



Education, Audiovisual and Culture Executive Agency

Erasmus+: Higher Education - International Capacity Building

GRANT AGREEMENT FOR AN ACTION WITH MULTIPLE BENEFICIARIES

Mixed financing (reimbursement based on percentage of eligible costs and lump sum(s) and/or unit contribution(s))

AGREEMENT NUMBER – 2015 - 3675 / 001 - 001

Project reference number - 561525-EPP-1-2015-1-LV-EPPKA2-CBHE-JP

The **Education, Audiovisual and Culture Executive Agency** (hereinafter referred to as “the Agency”), acting under powers delegated by the European Commission (hereinafter referred to as “the Commission”) represented for the purposes of signature of this Agreement by Mr Ralf Rahders Head of Unit Erasmus+: Higher Education - International Capacity Building,

on the one part,

and

RIGAS TEHNISKA UNIVERSITATE

KALKU IELA 1,

LV - 1658 RIGA,

hereinafter referred to as “the coordinator”, represented for the purposes of signature of this Agreement by **Leonids Ribickis**, the legal representative,

and the beneficiaries listed in Annex IV

duly represented by the coordinator by virtue of the mandates included in Annex IV for the signature of this Agreement, hereinafter referred to collectively as “the beneficiaries”, and individually as “beneficiary” for the purposes of this Agreement where a provision applies without distinction between the coordinator or another beneficiary,

on the other part,

Whereas the Commission has taken the decision C(2013) 8550 of 04.12.2013 authorising the use of lump sums, reimbursement on the basis of unit costs and flat-rate financing under the Erasmus+ Programme and the decision C(2014) 6158 of 03.09.2014 authorising the use of reimbursement on the basis of unit costs for Erasmus+ Programme-International dimension of higher education financed by Heading 4 funds;

HAVE AGREED

to the Special Conditions (hereinafter referred to as “the Special Conditions”) and the following Annexes:

- Annex I Description of the action
- Annex II General Conditions (hereinafter referred to as “the General Conditions”)
- Annex III Estimated budget of the action
- Annex IV List of beneficiaries and Mandates provided to the coordinator by the other beneficiaries
- Annex V Model Technical implementation report(s)
- Annex VI Model Financial statement(s)
- Annex VII Guidance notes – Report of Factual Findings on the Final Financial Report – Type II
- Annex VIII Model terms of reference for the operational verification report: not applicable

which form an integral part of this Agreement, hereinafter referred to as "the Agreement".

The terms set out in the Special Conditions shall take precedence over those set out in the Annexes.

The terms of Annex II "General Conditions" shall take precedence over the other Annexes.

SPECIAL CONDITIONS

ARTICLE I.1 – SUBJECT MATTER OF THE AGREEMENT

A European Union grant is awarded, under the terms and conditions set out in the Special Conditions, the General Conditions and the other Annexes to the Agreement, for the action entitled **Improvement of master-level education in the field of physical sciences in Belorussian universities** ("the action") as described in Annex I.

With the signature of the Agreement, the beneficiaries accept the grant and agree to implement the action, acting on their own responsibility.

ARTICLE I.2 – ENTRY INTO FORCE OF THE AGREEMENT AND DURATION OF THE ACTION

I.2.1 The Agreement shall enter into force on the date on which the last party signs.

I.2.2 The action shall run for **36 months** as of **15-10-2015** ("the starting date of the action") and shall end on **14-10-2018**.

ARTICLE I.3 - MAXIMUM AMOUNT AND FORM OF THE GRANT

The grant shall be of a **maximum amount of EUR 660.576,00** and shall take the form of:

- (a) **The reimbursement of 100 % of the eligible costs of the action ("reimbursement of eligible costs"), which are:**
 - (i) **actually incurred ("reimbursement of actual costs") for the following categories of costs indicated in Annex III: Equipment costs, Costs for Subcontracting**
 - (ii) *reimbursement of unit costs: not applicable*
 - (iii) *reimbursement of lump sum costs: not applicable*
 - (iv) *declared on the basis of a flat-rate of 7 % of the eligible direct costs ("reimbursement of flat rate costs") to cover the indirect costs: not applicable*
- (b) **Unit contribution: reimbursement of unit costs for the following categories of costs indicated in Annex III: Staff Costs, Travel Costs and Costs of Stay**
- (c) *Lump sum[s] contribution: not applicable*
- (d) *Flat-rate contribution: not applicable.*

ARTICLE I.4 – ADDITIONAL PROVISIONS ON REPORTING, PAYMENTS AND PAYMENT ARRANGEMENTS

I.4.1 Reporting periods, payments and additional supporting documents

In addition to the provisions set out in Articles II.23 and II.24, the following reporting and payment arrangements shall apply:

- Upon entry into force of the Agreement, a pre-financing payment of 50 % of the maximum amount specified in Article I.3 shall be paid to the coordinator.

Progress report on implementation of the action

- By way of derogation from Article II.23.1 paragraph 3, a progress report on implementation of the action as specified in Annex V shall be submitted at the latest half way through the eligibility period set out in Article I.2.2.

Further pre-financing payment

- By way of derogation from Article II.23.1 paragraph 3, a second pre-financing payment of 40 % of the maximum amount specified in Article I.3 shall be paid to the coordinator, subject to the following conditions:
 - o having used at least 70 % of the previous pre-financing instalment paid;
 - o the receipt of the Statement of the cost incurred and the Request for payment as specified in Annex VI;
 - o the receipt of the above-mentioned progress report on implementation of the action as specified in Annex V.

Payment of the balance

- Sole reporting period from **15-10-2015** to the end of the period set out in Article I.2.2.: the balance shall be paid to the coordinator, in accordance with Article II.23.2 (a) to (c) and all other accompanying documents mentioned under the section "Other supporting documents" of this Article.

Other supporting documents

The request for payment of the balance shall be accompanied by a certificate on the financial statements and underlying accounts ("Report of Factual Findings on the Final Financial Report – Type II") as set out in Annex VII. By way of derogation from Article II.23.2 (d) of the General Conditions, this certificate has to be provided in all cases independent from the amount indicated as total contribution in the form of reimbursement of actual costs as referred to in Article I.3 (a).

I.4.2 Time limit for payments

The time limit for the Agency to make the payment of the balance is 60 days.

I.4.3 Language of requests for payments, technical reports and financial statements

All requests for payments, technical reports and financial statements shall be submitted in English, French or German, preferably in the language of this Agreement, indicating the number of the Agreement and the Project reference number.

ARTICLE I.5 – BANK ACCOUNT FOR PAYMENTS

All payments shall be made to the coordinator's bank account, denominated in euro¹, 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 code: **LV82TREL915017609100B**

ARTICLE I.6 - DATA CONTROLLER AND COMMUNICATION DETAILS OF THE PARTIES

I.6.1 Data controller

The entity acting as a data controller according to Article II.6 shall be the person who is representing the Agency for the purposes of the signature of this Agreement.

I.6.2 Communication details of the Agency

Any communication addressed to the Agency shall be sent to the following address:

Education, Audiovisual and Culture Executive Agency
Mr Ralf Rahders
Unit A4 - Erasmus+: Higher Education - International Capacity Building
BOUR 02/17
1, Avenue du Bourget
BE-1049 Brussels

E-mail address: EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu

I.6.3 Communication details of the beneficiaries

Any communication from the Agency to the beneficiaries shall be sent to the following address:

Anatolijs Zabasta
RIGAS TEHNISKA UNIVERSITATE
KALKU IELA 1,
LV - 1658 RIGA

Any changes to these contact details shall be communicated in writing to the Agency following the provisions set out in Article II.2.

¹ Except in the case of bank accounts in countries that do not accept euro transactions.

ARTICLE I.7 – ADDITIONAL PROVISIONS ON USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)

In addition to the provisions of Article II.8 of the General Conditions, if the beneficiaries produce materials under the scope of the project, such materials must be made available for the public, in digital form, freely accessible through the Internet under open licenses.

The beneficiaries must also warrant that the Agency and the Commission has the rights to:

- communicate the results of the action by any other types of communication not specified in the General Conditions;
- edit or re-write in another way the results of the action, including shortening, summarising, modifying the content, correcting technical errors in the content;
- cut, insert meta-data, legends or other graphic, visual, audio or word elements in the results of the action;
- extract a part (e.g. audio or video files) of, divide into parts or compile the results of the action;
- prepare derivative works of the results of the action;
- translate, insert subtitles in, dub the results of the action in all official languages of EU;
- authorise or sub-licence the modes of exploitation set out above to third parties;

The Agency and the Commission shall have the rights of use specified in the General Conditions and set out above for the whole duration of the industrial or intellectual property rights concerned.

ARTICLE I.8 – SPECIAL PROVISIONS ON BUDGET TRANSFERS

By way of derogation from the first subparagraph of Article II.22 of the General Conditions, the coordinator may, in agreement with the beneficiaries, when carrying out the action, adjust the estimated budget by transfers between categories of eligible costs, provided that this adjustment of expenditure does not affect the implementation of the action and the transfer between categories does not exceed 10% of the amount of each category of estimated eligible costs for which the transfer is intended, and without exceeding the total eligible costs indicated in Article I.3 (a).

ARTICLE I.9 – SETTLEMENT OF DISPUTES WITH NON EU BENEFICIARIES

By way of derogation from Article II.18.2, where a beneficiary is legally established in a country other than a Member State of the European Union (the 'non EU beneficiary'), the Agency and/or the Union and/or the non EU beneficiary may bring before the Courts of Brussels any dispute between the Agency and/or the Union and the non EU beneficiary concerning the interpretation, application or validity of the Agreement, if such dispute cannot be settled amicably. In such case where one party (i.e. the Agency, the Union or the non EU beneficiary) has brought proceedings before the Courts of Brussels concerning the interpretation, application or validity of the Agreement, the other party may not bring a claim arising from the interpretation, application or validity of the Agreement in any other court than the Courts of Brussels already seized.

ARTICLE I.10 – OTHER SPECIAL CONDITIONS

The following additional special conditions apply to this Agreement:

I.10.1 Additional provisions on award of contracts and subcontracting

In addition to the provisions set out in Article II.9 and Article II.10 of the General Conditions, where the value of a contract awarded in accordance with those Articles is over EUR 25.000 and less than EUR 134.000, the beneficiaries shall launch a tendering procedure and obtain competitive offers from at least three suppliers and retain the one offering best value for money, observing the principles of

transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests. Where the value of a contract awarded in accordance with those Articles exceeds EUR 134.000, national legislation will be applicable.

The beneficiaries may not split the purchase of equipment into smaller contracts below the threshold. The co-ordinator must clearly document the tendering procedure and retain the documentation in particular for audit purposes in accordance with Article II.27 of the General Conditions.

I.10.2 Special provisions on the conversion of costs incurred in another currency into euro

The co-ordinator shall submit the payment requests in accordance with Article I.4, including the underlying financial statements, in euros.

By way of derogation from Article II.23.4 of the General Conditions, any conversion into euro of actual costs incurred in other currencies shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on its website (http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm) applicable:

1. on the month of the first pre-financing for all costs incurred until the second pre-financing is received and
2. on the month of the receipt of the second pre-financing for all costs incurred until the end of the project.

I.10.3 Depreciation

By way of derogation from Article II.19.2 (c) of the General Conditions, and considering the particular nature of the Erasmus+ Programme - Capacity Building in the field of higher education, 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. Depreciation costs shall be considered ineligible.

I.10.4 Ineligible costs

In addition to Article II.19.4 of the General Conditions, 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;
- costs of premises (purchase, rent, heating, maintenance, repairs etc.).
- costs linked to the purchase of real estate;
- expenses for activities - and related travel - that are not carried out in the project beneficiaries' country (see Annex IV), unless listed as an eligible activity in the Guidelines for the Use of the Grant or explicit prior authorisation has been granted by the Agency;
- depreciation costs (see Art.I.10.3).

I.10.5 Partnership agreement

Detailed implementation modalities covering the various financial, technical and legal aspects of the project must be agreed upon by the beneficiaries and formalised in a partnership agreement to be signed by all beneficiaries at the beginning of the project.

This partnership agreement should be consistent with the provisions as laid out in this Agreement. The Agency provides a template with core elements that might help to draw this partnership agreement.

A copy of this partnership agreement will have to be provided to the Agency within 6 months of the signature of this Agreement. Where the beneficiaries have failed to submit this partnership agreement, the provisions set out in Article II.16.3.1 (c) of the General Conditions will apply.

I.10.6 Penalties in the case of poor, partial or late implementation

For the purpose of poor, partial or late implementation as provided for in Article II.25.4 of the General Conditions, and in a total of maximum 100 points, the reduction of the grant initially provided for will be of:

- 25% if the project scores at least 40 points and below 50 points;
- 35% if the project scores at least 30 and below 40 points;
- 55% if the project scores at least 20 and below 30 points;
- 75% if the project scores below 20 points.

I.10.7 Meetings

Representatives of the co-ordinator involved in the action must participate, if convened, in up to 2 meetings per year organised by the Agency. The corresponding travel and costs of stay may be covered by this Agreement.

I.10.8 Dissemination and exploitation of results

Beneficiaries of grants under the Erasmus+ programme have the duty to ensure that the work undertaken within the framework of this Agreement and the results accruing from it receive substantial visibility.

The co-ordinator must pay specific attention to the importance of dissemination, exploitation of results of the action and to their visibility at a transnational level.

In this respect, the coordinator must:

- create and maintain (at least during the project lifetime) a website for the action. The website must be kept up-to-date with at least: a description of the project, the contact details of the co-ordinator, the list of beneficiaries, mention of the European Union's financial support with the relevant logo (see Article I.10.9 below) and access to all results, as and when they become available.
- provide during the project lifetime the Agency and/or the Commission with the information requested in order to promote the Erasmus+ Programme and disseminate the results. This may include answering questionnaires and entering data into databases.

I.10.9 Publicity obligations

a) For the purpose of the application of Article I.10.8 and II.7 of this Agreement, relating to the publicity and use of the relevant logo, the beneficiaries shall follow the instructions available on the following Internet website: https://eacea.ec.europa.eu/about-eacea/visual-identity_en.

b) Obligations of the beneficiaries

Information requirements: The beneficiaries shall inform the public, press and media of the action (internet included); which must, in conformity with Article II.7, visibly indicate “with the support of the Erasmus+ Programme of the European Union” as well as the graphic logos.

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).

Authorisation to use the logos described in point a) implies no right of exclusive use and is limited to this Agreement.

I.10.10 Penalties in the case of non-compliance with publicity obligations

The obligation to comply with the publicity provision set out in Article II.7 of the General Conditions constitutes a substantial obligation. Without prejudice to the right to terminate the grant, in case of failure to fulfil this obligation, the Agency may apply a 20% reduction of the grant initially provided for.

I.10.11 Cooperation obligation

Considering that the Agency cooperates with some bodies for the management of the Erasmus+ Programme, in particular with the EU Delegations and for those countries concerned the National Erasmus+ Offices (NEO), 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.10.12 Regional coverage

In accordance with EU policy, this Agreement shall not apply to the geographic areas that came under the administration of the State of Israel after 5th June 1967. This position should not be construed as prejudicing Israel's principled position on this matter. Accordingly, the Parties agree that the application of this Agreement is without prejudice to the status of those areas.

SIGNATURES

For the coordinator
Leonids Ribickis
Function:

For the Agency
Ralf RAHDERS
Head of Unit

Signature
Done at, date

Signature
Done at Brussels,

In duplicate in English

ANNEX I

Description of the action



Erasmus+

Application Form

Selection: 2015

KA2 – Cooperation for innovation and the exchange of good practices –

Capacity Building in the field of Higher Education

Call for Proposal EAC/A04/2014

Improvement of master-level education in the field of physical sciences in Belorussian universities", Acronym: "Physics"

DETAILED DESCRIPTION OF THE PROJECT

(To be attached to the eForm)

Version 1 – 1.10.2014

PART E - Project characteristics and relevance

E.1. Why does the consortium wish to undertake this project?

Please outline the motivation behind your project, clearly identifying the specific needs or problem/s which it intends to solve. Explain how the project proposal fits within the development strategies of the Partner Countries involved and how it addresses the priorities defined at national / regional level. Also explain why this/these problem/s were selected instead of others. In particular, explain how the area of intervention has been explored to guarantee that the project is offering something new compared to the existing situation. Where applicable, explain any synergy with other EU initiatives should be highlighted (limit 5000 characters).

Striving to reform Belarussian high education system according to the Bologna process, the Ministry of Education of Belarus set the target for HEIs to reform curricula from the existing system "5 plus 1" to the system "4 plus 2", which should comply with the Bologna system principles, in the area of physical sciences. Since academic year 2014, according to Regulation Nr.389 of May 2012 of the Ministry of Education, HEIs have to start teaching according to a 4 years program for the first stage of higher education.

However, decreasing a training period from 5 to 4 years for physics and engineering specialists causes a certain risk providing an impact on the labour market. First of all, it is a challenge for research institution and enterprises due to supply of specialists with a qualification different from that of the previous graduates. Before Ministry of Education planned proportion of 5 and 6 year specialists in physics specialities as 90% and 10% that conformed labour market tendencies. By now, 5-years trained specialist qualification meets industry requirements, but specialists with 6-years training cycle were requested mostly by universities and small part of research institutions. However, in EU countries a proportion between professional bachelors and professional masters significantly differs, for example in Baltic countries it is about 70% and 30% (depending on the industry), therefore, the labour market in EU countries is focusing on professional masters graduates in much higher degree than in Belarus, which maintains former Soviet education system.

The project will address mentioned problem in one of the regional and Belarussian national subject areas - physical sciences. The project will focus on a curricula modernisation in the field of functional nanomaterials production and nanotechnology, including photonics. As nanotechnology (including photonic and other functional nanomaterials production) is one of the main European (and worldwide) topics of increasing importance, development of new study-programs, courses and new didactic materials for training of master-students in this direction of physics will be the binding factor to work in cooperation with the partners involved. The common interest in development of new function nanomaterials will motivate and bind academic staff, researchers and industrial partners to cooperate for improving the study programs, course and laboratory work topics for master-level students.

Learning and teaching methodologies and pedagogical approaches, including learning outcomes and ICT based practices (inter alia, flexible learning, blended courses, virtual and real mobility, practical placement) will be developed and validated during the project.

Labour market needs will be taken into account during elaboration, testing and accreditation of new training programs. Modernised master-students study programs with 2-years training cycle will be tested during two years: one year during the project, the second year after the project will be finished.

The consortium provides sufficient knowledge in the field of curricula reform projects management (RTU), in the field of labour market analysis and forecast (Ministry of Education), in the field of physics specialists (nanomaterials, photonics, applied physics) education and training (EU and BY universities and two professional associations), in the field of education and training according to the ET2020 strategy (all EU universities involved). Moreover, one partner RTU, has its experience in the transition from the previous Soviet education system to Bologna.

The project will contribute in the Education and Training 2020 strategy (ET2020), a part of the Europe 2020 strategy, designed to promote growth and jobs in Europe, as well as contributing to the development of skills for the labour market.

The project is the first one in Belarus that addresses a transition from the existing system "5 plus 1" to

the system “4 plus 2” in the field of physics and particular in the field of nanotechnologies and photonics specialities, including a research and analysis of the interaction between a reformation of curricula and the demands as required by the labour market. This research is planned in interaction with HEIs, NGOs, industry and Ministries.

Please describe briefly how your project proposal was prepared (e.g., capitalising on previous experiences, based on achieved outcomes in former projects, following previous cooperation amongst the consortium members, etc.) (limit 1000 characters).

In year 2012 three Belarussian universities namely, BSU, BNTU and BSATU, started to reform curricula in the sphere of energy saving technologies in the frame “ENERGY” project. Belarussian universities together with EU countries developed compatible courses for undergraduate students, researches and scientists. New developed courses have been tested and the courses accreditation process has been implemented by the Partner’ universities.

Furthermore, a new project aims to deepen and strengthen the curricula reform. Unlike the previous project it will address new training programs for practice-oriented master-level students complying with Bologna system principles and labour market requirements. Based on the acquired experience, the new project will broaden the number of beneficiary-universities, involving industry, professional associations and Ministries representatives working in the sphere of Education of Belarus.

If your proposal is based on the results of one or more previous projects / networks, please provide precise references to this / these project(s) / network(s) in the table below.

Reference number	530379-TEMPUS-1-2012-1-LV-TEMPUS-JP		
Project dates (year started and completed)	15.10.2012 – 14.10.2015	Programme or initiative	TEMPUS
Title of the project	Development of Training Network for Improving Education in Energy Saving, achronim ENERGY		
Coordinating organisation	Riga Technical University, Latvia		
Website	http://energy.rtu.lv , http://e-energy.rtu.lv		
Password / login if necessary for website	“participants-only” for web participants part “Documentation”		
<i>Please summarise the project outcomes and describe (a) how the new proposal seeks to build on them and, (b) how ownership / copyright issues are to be dealt with (limit 1000 characters).</i>			
<p>Development of mutual recognized study programs and courses for undergraduates’ students in EU-partner HEIs, was implemented with the support of EU universities in the project Energy. Accreditation of the courses is implemented by EU-partner universities, but accreditation of the programs by Ministries is in a line with the usual accreditation process.</p> <p>The main outcomes: new 10 courses for undergraduate students in the field of energy saving; 10 electronic books; a network of EU and Partner universities teaching/ academics/ technical staff; awareness about different cultures and education systems. Based on Energy project outcomes, Belarussian HEIs are encouraged to achieve more comprehensive targets: to move from development of particular undergraduate courses to master-level programs development and accreditation.</p>			

Please copy and paste tables as necessary.

E.2. Rationale for the setting-up of the consortium

Please explain why the selected partners are best suited to participate in this European project. Describe innovative and or complementary skills, expertise and competences within the consortium directly relating to the planned project activities. If associated partners are involved, please explain their role in the project and the added value to the consortium (limit 3000 characters).

The consortium consists of 10 partners. Each of them has knowledge, competences and tools that all together compose full range of factors necessary for successful process of the project and achieving of its aims.

BSU, as a leading university in Belarus, participates in formulation of the initial ideology of the project design, in working-out of the general strategy for achievement of the principal and specific objectives. It is recognised as a leader in training of the specialists in the field of functional nanomaterials (for solar cells, energy saving, nanoelectronics, sensors and transducers, etc.) and photonics (optoelectronics, nanophotonics, laser physics, etc.) and energy effective materials.

RTU has experience of international consortium management, has awareness of Belarussian education system and has successful experience of transition from Soviet education scheme to EU study programs in three levels. RTU is experienced research in education sphere as project-based learning, on-line courses, virtual laboratory development learning.

KU Leuven is Belgium's largest and highest-ranked university and one of the oldest and most renowned European universities. Its team has experience and competences, necessary for creation of innovative ICT based teaching/learning environment, obtained for e-learning in science and technology via a Common Learning Platform in a lifelong learning projects and in Course Modules with multimedia oriented projects.

Teaching and research interests and expertise of both KU Leuven and RTU include system and control theory, digital signal processing, electrical engineering, electricity and magnetism, renewable energy, power electronics, power quality and EMC, in effective lighting, photonic and nanomaterials research

University of Cyprus is the leading university in Cyprus. It has competences and experience in implementation of state-of-the-art software, web-based applications, and tools online learning environments for students. It has experience in implementation instructors' courses and virtual environments. UCY is a research leader in spheres of high-speed photonic microwave technologies, multi-chip modules, lasers, all-optical filters and travelling-wave devices.

All Belarussian universities teams have the strong knowledge and experience in curricular topics – applied physics, nanomaterials and photonics. Professional associations provide consultation relating job marked needs and consultation on development of model curricula, study programs and participate in review of the developed curricula and programs. Ministry of Education is experienced in validation of model curricula and promotion of new training programs accreditation.

Associated partners contribute by consultation relating job marked needs, on development of model curricula, study programs and review of the developed curricula and programs and by trainings of teaching staff and master students.

E.3. European added value

Please describe the benefits of and need for European cooperation. Please describe also why the results cannot be achieved through national, regional or local funding (limit 1000 characters).

European HEIs bring a European added value by utilising competences and experience, needed for Belarussian partners:

- By experience in transition from existing (former Soviet system) to a new one, complying with Bologna principles;
- By expertise in development master-level programs with 2 years training cycle in defined curricula topics;
- By coordination of research on labour market needs in conditions of transition from existing training - level of specialists in physical sciences to a new one;
- By enabling academic/ teaching staff consultation on new curricular topics.
- By development of an innovating ICT environment, teaching tools, methods and didactic materials dedicated specific for on-line, web based teaching/ learning;
- By providing training courses in EU universities and enterprises laboratories;
- By providing professional courses: English for lecturing purposes;
- By providing the opportunity to create a broad network with teaching staff of EU universities competent in defined curricula topics.

E.4. Innovative character

Indicate what the project is offering that is new and what are the main innovating elements (limit 2000 characters).

The innovative approach to curricular development in conjunction with labour market needs analysis in the preparation stage and acquisition a feedback at the end of the project and beyond is applied. It will start from a review and analysis the existing educational plans and curricula, and the recent advances in physical science in the field of functional nanomaterials, photonics and applied physics. Studies and workshops to define specific needs of the labour market will be held. Surveys of industry representatives, polling, questionnaires, interviewing of Ministry of Education and Ministry of Economics officers. A Report, which contains the list of specialities tuned to the labour market needs, and adjusted list of curricula to be developed in the project will be created at the end of preparation WP.

Master study Module (Standard) Programmes official accreditation will be done during the 2nd year of the project by the Ministry of Education. Based on standard programs in Belarusian universities will be adjusted and universities accreditation process will start. New curricular testing procedure will be done during two years and will be completed one year after the project end. Measuring of a feedback and a degree of satisfaction from teaching staff, master-students, Ministry' officers and entrepreneurs, involved in teaching of students and curricular modernisation, will be arranged during curricular testing and will be finished beyond the project.

Learning and teaching methodologies and pedagogical approaches, including learning outcomes and ICT based practices will be developed and validated during the project. This includes creation of single/joint web based ICT environment for Electronic Library with synopses and teaching (didactic) materials; development of virtual / on line laboratory, virtual environment for distance learning and virtual mobility, development of learning and teaching approaches, focusing on the use of ICT.

PART F - Quality of the project design and implementation

F.1. Aims and objectives

Please define the concrete aims and objectives of the project and describe the ways in which the situation set out under the previous section (Part E) will be changed (limit 3000 characters).

A reformation of Belarusian high education system according to Bologna process (cycle system, credit transfer, diploma supplement etc.) is the wide project goal. The topics of the curricula will be developed and transformed to comply with ECTS standards, in order to make transfer of credits and the implementation of bilateral contracts feasible regarding the content and organisation of study programs. In respect to specific needs identified in the previous section, the target is to upgrade master-level education in the field of physics (functional nanomaterials, photonics and applied physics) in four universities of Belarus according to Bologna practices in physical science, to enhance the quality and relevance of education using modernised study programs, focusing on the use of ICT, and through networking activities in respect to the labour market needs

The main specific objectives of the project:

- 1.To develop modern master-level programs in the field of functional nanomaterials, photonics and applied physics, which respects principles of the Bologna process, and to implement it at four Belorussian universities;
- 2.To develop and update courses and teaching materials for two master-level model educational programs Functional nanomaterials and Photonics;
- 3.To improve teachers' qualifications and skills;
- 4.To improve Belarusian academic staff competences for teaching of developed courses in English;
- 5.To implement modern technical infrastructure for teaching and learning.
- 6.To develop innovative ICT based teaching and learning environment;
- 7.To bring the Higher Education Institutions of Belarusian closer to the Labour Market needs.
- 8.To introduce to the faculty the ICT skills that are required for new graduates to break their way into the industries and scientific institutions.

The studies and workshops to define specific needs of the labour market in the field of functional nanomaterials and photonics will be conducted. The studies will be achieved using contribution of Belarusian Association of Nanoindustry, Belarusian Physical Society, Ministry of Education and associated partners, through consultations with them, conducting surveys, questionnaires and field visits to other Belarusian HEIs and enterprises.

Cooperation between EU and Belarusian universities and industry in defining particular industry needs and trends will ensure industry input into training programs development. Acquired competences will be checked with different stakeholders. The results of the project will engage further collaboration between HEIs, NGOs and business and promote the availability of a high-skilled workforce in the domain of physics (including functional nanomaterials, photonics, electrical engineering, electricity and magnetism, etc.). Specifically acquisition of practice-oriented curricula and modules in the field of functional nanomaterials and photonics will be supported by virtual /on line laboratories and dedicated hardware / software platforms.

F.2. Project activities and Methodology

Please define the activities proposed and the working methodology (project activities/developments including educational and training content and pedagogical approach) to be used for achieving the objectives, including major milestones, measurable indicators, etc. (limit 6000 characters).

The main results (deliverables) of the project are two model curricula, which include Model (standard) educational programs for each specialty: Functional nanomaterials and Photonics and also descriptions of training courses for two course-components – the state (mandatory) component and the university component (which can be different for different universities depending on their specific directions of education).

Model (standard) educational programs for named specialities will be developed in the first year of the

project. The programs will be approved by the Ministry of Education of Belarus at the beginning of the second year of the project

In the second year of the project study programs, as well as sets of curricula subjects (special courses) for each of the universities will be developed on the basis of the approved Model (standard) educational programs.

Compatible standard study programmes (including lecture courses, laboratory classes and appropriated didactic materials) by 5 directions will be developed in English language and translated to study language of Belorussian partners. Study programs with courses description will be issued as e-books. The preliminary list of e-books which includes different courses has been confirmed by partners, but their final contents will be upgraded during the Preparations stage of the project:

1. Applied Physics (leader – KU Leuven), contributors: BSU, KU Leuven, RTU, GSU, YKSUG.
2. Functional nanomaterials (leader – BSU), contributors: BSU, GSU, BSTU, YKSUG, KU Leuven.
3. Photonics (leader – BSU), contributors: KU Leuven, RTU, BSU, YKSUG, GSU.
4. Applied Informatics (leader - RTU), contributors: BSU, RTU, UCY.
5. Research towards master thesis/ scientific project management (leader – UCY), contributors: KU Leuven, BSU, GSU, UCY, RTU, BSTU, YKSUG.

New master-level programs testing requires 2 years: 1st year testing will be done during 3rd project year. The 2nd year testing will be provided beyond the project.

Ownership of WP1 “Preparation” will be ensured by RTU. All partners participate in this WP, including associated partners:

- The preliminary study/analysis of compatibilities of educational regulations/principles in Belarus (difference in educational curricula, study programs, teaching/learning approaches, didactic/teaching materials, methodological tools, language barriers, etc.)
- Review and analyse the existing educational plans and curricula, study programs and the recent advances in the field of functional nanomaterials, photonics and applied physics.
- Providing surveys of industry representatives and interviewing of Ministry of Education and Ministry of Economics officers.

Main indicators:

- Report-analysis will be elaborated, which contains adjusted to the labour market needs the list of specialities and list of curricula to be developed and modernised in the project.
- Workshop (WS1) on analysis and preparation will be held in BSU, Minsk.

Ownership of WP2 “Development and modernizing of curricula” is ensured by BSU. All partners participate in this WP:

- Developing training programs with modular courses structure and appropriate methodological tools which focuses the educational process on the needs of specific businesses or professionals according to the projected demands in the labour market. Elaboration of e-Books (all partners).
- Organisation of trainings for academic/teaching and technician staff on curricula topics, new ICT tools and foreign languages skill (all universities)
- Workshops for curricula development/modernisation by the declared directions of functional nanomaterials, photonics and applied physics: WS2 – Riga, Latvia (RTU), WS3 – Ostend, Belgium (KU Leuven), WS4 – Grodno, Belarus (GrSU), WS5 – Nicosia (Cyprus), WS6 – Riga, Latvia (RTU), WS7 – Gomel, Belarus (GSU), WS9 – Minsk (BSTU) (all partners).
- Teaching, technician staff and students mobility for Belarussian universities.
- The 1st year testing of new developed two-year master-level programs (the 2nd year testing will be the next year beyond the project) (Belarussian universities)
- Measuring of a feedback and a degree of satisfaction from teaching staff, students, Ministry’ officers and entrepreneurs involved in teaching of students and curricular modernisation.

Main indicators:

- Master study Module (Standard) Programmes and courses officially accreditation during the 2nd year of the project in Belarussian universities and in the Ministry of Education of Belarus.
- The elaboration of recommendations for new master students training programs introduced in Belarussian universities in compliance with ECTS beyond the project, based on feedback, gain during first

year testing and meetings and workshops with stakeholders (RTU and BSU).

KU Leuven University is responsible for WP3 "Development of innovative ICT based teaching and learning environment". All partners are involved:

- Creation of single/joint Electronic Library: one platform with shared possibilities to use it for all partners with synopses and teaching (didactic) materials (KU Leuven and BSU)
- Development of virtual laboratory and virtual environment for distance learning and virtual mobility (KU Leuven and BSU)
- Development of learning and teaching methodologies and pedagogical approaches, especially those delivering key competences and basic skills, language skills, and focusing on the use of ICT (All partners)
- Workshop devoted to ICT environment tools acquisition (WS8 in KU Leuven): new developed tools demonstration, experience sharing, ICT environment testing and teachers training (all partners).

Main indicators:

- Single/joint Electronic Library: one platform with shared possibilities to use it for all partners with upload synopses and teaching (didactic) materials;
- The number of teaching/didactic materials upload to Electronic Library
- Development of virtual /on-line laboratory and virtual environment for distance learning and virtual mobility.

F.3. Budget and cost effectiveness

Please describe the strategy adopted to ensure that the proposed results and objectives will be achieved in the most economical way and on time. Explain the principals of budget allocation amongst partners. Indicate the arrangements adopted for financial management and what co-financing modalities are planned (limit 3000 characters).

The project budget is built on effectiveness and sharing principles, proportionally to partner's contribution and efforts to the activities.

Financial procedures will be set up (the terms and time of advances payment and reporting etc.) in Partner Agreements (PA) between Leading Partner (LP) and partners. LP will nominate a Financial Manager to monitor and control budget spending. Due to partner, Ministry of Education, according to Belarus legislation may not receive foreign grants LP will provide arrangements on behalf of Ministry (additions to PA will be made).

Workshops for curricula development/modernisation and e-Books elaboration by the declared directions will be held together with MC meetings in order better usage of travel cost.

The project partners will develop study materials in groups, thus the budget is allocated by the activities planned in the project. Many activities, such as teaching (testing, accreditation) are in line with usual activities of the partner universities, so the budget allocated to these activities covers expenditures only partially. The consortia partners cover a greater part of academic/ teaching staff and students training arranged by EU universities.

A wide program 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 join the experience for better results.

The Electronic library will help in structuring all training materials in one place, and in case of program tuning, the changes will be available to all partners. The partners, which will not directly contribute to the development of specific study courses, will have access to all project deliverables (training materials), and it will be possible to use it in the study process.

The Belarusian universities will order the specific laboratory's equipment, hardware and software to support the study process. Combination of physical laboratories with virtual and on line laboratories in the student training will ensure more effective use of hardware and software. Although procurement procedures for equipment will be performed locally, however, web design for project web, e-Library and virtual library will be arranged by LP on behalf of consortium by subcontractor aiming to ensure appropriate design, single approach and effective use of virtual environment.

The partners will share co - financing costs for dissemination: posters in the premises, where equipment is installed, project leaflet RTU, publications and press realises in media, promotion materials among

participants of information sessions, student attraction events, project logo design, etc. Study materials publishing and overheads costs also will be covered by co-financing of partners. The clear assignment of project budget to the activities planned is represented in the Detailed work plan and Budget tables.

F.4. Quality control and Monitoring

Please explain what mechanisms have been put in place for ensuring the quality of the project and how the evaluation will be carried out. Please define the specific quality measures established, as well as the benchmarks and indicators foreseen to verify the outcome of the action. Make sure that the information in this section is consistent with the project Logical Framework Matrix (limit 3000 characters).

The Project manager will be responsible for elaborating a "Project Manual" (PM) according to good practice quality procedures, e.g. ISO 9001:2000. The PM will carefully describe all project tasks and corresponding schedule. The PM will provide each individual contributing in the project with a copy of this handbook. The recipients will return a signed \return of receipt to the PM.

The PM is a summary of rules, methods and tools that fixes:

- The project objectives and their analysis in terms of deliverables, tasks and necessary resources (personnel, financial and material);
- A related reliable time and financial schedule;
- The specific project procedures in accordance with Erasmus+ programme requirements;
- The measures to reach objectives of the project within allocated budget and without of delay.

The Project Manual will be presented and discussed with all participants during the project kick-off meeting. The Leading Partner with assistance of the Project manager will ensure the responsibility for technical management and administrative support. The PM will be revised according to the best practice. They will circulate and archive (in Paper and in electronic form) all correspondence related to the project, internal as well as external (e.g. meeting minutes and agenda, reports, finance documents, plans etc.), using a specific project numbering.

They will take care of the communication flow inside the project. They will report scientific, technical and financial matters in progress reports. All necessary forms for partners, enabling proper reports circulation on curricular development, feedback, technical and financial matters in progress reports will be developed.

They will carefully follow up the project progress and point out every possible problem or improper functioning. The Project manager will report to MC members about progress at MC meetings. Where necessary, after consultation and in accordance with the MC and the EACEA, the Project manager will immediately propose the best adapted remediation measures.

Additionally will be done by:

- Involvement of the mostly skilled staff and maximum use of EU-countries and Belarusian partners' experience.
- Harmonization of all actions of partners at all stages of the project implementation using the detailed activity/ partner Project plan and special internal monitoring and reporting procedures.

The outcomes of offered mechanism is a Quality Control System setup and the Project team ability on time response to the changes and risks.

The main indicator is a development of Project Manual, which is a summary of consistent rules, methods and tools for the project implementation in order to achieve project targets in most effective way.

The state of the project quality will be measured by elaboration of Interim and Final Quality Reports from partners as well as Consolidated Quality Reports, produced by LP. Partners will measure the project progress against Project plan milestones and deliverables planned.

G.1. Expected impact of the project

Please explain who will use these project outputs / products / results and how the consortium will reach them. Describe how the target groups (including participating institutions, stakeholders) will be reached and involved during the life of the project and how the project will benefit the target group at local, regional, national and or European level. Please structure your description according to the different levels of impact and stakeholders (limit 3000 characters).

Local and national level

A) In the short term, academic staff and students of educational institutions of Belarus universities will be final beneficiaries of the Project having the following advantages:

- Academic/teaching and technician staff will be involved to new methodological and instrumental tools for training of students to provide high-quality education in applied physics;
- Students will have new developed/modernised lecture-courses, laboratory classes and didactic materials to obtain new, more improved knowledge and skill.
- Academic/ teaching and technician staff will get foreign (English) language knowledge.

The benefits of unified/compatible educational approaches and instruments for training target groups' enables:

- Master-level study Module (Standard) Programmes and courses officially accreditation during the 2nd year of the project in the Ministry of Education of Belarus
- Lecture courses, teaching/learning methods, didactic materials and methodological guides (manuals, instructions, etc.) for execution of practical works and virtual experiments,
- Laboratory classes with new/modernized physical equipment and software,
- Development of innovative ICT based teaching and learning environment:
 - o A single Electronic Library: one platform with shared possibilities to use it for all partners with e-Books, synopses and teaching (didactic) materials;
 - o Development of virtual laboratory and virtual environment for distance learning and virtual mobility;
 - o Web site for dissemination of knowledge in applied physics, functional nanomaterials and photonics.

Thereby, an integral, logically valid system of complementary educational approaches and instruments allowing to make training of academic staff to improve education in the declared field for practice-oriented master-students.

B) Professional associations involved will benefit by knowledge about curricular development in EU universities, opportunity to impact the knowledge of master-level students.

C) Ministry of Education will benefit by knowledge about curricular development in EU universities, opportunity to impact the knowledge of master-level students, fostering curricular reform according to Bologna principles in Belarus.

D) Associated partners, the industry in the field of applied physics and particularly nanomaterials and photonics will benefit by knowledge about profile of study of master-level students, by opportunity to impact on curricular according to the needs of labour market.

European level

For HEIs of EU-program and EU-partners countries and targeted industry:

- Foster education quality improvements, innovation excellence and internationalisation at the level of education and training.
- Promote language learning and linguistic diversity according the specific objectives of the ERASMUS+ Programme and removing language barriers to participation in European education;
- Promote mobility and cooperation between HEIs and targeted capacity building in EU-partners HEIs.

Please describe how the target groups (including participating institutions, stakeholders) will be reached after the project is finished (limit 3000 characters).

Long term cooperation agreements between EU and Belarusian HEIs will be signed to promote further cooperation. In addition:

a) Academic staff and students of educational institutions of Belarus universities will be beneficiaries of the Project having the following advantages:

- Further development and roll out of new methodological and instrumental tools for training of master-students to provide high-quality education in applied physics in cooperation with EU-programs HEIs to another Belarusian HEIs.
- Encouraging another Belarusian HEIs for strengthening capacity for developing lectures, laboratory classes to obtain new, more improved students' knowledge and skills by participating in the Programme.
- Encouraging academic/ teaching and technician staff of other Belarusian HEIs to improve foreign languages knowledge.
- Master-level study Module (Standard) Programmes and courses after official accreditation by Ministry of Education of Belarus during the project implementation will become recommended for other Belarusian HEIs in the fields of applied physics, functional nanomaterials and photonics.
- Belarusian HEIs will finish new master-level programs testing one year after the project, make official accreditation of adjusted study programs in compliance with Bologna principle and according to local and national labour market needs.
- Encouraging development of innovative ICT based teaching and learning environment in the other Belarusian HEIs.

b) Ministry of Education and other policy makers will benefit by knowledge about curricular development in EU universities, opportunity to impact the knowledge of master-level students and fostering curricular reform according to Bologna principles in Belarus.

c) Professional associations, associated partners, the industry in the field of applied physics and particularly nanomaterials and photonics will benefit by knowledge about profile of study of master-level students, by strengthened cooperation between the world of education and training and the world of work.

d) The whole society of Belarus will be promoted by the emergence and raise awareness of a European lifelong learning area that will encourage policy reforms at national level and to support the modernisation of education and training systems.

European level

For HEIs of EU-program and EU-partners countries and targeted industry:

- Widening the international dimension of education and training, in particular through cooperation between Programme and Partner country institutions in the field of higher education, by increasing the attractiveness of European higher education institutions;
- The promotion of language learning and linguistic diversity as one of the specific objectives of the Programme by removing one of the main barriers to participation in European education programmes.
- Contribution to the teaching and learning of languages, promotes the EU's broad linguistic diversity and intercultural awareness and using opportunities for learning mobility.

Overview of short and long term impact indicators

Please add rows as necessary according to indicators

Short term impact	Target groups/potential beneficiaries	Quantitative indicators	Qualitative indicators
	Local and national level		
<ul style="list-style-type: none"> • Academic/ teaching and technician staff will be involved to new methodological and instrumental tools for training of students to 	Academic staff and master-students of educational institutions of Belarusian universities	<ul style="list-style-type: none"> • Number of developed didactic materials (guides for laboratory works, lecture synopses, etc.) for upgrading master-level education in the field of physical sciences (functional 	<ul style="list-style-type: none"> • Master-students and academic/ teacher staff improved skill and expertise • Partners' universities readiness for transition from existing system to Bologna system

<p>provide high-quality education in applied physics;</p> <ul style="list-style-type: none"> • Students will have new developed/modernised lecture courses and didactic materials, laboratory classes to obtain new, more improved knowledge and skills. • Academic/teaching and technician staff will get foreign (English) language knowledge. • Master-level study Module (Standard) Programmes and courses officially accreditation during the 2nd year of the project in the Ministry of Education of Belarus • Lecture courses, teaching/learning methods, didactic materials and methodological guides (manuals, instructions, etc.) for execution of practical works and virtual experiments, • Laboratory classes with new/modernized physical equipment and software, • Development of innovative ICT based teaching and learning environment: <ul style="list-style-type: none"> • A single Electronic Library: one platform with shared possibilities to use it for all partners with e-Books, synopses and teaching (didactic) materials; • Development of virtual laboratory and virtual environment for distance learning and virtual mobility; • Web site for 		<p>nanomaterials, photonics, applied physics, etc.) adjusted to labour market needs, validated and accredited by the universities of Belarus.</p> <ul style="list-style-type: none"> • Number of developed /upgraded curricular (model education plans and model education programs) validated and accredited by Responsible Body – Ministry of Education of Belarus. • Number of units of new equipment/software for practical / virtual laboratories; • Number of developed e-Books for training of master-students in the field of physical sciences (functional nanomaterials, photonics, electrical engineering, electricity and magnetism, etc.); • Number of master-students/academic-staff trained in the field of physical sciences (functional nano-materials, photonics, electrical engineering, electricity and magnetism, etc.); • Number of PC staff/ master-students/ academic-staff trained in the field of ICT-based teaching/learning environment. • Number of master-students trained according to new courses/study programs during testing period; • Developed innovative teaching/learning environment: Web pages address of Joint Web Electronic Library, virtual / on-line laboratory environment, distance lectures environment. • Number of training courses uploaded in Electronic Library 	
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dissemination of knowledge in applied physics, functional nanomaterials and photonics.			
Will benefit by knowledge about curricular development in EU universities, opportunity to influence the knowledge of master-level students.	Professional associations involved in the project	Number of WS, meeting and interview, where associations representatives participated	<ul style="list-style-type: none">• The knowledge about European education system• Ability to influence the knowledge of master-level students.
Will benefit by knowledge about curricular development in EU universities, opportunity to influence the knowledge of master-level students and fostering curricular reform in Belarus according to Bologna principles.	Ministry of Education of Belarus	Number of WSs, meetings and interviews, where Ministry representatives participated	Fostering policy and curricular reform in Belarus according to Bologna principles.
Will benefit by knowledge about profile of study of master-level students, by opportunity to impact on curricular according to the needs of labour market.	Associated partners, the industry in the field of applied physics and particularly nano-materials and photonics	Number of WSs, meetings and interviews, where industry representatives participated	<ul style="list-style-type: none">• The knowledge about European education system• Ability to affect the knowledge of master-level students.
	European level		
<ul style="list-style-type: none">• Widening the international dimension of education and training,<ul style="list-style-type: none">• The promotion of language learning and linguistic diversity by removing one of the main barriers to participation in European education programmes.• Contribution the teaching and learning of languages, promote the EU's broad linguistic diversity and intercultural awareness and using opportunities for learning mobility	HEIs of EU-program and EU-partners countries	<ul style="list-style-type: none">• Awareness in international dimension of education and training<ul style="list-style-type: none">• Increasing level of knowledge in foreign languages• Increasing level of intercultural awareness• Increasing level of learning mobility	

Widening the international dimension and quality of education and training	Targeted industry (in the field of applied physics and particularly nanomaterials and photonics) of EU		<ul style="list-style-type: none"> • Widening of international dimension of education and training • Increasing level of knowledge in foreign languages
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Long term impact	Target groups/potential beneficiaries	Quantitative indicators	Qualitative indicators
	Local and national level		
<ul style="list-style-type: none"> • Further development and roll out of new methodological and instrumental tools for training of students to provide high-quality education in applied physics in cooperation with EU-programs HEIs to another Belarusian HEIs. • Encouraging another Belarusian HEIs for strengthening capacity by participating in the Programme. • Encouraging academic/teaching and technician staff of other Belarusian HEIs to improve foreign languages knowledge. • Master-level study Module (Standard) Programmes and courses official accreditation by Ministry of Education, recommendation for other Belarusian HEIs in the fields of applied physics, nanomaterials and photonics. • Belarusian HEIs will finish new master-level programs one year testing after the project, and make official accreditation of adjusted study programs in compliance with Bologna principle and according to local and 	Academic staff and master-students of educational institutions of Belarusian universities	<ul style="list-style-type: none"> • Number of Master-level study Module (Standard) Programmes and courses officially accredited by Ministry of Education, and recommended for other Belarusian HEIs in the fields of applied physics, functional nanomaterials and photonics. • Number of another Belarusian HEIs for strengthening capacity by participating in the Programme • Number of accredited study programs adjusted in compliance with Bologna principles and according to local and national regulation and labour market needs by Belarusian HEIs. 	<ul style="list-style-type: none"> • Acquisition of innovative ICT based teaching and learning environment in the other Belarusian HEIs. • Widening of international dimension of education and training • Increasing level of knowledge in foreign languages • Increasing level of intercultural awareness and using opportunities for learning mobility

national regulation and labour market needs. <ul style="list-style-type: none"> Encouraging development of innovative ICT based teaching and learning environment in the other Belarussian HEIs. 			
Will benefit by knowledge about profile of study of master-level students, by strengthened cooperation between the world of education and training and the world of work.	Professional associations, associated partners, and the industry in the field of applied physics and particularly nanomaterials and photonics		<ul style="list-style-type: none"> The knowledge about European education system Ability to influence the knowledge of master-level students. Growth of industry competitiveness.
Will benefit by knowledge about curricular development in EU universities, opportunity to influence the knowledge of master-level students and fostering curricular reform according to Bologna principles in Belarus.	Ministry of Education of Belarus and other policy makers		Further fostering policy and curricular reform in Belarus according to Bologna principles.
Will be promoted by the emergence and raise awareness of a European lifelong learning area that will encourage policy reforms at national level and to support the modernisation of education and training systems.	The whole society of Belarus		<ul style="list-style-type: none"> Growth of awareness of a European lifelong learning area; Growth of awareness of policy reforms in higher education; The level of society's support to modernisation of education and training systems.
	European level		
<ul style="list-style-type: none"> Enhance the international dimension of education and training, through cooperation between Programme and Partner country by increasing the attractiveness of European higher education institutions; The promotion of language learning and linguistic diversity 	HEIs of EU-program and EU-partners countries		<ul style="list-style-type: none"> Growth of Awareness of international dimension of education and training Increasing level of knowledge of foreign languages. Increasing level of intercultural awareness Increasing level of learning mobility

by removing one of the main barriers to participation in European education programmes. • Contribution the teaching and learning of languages, promote the EU's broad linguistic diversity and intercultural awareness and using opportunities for learning mobility			
Widening the international dimension and quality of education and training	Targeted industry (in the field of applied physics and particularly nanomaterials and photonics) of EU		<ul style="list-style-type: none"> • Growth of awareness of international dimension of education and training; • Increasing level of knowledge of foreign languages; • Growth of industry competitiveness level.

G.2. Dissemination and exploitation strategy

Please explain how the dissemination will be organised and how exploitation activities will ensure optimal use of the results within the project's lifetime and after. Explain the roles, responsibilities and target groups (limit 3000 characters).

A Dissemination plan will be implemented during the project running. Majority of this activities will be co-financed by partners:

- Press conferences will be arranged (3 press conferences)
- Design project web page (RTU and UCY) and regular updating portal information (UCY);
- Posters allocated in the premises, where equipment/software is installed (4 Belarusian universities)
- Project leaflets issues (RTU)
- A seminar for main stakeholders (universities, NGO, associated partners), arranged in the Ministry of Education.
- Publications and press realises (18 media publications)
- TV and radio broadcasts (4 broadcasts)
- Arrangement of information sessions to attract students and to inform stakeholders: 3 sessions by each EU and Belarusian university (3x6= 18, BSU and BSTU common sessions in Minsk)
- Organisation of Final conference at UCY for project results evaluation and promotion for stakeholders, education authorities and the industry representatives.
- Advertising in social media (all partners)
- Development a project logo.
- Purchase of the souvenirs for dissemination events. A Project and Erasmus+ logos printing on souvenirs.

Additionally to Dissemination plan further arrangement will be done:

Elaboration and signing Double-sided agreements for cooperation between project partners during the project running and beyond the project. Partners will agree that produced educational materials will be freely accessible through the use of open licences.

Elaboration of Study and Recommendations document for new training programs introduction for practice-oriented master-students in Belarusian universities in compliance with ECTS principles beyond the project, based on feedback, gained during the first year testing and in the meetings and workshops with stakeholders (RTU and BSU). Based on Study and Recommendations the preparation and

adjustments of new master-level programs for the 2nd year continuing testing during the next year beyond the project will be done.
Partners will participate in international conferences related education topics with papers and presentations, which explain the project outcomes (3 papers and presentations)
Partners will submit journal papers, written by the consortium members, at the end of the project (e.g.: <http://www.eurodl.org/>) (1 - 2 papers).

G.3. Sustainability

Explain how the impact of this project will be sustained beyond its lifetime. Please list the outcomes that you consider sustainable and describe the strategy to ensure their long lasting use beyond the project's life - financially, institutionally and policy level. Also explain how the results will be mainstreamed and multiplied in the sector of activity and in the participating institutions. Describe the strategy foreseen to attract co-funding and other forms of support for the project (limit 2000 characters).

Sustainability on the level of national and local policies after completion of the action will be secured by regulations of Belarus, which determine the planning of the educational processes on national level (provided by Ministry of Education of Belarus) and in the universities, participating in the project. Therefore, the future activities will be directed to sustain and broaden the achieved results and outputs:

- Practical application of the developed didactic materials for training of target groups from other educational institutions in Belarus.
- Master programs testing will be continuing beyond the project: the 2nd year testing. After elaboration and evaluation of testing results, the adjustments of new master-level study programs will be made.
- After the 2nd year testing Belarusian universities will be accredited in the Ministry for practice-oriented master-level training according to the education model programmes and university' study directions.
- Partners will participate in international conference related education topics with papers and presentations.
- Partners responsible for ICT innovation environment creation will ensure further maintenance resources and financing beyond the project implementation: RTU – project web page, BSU – a virtual environment used for electronic library, virtual and on-line laboratories.
- EU-program and partner universities will multiply developed didactic materials during the project implementation and allocate on university's websites for further free using in education process.
- Dissemination events will be arranged by Belarusian partners for other Belarusian education institutions, professional associations and industries representatives in order to broaden the impact of the project.
- Attraction of investments to involve companies, which work in the field of applied physics, particularly in functional nanomaterials and photonics, to the development and provision of labs equipment/software for the educational process.

LOGICAL FRAMEWORK MATRIX – LFM

<p>Wider Objective: <i>What is the overall broader objective, to which the project will contribute?</i></p> <ul style="list-style-type: none"> • To upgrade curricula in the four universities of Belarus according to Bologna practices in physical science in the field of electrical technologies, to enhance the quality and relevance of education by modernising study programs, focusing on the use of ICT, and through networking activities to the labour market needs. 	<p>Indicators of progress: <i>What are the key indicators related to the wider objective?</i></p> <ul style="list-style-type: none"> • Developed, tested and formally approved curricula and study materials in accordance to labour market needs basing on Bologna practices; • Developed didactic materials (e-Books, guides for laboratory works, lecture synopses, etc.) for upgrading master-level education in the field of physical sciences (functional nanomaterials, photonics, applied physics, etc.); • Readiness for transition from existing “5 plus 1” to a new training system “4 plus 2” (4 years for bachelors and 2 years for master students study) 	<p>How indicators will be measured: <i>What are the sources of information on these indicators?</i></p> <ul style="list-style-type: none"> • University’s registries (educational plans and programs). Interim and final evaluation reports, including feedback from students, teachers, student’s governance and also industry and Non-Governmental Organisations representatives 	
<p>Specific Project Objective/s: <i>What are the specific objectives, which the project shall achieve?</i></p> <ul style="list-style-type: none"> • To develop modern master programs in the field of functional nanomaterials, photonics and applied physics, which respects principles of the Bologna process, and to implement it at four Belorussian universities; • To develop and update courses and teaching materials for two master-level model (standard) educational programs for specialities Functional nanomaterials and Photonics; • To improve teachers’ qualifications and skills; 	<p>Indicators of progress: <i>What are the quantitative and qualitative indicators showing whether and to what extent the project’s specific objectives are achieved?</i></p> <ul style="list-style-type: none"> • Number of developed didactic materials (guides for laboratory works, lecture synopses, etc.) for upgrading master-level education in the field of physical sciences (functional nanomaterials, photonics, applied physics, etc.) adjusted to labour market needs, validated and accredited by the universities of Belarus. • Number of developed / upgraded curricular (model education plans and 	<p>How indicators will be measured: <i>What are the sources of information that exist and can be collected? What are the methods required to get this information?</i></p> <ul style="list-style-type: none"> • University’s registries (educational plans and programs). • Interim and final evaluation reports, including feedback from students, teachers, student’s governance and also industry and NGOs representatives. • Validated didactic and methodological materials, user guides for the created practical/virtual laboratories; • e-Books on line, curricula, courses, 	<p>Assumptions & risks: <i>What are the factors and conditions not under the direct control of the project, which are necessary to achieve these objectives? What risks have to be considered?</i></p> <ul 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 participants’ countries and first of all in Belorussia due to: <ul style="list-style-type: none"> • widening am access (mobility) for students and teaching staff of Belorussia;

<ul style="list-style-type: none"> • To improve teachers/students skills in practical English; • To enhance Belarusian academic staff competences for teaching of developed courses in English; • To implement modern technical infrastructure for teaching and learning. • To develop innovative ICT based teaching and learning environment; • To bring the Higher Education Institutions of Belarusian closer to the Labour Market needs. • To bring the Higher Education Institutions (HEIs) of Belarus closer to Bologna system principles. • To introduce faculty to the ICT skills that are required for new graduates to break their way into the industries and scientific institutions. 	<p>model education programs) validated and accredited by Responsible Body – Ministry of Education of Belarus.</p> <ul style="list-style-type: none"> • Number of units of new equipment / software for practical / virtual laboratories; • Number of developed e-Books for training of master-students in the field of physical sciences (functional nanomaterials, photonics, applied physics, etc.); • Number of master-students/academic-staff trained in the field of physical sciences (functional nanomaterials, photonics, applied physics, etc.); • Number of PC staff/master-students/academic-staff trained in the field of ICT-based teaching/learning environment. • Number of students trained according to new courses/study programs during testing period; • Developed innovative teaching/learning environment: Web pages address of Joint Web Electronic Library, virtual / on line laboratory environment, distance lectures environment. • Number of training courses uploaded in Electronic Library. 	<p>guides for laboratory works, lecture synopses, etc. uploaded in Electronic Library.</p>	<ul style="list-style-type: none"> • -raising the level of academic/teacher staff's skill; • additional opportunities for dissemination of knowledge /experience among Belorussian Universities; • Involvement industry representatives that encourages to bring training programs closer to the market needs. • Close cooperation between universities and Ministry of Education of Belorussia that promotes better understanding the practical way of transition from 5+1 to 4+2 system, and encourages smoother accreditation of developed training programs. • Risks: <ul style="list-style-type: none"> • 1.Degradation of socio-economic state in Belorussia, spoiling of relationships with EU countries. • 2.Belorussian government agencies bureaucracy that may significantly delay access of Belorussian partners to finance. • 3.Mismatch of feasible results of reforms/modernizations due to partial incompatibilities of educational regulations in the Belorussia and EU countries. • 4.Lack of EU language skills in Belorussia university' target groups. • Risk 1 does not depend on the participants, but on the international
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			<p>commitment of Belorussia governments to allow implementing the project.</p> <ul style="list-style-type: none"> • Risk 2 could be minimized by Partner Agreement, which envisages financing purchase of equipment by leading partner. A special financing conditions in PA to reduce risk of payments delay will be included. • Risk 3 will be minimized by the exchange of knowledge, experience and information in the declared field between the partners; • Risk 4 will be minimized by use of the English language as the main communication tool and presentation of most documents (in particular, on the web page) in two languages – English and Russian; also selection of relevant persons from target groups.
<p>Outputs (tangible) and Outcomes (intangible):</p> <ul style="list-style-type: none"> • Please provide the list of concrete DELIVERABLES - outputs/outcomes (<u>grouped in Workpackages</u>), leading to the specific objective/s: <ul style="list-style-type: none"> WP1 Preparation <ul style="list-style-type: none"> 1.1. Ex-Ante Evaluation Reports 1.2. Studies and a Report on curricula, needed to the labour market WP2 Development and modernizing of curricula <ul style="list-style-type: none"> 2.1. Developed and translated to teaching language master-level study programs and courses for specialties functional nanomaterials and 	<p>Indicators of progress:</p> <p><i>What are the indicators to measure whether and to what extent the project achieves the envisaged results and effects?</i></p> <ul style="list-style-type: none"> • WP1 Preparation <ul style="list-style-type: none"> • 1.1. Study report on adjusted list of curricula to be developed and modernised in the project. • WP2 Development and modernizing of curricula <ul style="list-style-type: none"> • 2.1. The number of teaching materials developed: lecture notes/synopses, descriptions/manuals of laboratory works, courses books, etc. 	<p>How indicators will be measured:</p> <p><i>What are the sources of information on these indicators?</i></p> <ul style="list-style-type: none"> • WP1 Preparation <ul style="list-style-type: none"> • 1.1. Project partners Ex Ante Evaluation Reports, Studies and workshops (WS1) • WP2 Development and modernizing of curricula <ul style="list-style-type: none"> • 2.1. Partners' reports with attachment of developed teaching materials: lecture notes/synopses, presentations, materials for lectures, descriptions/manuals of laboratory works, students' books, etc. 	<p>Assumptions & risks:</p> <p><i>What external factors and conditions must be realised to obtain the expected outcomes and results on schedule?</i></p> <ul style="list-style-type: none"> • All partners involvement from the beginning of the project, professional association's representatives, Ministry and professional association's representatives. Industry representatives interest in the project outcomes. • Unconformity/incompatibility of teaching/learning approaches (curricula, educational plans and programs, didactic materials, etc.) and tools (equipment/soft) in the

<p>photonics.</p> <p>2.2.Master-level study Standard Programs accreditation in the Ministry of Education of Belorussia</p> <p>2.3.Five electronic courses e-Books by the declared directions</p> <p>2.4.The master-level courses tested during one year</p> <p>2.5.Master-level study courses accreditation in Belorussian universities</p> <p>2.6.Documents for master-level curricula accreditation in the Ministry of Education</p> <p>2.7.Teacher staff improved professional and practical English skill.</p> <p>2.8.Belarus universities readiness for transition from existing system to new "4 plus 2" system</p> <p>WP3 Development of innovative ICT based teaching and learning environment</p> <p>3.1. Creation of e-Library for e-Books, synopses and teaching /didactic materials;</p> <p>3.2. Development of virtual /on line laboratory and virtual environment for distance learning</p> <p>WP4 Quality Plan</p> <p>4.1.Quality Control System Setup</p> <p>4.2.Ability to respond to the challenges and risks</p>	<p>• 2.2.The number of Standard master-level programs with ECTS system' application, accredited in the Ministry of Education.</p> <p>• 2.3.The number of validated / tested during one year master-level courses</p> <p>• 2.4.The number of study programs for master-level courses descriptions</p> <p>• WP3 Development of innovative ICT based teaching and learning environment</p> <p>• 3.1.E-Library</p> <p>• 3.2.The number of teaching/didactic materials uploaded to e-Library</p> <p>• 3.3.Virtual laboratory for student training, the instruction for its on-line usage</p> <p>• WP4 Quality Plan</p> <p>• 4.1.Project Manual - a summary of rules, methods and tools for the project implementation.</p> <p>• WP5 Dissemination & exploitation</p> <p>• 5.1.The number of issued information/ promotional materials</p> <p>• 5.2.The number of participants in</p>	<p>• 2.2.Partners reports with attachment of education curricula's descriptions copy</p> <p>• 2.3.Partners reports with attachment of study programs descriptions and copy of courses</p> <p>• 2.4.Partners reports on new curricular testing with feedback from teaching staff, master-students, Ministry' officers and entrepreneurs (professional associations, enterprises, etc.) involved in teaching of students and curricular modernisation.</p> <p>• WP3 Development of innovative ICT based teaching and learning environment</p> <p>• 3.1.Partners reports with attachment of developed teaching materials: lecture notes, materials for lectures, descriptions of laboratory works, students books, and the instruction for ICT tools usage.</p> <p>• WP4 Quality Plan</p> <p>• 4.1.Interim and Final Quality Reports from partners</p> <p>• WP5 Dissemination & exploitation</p> <p>• 5.1.Partners' reports with the attachments of information and promotion materials prepared,</p>	<p>partners' universities;</p> <ul style="list-style-type: none"> • Acquisition of infrastructure (equipment and soft for labs), will be made timely despite the bureaucracy. • Risks • 1. Incomplete experience of the partners' universities staff needed to implement the planned deliverables. • 2. Unconformity/incompatibility of teaching/learning approaches (curricula, educational programs, didactic materials, etc.) and equipment/tools in the partners' universities; • 3. Accreditation of the new curriculum might not be granted by the Ministry of Education of Belarus • 1. The risk 1 will be minimized by the knowledge/ experience/ information exchange in the declared field between the partners' universities staff. • 2. The risk 2 will be minimized by the development of compatible/ unified teaching/ learning methods, didactic materials and purchasing and upgrading educational equipment/hardware /software for training in the declared field. • 3. The risk 3 will be minimized by Ministry of Education involvement in the project activities from the beginning of the project, information and feedback sharing among partners.
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<p>WP5 Dissemination & exploitation</p> <p>5.1. Information and promotional materials;</p> <p>5.2. Information sessions for target groups.</p> <p>5.3. Project Web Portal.</p> <p>5.4. Recommendations for new master-level programs introduction in Belarusian universities beyond the project.</p> <p>5.5. Double-sided agreements for cooperation during the project and beyond.</p> <p>5.6. Readiness to master programs 2nd year testing beyond the project</p> <p>WP6 Management</p> <p>6.1. Detailed Project Activity Schedule (Gantt chart including milestones and deliverables);</p> <p>6.2. Agreements between LP and partners about obligations, financial sustainability, etc.</p> <p>6.3. Purchased equipment, hardware/software</p> <p>Activities: <i>What are the key activities to be carried out (grouped in Workpackages) and in what sequence in order to produce the expected results?</i></p> <ul style="list-style-type: none"> • WP1 Preparation • 1.1. The study of compatibilities of educational regulations • 1.2. Ex-Ante reports • 1.3. Studies to define specific needs of the labour market. • 1.4. Report on studies. 	<p>information sessions</p> <ul style="list-style-type: none"> • 5.3. The number of informative articles and publications in media (press releases, press conferences, 5.4. publications and presentation at conferences, interviews for TV and radio) • 5.5. Launched and updated web portal • 5.6. The number of Double-sided partners agreements for cooperation between project partners during and beyond the project • 5.7. Recommendations for new master-level programs introduction in Belarusian universities beyond the project. • WP6 Management • 6.1. The Milestones achieved in the Project Activity Schedule • 6.2. The number and terms of obligations fulfilled according to Partner agreements • 6.3. The number of MC meetings. • 6.4. Procurement procedures and delivery of equipment. <p>Inputs: <i>What inputs are required to implement these activities, e.g. staff time, equipment, mobilities, publications etc.?</i></p> <ul style="list-style-type: none"> • WP1 Preparation • Teacher/ researcher staff time: 26 days in total for RTU (Latvia), 17 days for BSU, 14 days for each EU and BY university, 6 days for each NGO • Administrative staff time: RTU – 8 days, other partners – 2 days 	<p>informative articles published</p> <ul style="list-style-type: none"> • 5.2. Sessions attendance lists • 5.3. Dissemination events participants polling forms about their satisfaction and events relevance. • 5.4. Partner' reports with the copies of Double-sided partners agreements. <ul style="list-style-type: none"> • WP6 Management • 6.1. Interim and Final Management reports from partners • 6.2. The minutes and copies of presentations made at MC meeting, workshops, and project coordination meetings; • 6.3. Meetings Attendance lists with signatures. • 6.4. Bookkeeping documents (invoices, etc.) 	<p>Assumptions, risks and pre-conditions: <i>What pre-conditions are required before the project starts? What conditions outside the project's direct control have to be present for the implementation of the planned activities?</i></p> <ul style="list-style-type: none"> • Pre-conditions: • Labour market needs and the needs of reformation of high education in Belorussia have been assumed and properly evaluated (verified in
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<ul style="list-style-type: none"> • 1.5.WS1 in Minsk • WP2 Development and modernizing of curricula • 2.1.Development lecture synopsis, compatible teaching (didactic) materials in English and translation to teaching languages for Belarusian universities • 2.2.Academic/teaching /technician staff training on curricula topics, ICT tools and English languages skill • 2.3.Workshops for curricula development: WS2 – WS9 • 2.4.Students training • 2.5.Master study Standard Programmes accreditation in the Ministry of Education • 2.6.The 1st year testing of two-year master programs • 2.7.Preparation of curricula, for accreditation in Belarussian universities during the project and in Ministry of Education beyond the project • 2.8.Measuring of a feedback • WP3 Development of innovative ICT based teaching and learning environment • 3.1.Development of on-distance learning and teaching methodologies, focusing on ICT • 3.2.Creation of single eLibrary • 3.3.Development of virtual 	<p>5 flows to WS1, 2 persons x 4 days.</p> <p>WP2 Development and modernizing of curricula</p> <ul style="list-style-type: none"> - Equipment for physical labs BSU, YKGSU, GSU, BSTU. <p>Teacher/ trainer/ /researcher staff time: 220 days for BSU, RTU - 184, 164 days for each EU university, KU Leuven 188 days, 130 days for each BY university, 36 days for each NGO.</p> <p>(4 x 4=16) flows BY to EU staff trainings with 7 days; (2 x 4 = 8) BY flows 7 days to KU Leuven for professional English language. (2 x 3=6) flows EU to Ostend, 7 days. (2 x 4 = 8) flows BY-BY, 7 days.</p> <p>Mobilities for 7 workshops, 1 participant, 4 days including travel.</p> <p>(4 x 4) flows BY universities to KU Leuven for English language training. (8 pers x 4 univ x 7days) 6 flows BY-EU students training 7 days.</p> <p>WP3 Development of innovative ICT based teaching and learning environment</p> <p>Hardware and software for virtual environment. Web design subcontractor work.</p> <p>Teacher/ trainer/ researcher staff time: 30 days KU Leuven, 24 days UCY, 12 days for EU and BY universities.</p>	<p>planning stage)</p> <ul style="list-style-type: none"> • Relevant experience/expertise available (verified in planning stage); • Equipment and hardware/software are available to procure; • Mobility for both staff and Master students is feasible, • Assumptions: • Interest of university lecturers in workshops and trainings aiming at the improvement of professional and multidisciplinary skills; • High interest academic staff within and outside the consortium; • Interest of academic staff to new training materials and ICT tools in the master students training; • The industry that presents nanomaterials, photonics and other fields of applied physics is interested in curricular reform in Belarussian universities. • Risks: • The low interest of managers and academics/ teaching staff of universities in joint activities and/or trainings; • Tight time schedule of work professionals. • Long tendering procedures for purchase of equipment, hardware/ software. •
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<p>laboratory</p> <ul style="list-style-type: none"> • 3.4. Workshop on ICT environment tools • WP4 Quality plan • 4.1. Development of Project Manual. • 4.2. Circulation and archiving correspondence • 4.3. Following up the project progress, corrective actions • 4.4. Developing forms for reporting. • 4.5. Creating and maintenance of archive. • WP5 Dissemination & exploitation • 5.1. Press conferences, press realises, leaflets, posters, TV and radio, social media, project logo • 5.2. Project website • 5.3. Seminar for stakeholders • 5.4. Information sessions • 5.5. Final conference • 5.6. Double-sided agreements. • 5.7. Preparation to 2nd year master programs testing beyond the project • 5.8. Conference papers and presentations • WP6 Management • 6.1. Accepting Project Schedule, Quality Plan • 6.2. MC meetings • 6.3. Partner Agreements signing • 6.4. Administrative and financial 	<p>Mobilities to WS8: 7x2 pers., 4 days.</p> <p>WP4 Quality plan Manager time: 18 days RTU, 12 days each University, 6 days NGOs. Teacher/ trainer/ researcher staff time: 6 days RTU Administrative staff: 18 days RTU, 6 days all HEIs, 4 days NGOs.</p> <p>WP5 Dissemination & exploitation Teacher researcher staff: RTU 32 days, UCY 30 days, BSU: 24; 18 for other HEIs, 4 days for NGOs. Mobilities: HEIs: 3 pers., 3 days; NGOs: 1 pers., 3 days; MEBR: 2 pers., 3 days.</p> <p>WP6 Management Managers: RTU 316 days, HEIs 72 days, NGOs 36 days. Teacher/ trainer/ researcher staff: RTU 72 days. Technician staff: RTU 108 days, BY HEIs 8 days. Administrative staff: RTU 48 days,</p>	
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management <ul style="list-style-type: none"> • 6.5.Reporting • 6.6.Purchasing of Equipment • 6.7.Project Audit 	HEIs 24 days. Mobilities for Kick-off and 6 MC meetings: 10 partners, 1 pers., 3 days.		
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WORKPLAN

Please use the model provided. Applicants are expected to complete a one-page work plan for each project year.

For each year of your project proposal, please complete a work plan indicating the deadlines for each outcome and the period and location in which your activities will take place. Please create additional work plan tables if further space is needed.

The same reference and sub-reference numbers as used in the logical framework matrix must be assigned to each outcome and related activities.

Activity carried out in the Programme Country: = (E.g. activity in France for two weeks in the first month of the project 2= under M1)

Activity carried out in the Partner Country (ies): X (E.g., activity in Tunisia for three weeks in the second month of the project: 3X under M2)

WORKPLAN for project year 1

Ref.nr/ Sub-ref nr	Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
	Ref.nr/ Sub-ref nr	Title													
1	1	Preparation													
1.1	1.1	The study of compatibilities of educational regulations	12X9=	3X2=	3X2=	3X2=	3X3=								
1.2	1.2	Ex-Ante reports	6X			2X	4X								
1.3	1.3	Studies to define specific needs of the labour market	6X			3X	3X								
1.4	1.4	Report on studies	2X3=				2X3=								
1.5	1.5	WS1 in Minsk	1x				1x								
2	2	Development and modernizing of curricula													
2.1	2.1	Development lecture synopsis, compatible teaching (didactic) materials in English and translation to teaching languages for Belarusian universities	33X33=				1X1=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=
2.1.1	2.1.1	Electronic course upload and update in library	8X8=					1X1=	1X1=	1X1=	1X1=	1X1=	1X1=	1X1=	1X1=
2.1.2	2.1.2	Development of 5 courses books in English: Applied Physics, Functional nanomaterials, Photonics, Applied Informatics and Research towards master thesis.	33X33=				1X1=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=
2.3	2.3	Workshops for curricula development: WS2 – WS3	2=						1=					1=	
3	3	Development of innovative ICT based teaching and learning environment													
3.1	3.1	Development of on-distance learning and teaching methodologies, focusing on ICT	12=12	1=1X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X

WORKPLAN for project year 2

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
2	Development and modernizing of curricula													
2.1	Development lecture synopsis, compatible teaching (didactic) materials in English and translation to teaching languages for Belarusian universities	48X48=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=
2.1.1	Electronic coursed upload and update in library	12X12=	1X1=	1X1=	1X1=	1X1=	1X1=	1X1=	1X1=	1X1=	1X1=	1X1=	1X1=	1X1=
2.1.2	Development of 5 courses books in English: Applied Physics, Functional nanomaterials, Photonics, Applied Informatics and Research towards master thesis.	48X48=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=
2.3	Workshops for curricula development: WS4 – WS5	2x2=			1X					1=				
2.5	Master study Standard Programmes accreditation in the Ministry of Education	18X					2X	2X	2X	2X	2X	2X	2X	4X
3	Development of innovative ICT based teaching and learning environment													
3.1	Development of on-distance learning and teaching methodologies, focusing on ICT	24=24X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X
3.3	Development of virtual /on line laboratory	28=14X	4=2X	4=2X	4=2X	4=4X	4=2X	4=2X	4=2X					
3.4	Workshop on ICT environment tools	1=						1=						
4	Quality plan													
4.2	Circulation and archiving correspondence	12=12X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X
4.3	Following up the project progress, corrective actions	12=12X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X
4.5	Creating and maintenance of archive	12=12X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X
5	Dissemination & exploitation													
5.1	Press conferences, press realises, leaflets, posters, TV and radio, social media, project logo	24=24X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X
5.2	Project website design and development and regular updating portal by dissemination information	12X12=	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X
5.3	Seminar for stakeholders in the Ministry of Education of Belorussia	1X			1X									
5.4	Information sessions	1X1=										1=1X		
5.8	Conference papers and presentations	6=6X							2=2X	2=2X	2=2X			

WORKPLAN for project year 3

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
2	Development and modernizing of curricula													
2.1	Development lecture synopsis, compatible teaching (didactic) materials in English and translation to teaching languages for Belarusian universities	40X40=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=	4X4=		
2.1.1	Electronic coursed upload and update in library	10X10=	1X1=	1X1=	1X1=	1X1=	1X1=	1X1=	1X1=	1X1=	1X1=	1X1=		
2.1.2	Development of 5 courses books in English	16X16=	4X4=	4X4=	4X4=	4X4=								
2.2	Academic/teaching /technician staff training on curricula topics, ICT tools and English languages skill	18=		2=	2=	2=	2=	2=	2=	2=	2=	2=		
2.3	Workshops for curricula development: WS6, WS7, WS9	1=2X		1=		1X					1X			
2.4	Students training	18=		2=	2=	2=	2=	2=	2=	2=	2=	2=		
2.6	The 1st year testing of two-year master programs.	44X	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	
2.6.1	Testing reports elaboration	6X2=									2X	2X	2X2=	
2.7	New curricula documentation and accreditation in Belarusian universities during the project	8X									2X	2X	2X	2X
2.7.1.	Preparation new curricula and documentation for accreditation in the Ministry of Education beyond the project after 2 nd year testing	10X									2X	2X	2X	2X
2.8	Measuring of a feedback, Sharing and networking report	16X6=	1X	1X	1X	1X	1X	1X	1X	1X	1X	1X	3X3=	3X3=
3	Development of innovative ICT based teaching and learning environment													
3.1	Development of on-distance learning and teaching methodologies, focusing on ICT	22=22X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	
4	Quality plan													
4.2	Circulation and archiving correspondence	12=12X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X
4.3	Following up the project progress, corrective actions	12=12X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X
4.5	Creating and maintenance of archive	12=12X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X
5	Dissemination & exploitation													
5.1	Press conferences, press realises, leaflets, posters, TV and radio, social media, project logo	24=24X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X

5.2	Project website design and development and regular updating portal by dissemination information	12X12=	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X	1=1X
5.4	Information sessions	1X1=								1=1X		
5.5	Final conference	1=									1=	
5.6	Double-sided agreements for cooperation during and beyond the project	3=3X	3=3X									
5.7	Preparation to 2nd year master programs testing beyond the project											2X
5.8	International conference papers and presentations	6=6X								2=2X	2=2X	
6	Management											
6.2	MC meetings (MC5, MC6)	1x1=		1=							1X	
6.4	Administrative and financial management, coordination and communication	24=24X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X	2=2X
6.5.	Reporting: Partners progress reports and preparation to Final report to EACEA	6X6=		1X1=							1X1=	2=2X

ANNEX II

General Conditions

ANNEX II

GENERAL CONDITIONS

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PART A – LEGAL AND ADMINISTRATIVE PROVISIONS

ARTICLE II.1 – GENERAL OBLIGATIONS AND ROLES OF THE BENEFICIARIES

II.1.1 General obligations and role of the beneficiaries

The beneficiaries shall:

- (a) be jointly and severally responsible for carrying out the action in accordance with the terms and conditions of the Agreement;
- (b) be responsible for complying with any legal obligations incumbent on them jointly or individually;
- (c) make appropriate internal arrangements for the proper implementation of the action, consistent with the provisions of this Agreement; where provided for in the Special Conditions, those arrangements shall take the form of an internal co-operation agreement between the beneficiaries.

II.1.2 General obligations and role of each beneficiary

Each beneficiary shall:

- (a) inform the coordinator immediately of any change likely to affect or delay the implementation of the action of which the beneficiary is aware;
- (b) inform the coordinator immediately of any change in its legal, financial, technical, organisational or ownership situation or of its affiliated entities and of any change in its name, address or legal representative or of its affiliated entities;
- (c) submit in due time to the coordinator:
 - (i) the data needed to draw up the reports, financial statements and other documents provided for in the Agreement;
 - (ii) all the necessary documents in the event of audits, checks or evaluation in accordance with Article II.27;
 - (iii) any other information to be provided to the Agency according to the Agreement, except where the Agreement requires that such information is submitted directly by the beneficiary to the Agency.

II.1.3 General obligations and role of the coordinator

The coordinator shall:

- (a) monitor that the action is implemented in accordance with the Agreement;
- (b) be the intermediary for all communications between the beneficiaries and the Agency, except where provided otherwise in the Agreement, and, in particular, the coordinator shall:
 - (i) immediately provide the Agency with the information related to any change in the name, address, legal representative as well as in the legal, financial, technical, organisational or ownership situation of any of the beneficiaries or of its affiliated entities or to any event likely to affect or delay the implementation of the action, of which the coordinator is aware;

- (ii) bear responsibility for supplying all documents and information to the Agency which may be required under the Agreement, except where provided otherwise in the Agreement; where information is required from the other beneficiaries, the coordinator shall bear responsibility for obtaining and verifying this information before passing it on to the Agency;
- (c) make the appropriate arrangements for providing any financial guarantees required under the Agreement;
- (d) establish the requests for payment in accordance with the Agreement;
- (e) where it is designated as the sole recipient of payments on behalf of all of the beneficiaries, ensure that all the appropriate payments are made to the other beneficiaries without unjustified delay;
- (f) bear responsibility for providing all the necessary documents in the event of checks and audits initiated before the payment of the balance, and in the event of evaluation in accordance with Article II.27;
- (g) transfer to the beneficiaries, without delay, any document relating to the action or the grant.

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

ARTICLE II.2 – COMMUNICATIONS BETWEEN THE PARTIES

II.2.1 Form and means of communications

Any communication relating to the Agreement or to its implementation shall be made in writing (in paper or electronic form), shall bear the number of the Agreement and shall be made using the communication details identified in Article I.6.

Electronic communications shall be confirmed by an original signed paper version of that communication if requested by any of the parties provided that this request is submitted without unjustified delay. The sender shall send the original signed paper version without unjustified delay.

Formal notifications shall be made by registered mail with return receipt or equivalent, or by equivalent electronic means.

II.2.2 Date of communications

Any communication is deemed to have been made when it is received by the receiving party, unless the agreement refers to the date when the communication was sent.

Electronic communication is deemed to have been received by the receiving party on the day of successful dispatch of that communication, provided that it is sent to the addressees listed in Article I.6. Dispatch shall be deemed unsuccessful if the sending party receives a message of non-delivery. In this case, the sending party shall immediately send again such communication to any of the other addresses listed in Article I.6. In case of unsuccessful dispatch, the sending party shall not be held in breach of its obligation to send such communication within a specified deadline.

Mail sent to the Agency using the postal services is considered to have been received by the Agency on the date on which it is registered by the department identified in Article I.6.2.

Formal notifications made by registered mail with return receipt or equivalent, or by equivalent electronic means, shall be considered to have been received by the receiving party on the date of receipt indicated on the return receipt or equivalent.

ARTICLE II.3 – LIABILITY FOR DAMAGES

- II.3.1** The Agency shall not be held liable for any damage caused or sustained by any of the beneficiaries, including any damage caused to third parties as a consequence of or during the implementation of the action.
- II.3.2** Except in cases of force majeure, the beneficiaries shall compensate the Agency for any damage sustained by it as a result of the implementation of the action or because the action was not implemented or implemented poorly, partially or late.

ARTICLE II.4 - CONFLICT OF INTERESTS

- II.4.1** The beneficiaries shall take all necessary measures to prevent any situation where the impartial and objective implementation of the Agreement is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest (“conflict of interests”).
- II.4.2** Any situation constituting or likely to lead to a conflict of interests during the implementation of the Agreement shall be notified to the Agency, in writing, without delay. The beneficiaries shall immediately take all the necessary steps to rectify this situation. The Agency reserves the right to verify that the measures taken are appropriate and may require additional measures to be taken within a specified deadline.

ARTICLE II.5 – CONFIDENTIALITY

- II.5.1** The Agency and the beneficiaries shall preserve the confidentiality of any information and documents, in any form, which are disclosed in writing or orally in relation to the implementation of the Agreement and which are explicitly indicated in writing as confidential.
- II.5.2** The beneficiaries shall not use confidential information and documents for any reason other than fulfilling their obligations under the Agreement, unless otherwise agreed with the Agency in writing.
- II.5.3** The Agency and the beneficiaries shall be bound by the obligations referred to in Articles II.5.1 and II.5.2 during the implementation of the Agreement and for a period of five years starting from the payment of the balance, unless:
- (a) the party concerned agrees to release the other party from the confidentiality obligations earlier;
 - (b) the confidential information becomes public through other means than in breach of the confidentiality obligation through disclosure by the party bound by that obligation;
 - (c) the disclosure of the confidential information is required by law.

ARTICLE II.6 – PROCESSING OF PERSONAL DATA

II.6.1 Processing of personal data by the Agency

Any personal data included in the Agreement shall be processed by the Agency pursuant to Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Such data shall be processed by the data controller identified in Article I.6.1 solely for the purposes of the implementation, management and monitoring of the Agreement, without prejudice to possible transmission to the bodies charged with the monitoring or inspection tasks in application of Union law.

The beneficiaries shall have the right of access to their personal data and the right to rectify any such data. Should the beneficiaries have any queries concerning the processing of their personal data, they shall address them to the data controller, identified in Article I.6.1.

The beneficiaries shall have the right of recourse at any time to the European Data Protection Supervisor.

II.6.2 Processing of personal data by the beneficiaries

Where the Agreement requires the processing of personal data by the beneficiaries, the beneficiaries may act only under the supervision of the data controller identified in Article I.6.1, in particular with regard to the purpose of the processing, the categories of data which may be processed, the recipients of the data and the means by which the data subject may exercise his or her rights.

The access to data that the beneficiaries grant to their personnel shall be limited to the extent strictly necessary for the implementation, management and monitoring of the Agreement.

The beneficiaries undertake to adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned, in order to:

- (a) prevent any unauthorised person from gaining access to computer systems processing personal data, and especially:
 - (i) unauthorised reading, copying, alteration or removal of storage media;
 - (ii) unauthorised data input as well as any unauthorised disclosure, alteration or erasure of stored personal data;
 - (iii) unauthorised persons from using data-processing systems by means of data transmission facilities;
- (b) ensure that authorised users of a data-processing system can access only the personal data to which their access right refers;
- (c) record which personal data have been communicated, when and to whom;
- (d) ensure that personal data being processed on behalf of third parties can be processed only in the manner prescribed by the Agency;
- (e) ensure that, during communication of personal data and transport of storage media, the data cannot be read, copied or erased without authorisation;
- (f) design their organisational structure in such a way that it meets data protection requirements.

ARTICLE II.7 – VISIBILITY OF UNION FUNDING

II.7.1 Information on Union funding and use of European Union emblem

Unless the Agency requests or agrees otherwise, any communication or publication related to the action, made by the beneficiaries jointly or individually, including at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, etc.), shall indicate that the action has received funding from the Union and shall display the European Union emblem.

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

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

For the purposes of the first, second and third subparagraphs and under the conditions specified therein, the beneficiaries are exempted from the obligation to obtain prior permission from the Agency to use the European Union emblem.

II.7.2 Disclaimers excluding Agency and Commission responsibility

Any communication or publication related to the action, made by the beneficiaries jointly or individually in any form and using any means, shall indicate that it reflects only the author's view and that the Agency and the Commission are not responsible for any use that may be made of the information it contains.

ARTICLE II.8 – PRE-EXISTING RIGHTS AND OWNERSHIP AND USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)

II.8.1 Ownership of the results by the beneficiaries

Unless stipulated otherwise in the 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.8.2 Pre-existing industrial and intellectual property rights

Where industrial and intellectual property rights, including rights of third parties, exist prior to the conclusion of the Agreement, the beneficiaries shall establish a list which shall specify all rights of ownership and use of the pre-existing industrial and intellectual property rights and disclose it to the Agency at the latest before the commencement of implementation.

The beneficiaries shall ensure that they or their affiliated entities have all the rights to use any pre-existing industrial and intellectual property rights during the implementation of the Agreement.

II.8.3 Rights of use of the results and of pre-existing rights by the Agency and/or the Union

Without prejudice to Articles II.1.1, II.3 and II.8.1, the beneficiaries grant the Agency and/or the Union the right to use the results of the action for the following purposes:

- (a) use for its own purposes, and in particular, making available to persons working for the Agency, the Union institutions, agencies and bodies and to Member States' institutions, as well as, copying and reproducing in whole or in part and in unlimited number of copies;

- (b) distribution to the public, and in particular, publication in hard copies and in electronic or digital format, publication on the internet, including on the Europa website, as a downloadable or non-downloadable file, broadcasting by any kind of technique of transmission, public display or presentation, communication through press information services, inclusion in widely accessible databases or indexes;
- (c) translation;
- (d) giving access upon individual requests without the right to reproduce or exploit, as provided for by Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents;
- (e) storage in paper, electronic or other format;
- (f) archiving in line with the document management rules applicable to the Agency and/or the Commission;
- (g) rights to authorise or sub-licence the modes of exploitation set out in points (b) and (c) to third parties.

Additional rights of use for the Agency and/or the Union may be provided for in the Special Conditions.

The beneficiaries shall warrant that the Agency and/or the Union has the right to use any pre-existing industrial and intellectual property rights, which have been included in the results of the action. Unless specified otherwise in the Special Conditions, those pre-existing rights shall be used for the same purposes and under the same conditions applicable to the rights of use of the results of the action.

Information about the copyright owner shall be inserted when the result is divulged by the Agency and/or the Union. The copyright information shall read: "© – year – name of the copyright owner. All rights reserved. Licenced to the European Union under conditions.".

ARTICLE II.9 – AWARD OF CONTRACTS NECESSARY FOR THE IMPLEMENTATION OF THE ACTION

II.9.1 Where the implementation of the action requires the procurement of goods, works or services, the beneficiaries shall award the contract to the tender offering best value for money or, as appropriate, to the tender offering the lowest price. In doing so, they shall avoid any conflict of interests.

Beneficiaries acting in their capacity of contracting authorities within the meaning of Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts or contracting entities within the meaning of Directive 2004/17/EC of the European Parliament and of the Council of 31 March 2004 coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors shall abide by the applicable national public procurement rules.

II.9.2 The beneficiaries shall retain sole responsibility for carrying out the action and for compliance with the provisions of the Agreement. The beneficiaries shall ensure that any procurement contract contains provisions stipulating that the contractor has no rights vis-à-vis the Agency under the Agreement.

II.9.3 The beneficiaries shall ensure that the conditions applicable to them under Articles II.3, II.4, II.5, II.8 and II.27 are also applicable to the contractor.

ARTICLE II.10 – SUBCONTRACTING OF TASKS FORMING PART OF THE ACTION

- II.10.1** A "subcontract" is a procurement contract within the meaning of Article II.9, which covers the implementation by a third party of tasks forming part of the action as described in Annex I.
- II.10.2** Beneficiaries may subcontract tasks forming part of the action, provided that, in addition to the conditions specified in Article II.9 and the Special Conditions, the following conditions are complied with:
- (a) subcontracting only covers the implementation of a limited part of the action;
 - (b) recourse to subcontracting is justified having regard to the nature of the action and what is necessary for its implementation;
 - (c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget set out in Annex III;
 - (d) any recourse to subcontracting, if not provided for in Annex I, is communicated by the coordinator and approved by the Agency without prejudice to Article II.12.2;
 - (e) the beneficiaries ensure that the conditions applicable to them under Article II.7 are also applicable to the subcontractor.

ARTICLE II.11 - FINANCIAL SUPPORT TO THIRD PARTIES

- II.11.1** Where the implementation of the action requires giving financial support to third parties, the beneficiaries shall give such financial support in accordance with the conditions specified in Annex I, which shall at least contain:
- (a) the maximum amount of financial support, which shall not exceed EUR 60 000 for each third party except where the financial support is the primary aim of the action as specified in Annex I;
 - (b) the criteria for determining the exact amount of the financial support;
 - (c) the different types of activity that may receive financial support, on the basis of a fixed list;
 - (d) the definition of the persons or categories of persons which may receive financial support;
 - (e) the criteria for giving the financial support.
- II.11.2** By way of derogation from Article II.11.1, in case the financial support takes the form of a prize, the beneficiaries shall give such financial support in accordance with the conditions specified in Annex I, which shall at least contain:
- (a) the conditions for participation;
 - (b) the award criteria;
 - (c) the amount of the prize;
 - (d) the payment arrangements.

- II.11.3** The beneficiaries shall ensure that the conditions applicable to them under Articles II.3, II.4, II.5, II.7, II.8 and II.27 are also applicable to the third parties receiving financial support.

ARTICLE II.12 – AMENDMENTS TO THE AGREEMENT

- II.12.1** Any amendment to the Agreement shall be made in writing.
- II.12.2** An amendment may not have the purpose or the effect of making changes to the Agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants.
- II.12.3** Any request for amendment shall be duly justified and shall be sent to the other party in due time before it is due to take effect, and in any case one month before the end of the period set out in Article I.2.2, except in cases duly substantiated by the party requesting the amendment and accepted by the other party.
- II.12.4** A request for amendment on behalf of the beneficiaries shall be submitted by the coordinator. If a change of coordinator is requested without its agreement, the request shall be submitted by all other beneficiaries.
- II.12.5** Amendments shall enter into force on the date on which the last party signs or on the date of approval of the request for amendment.

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

ARTICLE II.13 – ASSIGNMENT OF CLAIMS FOR PAYMENTS TO THIRD PARTIES

- II.13.1** Claims for payments of the beneficiaries against the Agency may not be assigned to third parties, except in duly justified cases where the situation warrants it.

The assignment shall only be enforceable against the Agency if it has accepted the assignment on the basis of a written and reasoned request to that effect made by the coordinator on behalf of the beneficiaries. In the absence of such acceptance, or in the event of failure to observe the terms thereof, the assignment shall have no effect on the Agency.

- II.13.2** In no circumstances shall such an assignment release the beneficiaries from their obligations towards the Agency.

ARTICLE II.14 – FORCE MAJEURE

- II.14.1** "*Force majeure*" shall mean any unforeseeable exceptional situation or event beyond the parties' control, which prevents either of them from fulfilling any of their obligations under the Agreement, which was not attributable to error or negligence on their part or on the part of subcontractors, affiliated entities or third parties involved in the implementation and which proves to be inevitable in spite of exercising all due diligence. Any default of a service, defect in equipment or material or delays in making them available, unless they stem directly from a relevant case of force majeure, as well as labour disputes, strikes or financial difficulties cannot be invoked as *force majeure*.
- II.14.2** A party faced with *force majeure* shall formally notify the other party without delay, stating the nature, likely duration and foreseeable effects.
- II.14.3** The parties shall take the necessary measures to limit any damage due to *force majeure*. They shall do their best to resume the implementation of the action as soon as possible.
- II.14.4** The party faced with *force majeure* shall not be held to be in breach of its obligations under the Agreement if it has been prevented from fulfilling them by *force majeure*.

ARTICLE II.15 – SUSPENSION OF THE IMPLEMENTATION OF THE ACTION

II.15.1 Suspension of the implementation by the beneficiaries

The coordinator, on behalf of the beneficiaries, may suspend the implementation of the action or any part thereof, if exceptional circumstances make such implementation impossible or excessively difficult, in particular in the event of *force majeure*. The coordinator shall inform the Agency without delay, giving all the necessary reasons and details and the foreseeable date of resumption.

Unless the Agreement or the participation of a beneficiary is terminated in accordance with Article II.16.1, II.16.2 or points (c) or (d) of Article II.16.3.1, the coordinator shall, once the circumstances allow resuming the implementation of the action, inform the Agency immediately and present a request for amendment of the Agreement as provided for in Article II.15.3.

II.15.2 Suspension of the implementation by the Agency

II.15.2.1 The Agency may suspend the implementation of the action or any part thereof:

- (a) if the Agency has evidence that a beneficiary has committed substantial errors, irregularities or fraud in the award procedure or in the implementation of the Agreement or if a beneficiary fails to comply with its obligations under the Agreement;
- (b) if the Agency has evidence that a beneficiary has committed systemic or recurrent errors, irregularities, fraud or breach of obligations under other grants funded by the Union or the European Atomic Energy Community which were awarded to that beneficiary under similar conditions, provided that those errors, irregularities, fraud or breach of obligations have a material impact on this grant; or
- (c) if the Agency suspects substantial errors, irregularities, fraud or breach of obligations committed by a beneficiary in the award procedure or in the implementation of the Agreement and needs to verify whether they have actually occurred.

II.15.2.2 Before suspending the implementation the Agency shall formally notify the coordinator of its intention to suspend, specifying the reasons thereof, and, in the cases referred to in points (a) and (b) of Article II.15.2.1, the necessary conditions for resuming the implementation. The coordinator shall be invited to submit observations on behalf of all beneficiaries within 30 calendar days from receipt of this notification.

If, after examination of the observations submitted by the coordinator, the Agency decides to stop the suspension procedure, it shall formally notify the coordinator thereof.

If no observations have been submitted or if, despite the observations submitted by the coordinator, the Agency decides to pursue the suspension procedure, it may suspend the implementation by formally notifying the coordinator thereof, specifying the reasons for the suspension and, in the cases referred to in points (a) and (b) of Article II.15.2.1, the definitive conditions for resuming the implementation or, in the case referred to in point (c) of Article II.15.2.1, the indicative date of completion of the necessary verification.

The coordinator shall inform the other beneficiaries immediately. The suspension shall take effect five calendar days after the receipt of the notification by the coordinator or on a later date, where the notification so provides.

In order to resume the implementation, the beneficiaries shall endeavour to meet the notified conditions as soon as possible and shall inform the Agency of any progress made in this respect.

Unless the Agreement or the participation of a beneficiary is terminated in accordance with Articles II.16.1, II.16.2 or points (c), (i) or (j) of Article II.16.3.1, the Agency shall, as soon as it considers that the conditions for resuming the implementation have been met or the necessary verification, including on-the-spot checks, has been carried out, formally notify the coordinator thereof and invite the coordinator to present a request for amendment of the Agreement as provided for in Article II.15.3.

II.15.3 Effects of the suspension

If the implementation of the action can be resumed and the Agreement is not terminated, an amendment to the Agreement shall be made in accordance with Article II.12 in order to establish the date on which the action shall be resumed, to extend the duration of the action and to make any other modifications that may be necessary to adapt the action to the new implementing conditions.

The suspension is deemed lifted as from the date of resumption of the action agreed by the parties in accordance with the first subparagraph. Such a date may be before the date on which the amendment enters into force.

Any costs incurred by the beneficiaries, during the period of suspension, for the implementation of the suspended action or the suspended part thereof, shall not be reimbursed or covered by the grant.

The right of the Agency to suspend the implementation is without prejudice to its right to terminate the Agreement or the participation of a beneficiary in accordance with Article II.16.3 and its right to reduce the grant or recover amounts unduly paid in accordance with Articles II.25.4 and II.26.

Neither party shall be entitled to claim compensation on account of a suspension by the other party.

ARTICLE II.16 – TERMINATION OF THE AGREEMENT

II.16.1 Termination of the Agreement by the coordinator

In duly justified cases, the coordinator, on behalf of all beneficiaries, may terminate the Agreement by formally notifying the Agency thereof, stating clearly the reasons and specifying the date on which the termination shall take effect. The notification shall be sent before the termination is due to take effect.

If no reasons are given or if the Agency considers that the reasons exposed cannot justify the termination, it shall formally notify the coordinator, specifying the grounds thereof, and the Agreement shall be deemed to have been terminated improperly, with the consequences set out in the fourth subparagraph of Article II.16.4.

II.16.2 Termination of the participation of one or more beneficiaries by the coordinator

In duly justified cases, the participation of any one or several beneficiaries in the Agreement may be terminated by the coordinator, acting on request of that beneficiary or those beneficiaries, or on behalf of all the other beneficiaries. When notifying such termination to the Agency, the coordinator shall include the reasons for the termination of the participation, the opinion of the beneficiary or beneficiaries the participation of which is terminated, the date on which the termination shall take effect and the proposal of the remaining beneficiaries relating to the reallocation of the tasks of that beneficiary or those beneficiaries or, where relevant, to the nomination of one or more replacements which shall succeed that beneficiary or those beneficiaries in all their rights and obligations under the Agreement. The notification shall be sent before the termination is due to take effect.

If no reasons are given or if the Agency considers that the reasons exposed cannot justify the termination, it shall formally notify the coordinator, specifying the grounds thereof, and the participation shall be deemed to have been terminated improperly, with the consequences set out in the fourth subparagraph of Article II.16.4.

Without prejudice to Article II.12.2, an amendment to the Agreement shall be made, in order to introduce the necessary modifications.

II.16.3 Termination of the Agreement or the participation of one or more beneficiaries by the Agency

II.16.3.1 The Agency may decide to terminate the Agreement or the participation of any one or several beneficiaries participating in the action, in the following circumstances:

- (a) if a change to the beneficiary's legal, financial, technical, organisational or ownership situation is likely to affect the implementation of the Agreement substantially or calls into question the decision to award the grant;
- (b) if, following the termination of the participation of any one or several beneficiaries, the necessary modifications to the Agreement would call into question the decision awarding the grant or would result in unequal treatment of applicants;
- (c) if the beneficiaries do not implement the action as specified in Annex I or if a beneficiary fails to comply with another substantial obligation incumbent on it under the terms of the Agreement;
- (d) in the event of *force majeure*, notified in accordance with Article II.14, or in the event of suspension by the coordinator as a result of exceptional circumstances, notified in accordance with Article II.15, where resuming the implementation is impossible or where the necessary modifications to the Agreement would call into question the decision awarding the grant or would result in unequal treatment of applicants;
- (e) if a beneficiary is declared bankrupt, is being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of any other similar proceedings concerning those matters, or is in an analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (f) if a beneficiary or any related person, as defined in the second subparagraph, have been found guilty of professional misconduct proven by any means;
- (g) if a beneficiary is not in compliance with its 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 or in which the action is implemented;
- (h) if the Agency has evidence that a beneficiary or any related person, as defined in the second subparagraph, have committed fraud, corruption, or are involved in a criminal organisation, money laundering or any other illegal activity detrimental to the Union's financial interests;

- (i) if the Agency has evidence that a beneficiary or any related person, as defined in the second subparagraph, have committed substantial errors, irregularities or fraud in the award procedure or in the implementation of the Agreement, including in the event of submission of false information or failure to submit required information in order to obtain the grant provided for in the Agreement; or
- (j) if the Agency has evidence that a beneficiary has committed systemic or recurrent errors, irregularities, fraud or breach of obligations under other grants funded by the Union or the European Atomic Energy Community which were awarded to that beneficiary under similar conditions, provided that those errors, irregularities, fraud or breach of obligations have a material impact on this grant.

For the purposes of points (f), (h) and (i), "any related person" shall mean any natural person which has the power to represent the beneficiary or to take decisions on its behalf.

II.16.3.2 Before terminating the Agreement or the participation of any one or several beneficiaries, the Agency shall formally notify the coordinator and, as may be the case, the beneficiary(ies) concerned of its intention to terminate, specifying the reasons thereof and inviting the coordinator, within 45 calendar days from receipt of the notification, to submit observations on behalf of all beneficiaries and, in the case of point (c) of Article II.16.3.1, to inform the Agency about the measures taken to ensure that the beneficiaries continue to fulfil their obligations under the Agreement.

If, after examination of the observations submitted by the coordinator, the Agency decides to stop the termination procedure, it shall formally notify the coordinator thereof.

If no observations have been submitted or if, despite the observations submitted by the coordinator, the Agency decides to pursue the termination procedure, it may terminate the Agreement or the participation of any one or several beneficiaries by formally notifying the coordinator thereof, specifying the reasons for the termination.

In the cases referred to in points (a), (b), (c), (e) and (g) of Article II.16.3.1, the formal notification shall specify the date on which the termination takes effect. In the cases referred to in points (d), (f), (h), (i) and (j) of Article II.16.3.1, the termination shall take effect on the day following the date on which the formal notification was received by the coordinator.

II.16.4 Effects of termination

Where the Agreement is terminated, payments by the Agency shall be limited to the amount determined in accordance with Article II.25 on the basis of the eligible costs incurred by the beneficiaries and the actual level of implementation of the action on the date when the termination takes effect. Costs relating to current commitments, which are not due for execution until after the termination, shall not be taken into account. The coordinator shall have 60 days from the date when the termination of the Agreement takes effect, as provided for in Articles II.16.1 and II.16.3.2, to produce a request for payment of the balance in accordance with Article II.23.2. If no request for payment of the balance is received within this time limit, the Agency shall not reimburse or cover any costs which are not included in a financial statement approved by it or which are not justified in a technical report approved by it. In accordance with Article II.26, the Agency shall recover any amount already paid, if its use is not substantiated by the technical reports and, where applicable, by the financial statements approved by the Agency.

Where the participation of a beneficiary is terminated, the beneficiary concerned shall submit to the coordinator a technical report and, where applicable, a financial statement covering the period from the end of the last reporting period according to Article I.4 for which a report has been submitted to the Agency to the date on which the termination takes effect. The technical report and the financial statement shall be submitted in due time to allow the coordinator to draw up the corresponding payment request. Only those costs incurred by the beneficiary concerned up to the date when termination of its participation takes effect shall be reimbursed or covered by the grant. Costs relating to current commitments, which were not due for execution until after the termination, shall not be taken into account. The request for payment for the beneficiary concerned shall be included in the next payment request submitted by the coordinator in accordance with the schedule laid down in Article I.4.

Where the Agency, in accordance with point (c) of Article II.16.3.1, is terminating the Agreement on the grounds that the coordinator has failed to produce the request for payment and, after a reminder, has still not complied with this obligation within the deadline set out in Article II.23.3, the first subparagraph shall apply, subject to the following:

- (a) there shall be no additional time period from the date when the termination of the Agreement takes effect for the coordinator to produce a request for payment of the balance in accordance with Article II.23.2; and
- (b) the Agency shall not reimburse or cover any costs incurred by the beneficiaries up to the date of termination or up to the end of the period set out in Article I.2.2, whichever is the earlier, which are not included in a financial statement approved by it or which are not justified in a technical report approved by it.

In addition to the first, second and third subparagraphs, where the Agreement or the participation of a beneficiary is terminated improperly by the coordinator within the meaning of Articles II.16.1 and II.16.2, or where the Agreement or the participation of a beneficiary is terminated by the Agency on the grounds set out in points (c), (f), (h), (i) and (j) of Article II.16.3.1, the Agency may also reduce the grant or recover amounts unduly paid in accordance with Articles II.25.4 and II.26, in proportion to the gravity of the failings in question and after allowing the coordinator, and, where relevant, the beneficiaries concerned, to submit their observations.

Neither party shall be entitled to claim compensation on account of a termination by the other party.

ARTICLE II.17 – ADMINISTRATIVE AND FINANCIAL PENALTIES

II.17.1 By virtue of Articles 109 and 131(4) Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and with due regard to the principle of proportionality, a beneficiary which has committed substantial errors, irregularities or fraud, has made false declarations in supplying required information or has failed to supply such information at the moment of the submission of the application or during the implementation of the grant, or has been found in serious breach of its obligations under the Agreement shall be liable to:

- (a) administrative penalties consisting of exclusion from all contracts and grants financed by the Union budget for a maximum of five years from the date on which the infringement is established and confirmed following a contradictory procedure with the beneficiary; and/or
- (b) financial penalties of 2% to 10% of the value of the contribution the beneficiary concerned is entitled to in accordance with the estimated budget set out in Annex III.

In the event of another infringement within five years following the establishment of the first infringement, the period of exclusion under point (a) may be extended to 10 years and the range of the rate referred to in point (b) may be increased to 4% to 20%.

II.17.2 The Agency shall formally notify the beneficiary concerned of any decision to apply such penalties.

The Agency is entitled to publish such decision under the conditions and within the limits specified in Article 109(3) of Regulation (EU, EURATOM) No 966/2012.

An action may be brought against such decision before the General Court of the European Union, pursuant to Article 263 Treaty on the Functioning of the European Union ("TFEU").

ARTICLE II.18 – APPLICABLE LAW, SETTLEMENT OF DISPUTES AND ENFORCEABLE DECISION

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

II.18.2 Pursuant to Article 272 TFEU, the General Court or, on appeal, the Court of Justice of the European Union, shall have sole jurisdiction to hear any dispute between the Agency and/or the Union and any beneficiary concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

II.18.3 By virtue of Article 299 TFEU, for the purposes of recoveries within the meaning of Article II.26 or financial penalties, the Commission may adopt an enforceable decision to impose pecuniary obligations on persons other than States. An action may be brought against such decision before the General Court of the European Union pursuant to Article 263 TFEU.

PART B – FINANCIAL PROVISIONS

ARTICLE II.19 – ELIGIBLE COSTS

II.19.1 Conditions for the eligibility of costs

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

- (a) they are incurred in the period set out in Article I.2.2, with the exception of costs relating to the request for payment of the balance and the corresponding supporting documents referred to in Articles II.23.2 and I.4.1;
- (b) they are indicated in the estimated budget of the action set out in Annex III;
- (c) they are incurred in connection with the action as described in Annex I and are necessary for its implementation;
- (d) they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and with the usual cost accounting practices of the beneficiary;
- (e) they comply with the requirements of applicable tax and social legislation; and
- (f) they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

II.19.2 Eligible direct costs

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

To be eligible, direct costs shall comply with the conditions of eligibility set out in Article II.19.1.

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

- (a) the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the beneficiary's usual policy on remuneration; those costs may also include additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The 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;

- (b) costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel and do not exceed the scales approved annually by the Commission;

- (c) the depreciation costs of equipment or other assets (new or second-hand) as recorded in the accounting statements of the beneficiary, provided that the asset has been purchased in accordance with Article II.9 and that it is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary; the costs of rental or lease of equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the period set out in Article I.2.2 and the rate of actual use for the purposes of the action may be taken into account. By way of exception, the Special Conditions may provide for the eligibility of the full cost of purchase of equipment, where justified by the nature of the action and the context of the use of the equipment or assets.

- (d) costs of consumables and supplies, provided that they are purchased in accordance with Article II.9 and are directly assigned to the action;
- (e) costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with Article II.9;
- (f) costs entailed by subcontracts within the meaning of Article II.10, provided that the conditions laid down in that Article are met;
- (g) costs of financial support to third parties within the meaning of Article II.11, provided that the conditions laid down in that Article are met;
- (h) duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the Agreement.

II.19.3 Eligible indirect costs

"Indirect costs" of the action are those costs which are not specific costs directly linked to the implementation of the action and can therefore not be attributed directly to it. They may not include any costs identifiable or declared as eligible direct costs.

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

Unless otherwise specified in the Article I.3, eligible indirect costs shall be declared on the basis of a flat rate of 7% of the total eligible direct costs.

II.19.4 Ineligible costs

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

- (a) return on capital;
- (b) debt and debt service charges;
- (c) provisions for losses or debts;
- (d) interest owed;
- (e) doubtful debts;
- (f) exchange losses;

- (g) costs of transfers from the Agency charged by the bank of a beneficiary;
- (h) costs declared by a beneficiary in the framework of another action receiving a grant financed from the Union budget (including grants awarded by a Member State and financed from the Union budget and grants awarded by other bodies than the Agency for the purpose of implementing the Union budget); in particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary which already receives an operating grant financed from the Union budget during the period in question;
- (i) contributions in kind from third parties;
- (j) excessive or reckless expenditure;
- (k) deductible VAT.

ARTICLE II.20 – IDENTIFIABILITY AND VERIFIABILITY OF THE AMOUNTS DECLARED

II.20.1 Reimbursement of actual costs

Where, in accordance with Article I.3(a)(i), the grant takes the form of the reimbursement of actual costs, the beneficiary must declare as eligible costs the costs it actually incurred for the action.

If requested to do so in the context of the checks or audits described in Article II.27, the beneficiary must be able to provide adequate supporting documents to prove the costs declared, such as contracts, invoices and accounting records. In addition, the beneficiary's usual accounting and internal control procedures must permit direct reconciliation of the amounts declared with the amounts recorded in its accounting statements as well as with the amounts indicated in the supporting documents.

II.20.2 Reimbursement of pre-determined unit costs or pre-determined unit contribution

Where, in accordance with Article I.3(a)(ii) or (b), the grant takes the form of the reimbursement of unit costs or of a unit contribution, the beneficiary must declare as eligible costs or as requested contribution the amount obtained by multiplying the amount per unit specified in Article I.3(a)(ii) or (b) by the actual number of units used or produced.

If requested to do so in the context of the checks or audits described in Article II.27, the beneficiary must be able to provide adequate supporting documents to prove the number of units declared. However, the beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, notably accounting statements, to prove the amount declared per unit.

II.20.3 Reimbursement of pre-determined lump sum costs or pre-determined lump sum contribution

Where, in accordance with Article I.3(a)(iii) or (c), the grant takes the form of the reimbursement of lump sum costs or of a lump sum contribution, the beneficiary must declare as eligible costs or as requested contribution the global amount specified in Article I.3(a)(iii) or (c), subject to the proper implementation of the corresponding tasks or part of the action as described in Annex I.

If requested to do so in the context of the checks or audits described in Article II.27, the beneficiary must be able to provide adequate supporting documents to prove the proper implementation. However, the beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, notably accounting statements, to prove the amount declared as lump sum.

II.20.4 Reimbursement of pre-determined flat-rate costs or pre-determined flat-rate contribution

Where, in accordance with Article I.3(a)(iv) or (d), the grant takes the form of the reimbursement of flat-rate costs or of a flat-rate contribution, the beneficiary must declare as eligible costs or as requested contribution the amount obtained by applying the flat rate specified in Article I.3(a)(iv) or (d).

If requested to do so in the context of the checks or audits described in Article II.27, the beneficiary must be able to provide adequate supporting documents to prove the eligible costs or requested contribution to which the flat rate applies. However, the beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, notably accounting statements, for the flat rate applied.

II.20.5 Reimbursement of costs declared on the basis of the beneficiary's usual cost accounting practices

Where, in accordance with Article I.3(a)(v), the grant takes the form of the reimbursement of unit costs declared on the basis of the beneficiary's usual cost accounting practices, the beneficiary must declare as eligible costs the amount obtained by multiplying the amount per unit calculated in accordance with its usual cost accounting practices by the actual number of units used or produced. If requested to do so in the context of the checks or audits described in Article II.27, the beneficiary must be able to provide adequate supporting documents to prove the number of units declared.

Where, in accordance with Article I.3(a)(v), the grant takes the form of the reimbursement of lump sum costs declared on the basis of the beneficiary's usual cost accounting practices, the beneficiary must declare as eligible costs the global amount calculated in accordance with its usual cost accounting practices, subject to the proper implementation of the corresponding tasks or part of the action. If requested to do so in the context of the checks or audits described in Article II.27, the beneficiary must be able to provide adequate supporting documents to prove the proper implementation.

Where, in accordance with Article I.3(a)(v), the grant takes the form of the reimbursement of flat-rate costs declared on the basis of the beneficiary's usual cost accounting practices, the beneficiary must declare as eligible costs the amount obtained by applying the flat rate calculated in accordance with its usual cost accounting practices. If requested to do so in the context of the checks or audits described in Article II.27, the beneficiary must be able to provide adequate supporting documents to prove the eligible costs to which the flat rate applies.

In all three cases provided for in the first, second and third subparagraphs, the beneficiary does not need to identify the actual eligible costs covered, but it must ensure that the cost accounting practices used for the purpose of declaring eligible costs are in compliance with the following conditions:

- (a) the cost accounting practices used constitute its usual cost accounting practices and are applied in a consistent manner, based on objective criteria independent from the source of funding;
- (b) the costs declared can be directly reconciled with the amounts recorded in its general accounts; and

- (c) the categories of costs used for the purpose of determining the costs declared are exclusive of any ineligible cost or costs covered by other forms of grant in accordance with Article I.3.

Where the Special Conditions provide for the possibility for the beneficiary to request the Agency to assess the compliance of its usual cost accounting practices, the beneficiary may submit a request for assessment, which, where required by the Special Conditions, shall be accompanied by a certificate on the compliance of the cost accounting practices ("certificate on the compliance of the cost accounting practices").

The certificate on the compliance of the cost accounting practices shall be produced by an approved auditor or, in case of public bodies, by a competent and independent public officer.

The certificate shall certify that the beneficiary's cost accounting practices used for the purpose of declaring eligible costs comply with the conditions laid down in the fourth subparagraph and with the additional conditions which may be laid down in the Special Conditions.

Where the Agency has confirmed that the usual cost accounting practices of the beneficiary are in compliance, costs declared in application of these practices shall not be challenged *ex post*, provided that the practices actually used comply with those approved by the Agency and that the beneficiary did not conceal any information for the purpose of their approval.

ARTICLE II.21 – ELIGIBILITY OF COSTS OF ENTITIES AFFILIATED TO THE BENEFICIARIES

Where the Special Conditions contain a provision on entities affiliated to the beneficiaries, costs incurred by such an entity are eligible, provided that they satisfy the same conditions under Articles II.19 and II.20 as apply to the beneficiary, and that the beneficiary the entity is affiliated to ensures that the conditions applicable to him under Articles II.3, II.4, II.5, II.7, II.9, II.10 and II.27 are also applicable to the entity.

ARTICLE II.22 – BUDGET TRANSFERS

Without prejudice to Article II.10 and provided that the action is implemented as described in Annex I, beneficiaries are allowed to adjust the estimated budget set out in Annex III by transfers between themselves and between the different budget categories, without this adjustment being considered as an amendment of the Agreement within the meaning of Article II.12.

By way of derogation from the first subparagraph, should beneficiaries want to modify the value of the contribution that each of them is entitled to as referred to in point (b) of Article II.17.1 and point (c) of Article II.26.3, the coordinator shall request an amendment in accordance to Article II.12.

The first two subparagraphs do not apply to amounts which, in accordance with Article I.3(b) or (c), take the form of a unit or lump sum(s) contribution(s).

ARTICLE II.23 – TECHNICAL AND FINANCIAL REPORTING – REQUESTS FOR PAYMENT AND SUPPORTING DOCUMENTS

II.23.1 Requests for further pre-financing payments and supporting documents

Where, in accordance with Article I.4.1, the pre-financing shall be paid in several instalments and where Article I.4.1 provides for a further pre-financing payment subject to having used all or part of the previous instalment, the coordinator may submit a request for a further pre-financing payment once the percentage of the previous instalment specified in Article I.4.1 has been used.

Where, in accordance with Article I.4.1, the pre-financing shall be paid in several instalments and where Article I.4.1 provides for a further pre-financing payment at the end of a reporting period, the coordinator shall submit a request for a further pre-financing payment within 60 days following the end of each reporting period for which a new pre-financing payment is due.

In both cases, the request shall be accompanied by the following documents:

- (a) a progress report on implementation of the action (“technical report on progress”);
- (b) a statement on the amount of the previous pre-financing instalment used to cover costs of the action (“statement on the use of the previous pre-financing instalment”), drawn up in accordance with Annex VI; and
- (c) where required by Article I.4.1, a financial guarantee;
- (d) an updated report on the distribution of the Union financial contribution between the beneficiaries, including amounts and dates of transfer.

II.23.2 Requests for interim payments or for payment of the balance and supporting documents

The coordinator shall submit a request for an interim payment or for payment of the balance within 60 days following the end of each reporting period for which, in accordance with Article I.4.1, an interim payment or the payment of the balance is due.

This request shall be accompanied by the following documents:

- (a) an interim report (“interim technical report”) or, for the payment of the balance, a final report on implementation of the action (“final technical report”), drawn up in accordance with Annex V; the interim or final technical report must contain the information needed to justify the eligible costs declared or the contribution requested on the basis of unit costs and lump sums where the grant takes the form of the reimbursement of unit or lump sum costs or of a unit or lump sum contribution in accordance with Article I.3(a)(ii), (iii), (b) or (c), as well as information on subcontracting as referred to in Article II.10.2(d);
- (b) an interim financial statement (“interim financial statement”) or, for the payment of the balance, a final financial statement (“final financial statement”); the interim or final financial statements must include a consolidated statement as well as a breakdown of the amounts claimed by each beneficiary and its affiliated entities; they must be drawn up in accordance with the structure of the estimated budget set out in Annex III and with Annex VI and detail the amounts for each of the forms of grant set out in Article I.3 for the reporting period concerned;
- (c) only for the payment of the balance, a summary financial statement (“summary financial statement”); this statement must include a consolidated financial statement and a breakdown of the amounts declared or requested by each beneficiary and its affiliated entities, aggregating the financial statements already submitted previously and indicating the receipts referred to in Article II.25.3.2 for each beneficiary and its affiliated entities; it must be drawn up in accordance with Annex VI;
- (d) where required by Article I.4.1 or for each beneficiary for which the total contribution in the form of reimbursement of actual costs as referred to in Article I.3(a)(i) is at least EUR 750 000 and which requests a reimbursement in that form of at least EUR 325 000 (when adding all previous reimbursements in that form for which a certificate on the financial statements has not been submitted), a certificate on the financial statements and underlying accounts (“certificate on the financial statements”);

This certificate shall be produced by an approved auditor or, in case of public bodies, by a competent and independent public officer and drawn up in accordance with Annex VII. It shall certify that the costs declared in the interim or final financial statement by the beneficiary concerned or its affiliated entities for the categories of costs reimbursed in accordance with Article I.3(a)(i) are real, accurately recorded and eligible in accordance with the Agreement. In addition, for the payment of the balance, it shall certify that all the receipts referred to in Article II.25.3.2 have been declared; and

- (e) where required by Article I.4.1, an operational verification report (“operational verification report”), produced by an independent third party approved by the Agency and drawn up in accordance with Annex VIII.

This report shall state that the actual implementation of the action as described in the interim or final report complies with the conditions set out in the Agreement.

- (f) an updated report on the distribution of the Union financial contribution between the beneficiaries, including amounts and dates of transfer.

The coordinator shall certify that the information provided in the request for interim payment or for payment of the balance is full, reliable and true. It shall also certify that the costs incurred can be considered eligible in accordance with the Agreement and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.27. In addition, for the payment of the balance, it shall certify that all the receipts referred to in Article II.25.3.2 have been declared.

II.23.3 Non-submission of documents

Where the coordinator has failed to submit a request for interim payment or payment of the balance accompanied by the documents referred to above within 60 days following the end of the corresponding reporting period and where the coordinator still fails to submit such a request within 60 days following a written reminder sent by the Agency, the Agency reserves the right to terminate the Agreement in accordance with Article II.16.3.1(c), with the effects described in the third and the fourth subparagraphs of Article II.16.4.

II.23.4 Currency for requests for payment and financial statements and conversion into euro

Requests for payment and financial statements shall be drafted in euro.

Beneficiaries with general accounts in a currency other than the euro shall convert costs incurred in another currency into euro at the average of the daily exchange rates published in the C series of *Official Journal of the European Union*, determined over the corresponding reporting period. Where no daily euro exchange rate is published in the *Official Journal of the European Union* for the currency in question, conversion shall be made at the average of the monthly accounting rates established by the Commission and published on its website (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm), determined over the corresponding reporting period.

Beneficiaries with general accounts in euro shall convert costs incurred in another currency into euro according to their usual accounting practices.

ARTICLE II.24 – PAYMENTS AND PAYMENT ARRANGEMENTS

II.24.1 Pre-financing

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

Without prejudice to Articles II.24.5 and II.24.6, where Article I.4.1 provides for a pre-financing payment upon entry into force of the Agreement, the Agency shall pay to the coordinator within 30 days following that date or, where required by Article I.4.1, following receipt of the financial guarantee.

Where payment of pre-financing is conditional on receipt of a financial guarantee, the financial guarantee shall fulfill the following conditions:

- (a) it is provided by a bank or an approved financial institution or, at the request of the coordinator and acceptance by the Agency, by a third party;
- (b) the guarantor stands as first-call guarantor and does not require the Agency and/or the Commission to have recourse against the principal debtor (i.e. the beneficiary concerned); and
- (c) it provides that it remains in force until the pre-financing is cleared against interim payments or payment of the balance by the Agency and, in case the payment of the balance is made in the form of a debit note, three months after the debit note is notified to a beneficiary. The Agency shall release the guarantee within the following month.

II.24.2 Further pre-financing payments

Without prejudice to Articles II.24.5 and II.24.6, on receipt of the documents referred to in Article II.23.1, the Agency shall pay to the coordinator the new pre-financing instalment within 60 days.

Where the statement on the use of the previous pre-financing instalment submitted in accordance with Article II.23.1 shows that less than 70% of the previous pre-financing instalment paid has been used to cover costs of the action, the amount of the new pre-financing to be paid shall be reduced by the difference between the 70% threshold and the amount used.

II.24.3 Interim payments

Interim payments are intended to reimburse or cover the eligible costs incurred for the implementation of the action during the corresponding reporting periods.

Without prejudice to Articles II.24.5 and II.24.6, on receipt of the documents referred to in Article II.23.2, the Agency shall pay to the coordinator the amount due as interim payment within the time limit specified in Article I.4.2.

This amount shall be determined following approval of the request for interim payment and of the accompanying documents and in accordance with the fourth, fifth and sixth subparagraphs. Approval of the request for interim payment and of the accompanying documents shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations and information it contains.

Without prejudice to any ceiling set out in Article I.4.1 and to Articles II.24.5 and II.24.6, the amount due as interim payment shall be determined as follows:

- (a) where, in accordance with Article I.3(a), the grant takes the form of the reimbursement of eligible costs, the amount obtained by application of the reimbursement rate specified in that Article to the eligible costs of the action approved by the Agency for the concerned reporting period and the corresponding categories of costs, beneficiaries and affiliated entities; if Article I.4.1 specifies another reimbursement rate, this other rate shall be applied instead;
- (b) where, in accordance with Article I.3(b), the grant takes the form of a unit contribution, the amount obtained by multiplying the unit contribution specified in that Article by the actual number of units approved by the Agency for the concerned reporting period and for the corresponding beneficiaries and affiliated entities;

- (c) where, in accordance with Article I.3(c), the grant takes the form of a lump sum contribution, the lump sum specified in that Article for the corresponding beneficiaries and affiliated entities, subject to approval by the Agency of the proper implementation during the concerned reporting period of the corresponding tasks or part of the action in accordance with Annex I;
- (d) where, in accordance with Article I.3(d), the grant takes the form of a flat-rate contribution, the amount obtained by applying the flat rate referred to in that Article to the eligible costs or to the contribution accepted by the Agency for the concerned reporting period and the corresponding beneficiaries and affiliated entities.

Where Article I.3 provides for a combination of different forms of grant, these amounts shall be added.

Where Article I.4.1 requires that the interim payment clears all or part of the pre-financing paid to the beneficiaries, the amount of pre-financing to be cleared shall be deducted from the amount due as interim payment, as determined in accordance with the fourth and fifth subparagraphs.

II.24.4 Payment of the balance

The payment of the balance, which may not be repeated, is intended to reimburse or cover after the end of the period set out in Article I.2.2 the remaining part of the eligible costs incurred by the beneficiaries for its implementation. Where the total amount of earlier payments is greater than the final amount of the grant determined in accordance with Article II.25, the payment of the balance may take the form of a recovery as provided for by Article II.26.

Without prejudice to Articles II.24.5 and II.24.6, on receipt of the documents referred to in Article II.23.2, the Agency shall pay the amount due as the balance within the time limit specified in Article I.4.2.

This amount shall be determined following approval of the request for payment of the balance and of the accompanying documents and in accordance with the fourth subparagraph. Approval of the request for payment of the balance and of the accompanying documents shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations and information it contains.

The amount due as the balance shall be determined by deducting, from the final amount of the grant determined in accordance with Article II.25, the total amount of pre-financing and interim payments already made.

II.24.5 Suspension of the time limit for payment

The Agency may suspend the time limit for payment specified in Articles I.4.2 and II.24.2 at any time by formally notifying the coordinator that its 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 doubt about the eligibility of the costs declared in the financial statement.

The coordinator shall be notified as soon as possible of any such suspension, together with the reasons thereof.

Suspension shall take effect on the date when notification is sent by the Agency. The remaining payment period shall start to run again from the date on which the requested information or revised documents are received or the necessary further verification, including on-the-spot checks, is carried out. Where the suspension exceeds two months, the coordinator may request a decision by the Agency on whether the suspension is to be continued.

Where the time limit for payment has been suspended following the rejection of one of the technical reports or financial statements provided for by Article II.23 and the new report or statement submitted is also rejected, the Agency reserves the right to terminate the Agreement in accordance with Article II.16.3.1(c), with the effects described in Article II.16.4.

II.24.6 Suspension of payments

The Agency may, at any time during the implementation of the Agreement, suspend the pre-financing payments, interim payments or payment of the balance for all beneficiaries, or suspend the pre-financing payments or interim payments for any one or several beneficiaries:

- (a) if the Agency has evidence that a beneficiary has committed substantial errors, irregularities or fraud in the award procedure or in the implementation of the grant, or if a beneficiary fails to comply with its obligations under the Agreement;
- (b) if the Agency has evidence that a beneficiary has committed systemic or recurrent errors, irregularities, fraud or breach of obligations under other grants funded by the Union or by the European Atomic Energy Community which were awarded to that beneficiary under similar conditions, provided that those errors, irregularities, fraud or breach of obligations have a material impact on this grant; or
- (c) if the Agency suspects substantial errors, irregularities, fraud or breach of obligations committed by a beneficiary in the award procedure or in the implementation of the Agreement and needs to verify whether they have actually occurred.

Before suspending payments, the Agency shall formally notify the coordinator of its intention to suspend payments, specifying the reasons thereof and, in the cases referred to in points (a) and (b) of the first subparagraph, the necessary conditions for resuming payments. The coordinator shall be invited to make any observations on behalf of all beneficiaries within 30 calendar days from receipt of this notification.

If, after examination of the observations submitted by the coordinator, the Agency decides to stop the procedure of payment suspension, the Agency shall formally notify the coordinator thereof.

If no observations have been submitted or if, despite the observations submitted by the coordinator, the Agency decides to pursue the procedure of payment suspension, it may suspend payments by formally notifying the coordinator, specifying the reasons for the suspension and, in the cases referred to in points (a) and (b) of the first subparagraph, the definitive conditions for resuming payments or, in the case referred to in point (c) of the first subparagraph, the indicative date of completion of the necessary verification.

The coordinator shall inform the other beneficiaries immediately. The suspension of payments shall take effect on the date when the notification is sent by the Agency.

In order to resume payments, the beneficiaries shall endeavour to meet the notified conditions as soon as possible and shall inform the Agency of any progress made in this respect.

The Agency shall, as soon as it considers that the conditions for resuming payments have been met or the necessary verification, including on-the-spot checks, has been carried out, formally notify the coordinator thereof.

During the period of suspension of payments and without prejudice to the right to suspend the implementation of the action in accordance with Article II.15.1 or to terminate the Agreement or the participation of a beneficiary in accordance with Article II.16.1 and Article II.16.2, the coordinator is not entitled to submit any requests for payments and supporting documents referred to in Article II.23 or, where the suspension concerns the pre-financing payments or interim payments for one or several beneficiaries only, any requests for payments and supporting documents relating to the participation of the concerned beneficiary or beneficiaries in the action.

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

II.24.7 Notification of amounts due

The Agency shall formally notify the amounts due, specifying whether it is a further pre-financing payment, an interim payment or the payment of the balance. In the case of payment of the balance, it shall also specify the final amount of the grant determined in accordance with Article II.25.

II.24.8 Interest on late payment

On expiry of the time limits for payment specified in Articles I.4.2, II.24.1 and II.24.2, and without prejudice to Articles II.24.5 and II.24.6, the beneficiaries are entitled to interest on late payment at the rate applied by the European Central Bank for its main refinancing operations in euros ("the reference rate"), plus three and a half points. The reference rate shall be the rate in force on the first day of the month in which the time limit for payment expires, as published in the C series of the *Official Journal of the European Union*.

The first subparagraph shall not apply where all beneficiaries are Member States of the Union, including regional and local government authorities and other public bodies acting in the name and on behalf of the Member State for the purpose of this Agreement.

The suspension of the time limit for payment in accordance with Article II.24.5 or of payment by the Agency in accordance with Article II.24.6 may not be considered as late payment.

Interest on late payment shall cover the period running from the day following the due date for payment, up to and including the date of actual payment as established in Article II.24.10. The interest payable shall not be considered for the purposes of determining the final amount of grant within the meaning of Article II.25.3.

By way of derogation from the first subparagraph, when the calculated interest is lower than or equal to EUR 200, it shall be paid to the coordinator only upon request submitted within two months of receiving late payment.

II.24.9 Currency for payments

Payments by the Agency shall be made in euro.

II.24.10 Date of payment

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

II.24.11 Costs of payment transfers

Costs of the payment transfers shall be borne in the following way:

- (a) costs of transfer charged by the bank of the Agency and/or the Commission shall be borne by the Agency and/or the Commission;

- (b) costs of transfer charged by the bank of a beneficiary shall be borne by the beneficiary;
- (c) all costs of repeated transfers caused by one of the parties shall be borne by the party which caused the repetition of the transfer.

II.24.12 Payments to the coordinator

Payments to the coordinator shall discharge the Agency from its payment obligation.

ARTICLE II.25 – DETERMINING THE FINAL AMOUNT OF THE GRANT

II.25.1 Calculation of the final amount

Without prejudice to Articles II.25.2, II.25.3 and II.25.4, the final amount of the grant shall be determined as follows:

- (a) where, in accordance with Article I.3(a), the grant takes the form of the reimbursement of eligible costs, the amount obtained by application of the reimbursement rate specified in that Article to the eligible costs of the action approved by the Agency for the corresponding categories of costs, beneficiaries and affiliated entities;
- (b) where, in accordance with Article I.3(b), the grant takes the form of a unit contribution, the amount obtained by multiplying the unit contribution specified in that Article by the actual number of units approved by the Agency for the corresponding beneficiaries and affiliated entities;
- (c) where, in accordance with Article I.3(c), the grant takes the form of a lump sum contribution, the lump sum specified in that Article for the corresponding beneficiaries and affiliated entities, subject to approval by the Agency of the proper implementation of the corresponding tasks or part of the action in accordance with Annex I;
- (d) where, in accordance with Article I.3(d), the grant takes the form of a flat-rate contribution, the amount obtained by applying the flat rate referred to in that Article to the eligible costs or to the contribution accepted by the Agency for the corresponding beneficiaries and affiliated entities.

Where Article I.3 provides for a combination of different forms of grant, these amounts shall be added.

II.25.2 Maximum amount

The total amount paid to the beneficiaries by the Agency may in no circumstances exceed the maximum amount specified in Article I.3.

Where the amount determined in accordance with Article II.25.1 exceeds this maximum amount, the final amount of the grant shall be limited to the maximum amount specified in Article I.3.

II.25.3 No-profit rule and taking into account of receipts

II.25.3.1 The grant may not produce a profit for the beneficiaries, unless specified otherwise in the Special Conditions. "Profit" shall mean a surplus of the receipts over the eligible costs of the action.

II.25.3.2 The receipts to be taken into account are the consolidated receipts established, generated or confirmed on the date on which the request for payment of the balance is drawn up by the coordinator, which fall within one of the following two categories:

- (a) income generated by the action; or
- (b) financial contributions specifically assigned by the donors to the financing of the eligible costs of the action reimbursed by the Agency in accordance with Article I.3(a)(i).

II.25.3.3 The following shall not be considered as receipts to be taken into account for the purpose of verifying whether the grant produces a profit for the beneficiaries:

- (a) financial contributions referred to in point (b) of Article II.25.3.2, which may be used by the beneficiaries to cover costs other than the eligible costs under the Agreement;
- (b) financial contributions referred to in point (b) of Article II.25.3.2, the unused part of which is not due to the donors at the end of the period set out in Article I.2.2.

II.25.3.4 The eligible costs to be taken into account are the consolidated eligible costs approved by the Agency for the categories of costs reimbursed in accordance with Article I.3(a).

II.25.3.5 Where the final amount of the grant determined in accordance with Articles II.25.1 and II.25.2 would result in a profit for the beneficiaries, the profit shall be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the action approved by the Agency for the categories of costs referred to in Article I.3(a)(i). This final rate shall be calculated on the basis of the final amount of the grant in the form referred to in Article I.3(a)(i), as determined in accordance with Articles II.25.1 and II.25.2.

II.25.4 Reduction for poor, partial or late implementation

Without prejudice to the right to terminate the Agreement referred to in Article II.16 and without prejudice to the right of the Agency to apply penalties referred to in Article II.17, 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 according to the terms laid down in the Agreement.

ARTICLE II.26 – RECOVERY

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

Where the payment of the balance takes the form of a recovery, the coordinator shall repay the Agency the amount in question, even if it has not been the final recipient of the amount due.

II.26.2 Recovery after payment of the balance

Where an amount is to be recovered in accordance with Articles II.27.6, II.27.7 and II.27.8, the beneficiary concerned by the audit or OLAF findings shall repay the Agency the amount in question. Where the audit findings do not concern a specific beneficiary, the coordinator shall repay the Agency the amount in question, even if it has not been the final recipient of the amount due.

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

II.26.3 Recovery procedure

Before recovery, the Agency shall formally notify the beneficiary concerned of its intention to recover the amount unduly paid, specifying the amount due and the reasons for recovery and inviting the beneficiary to make any observations within a specified period.

If no observations have been submitted or if, despite the observations submitted by the beneficiary, the Agency decides to pursue the recovery procedure, the Agency may confirm recovery by formally notifying to the beneficiary a debit note ("debit note"), specifying the terms and the date for payment.

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

- (a) by offsetting it against any amounts owed to the beneficiary concerned by the Union or the European Atomic Energy Community (Euratom) ("offsetting"); in exceptional circumstances, justified by the necessity to safeguard the financial interests of the Union, the Agency may recover by offsetting before the due date; the beneficiary's prior consent shall not be required; an action may be brought against such offsetting before the General Court of the European Union pursuant to Article 263 TFEU;
- (b) by drawing on the financial guarantee where provided for in accordance with Article I.4.1 ("drawing on the financial guarantee");
- (c) by holding the beneficiaries jointly and severally liable up to the value of the contribution that the beneficiary held liable is entitled to receive. This contribution shall be that indicated in the estimated budget breakdown as set out in Annex III as last amended;
- (d) by taking legal action in accordance with Article II.18.2 or with the Special Conditions or by adopting an enforceable decision in accordance with Article II.18.3.

For the purposes of point (c) of the third subparagraph, the beneficiaries shall not be jointly and severally liable for financial penalties which could be imposed on any defaulting beneficiary in accordance with Article II.17.

II.26.4 Interest on late payment

If payment has not been made by the date set out in the debit note, the amount due shall bear interest at the rate established in Article II.24.8. Interest on late payment shall cover the period running from the day following the due date for payment, up to and including the date when the Agency and/or the Commission actually receives payment in full of the outstanding amount.

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

II.26.5 Bank charges

Bank charges incurred in connection with the recovery of the sums owed to the Agency and/or the Commission shall be borne by the beneficiary concerned except where Directive 2007/64/EC of the European Parliament and of the Council of 13 November 2007 on payment services in the internal market amending Directives 97/7/EC, 2002/65/EC, 2005/60/EC and 2006/48/EC and repealing Directive 97/5/EC applies.

ARTICLE II.27 – CHECKS, AUDITS AND EVALUATION

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

The Agency and/or the Commission may carry out technical and financial checks and audits in relation to the use of the grant. It may also check the statutory records of the beneficiaries for the purpose of periodic assessments of lump sum, unit cost or flat-rate amounts.

Information and documents provided in the framework of checks or audits shall be treated on a confidential basis.

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

Checks, audits or evaluations made by the Agency and/or the Commission may be carried out either directly by its own staff or by any other outside body authorised to do so on its behalf.

Such checks, audits or evaluations may be initiated during the implementation of the Agreement and for a period of five years starting from the date of payment of the balance. This period shall be limited to three years in case the maximum amount specified in Article I.3 is not more than EUR 60 000.

The check, audit or evaluation procedure shall be deemed to be initiated on the date of receipt of the letter of the Agency or the Commission announcing it.

II.27.2 Duty to keep documents

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

This period shall be limited to three years if the maximum amount specified in Article I.3 is not more than EUR 60 000.

The periods set out in the first and second subparagraphs shall be longer if there are on-going audits, appeals, litigation or pursuit of claims concerning the grant, including in the case referred to in Article II.27.7. In such cases, the beneficiaries shall keep the documents until such audits, appeals, litigation or pursuit of claims are closed.

II.27.3 Obligation to provide information

Where a check, audit or evaluation is initiated before the payment of the balance, the coordinator shall provide any information, including information in electronic format, requested by the Agency and/or Commission or by any other outside body authorised by it. Where appropriate, the Agency and/or the Commission may request such information to be provided directly by a beneficiary.

Where a check or audit is initiated after payment of the balance, such information shall be provided by the beneficiary concerned.

In case the beneficiary concerned does not comply with the obligations set out in the first and second subparagraphs, the Agency and/or the Commission may consider:

- (a) any cost insufficiently substantiated by information provided by the beneficiary as ineligible;
- (b) any unit, lump sum or flat-rate contribution insufficiently substantiated by information provided by the beneficiary as undue.

II.27.4 On-the-spot visits

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

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

In case the beneficiary concerned refuses to provide access to the sites, premises and information in accordance with the first and second subparagraphs, the Agency and/or the Commission may consider:

- (a) any cost insufficiently substantiated by information provided by the beneficiary as ineligible;
- (b) any unit, lump sum or flat-rate contribution insufficiently substantiated by information provided by the beneficiary as undue.

II.27.5 Contradictory audit procedure

On the basis of the findings made during the audit, a provisional report ("draft audit report") shall be drawn up. It shall be sent by the Agency and/or the Commission or its authorised representative to the beneficiary concerned, which shall have 30 days from the date of receipt to submit observations. The final report ("final audit report") shall be sent to the beneficiary concerned within 90 days of expiry of the time limit for submission of observations, unless the observations submitted by the beneficiary lead to further audit work, checks or discussions by the Agency and/or the Commission or its authorised representative.

II.27.6 Effects of audit findings

On the basis of the final audit findings, the Agency and/or the Commission may take the measures which it considers necessary, including recovery at the time of payment of the balance or after payment of the balance of all or part of the payments made by it, in accordance with Article II.26.

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

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

II.27.7.1 The Agency and/or the Commission may take all measures which it considers necessary, including recovery at the time of payment of the balance or after payment of the balance of all or part of the payments made by it under the Agreement, in accordance with Article II.26, where the following conditions are fulfilled:

- (a) the beneficiary is found, on the basis of an audit of other grants awarded to it under similar conditions, to have committed systemic or recurrent errors, irregularities, fraud or breach of obligations that have a material impact on this grant; and
- (b) the final audit report containing the findings of the systemic or recurrent errors, irregularities, fraud or breach of obligations is received by the beneficiary within the period referred to in Article II.27.1.

II.27.7.2 The Agency and/or the Commission shall determine the amount to be corrected under the Agreement:

- (a) wherever possible and practicable, on the basis of costs unduly declared as eligible under the Agreement.

For that purpose, the beneficiary concerned shall revise the financial statements submitted under the Agreement taking account of the findings and resubmit them to the Agency and/or the Commission within 60 days from the date of receipt of the final audit report containing the findings of the systemic or recurrent errors, irregularities, fraud or breach of obligations.

In the case of systemic or recurrent errors, irregularities, fraud or breach of obligations found after the payment of the balance, the amount to be recovered shall correspond to the difference between the revised final amount of the grant, determined in accordance with Article II.25 on the basis of the revised eligible costs declared by the beneficiary and approved by the Agency and/or by the Commission, and the total amount paid to the beneficiaries under the Agreement for the implementation of the action;

- (b) where it is not possible or practicable to quantify precisely the amount of ineligible costs under the Agreement, by extrapolating the correction rate applied to the eligible costs for the grants for which the systemic or recurrent errors or irregularities have been found.

The Agency and/or the Commission shall formally notify the extrapolation method to be applied to the beneficiary concerned, which shall have 60 days from the date of receipt of the notification to submit observations and to propose a duly substantiated alternative method.

If the Agency and/or the Commission accepts the alternative method proposed by the beneficiary, it shall formally notify the beneficiary concerned thereof and determine the revised eligible costs by applying the accepted alternative method.

If no observations have been submitted or if the Agency and/or the Commission does not accept the observations or the alternative method proposed by the beneficiary, the Agency and /or the Commission shall formally notify the beneficiary concerned thereof and determine the revised eligible costs by applying the extrapolation method initially notified to the beneficiary.

In the case of systemic or recurrent errors, irregularities, fraud or breach of obligations found after the payment of the balance, the amount to be recovered shall correspond to the difference between the revised final amount of the grant, determined in accordance with Article II.25 on the basis of the revised eligible costs after extrapolation, and the total amount paid to the beneficiaries under the Agreement for the implementation of the action; or

- (c) where ineligible costs cannot serve as a basis for determining the amount to be corrected, by applying a flat rate correction to the maximum amount of the grant specified in Article I.3 or part thereof, having regard to the principle of proportionality.

The Agency and/or the Commission shall formally notify the flat rate to be applied to the beneficiary concerned, which shall have 60 days from the date of receipt of the notification to submit observations and to propose a duly substantiated alternative flat rate.

If the Agency and/or the Commission accepts the alternative flat rate proposed by the beneficiary, it shall formally notify the beneficiary concerned thereof and correct the grant amount by applying the accepted alternative flat rate.

If no observations have been submitted or if the Agency and/or the Commission does not accept the observations or the alternative flat rate proposed by the beneficiary, the Agency and/or the Commission shall formally notify the beneficiary concerned thereof and correct the grant amount by applying the flat rate initially notified to the beneficiary.

In the case of systemic or recurrent errors, irregularities, fraud or breach of obligations found after the payment of the balance, the amount to be recovered shall correspond to the difference between the revised final amount of the grant after flat-rate correction and the total amount paid to the beneficiaries under the Agreement for the implementation of the action.

II.27.8 Checks and inspections by OLAF

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

By virtue of Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities and Regulation (EU, EURATOM) No 883/2013 of the European Parliament and the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF), OLAF may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by Union law for the protection of the financial interests of the Union against fraud and other irregularities.

Where appropriate, OLAF findings may lead to recovery by the Agency and/or the Commission.

II.27.9 Checks and audits by the European Court of Auditors

The European Court of Auditors shall have the same rights as the Agency and the Commission, notably right of access, for the purpose of checks and audits.

ANNEX III

Estimated budget of the action

Maximum Grant contribution to the project costs

	EUR
I STAFF COSTS	239.803,00
II TRAVEL COSTS	68.930,00
III COSTS OF STAY	138.240,00
IV EQUIPMENT	196.803,00
V SUBCONTRACTING	16.800,00
TOTAL GRANT CONTRIBUTION (total I – V)	660.576,00

ANNEX IV
List of beneficiaries
and
Mandates provided to the coordinator by the
other beneficiaries

ANNEX IV - List of Beneficiaries

561525-EPP-1-2015-1-LV-EPPKA2-CBHE-JP

Co-beneficiary Institutions	PIC	City	Country
BELARUSIAN PHYSICAL SOCIETY VOLUNTARY ASSOCIATION	932954343	Minsk	BY
BELARUSIAN STATE UNIVERSITY	999505946	MINSK	BY
BELORUSSKIY GOSUDARSTVENNIY TEHNOLOGICHESKIY UNIV.	960250434	MINSK	BY
FRANCISK SKORINA GOMEL STATE UNIVERSITY	934696463	Gomel	BY
KATHOLIEKE UNIVERSITEIT LEUVEN	999991334	LEUVEN	BE
MINISTRY OF EDUCATION OF THE REPUBLIC OF BELARUS	933729373	Minsk	BY
RESPUBLIKANSKAYA ASSOCIACIYA NANOINDUSTRII	932940375	Minsk	BY
UNIVERSITY OF CYPRUS	999835843	NICOSIA	CY
YANKA KUPALA STATE UNIVERSITY OF GRODNO	951236321	GRODNO	BY
Co-ordinator	PIC	City	Country
RIGAS TEHNISKA UNIVERSITATE	999920718	RIGA	LV

P3

MANDATE¹

I, the undersigned,

[Kurochkin Yuri],

representing,

[Belarusian Physical Society (BPS)]

[NGO, professional Association]

[101158385]

[70/1, Nezavisimosti ave., 220072, Minsk, Belarus]

VAT number: 101158385

hereinafter referred to as "the beneficiary",

for the purposes of the signature and the implementation of the grant agreement *[Improvement of master-level education in the field of physical sciences in Belarusian universities, Acronym "Physics"]* (hereinafter referred to as "the grant agreement") with the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency")
hereby:

1. Mandate

[Riga Technical University] [RTU]

[public]

[official registration No 3341000709]

[1, Kalkju Str., Latvia LV-1658]

VAT number: LV-90000068977

represented by [Leonids Ribickis, Rector]

(Hereinafter referred to as "the coordinator")

to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Agency.

2. Mandate the coordinator to act on behalf of the beneficiary in compliance with the grant agreement.

I hereby confirm that the beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the Agency and distribute the amounts corresponding to the beneficiary's participation in the action.

I hereby accept that the beneficiary will do everything in its power to help the coordinator fulfil his obligations under the grant agreement, and in particular, to provide to the coordinator, on his request, whatever documents or information may be required.

I hereby declare that the beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the beneficiary and the coordinator which may have an effect on the implementation of the grant agreement.

This mandate shall be annexed to the grant agreement and shall form an integral part thereof.

SIGNATURE

[Kurochkin Yuri, Chairman]

[Signature and stamp]

Done at [Minsk], [31.12.2014]



¹ One copy of this Annex shall be included for each beneficiary except for the coordinator.

MANDATE¹

I, the undersigned,

[Tolstik Alexey],

representing,

[Belarusian State University] [BSU]

[University, NGO]

[100235722]

[4, Nezavisimosti ave., 220030, Minsk, Belarus]

VAT number: 100235722

hereinafter referred to as "the beneficiary",

for the purposes of the signature and the implementation of the grant agreement *[Improvement of master-level education in the field of physical sciences in Belarusian universities, Acronym "Physics"]* (hereinafter referred to as "the grant agreement") with the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency")

hereby:

1. Mandate

[Riga Technical University] [RTU]

[public]

[official registration No 3341000709]

[1, Kalkju Str., Latvia LV-1658]

VAT number: LV-90000068977

represented by [Leonids Ribickis, Rector]

(Hereinafter referred to as "the coordinator")

to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Agency.

2. Mandate the coordinator to act on behalf of the beneficiary in compliance with the grant agreement.

I hereby confirm that the beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the Agency and distribute the amounts corresponding to the beneficiary's participation in the action.

I hereby accept that the beneficiary will do everything in its power to help the coordinator fulfil his obligations under the grant agreement, and in particular, to provide to the coordinator, on his request, whatever documents or information may be required.

I hereby declare that the beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the beneficiary and the coordinator which may have an effect on the implementation of the grant agreement.

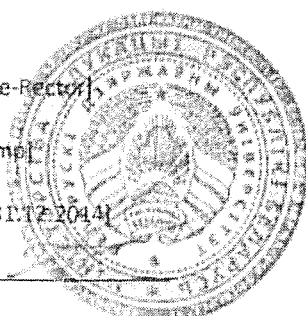
This mandate shall be annexed to the grant agreement and shall form an integral part thereof.

SIGNATURE

[Alexey Tolstik, Vice-Rector]

[Signature and stamp]

Done at [Minsk], [31.12.2014]



¹ One copy of this Annex shall be included for each beneficiary except for the coordinator.

MANDATE¹

I, the undersigned,

Oleg Dormeshkin,

representing,

Belarusian State Technological University BSTU

University, Publik

100354659

13a Sverdlova street, Minsk, Belarus, 220006

VAT number: BY100354659

hereinafter referred to as "the beneficiary",

for the purposes of the signature and the implementation of the grant agreement *Improvement of master-level education in the field of physical sciences in Belarusian universities, Physics* (hereinafter referred to as "the grant agreement") with the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency") hereby:

1. Mandate

Riga Technical University, RGU

University, Publik

3341000709

1 Kalku Street, Riga LV 1658, Latvia

VAT number: LV-90000068977

represented by **Leonids Ribickis RTU Rector Prof.**

(Hereinafter referred to as "the coordinator")

to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Agency.

2. Mandate the coordinator to act on behalf of the beneficiary in compliance with the grant agreement.

I hereby confirm that the beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the Agency and distribute the amounts corresponding to the beneficiary's participation in the action.

I hereby accept that the beneficiary will do everything in its power to help the coordinator fulfil his obligations under the grant agreement, and in particular, to provide to the coordinator, on his request, whatever documents or information may be required.

I hereby declare that the beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the beneficiary and the coordinator which may have an effect on the implementation of the grant agreement.

This mandate shall be annexed to the grant agreement and shall form an integral part thereof.

SIGNATURE

Oleg Dormeshkin, Vice Rector for Research

[Signature and stamp]

Done at Minsk, 06.01.15

¹ One copy of this Annex shall be included for each beneficiary except for the coordinator.

MANDATE¹

I, the undersigned,

Prof. Rahachou Aliaksandr, Rector,

representing,

Francisk Skorina Gomel State University (GSU)
Public Higher Education Institution
Official registration No: 400011099
104, Sovetskaya Str., Gomel 246019, Republic of Belarus
VAT number: BY 400011099

hereinafter referred to as "the beneficiary",

for the purposes of the signature and the implementation of the grant agreement *Improvement of master-level education in the field of physical sciences in Belarusian universities (Physics)* (hereinafter referred to as "the grant agreement") with the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency") hereby:

1. Mandate

Riga Technical University (RTU)
Public Higher Education Institution
Official registration No: 3341000709
1 Kalku Street, Riga, LV 1658, Latvia
VAT number: LV-90000068977

represented by **Professor Leonids Ribickis, RTU Rector**
(Hereinafter referred to as "the coordinator")

to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Agency.

2. Mandate the coordinator to act on behalf of the beneficiary in compliance with the grant agreement.

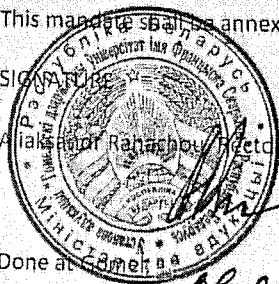
I hereby confirm that the beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the Agency and distribute the amounts corresponding to the beneficiary's participation in the action.

I hereby accept that the beneficiary will do everything in its power to help the coordinator fulfil his obligations under the grant agreement, and in particular, to provide to the coordinator, on his request, whatever documents or information may be required.

I hereby declare that the beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the beneficiary and the coordinator which may have an effect on the implementation of the grant agreement.

This mandate shall be annexed to the grant agreement and shall form an integral part thereof.

Signed
Aliaksandr Rahachou, Rector
Done at



06.01.2015

¹One copy of this Annex shall be included for each beneficiary except for the coordinator.

MANDATE¹

I, the undersigned,

Rik Torfs,

representing,

KU Leuven

University

0419.052.173

Naamsestraat 22

VAT number: BE 0419.052.173

hereinafter referred to as "the beneficiary",

for the purposes of the signature and the implementation of the grant agreement *Improvement of master level education in the field of physical sciences in Belorussian universities - Physics* (hereinafter referred to as "the grant agreement") with the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency") hereby:

1. Mandate

Riga Technical University RTU

Higher Education Institution

3341000709

Riga, 1 Kalku Street, LV 1658

VAT number: LV-90000068977

represented by **Prof. Leonids Ribickis, Rector**

(Hereinafter referred to as "the coordinator")

to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Agency.

2. Mandate the coordinator to act on behalf of the beneficiary in compliance with the grant agreement.

I hereby confirm that the beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the Agency and distribute the amounts corresponding to the beneficiary's participation in the action.

I hereby accept that the beneficiary will do everything in its power to help the coordinator fulfil his obligations under the grant agreement, and in particular, to provide to the coordinator, on his request, whatever documents or information may be required.

I hereby declare that the beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the beneficiary and the coordinator which may have an effect on the implementation of the grant agreement.

This mandate shall be annexed to the grant agreement and shall form an integral part thereof.

SIGNATURE

Rik Torfs, rector

[Signature and stamp]

Done at [place], [date]

Leuven 6/02/2015



¹ One copy of this Annex shall be included for each beneficiary except for the coordinator.

MANDATE¹

I, the undersigned,

Michael Zhuravkov,

representing,

Ministry of Education of the Republic of Belarus [MINOBRAZOVANIE RB]

Publik Authority

100376895

Address: 9, Sovetskaya St., 220010, Minsk, Republic of Belarus

VAT number: 100376895

hereinafter referred to as "the beneficiary",

for the purposes of the signature and the implementation of the grant agreement "*Improvement of master-level education in the field of physical sciences in Belarusian universities, Acronym "Physics"*" (hereinafter referred to as "the grant agreement") with the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency")
hereby:

1. Mandate

[Riga Technical University] [RTU]

[public]

[official registration No 3341000709]

[1, Kalkju Str., Latvia LV-1658]

VAT number: LV-90000068977

represented by [Leonids Ribickis, Rector]

(Hereinafter referred to as "the coordinator")

to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Agency.

2. Mandate the coordinator to act on behalf of the beneficiary in compliance with the grant agreement.

I hereby confirm that the beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the Agency and distribute the amounts corresponding to the beneficiary's participation in the action.

I hereby accept that the beneficiary will do everything in its power to help the coordinator fulfil his obligations under the grant agreement, and in particular, to provide to the coordinator, on his request, whatever documents or information may be required.

I hereby declare that the beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the beneficiary and the coordinator which may have an effect on the implementation of the grant agreement.

This mandate shall be annexed to the grant agreement and shall form an integral part thereof.



Prof. DSc. Michael Zhuravkov, Minister of Education of the Republic of Belarus

Done at Minsk, 05.01.2015

¹ One copy of this Annex shall be included for each beneficiary except for the coordinator.



MANDATE¹

I, the undersigned,

[Victor Kazachenko],

representing,

[Republican Nanoindustry Association] [RANI]

[Association, NGO]

[100235722]

[66, Nezavisimosti Ave., 220050, Minsk, Republic of Belarus]

VAT number: 100235722

hereinafter referred to as "the beneficiary",

for the purposes of the signature and the implementation of the grant agreement *[Improvement of master-level education in the field of physical sciences in Belarusian universities, Acronym "Physics"]* (hereinafter referred to as "the grant agreement") with the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency") hereby:

1. Mandate

[Riga Technical University] [RTU]

[public]

[official registration No 3341000709]

[1, Kalkju Str., Latvia LV-1658]

VAT number: LV-90000068977

represented by [Leonids Ribickis, Rector]

(Hereinafter referred to as "the coordinator")

to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Agency.

2. Mandate the coordinator to act on behalf of the beneficiary in compliance with the grant agreement.

I hereby confirm that the beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the Agency and distribute the amounts corresponding to the beneficiary's participation in the action.

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I hereby declare that the beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the beneficiary and the coordinator which may have an effect on the implementation of the grant agreement.

This mandate shall be annexed to the grant agreement and shall form an integral part thereof.

SIGNATURE

[Victor Kazachenko, Executive Director]

[Signature and stamp]

Done at [Minsk], [31.12.2014]

¹ One copy of this Annex shall be included for each beneficiary except for the coordinator.

MANDATE¹

I, the undersigned,

Mrs Xenia Constantinou,

representing,

The University of Cyprus, UCY

Public Corporeate Body

Registration Number: By Law no. 144 of 1989

P.O.Box 20537, 1678 Nicosia Cyprus

VAT number: 90001673W

hereinafter referred to as "the beneficiary",

for the purposes of the signature and the implementation of the grant agreement **"Improvement of master-level education in the field of physical sciences in Belorussian universities", Acronym: "Physics"** (hereinafter referred to as "the grant agreement") with the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency")
hereby:

1. Mandate

Riga Technical University RTU

Higher Education Institution

3341000709

Riga, 1 Kalku Street, LV 1658

VAT number: LV-90000068977

represented by **Prof. Leonids Ribickis, Rector**

(Hereinafter referred to as "the coordinator")

to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Agency.

2. Mandate the coordinator to act on behalf of the beneficiary in compliance with the grant agreement.

I hereby confirm that the beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the Agency and distribute the amounts corresponding to the beneficiary's participation in the action.

I hereby accept that the beneficiary will do everything in its power to help the coordinator fulfil his obligations under the grant agreement, and in particular, to provide to the coordinator, on his request, whatever documents or information may be required.

I hereby declare that the beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the beneficiary and the coordinator which may have an effect on the implementation of the grant agreement.

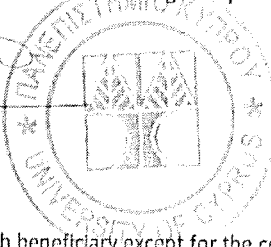
This mandate shall be annexed to the grant agreement and shall form an integral part thereof.

SIGNATURE

Mrs Xenia Constantinou, Research Officer and Authorised Legal Representative

Signature & Stamp:

Done at Nicosia, 20th January 2015



¹ One copy of this Annex shall be included for each beneficiary except for the coordinator.

PS

MANDATE¹

I, the undersigned,

Dr Andrei Karol,

representing,

Yanka Kupala State University of Grodno YKSUG
Higher Education Institution
500037559
Ozheshko str. 22, Grodno 230023, Belarus
VAT number: 500037559

hereinafter referred to as "the beneficiary",

for the purposes of the signature and the implementation of the grant agreement *Improvement of master-level education in the field of physical sciences in Belarusian universities. Physics* (hereinafter referred to as "the grant agreement") with the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency") hereby:

1. Mandate

Riga Technical University RTU
Higher Education Institution
3341000709
Riga, 1 Kalku Street, LV 1658 Latvia
VAT number: LV-90000068977
represented by **Prof. Leonids Ribickis, Rector**
(Hereinafter referred to as "the coordinator")

to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Agency.

2. Mandate the coordinator to act on behalf of the beneficiary in compliance with the grant agreement.

I hereby confirm that the beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the Agency and distribute the amounts corresponding to the beneficiary's participation in the action.

I hereby accept that the beneficiary will do everything in its power to help the coordinator fulfil his obligations under the grant agreement, and in particular, to provide to the coordinator, on his request, whatever documents or information may be required.

I hereby declare that the beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the beneficiary and the coordinator which may have an effect on the implementation of the grant agreement.

This mandate shall be annexed to the grant agreement and shall form an integral part thereof.

SIGNATURE

Dr Andrei Karol, Rector

[Signature and stamp]

Done at Grodno, 06.01.2015

¹ One copy of this Annex shall be included for each beneficiary except for the coordinator.

ANNEXES V and VI

Model Technical implementation report(s) and Model Financial statement(s)

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 website of the Executive Agency:

http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en

Reports and Pre-financing		Deadlines
By way of derogation from Article II.23.1 : Mid-term Report and Pre-financing payment:	<ul style="list-style-type: none"> • Report on implementation of the project (IR) • Summary report for publication • Statement of the costs incurred (Annex VI) 	not later than half way through the eligibility period
	<ul style="list-style-type: none"> • Statement of the costs incurred (Annex VI) • Request for payment (Annex VI) 	no specific deadline, but not before the submission of the report on implementation of the project
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 all grants 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 whether academic or administrative (individuals, companies) if the cost exceeds EUR 25.000

ANNEX VII

Guidance notes – Report of Factual Findings on the Final Financial Report – Type II

As stated in Article I.4.1 of the Grant Agreement an external audit report on the action's financial statement and underlying accounts must be sent with the Final Report (see Annex IV).

You will find as guidance note the template "Audit Certificate on Final Financial Report" on the website of the Executive Agency:

http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en

ANNEX VIII

**Model terms of reference for the operational
verification report: not applicable**

