <p>2.6. Administrative reports with attachment of complete files of study program for accreditation; and accreditation certificates issued.</p> <p><u>WP 3: Visibility and Promotion</u></p> <p>3.1 Administrative reports with attachment of information/promotion materials prepared.</p> <p>3.2 - Administrative reports with attachment of information.</p> <p>3.3. Attendance list</p> <p>3.4. Administrative reports with attachment of informative articles.</p> <p><u>WP 4 –Implementation & testing</u></p> <p>4.1 Administrative reports with lists of the students studying in the modernised study programs</p> <p>4.2 Administrative reports with feed-back forms from students by subjects</p> <p>Administrative reports with results of final testing by subjects</p> <p>Administrative reports with feed-back forms from academic/teacher staff involved in teaching of students by subjects</p> <p><u>WP 5: Sharing and Networking:</u></p> <p>5.1-5.2. Mission reports, and /or attendance list in case of cooperation within one</p>	<p>2. These Risks will be minimized by development of compatible/unified teaching/learning methods, didactic/instructive materials and purchasing/development/upgrade educational equipment/hardware/software for training in the declared field</p>
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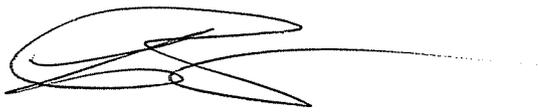
<p>5.2 Students/master-students and academic/teacher staff improved skill and expertise</p> <p>5.3 Electronic course upload in library</p> <p><u>WP 6: Quality Control System</u></p> <p>6.1 Quality Control System Setup</p> <p>6.2 Ex Ante Evaluation Report</p> <p>6.3 Regular Monitoring Report</p> <p>6.4 Interim Evaluation (including feedback from student self – governance organisations)</p> <p>6.5 Tuned teaching programs</p> <p>6.6 On time response to the changes</p>	<p>A/TS knowledge and skills from exchanges, rate of inter-university communication improvement.</p> <p>5.3 NN of Electronic course upload in library</p> <p><u>WP 6: Quality Control System</u></p> <p>6.1 - 6.5 System relevance and effectiveness, relevance of indicators selected, suitability of system to needs, quality of evaluations and monitoring reports, relevance of evaluations and report findings.</p>	<p>country) of S/MS and A/TS, passed training on the created;</p> <p>5.3. Administrative reports with copy of electronic materials.</p> <p><u>WP6: Quality Control System</u></p> <p>6.1 Quality Report by Partners</p>	
<p>Activities:</p> <p><u>WP 1: Management, coordination and communication</u></p> <p>1 Management, coordination and communication</p> <p>1.1. Development and update detailed Project Activity Schedule (Gantt chart including milestones and deliverables)</p> <p>1.2. Drafting/adjustment of procedure book</p> <p>1.3. Technical specifications development (TU)</p> <p>1.4. Launch of procurement procedure (TU)</p> <p>1.5. Evaluation of the equipment offers (TU)</p> <p>1.6. Purchase equipment (TU)</p> <p>1.7. Technical specifications development (BSU)</p> <p>1.8. Launch of procurement procedure (BSU)</p>	<p>Inputs:</p> <p><u>WP 1: Management, coordination and communication</u></p> <p>1.1.-1.2. Staff time</p> <p>1.3. -1.10 Launch of procurement procedure by partners</p> <p>1.1.1. Staff time, support from university leadership</p> <p>1.12.-1.19 Meeting arrangements, visas, mobility</p> <p>1.20. Cooperation between partners, support from responsible structures of partner's universities</p> <p>1.21. Audit procurement procedure</p>		<p>Assumptions, risks and pre-conditions:</p> <p><u>Pre-conditions:</u></p> <ol style="list-style-type: none"> 1. Need has been assumed and verified; 2. Relevant experience/expertise available (verified in planning stage); 3. Equipment and hardware/software are available to procure; 4. Mobility for both staff and students/master-students is feasible, <p><u>Assumptions:</u></p> <ol style="list-style-type: none"> 1. Balance of the PUs involvement to the project implementation in accordance with Structural Plan, their experience/expertise, availability/compatibility of didactic materials and equipment/ tools. 2. Coincidence of possible and feasible results of education reform/modernisation in the declared field. <p><u>Risks:</u></p> <ol style="list-style-type: none"> 1. Incomplete experience/expertise of the

<p>1.9. Evaluation of the equipment offers (BSU)</p> <p>1.10. Purchase equipment (BSU)</p> <p>1.11. Technical specifications development (BNTU)</p> <p>1.12. Launch of procurement procedure (BNTU)</p> <p>1.13. Evaluation of the equipment offers (BNTU)</p> <p>1.14. Purchase equipment (BNTU)</p> <p>1.15. Technical specifications development (QU)</p> <p>1.16. Launch of procurement procedure (QU)</p> <p>1.17. Evaluation of the equipment offers (QU)</p> <p>1.18. Purchase equipment (QU)</p> <p>1.20. Technical specifications development (KHAZAR)</p> <p>1.21. Launch of procurement procedure (KHAZAR)</p> <p>1.22. Evaluation of the equipment offers (KHAZAR)</p> <p>1.23. Purchase equipment (KHAZAR)</p> <p>1.24. Technical specifications development (UPKM)</p> <p>1.25. Launch of procurement procedure (UPKM)</p> <p>1.26. Evaluation of the equipment offers (UPKM)</p> <p>1.27. Purchase equipment (UPKM)</p> <p>1.28. Double-sided agreements for cooperation between project partners (by directions)</p> <p>1.29. Management meeting Nr 1</p> <p>1.30. Management meeting Nr 2</p> <p>1.31. Management meeting Nr 3</p> <p>1.32. Management meeting Nr 4</p> <p>1.33. Management meeting Nr 5</p>		<p>PUs' staff by some partitions/directions of the planned specific objectives/tasks to be approached/resolved.</p> <p>2. Disagreement in actions of the PUs at the development/securing of educational tools (equipment/facilities, teaching/learning methods, practical/virtual experiments, didactic/instructive materials, etc.).</p> <p>3. Disagreement in results of education reform/modernisation of the PUs.</p> <p>Risks 1 will be minimized by maximum exchange of the partners experience, the needed information, including purchase of access to paid data-bases, Internet resources, etc.</p> <p>Risks 2 will be minimized by (a) the detailed elaboration of the general activity/man power bar-chart for every Partner and using special internal/external monitoring and reporting procedures.</p> <p>Risks 3 will be minimized by the development of the detailed Structural Plan (WBS) and Procedure Book for the purpose of convergence of educational approaches/regulations and also for enhancement of educational and human collaboration between the PUs and also with core institutions of the target countries in the declared field.</p>
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<p>1.34. Management meeting N° 6 1.35. Final conference 1.36. Administrative and financial management, including reporting to EACEA etc. 1.37. Project audit</p> <p><u>WP2: Development of conformed and compatible/unified curricula:</u></p> <p>2.1. Development and translation to national languages of study courses enhancement of energy efficiency: “power electronics” RTU (LV); KHBO (BE); UPKM (XK)</p> <p>2.2. Development and translation to national languages of study courses enhancement of energy efficiency: “effective lightening” BNTU (BY); RTU (LV); UPKM (XK); NAA (AZ); BSU (BY)</p> <p>2.3. Development and translation to national languages of study courses enhancement of energy efficiency “gas- and hydrodynamics”: BSU (BY); KHASAR (AZ); LUT(PL); QU (AZ); NAA (AZ);</p> <p>2.4. Development and translation to national languages of study courses direction energy saving : “Heat pumps”: BSATU (BY); BSU (BY); KHBO (BE); LUT(PL); UDJG (RO);</p> <p>2.5. Development and translation to national languages of study courses direction “distribution of power energy”; TTU (EE); KHBO (BE); UPKM (XK); QU (AZ);</p>	<p><u>WP 2: Development of conformed and compatible/unified curricula:</u></p> <p>2.1.-2.11. Staff time 2.12. Staff time, and cooperation with responsible bodies for accreditation, missions</p>		
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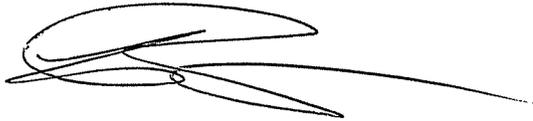


<p>2.6. Development and translation to national languages of study courses direction energy saving: “energy saving technologies” BNTU (BY); BSU (BY); RTU (LV) KHBO (BE); UPKM (XK); UDJG (RO); VU (LT)</p> <p>2.7. Development and translation to national languages of study courses direction “energy effective materials” BSU (BY); KHAZAR (AZ); KHBO (BE); UPKM (XK); NAA (AZ)</p> <p>2.8. Development and translation to national languages of study courses direction use of renewable sources “solar energy and photovoltaics” BSU (BY) KHAZAR (AZ); KHBO (BE) RTU (LV); VU (LT); UPKM (XK); QU (AZ); KTU (PL);</p> <p>2.9. Development and translation to national languages of study courses direction use of renewable sources “hydrogen energy” BSU (BY); KHAZAR (AZ); KHBO (BE); RTU (LV); UPKM (XK)</p> <p>2.10. Development and translation to national languages of study courses direction use of renewable sources: “wind energy” BSU (BY) KHAZAR (AZ); KHBO (BE); RTU (LV); UPKM (XK); QU (AZ); UDJG (RO);</p> <p>2.11. Development of curricula’s descriptions, documentation by partners universities</p> <p>2.12. Development documentation for accreditation and accreditation process</p> <p>2.13. Workshops Nr 1 (enhancement of energy efficiency)</p> <p>2.14. Workshops Nr 5 (enhancement of energy efficiency)</p> <p>2.15. Workshops Nr 2 (energy saving)</p>		
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<p>2.16. Workshops Nr 6 (energy saving) 2.17. Workshops Nr 3 (use of renewable sources) 2.18. Workshops Nr 7 (use of renewable sources) 2.19. Workshops Nr 4 (energy effective materials) 2.20. Workshops Nr 8 (energy effective materials)</p> <p><u>WP 3: Visibility and Promotion:</u> 3.1 Preparation of information/promotional materials 3.2 Design of Web Portal platform and regular updating portal work 3.2.1 information sessions by partner from EU MSs partners university to attract students 3.3 Information at web pages of partners.</p> <p><u>WP 4 –Implementation & testing</u> 4.1 Information sessions by partner from Partners countries to attract students 4.2 1 year testing</p> <p><u>WP 5: Sharing and Networking:</u> 5.1 Students/master-students and academic/teaching staff mobility 5.2.Students/master-students and academic/teaching staff improved skill and expertise 5.3.Electronic coursed upload in library</p> <p><u>WP 6: Quality Control System</u> 6.1 Quality Control System Setup 6.2.Ex Ante Evaluation Report</p>	<p><u>WP 3: Visibility and Promotion:</u> 3.1 Staff time 3.2 -3.4. Staff time, IT competence</p> <p><u>WP 4 –Implementation & testing</u> 4.1 Staff time, missions, student exchange 4.2.Preparation of all study cycle</p> <p><u>WP 5:</u> 5.1 - 5.2. Staff time , visas, hosting 5.3. Electronic library, access to library</p> <p><u>WP 6: Quality Control System</u> 5.1 Staff time, cooperation with responsible bodies.</p>	
		

6.3 Regular Monitoring Report 6.4 Interim Evaluation (including feedback from student self – governance organisations) 6.5 Tuned teaching programs			
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DEV	2.2.	Development and translation to national languages of study courses. enhancement of energy efficiency	98	X0																
DEV	2.3.	Development and translation to national languages of study courses. enhancement of energy efficiency "hydrodynamics"	98	X0																
DEV	2.4.	Development and translation to national languages of study courses direction energy saving "distribution of power energy"	98	X0																
DEV	2.5.	Development and translation to national languages of study courses direction energy saving "distribution of power energy"	98	X0																
DEV	2.6.	Development and translation to national languages of study courses direction energy saving "distribution of power energy"	98	X0																
DEV	2.7.	Development and translation to national languages of study courses direction energy saving "distribution of power energy"	98	X0																
DEV	2.8.	Development and translation to national languages of study courses direction energy saving "distribution of power energy"	98	X0																
DEV	2.9.	Development and translation to national languages of study courses direction use of renewable resources	98	X0																
DEV	2.10.	Development and translation to national languages of study courses direction use of renewable resources	98	X0																
DEV	2.11.	Development of curricula's descriptions. documentation by partners universities	98	X0																
DEV	2.12.	Development documentation for accreditation and accreditation process	48																	
DEV	2.13.	Workshops Nr 1 (enhancement of energy efficiency)	1			X														
DEV	2.14.	Workshops Nr. 5 (enhancement of energy efficiency)	1						X											
DEV	2.15.	Workshops Nr.2 (energy saving)	1																	
DEV	2.16.	Workshops Nr. 6 (energy saving)	1																	
DEV	2.17.	Workshops Nr.3 (use of renewable resources)	1						X											
DEV	2.18.	Workshops Nr.7 (use of renewable resources)	1																	
DEV	2.19.	Workshops Nr.4 (energy effective materials)	1					X												
DEV	2.20.	Workshops Nr.8 (energy effective materials)	1																	
DISS	3	Visibility and Promotion	1																	
DISS	3.1.	Preparation of information/promotional materials	145	X0																
DISS	3.2.	Design of Web Portal platform and regular updating portal work	4	X0																
DISS	3.3.	1 information sessions by partner partners university to attract students	145																	
DISS	3.4.	Information at web pages of partners and it up date	4																	
DISS	3.5.	Information sessions by partner in cooperation with industry in order to employability	98																	
DISS	3.6.	Participation in educational event - outreach activities to the public (annual educational)	3																	
EXP	4	Implementation & testing	45																	
EXP	4.1.	Information sessions by partner from Partners countries to attract students	3																	
EXP	4.2.	1 year testing	3																	
DEV	5	Sharing and Networking	52																	
DEV	5.1.	Students and academic/teacher staff mobility	156	X0																
DEV	5.2.	Teacher training	3																	
DEV	5.3.	Electronic course upload and up date in library	156																	
OPLN	6	Quality Control System	145	X0																
OPLN	6.1.	Quality Control System Setup	1	X0																
OPLN	6.2.	Ex Ante Evaluation Report	156	X0																
OPLN	6.3.	Regular Monitoring Report	156	X0																
OPLN	6.4.	Interim Evaluation (including feedback from student self - governance organisations)	1																	
OPLN	6.5.	Tuned teaching programs	6																	

To add (a) row(s), click a cell INSIDE the table, then on the upper Insert menu click "Row".

ANNEX II

Estimated budget of the action

PROJECT COSTS

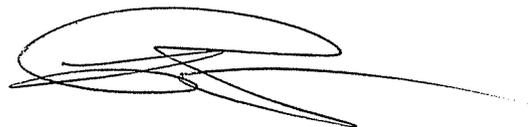
		EUR
I	STAFF COSTS	538.336,13
II	TRAVEL COSTS, COSTS OF STAY	304.435,20
III	EQUIPMENT	369.545,00
IV	PRINTING AND PUBLISHING	15.124,00
V	OTHER COSTS	118.400,00
ELIGIBLE DIRECT COSTS (total I – V)		1.345.840,33
VI	INDIRECT COSTS	94.208,82
TOTAL ELIGIBLE COSTS (total I – VI)		1.440.049,15

PROJECT FINANCE	EUR
Tempus grant: includes financing to a maximum of 90% of the total eligible costs (from the EU)	1.296.042,50
Co-financing: at least 10% of the total eligible costs (from the partnership's own resources)	144.006,65
TOTAL PROJECT FINANCE	1.440.049,15



ANNEX III

MANDATES conferring powers of attorney from the co-beneficiaries to the co-ordinator

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Annex III

Mandate

Belarusian National Technical University [BNTU][Higher Education Institution]¹[Official registration No.100354447]¹**Nezavisimosti Ave., 65, Minsk 220013, Belarus**

VAT number: 100354447

("the co-beneficiary"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof. Fiodor Panteleenko, First Vice-Rector**

of the one part,

and

Riga Technical University [Acronym: RTU][official legal form]²[official registration No]²**[official address in full]***1 Kolmu Str. LV1658, Riga, Latvia*

VAT number: LV-9000068977

("the co-ordinator"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof., Dr. sc. ing. Bruno Grasmanis Vice-Rector for Research**

of the other part,

HAVE AGREED

For the purposes of the implementation of the agreement **Development of Training Network for Improving Education in Energy Efficiency [Acronym: ENERGY]** with the Education, Audiovisual and Culture Executive Agency,

The following:

1. The co-beneficiary grants power of attorney to the co-ordinator, to act in his name and for his account in signing the above-mentioned agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the co-beneficiary hereby mandates the co-ordinator to take full legal responsibility for the implementation of such an agreement.
2. The co-beneficiary hereby confirms that he has taken careful note of and accepts all the provisions of the above agreement with the Education, Audiovisual and Culture Executive Agency, in particular all provisions affecting the co-beneficiary and the co-ordinator. In particular, he acknowledges that, by virtue of this mandate, the co-

¹ Leave blank if the co-beneficiary is a public-sector body

² Leave blank if the co-ordinator is a public-sector body



ordinator alone is entitled to receive funds from the European Union and distribute the amounts corresponding to the co-beneficiary's participation in the action.

3. The co-beneficiary hereby agrees to do everything in his power to help the co-ordinator to fulfil its obligations under the above agreement. In particular, the co-beneficiary hereby agrees to provide to the co-ordinator whatever documents or information may be required, as soon as possible after receiving the request from the co-ordinator.
4. The provisions of the above agreement, including this mandate, shall take precedence over any other agreement between the co-beneficiary and the co-ordinator which may have an effect on the implementation of the above agreement between the co-ordinator and the Education, Audiovisual and Culture Executive Agency.
5. A copy of this mandate shall be annexed to the above agreement and shall form an integral part of it.

SIGNATURES

For the co-beneficiary

I hereby confirm that we have read the whole application, including the financial details, and are aware of the specific role we will play in the project.

Fiodor Panteleenko
First Vice-Rector

I am legally authorised to represent the co-beneficiary



In triplicate in English

For the co-ordinator

Bruno Grasmann
Vice-Rector for Research

I am legally authorised to represent the co-ordinator

signature

Done at Riga, 06.02.2012
OFFICIAL STAMP or SEAL of the co-ordinator

Annex III

Mandate

Belarusian State University [BSU]

¹
₁

4, Nezavisimosti Ave., 220030, Minsk, Belarus
VAT number: 100235722

(“the co-beneficiary”), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof. DSc, Zhuravkov, Michael; First Vice-Rector**

of the one part,

and

Riga Technical University [RTU]

²
₂

1, Kalkju Str. Riga, Latvia LV - 1658
VAT number: LV-90000068977

(“the co-ordinator”), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof., Dr. sc. ing. Bruno Grasmanis Vice-Rector for Research**

of the other part,

HAVE AGREED

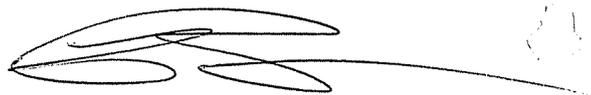
For the purposes of the implementation of the agreement **Development of Training Network for Improving Education in Energy Efficiency [ENERGY]** with the Education, Audiovisual and Culture Executive Agency,

The following:

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For the co-beneficiary

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**Prof. DSc, Zhuravkov, Michael;
First Vice-Rector**

I am legally authorised to represent the co-beneficiary

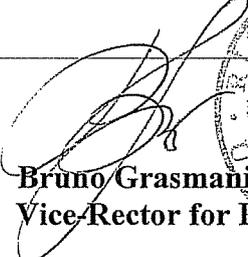
signature

Done at Minsk, 03.01.2012
OFFICIAL STAMP or SEAL of the co-beneficiary



In triplicate in English

For the co-ordinator


**Bruno Grasmanis
Vice-Rector for Research**

I am legally authorised to represent the co-ordinator

signature

Done at Riga, 20 January 2012
OFFICIAL STAMP or SEAL of the co-ordinator



Annex III

Mandate

Belarusian State Agrarian Technical University [BSATU]

99, Nezavisimosti Ave., 220023, Minsk, Belarus
VAT number: 100185315

("the co-beneficiary"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof. DSc, Kazarovets, Nikolay; Rector**

of the one part,

and

Riga Technical University [RTU]

1, Kalkju Str. Riga, Latvia LV - 1658

VAT number: LV-90000068977

("the co-ordinator"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof., Dr. sc. ing. Bruno Grasmanis Vice-Rector for Research**

of the other part,

HAVE AGREED

For the purposes of the implementation of the agreement **Development of Training Network for Improving Education in Energy Efficiency [ENERGY]** with the Education, Audiovisual and Culture Executive Agency,

The following:

1. The co-beneficiary grants power of attorney to the co-ordinator, to act in his name and for his account in signing the above-mentioned agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the co-beneficiary hereby mandates the co-ordinator to take full legal responsibility for the implementation of such an agreement.
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² Leave blank if the co-ordinator is a public-sector body



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5. A copy of this mandate shall be annexed to the above agreement and shall form an integral part of it.

SIGNATURES

For the co-beneficiary

I hereby confirm that we have read the whole application, including the financial details, and are aware of the specific role we will play in the project.

**Prof. DSc, Kazarovets, Nikolay;
Rector**

I am legally authorised to represent the co-beneficiary



signature

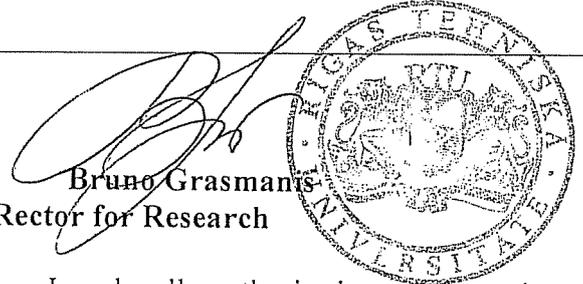
Done at Minsk, 01.02.2012
OFFICIAL STAMP or SEAL of the co-beneficiary



In duplicate in English

For the co-ordinator

**Bruno Grasmanis
Vice-Rector for Research**



I am legally authorised to represent the co-ordinator

signature

Done at Riga, 20 January 2012
OFFICIAL STAMP or SEAL of the co-ordinator



Annex III

Mandate

"Dunarea de Jos" University of Galati [ACRONYM: UDJG]

[official legal form]¹

[official registration No 105/20.03.1974]¹

[official address in full: 47 Domneasca St., 800008 Galati, Romania]

VAT number: 3127522

("the co-beneficiary"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof.dr.ing. Viorel Minzu, Rector**

of the one part,

and

Riga Technical University [Acronym: RTU]

[official legal form]²

[official registration No]²

[official address in full]

VAT number: LV-90000068977

1 Kalku Str. W1658, Riga, Latvia

("the co-ordinator"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof., Dr. sc. ing. Bruno Grasmanis Vice-Rector for Research**

of the other part,

HAVE AGREED

For the purposes of the implementation of the agreement **Development of Training Network for Improving Education in Energy Efficiency [Acronym: ENERGY]** with the Education, Audiovisual and Culture Executive Agency,

The following:

1. The co-beneficiary grants power of attorney to the co-ordinator, to act in his name and for his account in signing the above-mentioned agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the co-beneficiary hereby mandates the co-ordinator to take full legal responsibility for the implementation of such an agreement.
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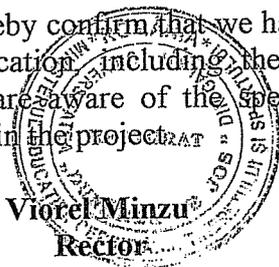
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SIGNATURES

For the co-beneficiary

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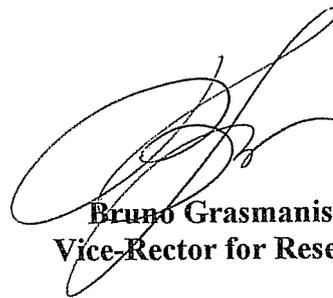
I am legally authorised to represent the co-beneficiary

signature

Done at Galati, 23 January 2012
OFFICIAL STAMP or SEAL of the
co-beneficiary

In triplicate in English

For the co-ordinator



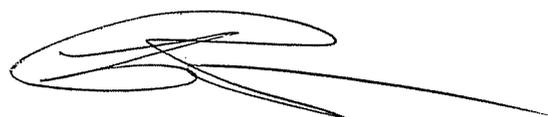
Bruno Grasmanis
Vice-Rector for Research



I am legally authorised to represent the co-ordinator

signature

Done at [Riga], [date] *6. 02. 2012*
OFFICIAL STAMP or SEAL of the
co-ordinator



Annex III**Mandate****Katholieke Hogeschool Brugge-Oostende v.z.w. [KHBO]**[official legal form]¹[official registration No]¹**Xaverianenstraat 10, B-8200 Brugge, Belgium**

VAT number: BE 0455 932 266

("the co-beneficiary"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **De Leersnyder Piet, Director**

of the one part,

and

Riga Technical University [Acronym: RTU][official legal form]²[official registration No]²**[official address in full]**

VAT number: LV-90000068977

4 Kolonu SAT. LV 1658, Rīga, Latvija

("the co-ordinator"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof., Dr. sc. ing. Bruno Grasmanis Vice-Rector for Research**

of the other part,

HAVE AGREED

For the purposes of the implementation of the agreement **Development of Training Network for Improving Education in Energy Efficiency [Acronym: ENERGY]** with the Education, Audiovisual and Culture Executive Agency,

The following:

1. The co-beneficiary grants power of attorney to the co-ordinator, to act in his name and for his account in signing the above-mentioned agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the co-beneficiary hereby mandates the co-ordinator to take full legal responsibility for the implementation of such an agreement.
2. The co-beneficiary hereby confirms that he has taken careful note of and accepts all the provisions of the above agreement with the Education, Audiovisual and Culture Executive Agency, in particular all provisions affecting the co-beneficiary and the co-ordinator. In particular, he acknowledges that, by virtue of this mandate, the co-

¹ Leave blank if the co-beneficiary is a public-sector body² Leave blank if the co-ordinator is a public-sector body


ordinator alone is entitled to receive funds from the European Union and distribute the amounts corresponding to the co-beneficiary's participation in the action.

3. The co-beneficiary hereby agrees to do everything in his power to help the co-ordinator to fulfil its obligations under the above agreement. In particular, the co-beneficiary hereby agrees to provide to the co-ordinator whatever documents or information may be required, as soon as possible after receiving the request from the co-ordinator.
4. The provisions of the above agreement, including this mandate, shall take precedence over any other agreement between the co-beneficiary and the co-ordinator which may have an effect on the implementation of the above agreement between the co-ordinator and the Education, Audiovisual and Culture Executive Agency.
5. A copy of this mandate shall be annexed to the above agreement and shall form an integral part of it.

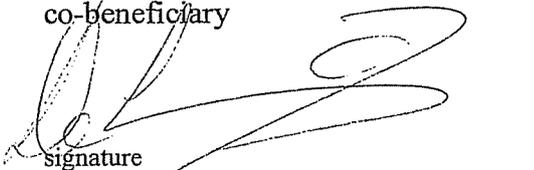
SIGNATURES

For the co-beneficiary

I hereby confirm that we have read the whole application, including the financial details, and are aware of the specific role we will play in the project.

De Leersnyder Piet
Director of KHBO v.z.w.

I am legally authorised to represent the co-beneficiary



signature

Done at Brugge, January 23th, 2012
OFFICIAL STAMP or SEAL of the co-beneficiary

In triplicate in English

103762 KHBO vzw
Katholieke Hogeschool Brugge-Oostende
Campus Oostende
Zeedijk 101 - 8400 Oostende

For the co-ordinator



Bruno Grasmanis
Vice-Rector for Research

I am legally authorised to represent the co-ordinator

signature

Done at Riga, [date] 06.02.2012
OFFICIAL STAMP or SEAL of the co-ordinator

Annex III

Mandate

[KHAZAR UNIVERSITY [KHAZAR]

[Private university]¹

official registration No 45, March 4, 1995¹

11, Mehseti street, Baki, AZ1096, Azerbaijan

VAT number: 1300090601

("the co-beneficiary"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof. Mahammad Nuriyev, Vice-rector for Academic Affairs**

of the one part,

and

Riga Technical University [RTU]

²

1, Kalkju Str. Riga, Latvia LV - 1658

VAT number: LV-90000068977

("the co-ordinator"), represented for the purposes of signature of this mandate,¹ by the legal representative authorised to act on its behalf **Prof., Dr. sc. ing. Bruno Grasmanis Vice-Rector for Research**

of the other part,

HAVE AGREED

For the purposes of the implementation of the agreement **Development of Training Network for Improving Education in Energy Efficiency [ENERGY]** with the Education, Audiovisual and Culture Executive Agency,

The following:

1. The co-beneficiary grants power of attorney to the co-ordinator, to act in his name and for his account in signing the above-mentioned agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the co-beneficiary hereby mandates the co-ordinator to take full legal responsibility for the implementation of such an agreement.
2. The co-beneficiary hereby confirms that he has taken careful note of and accepts all the provisions of the above agreement with the Education, Audiovisual and Culture Executive Agency, in particular all provisions affecting the co-beneficiary and the co-ordinator. In particular, he acknowledges that, by virtue of this mandate, the co-

¹ Leave blank if the co-beneficiary is a public-sector body

² Leave blank if the co-ordinator is a public-sector body

ordinator alone is entitled to receive funds from the European Union and distribute the amounts corresponding to the co-beneficiary's participation in the action.

3. The co-beneficiary hereby agrees to do everything in his power to help the co-ordinator to fulfil its obligations under the above agreement. In particular, the co-beneficiary hereby agrees to provide to the co-ordinator whatever documents or information may be required, as soon as possible after receiving the request from the co-ordinator.
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5. A copy of this mandate shall be annexed to the above agreement and shall form an integral part of it.

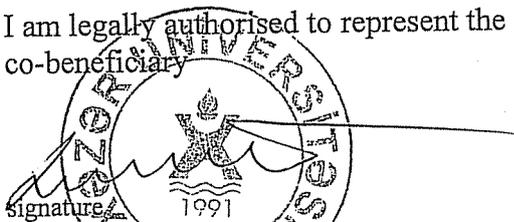
SIGNATURES

For the co-beneficiary

I hereby confirm that we have read the whole application, including the financial details, and are aware of the specific role we will play in the project.

Prof. Mahammad Nuriyev,
Vice-rector for Academic Affairs

I am legally authorised to represent the co-beneficiary



Done at Baku, January 26, 2012
OFFICIAL STAMP or SEAL of the co-beneficiary

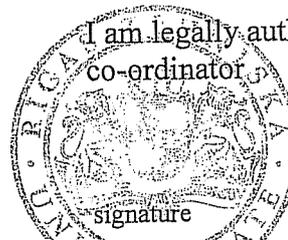
In triplicate in English

For the co-ordinator

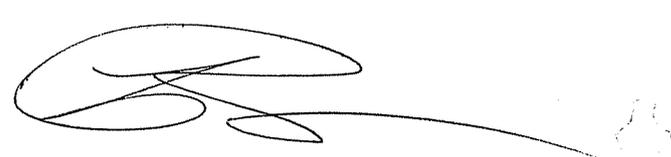


Bruno Grasmanis
Vice-Rector for Research

I am legally authorised to represent the co-ordinator



Done at Riga, 27 January 2012
OFFICIAL STAMP or SEAL of the co-ordinator



Annex III

1 - LV-TEMPUS - JPCR

Mandate

Lublin University of Technology [Acronym: POLLUB]

[official legal form]¹

[official registration No]¹

38D, Nadbystrzycka Street, 20-618 Lublin, Poland

VAT number: NIP PL- 7120104651

(“the co-beneficiary”), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof, Dr. sc. ing. Marek Opielak, Rector**

of the one part,

and

Riga Technical University [Acronym: RTU]

[official legal form]²

[official registration No]²

1, Kalku Str. off. 218

Riga, Latvia LV 1658

VAT number: LV-90000068977

(“the co-ordinator”), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof., Dr. sc. ing. Bruno Grasmanis Vice-Rector for Research**

of the other part,

HAVE AGREED

For the purposes of the implementation of the agreement **Development of Training Network for Improving Education in Energy Efficiency [Acronym: ENERGY]** with the Education, Audiovisual and Culture Executive Agency,

The following:

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¹ Leave blank if the co-beneficiary is a public-sector body

² Leave blank if the co-ordinator is a public-sector body



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5. A copy of this mandate shall be annexed to the above agreement and shall form an integral part of it.

SIGNATURES

For the co-beneficiary

For the co-ordinator

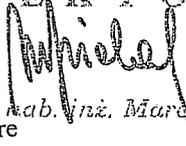
I hereby confirm that we have read the whole application, including the financial details, and are aware of the specific role we will play in the project.

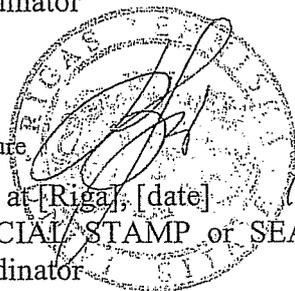
Marek Opielak
Rector

Bruno Grasmanis
Vice-Rector for Research

I am legally authorised to represent the
co-beneficiary

I am legally authorised to represent the
co-ordinator

RECTOR

Prof. dr hab. inż. Marek Opielak
signature


signature
Done at [Riga], [date] 16.02.2012
OFFICIAL STAMP or SEAL of the
co-ordinator

Done at [Lublin], [13.02.2012]
OFFICIAL STAMP or SEAL of the
co-beneficiary

In triplicate in English

Annex III

Mandate

National Aviation Academy [NAA]

¹
1

AZ 1045, Baku, Bina 25km, Azerbaijan
VAT number: 9900000831

("the co-beneficiary"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof. Ramiz Sadigov, Vice-rector on International Relations**

of the one part,

and

Riga Technical University [RTU]

²
2

1, Kalkju Str. Riga, Latvia LV - 1658
VAT number: LV-90000068977

("the co-ordinator"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof., Dr. sc. ing. Bruno Grasmanis Vice-Rector for Research**

of the other part,

HAVE AGREED

For the purposes of the implementation of the agreement **Development of Training Network for Improving Education in Energy Efficiency [ENERGY]** with the Education, Audiovisual and Culture Executive Agency,

The following:

1. The co-beneficiary grants power of attorney to the co-ordinator, to act in his name and for his account in signing the above-mentioned agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the co-beneficiary hereby mandates the co-ordinator to take full legal responsibility for the implementation of such an agreement.
2. The co-beneficiary hereby confirms that he has taken careful note of and accepts all the provisions of the above agreement with the Education, Audiovisual and Culture Executive Agency, in particular all provisions affecting the co-beneficiary and the co-ordinator. In particular, he acknowledges that, by virtue of this mandate, the co-

¹ Leave blank if the co-beneficiary is a public-sector body

² Leave blank if the co-ordinator is a public-sector body

ordinator alone is entitled to receive funds from the European Union and distribute the amounts corresponding to the co-beneficiary's participation in the action.

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5. A copy of this mandate shall be annexed to the above agreement and shall form an integral part of it.

SIGNATURES

For the co-beneficiary

For the co-ordinator

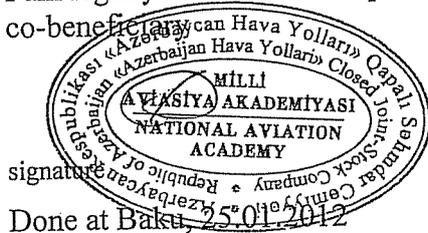
I hereby confirm that we have read the whole application, including the financial details, and are aware of the specific role we will play in the project.

Ramiz Sadigov
Vice-rector on International Relations

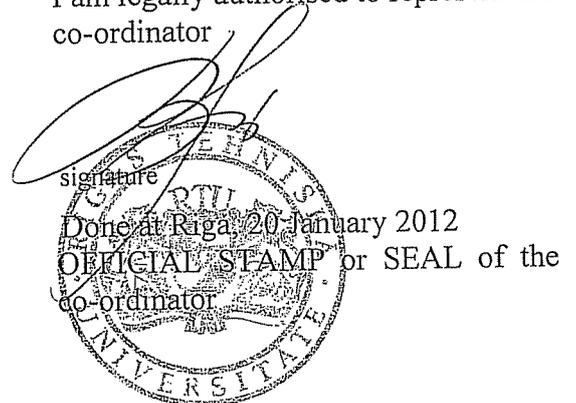
Bruno Grasmanis
Vice-Rector for Research

I am legally authorised to represent the co-beneficiary

I am legally authorised to represent the co-ordinator



OFFICIAL STAMP or SEAL of the co-beneficiary



In triplicate in English

Annex III**Mandate****Koszalin University of Technology (Politechnika Koszalińska) [TU-Koszalin]**[official legal form]¹[official registration No]¹**2, Sniadeckich street, Koszalin, PL 75-453, Poland**

VAT number: PL 6690505168

("the co-beneficiary"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof. Tadeusz BOHDAL, Vice-Rector for Research**

of the one part,

and

Riga Technical University [Acronym: RTU][official legal form]²[official registration No]²**[official address in full]**

VAT number: LV-90000068977

("the co-ordinator"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof., Dr. sc. ing. Bruno Grasmanis Vice-Rector for Research**

of the other part,

HAVE AGREED

For the purposes of the implementation of the agreement **Development of Training Network for Improving Education in Energy Efficiency [Acronym: ENERGY]** with the Education, Audiovisual and Culture Executive Agency,

The following:

1. The co-beneficiary grants power of attorney to the co-ordinator, to act in his name and for his account in signing the above-mentioned agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the co-beneficiary hereby mandates the co-ordinator to take full legal responsibility for the implementation of such an agreement.
2. The co-beneficiary hereby confirms that he has taken careful note of and accepts all the provisions of the above agreement with the Education, Audiovisual and Culture

¹ Leave blank if the co-beneficiary is a public-sector body

² Leave blank if the co-ordinator is a public-sector body



Executive Agency, in particular all provisions affecting the co-beneficiary and the co-ordinator. In particular, he acknowledges that, by virtue of this mandate, the co-ordinator alone is entitled to receive funds from the European Union and distribute the amounts corresponding to the co-beneficiary's participation in the action.

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5. A copy of this mandate shall be annexed to the above agreement and shall form an integral part of it.

SIGNATURES

For the co-beneficiary

For the co-ordinator

I hereby confirm that we have read the whole application, including the financial details, and are aware of the specific role we will play in the project.

[name/forename/function]
Prof. Tadeusz BOHDAL,
Vice-Rector for Research

Bruno Grasmanis
Vice-Rector for Research

I am legally authorised to represent the co-beneficiary

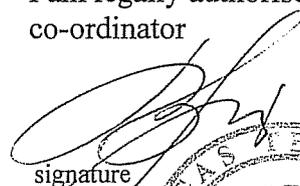
I am legally authorised to represent the co-ordinator

PROREKTOR
ds. Nauki i Współpracy z Gospodarką

prof. dr hab. inż. Tadeusz Bohdal

signature

Done at Koszalin, February 07, 2012
OFFICIAL STAMP or SEAL of the co-beneficiary



signature

Done at Riga, 15-02-2012
OFFICIAL STAMP or SEAL of the co-ordinator



In triplicate in English

POLITECHNIKA KOSZALIŃSKA
75-453 Koszalin, ul. Śniadeckich 2
tel. (094) 347-86-26, 342-60-20; fax (094) 346-03-74
REGON 000001703, NIP 669-050-51-68



Annex III

Mandate

QAFQAZ UNIVERSITY [QU]

Private University¹

official registration No 203¹

Baku - Sumgayit Highway, 16th km., AZ0101, Khirdalan, Azerbaijan

VAT number: 1300325511

("the co-beneficiary"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof. Dr. Ahmet Sanic, Rector**

of the one part,

and

Riga Technical University [RTU]

²

1, Kalkju Str. Riga, Latvia LV - 1658

VAT number: LV-90000068977

("the co-ordinator"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof., Dr. sc. ing. Bruno Grasmanis Vice-Rector for Research**

of the other part,

HAVE AGREED

For the purposes of the implementation of the agreement **Development of Training Network for Improving Education in Energy Efficiency [ENERGY]** with the Education, Audiovisual and Culture Executive Agency,

The following:

1. The co-beneficiary grants power of attorney to the co-ordinator, to act in his name and for his account in signing the above-mentioned agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the co-beneficiary hereby mandates the co-ordinator to take full legal responsibility for the implementation of such an agreement.
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² Leave blank if the co-ordinator is a public-sector body



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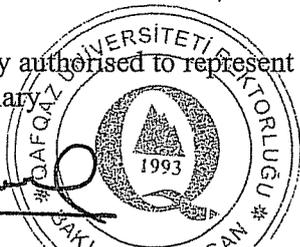
SIGNATURES

For the co-beneficiary

I hereby confirm that we have read the whole application, including the financial details, and are aware of the specific role we will play in the project.

Prof. Dr. Ahmet Sanic, Rector

I am legally authorised to represent the co-beneficiary

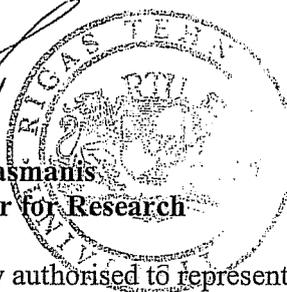


signature

Done at Khirdalan, 20 January 2012
OFFICIAL STAMP or SEAL of the co-beneficiary

In triplicate in English

For the co-ordinator



Bruno Grasmann
Vice-Rector for Research

I am legally authorised to represent the co-ordinator

signature

Done at Riga, 20 January 2012
OFFICIAL STAMP or SEAL of the co-ordinator



Annex III

Mandate

Tallinn University of Technology [ACRONYM TTU][official legal form]¹ID No 74000323¹**Ehitajate tee 5, 19086 Tallinn, Estonia**

VAT number: EE100224841

("the co-beneficiary"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Vice-Rector for Academic Affairs Professor Kalle Tammemäe**

of the one part,

and

Riga Technical University [Acronym: RTU][official legal form]²[official registration No]²**[official address in full]**

VAT number: LV-90000068977

1 Kalku Str. Nr 1658, Riga, Latvia

("the co-ordinator"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof., Dr. sc. ing. Bruno Grasmanis Vice-Rector for Research**

of the other part,

HAVE AGREED

For the purposes of the implementation of the agreement **Development of Training Network for Improving Education in Energy Efficiency [Acronym: ENERGY]** with the Education, Audiovisual and Culture Executive Agency,

The following:

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¹ Leave blank if the co-beneficiary is a public-sector body² Leave blank if the co-ordinator is a public-sector body


ordinator. In particular, he acknowledges that, by virtue of this mandate, the co-ordinator alone is entitled to receive funds from the European Union and distribute the amounts corresponding to the co-beneficiary's participation in the action.

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SIGNATURES

For the co-beneficiary

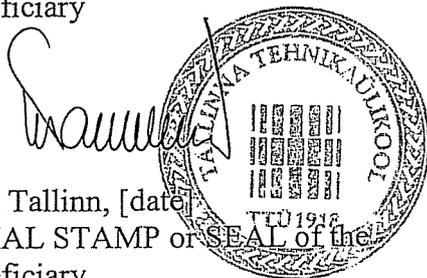
I hereby confirm that we have read the whole application, including the financial details, and are aware of the specific role we will play in the project.

Kalle Tammemäe
Vice-Rector for Academic Affairs

I am legally authorised to represent the co-beneficiary

signature

Done at Tallinn, [date]
OFFICIAL STAMP or SEAL of the
co-beneficiary



For the co-ordinator



Bruno Grasmanis
Vice-Rector for Research

I am legally authorised to represent the co-ordinator

signature

Done at [Riga], [date] 06.02.2012
OFFICIAL STAMP or SEAL of the
co-ordinator

In triplicate in English

Annex III

Mandate

University of Pristina - Kosovska Mitrovica [UPKM]

[official legal form]¹

[official registration No]¹

Filipa Višnjica b.b.

38220 Kosovska Mitrovica

Kosovo 1244UNSC

R. Serbia

VAT number: 102076316

("the co-beneficiary"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **prof. Dr. Zdravko Vitosevic, Rector**

of the one part,

and

Riga Technical University [RTU]

2

1, Kalku Str. Riga, Latvia LV - 1658

VAT number: LV-90000068977

("the co-ordinator"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof., Dr. sc. ing. Bruno Grasmanis Vice-Rector for Research**

of the other part,

HAVE AGREED

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¹ Leave blank if the co-beneficiary is a public-sector body

² Leave blank if the co-ordinator is a public-sector body



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SIGNATURES

For the co-beneficiary

For the co-ordinator

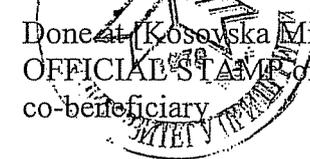
I hereby confirm that we have read the whole application, including the financial details, and are aware of the specific role we will play in the project.

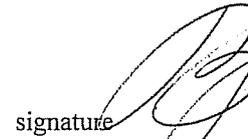
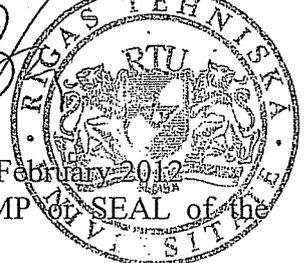
prof. Dr. Zdravko Vitosevic, Rector

**Bruno Grasmanis
Vice-Rector for Research**

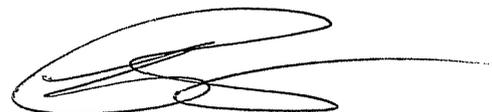
I am legally authorised to represent the co-beneficiary

I am legally authorised to represent the co-ordinator

signature 
Done at [Kosovska Mitrovica], [24.01.2012]
OFFICIAL STAMP or SEAL of the co-beneficiary 

signature 
Done at Riga, 17 February 2012
OFFICIAL STAMP or SEAL of the co-ordinator 

In triplicate in English



Annex III

Mandate

Vilnius University [VU]

¹
1

Universiteto g. 3, Vilnius, Lithuania LT-01513

VAT number: LT-119508113

("the co-beneficiary"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof. Benediktas Juodka, Rector**

of the one part,

and

Riga Technical University [RTU]

²
2

1, Kalkju Str. Riga, Latvia LV - 1658

VAT number: LV-90000068977

("the co-ordinator"), represented for the purposes of signature of this mandate, by the legal representative authorised to act on its behalf **Prof., Dr. sc. ing. Bruno Grasmanis Vice-Rector for Research**

of the other part,

HAVE AGREED

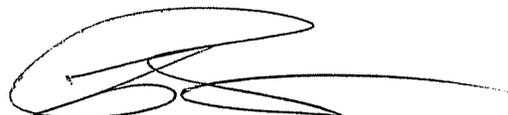
For the purposes of the implementation of the agreement **Development of Training Network for Improving Education in Energy Efficiency [ENERGY]** with the Education, Audiovisual and Culture Executive Agency,

The following:

1. The co-beneficiary grants power of attorney to the co-ordinator, to act in his name and for his account in signing the above-mentioned agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the co-beneficiary hereby mandates the co-ordinator to take full legal responsibility for the implementation of such an agreement.
2. The co-beneficiary hereby confirms that he has taken careful note of and accepts all the provisions of the above agreement with the Education, Audiovisual and Culture Executive Agency, in particular all provisions affecting the co-beneficiary and the co-ordinator. In particular, he acknowledges that, by virtue of this mandate, the co-

¹ Leave blank if the co-beneficiary is a public-sector body

² Leave blank if the co-ordinator is a public-sector body



ordinator alone is entitled to receive funds from the European Union and distribute the amounts corresponding to the co-beneficiary's participation in the action.

3. The co-beneficiary hereby agrees to do everything in his power to help the co-ordinator to fulfil its obligations under the above agreement. In particular, the co-beneficiary hereby agrees to provide to the co-ordinator whatever documents or information may be required, as soon as possible after receiving the request from the co-ordinator.
4. The provisions of the above agreement, including this mandate, shall take precedence over any other agreement between the co-beneficiary and the co-ordinator which may have an effect on the implementation of the above agreement between the co-ordinator and the Education, Audiovisual and Culture Executive Agency.
5. A copy of this mandate shall be annexed to the above agreement and shall form an integral part of it.

SIGNATURES

For the co-beneficiary

I hereby confirm that we have read the whole application, including the financial details, and are aware of the specific role we will play in the project.

Benediktas Juodka
Rector

I am legally authorised to represent the co-beneficiary

signature

Done at Vilnius, 27 January 2012
OFFICIAL STAMP or SEAL of the
co-beneficiary



In triplicate in English

For the co-ordinator


Bruno Grasmanis
Vice-Rector for Research

I am legally authorised to represent the co-ordinator

signature

Done at Riga, 20 January 2012
OFFICIAL STAMP or SEAL of the
co-ordinator



ANNEX IV

Technical implementation reports and financial statements to be submitted

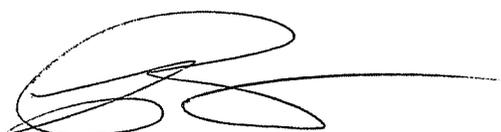
The implementation reports, summary reports for publication, financial statements and other documents must be submitted by the beneficiary in the language of the grant agreement in accordance with the templates, the instructions and guidelines for the use of the grant provided on the Tempus website:

http://eacea.ec.europa.eu/tempus/beneficiaries/beneficiaries_tempus4_en.php

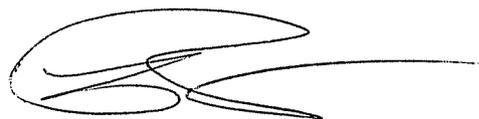
Reports and Pre-financing		Deadlines
Intermediate Report:	<ul style="list-style-type: none">• Report on implementation of the project (IR)• summary report for publication• statement of the costs incurred and request for payment	when 70% of the 1st pre-financing has been disbursed and not later than half way through the eligibility period
Final Report:	<ul style="list-style-type: none">• final report on implementation of the project (FR)• summary report for publication• financial statement and request for payment, including the financial tables for each budget heading• for grants of EUR 750 000 or more, by an external audit report on the action's financial statements and underlying accounts	two months after the end of the eligibility period

Supporting documents (copies, not originals) to be submitted with the Final Report include:

- Invoices related to purchase of equipment where the cost exceeds EUR 25.000
- Invoices and contracts related to subcontractors (Other Costs) whether academic or administrative (individuals, companies) if the cost exceeds EUR 25.000



ANNEX V
List of co-beneficiaries

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

ANNEX V - List of co-beneficiaries

530379-TEMPUS-1-2012-1-LV-TEMPUS-JPCR

Co-beneficiary Institutions	City	Country
Belarusian National Technical University	Minsk	BY
Belarusian State University	Minsk	BY
Belarussian State Agrarian Technical University	Minsk	BY
"Dunarea de Jos" University of Galati	Galati	RO
Katholieke Hogeschool Brugge-Oostende	Oostende	BE
Khazar University	Baku	AZ
Lublin University of Technology	Lublin	PL
National Aviation Academy of Azerbaijan	Baku	AZ
Politechnika Koszalińska	Koszalin	PL
Qafqaz University	Baku	AZ
Tallinn University of Technology	Tallinn	EE
UNIVERSITY OF MITROVICA	Kosovo	XK
Vilnius University	Vilnius	LT
Co-ordinator	City	Country
Riga Technical University	Riga	LV

