



Kick-off Meeting and Consortium Agreement

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Dissemination Level: IL
Nature of the Deliverable: R
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Nelly Kostoulas (University of Crete)
Finally approved by the Quality Assurance Team 15/3/2019

Project Funding

Project Full Title: **Refugee Teaching Certification Programme for Egyptian and Refugee Teachers Enabled by Blended Learning**

Project Acronym: **RefTeCp**

Project number: **598437-EPP-1-2018-1-CY-EPPKA2-CBHE-JP**

EC Programme: **ERASMUS +**

Agreement number: **(2018-3773-001-001)**

Start date: **15th January, 2019**

Duration: **3 years**

Budget: **€ 903.749**

Disclaimer

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Executive Summary

This deliverable reports on the activities performed during the kick-off meeting, its minutes, the assessment based on a satisfaction questionnaire, the list of participants and the template to be used for the Consortium Agreement. Overall, the kick-off meeting was a successful event during which partner representatives had the opportunity to know each other and discuss both managerial and financial management issues. In addition to that, the kick-off meeting was enlarged in terms of partner members with the participation of key staff who will be leading work packages and deliverables. In total 22 staff participated in the kick-off meeting. In other words, the kick-off meeting besides being a pure managerial meeting was also used as a capacity building event beyond managerial issues. The assessment results show that participants have gained knowledge on the project and their role either on managerial issues and/or design, development and implementation issues, the presentations in the various workshops were rated highly stimulating and the feedback provided was effective.

The Agenda of the Kick-off Meeting



Refugee Teaching Certification Programme for Egyptian and Refugee Teachers Enabled by Blended Learning (No. 598437-EPP-1-2018-1-CY-EPPKA2-CBHE-JP)

Kick-off Meeting & Workshop

15-18 February 2019 Frederick University, Nicosia Cyprus

Day 1 Frederick University – 15th February, 2019	
09:30-10:00	Registration
10:00-11:00	Welcome Dr. Costas Kyriacou, Vice Rector, Frederick University Presentation of Partners
11:00-13:00	Session 1: Overview of the RefTeCp Project- Managerial and Financial Issues
11:00-11.30	RefTeCp Project Objectives & Methodologies Dr. Vassilios Makrakis, Frederick University, Project Coordinator

11:30-12:00	Discussion
12:00-12:30	Managerial and Financial Issues Dr. Vassilios Makrakis
12:30-13:00	Discussion
13:00-15:00	Lunch at Frederick University
15:00-17:00	Session 2: SWOT Analysis Results
15:00-15:30	Al-Azhar University SWOT Analysis Presentation Dr. Saeed Desouky
15:30-16:00	Aswan University SWOT Analysis Presentation Dr. Nady Kamal Gerges
16:00-16:30	October 6 University SWOT Analysis Presentation Dr. Mohamed Farrag Badawi
16:30-17:00	Discussion
20:00-	Dinner at Centrum Hotel

Day 2 Centrum Hotel– 16th February, 2019

09:00-11:00	Session 3: Continue with SWOT Analysis Results
09:00-09.30	Zagazig University SWOT Analysis Presentation Dr. Mohamed Ahmed Al Barbari
09:30-10:00	Public Schools SWOT Analysis Presentation Mr. Mohammed Anwar Ibrahim (SDF)
10:00-10:30	Community Refugee Schools SWOT Analysis Presentation Mr. Karim Mahmoud Shawer (ETIJAH)
10:30-11:00	Discussion
11:00-11:30	Coffee Break
11:30-13:30	Session 4: Reviewing the RefTeCp Stakeholders' Surveys and their Impacts on Developing Refugee Teaching Standards and Competences
11:30-12:30	Workshop 1: Reviewing the Instruments for Internal and External Stakeholders Led by Dr. Nelly Kostoulas (University of Crete)
12:30-13:30	Workshop 2: Developing a Framework for Refugee Teaching Standards and Competences Led by Dr. Pat Black (Bath Spa University)
13:30-15:00	Lunch
15:00-17:00	Session 5: Setting-up the Human Resource and Technical Infrastructure
15:00-15:30	Establishing Task Forces and Teachers' Selection Dr. Omar Ramzy (Heliopolis University)

15:30-16:00	Procedures for Developing the ICT-Blended Learning Laboratories Dr. Vassilios Makrakis, (Frederick University)
16:00-17:00	Discussion
Free	Take the chance to explore the old town

Day 3 Kofinou Refugee Center– 17th February, 2019

09:00-13:00	Session 6: Field Trip to the KOFINOU Refugee Center
10:00-10.30	Introducing the Kofinou Refugee Center Mr. Andreas Varnavas, Director of the Kofinou Refugee Center
10:30-12:30	Explore the Refugee Education Programs at the Center
12:30-13:00	Discussion
13:00-15:00	Lunch
15:00-17:00	Session 7: Managing Staff Employment, Mobility and Purchase of Equipment
15:00-15:30	Regulations and Procedures for Staff Employment Dr. Omar Ramzy (Heliopolis University)
15:30-16:00	Regulations and Procedures for Equipment Purchase Dr. Vassilios Makrakis (Frederick University)
16:00-16:30	Regulations and Procedures for Staff Mobility Dr. Vassilios Makrakis (Frederick University)
16:30-17:00	Discussion
20:00	Dinner at Centrum Hotel

Day 4 Centrum Hotel– 18th February, 2019

09:00-11:30	Session 6: The Challenge of Refugee Influx in Cyprus
09:00-09.30	An Overview of Refugee and Migrants Policies in Cyprus Natassa Xenofontos koudouna, Head of Office UN Migration Agency
9.30:-10:00	SDGs and Refugees: Tackling Refugee Educational Needs in Cypriot Public Schools Dr. Aravella Zachariou (Pedagogical Institute & Frederick University), Dr Despo Kyprianou (Pedagogical Institute)
10:00-12:30	Field visit at the Faneromeni School that hosts mostly refugee children Led by Dr. Aravella Zachariou

12:30-13:00	Discussion
13:00-15:00	Lunch
15:00-16:00	Session 8: Exchanging Ideas/Policies and Practices on Refugee Education Issues
15:00-15:30	The Universities' Perspective Round Table Discussion
15:00-15:30	The Refugee Community Schools' Perspective Round Table Discussion
15:30-16:00	Assessment of the Kick-off Meeting and Activities
20:00	Farewell Dinner

Kick-off Meeting Minutes

Kick-off meeting: Partners' presentations & Goals and Objectives of RefTeCp:

- Partner institutions presentation
- General outline of the RefTeCp project by Project Coordinator
- Issues of management and administration
- Questions & Answers
- Capacity building amongst university staff
- Review undergraduate curricula to address RefTeCp:

Process:

- RefTeCp:competences → consider needs assessment + identification of needs
- Internal peer-review of RefTeCp: competencies
- New models for RefTeCp:
- Revise pre-service teacher education using DeCoRe plus methodology
- Involvement of external stakeholders
- The role of refugee teachers- NGO involvement
- Pre-service students' engagement in the field of RefTeCp
- Cconnect university and society

Project structure:

- 7 WPs
- Management
- Preparation
- Development: Training, workshops, implementation
- Quality assurance: Revision, Implementation, Comparison
- Dissemination

Deliverables and deadlines

- Presentation of deadlines

- Quality assurance for deliverables assigned to a Task Group
- RefTeCp:student competence survey 15-02-2011
- Curriculum analysis report 28-03-2011

Goal: Instruments and tools to be implemented in line with the project objectives, but in the same time fit for the existing structure to avoid conflict

Reflections:

- Dissemination is very important
- 1st and last year of pre-service teachers participate in the survey
- All Faculties of Education should take part
- Faculties should coordinate with local public schools involving refugee learners
- Staff that is nominated has to participate in trainings, workshops etc.
- Quality control should be implemented from the start and kept up throughout the project
- Dissemination on local, national and international level will be developed in guidelines
- Local collaboration has to be ensured

Questions & Tasks:

- Assigning roles for data collection and codification
- Decoding → each university
- Send to VM
- **No. of students for questionnaires**
- Faculties are the representative factor, not the institution → will be written in reports on survey

Plan for the next 6 months:

- On basis of the conducted questionnaires guidelines will be prepared for course revision
- Developing templates to facilitate course revision
- Implement the revised curriculum in own courses
- Involved subject/representative for various fields related to refugee education issues

Financial issues:

- Guidelines for preparing staff contracts in line with tasks depicted in deliverables
- Send staff involvement on the basis of WPs to VM
- Travel costs and costs of stay clarifications

- Equipment- need for revision- identification of new needs- justified proposals for change

Dissemination:

- Portal
- Social networking tools
- Toolkit for RefTeCp: curriculum design
- Link to RCEs Network and UNESCO Chairs network

Next steps:

- Questionnaires by the mid of March finished!
- Validation of instruments and translation into Arabic
- Apply the back and forth model for translation to secure quality
- Questionnaires shouldn't be more than 20 minutes

Student's questionnaires:

- In the introduction of the questionnaires, the overall objective of the project is mentioned
- Remarks on the introduction: don't use the word "define", rather use "consider"
- Keep the term "sustainable development" in order to be in line with the project proposal

General issues:

- Questionnaires for the staff during the workshops
- Every institution must do the coding in SPSS format, VM will send the coding sheet
- More than 60% final year students = target group
- Final SPSS file has to be sent to VM latest by March 2019
- Partnership agreements
- Discussion of key points
- Decision for completion within the next two months

Kick-off Meeting Evaluation Results

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KNOWLEDGE AND UNDERSTANDING ACQUIRED

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	INCREASED	3	25,0	25,0	25,0
	HIGHLY INCREASED	9	75,0	75,0	100,0
	Total	12	100,0	100,0	

IMPACT OF WORKSHOP PRESENTATIONS

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	STIMULATING	7	58,3	58,3	58,3
	HIGHLY STIMULATING	5	41,7	41,7	100,0
	Total	12	100,0	100,0	

IMPACT OF SWOT ACTIVITIES FOR IDENTIFYING NEEDS

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	MODERATELY EFFECTIVE	1	8,3	8,3	8,3
	EFFECTIVE	6	50,0	50,0	58,3
	HIGHLY EFFECTIVE	5	41,7	41,7	100,0
	Total	12	100,0	100,0	

ADDITIONAL NEEDS FOR FUTURE WORKSHOPS

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	NO	2	16,7	16,7	16,7
	YES	10	83,3	83,3	100,0
	Total	12	100,0	100,0	

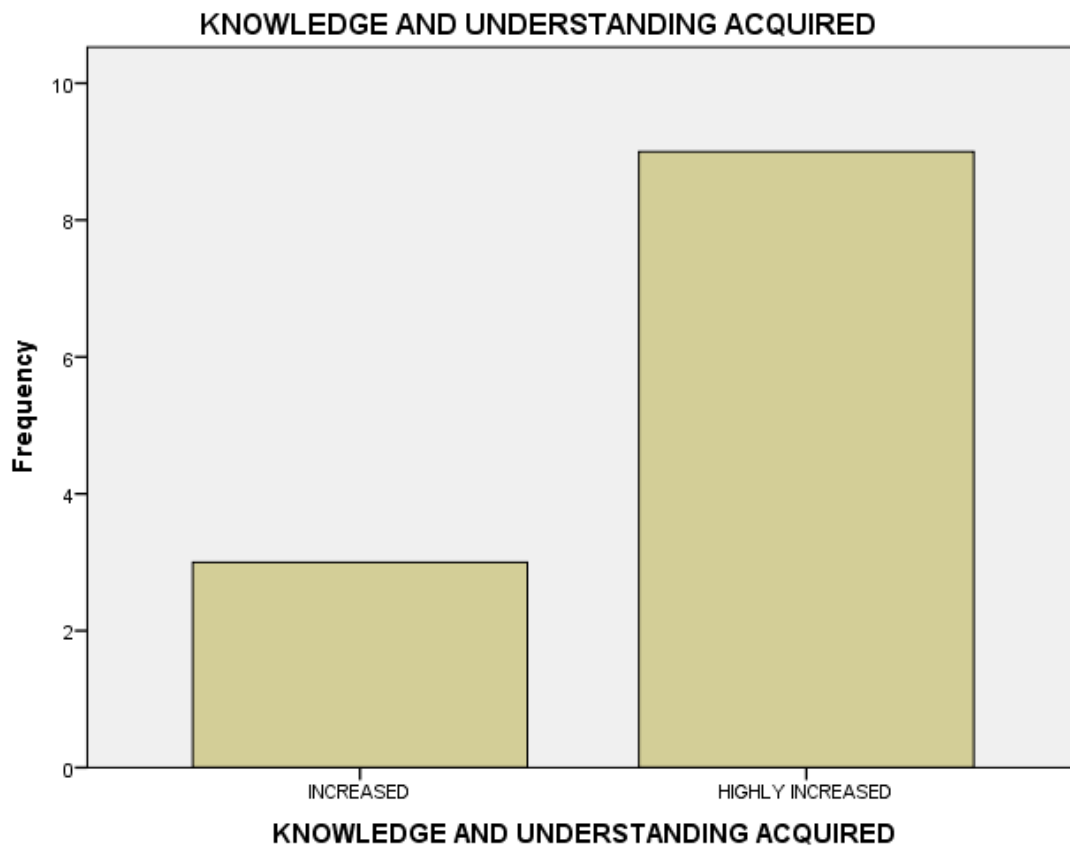
CAPACITY ACQUIRED TO COPE WITH COORDINATION AND ADMINISTRATION

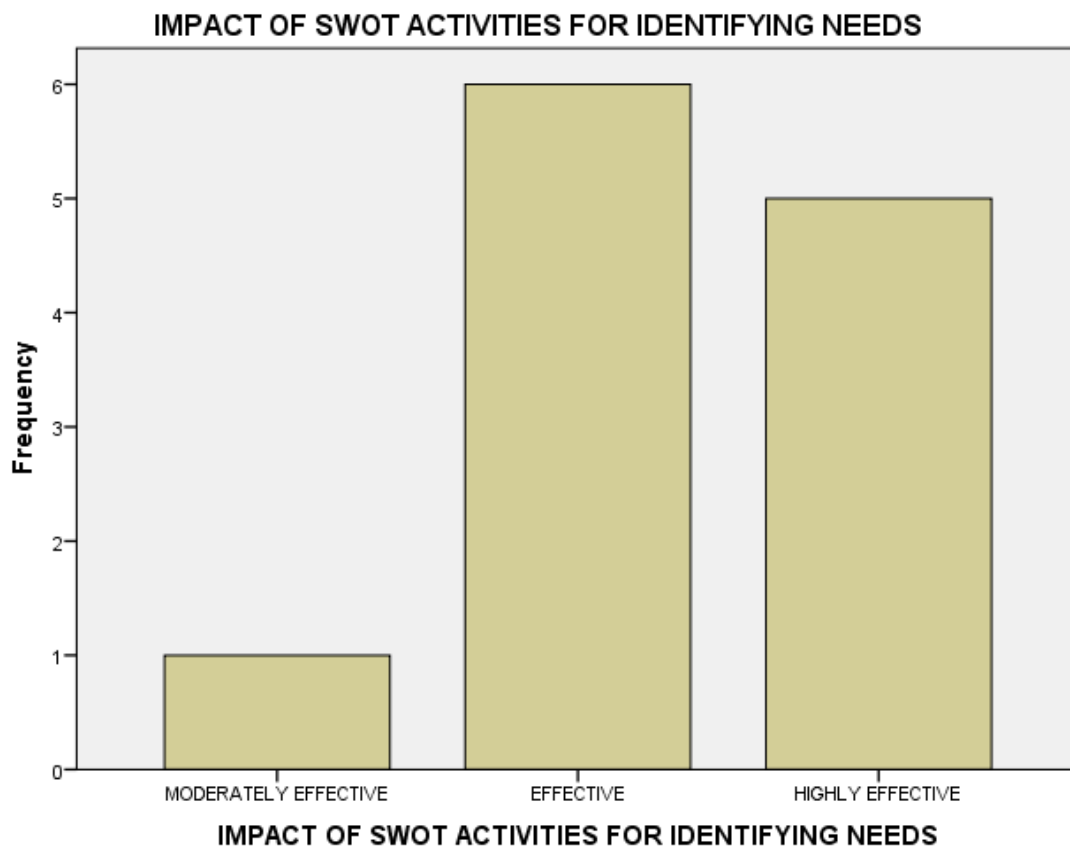
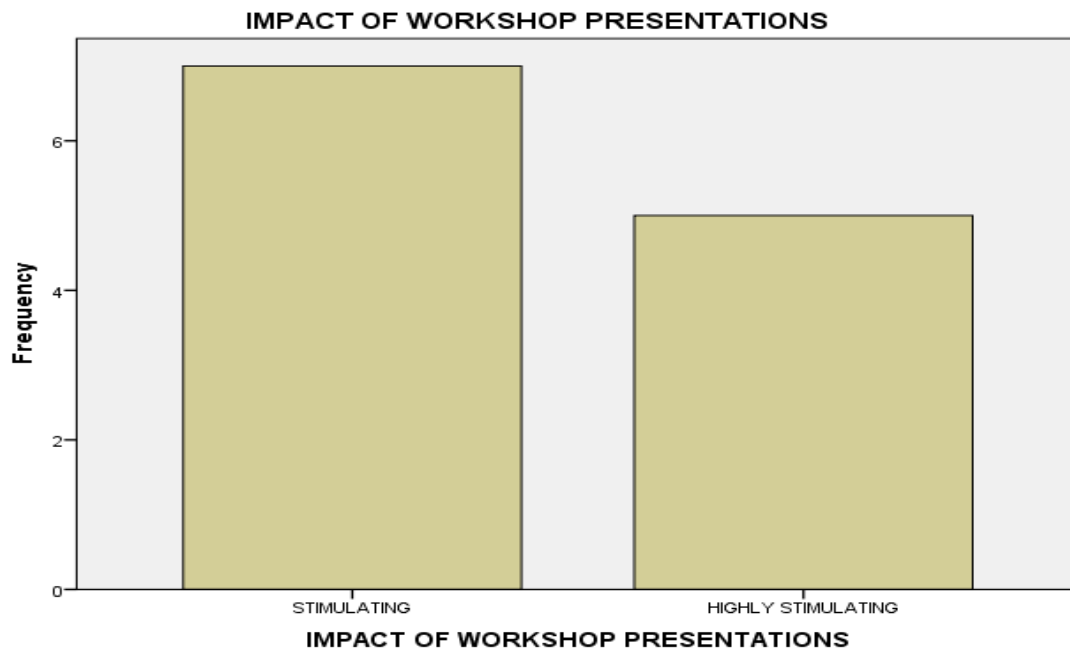
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	IMPROVED	4	33,3	33,3	33,3
	HIGHLY IMPROVED	8	66,7	66,7	100,0
	Total	12	100,0	100,0	

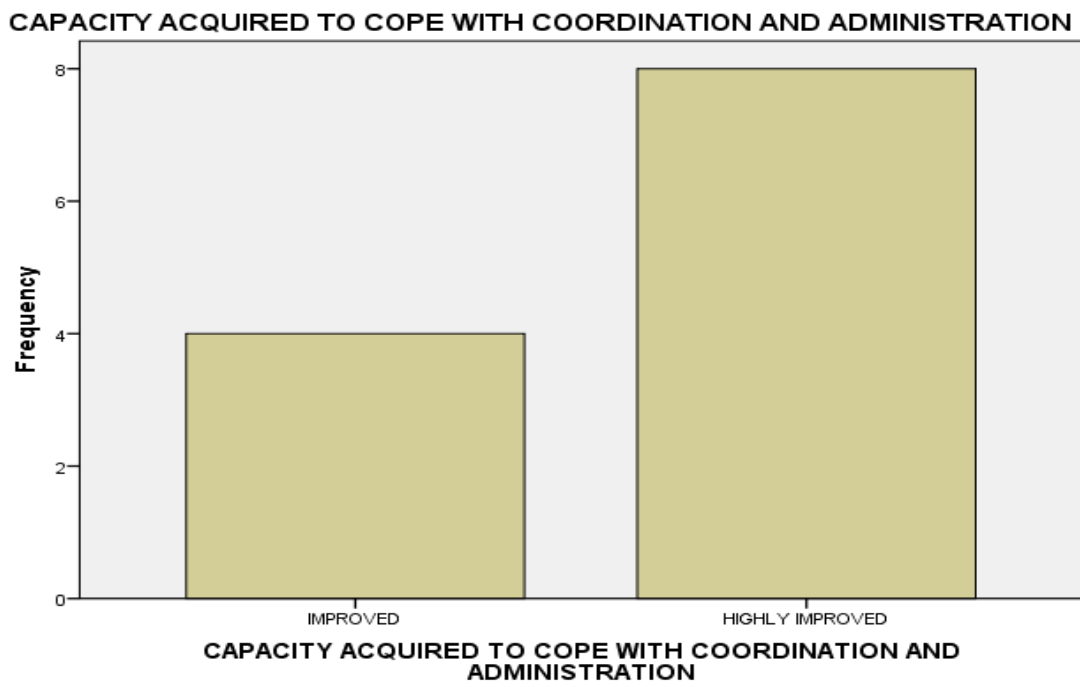
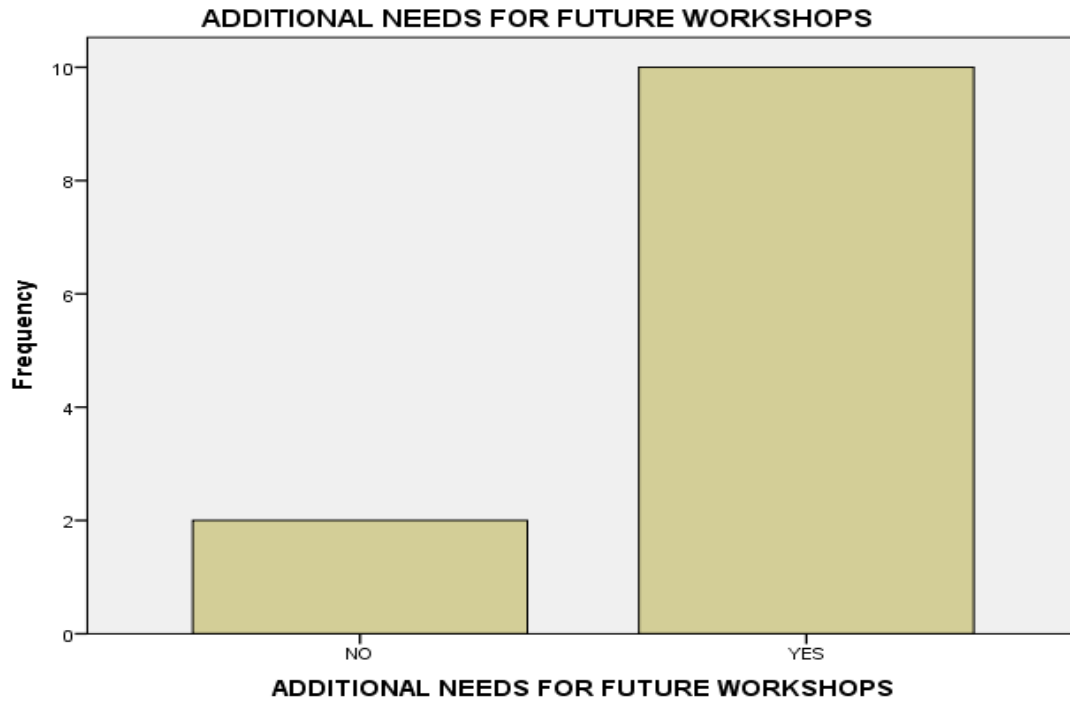
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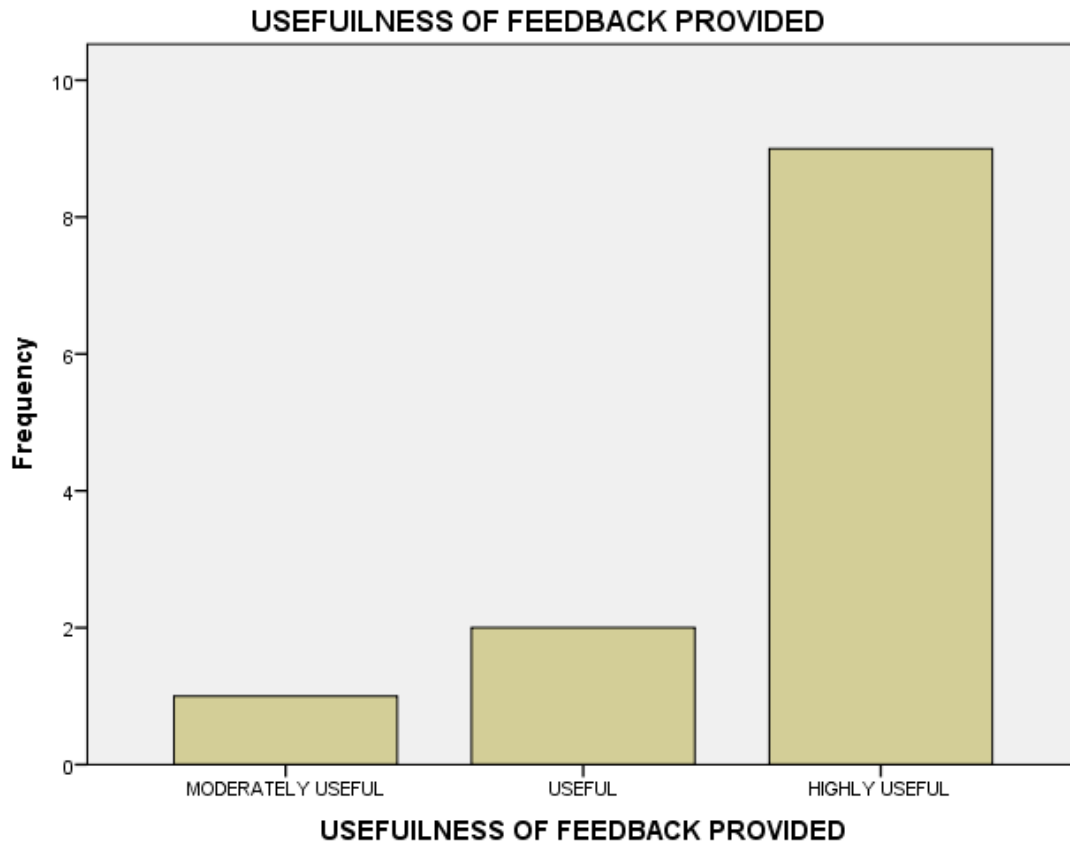
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	MODERATELY USEFUL	1	8,3	8,3	8,3
	USEFUL	2	16,7	16,7	25,0
	HIGHLY USEFUL	9	75,0	75,0	100,0
	Total	12	100,0	100,0	

Bar Chart









Partnership Agreement Template



Partnership Agreement

Grant Agreement Number **598437-EPP-1-2018-1-CY-EPPKA2-CBHE-JP**

Refugee Teaching Certification Programme for Egyptian and Refugee Teachers Enabled by Blended Learning [RefTeCp]

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

FREDERICK UNIVERSITY (FU/MESOKELEAS LTD)

7, Y. Frederickou Str.. Pallouriotissa, 1036 Nicosia, Cyprus

hereinafter referred to as the “coordinator”, represented for the purposes of signature of the Agreement by Dr. Christophoros Charalambous, Director of Administration & Finance as well as Vice President of the Frederick University Council the current legal representative who has signed the Grant Agreement and the following beneficiaries:

1. **Bath Spa University- established in United Kingdom**
2. **University of Crete- established in Greece**
3. **RCE Crete- established in Greece**
4. **Aswan University- established in Egypt**
5. **October 6 University- established in Egypt**
6. **Al Azhar University- established in Egypt**
7. **Heliopolis University- established in Egypt**
8. **Zagazig University- established in Egypt**
9. **SEKEM/SDF Cairo- established in Egypt**
10. **Youth and Development Consultancy Institute- established in Egypt**

hereinafter referred to as the “beneficiary”, represented for the purposes of signature of this Agreement by their legal representatives, according to the Mandates previously signed and attached to the Grant Agreement (here in Annex III).

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. It lays down the rules of procedure for the work to be carried out in order to successfully implement the Erasmus+ CBHE action "**Refugee Teaching Certification Programme for Egyptian and Refugee Teachers Enabled by Blended Learning [RefTcP]**" (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 **598437-EPP-1-2018-1-CY-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;

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.
- (k) shall be responsible for the sound financial management and cost efficiency of the funds allocated to the project.

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.
- (g) be responsible for the sound financial management of the funds allocated to the beneficiary.
- (h) prepare and submit the partners reports in timely manner to the coordinator.

Article 4

Financing the action

4.1 The maximum Erasmus+ grant contribution to the project for the contractual period starting 15th January, 2019 and ending 14th January, 2022 covered by the Grant Agreement amounts to EUR 903.794 for the period 15/01/2019 to 14/01/2022. This 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 I of this Agreement.

4.5 The Coordinator has the authority to propose to the Project Management Board the reallocation of activities among beneficiaries in line with Grant Agreement, especially those related to the articles of the Grant Agreement defining the penalties for poor, partial or late implementation of project activities ([Article I.10.6](#)). As well as compliance with publicity obligations ([Articles I.10.9 and I.10.10](#)) with the purpose of sound financial management and to avoid any possible risks. The reallocation of project activities will be followed by the corresponding budget reallocations approved by the Project Management Board. Minor budget reallocations can be also arranged bilaterally among partners with the approval of the Coordinator in cases that such reallocations aim to fulfil certain actions in line with the Grant 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 Annex VI of this Agreement. All payments shall be made to the beneficiary's bank account, denominated in euro.

5.2 The transfer of the Erasmus+ grant contribution to individual beneficiary will be implemented as payments in advance for Staff costs, Travel costs and costs of Stay identified under Annex 1 of this Agreement, in accordance with the following timetable and procedure:

(a) 50% of the Erasmus+ grant contribution (first instalment) within 15 working days from the time received by the Coordinating Institution (Frederick University) under the condition that the beneficiary has signed the Partnership Agreement and has reported any deliverables requested by the Project Coordinator.

(b) The rest of 50% of the first instalment will be transferred after the submission of the 2nd biannual report following the first partial transfer under the condition that the beneficiary has fulfilled all requested duties related to WPs and deliverables during that period, including the necessary proofs of expenditures done in line with Grant Agreement.

(c) 50% of the second instalment of the Erasmus+ grant contribution received after the assessment of the intermediate report. The transfer to beneficiaries will be executed within 15 days under the condition that the beneficiary has provided all the necessary proofs of

expenditures of the previous amount to its full use as well as all its work related to Work Packages and deliverables involved.

(d) The remaining 50% of the second instalment of the Erasmus+ grant contribution will be transferred within 15 days after the reception of the 5th Biannual Report. Under the condition that the beneficiary has provided all the necessary proofs of expenditures of the previous amount to its full use as well as all its work related to Work Packages and deliverables involved.

5.3 Final payment: the final amount of the grant (10%) will be transferred to the beneficiaries by the coordinator once the total Erasmus+ grant has been confirmed by the Executive Agency after the end of the project and approval of the final technical and financial report. The coordinator will transfer the remaining grant to the beneficiaries within 30 days after the receipt of final payment from the Executive Agency provided that all partners who have returns (unspent and or/ineligible costs) have made the transfers to the Coordinating Institution within 20 days after receipt of notice from the coordinator. In case this has not been done within the specified timeframe, there might be delays for transfers to those who are expected to receive the remaining approved funding.

5.4 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.

5.5 The costs of all financial transfers charged by the bank shall be borne by the beneficiary receiving the part of the grant from the coordinator. These expenses will be deducted from the beneficiary's budget.

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 themselves 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.

(a) In order to provide adequate information on the progress of the project the beneficiaries will prepare Technical reports consisting of description of the progress made, statistics and indicators, table of achieved/planned outcomes as specified in Annex V of the Grant Agreement attached in each biannual report.

(b) for verification of appropriate spending of the funds, the beneficiaries will prepare Financial reports consisting of financial statements and cash flow tables, accompanied with certified copies for costs incurred for Staff costs, Travel costs and costs of Stay, and certified copies of supporting documents for Equipment costs (where applicable) in line with the terms of the Grant Agreement.

(c) the beneficiaries will submit their biannual and interim reports using the official forms and templates to the coordinator in the following timetable at the l:

1st biannual partner report – 14th July 2019 including Technical report

2nd biannual partner report – 14th January 2020 including Technical and Financial report

- 3rd biannual and interim partner report – 14th May 2020 including Technical and Financial report
- 4th biannual partner report – 14th January 2021 including Technical and Financial report
- 5th biannual partner report – 14th July 2021 including Technical and Financial report
- 6th biannual and final partner report – 14th January 2022 including Technical and Financial report.

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. To avoid inconsistencies all partners must follow-up the rules specified 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 project manager of each beneficiary, as per the details below:

For the Coordinating Institution and Grant Holder:

[Dr. Vassilios Makrakis]

[Frederick University Gianni Frederikou 7, 1036, Lefkosia, Cyprus]

[pre.mv@frederick.ac.cy]

Local coordinators:

To facilitate the administrative and managerial process of the RefTeCp project, Dr. Omar Ramzy has been nominated to act as a partner country local coordinator.

For the beneficiaries:

[Bath Spa University]

[Dr. Kate Reynolds]

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8.2 Any changes to the above information should be communicated in a timely manner.

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 coordinator and the beneficiaries undertake to preserve the confidentiality of any document, information or other material directly related to the subject of the Agreement that is duly classed as confidential, if disclosure could cause prejudice to the other party. The parties shall remain bound by this obligation beyond the closing date of the action.

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.

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 of the contracting parties discharges the other of any civil liability for any damages suffered by itself or its staff/students as a result of the performance of this Agreement, insofar as such damages are not due to serious or intentional negligence or fault of the other party or its staff/students.

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 [English¹].

14.2 Both 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 Steering Committee (or a body consisting of representatives of all the project partners), 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 Cypriot law, being the law of the coordinator's country.

¹ The working language must be understood and spoken by all parties involved in the consortium.

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 is concluded in English. In the event of translation of this Agreement and its annexes, 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

Examples of possible annexes

Annex I – Budget/Expenditure/Co-financing breakdown per partner and budget category.

Annex II - Remuneration and reimbursement modalities of staff involved in the project. and for travel and costs of stay.

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

Annex IV - link to Guidelines for the Use of the Grant.

Annex V - link to FAQs

Annex VI - Individual Bank account of each beneficiary organisation.

Annex VII - Internal Reporting forms.

We, the undersigned, declare to have read and accepted the terms and conditions of this Agreement as described here before, including the annexes thereto.

For the Coordinator

For the Beneficiary

The legal representative

The legal representative

[Dr. Christophoros Charalambus]

[Name]

Signature and stamp

Signature and stamp

Done in [Nicosia]

Done in [City name]

Date [21 / 01 /2019]

Date [DD/MM/2019]

ANNEX I

Budget/Expenditure breakdown per partner and budget category

Before completing this table please read carefully the instructions available on [the EACEA website](#)

CALL FOR PROPOSALS 2018 - EAC/A05/2017 - Erasmus+ Programme (2017/C 361/04)

Programme guide and instructions for applicants

Action	Joint Project
Duration number of months	36
Project Acronym	RefTeCp
Project Title	Refugee Teaching Certification Program for Egyptian and Refugee Teachers Enabled by Blended Learning

EU GRANT REQUESTED FROM THE EUROPEAN UNION Max 130 characters		
1. Staff Costs	351.289,00	Cannot exceed 40% of total Grant requested
2. Travel Costs + Exceptional Travel Costs	97.545,00	
3. Costs of Stay	174.960,00	
4. Equipment Costs	225.000,00	Cannot exceed 30% of Total Grant requested
5. Subcontracting Costs	55.000,00	Cannot exceed 10% of Total Grant requested
Total Grant requested from the European Union	903.794,00	Should be equal or above EUR 500.000,00 and cannot exceed EUR 1.000.000,00

DISTRIBUTION OF THE GRANT BY ORGANISATION (in EUR)									
Partner N°	Name of Partner	Country	PRIPA	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	Total Costs (in EUR)
P1	Frederick University	Cyprus	Programme Countries	65.924,00	19.035,00	25.560,00	-	45.000,00	155.519,00
P2	Bath Spa University	United Kingdom	Programme Countries	45.104,00	19.000,00	22.200,00	-	-	86.304,00
P3	University of Crete	Greece	Programme Countries	38.848,00	10.980,00	24.000,00	-	-	73.828,00
P4	RCE Crete	Greece	Programme Countries	19.407,00	7.480,00	16.800,00	-	-	43.687,00
P5	Aswan University	Egypt	Partner Countries	31.536,00	15.390,00	31.200,00	45.000,00	-	123.126,00
P6	October 6 University	Egypt	Partner Countries	31.536,00	4.910,00	10.800,00	45.000,00	-	92.246,00
P7	Al-Azhar University	Egypt	Partner Countries	32.705,00	4.910,00	10.800,00	45.000,00	-	93.415,00
P8	Helopolis University	Egypt	Partner Countries	32.724,00	4.910,00	9.600,00	45.000,00	-	92.234,00
P9	Zagazik University	Egypt	Partner Countries	33.444,00	4.910,00	10.800,00	45.000,00	-	94.154,00
P10	SDF	Egypt	Partner Countries	8.514,00	3.005,00	6.600,00	-	10.000,00	28.119,00
P11	ETUJAH	Egypt	Partner Countries	11.547,00	3.005,00	6.600,00	-	-	21.152,00

ANNEX II

Remuneration and reimbursement modalities for Staff costs,

Travel costs and costs of Stay

Although CBHE partnerships can use/apply the unit costs amounts defined in the Erasmus+ Programme Guide for the remuneration and reimbursement of the staff, travel and costs of stay incurred by the beneficiary organisations, the beneficiary (ies) can define their own procedure

(s) for covering these costs for the implementation of the project activities. These procedures can be common to all beneficiaries or vary in accordance with the specific needs or constraints of individual beneficiary. It can either be based:

on other unit costs amounts than those specified in the Erasmus+ Programme Guide

(even higher if deemed necessary),

on the reimbursement of actual costs incurred (with a maximum if necessary) or

on a combination of both

This Annex of the Partnership Agreement defines different modalities for remuneration and reimbursement of costs incurred in terms of Staff, Travel and costs of Stay (for all or some of them) during the implementation of project activities, defined by individual beneficiaries and duly signed by their legal representatives. For each beneficiary, Annex II shall enter into force on the date of its signature and before that the beneficiary (ies) shall use/apply the unit costs amounts defined in the Erasmus+ Programme Guide for the remuneration and reimbursement of the staff, travel and costs of stay incurred.

Remuneration and reimbursement modalities for Staff costs, Travel costs and costs of Stay

A) Reimbursement for Staff costs

on unit costs amounts specified in the Erasmus+ Programme Guide,

	Manager	Teacher/Trainer /Researcher	Technician	Administrative staff
Erasmus+ Programme Guide - Amounts in Euro per day				
UK	280	214	162	131
Greece & Cyprus	164	137	102	78
Egypt	47	33	22	17

on other unit costs amounts than those specified in the Erasmus+ Programme Guide (even higher if deemed necessary)

	Manager	Teacher/Trainer /Researcher	Technician	Administrative Staff
Beneficiary - Amounts in Euro per day				

on the reimbursement of actual costs incurred (with a maximum if necessary)

B) Reimbursement for Travel Costs

on unit costs amounts specified in the Erasmus+ Programme Guide

Distance band	Erasmus+ Programme Guide - Unit cost per participant
Between 100 and 499 KM	180 EURO
Between 500 and 1999 KM	275 EURO
Between 2000 and 2999 KM	360 EURO
Between 4000 and 7999 KM	820 EURO
8000 +	1500 EURO

C) Reimbursement for Costs of Stay

on unit costs amounts specified in the Erasmus+ Programme Guide

	STAFF	STUDENT
Up to the 14th day of activity	Unit cost per day per participant	Unit cost per day per participant
Erasmus+ Programme Guide	120 EURO	N/A

on other unit costs amounts than those specified in the Erasmus+ Programme Guide (even

higher if deemed necessary)

	STAFF	STUDENT
Up to the 14th day of activity	Unit cost per day per participant	Unit cost per day per participant
Name of beneficiary	N/A

ANNEX III

Copy of the Grant Agreement and its annexes

ANNEX IV

link to Guidelines for the Use of the Grant

https://eacea.ec.europa.eu/sites/eacea-site/files/guidelines_for_the_use_of_the_grant_cbhe_8.12.16.pdf

ANNEX V

link to FAQs

https://eacea.ec.europa.eu/erasmus-plus/news/updated-faqs-erasmus-plus-key-action-2-capacity-building-in-field-higher-education-2015_en

ANNEX VI

Individual Bank account of each beneficiary organisation

Bank account details of the beneficiary

.....(name of the beneficiary)

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

Name and Address of the Account Holder:	
Name of the Bank:	
Address of the branch:	
IBAN (International Bank or Account Number):	
Account Number	
Bank or Swift Code	

ANNEX VII

Internal Reporting Forms

Reporting forms for staff costs (Staff Convention and Time-Sheets) as well as Travel Costs and Costs of Stay (Individual Travel/Mobility Report) are available on the CBHE beneficiaries space accessible through the following link:

Additional reporting forms for the management and administration of the RefTeCp project are available, including biannual progress reports.