

## Partnership Agreement

610133-EPP-1-2019-1-FI-EPPKA2-CBHE-JP  
Academic Response to Hybrid Threats

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

University of Jyväskylä, Finland

hereinafter referred to as the “coordinator”, represented for the purposes of signature of the Agreement by Pasi Tyrväinen, Dean, as authorized by Rector Keijo Hämäläinen, the legal representative as defined in the Grant Agreement 610133-EPP-1-2019-1-FI-EPPKA2-CBHE-JP

and the following beneficiaries:

- p2. ECAM-EPMI (Graduate School of Electrical Engineering) established in France
- p3. Universidade de Coimbra – established in Portugal
- p4. Tartu Ulikool – established in Estonia
- p5. Kharkiv National University of Radio Electronics – established in Ukraine
- p6. Higher Educational Establishment Ukrainian Catholic University – established in Ukraine
- p7. State University of Infrastructure and Technologies – established in Ukraine
- p8. National University of Ostroh Academy – established in Ukraine
- p9. National Academy of Managerial Staff of Culture and Arts – established in Ukraine
- p10. Kharkiv Regional Institute of Public Administration – established in Ukraine
- p11. State Higher Education Institution "Donbas State Pedagogical University, Horlivka Institute of Foreign language – established in Ukraine
- p12. Ministry of Education and Science – established in Ukraine

hereinafter referred to as the “beneficiaries”.

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

The parties hereby have agreed as follows:

### Article 1

#### Subject of the Partnership Agreement

1.1 This Agreement defines the terms that govern the relations between the parties, by establishing their rights and obligations, and lays down the rules of procedure for the work to be carried out in order to successfully implement the Erasmus+ CBHE action “Academic Response to Hybrid Threats” (610133-EPP-1-2019-1-FI-EPPKA2-CBHE-JP) (hereinafter referred to as the “project”).

1.2 The coordinator and the beneficiaries, undertake to do everything in their power to carry out the work programme forming the subject of this Agreement, which falls within the framework of the Grant Agreement 610133-EPP-1-2019-1-FI-EPPKA2-CBHE-JP concluded between the coordinator and the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as the "Executive Agency"), related to the above-mentioned project.

1.3 The subject matter of this Agreement and the related work programme are detailed in the annexes of the Grant Agreement. The respective Grant Agreement terms and conditions, related annexes and



guidelines, shall form an integral part of the present Agreement, and take precedence over it (see Article 20 of the present Agreement for the list of annexes).

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

## **Article 2**

### **Duration**

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

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

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

## **Article 3**

### **Obligations and responsibilities**

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

The beneficiaries:

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

3.2 Specific obligations and role of the coordinator.

The coordinator undertakes to:

- (a) be responsible for the overall coordination, management and implementation of the project in accordance with the Grant Agreement;
- (b) be the intermediary for all communication between the beneficiaries and the Executive Agency, and inform the beneficiaries of any relevant communication exchanged with the Executive Agency;
- (c) inform the beneficiaries of any changes connected to the project or to the Grant Agreement, or of any event likely to substantially affect the implementation of the action;
- (d) as the sole recipient of payments on behalf of all beneficiaries, transfer funds to the beneficiaries without unjustified delay and in accordance with the dispositions for payments laid down in Article 5 of this Agreement;





- (e) manage and verify the appropriate spending of the funds in accordance with the dispositions of the Grant Agreement and this Agreement;
- (f) comply with all reporting requirements *vis-à-vis* the Executive Agency, as per the dispositions of Article I.4 of the Grant Agreement. The coordinator shall not delegate any part of this task to any party;
- (g) establish payment requests on behalf of the beneficiaries, as per the dispositions of Article I.4 of the Grant Agreement;
- (h) provide one copy of this Agreement duly signed to each beneficiary and to the Executive Agency within 6 months of the signature of the Grant Agreement.
- (i) provide the beneficiaries with official documents related to the project, such as the signed Grant Agreement and its annexes, the Guidelines for the Use of the Grant, the various reports templates and any other relevant document concerning the project.
- (j) transmit to the beneficiaries copies of all reports submitted to the Executive Agency, as well as copies of any feedback letters received from the Agency following report assessment and field monitoring visits.

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

Each beneficiary undertakes to:

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



## Article 4 Financing the action

4.1 The maximum Erasmus+ grant contribution to the project for the contractual period covered by the Grant Agreement amounts to EUR 721,065 and shall take the form as stipulated in Annex III of the Grant Agreement.

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

- a "*reimbursement of actual costs*" for Equipment and Subcontracting costs
- a "*unit contribution*" to the costs incurred for Staff costs, Travel costs and costs of Stay

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

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

## **Article 5**

### **Payment arrangements**

5.1 The coordinator will transfer the part of the Erasmus+ grant contribution corresponding to each individual beneficiary using the accounts stipulated in this Partnership Agreement.

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

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

1. 50% of the estimated Erasmus+ grant contribution excluding the estimated budget for equipment at the time of signature of this Agreement
2. the estimated Erasmus+ grant contribution for equipment within 30 days of the decision about the distribution of responsibilities among beneficiaries for the purchase of equipment
3. 40% of the estimated Erasmus+ grant contribution within 30 days of the reception of the necessary proofs of expenditure/activity (as specified in the Guidelines for the Use of the Grant) covering 90% of advance payment(s) already made and necessary inputs needed for the project's interim report.

The final balance will be reimbursed at the end of the project within 30 days after approval of the final report and the final balance from EACEA.

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

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

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

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

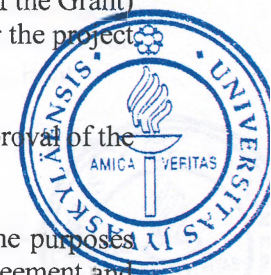
Each party will cover their own banking costs (the coordinator will pay the full amounts to the beneficiaries without deducting any banking costs and beneficiaries will cover the costs of dispatch/receipt charged by their banks).

## **Article 6**

### **Reporting**

6.1 The coordinator is responsible for submitting in due time to the Executive Agency all reports and financial statements as required in the Grant Agreement. For this purpose and in a timely manner, the beneficiaries commit to provide the coordinator with all necessary information and, if applicable, copies of supporting documents needed for drawing up reports, financial statements and any other documents required in the Grant Agreement.

6.2 The coordinator shall provide the beneficiaries with the appropriate reporting forms for the declaration of expenses/activities and the respective instructions for their completion. These reports must be drawn up in EURO.





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

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

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

7.2 For the implementation of the project and the beneficiary's reimbursement of costs incurred in terms of staff, travel and costs of stay, the partnership will use the procedure and amounts described hereafter (in Annex II of this Agreement).

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

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

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

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

8.1 Any important project related communication between the parties shall be done in writing and addressed to the appointed contact person of each beneficiary as detailed on the signature pages of this Agreement.

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

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

9.2 Any notice or publication by the project, including at a conference or a seminar, must specify that the project is being co-financed by EU funds within the framework of the Erasmus+ Programme, and must comply with the visibility rules laid down in Articles I.10.8 and I.10.9 of the Grant Agreement, as well as in section 1.6 of the Guidelines for the Use of the Grant.

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

10.1 The parties undertake to comply with the obligations of confidentiality set in the General Conditions II.5.

10.2 All personal data contained in or relating to this Agreement shall be processed in accordance with the dispositions of Article II.6 of the Grant Agreement.



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

11.1 The ownership of all project results, including copyrights and intellectual property rights, as well as all reports and other documentation resulting from the action, shall be vested in the beneficiaries, in compliance with Article I.7 of the Grant Agreement. The results shall belong to the party that has invented, generated or composed them.

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

**Article 12**  
**Liability**

12.1 Each Party shall be liable to the other Party and shall indemnify and hold harmless such other Party for and against damages and costs resulting from the non-compliance of its duties and obligations as set forth in the Agreement and appendices. Despite the aforesaid, liability shall not extend to claims for indirect or consequential loss or damage such as but not limited to loss of profit, revenue, contract or the like. The total limit of liability of the Party to the other Party in respect of any claims shall be equal to that Party's share of the project budget. For the avoidance of doubt, the limitation of liability shall not apply to damages caused deliberately or with gross negligence.

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

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

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

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

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

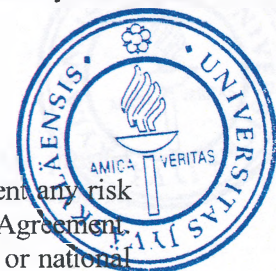
14.1 The working language of the partnership shall be English.

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

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

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

15.2 Disputes should be addressed in writing to the project General Assembly that will try to mediate in order to resolve the conflict.



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

- 16.1 This Agreement is governed by the laws of Finland, being the law of the coordinator's country.
- 16.2 In case of any disputes on matters under this Agreement, which cannot be resolved by an amicable settlement, the matter shall have to be decided in accordance with the jurisdiction of the coordinator's country.
- 16.3 If any provision of this Agreement or the application of any such provision shall be considered invalid or unenforceable in whole or in part for legal requirements, all other stipulations remain valid and binding to both parties.
- 16.4 If any provision in this Agreement should be wholly or partly ineffective, the parties to this Agreement undertake to replace the ineffective provision by an effective provision which comes as close as possible to the purpose of the ineffective provision.
- 16.5 This Agreement and its annexes are concluded in English as twelve originals (one for each beneficiary) with translations in Ukrainian. In case of discrepancies between English and Ukrainian version the English version shall prevail.

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

- 17.1 In the event that any of the beneficiaries fail to perform any obligations under the present Agreement or the Grant Agreement, the coordinator may terminate their participation in the project upon formal written authorisation by the Executive Agency.
- 17.2 The coordinator shall notify the beneficiary in cause by registered letter. The beneficiary has one month to supply all relevant information to appeal the decision.

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

- 18.1 If either parties face a case of *force majeure* (as per defined in article II.14 of the Grant Agreement), it shall promptly notify the other party in writing, specifying the nature, probable duration and expected effects of this event.
- 18.2 Neither of the parties shall be deemed in breach of its obligations if it has been prevented from performing its tasks due to *force majeure*. The parties shall take all necessary measures to minimise possible damage to successful project implementation.

**Article 19**  
**Amendments**

- 19.1 Any amendments to this Agreement must be made in writing by means of a Supplementary Agreement, and become effective when signed by the authorised legal representatives of both parties. No oral agreement may bind the parties to this effect.
- 19.2 The amendment may not have the purpose or the effect of making changes which might call into question the dispositions of the Grant Agreement.

**Article 20**  
**Annexes**





Annex I - Copy of the Grant Agreement signed between the coordinator and the Executive Agency, its annexes, and any existing amendment.

Annex II – Project budget breakdown and financial modalities for budget categories

Annex III – Project management protocols and guidelines

## Article 21 Signatures

### For University of Jyväskylä, Faculty of Information Technology (the Coordinator)

Seminaarinkatu 15, 40014 University of Jyväskylä, Finland

Contact person: Timo Tiihonen, ([timo.j.tiihonen@jyu.fi](mailto:timo.j.tiihonen@jyu.fi))

Bank information: DANSKE BANK PLC, UNIONINKATU 22, Helsinki, Finland

Account holder: UNIVERSITY OF JYVASKYLA

IBAN: FI04 8919 9710 0010 78

I, the undersigned, declare to have read and accepted the terms and conditions of this Partnership Agreement for

610133-EPP-1-2019-1-FI-EPPKA2-CBHE-JP Academic Response to Hybrid Threats as described here before, including the annexes thereto.

Pasi Tyrväinen, Dean



Done in Jyväskylä

Date 10/03/2020





**For ECAM-EPMI (Graduate School of Electrical Engineering)**

mailing address

Contact person:

ECAM-EPMI

International Relations Service

13 boulevard de l'Hautil

95092 Cergy-Pontoise, France

**Partner bank information**

Name of Bank+ branch: SOCIETE GENERALE / CERGY ENTREPRISES

Address of branch: Cergy (01658)

Name and address of account holder: EPMI - ECOLE DE PHYSIQUE ELECT PROD METHODES INDUSTRIELLES

13 BOULEVARD DE L'HAUTIL

95092 CERGY-PONTOISE, FRANCE

SWIFT/BIC: SOGEFRPP

IBAN account code: FR76 3000 3016 58 00 0372 7971 423

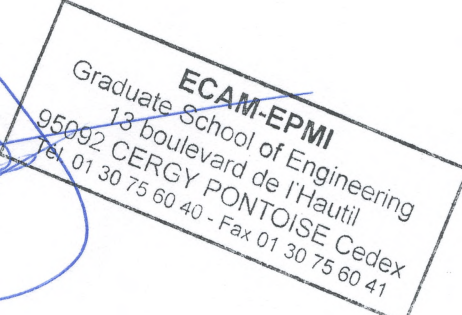
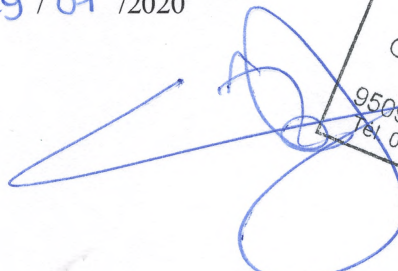
I, the undersigned, declare to have read and accepted the terms and conditions of this Partnership Agreement for

610133-EPP-1-2019-1-FI-EPPKA2-CBHE-JP Academic Response to Hybrid Threats as described here before, including the annexes thereto.

Prof. A.-Moumen Darcherif, CEO of ECAM-EPMI

[position, name of legal representative]

Done in Cergy-Pontoise, 29 / 01 /2020



**ECAM-EPMI**  
Graduate School of Engineering  
13 boulevard de l'Hautil  
95092 CERGY PONTOISE Cedex  
Tel 01 30 75 60 40 - Fax 01 30 75 60 41

**For Universidade de Coimbra**

mailing address: [sara.santos@uc.pt](mailto:sara.santos@uc.pt)

Contact person: *Sara Santos (Project Manager)*

Partner bank information

Name of Bank+ branch: SANTANDER TOTTA

Address of branch: Cruz de Celas, Rua Gomes Freire, 4, 3000-204 Coimbra, Portugal

Name and address of account holder: Universidade de Coimbra

Rua Larga – Edifício FMUC (R/ChEsq.), 3004-504, Coimbra, Portugal

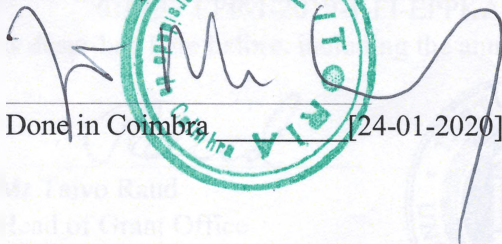
SWIFT: TOTAPTPL

IBAN account code: PT50 0018 000040995902001 08

I, the undersigned, declare to have read and accepted the terms and conditions of this Partnership Agreement for

610133-EPP-1-2019-1-FI-EPPKA2-CBHE-JP Academic Response to Hybrid Threats as described here before, including the annexes thereto.

Vice-rector, João Nuno Calvão da Silva



Done in Coimbra [24-01-2020]

Dr. Zeynep Razi  
Head of Grant Office

**For Tartu Ülikool**

mailing address: tiina.jaksman@ut.ee  
Contact person: Ms Tiina Jaksman

**Partner bank information**

Name of Bank+ branch: SEB Pank AS

Address of branch: Tornimäe 2, 15010 TALLINN, Estonia

Name and address of account holder: Tartu Ülikool, Ülikooli 18, 50090 Tartu, ESTONIA

SWIFT: EEUHEE2X

IBAN account code: EE401010102000324001

I, the undersigned, declare to have read and accepted the terms and conditions of this Partnership Agreement for

610133-EPP-1-2019-1-FI-EPPKA2-CBHE-JP Academic Response to Hybrid Threats  
as described here before, including the annexes thereto.



Mr Taivo Raud  
Head of Grant Office

Done in Tartu, 6 January 2020





**For Kharkiv National University of Radio Electronics**

14 Nauky av., Kharkiv, 61166, Ukraine

Contact person: Svitlana Gryshko

Partner bank information

Name of Bank: JSC Oschadbank, Kyiv, Ukraine

Name of branch: JSC Oschadbank Kharkiv regional branch

Address of branch: 22 Konstitutsii Maydan, Kharkiv

Name and address of account holder: Kharkiv National University of Radio Electronics

SWIFT: COSBUAUKKHA,

IBAN account code: UA743518230000026004300574024/978

To account № 947 0576 10

Bank-correspondent: Deutsche Bank Trust AG,

Frankfurt Am Main, Germany

SWIFT (code BIC) – DEUTDEFF

I, the undersigned, declare to have read and accepted the terms and conditions of this Partnership Agreement for

610133-EPP-1-2019-1-FI-EPPKA2-CBHE-JP Academic Response to Hybrid Threats  
as described here before, including the annexes thereto.

\_\_\_\_\_  
Rector, prof. Valerii Semenets

Done in Kharkiv 27.12. 2019



**For Ukrainian Catholic University**

17, Illariona Svientsitskoho st., Lviv, 79011  
UKRAINE

**Contact person:** Dr. Dmytro Sherengovsky,  
[sherengovsky@ucu.edu.ua](mailto:sherengovsky@ucu.edu.ua)

**Partner bank information**

**Name of Bank+ branch:** JSC KREDOBANK  
Lviv, Ukraine

**Address of branch:** Sakharova str. 78, Lviv,  
79026 Ukraine

**Name and address of account holder:** UCU

**SWIFT:** WUCBUA2X

**IBAN account code:**

UA903253650000002600801703520

[additional details as needed]

**Bank intermediary:**

KBC BANK NV, Brussels , Belgium

**SWIFT:**KREDBEBB

**Від Українського католицького університету**

Вул. Ілларіона Свенціцького 17, м. Львів, 79011,  
Україна

**Контактна особа:** Д-р Дмитро Шеренговський,  
[sherengovsky@ucu.edu.ua](mailto:sherengovsky@ucu.edu.ua)

**Банківські реквізити:**

**Назва банку:** АТ «КРЕДОБАНК»

**Адреса відділення:** 79026, Україна, м. Львів, вул.  
Сахарова, 78а

**Ім'я та адреса власника рахунку:** УКУ

**SWIFT:** WUCBUA2X

**Код рахунку IBAN:**

UA903253650000002600801703520

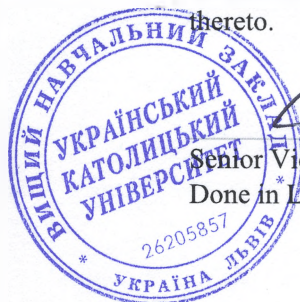
**Банк-посередник:**

KBC BANK NV, Brussels , Belgium

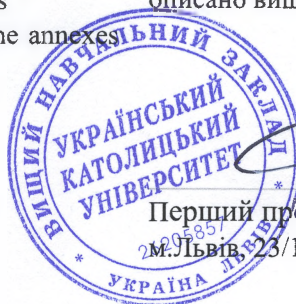
**SWIFT:**KREDBEBB

I, the undersigned, declare to have read and accepted the terms and conditions of this Partnership Agreement for 610133-EPP-1-2019-1-FI-EPPKA2-CBHE-JP Academic Response to Hybrid Threats as described here before, including the annexes thereto.

Я, що підписався нижче, заявляю, що прочитав та прийняв умови Угоди про Партнерство щодо проекту 610133-EPP-1-2019-1-FI-EPPKA2-CBHE-JP «Академічна протидія гібридним загрозам», як описано вище, включаючи додатки до неї.



Senior Vice Rector, Dr. Taras Dobko  
Done in Lviv, 23/12/2019



Перший проректор, д-р Тарас Добко  
м. Львів, 23/12/2019

For State University of Infrastructure and Technologies

mailing address: 9, Kyrylivska St., Kyiv, Ukraine, 04071

Contact person: Zarubinska Iryna

Partner bank information

Name of Bank+ branch: THE JOINT STOCK COMPANY "THE STATE EXPORT- IMPORT BANK OF UKRAINE"

Address of branch: Ukraine, 03150 Kiev, 127 Antonovycha Str.

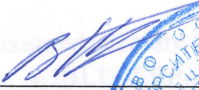
Name and address of account holder: State University of Infrastructure and Technology

SWIFT: EXBS UA UX

IBAN account code: IBAN UA873223130000025309000000226

I, the undersigned, declare to have read and accepted the terms and conditions of this Partnership Agreement for

610133-EPP-1-2019-1-FI-EPPKA2-CBHE-JP Academic Response to Hybrid Threats as described here before, including the annexes thereto.

  
\_\_\_\_\_  
Rector Vladislav Panin

Done in Kyiv 21.01.2020





For National University of Ostroh Academy

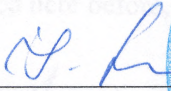
Mailing address: 2 Seminarska street, Ostroh, Rivne Region, 35800, UKRAINE  
Contact person: dr Eduard Balashov,  
Director of International Relations Department

Partner bank information

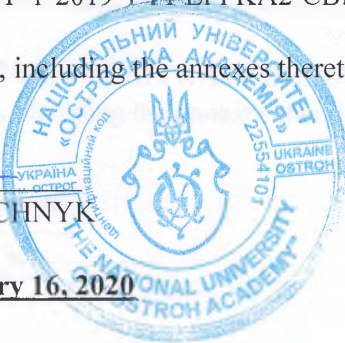
Name of Bank+ branch: JSC CB "PRIVATBANK"  
Address of branch: 1D HRUSHEVSKOHO STREET, KYIV, 01001, UKRAINE  
Name and address of account holder: NATIONAL UNIVERSITY OF OSTROH ACADEMY  
UA 35800, Rivne Region, Ostroh, Seminarska street, 2  
SWIFT: PBANUA2X  
IBAN account code: UA143333910000025306054700766  
[additional details as needed]

I, the undersigned, declare to have read and accepted the terms and conditions of this Partnership Agreement for 610133-EPP-1-2019-1-FL-EPPKA2-CBHE-JP Academic Response to Hybrid Threats

as described here before, including the annexes thereto.

  
\_\_\_\_\_  
Rector, prof. Ihor PASICHNYK

Done in Ostroh, January 16, 2020



**For National Academy of Managerial Staff of Culture and Arts**

9 Lavrska Str., build. 15, Kyiv, 01601, Ukraine

Contact person: Olha Kopiiievska

Partner bank information

Name of Bank: JSC CB PRIVATBANK, Kyiv, Ukraine

Address of branch: 1D Hrushevskoho Str., Kyiv, 01001, Ukraine

Name and address of account holder: National Academy of Managerial Staff of Culture and Arts

SWIFT: PBANUA2X

IBAN account code: UA403206490000025302052600688

To account № 400886700401

Bank-correspondent: Commerzbank AG

Frankfurt Am Main, Germany

SWIFT (code BIC) – COBADEFF

To account № 6231605145

Bank-correspondent: J.P.MORGAN AG

Frankfurt Am Main, Germany

SWIFT (code BIC) – CHASDEFX

I, the undersigned, declare to have read and accepted the terms and conditions of this Partnership Agreement for

610133-EPP-1-2019-1-F1-EPPKA2-CBHE-JP Academic Response to Hybrid Threats as described here before, including the annexes thereto.



*V. Chernets*  
\_\_\_\_\_  
Rector, prof. Vasyl Chernets

Done in Kyiv 26.12. 2019

For Kharkiv Regional Institute of Public Administration (KRI NAPA)

mailing address: 75 Moskovsky ave., Kharkiv, 61050, Ukraine

Contact person: Dmytro Karamyshev

Partner bank information

Name of Bank: PJSC CB PRIVATBANK, Kyiv, Ukraine

Bank branch: Kharkiv Main Regional Branch of PJSC CB PRIVATBANK

Address of branch: 2-A Malomiasnytska str., Kharkiv, 61010, Kharkiv

Name and address of account holder: Kharkiv Regional Institute of Public Administration

SWIFT: PBANUA2X

IBAN account code: UA393515330000025309052200085

To account № 400886700401

Bank-correspondent: Commerzbank AG,

Frankfurt Am Main, Germany

SWIFT (code BIC) – COBADEFF

I, the undersigned, declare to have read and accepted the terms and conditions of this Partnership Agreement for

610133-EPP-1-2019-1-F1-EPPKA2-CBHE-JPAcademic Response to Hybrid Threats as described here before, including the annexes thereto.

Liudmyla Brietova, Director of KRI NAPA

Done in Kharkiv, 26.12 2019





**For State Higher Education Institution “Donbas State Pedagogical University”, Horlivka Institute for Foreign language**

mailing address 19 G. Batyuk Str., Slovyansk, Donetsk Oblast, 84116, Ukraine

Contact person: Prof. Galyna Dokashenko,  
Head of the Domestic and Foreign History Department

Partner bank information  
Name of Bank+ branch: JSC CB “PRIVATBANK”, 1D Hrushevskogo Str.,  
Kyiv, 01001, Ukraine, Kramatorsk regional branch

Address of branch: 16 Katerynycha Str., Kramatorsk, Donetsk Oblast,  
84313, Ukraine

Name and address of account holder: Horlivka Institute for Foreign Languages of SHEI  
“Donbas State Pedagogical University”, 24, Vasyl  
Pershyn Str., Bakhmut, Donetsk Oblast,  
84511, Ukraine

Account manager Director of Horlivka Institute for Foreign Languages of  
SHEI “Donbas State Pedagogical University”  
Yevhenia Bielitska

SWIFT: PBANUA2X  
IBAN account code: № UA553355480000026507053600048

I, the undersigned, declare to have read and accepted the terms and conditions of this Partnership Agreement for

610133-EPP-1-2019-1-FI-EPPKA2-CBHE-JP Academic Response to Hybrid Threats  
as described here before, including the annexes thereto.

  
Rector, Prof. Svitlana O MELCHENKO

Done in Slovyansk, Donetsk Oblast, January 21, 2020



**For Ministry of Education and Science of Ukraine**

Peremohy Avenue 10, 01135 Ministry of Education and Science of Ukraine, Kyiv, Ukraine

Contact person: Kateryna Suprun ([suprun@mon.gov.ua](mailto:suprun@mon.gov.ua))

Bank information: Joint Stock Company The State Export-Import Bank of Ukraine,

Antonovycha str. 127, 03150, Kyiv, Ukraine

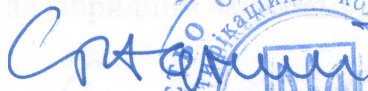
Account holder: Ministry of Education and Science of Ukraine

BIC/SWIFT code: EXBSUAUX

IBAN/Account number: UA393223130000025300010064370

I, the undersigned, declare to have read and accepted the terms and conditions of this Partnership Agreement for

610133-EPP-1-2019-1-FI-EPPKA2-CBHE-JP Academic Response to Hybrid Threats as described here before, including the annexes thereto.



Yegor Stadny, Deputy Minister of Education and Science of Ukraine

Done in Kyiv

Date 21/02/2020



**Від Міністерства освіти і науки України**

пр. Перемоги, 10, Київ, 01135, Україна

контактна особа: Катерина Супрун

Банківські реквізити:

Назва банку: «Публічне акціонерне товариство «Державний експортно-імпорتنний банк України»

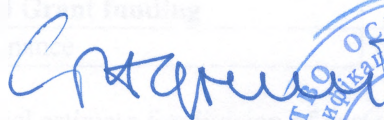
Адреса відділення: Антоновича, 127, Київ, 03150, Україна

Ім'я та адреса власника рахунку: Міністерство освіти і науки України, пр. Перемоги, 10, Київ, 01135, Україна

SWIFT: EXBSUAUX

Код рахунку IBAN: UA393223130000025300010064370

Я, що підписався нижче, заявляю, що прочитав та прийняв умови Угоди про Партнерство щодо проєкту 610133-EPP-1-2019-1-FI-EPPKA2-SVNE-JP «Академічна протидія гібридним загрозам», як описано вище, включаючи додатки до неї.



Єгор Стадний, заступник Міністра освіти і науки України

Вчинено в Києві 21/02 2020 року





**Annex II to the  
Partnership Agreement**  
for  
610133-EPP-1-2019-1-FI-EPPKA2-CBHE-JP  
Academic Response to Hybrid Threats

Approved by the Consortium General Assembly on December 6th 2019

**Budget**

The project budget as of December 6th 2019 is based on the original distribution of the financial budget, as indicated in the final application and in the grant agreement.

Staff Costs	287530.00
Travel Costs	66555.00
Cost of Stay	124920.00
Equipment Costs	214750.00
Subcontracting Costs	27310.00
<b>Total Grant funding</b>	<b>721065.00</b>
Co-finance	145847.50



The initial estimate for division of costs and funding among the project partners is based on following principles:

- the planned division of costs to the different Work Packages and activities specified in the project plan (as decided by the Consortium General Assembly);
- the planned division of costs and funding among the project partner organizations as decided by the Work Packages coordinating teams/Coordinator;
- distributing the amounts corresponding to the partners' planned participation in actions and given result.

Partner number	Partner acronym	Staff costs	Travel costs	Cost of stay	Equipment costs	Subcontracted costs	Own costs
1	JYU	40702	6600	11160		19910	7150
2	EPMI	20614	4870	6480			5700
3	UC	12644	6720	5880			2137,5
4	UT	6350	3565	6240			2850
5	NURE	34410	6670	13800	34470	1400	27950
6	UCU	28810	5800	12960	29170	1000	25030
7	NAMSCA	32045	4130	9120	29170	1000	24230
8	NUOA	27505	6160	14160	29470	1000	21550
9	SUIT	28055	4130	9120	33830	1000	8000
10	KRI NAPA	28195	6310	13440	29170	1000	8000
11	DPSU	28200	8550	15840	29470	1000	13250
12	MESU		3050	6720			
	<b>Total</b>	<b>287530</b>	<b>66555</b>	<b>124920</b>	<b>214750</b>	<b>27310</b>	<b>145847,5</b>

The Consortium Budget shall be valued in accordance with the usual accounting practices of the respective Parties and as detailed in this document in correspondence with the conditions and rates given in the present Annex.

A Party which shows less than its allocated share of the Consortium activities will be funded in accordance with its actual duly justified eligible costs only. A Party that spends more than its allocated share of the Consortium Budget will be funded only in respect of duly justified eligible costs up to an amount not exceeding that share.

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 of The Grant Agreement. These adjustments are made in General Assembly meetings and documented as updates of this Annex.

Requests for payment and financial statements must be drafted in euros. For partners with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the monthly exchange, determined over the corresponding reporting period, published at [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm). Each partner will be responsible in covering its own exchange losses.

### **Responsibilities**

Beneficiaries are fully responsible to reach all outlined project goals and fulfillment of obligations described in the detailed project description undertaking envisaged activities (in a compliance with the project plan) within granted budget and co-financing in accordance with the terms and provisions of the Grant Agreement and present Annex.

Beneficiaries are fully responsible for smooth (unimpeded) using the corresponding budget strictly within planned activities and for reliable and well-timed report on the grant expenditures in the terms of achieved results providing all necessary documents meet the requirements of the Grant Agreement and Guidelines for the use of the grant.

### **Project internal cost allocation and reporting policies**

The actual costs of project activities, as shown in the accounts of the Parties, may differ from the official eligible cost as specified in the Grant Agreement (due to unit cost policy). To mitigate such differences a small reserve, based on saving in actual mobility and cost of stay rates, is maintained by the coordinator to balance possible exceptional costs at the end of the project. The unused part of the reserve will be returned to the partners at the end of the project.

### **Staff costs**

The Staff Costs are determined as Unit cost by Erasmus+ programme rules. The unit cost is the only compensation for the direct and indirect staff costs. Possible higher actual rates or other implied costs like exchange losses must be covered from partners' own resources.

The applied rates are the following:

<b>Country</b>	<b>Manager, EUR per day</b>	<b>Teacher / Trainer /Researcher, EUR per day</b>	<b>Technical Staff, EUR per day</b>	<b>Administrative Staff, EUR per day</b>
Finland	280	214	162	131
France	280	214	162	131
Portugal	164	137	102	78
Estonia	88	74	55	39
Ukraine	108	80	57	45





### **Travel and costs of stay**

The Travel Costs and Costs of Stay are determined as Unit cost by Erasmus+ Programme. For the implementation of the activities during the eligibility period beneficiaries defined the next modalities for the reimbursement of the travel costs and costs of stay incurred by their staff.

The actual travel costs and costs of stay for mobilities within Ukraine are relatively lower than those for the international mobilities. For mobilities within Ukraine the unit travel cost of 100 euros per travel will be used unless the actual cost justified by copies of tickets (economy class) is higher.

For the costs of stay (including subsistence, accommodation, local and public transport) the ceilings of 120 EUR/day (international mobilities) and 60 EUR/day (mobilities within Ukraine) are applied as a default. In cases where the actual expenses according to the regular travelling policy of the partner are higher, the actual documented cost of stay can be covered from the common reserve.

### **Equipment and subcontracting costs**

The major equipment purchases should be undertaken before the intermediate reporting (month 18 of the project) so that they are reportable in the first reporting period. This helps to estimate the effect of varying exchange rates to the actual reportable cost in euros.

### **Publicity obligation**

In the case of non-compliance with publicity obligations EACEA may apply the penalties of 20% reduction of the grant initially provided for.

For the purpose of the Grant agreement, relating to the publicity and use of the relevant logo, the beneficiaries must follow the instructions available on the following website:

[https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visual-identity-and-logos\\_en](https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visual-identity-and-logos_en)

### **Reporting conventions**

Beneficiaries are fully responsible to make and keep their reporting and corresponding support documents in order reliable and smooth (unimpeded) interim and final financial reporting including Audit in compliance with requirements provided in the Grant Agreement and Guidelines for the use of the grant (i.3.4).

The expenditures are reported on the basis of Actual costs for the budget headings Equipment and Subcontracting, and of Unit Costs for the budget headings Staff costs, Travel costs and Costs of stay.

Financial reporting for budget items based on unit costs (contribution to staff costs, travel costs and costs of stay) will be based on the principle of the "triggering event". Beneficiaries will have to prove that the activities have been actually and properly implemented and/or that the expected output(s) have been produced but they will not have to justify the level of spending.

- To claim the staff costs, partners have to provide duly signed time sheets and sufficient documentation about the actual employment of the reported persons to the reported tasks and levels of position.
- The claims for Travel Costs and Cost of stay must be supported by duly signed travel cost reports and boarding pass/ticket copies that document the actual duration of the travel.

For the equipment costs and subcontracting costs, the claims must be supported by the copies of the invoices and documentation of the quotation process if it is applicable (purchases over 25 ke).





Detailed instructions for reporting will be provided once EACEA provides the updated reporting forms and instructions in their beneficiaries' space [https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-the-field-of-higher-education\\_en](https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-the-field-of-higher-education_en) .

The coordinator may require copies of partner internal documents (contracts, extracts from accounts etc) to verify and validate reported costs before making new instalments.



**Annex III to the  
Partnership Agreement**  
for

610133-EPP-1-2019-1-FI-EPPKA2-CBHE-JP  
Academic Response to Hybrid Threats



Approved by the Partnership General Assembly on December 6<sup>th</sup> 2019

**Governance Structure**

*General structure*

The Consortium is governed by the General Assembly and The Coordinator

- The General Assembly is the decision-making body of the Consortium
- The Coordinator is the legal entity acting as the intermediary between the Parties and the Agency. The Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and this Partnership Agreement.

*General Assembly*

**MEMBERSHIP**

The General Assembly shall consist of one representative of each Party (hereinafter referred to as “Member”).

Each Member shall be deemed to be duly authorised to deliberate, negotiate and decide on all matters, which are decided by the General Assembly.

The Coordinator shall chair all meetings of the General Assembly, unless decided otherwise by the General Assembly.

The Parties agree to abide by all decisions of the General Assembly. This does not prevent the Parties from submitting a dispute for resolution in accordance with the relevant provisions of this partnership Agreement.

**OPERATIONAL PROCEDURES FOR THE GENERAL ASSEMBLY**

Representation in meetings: Any Member:

- should be present or represented at any meeting;
- may appoint a substitute or a proxy to attend and vote at any meeting;
- and shall participate in a cooperative manner in the meetings.

Preparation and organisation of meetings

- a) Convening meetings: The chairperson shall convene ordinary meetings of the General Assembly at least once every 6 (six) months and shall also convene extraordinary meetings at any time upon written request of any Member.
- b) Notice of a meeting: The chairperson shall give notice in writing of a meeting to each Member as soon as possible and no later than 14 calendar days preceding an ordinary meeting and 7 calendar days preceding an extraordinary meeting.
- c) Sending the agenda: The chairperson shall send each Member a written original agenda no later than 14 calendar days preceding the meeting, or 7 calendar days before an extraordinary meeting.
- d) Adding agenda items: Any agenda item requiring a decision by the Members must be identified as such on the agenda. Any Member may add an item to the original agenda by written notification to all of the other Members no later than 7 calendar days preceding an ordinary meeting and 3 days preceding an extraordinary meeting. During a meeting of the General Assembly the Members present or represented can unanimously agree to add a new item to the original agenda.

- e) Any decision may also be taken without a meeting if the chairperson circulates to all Members a written document which is then signed by the two-thirds of Members
- f) Meetings of the General Assembly may also be held by teleconference or other telecommunication means.

Decisions will only be binding once the relevant part of the minutes has been accepted according to this Annex.

#### *Voting and Quorum*

- g) The General Assembly shall not deliberate and decide validly unless two-thirds (2/3) of its Members are present or represented (quorum).
- h) Each Member shall have one vote.
- i) Defaulting Parties may not vote.
- j) Decisions shall be taken by a majority of two-thirds (2/3) of the votes.

#### *Veto Rights*

- a) A Member which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of the General Assembly may exercise a veto with respect to the corresponding decision or relevant part of the decision.
- b) When the decision is foreseen on the original agenda, a Member may veto such a decision during the meeting only.
- c) When a decision has been taken on a new item added to the agenda before or during the meeting, a Member may veto such decision during the meeting and within 15 days after the draft minutes of the meeting are sent.
- d) In case of exercise of veto, the Members shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all Members.
- e) A Party may not veto decisions relating to its identification as a Defaulting Party. The Defaulting Party may not veto decisions relating to its participation and termination in the partnership or the consequences of them
- f) A Party requesting to leave the Partnership may not veto decisions relating thereto.

#### *Minutes of Meetings*

- a) The chairperson shall produce written minutes of each meeting, which shall be the formal record of all decisions taken. He shall send draft minutes to all Members within 10 calendar days of the meeting.
- b) The minutes shall be considered as accepted if, within 15 calendar days from sending, no Member has objected in writing to the chairperson with respect to the accuracy of the draft of the minutes.
- c) The chairperson shall send the accepted minutes to all the Members of the General Assembly, and to the Coordinator, who shall safeguard them. If requested the Coordinator shall provide authenticated duplicates to Parties.

#### *Decision of the General Assembly*

The General Assembly shall be free to act on its own initiative to formulate proposals and take decisions in accordance with the procedures set out herein.

The following decisions shall be taken by the General Assembly:

#### Content and finances

- (a) Proposals for amendments to the Grant Agreement to be agreed by the Agency
- (b) Proposals for amendments to the Partnership agreement
- (c) Changes to the Budget and financial practices of the consortium (Annex II of the Partnership agreement)





### Evolution of the Partnership

- (d) Entry of a new Party to the Partnership and approval of the settlement on the conditions of the accession of such a new Party
- (e) Withdrawal of a Party from the Partnership and the approval of the settlement on the conditions of the withdrawal
- (f) Declaration of a Party to be a Defaulting Party
- (g) Remedies to be performed by a Defaulting Party
- (h) Proposal to the Agency for termination of a Defaulting Party's participation in the Partnership and measures relating thereto
- (i) Proposal to the Agency for suspension of all or part of the Project
- (j) Proposal to the Agency for termination of the Project and the Partnership Agreement

### *Communication*

Any notice to be given under this Partnership Agreement shall be in writing to the addresses and recipients as listed in the most current address list kept by the Coordinator based on the list of contact persons in Partnership Agreement.

- Formal notices: If it is required in this Partnership Agreement (that a formal notice, consent or approval shall be given, such notice shall be signed by an authorised representative of a Party and shall either be served personally or sent by mail with recorded delivery or telefax with receipt acknowledgement).
- Other communication: Other communication between the Parties may also be effected by other means such as e-mail with acknowledgement of receipt, which fulfils the conditions of written form.
- Communication of personal data and other confidential material: In the event of a party requiring, for the performance of the Project, access to personal data controlled by another Party, appropriate written agreement shall be entered into by the relevant Parties for access and processing of such data in accordance with applicable laws. Personal data and other confidential information shall be communicated either by mail or by secured e-mail/file transfer protocol provided by the coordinator.

