

Model of the minimum scope of a HC OP transnational cooperation agreement



HUMAN CAPITAL
NATIONAL COHESION STRATEGY

EUROPEAN UNION
EUROPEAN
SOCIAL FUND



Transnational Agreement

Operational Programme in Poland:

Number and name of Priority axis:

Number and name of Measure:

Number and name of Submeasure:

Number of application for assistance:

Title of the project:

1. Description of the Transnational Partners

Partner n°1 (Polish project promoter)

Organisation name (acronym)

Organisation name (full)

Type of organisation *(see choice of European categories in the annex)*

Legal status *(see choice of European categories in the annex)*

Web site

Contact person

Title First name Surname

Telephone

Fax

E-mail @

Postal address

Postcode Town/City

Country

Partner n2

Organisation name (acronym)

Organisation name (full)

[]

Type of organisation *(see choice of European categories in the annex)*
[]

Legal status *(see choice of European categories in the annex)*
[]

Web site
http:// []

Contact person

Title [] First name [] Surname []

Telephone [+] []

Fax [+] []

E-mail [] @ []

Postal address
[]

Postcode [] Town/City []

Country []

Partner n°3

Organisation name (acronym) []

Organisation name (full) []

Type of organisation *(see choice of European categories in the annex)*
[]

Legal status *(see choice of European categories in the annex)*
[]

Web site
http:// []

Contact person

Title [] First name [] Surname []

Telephone [+] []

Fax [+] []

E-mail [] @ []

Postal address
[]

Postcode [] Town/City []

Country []

Partner n°4

Organisation name (acronym)
Organisation name (full)

Type of organisation *(see choice of European categories in the annex)*

Legal status *(see choice of European categories in the annex)*

Web site

http://

Contact person

Title

First name

Surname

Telephone

+

Fax

+

E-mail

_____@_____

Postal address

Postcode

Town/City

Country

Partner n°5

Organisation name (acronym)

Organisation name (full)

Type of organisation *(see choice of European categories in the annex)*

Legal status *(see choice of European categories in the annex)*

Web site

http://

Contact person

Title

First name

Surname

Telephone

+

Fax

+

E-mail

_____@_____

Postal address

Postcode

Town/City

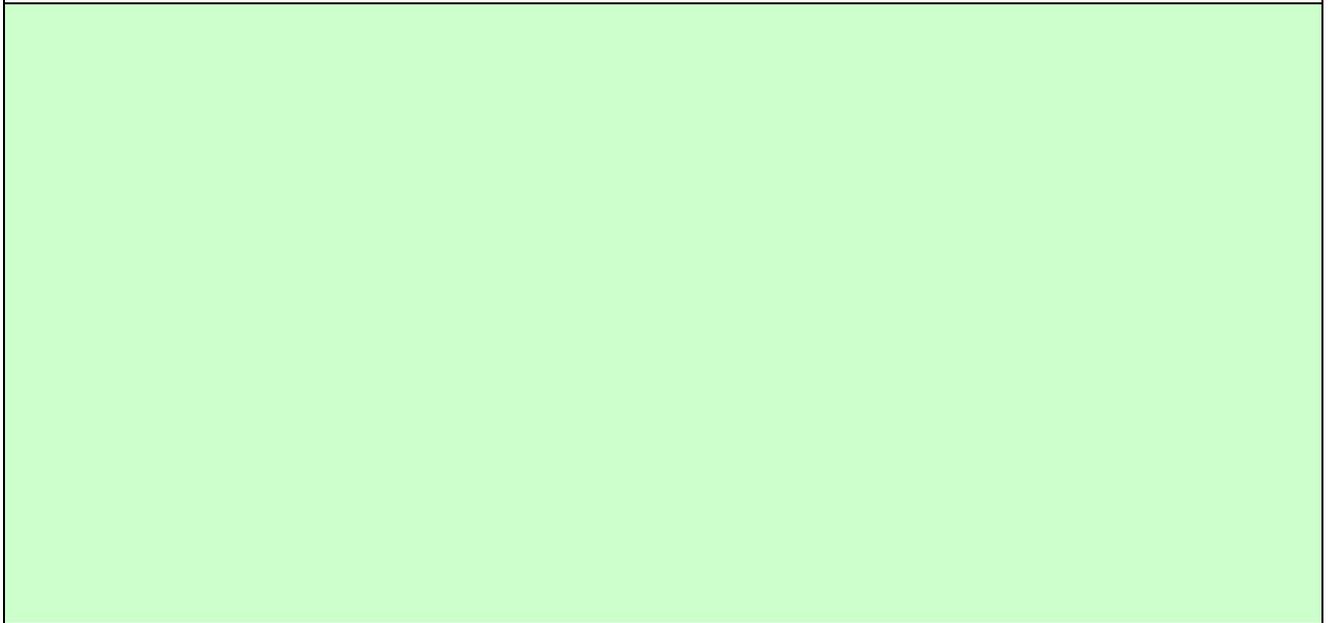
Country

2. Description of the Transnational Co-operation

Joint objectives of the transnational partners



Expected results and products



| Description of the different transnational activities | | | | | | | |
|---|---|--|-------------------|--|----------------------------|----------------------|-------------------------------|
| Total number of planned activities : [] | Starting and ending dates of implementation | Place where activity to be carried out | Partner in charge | Other partner(s) taking part in the activity | Objectives of the activity | Description of tasks | Expected results and products |
| Activity titles | | | | | | | |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |
| 8. | | | | | | | |
| 9. | | | | | | | |
| 10. | | | | | | | |
| <i>If necessary, add extra lines for any further planned transnational activities</i> | | | | | | | |

| Detail of the planned tasks and means implemented by each partner, for each transnational activity | | | | | |
|--|-----|-----|-----|-----|-----|
| <i>Partner</i> | N°1 | N°2 | N°3 | N°4 | N°5 |
| <i>Activities</i> | | | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |

If necessary, add extra lines for any further planned tasks and means implemented by each partner, for each transnational activity

3. Financial Arrangements

| Activity | Budget per transnational partner | | | | | Total |
|--------------------------|----------------------------------|-----|-----|-----|-----|-------|
| | Nº1 | Nº2 | Nº3 | Nº4 | Nº5 | |
| 1. Title of activity 1 | € | € | € | € | € | € |
| 2. Title of activity 2 | € | € | € | € | € | € |
| 3. Title of activity 3 | € | € | € | € | € | € |
| 4. Title of activity 4 | € | € | € | € | € | € |
| 5. Title of activity 5 | € | € | € | € | € | € |
| 6. Title of activity 6 | € | € | € | € | € | € |
| 7. Title of activity 7 | € | € | € | € | € | € |
| 8. Title of activity 8 | € | € | € | € | € | € |
| 9. Title of activity 9 | € | € | € | € | € | € |
| 10. Title of activity 10 | € | € | € | € | € | € |
| Total cost | € | € | € | € | € | € |

How are the transnational activities of each partner funded in their country of origin?

| Partner | N°1 | | N°2 | | N°3 | | N°4 | | N°5 | |
|--|-----|----|-----|----|-----|----|-----|----|-----|----|
| | Yes | No |
| European Social Fund | | | | | | | | | | |
| Other European funding | | | | | | | | | | |
| National funding | | | | | | | | | | |
| Self-funding | | | | | | | | | | |
| Others (including contributions in-kind) <i>If yes, please stipulate below</i> | | | | | | | | | | |

Eventual comments on the types of funding used by the different partners :

4. Organisational Arrangements

Description of the modes of organisation agreed for the transnational partnership:

- What procedures have been arranged for decision-making between the transnational partners?
- What means of communication have been implemented for sharing information, working tools and results within the transnational partnership (e.g. intranet, electronic newsletter)?
- What are the planned procedures for monitoring and evaluation of the results?

What is(are) the working language(s) within the partnership?

5. Partner Signatures

Partner n°1

Date :

Name and job title of the legal (or delegated) representative/s:

Signature :

Organisation's stamp:

Partner n°2

Date :

Name and job title of the legal (or delegated) representative/s:

Signature :

Organisation's stamp:

Partner n°3

Date :

Name and job title of the legal (or delegated) representative/s:

Signature :

Organisation's stamp:

Partner n°4

Date :

Name and job title of the legal (or delegated) representative/s:

Signature :

Organisation's stamp:

Partner n°5

Date :

Name and job title of the legal (or delegated) representative/s:

Signature :

Organisation's stamp:

Annex

Type of organisation

| |
|---|
| (ESF) managing authority or intermediate body at national or regional level |
| Regional or local authority |
| Enterprise |
| NGO |
| Financial institution |
| Consultancy |
| Employers organisation |
| Trade Union |
| Chamber of commerce, industry, crafts |
| Education and training organisation |
| Regional development organisation |
| Employment agency or service |
| University, research organisation |
| Organisation providing support and guidance for disadvantaged groups |
| Institutions of social economy |
| Other |

Legal status

| |
|--|
| Public institution |
| Regional or local authority |
| Commercial enterprise |
| Non profit organisation or association |
| Foundation |
| Other |