



## PARTNERSHIP PROTOCOL

### **X-LIBRIS Smart ICT 3.0 Libraries Services to Address on Future Skills and Competences – Learning Spaces 2025**

**Project Number: 2014-1-TR01-KA200-012958**

**Duration: 01.09.2014 until 31.08.2016**

**Coordinator:** Hacettepe University

**Partners:** Pencho Slaveykov Regional Library  
Radviliškis District Municipality Educational and Sport Service Centre  
Wisamar Bildungsgesellschaft  
Gemeinde Kabelsketal  
ISES (Innovacion Social Emprendedores Sociales)

This Partnership Protocol is intended to provide guidelines to project partners (beneficiaries) ensuring that the project is conducted in line with the grant agreement. It regulates respective rights and obligations of the parties. It is supplementary to the grant agreement, its annexes, and the official documentation of the project.

The Steering Group (SG) is the main mechanism for project management with representatives from all of the consortium members to guide developments in the project processes and outcomes. SG meetings are used as opportunities for discussion, decision-making and further planning regarding all aspects of the project activities. The meetings are also used to monitor budget, expenditure and financial reporting. SG meeting notes are taken during each SG meeting. These notes will indicate attendance, issues discussed and agreements reached. After each meeting, a set of draft notes (minutes) will be circulated for comments, remarks, and approval. Approved meeting notes (minutes) will be published on the project website for further reference.

This Protocol enters into force on the date of signature and terminates when project is completed and the balance is paid.

No major changes can be made in the project. Other changes (if necessary) should be submitted (written) to Turkish National Agency (TNA) by the coordinator after they are discussed and approved by SG. They have to be evaluated and approved by NA before implementation.

### **Project Reports**

The partners provide the coordinator with any information and document required for the preparation of the mid-term report and the final report with copies of all necessary documents. Partners raise special attention to being available for administrative duties in mid-term and final reporting periods:

Mid-term report: 1 June 2015 – 30 June 2015 (deadline is 30 June, report will cover the period between 1 September 2014 - 15 June 2015)

Final –report: 1 August 2016 – 30 August 2016 (deadline is 30 August 2016)

### **Money Transfer, Related Charges and Its Documentation**

The total budget of the project for the contractual period is 224.747 EUR. The coordinator carries out payments according to following schedule: 80% (within 30 days upon the receipt of bank transfer from National Agency) and 20% (within 60 days after the approval of final report based on the condition that all the necessary supporting documentation has been provided).





All fees and charges applied by intermediary (correspondent) and receiving banks for their role in processing the transaction and payment be charged to the partner institution (be deducted from the partner's share).

Partners provide the coordinator with a document signed by the legal representative which clearly indicates the project name and number and the amount received.

### **Partners' Internal Reports**

Partners shall undertake to communicate to the coordinator any information or document required by the latter that is necessary for the management of the project. Partners accept responsibility for all information communicated to the coordinator, including details of costs claimed and, where appropriate, ineligible expenses.

An internal report has to be delivered 4 times during the project duration (in almost every 6 months, depending on mid-term and final reporting dates, this period could be shorter or longer) including detailed information on works and achieved results (the form to be filled is in Annex 1 and Annex 2). Internal reports should cover the following periods:

1 September 2014 – 28 February 2015	(deadline 1 March 2015)
1 March 2015 - 15 June 2015	(deadline 12 June 2015)
16 June 2015 – 31 December 2015	(deadline 1 January 2016)
1 January 2016 – 30 August 2016	(deadline 1 August 2016)

### **Documentation of Expenditures**

#### ***Budget Item: Project Management and Implementation***

Partners take responsibility for the documentation and the eligibility of the expenditure of this budget item. Partners undertake to retain all documents and to provide original receipts/invoices (which indicate clearly name and number of the project and an explanation about the expenditure) in the case of a detailed audit. In the case of a failure in providing original receipts, the partner accepts whole responsibility and refund the amount in question.

#### ***Budget Item: Staff Costs***

Staff costs are reported on time sheets and documented. Partners must use time sheets (Annex 2) to keep full and accurate records of the number of days worked on the project by their staff members. Time sheets are completed at least on a monthly basis. Original copies of times sheets (originals should be prepared 2 copies) are sent to the coordinator as an annex to the internal reports on the dates indicated above covering the periods indicated.

All people who is made payment from project budget should be staff of partner institutions. Partners take the responsibility to provide with a proof if it is required in the case of a detailed audit for staff and staff payments.

#### ***Budget Item: Travel and Subsistence Costs***

Transnational meetings should take place in partners' cities. Departure and Arrival countries should be the country of origin and the country of the meeting. All partners should be represented in these meetings. Host country should provide "Certificate of Attendance/Participation" for each participant. Originals should be prepared in 2 copies and one copy should be kept by the coordinator. People who attend the transnational meetings should be working for the partner institution.

Travel expenses for transnational meetings should be supported by the following documents: a copy of the ticket, boarding passes (originals, e-boarding passes can be used), and the certificate of attendance (original). These documents must be sent to the coordinator as an annex to the internal reports. If partners fail to provide original boarding passes (because of their internal rules and





regulations) they are required to send a formal letter along with a photocopy of the boarding passes and the photocopy of their passport's front page and stamped pages (both stamps which shows the entry to and departure from the host country should be presented).

Partners are responsible to make available full supporting documentation (originals) to justify all sorts of costs (including subsistence costs) for checks and audits.

Expenditures in currencies different from Euro should be converted into Euro based on European Bank's exchange rate on the date grant agreement is signed by Turkish National Agency (19 December 2014).

### **Dissemination (Use of Logo and Disclaimer Text)**

In every project publication (including social media) produced by partners it is compulsory to use 4 logos (the Republic of Turkey Ministry of EU Affairs logo, Turkish National Agency's logo, Erasmus + logo and Project logo - all used on this document's header and footer). First two logos should be on the same size and Ministry's logo should come first). It is coordinator's responsibility to provide partners with the above mentioned logos.

In every project publication (including social media) produced by partners it is compulsory to use the following disclaimer text:

This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

### **Intellectual Property Rights**

Any intellectual property rights rise from the outputs of this project belong to the Consortium and European Commission keeps the right to use all project outputs. Project outputs will be put under creative commons licence.

### **Signatures**

I hereby declare to have read this protocol and approve.

For the Coordinator (Hacettepe University)

For the Partner ( )

Legal representative,  
Murat Tuncer, Rector

Legal representative,





## ANNEX 1



### Internal Report Form

#### 1. Identification

Project	
Partner institution	
Contact person	
Reporting period	

#### 2. Financial statement: Expenditures incurred in the reporting period

(all figures in EURO)*	Agreed budget	Realised
Project management and implementation costs		
Staff costs		
Travel and subsistence costs		
<b>Total Costs</b>		

\* Expenditures in currencies different from Euro should be converted into Euro based on European Bank's exchange rate on the date of grant agreement is signed (19th of December 2014) by Turkish National Agency.

Please attach the following:

- Staff Time Sheet Form for each member of staff involved to show total hours worked
- Tickets and boarding passes (as mentioned in the protocol)

#### 3. Activities implemented

<b>Intellectual Output Number:</b>	
<b>Start date:</b>	<b>End date:</b>
Description of specific tasks undertaken	
Description of specific outcomes produced	
Evaluation of outcomes	
Description and justification of any changes to or variations from the original work plan	
Impact of the change on the project and the work plan	

Please add extra tables for each IO and extra sheets if/when necessary





#### 4. Dissemination activities implemented

Brief description of dissemination activity	Date(s) (dd/mm/yy)	Place	Targeted audiences/ target numbers

Please attach documentation of each dissemination activity (presentation, poster, flyer, address of social media, agenda etc.)

#### 5. Impact of the project, spin-offs, and any other comments

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#### 6. Declaration

I, the undersigned, hereby declare that the information contained in this Report is accurate and in accordance with the facts. In particular I certify that the Financial Statement properly reflects the transactions made for the project in accordance with the provisions of the Agreement Number “**2014-1-TR01-KA200-012958**” and its Annexes signed with the Turkish National Agency at full supporting documentation to justify the costs and revenues is available for checks and audit.

Signed in: [place]

on [date (dd/mm/yy)]

Legal Representative

[Name and function in capital letters]

Seal/stamp of the organisation

