

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 n°2

Organisation name (acronym)

Organisation name (full)

Type of organisation <i>(see choice of European categories in the annex)</i>			
Legal status <i>(see choice of European categories in the annex)</i>			
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 <i>(see choice of European categories in the annex)</i>			
Legal status <i>(see choice of European categories in the annex)</i>			
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.							
If necessary, add extra lines for any further planned transnational activities							

Detail of the planned tasks and means implemented by each partner, for each transnational activity					
<i>Partner</i> <i>Activities</i>	Nº1	Nº2	Nº3	Nº4	Nº5
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	
Funding source	Yes	No	Yes	No	Yes	No	Yes	No	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:

- | |
|--|
| <ul style="list-style-type: none">- 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