



# Kick-off Meeting & Consortium Agreement

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## **Project Funding**

Project Full Title: **Developing an Interdisciplinary Minor in Climate Change and Sustainability Policy**

Project Acronym: **CLIMASP**

Project number: **543879 TEMPUS-1-2013-1-GR-TEMPUS-JPCR**

EC Programme: **TEMPUS**

Agreement number: **JPCR (2013-2013-5043/001-001)**

Start date: **1st December, 2013**

Duration: **3 years**

Budget: **1 246 635 €**

## **Executive Summary**

Kickoff meetings included a general overview to the project, the consortium partners, the tasks of each partner, the administration, the deliverables of the project and the contribution expected by each partner, the procedures for monitoring and quality assurance of the project. .

Project Overview: Goals, Objectives, Roles and Responsibilities

Questions & Answers

Project management, financial guidelines and administration

Questions & Answers

Review of progress towards Stakeholders survey for mapping CLIMASP competences

Discussion on how to apply survey results on curriculum revision

Organisation of training workshops in partner countries and E.U. member countries

Monitoring and Quality Assurance Group of Project Activities

### **1.0 Welcome and Project Overview**

The project coordinator welcomed participants followed up by high-level executives of the coordinating organisation. The Project Coordinator introduced the project to give the participants a sense of the relative level of importance of the effort expected from all partners.

The overview provided included details about the contract, statement of work in relation to deliverables. Particular attention was given to this issue and a followed-up discussion clarified many issues.

### **2.0 Introductions: Roles and Responsibilities**

Each partner introduced and described its team members and their roles as well as the procedures to be taken in order to enhance an opportunity for team-building activities. It was emphasised that team members should be committed and have clear roles with respect to their assignments. Risks potentially involved in building teams was also discussed and how to cope with possible constraints.

### **3.0 Project Intent**

Participants discussed the aims and objectives of the project and how to accomplish them. This was proved to be very instrumental and turned participants aware of their responsibilities, shares and tasks. It also served as a source for further discussion of the project organization's approach.

### **4.0 Monitoring and Quality Assurance**

A brief, time-limited question-and-answer followed which allowed all participants and their organisations to affirm their understanding of the procedures to be taken to assure the quality of the project. A brief, time-limited question-and-answer session allowed the partners to affirm their understanding of the project monitoring and quality assurance approach.

### **5.0 Breakout Reviews**

Participants were divided in small groups according to respective project Work Packages to allow for a more detailed analysis of the project key procedures, methodologies and expected outcomes from each Work Package.

### **6.0 Consortium Agreement and Next Steps**

The Project Coordinator brought the Consortium Agreement to the participants for discussion along with the next steps on the project, including all the key activities, especially at the design phase.

# **CONSORTIUM**

## **AGREEMENT ON THE IMPLEMENTATION OF TEMPUS PROJECT**

### **“Development of Interdisciplinary Minor Programmes on Climate Change and Sustainability Policy- CLIMASP”**

**(Reference No 543879-TEMPUS-1-2013-1-GR-TEMPUS-JPCR) (Grant Agreement No. 2013-5043/001-001)**

Concluded on ....., 2014 between:

The University of Crete, University Campus Gallos, 74100 Rethymnon, Greece, represented by Prof. Dr. Georgios Tziritas, Vice Rector acting as legal representative of the University of Crete (hereinafter: Coordinating institution legal representative) and Prof.Dr. Vassilios Makrakis (hereinafter: Project Coordinator).

AND

....., ..... (street and number), ..... (ZIP code and city) ....., legally represented by ....., (hereinafter: Project Partner).

#### Article 1

The subject of this Agreement is the implementation of the TEMPUS project entitled "Development of Interdisciplinary Minor Programmes on Climate Change and Sustainability Policy- CLIMASP" (Reference No 543879-TEMPUS-1-2013-1-GR-TEMPUS-JPCR) (Grant Agreement No. 2013-5043/001-001) (hereinafter: the Project) in accordance with the Grant Agreement signed by *Education, Audiovisual and Culture Executive Agency* as the financier and the University of Crete as the Coordination Institution of the project (hereinafter: Grant Agreement).

This Agreement is limited by obligations and rights determined by the above mentioned Grant Agreement.

#### Article 2

Project Partner agrees to fulfill all assumed obligations in time of implementation of this agreement (2013-5043/001-001), in deadlines set in the Work Plan for the period December 2013 to November 2016, in accordance with project application. In more detail, all terms and conditions, articles, annexes and guidelines stated in the Grant Agreement for this project are part of this contract. The Coordinating Institution and the Partner Institution shall be bound to this contract and the Grant Agreement for this project. This includes any further amendments to the Grant Agreement which are approved by the Executive Agency.

#### Article 3

Project Coordinating Institution agrees to transfer funds to the account of Project Partner for the purpose of implementation of project activities which are in full compliance with Work Plan activities in the project application, and in accordance with the Grant Agreement.

The plan of transfer of project funds shall be in accordance with the inflow of funds to the Project Coordinator's Institution account and the work to be carried out satisfactorily by each Project Partner according to the deadlines of deliverables.

In case that Project Partner does not fulfill the obligations determined by the project plan, in accordance to Work Plan activities, Project Coordinating Institution shall inform the Legal representative and the Rector of University - Project Partner about this in written form, and suspend further payments until the obligations from project plan are fulfilled.

First installment of pre-financing: The Coordinating Institution will transfer 40% of the partner's total direct costs budget, after the signing of the present contract, provided that the coordinating institution has received the pre-financing from the Executive Agency and bank details are correctly provided by the partner.

Second installment of pre-financing: The Coordinating Institution will transfer the remaining 20% of partner's direct costs budget, provided that the partner provides eligible and full supporting documentation on project expenditure of at least 70% of the first installment.

The funds to be paid to the partner shall be paid into the following institutional bank account:

<b>Name and address of the Account Holder</b>	
<b>Name of Bank</b>	
<b>Address of Bank</b>	
<b>IBAN</b>	
<b>Account Number</b>	
<b>Bank or Swift Code</b>	

From the moment of transfer of funds to the account of Project Partner, all rights and obligations for activities defined in the Agreement shall be the responsibility of Project Partner. The partner is obliged to use the given funds exclusively for the purposes defined by the Project and in accordance with terms and provisions of this Agreement and the Grant Agreement as specified in the Guidelines for the Use of the Grant.

#### Article 4

Project Partner agrees to avail of the grant exclusively for the purposes defined by the project, in accordance with instructions and regulations of this Agreement and the Grant Agreement. The amounts can be lower if the incurred expenses of Project Partner are lower than expected, or in case that Project Partner does not fulfil the assumed obligations in the set deadline and in accordance with project plan. Work Package leading institutions are expected to carry out successfully and promptly in the set deadlines. In case of no appropriate response to their duties, the allocated budget for that purpose will be reduced accordingly. The amounts of

budget for all categories represent the maximal amounts for entire project period and can under no circumstances exceed the listed ones.

Total funds for the procurement of equipment have to be used exclusively for the procurement of equipment for Project Partner. This equipment shall be the ownership of Project Partner.

The small amount of 5% of the total partner indirect cost has been transferred to the Coordinating Institution to cover services provided to all partners.

#### Article 5

At the request of Project Coordinating Institution, and biannually, each Project Partner shall submit a narrative report on project implementation as well as the financial report on the availed funds, including co-finance together with supporting documents (IMR and Convention forms, certified copies of bills, copies of certain decisions etc. and in case of the Arabic language, documents must be officially translated). Original invoices, debit notes, receipts, bank statements for every item of expense have to be thoroughly documented and kept by the partner institution, at least up to five years after the end of the project.

Each Project Partner must define its co-finance strategy from the very beginning and apply it throughout the project period following the same procedures and rules as costs paid by the Tempus program and as specified in the Guidelines for Using the Grant and Frequently Asked Questions. Internal letters signed by university administrators to justify co-finance or any other cost are not accepted.

Project Partner shall submit to Project Coordinating Institution the Final Report on project implementation, which shall include a narrative report for the time of implementation of this agreement and the financial report on all incurred expenses, together with supporting documents, 30 days after the expiry of this Agreement at the latest.

Project Coordinating Institution shall not reimburse the expenses incurred by inadequate use of the grant and expenses which don't meet the purpose and expenses which are not supported by documents required by the Grant Agreement.

#### Article 6

At the end of project implementation and on the basis of the final evaluation, the funds which Project Partner has not spent in accordance with Grant Agreement, the rules of Tempus program implementation, this Agreement and its Annexes and the funds which have not been supported by adequate documentation shall be returned to the account of Project Coordinating Institution, at the Coordinator's request.

In particular, if the Executive Agency should- based on the provisions of the Grant Agreement- request the repayment of EU contribution from the Coordinating Institution, the coordinator shall ask the partner that has caused the irregularity resulting in repayment of the EU contribution unduly paid according to the request of the Executive Agency.

The partner affected has also to respect the deadline given by the Executive Agency to the coordinator for the repayment of EU contribution. The partner has to transfer the requested EU contribution together with the interests chargeable to the coordinating institution 30 (thirty) days before the abovementioned deadline.

#### Article 7

Transfer of up to 10% between budget categories is allowed only after approval of the Project Coordinator, taking into consideration overall expenditure and project needs.

#### Article 8

The Parties agree to solve any disputes by mutual agreement. In case that the disputes cannot be settled by agreement, the parties herewith agree that the authorized court in Rethymnon, Greece, shall be the venue for all legal disputes.

#### Article 9

Any amendments to this Agreement shall be made in writing signed by the Coordinating Institution and the Partner. This Agreement is drawn in four identical examples, two for each Party.

*Attachments to the Agreement:*

- 1) Copy of Grant Agreement and its Annexes signed by the European Commission as the legal representative and the University of Crete as Project Coordinating Institution and Grant Holder*
- 2) Financial Statement*
- 3) Guidelines for the Use of the Grant*
- 4) Frequently Asked Questions for the Grant Management*

#### **For the University of Crete (Grant Holder)**

Prof. Dr. Georgios Tziritas  
Vice-Rector for Financial Affairs

Prof. Dr. Vassilios Makrakis  
Project Coordinator

Signature:

Stamp of the Institution

Date and Place:

#### **For the Partner Institution**

Name of the legal representative:

Position:

Signature:

Stamp of the Institution:

Date and Place: