



# The Centre for Entrepreneurship Development

(A Government of Gujarat Organization)

ઉદ્યોગસાહસિકતા વિકાસ સંસ્થાન

(ગુજરાત સરકાર દ્વારા સંચાલિત)

Since 1979

**Dr. R. N. Prasad**  
M. Tech, MBA, Ph.D  
**Director**

CED/5SLIC/SCH2/Jyoti/MKP/NC/332

19<sup>th</sup> June, 2017

22/4

To,  
Mr. Parakramsinh Jadeja,  
Chairman and Managing Director,  
Jyoti CNC Automation Limited,  
G-506, Lodhika GIDC,  
Village : Metoda,  
Rajkot - 360 021

**Subject: Assistance for Setting up Skill Development Center**

**Reference:**

1. Government G.R No.CED-112015-54553-I dated 01.04.2015
2. Your Application dated 17.03.2017.
3. Minutes of the 5<sup>th</sup> State Level Implementation Committee Meeting dated 11<sup>th</sup> April, 2017.

Dear Sir,

Kindly refer to your proposal for Government Assistance *for setting up Short-term Bridge Courses* under the Scheme for Enhancement of Technical Competence and Manpower, Gujarat Industrial Policy, 2015.

The State Level Implementation Committee (SLIC) constituted for the Scheme for Enhancement of Technical Competence and Manpower by Government under the Gujarat Industrial Policy 2015, Government of Gujarat vides GR no. CED-112015-24553-I, dated 01.04.2015, in its 5<sup>th</sup> meeting held on dated 11<sup>th</sup> April, 2017 approved your proposal for Government support of maximum **Rs. 100.00 lacs (Rupees One hundred lacs only) subject to expert view of Gujarat Technological University** under the scheme no. 2 "*Short-term Bridge Courses by Industries/Institute*" in the area of **Foundry Sector** at **Marwadi University, Rajkot Morbi Highway, Gauridad, Rajkot 360003** (Host Institute) to generate skilled and trained manpower.

1. **JYOTI CNC AUTOMATION LIMITED (Applicant)** has to follow the guidelines given in the G.R. no. CED-112015-24553-I, dated 1<sup>st</sup> April, 2015 and its amendments/modification, if any, time to time. Applicant has also to follow the directives given by State Level Implementation Committee, time to time.

**"EMPOWERING INDUSTRY THROUGH SKILL AND ENTREPRENEURSHIP DEVELOPMENT....."**

**H. O. :** Block No.1, 9th Floor, Udyog Bhavan, Sector-11, Gandhinagar-382017

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2. The estimated cost of project and means of finance will be as under:

Amount Rupees in Lacs

Sr. No.	Details of Cost (Annexure-1)	Proposed Amount	Eligible Amount
1	Cost of New Machinery & Equipment	130.88097	130.88097
2	Cost of Tools	0.50000	0.50000
3	Cost of Furniture and Fixture	3.00000	3.00000
4	Cost of Electrification	2.95340	2.95340
	<b>Total</b>	<b>137.33437</b>	<b>137.33437</b>

**Means of Finance:**

- Applicant Contribution: Rs. 137.33 lacs x 25% = Rs. 34.34 lacs but applicant contribution is **Rs. 37.33 lacs**
- Government Support: Rs. 137.333 lacs x 75% = \*Rs. 103.00 Lacs but maximum Government support is **Rs. 100.00 lacs**  
*\*Maximum support under the Scheme-2 is limited up to Rs. 100.00 lacs*

3. Courses/Skill initiative as proposed/indicated at Annexure-2 (Prescribed by NSDC/MES-NCVT/GCVT/SSC or Other authorized body only).
4. The release of Government support shall be on pro rata basis and subject to submission of Chartered Accountant Certificate.
5. **The Terms and Condition for the said assistance will be as per the G.R. & as specified below:**

**5.1 Role of Industry Partner**

- I. A separate bank account is to be opened for the training purpose/center in name of Skill training Center.
- II. To Contribute minimum 25% of the cost of machinery & equipment including classroom furniture & fixture and cost of refurbishing of building.
- III. Industry Partner shall have to sponsor minimum of 25% intake capacity of course and provide employment at least 75% of sponsored trainees.
- IV. Industry Partner shall have to train the faculty of the Host Institution for capacity building.
- V. Industry Partner shall have to facilitate for in plant practical training to the trainees.
- VI. Industry partner shall have to carry out 3<sup>rd</sup> Party Skill Assessment on completion of the course through empaneled body/Experts under NSDC/NCVT/GCVT/SSC and others National & International body as approved by SLIC.



## **5.2 Role of Host Institute:**

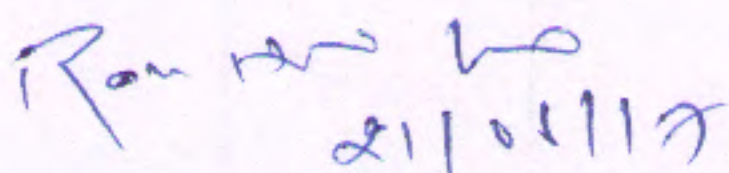
- I. The role of Host Institute is to provide all appropriate infrastructure and environment to run training activity.
- II. The Host Institute has to provide dedicated staff/faculty for running skill development activities.

## **Other Terms and Conditions**

- I. The attendance record should be maintained through an electronic/biometric attendance system/MIS as prescribed by CED, time to time.
- II. Applicant cannot take benefit for Training activities from any other Government/Government bodies for the same purpose.
- III. The assistance granted should only be used for the purpose for which it has been sanctioned.
- IV. Applicant has to submit progress reports in details as per the schedule prescribed by CED, time to time.
- V. Minimum placement/self-employment criteria should be of 75% of total trainees trained/skill assessed. A placement criterion is excluded in case of up skilling for existing employees. Up skilling candidates are allowed maximum up to 30% of total trainees trained.
- VI. Applicant must provide copy of appointment letter as a proof of placement of trainees trained. In case of self-employment candidates should submit required proof of document like registration certificate for EM part-1/Udyog Aadhaar/Shop & Establishment /Proprietorship/Partnership etc. Further in case of up skilling of existing employees a proof of employment record is to be provided.  
**Placement criteria are defined by CED and are attached herewith.**
- VII. Applicant is also eligible for Scheme no. 7 "Assistance for Tuitions fees for Enhancement of Skill" subject to fulfilling above G.R. criteria and availability of necessary infrastructure. For this purpose, prior intimation form CED/Industries Commissionerate is required.
- VIII. Project completion certificate, once implemented, should be submitted within one month of time, duly endorsed by Chartered Accountant.
- IX. Failure in implementation this project by next 6 months, without any justification, will be treated as invalid.

For The Centre for Entrepreneurship Development

Accepted by

  
Director

Authorized Signatory  
(With Seal)



Proposed Project CostCost of New Equipment & Machineries:

Sr. No.	Name	Specification	Supplier / Brand	Quantity	Cost per item	Total Cost in Rs.
1	3D Printer	ProtoCentre 999 Dual Extruder 3D printer Build volume ( XYZ ) 230 X 230 X 230 mm cube Printing material: ABS PLA HIPS Nylon PC	Aha 3d	1	199675	199675
2	3d Scanner with turn table	David (HP) SLS3 with turn table scan accuracy: up to 0.05mm Scan resolution: up to 0.05mm scan size 60 to 500mm	Think 3D	1	587000	587000
3	Data tracker	USB memory for easy data & program transfer. Dual Channel Isolation Technology. 2x Serial 'Smart Sensor' ports User Definable allocation of memory size & mode. Web Interface. FTP for automatic data transfer .Modbus for sensors and SCADA connection. SDI-12 (multiple networks). Up to 48 Analog ( $\pm 30V$ ) sensor inputs .Expandable to 800 analog inputs .12 Flexible Digital channels	Aimil ltd instrumentatin and technologies.	1	293500	293500
4	VMC	MODEL: MTE 4040H	Maheer technologies	1	840000	840000



Sr. No.	Name	Specification	Supplier / Brand	Quantity	Cost per item	Total Cost in Rs.
		POWER 5.5 KW (WATER COOLED) MAXIMUM SPEED 24000 RPM X AXIS:400 MM Y AXIS:400 MM Z AXIS:300 MM				
5	Auto Cast	<ul style="list-style-type: none"> <li>• 3D modeling of primitive parts</li> <li>import of complex parts (.STL file)</li> <li>• MODULES: PART MOLD FEED GATE FLOW+ REPORT</li> <li>• DATABASES: All major metal families processes molds sleeves</li> </ul>	3D Foundry Tech Pvt. Ltd.	1	1590000	1590000
6	Sieve analysis	<p>USE: To find out AFS (Fineness No. – Average Grain Size) of sand</p> <p>SPECS: Vibrator with Motor - 1/8 Hp Single Phase Sieve Set as per ISS No 53 75 106 150 212 300 425 600 850 1700 Micron. Dia. 200 mm with LID &amp; PAN OR (Sieves As Per Requirement) Timer 0-15 Min.</p>	MADRAS METALLURGICAL SERVICES PVT LTD	1	41400	41400
7	PERMEABILITY TESTER	<p>USE: To determine porosity in Raw sand Green No-bake sand.</p> <p>SPECS: With Air Tank Water Tank Manometer Unit Permeability Chart 2 Orifices And Syphon Unit</p>	MADRAS METALLURGICAL SERVICES PVT LTD	1	21275	21275



Sr. No.	Name	Specification	Supplier / Brand	Quantity	Cost per item	Total Cost in Rs.
8	ALLUMINIUM MOLDING BOX	20 x 20 x 4.5	Kelsons engineers and fabricators	1	20550	20550
9	Core sand Mixer	50KG capacity	Kelsons engineers and fabricators		90000	90000
10	MATCH PLATE with Pattern	20*20 size	Kelsons engineers and fabricators	1	15000	15000
11	MOULD HARDNESS TESTER (DIGITAL) ('B' SCALE)	USE: To determine surface hardness of Green Mould. SPECS: Digital Dial Indicator To Measure Hardness of Mould 0 - 100 No	MADRAS METALLURGICAL SERVICES PVT LTD	1	11500	11500
12	Induction Furnace	15 KW Advance Highly efficient designs IGBT based digital controlled power unit. Crusible:- 5 Kg Digital energy monitoring system	R A Induction	1	682500	682500
13	Bottom pouring Type stir casting machine with vacuum squeeze & rotary centrifugal casting attachments & accessories for MMC in Aluminum & Magnesium	Max. capacity of melting pot -0.8 to 2 kg of Aluminium or Magnesium Continuous operating temp. - 950 440v 3-phase variable stirrer speed 100 to 1500 rpm	Swan Equip.	1	1954575	1954575
14	UNIVERSAL TESTING MACHINE MODEL SE UTE-1000 KN	Test capacity:- 1000 KN	MADRAS METALLURGICAL SERVICES PVT LTD	1	1118950	1118950
15	ROCKWELL HARDNESS TESTER MODEL SE RASN - DIGITAL	Preliminary test force: 98.07 N Additional test force: 490.3 882.6 1373N (50 90 140 kgf)	MADRAS METALLURGICAL SERVICES PVT LTD	1	201250	201250



Sr. No.	Name	Specification	Supplier / Brand	Quantity	Cost per item	Total Cost in Rs.
16	Vicker hardness tester	Test Loads : 510203050 kg Magnification of optical projection : 70x Max.Test Height (mm) : 200 Scale least count (mm) : 0.001 Depth of throat (mm) : 133 Dimensions of Machine (mm) : L595 x W 290 x H 860 Weight (Approx) : 73 kg Power Supply : 220V AC 50 Hz 1 – phase	MADRAS METALLURGICAL SERVICES PVT LTD	1	207000	207000
17	Impact test [Izod]	Pendulum Effective Weight (Kg.) 21300 Striking Velocity of Pendulum (m/Sec):- 3.994	Gujarat Metco	1	504000	504000
18	Metallurgical Microscope	CO-AXIAL TRINOCULAR RESEARCH METALLURGICAL MICROSCOPE MODEL VISION PLUS 5000 TMM AS per the catalogue attached.	MADRAS METALLURGICAL SERVICES PVT LTD	1	258750	258750
19	Double Disc Polishing Machine	RPM : 2000 RPM Variable RPM Controller Model : G-1313	Gujarat Metco	1	37470	37470
20	Spectrometer	Spectral Range:7800 to 350cm <sup>-1</sup> Resolution: Better than 0.85 cm <sup>-1</sup> Wave number Precision : ±0.01CM <sup>-1</sup> Scanning Speed: 5-	LABTRONICS	1	1008000	1008000



Sr. No.	Name	Specification	Supplier / Brand	Quantity	Cost per item	Total Cost in Rs.
		step adjustable for different				
21	Hand held XRF Alloy Analyzer	4W X-ray tube <145 eV FWHM @ 5.95 keV Mn line Calibration sample 316 stainless steel Large area silicon drift detector	Lab India	1	1800000	1800000
22	UT [Ultrasonic testing]	Single ray pulse. Einstine-II	Gujarat Metco- ModSonic	1	175123	175123
23	MpT [Magnetic Particle testing]	440mm x 330mm x 125 mm pole spacing: 0 to 200nm duty cycle: 50% on 5 minute Test process: Dry or wet	Gujarat Metco	1	18400	18400
24	LPT [Liquid pentrant testing]	3 bottle [cleaner pentrant and devloper]	Gujarat Metco	1	900	900
25	Digital Vernier Calipar	0-150 mm	Marck Instruments	1	3360	3360
26	Digital Micrometer	0-25 mm	Marck Instruments	1	5670	5670
27	Digital Height gauge	0-300 mm	Marck Instruments	1	19110	19110
28	Plunger Type Dial gauge	0.01 mm	Marck Instruments	1	2415	2415
29	Digital Thermometer	Temp. measurement	Marck Instruments	1	1155	1155
30	Arduino Mega Processor	Mega 2560 R3 board + USB cable	Arduino	4	3150	12600
31	Air compressor for VMC [10 bar]	RPM: 1000, Presser in PSIG 17, Mounting: F Tank- 150 Ltr, Starter Type: DOL, 3 HP Motor	P. Prabhudas Engg. Pvt. Ltd.	1	68500	68500
32	3d Printing Filament		Raiyaraj enterprise	1	1200	1200
33	Square Wood [4'' 3'']		Local Market	20	300	6000
34	Moulding Box		Local Market	1	3000	3000
35	Green Sand		Western Minerals	200 Kg	100	2000





Sr. No.	Name	Specification	Supplier / Brand	Quantity	Cost per item	Total Cost in Rs.
		step adjustable for different				
21	Hand held XRF Alloy Analyzer	4W X-ray tube <145 eV FWHM @ 5.95 keV Mn line Calibration sample 316 stainless steel Large area silicon drift detector	Lab India	1	1800000	1800000
22	UT [Ultrasonic testing]	Single ray pulse. Einstine-II	Gujarat Metco- ModSonic	1	175123	175123
23	MpT [Magnetic Particle testing]	440mm x 330mm x 125 mm pole spacing: 0 to 200nm duty cycle: 50% on 5 minute Test process: Dry or wet	Gujarat Metco	1	18400	18400
24	LPT [Liquid pentrant testing]	3 bottle [cleaner pentrant and devloper]	Gujarat Metco	1	900	900
25	Digital Vernier Calipar	0-150 mm	Marck Instruments	1	3360	3360
26	Digital Micrometer	0-25 mm	Marck Instruments	1	5670	5670
27	Digital Height gauge	0-300 mm	Marck Instruments	1	19110	19110
28	Plunger Type Dial gauge	0.01 mm	Marck Instruments	1	2415	2415
29	Digital Thermometer	Temp. measurement	Marck Instruments	1	1155	1155
30	Arduino Mega Processor	Mega 2560 R3 board + USB cable	Arduino	4	3150	12600
31	Air compressor for VMC [10 bar]	RPM: 1000, Presser in PSIG 17, Mounting: F Tank- 150 Ltr, Starter Type: DOL, 3 HP Motor	P. Prabhudas Engg. Pvt. Ltd.	1	68500	68500
32	3d Printing Filament		Raiyaraj enterprise	1	1200	1200
33	Square Wood [4'' 3'']		Local Market	20	300	6000
34	Moulding Box		Local Market	1	3000	3000
35	Green Sand		Western Minerals	200 Kg	100	2000



Sr. No.	Name	Specification	Supplier / Brand	Quantity	Cost per item	Total Cost in Rs.
36	Dry Sand		Western Minerals	50 Kg	100	1000
37	Dry silica sand [Resin coated]		Western Minerals	50 Kg	50	2500
38	Core-set oil		Western Minerals	10 Lr.	200	2000
39	3-part binder Garset-A [40 Kg] Garset-B [4 Kg] Garset-C[400 gm]		Shah brothers rajkot	45 Kg	150	6750
40	Sensor	For Data Acquisition system [Temperature humidity RPM]	Local supplier		50000	50000
41	Lm-6 Ingot		Local Market	10 Kg	250	2500
42	Miscellaneous	Foundry safety VMC tool Rammer other foundry material like plunger chaplet etc.	Local Market		50000	50000
43	Desktop PC	Lenovo (C 40-30) All in One Desktop (Core i5 3rd Generation/1 TB/4 GB/21.5 inch screen/Windows 8.1)	Lenovo	20	46261	925220
44	Laptop	Lenovo- 500 14 Intel Core i5 Processor (6th Gen) 4 GB DDR3 RAM 64 bit Windows 10 Operating System 1 TB HDD 14 inch Touchscreen Display	Lenovo	2	57000	114000
45	Printer	Canon imageCLASS MF621Cn 3 in 1 Color Print-Copy & Scan 600 x 600dpi	Canon	1	43999	43999



**Cost of Furniture & Fixture :**

Sr. No.	Name	Description	Supplier / Brand	Quantity	Cost per item	Total Cost in Rs.
1	Classroom & Lab furniture	Customize Table Chair Partition work etc.	local	Labor cost with material	300000	300000
<b>Grand Total Cost</b>						<b>300000</b>

**Cost of Electrification :**

Sr. No.	Description	Quantity	Cost per item	Total Cost in Rs.
1	Computer lab and Foundry lab (Metal Casting) wiring (material with labor cost)	600 sq. ft.	170 per sq. ft.	102000
2	Earthing	1	8000	8000
3	Air conditioner for computer lab & Foundry Lab	6	30890	185340
<b>Grand Total Cost</b>				<b>295340</b>



**Proposed Course Details:**

Sr No	Name of Subject	Duration of course In Hrs.	Batches per year	No of Trainees per batch	Fees per trainee in Rs.	Certification	Min. Qualification/ Age
1	Rapid Casting: (Tooling; Methoding; Automation & Simulation)	126	4	20	15000	GTU/ Marwadi University	12 <sup>th</sup> & ITI /18
2	Rapid Tooling in Metal Casting	42	3	20	5000	GTU/ Marwadi University	12 <sup>th</sup> & ITI /18
3	Rapid Methoding in Casting	42	3	20	5000	GTU/ Marwadi University	12 <sup>th</sup> & ITI /18
4	Rapid Casting – Automation & Simulation	42	5	20	5000	GTU/ Marwadi University	12 <sup>th</sup> & ITI /18
5	Inspection & Quality Control in Metal Casting	42	5	20	5000	GTU/ Marwadi University	Diploma/18
6	*Need based customized courses as per industry requirement	42 to 126	7	20	5000 to 15000	Marwadi University	8 <sup>th</sup> pass, min 5 year exp./18

\*Course Curriculum will be prepare/modified as per the demand of industry.



**Gujarat Industrial Policy, 2015  
Scheme for Enhancement of Technical  
Competence and Manpower.**

Government of Gujarat  
Industries & Mines Department  
**Resolution No. CED-112015-24553-I**  
New Sachivalaya, Gandhinagar  
Dated : 1.4..2015

**Read:**

1. Gujarat New Industrial Policy, 2015
2. G.R. No. CED-112006-606-I dated 25.01.2008
3. G.R. No. CED-112007/2081(1)/I dated 27.02.2009
4. G.R. No. CED-112007-2081(1)-I dated 23.08.2010

**Preamble**

The Honorable Prime Minister has stressed on increasing production, export and to generate productive employment for the youth. In order to keep the pace with changing environment, technology and innovation a need is felt to enhance technical skill and to scale up in partnership with the industry.

Gujarat is known for its enterprise and symbolizes the growth engine of India. Government of Gujarat has undertaken speedy reforms and continues to intensify steps to accelerate growth, with the establishment of GIDC Industrial Estates/ Industrial Parks, Special Economic Zones and by strengthening existing Industrial Clusters across the State. This has generated vast scope for employment of technically competent and industries responsive manpower at various levels.

Though the State has over the years attracted large volumes of investment the availability of suitable and required manpower has been lagging. Despite large requirement of manpower on the one hand and institutional arrangements for equipping/ skilling on the other, there has been a qualitative demand-supply mismatch resulting in shortage in the industries with simultaneous unemployment/ underemployment.

A need is also felt to impart short term bridge courses to improve employability of existing degree and diploma holder from ITIs, Polytechnics and Engineering Colleges to fulfill the need of industries and the working place. As a result with the training of skill candidates are expected to be more & more industry responsive and readily employable. In addition to upskilling of existing operator approach is also made for upskilling of supervisor and executive technician as an ongoing process to match with changing requirement of Industry and Business.

Gujarat Industrial Policy has laid an emphasis on the need to create industry responsive & readily employable manpower in various segments. In order to take this initiative further, keeping the pace with the changing technology and overall Industrial Environment, the State Government also intends to enhance skill of existing manpower, trainers and faculty members of institutions with an active participation from industries.



## Resolution

In view of the strategy under New Industrial Policy the Government is pleased to introduce a "Scheme for Enhancement of Technical Competence and Manpower" which will come into force from the date 1.1.2015 and will remain in operation for a period of five year.

### 1.0 Definition

1. **Anchor Institute:** Anchor Institute means the University/Institutes or a specific department having its specific sectorial specialization or ability to mentor over all Skill Development activities.

Anchor Institute will be responsible to train the high level trainers and faculty members in those respective areas of specialization including course curriculum development.

In each **focus /identified specialized sector**, there could be only one to function as Anchor Institute.

2. **Nodal Institute:** Nodal Institute means the institute responsible to train second level trainers & supervisors/ instructor/ faculty members under the control of respective Anchor Institute. Anchor Institute will select Nodal Institute among the ITIs/Polytechnic/Engineering or equivalent Institutes, having specific sector specialization, required to function as per the guidelines of Anchor Institute.
3. **Host Institute:** Existing ITIs/ Polytechnics/ Engineering colleges/ Government Affiliated Institutions/ Center affiliated by any Recognized Universities/ Center Promoted by Trust or Industries/ Universities/School identified for running need based specific training courses
4. **Capital Expenditure:** Means cost incurred to acquire or upgrades fixed assets such as building refurbishing/renovating, equipment's and machinery including installation cost, electrification, furniture and other related investment except cost of land.
5. **Operating Expenditure:** Means any recurring cost incurred on training, maintenance of assets, and remuneration to staff of anchor cell, honorarium to the experts, related consumables and other administrative expenses as approved by the Committee.

### 2.0 Scheme -1: Financial Assistance for setting up of Anchor Institute

- 2.1 The scheme will be known as a "Scheme of financial assistance for setting up Anchor Institute"

### 2.2 Selection Criteria for Anchor Institute

The State Level Implementation Committee will select a University or Government/ Government Approved/ Affiliated /Recognized Educational Institutions established and operating in Gujarat as an Anchor Institute for specific focus sectors like Biotechnology, Marine, Mining, Agribusiness, Ship Building, Aerospace, Fisheries,



Technical & Industrial Textile, Auto Engineering and other sectors as specified by the Committee.

### **2.3 Role & Functions of Anchor Institute**

- (i) Anchor Institute will provide technical support to the technical educational institutions in the sector across shop floor, supervisory and managerial level for improvement of skill.
- (ii) To collect information on all the technical courses being offered in the State, considering need to upgrade and make it industry responsive.
- (iii) To study and suggest to Government for required changes in the curriculum in the technical courses with the changing need of industries.
- (iv) To organize training programmes for faculty development and training for trainers.
- (v) To benchmark the courses offered by ITIs / Polytechnics and Engineering Colleges or Equivalent Institution with international/ national standards.
- (vi) To select and coordinate with Nodal Institute.
- (vii) To continuously evolve new training programmes based on the need of the industries in the state and improvements/ changes/ modifications/ up gradation in the courses based on the industry feedback.
- (viii) To arrange faculty/ speakers from the institutes, industries and professionals for the training programmes.
- (ix) To encourage the faculties for undertaking R&D and consultancy with the specific focus on skill development.

### **2.4 Procedure and modalities**

- (i) The Anchor Institute will set up an exclusive cell for the purpose and will engage full time employees as per requirements as approved by the Committee. The cell will act as a nucleation center for training programmes in the respective sectors in the entire state.
- (ii) The Anchor Institute shall submit a proposal with comprehensive schedule of implementation of the entire programme including the details of training courses to be run by the Nodal Institute.
- (iii) The Anchor Institute in its proposal will submit the yearly projection of number of trainees in different courses proposed by them.
- (iv) The State Level Implementation Committee will approve the programmes to be implemented and budget requirement of Anchor/Nodal Institutes.
- (v) The representatives of industries shall be actively involved by selected Anchor Institute for preparing the course material.

### **2.5 Selection of Nodal Institute by Anchor Institute**

Anchor Institute may identify one or more Nodal Institutes (not more than five such institutes) among the degree/ diploma/ ITI institute for performing its tasks in the respective regions as per requirements of that sector considering criteria as mentioned below, however the Anchor Institute shall be ultimately responsible for quality of outcome. Nodal institution will be funded by Anchor Institution from the assistance available under this scheme.



- (i) Intake capacity, number of students passed out, placement ratio.
- (ii) Availability of existing infrastructure and approach of the management of the Institution.
- (iii) Presence of industries in the surrounding areas.
- (iv) Existing training resources in terms of faculties and training materials, equipment and library.

## 2.6 Quantum of Assistance

Financial assistance both for capital and operating expenses to Anchor Institute shall be maximum up to Rs. 10 crores during the operative period of 5 years:

### 2.6.1 Capital Expenditure Support

The institutes will be provided financial support for capital expenditure maximum up to Rs. 5 Crores out of total assistance of Rs. 10 crores during operating period.

- (i) 100% Cost of machinery/ equipment and infrastructure required for setting up of Anchor and Nodal Institute will be eligible, except for land cost.
- (ii) Cost of new building or internal refurbishing of the existing building premises dedicated for the Anchor/Nodal Institute will be eligible for financial support maximum up to 25% of capital expenditure.
- (iii) Any overhead expenditure booked under capital expenditure head by the Anchor Institution will not be eligible.
- (iv) Contingency expenditure maximum up to 3% of capital expenditure will be eligible.
- (v) Reasonable amount of pre-project expenses, to the extent of up to Rs. 2 lakhs, will be considered as eligible expenditure in addition to the contingency.

### 2.6.2 Operating Expenditure Support

The institutes will be provided financial support for operating expenditure maximum up to Rs. 5 Crores out of total eligible financial assistance of Rs. 10 crores during operating period.

- (i) 100 % financial support towards operating expenses to Anchor and Nodal Institutes will be eligible.
- (ii) Administrative expenditure (for staff salaries) limited to 30% of the annual operating expenditure excluding external faculty honorarium will be eligible.
- (iii) The cost of office consumables, communication expenses, travelling and dearness allowance of the faculty for the programme will be approved as a part of the operating expenditure limited to 10% of annual operating expenditure.
- (iv) Training center can be used as a service centers for Industry Clusters and Industries for the maximum utilization of infrastructure & machinery creating a revenue generation model and self-sustainability.
- (v) Honorarium to faculty members or outside experts will be paid on actual basis.
- (vi) Contingency, maximum up to 3% of operating expenditure will be eligible.

*B/m*



### **2.6.3 Existing Anchor Institute**

- (i) Financial support towards both capital and operating expenditure incurred after the announcement of the scheme will be given to existing Anchor Institute @ 100% for the period of one year.
- (ii) The support will be within the overall limit of Rs.10 crores per institution which include the amount paid & allotted to them in previous scheme.

### **2.6.4 Other Conditions**

- (i) The Anchor institute shall submit the progress report on completion of every six months to the State Level Implementation Committee. The financial assistance will be provided/ released as per the progress of the project.
- (ii) The performance of the Anchor Institute shall be reviewed by State Level Implementation Committee on regular basis.
- (iii) The Anchor and Nodal Institute shall have to be in operation for the minimum period of 10 years from the first disbursement.
- (iv) Batch size should be of minimum of 10 trainees and duration of courses should not be less than a week and/or 40 hrs.

## **3.0 Scheme - 2: Short-term Bridge Courses by Industries/Institute**

**3.1** The Scheme will be known as a "Scheme of financial assistance for running Short-term Bridge Courses".

### **3.2 Eligibility**

Need base specific training courses or course specified by National Skill Development Corporation/NCVT/ GCVT/ Sector Skill Council, and/or others could be introduced in the existing ITIs/ Polytechnics/ Engineering colleges/ Government Affiliated Institutions/ Center affiliated by any Recognized Universities/ Center Promoted by Trust or Industries/ Universities/School (host institute) in association with Industries/Industries Association or any other legal entity (referred as Industry Partner) which are registered under Societies Act, Trust Act or Companies Act by constituting Institutional Management Committee (IMC).

### **3.3 Quantum of Assistance**

- (i) Industry partner will assess the facilities available with Host institute with respect to requirement for Specific training course proposed and prepare a proposal for additional facilities required at Host Institute level and submit the proposal to Industries commissionerate/ The Centre for Entrepreneurship Development for further approval.
- (ii) The cost of machinery & equipment including classroom furniture & fixture and refurbishing of building up to 75%, of the total fixed cost limited up to Rs. 100 lakhs, will be provided as a financial assistance to the project and the balance cost shall be borne by Industry Partner. However, any contribution eligible



under any scheme of Directorate/Commissionerate of Technical Education or Directorate/Commissionerate of Employment and Training will be treated as financial assistance under this scheme.

- (iii) Refurbishing of the existing building premises dedicated for the specific training courses will be eligible for financial support limited to 20% of project cost and maximum up to Rs. 20 lakhs.
- (iv) Assistance for Recurring cost like remuneration to external and internal faculties, raw material/training material, tools, other consumables, electricity bill, stationary cost and other administrative expenses as approved by Institutional Management Committee (IMC) will be provided as per procedure in para (V).
- (v) Net Recurring cost means balance of total recurring expenditure incurred minus course fee received. 75% of net Recurring cost will be reimbursed to the Industry partner as a financial assistance and balance expenses shall be borne by Industry partner.

### **3.4 Institutional Management Committee (IMC)**

Institutional Management Committee will be formed by incorporating officials from Directorate of Employment & Training or Directorate of Technical Education or Industries Commissionerate or University or Education Department, Industry Partner, The Centre for Entrepreneurship Development and Expert to run and supervise overall effectiveness of the center.

#### **3.4.1 Role of Institutional Management Committee**

- (i) To decide on the requirements of equipment and training facilities and procure the assets.
- (ii) To decide and finalize the course content.
- (iii) To determine the fee structure for the course for participant other than sponsored by Industry partner.
- (iv) To appoint the training coordinator.
- (v) To select external and internal faculties and decide their remuneration.
- (vi) To brand and promote the objectives of the center as deemed fit.
- (vii) To review the progress.

#### **3.4.2 Role of the Host Institute**

The role of the Host Institute is to provide all appropriate infrastructure and environment to run training activity. On completion of operative period of 5 years from commencing the training programme, the assets acquired for such training course will automatically be transferred to the Host Institute.

#### **3.4.3 Role of Industry Partner**

- (i) To open separate Bank account for this purpose.
- (ii) To contribute minimum 25% of the cost of machinery & equipment including classroom furniture & fixture and cost of refurbishing of building.
- (iii) To contribute minimum 25% of the net recurring cost.
- (iv) To maintain separate accounts for receipts and expenditure.



- (v) Industry Partner shall have to sponsor trainee's minimum of 25% intake capacity of course and provide employment at least 75% of its sponsored trainees.
- (vi) Industry Partner shall have to train the faculty of the Host Institution for capacity building.
- (vii) Industry Partner shall have to facilitate for implant practical training to the trainees.
- (viii) Industry Partner shall have to carry out 3<sup>rd</sup> Party Skill Assessment on completion of the course through Empanelled body/Experts under National Skill Development Corporation/NCVT/GCVT/Sector Skill Council and others National & International Body as approved by SLIC.

### **3.5 Other Conditions**

- (i) Center should be commenced during the operative period of scheme and continue its operations at least for 5 years from its commencement.
- (ii) Training center can be used as a service centers for Industry Clusters and Industries for the maximum utilization of infrastructure & machinery creating a revenue generation model and self-sustainability.

### **4.0 Scheme - 3: Specialized Skill Development Centers**

**4.1** The scheme will be known as a "Scheme of financial assistance for setting up of Specialized Skill Development Centers at Industry".

#### **4.2 Specialized Skill Development Areas**

Assistance will be provided to Industries for specialized training centers in areas like marine engineering, mining, specialized pipe laying, aerospace, defense production, Automobiles, solar and other non-conventional energy and such other advance/ specialized technologies and management areas as may be decided by the State Level Implementation Committee.

#### **4.3 Quantum of Assistance**

- (i) The assistance to the extent of 50% of the project cost, maximum of upto Rs. 2 crore, covering construction of new building or refurbishing of existing building, equipment and machinery including installation cost, electrification, furniture and other related investment, except for land cost, will be provided.
- (ii) In case of new construction/ refurbishing of existing building, maximum 20% of project cost maximum upto Rs. 40 lakhs will be considered for financial support.
- (iii) Training center can be used as a service centers for Industry Clusters and Industries for the maximum utilization of infrastructure & machinery creating a revenue generation model and self-sustainability.

### **5.0 Scheme - 4: Skill Up-gradation Centers (SUCs)**

**5.1** The Scheme will be known as a "Scheme of financial assistance for setting up Skill Up-gradation Centers (SUCs) at GIDC Estates / Other registered Estates/ Industrial Parks/ SEZs / Investment Regions".

*B.S.*

## 5.2 Skill Up-gradation Centers (SUCs)/Training Center

- (i) Modern and well-equipped need based Skill Up-gradation Centers will be established at GIDC Estates / Other Registered Estates/ Industrial Parks/ SEZs / Investment Regions.
- (ii) Land and Building will be provided/ constructed by the respective GIDC Estates / Other Registered Estates /SPV of Industrial Park, SEZs, Investment Region.
- (iii) State Level Implementation Committee will empanel National Level Training Partners or Industry/Industries Association to run the SUCs.
- (iv) Overall functioning of the training will be monitored and assessed by respective GIDC Estates / Other Registered Estates/ Industrial Parks/ SEZs / Investment Regions or Industries Commissionerate/ The Centre for Entrepreneurship Development.
- (v) There will be a MoU between the relevant participating agencies.
- (vi) In order to monitor overall activities, there will be separate Advisory Committee at local level for each center.

## 5.3 Quantum of Assistance

- (i) Support for acquisition of machinery/equipment/ tools/ furniture & fixtures costing upto Rs. 1 crore will be extended to each SUC in the following manner.
  - a) 100% for GIDC Estates or Other Registered Estates.
  - b) 75% for Industrial Parks/ SEZs/ Special Investment Regions.
  - c) The machinery & equipment/tools/ furniture & fixtures will be purchased by the CED from Industries Commissionerate and supplied to SUCs. The cost of transportation/ erection/ electrification etc., will be provided by the CED.
  - d) Procurement of machinery & equipment/tools/ furniture & fixtures costing below Rs. 1 lakh per course will be reimbursed to the training partner subject to the prior approval of Technical Committee is taken.
- (ii) Training center can be used as a service centers for Industry Clusters and Industries for the maximum utilization of infrastructure & machinery creating a revenue generation model and self-sustainability.

## 6.0 Scheme - 5: Skill Development to MSME Sector

6.1 The scheme will be known as a "Scheme of financial assistance for Skill Development to MSME sector".

### 6.2 Eligibility

Any MSME shall sponsor candidate for up skilling skill development from its work force or fresh candidate for its requirement. The assistance for the course fee up to Rs. 10,000/- will be reimbursed to training partner/ organization.

### 6.3 Quantum of Assistance

100% of course fees, maximum up to Rs. 10,000/- per person for a one week or for more duration of skill up gradation for MSMEs in a training programme conducted in



institutions recommended by an Anchor Institute or as per existing provision in force in MES/NCVT/GCVT/Sector Skill Council etc. in specific sector.

Third party skill assessment of trainees after completion of course is compulsory for training partner/ organization for reimbursement of course fees.

#### **7.0 Scheme - 6: Supports for setting up Gems & Jewellery Training Center/Institute**

**7.1** The scheme will be known as a "Scheme of financial assistance to Support for setting up Gems & Jewellery Training Center/Institute".

#### **7.2 Training Institute**

Institute means a National or State Level Institutes imparting training in Gems & Jewellery Sector like Indian Diamond Institute, National Institute of Design, National Institute of Fashion Technology, or any Industrial Promotional Board/Council like Gems and Jewellery Export Promotion Council etc.

#### **7.3 Training Centre**

Training Center means center set up by institute to provide training to Gems & Jewellery operator, supervisor and executive. Training Center should be set up at Ahmedabad, Rajkot, Bhavnagar, Surat or any other place approved by SLIC.

#### **7.4 Quantum of Assistance**

- (i) 100% financial assistance will be provided for capital expenditure based on project approved by State Level Implementation Committee.
- (ii) In case center is set up in rental premises, the actual rent only of hired building will be eligible for the assistance for the period of 3 Years. Actual rent means excluding all recurring cost like maintenance charge, electric charge etc.
- (iii) Training center can be used as a service centers for Industry Clusters and Industries for the maximum utilization of infrastructure & machinery creating a revenue generation model and self-sustainability.

#### **8.0 Scheme – 7: Assistance for Tuition fees for Enhancement of Skill.**

**8.1** The Scheme will be known as "Scheme of financial assistance for Tuition fees for Enhancement of Skill".

#### **8.2 Eligible Institution**

University/Engineering Colleges/Polytechnics/ITIs/School/Government affiliated Institutions/Recognized Centers/Industries/Industries Associations/Any other legal entity registered under the Societies' Act, Trust Act or Companies Act etc.

#### **8.3 Eligibility Criteria**

- (i) The institution shall have to provide industry responsive training as per the need.



- (ii) The institution must have sufficient experience in the field of skill development/respective industry.

## 8.2 Quantum of Assistance

Financial assistance, shall be given for per training programme per candidate as under:

1. Rs. Up to 15,000/- for 121 hrs & above training duration
2. Rs. Up to 10,000/- for 61 to 120 hrs training duration
3. Rs. Up to 5,000/- for 40 to 60 hrs training duration
  - a. 100% in case of BPL, Physically Handicapped, SC, ST, SEBC and Women.
  - b. 75% for other candidates

## 8.3 Conditions

- (i) Duration of the training courses should be maximum period of six months or as specified by National/State bodies like National Skill Development Corporation/NCVT/GCVT/Sector Skill Council etc. , time to time.
- (ii) Batch size should be of minimum 10 trainees.
- (iii) Training Institutes shall submit annual plan of training programs for approval before beginning of the year.
- (iv) Prior approval of Industries Commissionerate/The Centre for Entrepreneurship Development, the implementing institute for batch commencement along with enrolment of trainees should be taken.
- (v) The support will be available to the institutes duly approved by SLIC.
- (vi) This support will not be given to those trainees availing or availed any other similar support for the same course provided by Government or other Government bodies for same purpose.
- (vii) Focus for such training will be more on shop floor activities along with soft skill related to core activity.
- (viii) Reimbursement of fees will be approved only after successfully skill assessment by authorized assessment body and placement/self-employment criteria of 60% of total trainees trained. A placement criterion is excluded in case of up skilling for existing employees.
- (ix) Training imparted, without taking prior approval as per (iii) & (iv) above, will not be considered for any assistance.

## 9.0 Other Support

- (i) For awareness programme/seminar support maximum of Rs. 1,00,000/- will be provided in each training center in a year approved by SLIC with prior approval from Industries Commissionerate/The Centre for Entrepreneurship Development.
- (ii) SLIC can approve the expenditure on any study, renovation/refurbishing of existing skill centers/institute, remuneration to third party evaluation of scheme, monitoring/audit expenses, assessment agency etc..
- (iii) Trainees after completing of training for skill up gradation under any of the above schemes will be eligible for reimbursement the Gujarat State Road Transport Corporation Bus passes to and fro from residence, as stated below on submission of documents:



- a) 100% in case of BPL, Physically Handicapped, SC, ST, SEBC and Women
- b) 75% other candidates

## 10.0 Approval Procedure

### 10.1 Screening Committee

- (i) The application for assistance under the scheme will be received by CED for onward submission to the Screening Committee.
- (ii) A Committee consisting of following members will scrutinize and appraise the proposals for feasibility and will submit its recommendations to the State Level Implementation Committee (SLIC) for consideration.

Director, Centre for Entrepreneurship Development (CED)	Chairman
Joint Director, Directorate of Employment & Training (DET)	Member
Joint Director, Directorate of Technical Education (DTE)	Member
Joint /Dy. Industries Commissioner, Industries Commissionerate	Member
General Manager, Gujarat Livelihood Promotion Company Ltd.	Member
GM/OSD from iNDEXTb	Member
Jt. CEO, Gujarat Knowledge Society	Member
Expert/s nominated by SLIC	Member
Project Executive, Centre for Entrepreneurship Development (CED)	Convener

- (iii) The Screening Committee may also invite outside experts as and when necessary to screen and appraise the proposals.

### 10.2 State Level Implementation Committee (SLIC)

- (i) A Committee of following members is constituted for approval/proposed sanction of assistance, and any other related approvals regulated to implementation of the scheme.

Industries Commissioner	Chairman
VC & MD/ Executive Director, GIDC	Member
Joint Secretary/ Dy. Secretary, Finance Department	Member
Director, Directorate of Employment & Training (DET)	Member
Director, Directorate of Technical Education (DTE)	Member
CEO, Gujarat Knowledge Society	Member
MD, Gujarat Livelihood Promotion Company Ltd.	Member
MD, Gujarat Skill Development Mission	Member
Expert with specialized knowledge in Skill Development	Member
Director, Centre for Entrepreneurship Development	Member Secretary

*[Handwritten Signature]*

A. The State Level Implementation Committee may decide to avail the consultancy services of any national level expert institutes/expert/ renowned personality with relevant expertise for effective implementation of the projects and may decide to pay professional fees of up to 5% of the total project cost.

(i) Expert Institutes/Experts will act as consultant of the SLIC for guiding, supervising and monitoring of all the schemes.

(ii) The role of Expert Institutes/Experts would be as under:

(a) The Expert Institute/Expert will provide technical support to the SLIC for selecting the Anchor Institutes and for overseeing the implementation after such selection.

(b) It will help in benchmarking the proposed curricula in various sectors at all levels i.e. degree, diploma and ITI level.

(c) It will also help in benchmarking the required infrastructure at all the three levels in various sectors.

(d) It will assist in finalizing the work plan and implementation schedule and in its timely execution.

(e) It will provide such other support as may be required by the SLIC for implementation of the schemes under this resolution.

(f) Any other terms laid by the Committee.

B. Any dispute/ interpretation issues under the schemes will be referred to the State Level Implementation Committee and the decision on such issues of SLIC will be final and binding to all.

**11.0** The Centre for Entrepreneurship Development on behalf of Industries Commissionerate, Government of Gujarat will function as a Nodal Agency for implementation of this project.

The Centre for Entrepreneurship Development is also responsible to review the progress of overall activities from time to time on behalf of Industries Commissionerate for onward submission to Government. Administrative & manpower expenses, for this purpose, will be decided and approved by SLIC from time to time.

## **12.0 Expenditure**

The expenditure on this account will be met from the sanctioned grant of the respective financial year under the following budget head:

Demand No.	: 49
Major Head	: 2852- Industries
Sub- Major Head	: (800) Other Expenditure (23)
Minor Head	: IND -4
Sub Head	: Assistance to Institute for Industrial Development (31)
Item no.	: Grant in Aid (02) (Plan)

*Bhm*



This issues with the concurrence of Finance Department vide note dated 10.2.2015 on this departments file of even number.

By order and in the name of Governor of Gujarat.

*B. S. Mehta*  
(B.S.Mehta)  
Deputy Secretary  
Industries and Mines Department

Copy:

1. Secretary to HE. Governor\*
2. Principal Secretary to Hon. CM\*
3. Advisor to CM
4. Personal Secretary to all Hon. Ministers
5. Under Secretary to the Chief Secretary
6. Principal Secretary, Finance Department
7. Industries Commissioner
8. Commercial Tax Commissioner, Ahmedabad
9. Managing Director iNDEXTb
10. All Boards & Corporations of I & M Dept.
11. Accountant General Ahmedabad/Rajkot\*
12. All Officers of I & M Dept.
13. All Branches of I & M Dept.
14. Select file

*B.S.M.*

# NVIDIA-BENNETT RESEARCH CENTRE FOR ARTIFICIAL INTELLIGENCE



**BENNETT**  
UNIVERSITY  
TIMES OF INDIA GROUP

**Prof. Deepak Garg**

Head : NVIDIA-Bennett Research Centre for Artificial Intelligence

[www.gdeepak.com](http://www.gdeepak.com)

Date : 02-04-2018

Dear Prof. R.B. Jadeja  
Dean, Faculty of Engineering, Marwadi University, Rajkot, Gujarat (India)

It is my pleasure to inform that Royal Academy of Engineering, UK has sanctioned a project titled *"Making Deep Learning and AI skills mainstream in India to fulfil trilateral needs of entrepreneurship, Industry-academia partnership and application-inspired Engineering Research"* worth £ 3,39,000 GBP. The project start date is 02 April, 2018 and end date is 30 April, 2020.

University College London and Brunel University are our UK partners. NVIDIA, Videoken, Edvantics and AWS Educate unit of Amazon are our Industry Partners.

As per the project structure there are Zonal Partners spread across different states of India, who will be lead institution for 10 more institutions in their surrounding geographical area. As part of this Initiative a five member research group on AI will be established with planned and defined outcomes.

We appreciate the letter of support given by your institution. The obligations and benefits of each Zonal partner are being circulated in a separate sheet.

This document notifies your institution as a Zonal Partner and Prof. R.B. Jadeja as Lead Contact from your institution.

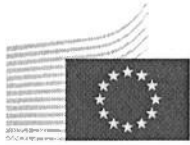
Any change in Lead Contact should be duly informed. Any defaulting behaviour on key aspects of the projects may lead to the cancellation of Zonal Partner status.

We are continuously trying to further upscale the project in terms of funding, partners and resources. Your continuous involvement will be key to making this project as a key milestone in Artificial Intelligence Revolution in India and also enable your institution to excel.

With sincere regards

A handwritten signature in blue ink that reads "Deepak Garg".

Prof. Deepak Garg



EUROPEAN COMMISSION  
Education, Audiovisual and Culture Executive Agency

Erasmus+ Capacity Building in the field of Higher Education

Brussels,  
Appfin  
File code:

Thida Win  
MANDALAY UNIVERSITY  
73RD STREET MAHARAUNGMYAE TOWNSHIP,  
PO BOX  
MM-05092 MANDALAY

**Subject: Project number: 610149-EPP-1-2019-1-MM-EPPKA2-CBHE-JP (2020 - 0019 / 001 - 001)**

Dear Madam/Sir,

Following our email, confirming that your above mentioned proposal has been selected to receive an EU grant, please find enclosed the Grant Agreement (including Annexes) which the Agency is ready to sign with your institution.

I would be grateful if you as the *legal representative* of your institution could sign two copies of the enclosed Agreement, initial each page, including each page of the Annexes. Both copies have to be returned by express registered mail and reach the Agency within 5 days of the date of this letter to the following address:

Education, Audiovisual and Culture Executive Agency (EACEA)  
Mr Ralf RAHDERS  
Head of Unit A4  
Office: J-59 04/ 033  
1, Avenue du Bourget  
1049 Brussels  
Belgium

One copy of the Grant Agreement, signed by both parties, will be returned to you.

The *earliest* starting date of your project is 15 January 2020, as chosen by you in the application form and as indicated in Article I.2.2 of your Grant Agreement. However, please note that costs can **only** be charged to the Grant Agreement from the date when both parties have signed it.

It is important to note, that with the signature of the grant agreement all the activities and the costs planned under the awarded maximum project budget are not automatically approved by the Agency. Before starting the project's activities, you should therefore carefully check them against the Grant Agreement and the Erasmus+ Programme Guide.

Finally, at the *end of January 2020* the Agency will organise a meeting in Brussels with all the Capacity Building projects selected under the 2019 Call for Proposals. During this meeting, you will be provided with valuable information on the management of your project and you will have the opportunity to meet the Agency colleagues in charge of your project as well as other important stakeholders of the Erasmus+ our programme. Detailed information on the precise location and participation conditions will be sent to you in November 2019.

Finally, as you have recently been informed, on 27 and 28 January 2020 the Agency will organise a meeting in Brussels with all the Capacity Building projects selected in 2019. During this meeting, you will be provided with valuable information on the management of your project and you will have the opportunity to meet the Agency colleagues in charge of your project as well as other stakeholders of the Erasmus+ Programme.

Please note that if we do not receive the Grant Agreement duly signed within 5 days of the date of this letter, or if we find any modification to the text of the Grant Agreement or its Annexes, the Agency may no longer be in a position to accept and sign the Grant Agreement.

Yours sincerely,



Ralf RAHDERS  
Head of Unit

**Encl.:** Grant Agreement (including Annexes)

**Cc:** Project coordinator



EUROPEAN COMMISSION  
Education, Audiovisual and Culture Executive Agency

**Erasmus+ Capacity Building in the field of Higher Education**

**GRANT AGREEMENT FOR AN ACTION WITH MULTIPLE BENEFICIARIES**

**UNDER “ERASMUS+ CAPACITY BUILDING IN THE FIELD OF HIGHER EDUCATION”**

**AGREEMENT NUMBER 2020 - 0019 / 001 - 001**

**Project reference number 610149-EPP-1-2019-1-MM-EPPKA2-CBHE-JP**

This Agreement (‘the Agreement’) is concluded between the following parties:

on the one part,

The, **Education, Audiovisual and Culture Executive Agency** (hereinafter referred to as “the Agency”), acting under powers delegated by the European Commission (hereinafter referred to as “the Commission”) represented for the purposes of signature of this Agreement by Mr Ralf Rahders Head of Unit Erasmus+: Higher Education - International Capacity Building,

and

on the other part,

‘the coordinator’

**MANDALAY UNIVERSITY**  
73RD STREET MAHARAUNGMYAE TOWNSHIP,  
MM- 05092 MANDALAY

represented for the purposes of signature of the Agreement by **Thida Win**

and the other beneficiaries listed in Annex IV and duly represented for the signature of the Agreement by the coordinator by virtue of the mandates included in Annex IV.

Unless otherwise specified, references to ‘beneficiary’ and ‘beneficiaries’ include the coordinator.

Whereas the Commission has taken a decision n° C(2013)8550 of 04/12/2013 as amended by decision n° C(2016)5719 of 13/09/2016 and n° C(2014)6158 of 03/09/2014 as amended by decision n° C(2016)5753 of 13/09/2016 authorizing the use of lump sums, reimbursement on the basis of unit costs and flat-rate under the Erasmus+ Programme;

The parties referred to above

HAVE AGREED

to the Special Conditions ('the Special Conditions') and the following Annexes:

- Annex I Description of the action
- Annex II General Conditions ('the General Conditions')
- Annex III Estimated budget of the action
- Annex IV List of beneficiaries (and affiliated entities if applicable) and Mandates provided to the coordinator by the other beneficiaries
- Annex V Model technical report
- Annex VI Model financial statements
- Annex VII Model terms of reference for the certificate on the financial statements<sup>1</sup>
- Annex VIII Model terms of reference for the certificate on the compliance of the cost accounting practices: not applicable
- Annex IX Model terms of reference for the operational verification report: not applicable

which form an integral part of the Agreement.

The provisions in the Special Conditions of the Agreement take precedence over its Annexes.

The provisions in Annex II 'General Conditions' take precedence over the other Annexes.

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<sup>1</sup> Report of Factual Findings on the Final Financial Report – Type II

## SPECIAL CONDITIONS

### ARTICLE I.1 — SUBJECT MATTER OF THE AGREEMENT

The Agency has decided to award a grant under the terms and conditions set out in the Special Conditions, the General Conditions and the other Annexes to the Agreement, for the *action* entitled **Development of a Master level programme: ' International Law and Forced Migration Studies'** , as described in Annex I.

By signing the Agreement, the beneficiaries accept the grant and agree to implement the *action*, acting on their own responsibility.

### ARTICLE I.2 — ENTRY INTO FORCE AND IMPLEMENTATION PERIOD OF THE AGREEMENT

**I.2.1** The Agreement enters into force on the date on which the last party signs it.

**I.2.2** The action runs as of **15-01-2020** (“the starting date of the action”) and ends on **14-01-2023**.

### ARTICLE I.3 — MAXIMUM AMOUNT AND FORM OF THE GRANT

**I.3.1** The *maximum amount of the grant* is **EUR 920.925,00**.

**I.3.2** The grant takes **the form** of:

- (a) the reimbursement of 100% of the eligible costs of the *action* (‘reimbursement of eligible costs’), which are:
  - (i) actually incurred (‘reimbursement of actual costs’) for the following categories of costs: *Equipment costs, Subcontracting costs and Exceptional costs*;
  - (ii) reimbursement of unit costs: not applicable
  - (iii) reimbursement of lump sum costs: not applicable
  - (iv) reimbursement of flat-rate costs: not applicable
  - (v) reimbursement of costs declared on the basis of the beneficiary’s usual cost accounting practices: not applicable;
- (b) A unit contribution (‘unit contribution’) to cover the following categories of eligible costs as indicated in Annex III: *Staff Costs, Travel Costs and Costs of Stay*
- (c) lump sum contribution: not applicable;
- (d) flat-rate contribution: not applicable;
- (e) Financing not linked to costs: not applicable.

## **Article I.4 — Reporting — Requests for payment and supporting documents**

### **I.4.1 Reporting periods**

The *action* is divided into the following *reporting periods*:

- Reporting period 1: from month 1 to month 18;
- Reporting period 2: from month 1 to the last month of the action.

### **I.4.2 Request for second pre-financing payment and supporting documents**

The coordinator must submit a request for second pre-financing payment within 6 months following the end of the first reporting period.

The request must be accompanied by a statement on the amount of the previous pre-financing instalment used to cover costs of the action ('statement on the use of the previous pre-financing instalment'). The statement must be drawn up in accordance with Annex V.

The progress report on the implementation of the action ('technical report on progress') must be submitted within 60 calendar days following the end of the first reporting period.

**I.4.3 Request[s] for interim payment[s] and supporting documents**  
Not applicable

### **I.4.4 Request for payment of the balance and supporting documents**

The coordinator must submit a request for payment of the balance within 60 calendar days following the end of the last reporting period.

This request must be accompanied by the following documents:

- (a) a final report on implementation of the action ('final technical report'), drawn up in accordance with Annex V, containing:
  - (i) the information needed to justify the eligible costs declared and the contribution requested on the basis of financing not linked to costs, unit costs and lump sums (where the grant takes the form of the reimbursement of unit or lump sum costs, of financing not linked to costs, or of a unit or lump sum contribution, as provided for in Article I.3.2(a)(ii) and (iii), (b), (c) or (e));
  - (ii) information on subcontracting as referred to in Article II.11.1(d);
- (b) a final financial statement ('final financial statement'). The final financial statement must include a consolidated statement and a breakdown of the amounts claimed by each beneficiary and its affiliated entities.

The final financial statement must be drawn up in accordance with the structure of the estimated budget set out in Annex III and in accordance with Annex VI and detail the amounts for each of the forms of grant set out in Article I.3.2 for the whole implementation period of the action

- (c) a summary financial statement ('summary financial statement').



This statement must include a consolidated financial statement and a breakdown of the amounts declared or requested by each beneficiary and its affiliated entities, aggregating the financial statements already submitted previously

The summary financial statement must be drawn up in accordance with Annex VI;

- (d) a certificate on the financial statements and underlying accounts ('certificate on the financial statements') for each beneficiary and for each affiliated entity. This certificate must be produced by an approved external auditor or, in case of public bodies, by a competent and independent public officer and drawn up in accordance with Annex VII<sup>2</sup>.

The coordinator must certify that the information provided in the request for payment of the balance is full, reliable and true.

The coordinator must also certify that the costs incurred can be considered eligible in accordance with the Agreement and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.27.

#### **I.4.5 Information on cumulative expenditure incurred**

Not applicable

#### **I.4.6 Currency for requests for payment and financial statements and conversion into euro**

Requests for payment and financial statements must be drafted in euros.

Beneficiaries and affiliated entities with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the C series of the *Official Journal of the European Union*, determined over the corresponding reporting period (available at <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>).

If no daily euro exchange rate is published in the *Official Journal of the European Union* for the currency in question, conversion must be made at the average of the monthly accounting rates established by the Commission and published on its website ([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)), determined over the corresponding reporting period.

Beneficiaries and affiliated entities with general accounts in euros must convert costs incurred in another currency into euros in accordance with their usual accounting practices.

#### **I.4.7 Language of requests for payments, technical reports and financial statements**

All requests for payments, technical reports and financial statements must be submitted in English, French or German, preferably in English, indicating the number of the Agreement and the Project reference number.

<sup>2</sup> Report of Factual Findings on the Final Financial Report – Type II]

## **ARTICLE I.5 — PAYMENTS AND PAYMENT ARRANGEMENTS**

### **I.5.1 Payments to be made**

The Agency must make the following payments to the coordinator:

- a first pre-financing payment;
- a second pre-financing payment, on the basis of the request for the second pre-financing payment referred to in Article I.4.2;
- one payment of the balance, on the basis of the request for payment of the balance referred to in Article I.4.4.

### **I.5.2 Pre-financing payments**

The aim of the pre-financing is to provide the beneficiaries with a float. The pre-financing remains the property of the European Union ('the Union') until it is cleared against interim payments or, if it is not cleared against interim payments, until the payment of the balance.

The Agency must make a first pre-financing payment of 50% of the maximum amount specified in Article I.3.1 to the coordinator within 30 calendar days from the entry into force of the Agreement, except if Article II.24.1 applies.

The Agency must make a second pre-financing payment of 40% of the maximum amount specified in Article I.3.1 to the coordinator within 60 calendar days from when the Agency receives the request for second pre-financing payment referred to in Article I.4.2, except if Article II.24.1 or II.24.2 apply.

The financial guarantee, if applicable, must fulfil the following conditions:

- (a) it is provided by a bank or an approved financial institution or, if requested by the coordinator and accepted by the Agency, by a third party;
- (b) the guarantor stands as first-call guarantor and does not require the Agency to first have recourse against the principal debtor (i.e. the beneficiary concerned); and
- (c) it explicitly remains in force until the pre-financing is cleared against interim payments or payment of the balance by the Agency. If payment of the balance takes the form of a recovery, the financial guarantee must remain in force until three months after the debit note is notified to a beneficiary. The Agency must release the guarantee within the following month.

If the statement on the use of the previous pre-financing instalment submitted in accordance with Article I.4.2 shows that less than 70 % of the previous pre-financing instalment paid has been used to cover costs of the action, the amount of the new pre-financing to be paid must be reduced by the difference between the 70 % ceiling and the amount used.

### **I.5.3 Interim payment[s]**

Not applicable

### **I.5.4 Payment of the balance**

The payment of the balance reimburses or covers the remaining part of the eligible costs and contributions for the implementation of the *action*.

If the total amount of earlier payments is greater than the final amount of the grant determined in accordance with Article II.25, the payment of the balance takes the form of a recovery as provided for by Article II.26.

If the total amount of earlier payments is lower than the final amount of the grant determined in accordance with Article II.25, the Agency must pay the balance within 60 calendar days from when it receives the documents referred to in Article I.4.4, except if Article II.24.1 or II.24.2 apply.

Payment is subject to the approval of the request for payment of the balance and of the accompanying documents. Their approval does not imply recognition of the compliance, authenticity, completeness or correctness of their content.

The Agency determines the amount due as the balance by deducting the total amount of pre-financing and interim payments (if any) already made from the final amount of the grant determined in accordance with Article II.25.

The amount to be paid may, however, be offset, without the beneficiary's consent, against any other amount owed by the beneficiary to the Commission or to an executive agency (under the EU or Euratom budget), up to the maximum contribution indicated for that beneficiary, in the estimated budget in Annex III.

#### **I.5.5 Notification of amounts due**

The Agency must send a *formal notification* to the coordinator:

- (a) informing it of the amount due; and
- (b) specifying whether the notification concerns a further pre-financing payment or the payment of the balance.

For the payment of the balance, the Agency must also specify the final amount of the grant determined in accordance with Article II.25.

#### **I.5.6 Interest on late payment**

If the Agency does not pay within the time limits for payment, the beneficiaries are entitled to late-payment interest at the rate applied by the European Central Bank for its main refinancing operations in euros ('the reference rate'), plus three and a half points. The reference rate is the rate in force on the first day of the month in which the time limit for payment expires, as published in the C series of the *Official Journal of the European Union*.

Late-payment interest is not due if all beneficiaries are Member States of the Union (including regional and local government authorities and other public bodies acting in the name of and on behalf of the Member State for the purpose of the Agreement).

If the Agency suspends the time limit for payment as provided for in Article II.24.2 or if it suspends an actual payments as provided for in Article II.24.1, these actions may not be considered as cases of late payment.

Late-payment interest covers the period running from the day following the due date for payment, up to and including the date of actual payment as established in Article I.5.8. The Agency does not consider payable interest when determining the final amount of grant within the meaning of Article II.25.

As an exception to the first subparagraph, if the calculated interest is lower than or equal to EUR 200, it must be paid to the coordinator only if the coordinator requests it within two months of receiving late payment.

### **I.5.7 Currency for payments**

The Agency must make payments in euros.

### **I.5.8 Date of payment**

Payments by the Agency are considered to have been carried out on the date when they are debited to its account.

### **I.5.9 Costs of payment transfers**

Costs of the payment transfers are borne as follows:

- (a) the Agency and/or the Commission bears the costs of transfer charged by its bank;
- (b) the beneficiary bears the costs of transfer charged by its bank;
- (c) the party causing a repetition of a transfer bears all costs of repeated transfers.

### **I.5.10 Payments to the coordinator**

The Agency must make payments to the coordinator.

Payments to the coordinator discharge the Agency from its payment obligation.

## **ARTICLE I.6 — BANK ACCOUNT FOR PAYMENTS**

All payments must be made to the coordinator's bank account as indicated below:

Name of bank: **KANBAWZA BANK LTD**

Address of branch: **7/1 73 STREET BETWEEN THAZIN AND NG,  
MM - MANDALAY**

Precise denomination of the account holder: **UNIVERSITY OF MANDALAY**

Full account number (including bank codes): **29010929000234601**

IBAN code:

## **ARTICLE I.7 — DATA CONTROLLER, COMMUNICATION DETAILS OF THE PARTIES**

### **I.7.1 Data controller**

The entity acting as a data controller as provided for in Article II.7 is the Director of the Agency.

### **I.7.2 Communication details of the Agency**

Any communication addressed to the Agency must be sent to the following address:

Education, Audiovisual and Culture Executive Agency  
Mr Ralf Rahders  
Unit A4 - Erasmus+: Higher Education - International Capacity Building  
Office: J-59 04/ 033  
1, Avenue du Bourget  
BE-1049 Brussels

Any communication addressed by e-mail to the Agency shall be sent to the functional mailbox ([EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu](mailto:EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu)) AND to the Project Officer in charge.

### **I.7.3 Communication details of the beneficiaries**

Any communication from the Agency to the beneficiaries must be sent to the following address:

Thida Win  
MANDALAY UNIVERSITY  
73RD STREET MAHARAUNGMYAE TOWNSHIP,  
MM - 05092 MANDALAY

### **ARTICLE I.8 — ADDITIONAL PROVISIONS ON USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)**

In accordance with Article II.9.3, whereby the Agency and/or the Union acquires rights to use the results of the action, these results may be exploited using any of the following modes:

- (a) distribution to the public in hard copies, in electronic or digital format, on the internet including social networks as a downloadable or non-downloadable file;
- (b) communication through press information services;
- (c) inclusion in widely accessible databases or indexes, such as via 'open access' or 'open data' portals, or similar repositories, whether freely accessible or accessible only upon subscription;
- (d) edit or re-write in another way the results of the action, including shortening, summarising, modifying the content, correcting technical errors in the content;
- (e) cut, insert meta-data, legends or other graphic, visual, audio or word elements in the results of the action;
- (f) extract a part (e.g. audio or video files) of, divide into parts or compile the results of the action;
- (g) prepare derivative works of the results of the action;
- (h) translate, insert subtitles in, dub the results of the action in all official languages of EU;
- (i) license or sub-license to third parties, including if there are licensed pre-existing rights, any of the rights or modes of exploitation set out in Article II.9.3 of the General Conditions.

The beneficiaries must ensure that the Agency and/or the Union has the rights of use specified in the General Conditions for the whole duration of the industrial or intellectual property right[s] concerned.

### **ARTICLE I.9 — INELIGIBLE COSTS**

In addition to Article II.19.4 of the General Conditions, the following costs are ineligible:

- equipment such as: furniture, motor vehicles of any kind, equipment for research and development purposes, telephones, mobile phones, alarm systems and anti-theft systems;
- costs of premises (purchase, rent, heating, maintenance, repairs etc.).
- costs linked to the purchase of real estate;
- expenses for activities - and related travel - that are not carried out in the project beneficiaries' country (see Annex IV), unless listed as an eligible activity in the Erasmus+ Programme Guide or explicit prior authorisation has been granted by the Agency;
- depreciation costs (see Art.I.13).

**ARTICLE I.10 - ADDITIONAL PROVISIONS ON AWARD OF CONTRACTS AND SUBCONTRACTING**

In addition to the provisions set out in Article II.10 of the General Conditions, where the value of a contract awarded in accordance with those Articles is over EUR 25.000 and less than EUR 134.000, the beneficiaries shall launch a tendering procedure and obtain competitive offers from at least three suppliers and retain the one offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests. Where the value of a contract awarded in accordance with those Articles exceeds EUR 134.000, national legislation will be applicable.

The beneficiaries may not split the purchase of equipment into smaller contracts below the threshold. The co-ordinator must clearly document the tendering procedure and retain the documentation in particular for audit purposes in accordance with Article II.27 of the General Conditions.

**ARTICLE I.11 — OBLIGATION TO CONCLUDE AN INTERNAL COOPERATION AGREEMENT**

The beneficiaries must conclude an internal cooperation agreement including provisions on the management, operation and coordination of the beneficiaries and the implementation of the action.

A signed copy of this partnership agreement will have to be provided by e-mail to the Agency within 6 months of the signature of this Agreement. Where the beneficiaries have failed to submit this partnership agreement, the provisions set out in Article II.17.3.1 of the General Conditions will apply.

**ARTICLE I.12 — INAPPLICABILITY OF THE NO-PROFIT PRINCIPLE**

As an exception to Article II.25.3, the no-profit principle does not apply.

**ARTICLE I.13 — ELIGIBILITY OF EQUIPMENT COSTS**

By way of derogation from Article II.19.2 (c) of the General Conditions, and considering the particular nature of the Erasmus+ Programme - Capacity Building in the field of higher education, the total purchase cost of the equipment will be taken into account by the Agency rather than the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action. Depreciation costs shall be considered ineligible.

**ARTICLE I.14 — SPECIAL PROVISIONS ON BUDGET TRANSFERS**

By way of derogation from the first subparagraph of Article II.22 of the General Conditions, the 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.

**ARTICLE I.15 – PUBLICITY OBLIGATIONS**

1. For the purpose of Article II.8 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\\_en](https://eacea.ec.europa.eu/about-eacea/visual-identity_en)

2. The beneficiaries must inform the public, press and media of the action (internet included), which must, in conformity with Article II.8 mentioned above, visibly indicate “with the support of the Erasmus+ Programme of the European Union” as well as the graphic logos.
3. Where the action, or part of the action, is a publication, the mention and graphic logos must appear on the cover or the first pages following the editor's mention.
4. If the action includes events for the public, signs and posters related to this action must be displayed. This must include the logos mentioned under point 1. Authorisation to use the logos described in point 1 implies no right of exclusive use and is limited to this agreement.

#### **ARTICLE I.16 — DISSEMINATION AND EXPLOITATION OF RESULTS**

Beneficiaries of grants under the Erasmus+ Programme have the duty to ensure that the work undertaken within the framework of this grant agreement and the results accruing from it receive substantial visibility. The co-ordinator must pay specific attention to the importance of dissemination, exploitation of results of the action and to their visibility at a transnational level. In this respect, the co-ordinator must:

- (a) create and maintain (at least during the project lifetime) a website for the action. The website must be kept up-to-date with at least: a description of the project, the contact details of the co-ordinator, the list of beneficiaries, mention of the European Union's financial support with the relevant logo (see Article I.15), and access to all results, as and when they become available.
- (b) update the project summary in accordance with the instructions provided in Annex IV.
- (c) provide during the project lifetime the Agency and/or the Commission with the information requested in order to promote the Erasmus+ Programme and disseminate the results. This may include answering questionnaires and entering data into databases.
- (d) use Erasmus+ Project Result Platform, on the website <http://ec.europa.eu/programmes/erasmus-plus/projects/> to disseminate project results and deliverables in accordance with the instructions provided therein. The approval of the final report will be subject to the upload of the project results/deliverables on the aforementioned platform by the time of its submission.

#### **ARTICLE I.17 – MEETINGS BETWEEN AGENCY AND BENEFICIARIES**

Representatives of the co-ordinator (and other beneficiaries if required) shall participate in meetings organised by the Agency. There will be up to 2 meetings per year. The expenses for participation will be considered eligible costs.

#### **ARTICLE I.18 – GRANT REDUCTION IN THE CASE OF NON-COMPLIANCE WITH AN OBLIGATION UNDER THE GRANT AGREEMENT AND FOR NON-, POOR, PARTIAL, OR LATE IMPLEMENTATION**

1. For the purpose of poor, partial or late implementation as provided for in Article II.25.4, the assessment of the implementation of the project will be performed by the Agency, which will result in the award of a score comprised between 0% and 100%, where 0% is at the bottom of the rating scale (corresponding to the worst quality of implementation) and 100% is at the top (corresponding to the best quality of implementation).
2. The score awarded will take into account the existence and seriousness of non-, poor, partial or late implementation, and its impact on the achievement of the project. If the score is below 50%, the following reduction rates may be applied on the maximum amount of the grant provided for in the grant agreement:

- 25% if the project scores at least 40% and below 50%, meaning that some objectives/results set in the application have not been reached, limiting the global result of the project;
  - 35% if the project scores at least 30% and below 40% meaning that several important objectives/results set in the application have not been reached, the global result of the project has been affected and the project can be considered only partially achieved;
  - 55% if the project scores at least 20% and below 30% meaning that the majority of the objectives/results set in the application have not been reached, the global result of the project has been strongly affected and the project cannot be considered achieved;
  - 75% if the project scores below 20%, meaning that any objectives/results set in the application have not been reached and any substantial outcomes of the project have not been reached in a satisfactory way.
3. Without prejudice to the right to terminate the grant, the Agency may also apply a 20%-reduction rate on the maximum amount of the grant if an obligation under the Grant Agreement has been breached, in particular in case of non-compliance with the obligation of visibility of Union funding set out in Article II.8 which constitutes a substantial obligation.

#### **ARTICLE I.19 — SETTLEMENT OF DISPUTES WITH NON-EU BENEFICIARIES**

This provision applies where a beneficiary is legally established in a country other than a Member State of the European Union (the ‘non-EU beneficiary’).

As an exception to Article II.18.2, any of the parties (the Agency or the non-EU beneficiary) may bring before the Belgian Courts any dispute between them concerning the interpretation, application or validity of the Agreement, if such dispute cannot be settled amicably.

Where one party has brought proceedings before the Belgian Courts, the other party may not bring a claim arising from the interpretation, application or validity of the Agreement in any other court than the Belgian Courts before which the proceedings have already been brought.

#### **ARTICLE I.20 – COOPERATION OBLIGATIONS**

Considering that the Agency cooperates with some bodies for the management of the Erasmus+ Programme, in particular with the EU Delegations and for those countries concerned the National Erasmus+ Offices (NEO), the beneficiaries shall provide these bodies with all the information relevant for the implementation of the tasks entrusted to them and shall grant access to their sites, premises and documents for any question relating to the action.

#### **ARTICLE I.21 – EU RESTRICTIVE MEASURES**

Grant beneficiaries must ensure that there is no detection of subcontractors, natural persons, including participants to workshops and/or trainings and recipients of financial support to third parties, in the lists of EU restrictive measures. The lists of persons, groups, entities subject to the EU restrictive measures are maintained by the Service for Foreign Policy Instrument and published on the following website: [www.sanctionsmap.eu](http://www.sanctionsmap.eu)



**ARTICLE I.22 – ADDITIONAL PROVISIONS ON COMBATING FORMS OF RACISM AND XENOPHOBIA BY MEANS OF CRIMINAL LAW**

The Beneficiary(ies) and the recipients of financial support to third parties shall not engage in activities as defined in Article 1.1 a) to d) and Article 1.3 of the EU Framework Decision 2008/913/JHA of 28 November 2008 on "combating certain forms and expressions of racism and xenophobia by means of criminal law".

This shall be without prejudice to the respect of fundamental rights as enshrined in Article 6 of Treaty on the European Union including the right of freedom of expression and information and the right of freedom of assembly and association as contained and the European Convention for the Protection of Human Rights and Fundamental Freedoms.

**SIGNATURES**

For the coordinator  
Thida Win  
Function:

For the Agency  
Ralf RAHDERS  
Head of Unit

Signature  
Done at ....., date .....

Signature  
Done at Brussels, .....

In duplicate in English



**ANNEX I**  
**DESCRIPTION OF THE ACTION**

The grant awarded aims at implementing the Action as submitted by the Coordinator and registered under the reference number:

**610149-EPP-1-2019-1-MM-EPPKA2-CBHE-JP**



**ANNEX II**  
**General Conditions**



## **ANNEX II — GENERAL CONDITIONS**

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## PART A — LEGAL AND ADMINISTRATIVE PROVISIONS

### ARTICLE II.1 — DEFINITIONS

The following definitions apply for the purpose of the Agreement:

**‘Action’:** the set of activities or the project for which the grant is awarded, to be implemented by the beneficiaries as described in Annex I.

**‘Breach of obligations’:** failure by a beneficiary to fulfil one or more of its contractual obligations.

**‘Confidential information or document’:** any information or document (in any format) received by either party from the other or accessed by either party in the context of the implementation of the Agreement that any of the parties has identified in writing as confidential. It does not include information that is publicly available.

**‘Conflict of interests’:** a situation where the impartial and objective implementation of the Agreement by a beneficiary is compromised for reasons involving family, emotional life, political or national affinity, economic interest, any other direct or indirect personal interest or any other shared interest with the Agency or any third party related to the subject matter of the Agreement.

**‘Direct costs’:** those specific costs which are directly linked to the implementation of the action and can therefore be attributed directly to it. They may not include any indirect costs;

**‘Force majeure’:** any unforeseeable, exceptional situation or event beyond the control of the parties that prevents either of them from fulfilling any of their obligations under the Agreement, which is not attributable to error or negligence on their part or on the part of the subcontractors affiliated entities or third parties in receipt of financial support and which proves to be inevitable despite their exercising due diligence. The following cannot be invoked as *force majeure*: labour disputes, strikes, financial difficulties or any default of a service, defect in equipment or materials or delays in making them available, unless they stem directly from a relevant case of *force majeure*;

**‘Formal notification’:** form of communication between the parties made in writing by mail or electronic mail which provides the sender with compelling evidence that the message was delivered to the specified recipient;

**‘Fraud’:** any act or omission relating to the use or presentation of false, incorrect or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of funds or assets from the Union budget, the non-disclosure of information in violation of a specific obligation, with the same effect or the misapplication of such funds or assets for purposes other than those for which they were originally granted.

**‘Grave professional misconduct’:** a violation of applicable laws or regulations or ethical standards of the profession to which a person or entity belongs, or any wrongful conduct of a person or entity which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence.

**‘Implementation period’:** the period of implementation of the activities forming part of the action, as specified in Article I.2.2;

**‘Indirect costs’:** those costs which are not specific costs directly linked to the implementation of the action and which therefore cannot be attributed directly to it. They may not include any costs identifiable or declared as eligible direct costs;

**‘Irregularity’:** any infringement of a provision of Union law resulting from an act or omission by a beneficiary, which has or would have the effect of prejudicing the Union’s budget;

**‘Maximum amount of the grant’:** the maximum EU contribution to the action, as defined in Article I.3.1;

**‘Pre-existing material’:** any materials, document, technology or know-how which exists prior to the beneficiary using it for the production of a result in the implementation of the action;

**‘Pre-existing right’:** any industrial and intellectual property right on pre-existing material; it may consist in a right of ownership, a licence right and/or a right of use belonging to the beneficiary or any other third parties;

**‘Related person’:** any natural or legal person who is a member of the administrative management or supervisory body of the beneficiary or who has powers of representation, decision or control with regard to the beneficiary;

**‘Starting date’:** the date on which the implementation of the action starts as provided for in Article I.2.2;

**‘Subcontract’:** a procurement contract within the meaning of Article II.10, which covers the implementation by a third party of tasks forming part of the action as described in Annex I.

## ARTICLE II.2 — GENERAL OBLIGATIONS AND ROLES OF THE BENEFICIARIES

### II.2.1 General obligations and role of the beneficiaries

The beneficiaries:

- (a) are jointly and severally liable for carrying out the *action* in accordance with the Agreement. If a beneficiary fails to implement its part of the *action*, the other beneficiaries become responsible for implementing this part (but without increasing the *maximum amount of the grant*);
- (b) must comply jointly or individually with any legal obligations they are bound by under applicable EU, international and national law;
- (c) must make appropriate internal arrangements to implement the *action* properly. The arrangements must be consistent with the terms of the Agreement. If provided for in the Special Conditions, those arrangements must take the form of an internal cooperation agreement between the beneficiaries.

### II.2.2 General obligations and role of each beneficiary

Each beneficiary must:

- (a) inform the coordinator immediately of any events or circumstances of which the beneficiary is aware, that are likely to affect or delay the implementation of the *action*;
- (b) inform the coordinator immediately:
  - (i) of any change in its legal, financial, technical, organisational or ownership situation and of any change in its name, address or legal representative;
  - (ii) of any change in the legal, financial, technical, organisational or ownership situation of its affiliated entities and of any change in their name, address or legal representative;
  - (iii) of any change regarding the exclusion situations listed in Article 136 of Regulation (EU) 2018/1046, including for its affiliated entities;

- (c) submit in due time to the coordinator:
  - (i) the data needed to draw up the reports, financial statements and other documents provided for in the Agreement;
  - (ii) all the necessary documents required for audits, checks or evaluations as provided for in Article II.27.
  - (iii) any other information to be provided to the Agency under the Agreement, except if the Agreement requires such information to be submitted directly by the beneficiary.

### II.2.3 General obligations and role of the coordinator

The coordinator:

- (a) must monitor the implementation of the *action* in order to make sure that the *action* is implemented in accordance with the terms of the Agreement;
- (b) is the intermediary for all communications between the beneficiaries and the Agency, except if provided otherwise in the Agreement. In particular, the coordinator:
  - (i) must immediately inform the Agency:
    - of any change in the name, address, legal representative of any of the beneficiaries or of their affiliated entities;
    - of any change in the legal, financial, technical, organisational or ownership situation of any of the beneficiaries or of their affiliated entities;
    - of any events or circumstances of which the coordinator is aware, that are likely to affect or delay the implementation of the *action*;
    - of any change regarding the exclusion situations listed in Article 136 of Regulation (EU) 2018/1046, for any of the beneficiaries or their affiliated entities.
  - (ii) is responsible for supplying the Agency with all documents and information required under the Agreement, except if provided otherwise in the Agreement itself. If information is required from the other beneficiaries, the coordinator is responsible for obtaining and verifying this information before passing it on to the Agency;
- (c) must make the appropriate arrangements for providing any financial guarantees required under the Agreement;
- (d) must draw up the requests for payment in accordance with the Agreement;
- (e) if it is designated as the sole recipient of payments on behalf of all of the beneficiaries, it must ensure that all the appropriate payments are made to the other beneficiaries without unjustified delay;
- (f) is responsible for providing all the necessary documents required for checks and audits initiated before the payment of the balance or documents required for evaluation as provided for in Article II.27.

The coordinator may not subcontract any part of its tasks to the other beneficiaries or to any other party.

## ARTICLE II.3 — COMMUNICATION BETWEEN THE PARTIES

### II.3.1 Form and means of communication

Any communication relating to the Agreement or to its implementation, including the notification of decisions, letters, documents or information related to administrative procedures, must:

- (a) be made in writing (in paper or electronic form) in the language of the Agreement;
- (b) bear the number of the Agreement; and
- (c) be made using the communication details identified in Article I.7.

In particular, the parties agree that any *formal notification* made by mail or email has full legal effect and is admissible as evidence in administrative or judicial proceedings.

If a party requests written confirmation of an electronic communication within a reasonable time, the sender must provide the signed hard copy of the document sent electronically as soon as possible.

### II.3.2 Date of communications

Any communication is considered to have been effected when the receiving party receives it, unless the Agreement states that communication is considered to have been effected on the date when it was sent.

An email is considered to have been received by the receiving party on the date of dispatch, provided that it is sent to the email address indicated in Article I.7. The sender must be able to prove the date of dispatch, for instance by an automatically generated read report. If the sender receives a non-delivery report, it must make every effort to ensure that the other party actually receives the communication by email or mail. In such a case, the sender is not held in breach of its obligation to send the communication within a specified time limit.

Mail sent to the Agency using the postal or courier services is considered to have been received by the Agency on the date on which it is registered by the department identified in Article I.7.2.

Formal notifications are to be considered as having been received on the date of receipt indicated in the proof received by the sender that the message was delivered to the addressee.

The Agency may consider any undisclosed change of postal or electronic address by the other party to this Agreement as grave professional misconduct, which is one of the situations of exclusion referred to in Article 136(1)(c) of Regulation (EU, Euratom) 2018/1046.

## ARTICLE II.4 — LIABILITY FOR DAMAGES

**II.4.1** The Agency may not be held liable for any damage caused or sustained by any of the beneficiaries, including any damage caused to third parties as a consequence of or during the implementation of the *action*.

**II.4.2** Except in cases of *force majeure*, the beneficiaries must compensate the Agency for any damage it sustains as a result of the implementation of the *action* or because the *action* was not implemented in full compliance with the Agreement.

## ARTICLE II.5 — CONFLICT OF INTERESTS

**II.5.1** The beneficiaries must take all necessary measures to prevent any situation of *conflict of interests*.

**II.5.2** The beneficiaries must inform the Agency without delay of any situation constituting or likely to lead to a *conflict of interests*. They must take immediately all the necessary steps to rectify this situation.

The Agency may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

## ARTICLE II.6 — CONFIDENTIALITY

**II.6.1** During implementation of the *action* and for five years after the payment of the balance, the parties must treat with confidentiality any *confidential information and documents*.

**II.6.2** The parties may only use *confidential information and documents* for a reason other than to fulfil their obligations under the Agreement if they have first obtained the prior written agreement of the other party.

**II.6.3** The confidentiality obligations do not apply if:

- (a) the disclosing party agrees to release the other party from those obligations;
- (b) the *confidential information or documents* become public through other means than a breach of the confidentiality obligations;
- (c) the disclosure of the *confidential information or documents* is required by law.

## ARTICLE II.7 — PROCESSING OF PERSONAL DATA

### II.7.1 Processing of personal data by the Agency

Any personal data included in the Agreement must be processed by the Agency in accordance with Regulation (EU) No 2018/1725.<sup>1</sup>

Such data must be processed by the data controller identified in Article I.7.1 solely for implementing, managing and monitoring the Agreement or to protect the financial interests of the EU, including checks, audits and investigations in accordance with Article II.27.

The beneficiaries have the right to access, rectify or erase their own personal data and the right to restrict or, where applicable, the right to data portability or the right to object to data processing in accordance with Regulation (EU) No 2018/1725. For this purpose, they must send any queries about the processing of their personal data to the data controller identified in Article I.7.1.

The beneficiaries may have recourse at any time to the European Data Protection Supervisor.

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<sup>1</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

## II.7.2 Processing of personal data by the beneficiaries

The beneficiaries must process personal data under the Agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements).

The beneficiaries may grant their personnel access only to data that is strictly necessary for implementing, managing and monitoring the Agreement. The beneficiary must ensure that the personnel authorised to process personal data has committed itself to confidentiality or is under appropriate statutory obligation of confidentiality.

The beneficiaries must inform the personnel whose personal data are collected and processed by the Agency. For this purpose, they must provide them with the privacy statement which is published in the website of the Agency, before transmitting their data to the Agency.

The beneficiaries must adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature, scope, context and purposes of processing of the personal data concerned. This is in order to ensure, as appropriate:

- (a) the pseudonymisation and encryption of personal data;
- (b) the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
- (c) the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;
- (d) a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing;
- (e) measures to protect personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of or access to personal data transmitted, stored or otherwise processed.

## ARTICLE II.8 — VISIBILITY OF UNION FUNDING

### II.8.1 Information on Union funding and use of the European Union emblem

Unless the Agency requests or agrees otherwise, any communication or publication made by the beneficiaries jointly or individually that relates to the *action*, including at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, in electronic form, etc.), must:

- (a) indicate that the *action* has received funding from the Union; and
- (b) display the European Union emblem.

When displayed in association with another logo, the European Union emblem must have appropriate prominence.

The obligation to display the European Union emblem does not confer on the beneficiaries a right of exclusive use. The beneficiaries may not appropriate the European Union emblem or any similar trademark or logo, either by registration or by any other means.

For the purposes of the first, second and third subparagraphs and under the conditions specified therein, the beneficiaries may use the European Union emblem without first obtaining permission from the Agency.

## **II.8.2 Disclaimers excluding Agency and Commission responsibility**

Any communication or publication that relates to the *action*, made by the beneficiaries jointly or individually in any form and using any means, must indicate:

- (a) that it reflects only the author's view; and
- (b) that the Agency and the Commission are not responsible for any use that may be made of the information it contains.

## **ARTICLE II.9 — PRE-EXISTING RIGHTS AND OWNERSHIP AND USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)**

### **II.9.1 Ownership of the results by the beneficiaries**

The beneficiaries retain ownership of the results of the *action*, including industrial and intellectual property rights, and of the reports and other documents relating to it, unless stipulated otherwise in the Agreement.

### **II.9.2 Pre-existing rights**

If the Agency and/or the Commission sends the beneficiaries a written request specifying which of the results it intends to use, the beneficiaries must:

- (a) establish a list specifying all *pre-existing rights* included in those results; and
- (b) provide this list to the Agency at the latest with the request for payment of the balance.

The beneficiaries must ensure that they or their affiliated entities have all the rights to use any *pre-existing rights* during the implementation of the Agreement.

### **II.9.3 Rights of use of the results and of pre-existing rights by the Agency and/or the Union**

The beneficiaries grant the Union the following rights to use the results of the *action*:

- (a) for its own purposes and in particular to make available to persons working for the Agency, the Commission, other Union institutions, agencies and bodies and to Member States' institutions, as well as to copy and reproduce in whole or in part and in an unlimited number of copies;
- (b) reproduction: the right to authorise direct or indirect, temporary or permanent reproduction of the results by any means (mechanical, digital or other) and in any form, in whole or in part;
- (c) communication to the public: the right to authorise any display performance or communication to the public, by wire or wireless means, including making the results available to the public in such a way that members of the public may access them from a place and at a time individually chosen by them; this right also includes communication and broadcasting by cable or by satellite;
- (d) distribution: the right to authorise any form of distribution of results or copies of the results to the public;



- (e) adaptation: the right to modify the results;
- (f) translation;
- (g) the right to store and archive the results in line with the document management rules applicable to the Agency and/or the Commission , including digitisation or converting the format for preservation or new use purposes;
- (h) where the results are documents, the right to authorise the reuse of the documents in conformity with Commission Decision 2011/833/EU of 12 December 2011 on the reuse of Commission documents if that Decision is applicable and if the documents fall within its scope and are not excluded by any of its provisions. For the sake of this provision, the terms ‘reuse’ and ‘document’ have the meanings given to them by Decision 2011/833/EU.

The above rights of use may be further specified in the Special Conditions.

Additional rights of use for the Agency and/or the Union may be provided for in the Special Conditions.

The beneficiaries must ensure that the Agency and/or the Union have the right to use any *pre-existing rights* included in the results of the *action*. The *pre-existing rights* must be used for the same purposes and under the same conditions as applicable to the rights of use of the results of the *action*, unless specified otherwise in the Special Conditions.

Information about the copyright owner must be inserted in cases where the result is divulged by the Union. The copyright information must read: ‘© — year — name of the copyright owner. All rights reserved. Licenced to the European Union under conditions’.

If the beneficiaries grant rights of use to the Agency and/or the Commission, this does not affect its confidentiality obligations under Article II.6 or the beneficiaries’ obligations under Article II.2.1.

## **ARTICLE II.10 — AWARD OF CONTRACTS NECESSARY FOR THE IMPLEMENTATION OF THE ACTION**

**II.10.1** If the implementation of the *action* requires the beneficiaries to procure goods, works or services, they may award the contract in accordance with their usual purchasing practices provided that the contract is awarded to the tender offering best value for money or, as appropriate, to the tender offering the lowest price. In doing so, they must avoid any *conflict of interests*.

The beneficiaries must ensure that the Agency, the Commission, the European Court of Auditors and the European Anti-Fraud Office (OLAF) can exercise their rights under Article II.27 also towards the beneficiaries' contractors.

**II.10.2** Beneficiaries that are ‘contracting authorities’ within the meaning of Directive 2014/24/EU<sup>2</sup> or ‘contracting entities’ within the meaning of Directive 2014/25/EU<sup>3</sup> must comply with the applicable national public procurement rules.

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<sup>2</sup> Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC

<sup>3</sup> Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC

The beneficiaries must ensure that the conditions applicable to them under Articles II.4, II.5, II.6 and II.9 are also applicable to the contractors.

**II.10.3** The beneficiaries remain solely responsible for carrying out the *action* and for compliance with the Agreement.

**II.10.4** If the beneficiaries breach their obligations under Article II.10.1 the costs related to the contract concerned are considered ineligible in accordance with Article II.19.2 (c), (d) and (e).

If the beneficiaries breach their obligations under Article II.10.2 the grant may be reduced in accordance with Article II.25.4.

## **ARTICLE II.11 — SUBCONTRACTING OF TASKS FORMING PART OF THE ACTION**

**II.11.1** Beneficiaries may subcontract tasks forming part of the *action*. If they do so, they must ensure that, in addition to the conditions specified in Article II.10, the following conditions are also complied with:

- (a) subcontracting does not cover core tasks of the *action*;
- (b) recourse to subcontracting is justified because of the nature of the *action* and what is necessary for its implementation;
- (c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget set out in Annex III;
- (d) any recourse to subcontracting, if not provided for in Annex I, is communicated by the coordinator and approved by the Agency. The Agency may grant approval:
  - (i) before any recourse to subcontracting, if the beneficiaries request an amendment as provided for in Article II.13; or
  - (ii) after recourse to subcontracting if the subcontracting:
    - is specifically justified in the interim or final technical report referred to in Articles I.4.3 and I.4.4; and
    - does not entail changes to the Agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- (e) the beneficiaries ensure that the conditions applicable to them under Article II.8 are also applicable to the subcontractors.

**II.11.2** If the beneficiaries breach their obligations under Article II.11.1 (a), (b), (c) or (d), the costs related to the contract concerned are considered ineligible in accordance with Article II.19.2 (f).

If the beneficiaries breach their obligation under Article II.11.1 (e) the grant may be reduced in accordance with Article II.25.4.

## **ARTICLE II.12 — FINANCIAL SUPPORT TO THIRD PARTIES**

**II.12.1** If, while implementing the *action*, the beneficiaries have to give financial support to third parties, the beneficiaries must give such financial support in accordance with the conditions specified in Annex I. Under those conditions, the following information must be stated at least:

- (a) the maximum amount of financial support. This amount may not exceed EUR 60 000 for each third party except if achieving the objective of the *action* as specified in Annex I would otherwise be impossible or overly difficult;
- (b) the criteria for determining the exact amount of the financial support;
- (c) the different types of activity that may receive financial support, on the basis of a fixed list;
- (d) the persons or categories of persons which may receive financial support;
- (e) the criteria for giving the financial support.

**II.12.2** As an exception to Article II.12.1, if the financial support takes the form of a prize, the beneficiaries must give such financial support in accordance with the conditions specified in Annex I. Under those conditions, the following information must at least be stated:

- (a) the eligibility and award criteria;
- (b) the amount of the prize;
- (c) the payment arrangements.

**II.12.3** The beneficiaries must ensure that the conditions applicable to them under Articles II.4, II.5, II.6, II.8, II.9 and II.27 are also applicable to the third parties receiving financial support.

## **ARTICLE II.13 — AMENDMENTS TO THE AGREEMENT**

**II.13.1** Any amendment to the Agreement must be made in writing.

**II.13.2** An amendment may not have the purpose or the effect of making changes to the Agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants.

**II.13.3** Any request for amendment must:

- (a) be duly justified;
- (b) be accompanied by appropriate supporting documents; and
- (c) be sent to the other party in due time before it is due to take effect, and in any case one month before the end of the *implementation period*.

Point (c) does not apply in cases duly substantiated by the party requesting the amendment if the other party agrees.

**II.13.4** A request for amendment on behalf of the beneficiaries must be submitted by the coordinator. If a change of coordinator is requested without its agreement, the request must be submitted by all other beneficiaries and must be accompanied by the opinion of the coordinator or proof that this opinion has been requested in writing.

**II.13.5** Amendments enter into force on the date on which the last party signs or on the date of approval of the request for amendment.

Amendments take effect on a date agreed by the parties or, in the absence of such an agreed date, on the date on which the amendment enters into force.

**ARTICLE II.14 — ASSIGNMENT OF CLAIMS FOR PAYMENTS TO THIRD PARTIES**

**II.14.1** The beneficiaries may not assign any of their claims for payment against the Agency to any third party, except if approved by the Agency on the basis of a reasoned, written request by the coordinator made on behalf of the beneficiaries.

If the Agency does not accept the assignment or the terms of it are not complied with, the assignment has no effect on it.

**II.14.2** In no circumstances may an assignment release the beneficiaries from their obligations towards the Agency.

**ARTICLE II.15 — FORCE MAJEURE**

**II.15.1** A party faced with *force majeure* must send a *formal notification* to the other party without delay, stating the nature of the situation or of the event, its likely duration and foreseeable effects.

**II.15.2** The parties must take the necessary measures to limit any damage due to *force majeure*. They must do their best to resume the implementation of the *action* as soon as possible.

**II.15.3** The party faced with *force majeure* may not be considered in breach of its obligations under the Agreement if it has been prevented from fulfilling them by *force majeure*.

**ARTICLE II.16 — SUSPENSION OF THE IMPLEMENTATION OF THE ACTION****II.16.1 Suspension of implementation by the beneficiaries**

The coordinator, on behalf of the beneficiaries, may suspend the implementation of the *action* or any part of it, if exceptional circumstances make such implementation impossible or excessively difficult, in particular in the event of *force majeure*.

The coordinator must immediately inform the Agency, stating:

- (a) the reasons for suspension, including details about the date or period when the exceptional circumstances occurred; and
- (b) the expected date of resumption.

Once the circumstances allow the beneficiaries to resume implementing the *action*, the coordinator must inform the Agency immediately and present a request for amendment of the Agreement as provided for in Article II.16.3. This obligation does not apply if the Agreement or the participation of a beneficiary is terminated in accordance with Articles II.17.1, II.17.2 or points (c) or (d) of Article II.17.3.1.

**II.16.2 Suspension of implementation by the Agency****II.16.2.1 Grounds for suspension**

The Agency may suspend the implementation of the *action* or any part thereof:

- (a) if the Agency has evidence that a beneficiary has committed *irregularities, fraud or breach of obligations* in the award procedure or while implementing the Agreement;

- (b) if the Agency has evidence that a beneficiary has committed systemic or recurrent *irregularities, fraud* or serious *breach of obligations* in other grants funded by the Union or the European Atomic Energy Community ('Euratom') awarded to the beneficiary under similar conditions and the *irregularities, fraud* or *breach of obligations* have a material impact on this grant; or
- (c) if the Agency suspects *irregularities, fraud* or *breach of obligations* committed by a beneficiary in the award procedure or while implementing the Agreement and needs to verify whether they have actually occurred.

### **II.16.2.2 Procedure for suspension**

**Step 1** — Before suspending implementation of the *action*, the Agency must send a *formal notification* to the coordinator:

- (a) informing it of:
  - (i) its intention to suspend the implementation;
  - (ii) the reasons for suspension;
  - (iii) the necessary conditions for resuming the implementation in the cases referred to in points (a) and (b) of Article II.16.2.1; and
- (b) inviting it to submit observations within 30 calendar days of receiving the formal notification.

**Step 2** — If the Agency does not receive observations or decides to pursue the procedure despite the observations it has received, it must send a *formal notification* to the coordinator informing it of:

- (a) the suspension of the implementation;
- (b) the reasons for suspension; and
- (c) the final conditions for resuming the implementation in the cases referred to in points (a) and (b) of Article II.16.2.1.; or
- (d) the indicative date of completion of the necessary verification in the case referred to in point (c) of Article II.16.2.1.,

The coordinator must immediately inform the other beneficiaries of the suspension. The suspension takes effect five calendar days after the *formal notification* is received by the coordinator or on a later date specified in the *formal notification*.

Otherwise, the Agency must send a *formal notification* to the coordinator informing it that it is not continuing the suspension procedure.

### **II.16.2.3 Resuming implementation**

In order to resume the implementation, the beneficiaries must meet the notified conditions as soon as possible and must inform the Agency of any progress made.

If the conditions for resuming the implementation are met or the necessary verifications are carried out, the Agency must send a *formal notification* to the coordinator:

- (a) informing it that the conditions for lifting the suspension are met; and

- (b) requiring it to present a request for amendment of the Agreement as provided for in Article II.16.3. This obligation does not apply if the Agreement or the participation of a beneficiary is terminated in accordance with Articles II.17.1, II.17.2 or points (c), (g) or (h) of Article II.17.3.1.

### **II.16.3 Effects of the suspension**

If the implementation of the *action* can be resumed and the Agreement has not been terminated, an amendment to the Agreement must be made in accordance with Article II.13 in order to:

- (a) set the date on which the *action* is to be resumed;
- (b) extend the duration of the *action*; and
- (c) make other changes necessary to adapt the *action* to the new situation.

The suspension is lifted with effect from the resumption date set out in the amendment. This date may be before the date on which the amendment enters into force.

Costs incurred during the period of suspension that relate to the implementation of the suspended *action* or the suspended part of it may not be reimbursed or covered by the grant.

Suspending implementation of the *action* does not affect the Agency's right to terminate the Agreement or to terminate the participation of a beneficiary in accordance with Article II.17.3, reduce the grant or recover amounts unduly paid in accordance with Articles II.25.4 and II.26.

Neither party may claim damages due to suspension by the other party.

## **ARTICLE II.17 — TERMINATION OF THE AGREEMENT**

### **II.17.1 Termination of the Agreement by the coordinator**

The beneficiaries may terminate the Agreement.

The coordinator must send a *formal notification* of termination to the Agency, stating:

- (a) the reasons for termination; and
- (b) the date on which the termination takes effect. This date must be set after the *formal notification*.

If the coordinator does not state the reasons for the termination or if the Agency considers that the reasons do not justify termination, the Agreement is considered to have been terminated improperly.

The termination takes effect on the day specified in the *formal notification*.

### **II.17.2 Termination of the participation of one or more beneficiaries by the coordinator**

The participation of one or more beneficiaries may be terminated by the coordinator at the request of the beneficiary concerned or on behalf of the other beneficiaries.

The coordinator must send a *formal notification* of termination to the Agency and inform the beneficiary concerned by termination.

If the coordinator's participation is terminated without its agreement, the *formal notification* must be submitted by another beneficiary (acting on behalf of the other beneficiaries).

The *formal notification* must include:

- (a) the reasons for termination;
- (b) the opinion of the beneficiary concerned by termination (or proof that this opinion has been requested in writing);
- (c) the date on which the termination takes effect. This date must be set after the *formal notification*; and
- (d) a request for amendment as provided for in Article II.17.4.2(a).

If the coordinator or beneficiary does not state the reasons for the termination or if the Agency considers that the reasons do not justify termination, the participation will be considered to have been terminated improperly.

The termination takes effect on the day specified in the *formal notification*.

### **II.17.3 Termination of the Agreement or the participation of one or more beneficiaries by the Agency**

#### **II.17.3.1 Grounds for termination**

The Agency may terminate the Agreement or the participation of any one or several beneficiaries, if:

- (a) a change to the beneficiary's legal, financial, technical, organisational or ownership situation is likely to affect the implementation of the Agreement substantially or calls into question the decision to award the grant, or a change regarding the exclusion situations listed in Article 136 of Regulation (EU) 2018/1046, that calls into question the decision to award the grant;
- (b) following the termination of the participation of any one or several beneficiaries, the necessary modifications to the Agreement would call into question the decision awarding the grant or would result in unequal treatment of applicants;
- (c) the beneficiaries, any *related person* or any natural person who is essential for the award or for the implementation of the Agreement have committed serious *breach of obligations*, including improper implementation of the *action* as described in Annex I;
- (d) the implementation of the *action* is prevented or suspended due to *force majeure* or exceptional circumstances and either:
  - (i) resumption is impossible; or
  - (ii) the necessary changes to the Agreement would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- (e) a beneficiary or a natural or legal person that assumes unlimited liability for the debts of that beneficiary:
  - (i) is declared bankrupt, is subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a Court, has entered into an agreement with creditors, has suspended business activities or is in any analogous situation arising from a similar procedure provided for under the Union or national law;

- (ii) is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (f) a beneficiary or any *related person* or any natural person who is essential for the award or for the implementation of the Agreement has committed:
  - (i) *grave professional misconduct* proven by any means;
  - (ii) fraud;
  - (iii) corruption;
  - (iv) conduct related to criminal organisations;
  - (v) money laundering;
  - (vi) terrorism-related crimes (including terrorism financing);
  - (vii) child labour or other offences concerning trafficking of human beings;
- (g) the Agency has evidence that a beneficiary or any *related person* or any natural person who is essential for the award or for the implementation of the Agreement has committed *irregularities, fraud or breach of obligations* in the award procedure or while implementing the Agreement, including if that beneficiary, *related person* or natural person has submitted false information or failed to provide required information;
- (h) the Agency has evidence that a beneficiary has committed systemic or recurrent *irregularities, fraud* or serious *breach of obligations* in other Union or Euratom grants awarded to it under similar conditions and such *irregularities, fraud or breach of obligations* have a material impact on this grant;
- (i) a beneficiary or any *related person* or any natural person who is essential for the award or for the implementation of the Agreement has created an entity under a different jurisdiction with the intend to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business;
- (j) a beneficiary or any *related person* or any natural person who is essential for the award or for the implementation of the Agreement has been created with the intend referred to in point (i) or
- (k) the Agency has sent a beneficiary, through the coordinator, a *formal notification* asking it to end the participation of its affiliated entity because that entity is in a situation provided for in points (e) to (j) and that beneficiary has failed to request an amendment ending the participation of the entity and reallocating its tasks.

### **II.17.3.2 Procedure for termination**

**Step 1-** Before terminating the Agreement or participation of one or more beneficiaries, the Agency must send a *formal notification* to the coordinator:

- (a) informing it of:
  - (i) its intention to terminate;
  - (ii) the reasons for termination; and
- (b) requiring it, within 45 calendar days of receiving the formal notification,:
  - (i) to submit observations on behalf of all beneficiaries; and



- (ii) in the case of point (c) of Article II.17.3.1, to inform the Agency of the measures to ensure compliance with the obligations under the Agreement.

**Step 2** — If the Agency does not receive observations or decides to pursue the procedure despite the observations it has received, it will send a *formal notification* to the coordinator informing it of the termination and the date on which it takes effect. The coordinator must immediately inform the other beneficiaries of the termination.

Otherwise, the Agency must send a *formal notification* to the coordinator informing it that the termination procedure is not continued.

The termination takes effect:

- (a) for terminations under points (a), (b), (c) and (e) of Article II.17.3.1: on the day specified in the *formal notification* of termination referred to in the second subparagraph (i.e. in Step 2 above);
- (b) for terminations under points (d), (f) and points (g) to (j) of Article II.17.3.1: on the day after the coordinator receives the *formal notification* of termination referred to in the second subparagraph (i.e. in Step 2 above).

## II.17.4 Effects of termination

### II.17.4.1 Effects of terminating the Agreement:

Within 60 calendar days from the day on which the termination takes effect, the coordinator must submit a request for payment of the balance as provided for in Article I.4.4.

If the Agency does not receive the request for payment of the balance by the above deadline, only costs or contributions which are included in an approved technical report and, where relevant, in an approved financial statement, are reimbursed or covered by the grant.

If the Agreement is terminated by the Agency because the coordinator has breached its obligation to submit the request for payment, the coordinator may not submit any request for payment after termination. In that case the second subparagraph applies.

The Agency calculates the final grant amount as referred to in Article II.25 and the balance as referred to in Article I.5.4 on the basis of the reports submitted. Only activities undertaken before the date when the termination takes effect or the end date of the *implementation period* as specified in Article I.2.2, whichever is the earliest, must be taken into account. Where the grant takes the form of reimbursement of costs actually incurred as provided for in Article I.3.2(a)(i), only costs incurred before termination takes effect are reimbursed or covered by the grant. Costs relating to contracts due for execution only after termination are not taken into account and are not reimbursed or covered by the grant.

The Agency may reduce the grant in accordance with Article II.25.4 in case of:

- (a) improper termination of the Agreement by the coordinator within the meaning of Article II.17.1; or
- (b) termination of the Agreement by the Agency on any of the grounds set out in points (c), (f) and points (g) to (j) of Article II.17.3.1.

Neither party may claim damages on the grounds that the other party terminated the Agreement.

After termination, the beneficiaries' obligations continue to apply, in particular those under Articles I.4, II.6, II.8, II.9, II.14, II.27 and any additional provisions on the use of the results, as set out in the Special Conditions.

#### **II.17.4.2 Effects of terminating the participation of one or more beneficiaries:**

(a) The coordinator must submit a request for amendment including:

- (i) a proposal to reallocate the tasks of the beneficiary or beneficiaries concerned by the termination; and
- (ii) if necessary, the addition of one or more new beneficiaries to succeed the beneficiary or beneficiaries concerned in all their rights and obligations under the Agreement.

If the Agency terminates the participation of a beneficiary, the coordinator must submit the request for amendment within 60 calendar days from the day on which the termination takes effect.

If the coordinator terminates the participation of a beneficiary, the request for amendment must be included in the *formal notification* of termination referred to in Article II.17.2.

If termination takes effect after the end of the *implementation period*, no request for amendment must be provided unless the beneficiary concerned is the coordinator. In this case, the request for amendment must propose a new coordinator.

If the request for amendment is rejected by the Agency, the Agreement may be terminated in accordance with Article II.17.3.1 (b). The request for amendment may be rejected if it calls into question the decision awarding the grant or is contrary to the equal treatment of applicants.

(b) The beneficiary concerned by termination must submit to the coordinator:

- (i) a technical report; and
- (ii) where applicable, a financial statement covering the period from the end of the last reporting period to the date when termination takes effect.

The coordinator must include this information in the payment request for the next reporting period.

Only activities undertaken before the date when the termination takes effect must be taken into account. Where the grant takes the form of reimbursement of costs actually incurred as provided for in Article I.3.2(a)(i), only costs incurred by the beneficiary concerned before termination takes effect are reimbursed or covered by the grant. Costs relating to contracts due for execution only after termination are not reimbursed or covered by the grant.

The Agency may reduce the grant in accordance with Article II.25.4. in case of:

- (a) improper termination of the participation of a beneficiary by the coordinator within the meaning of Article II.17.2 or
- (b) termination of the participation of a beneficiary by the Agency on any of the grounds set out in points (c), (f), (g), (h) or (i) of Article II.17.3.1.

Neither party may claim damages on the grounds that the other party terminated the participation of a beneficiary.

After termination, the concerned beneficiary's obligations continue to apply, in particular those under Articles I.4, II.6, II.8, II.9, II.14, II.27 and any additional provisions on the use of the results, as set out in the Special Conditions.

## **ARTICLE II.18 — APPLICABLE LAW, SETTLEMENT OF DISPUTES AND ENFORCEABLE DECISIONS**

**II.18.1** The Agreement is governed by the applicable Union law, complemented, where necessary, by the law of Belgium.

**II.18.2** In accordance with Article 272 TFEU, the General Court or, on appeal, the Court of Justice of the European Union, has sole jurisdiction to hear any dispute between the Union and any beneficiary concerning the interpretation, application or validity of the Agreement, if such dispute cannot be settled amicably.

**II.18.3** In accordance with Article 299 TFEU, for the purposes of recovery within the meaning of Article II.26, the Agency or the Commission may adopt an enforceable decision to impose pecuniary obligations on persons other than States.

An *action* may be brought against such decision before the General Court of the European Union in accordance with Article 263 TFEU.

## PART B — FINANCIAL PROVISIONS

### ARTICLE II.19 — ELIGIBLE COSTS

#### II.19.1 Conditions for the eligibility of costs

*Eligible costs* of the *action* are costs actually incurred by the beneficiary and which meet the following criteria:

- (a) they are incurred within the *implementation period*, with the exception of costs relating to the request for payment of the balance and the corresponding supporting documents referred to in Article I.4.4;
- (b) they are indicated in the estimated budget of the *action*. The estimated budget is set out in Annex III;
- (c) they are incurred in connection with the *action* as described in Annex I and are necessary for its implementation;
- (d) they are identifiable and verifiable, in particular they are recorded in the beneficiary's accounting records and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the beneficiary's usual cost accounting practices;
- (e) they comply with the requirements of applicable tax and social legislation; and
- (f) they are reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency.

#### II.19.2 Eligible direct costs

To be eligible, the *direct costs* of the *action* must comply with the eligibility conditions set out in Article II.19.1.

In particular, the following categories of costs are eligible *direct costs*, provided that they satisfy the eligibility conditions set out in Article II.19.1 as well as the following conditions:

- (a) the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the *action*, provided that these costs are in line with the beneficiary's usual policy on remuneration.

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

- (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);
  - (ii) the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and
  - (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;
- (b) costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;
- (c) the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, provided that the asset:
- (i) is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and
  - (ii) has been purchased in accordance with Article II.10.1 if the purchase occurred within the *implementation period*;

The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the *implementation period* and the rate of actual use for the purposes of the *action* may be taken into account when determining the eligible costs. By way of exception, the full cost of purchase of equipment may be eligible under the Special Conditions, if this is justified by the nature of the *action* and the context of the use of the equipment or assets;

- (d) costs of consumables and supplies, provided that they:
- (i) are purchased in accordance with Article II.10.1; and
  - (ii) are directly assigned to the *action*;
- (e) costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the *action*, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with Article II.10.1;
- (f) costs entailed by *subcontracts* within the meaning of Article II.11, provided that the conditions laid down in Article II.11.1 (a), (b), (c) and (d) are met;
- (g) costs of financial support to third parties within the meaning of Article II.12, provided that the conditions laid down in that Article are met;
- (h) duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible *direct costs*, and unless specified otherwise in the Agreement.

### II.19.3 Eligible indirect costs

To be eligible, *indirect costs* of the *action* must represent a fair apportionment of the overall overheads of the beneficiary and must comply with the conditions of eligibility set out in Article II.19.1.

Eligible *indirect costs* must be declared on the basis of a flat rate of 7 % of the total eligible *direct costs* unless otherwise specified in Article I.3.2.

#### **II.19.4 Ineligible costs**

In addition to any other costs which do not fulfil the conditions set out in Article II.19.1, the following costs may not be considered eligible:

- (a) return on capital and dividends paid by a beneficiary;
- (b) debt and debt service charges;
- (c) provisions for losses or debts;
- (d) interest owed;
- (e) doubtful debts;
- (f) exchange losses;
- (g) costs of transfers from the Agency charged by the bank of a beneficiary;
- (h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Agency for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.
- (i) contributions in kind from third parties;
- (j) excessive or reckless expenditure;
- (k) deductible VAT.

### **ARTICLE II.20 — IDENTIFIABILITY AND VERIFIABILITY OF THE AMOUNTS DECLARED**

#### **II.20.1 Declaring costs and contributions**

Each beneficiary must declare as eligible costs or as a requested contribution:

- (a) for actual costs: the costs it actually incurred for the *action*;
- (b) for unit costs or unit contributions: the amount obtained by multiplying the amount per unit specified in Article I.3.2(a)(ii) or (b) by the actual number of units used or produced;
- (c) for lump sum costs or lump sum contributions: the global amount specified in Article I.3.2(a)(iii) or (c), if the corresponding tasks or part of the *action* as described in Annex I have been implemented properly;
- (d) for flat-rate costs or flat-rate contributions: the amount obtained by applying the flat rate specified in Article I.3.2(a)(iv) or (d);
- (e) for financing not linked to costs: the global amount specified in Article I.3.2(e), if the corresponding results or conditions as described in Annex I have been properly achieved or fulfilled;

- (f) for unit costs declared on the basis of the beneficiary's usual cost accounting practices: the amount obtained by multiplying the amount per unit calculated in accordance with the beneficiary's usual cost accounting practices by the actual number of units used or produced;
- (g) for lump sum costs declared on the basis of the beneficiary's usual cost accounting practices: the global amount calculated in accordance with its usual cost accounting practices, if the corresponding tasks or part of the *action* have been implemented properly;
- (h) for flat-rate costs declared on the basis of the beneficiary's usual cost accounting practices: the amount obtained by applying the flat rate calculated in accordance with the beneficiary's usual cost accounting practices.

For the forms of grant referred to in points (b), (c), (d), (f), (g) and (h), the amounts declared must comply with the conditions specified in points (a) and (b) of Article II.19.1.

## **II.20.2 Records and other documentation to support the costs and contributions declared**

Each beneficiary must provide the following if requested to do so in the context of the checks or audits described in Article II.27:

- (a) for actual costs: adequate supporting documents to prove the costs declared, such as contracts, invoices and accounting records.

In addition, the beneficiary's usual accounting and internal control procedures must permit direct reconciliation of the amounts declared with the amounts recorded in its accounting statements and with the amounts indicated in the supporting documents;

- (b) for unit costs or unit contributions: adequate supporting documents to prove the number of units declared.

The beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, such as accounting statements, to prove the amount declared per unit;

- (c) for lump sum costs or lump sum contributions: adequate supporting documents to prove that the *action* has been properly implemented.

The beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, such as accounting statements, to prove the amount declared as a lump sum;

- (d) for flat-rate costs or flat-rate contributions: adequate supporting documents to prove the eligible costs or requested contribution to which the flat rate applies.

The beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, such as accounting statements, for the flat rate applied;

- (e) for financing not linked to costs: adequate supporting documents to prove that the *action* has been properly implemented;

The beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, such as accounting statements, to prove the amount declared as a financing not linked to costs;

- (f) for unit costs declared on the basis of the beneficiary's usual cost accounting practices: adequate supporting documents to prove the number of units declared;

- (g) for lump sum costs declared on the basis of the beneficiary's usual cost accounting practices: adequate supporting documents to prove that the *action* has been properly implemented;

- (h) for flat-rate costs declared on the basis of the beneficiary's usual cost accounting practices: adequate supporting documents to prove the eligible costs to which the flat rate applies.

### **II.20.3 Conditions to determine the compliance of cost accounting practices**

**II.20.3.1** In the case of points (f),(g) and (h) of Article II.20.2, the beneficiary does not need to identify the actual eligible costs covered, but it must ensure that the cost accounting practices used for the purpose of declaring eligible costs are in compliance with the following conditions:

- (a) the cost accounting practices used constitute its usual cost accounting practices and are applied in a consistent manner, based on objective criteria independent from the source of funding;
- (b) the costs declared can be directly reconciled with the amounts recorded in its general accounts; and
- (c) the categories of costs used for the purpose of determining the costs declared are exclusive of any ineligible cost or costs covered by other forms of grant as provided for in Article I.3.2.

**II.20.3.2** If the Special Conditions so provide, the beneficiary may submit to the Agency a request asking it to assess the compliance of its usual cost accounting practices. If required by the Special Conditions, the request must be accompanied by a certificate on the compliance of the cost accounting practices ('certificate on the compliance of the cost accounting practices').

The certificate on the compliance of the cost accounting practices must be:

- (a) produced by an approved auditor or, if the beneficiary is a public body, by a competent and independent public officer; and
- (b) drawn up in accordance with Annex VIII.

The certificate must certify that the beneficiary's cost accounting practices used for the purpose of declaring eligible costs comply with the conditions laid down in Article II.20.3.1 and with the additional conditions that may be laid down in the Special Conditions.

**II.20.3.3** If the Agency has confirmed that the beneficiary's usual cost accounting practices are in compliance, costs declared in application of these practices may not be challenged *ex post*, if:

- (a) the practices actually used comply with those approved by the Agency; and
- (b) the beneficiary did not conceal any information for the purpose of the approval of its cost accounting practices.

### **ARTICLE II.21 — ELIGIBILITY OF COSTS OF ENTITIES AFFILIATED TO THE BENEFICIARIES**

If the Special Conditions contain a provision on entities affiliated to the beneficiaries, costs incurred by such an entity are eligible, if:

- (a) they satisfy the same conditions under Articles II.19 and II.20 as apply to the beneficiary; and



- (b) the beneficiary to which the entity is affiliated ensures that the conditions applicable to the beneficiary under Articles II.4, II.5, II.6, II.8, II.10, II.11 and II.27 are also applicable to the entity.

## **ARTICLE II.22 — BUDGET TRANSFERS**

Beneficiaries are allowed to adjust the estimated budget set out in Annex III by transfers between themselves and between the different budget categories, if the *action* is implemented as described in Annex I. This adjustment does not require an amendment of the Agreement as provided for in Article II.13.

However, the beneficiaries may not add costs relating to *subcontracts* not provided for in Annex I, unless such additional *subcontracts* are approved by the Agency in accordance with Article II.11.1(d).

As an exception to the first subparagraph, if beneficiaries want to change the value of the contribution to which each of them is entitled, as referred to in point (c) of the third subparagraph of II.26.3, the coordinator must request an amendment as provided for in Article II.13.

The first three subparagraphs do not apply to amounts which, as provided for in Article I.3.2(a)(iii) or (c), take the form of lump sums or which, as provided for in Article I.3.2(e), take the form of financing not linked to cost.

## **ARTICLE II.23 — NON-COMPLIANCE WITH REPORTING OBLIGATIONS**

The Agency may terminate the Agreement as provided for in Article II.17.3.1(c) and may reduce the grant as provided for in Article II.25.4 if the coordinator:

- (a) did not submit a request for interim payment or payment of the balance accompanied by the documents referred to in Articles I.4.3 or I.4.4 within 60 calendar days following the end of the corresponding reporting period; and
- (b) still fails to submit such a request within further 60 calendar days following a written reminder sent by the Agency.

## **ARTICLE II.24 — SUSPENSION OF PAYMENTS AND TIME LIMIT FOR PAYMENT**

### **II.24.1 Suspension of payments**

#### **II.24.1.1 Grounds for suspension**

The Agency may at any moment suspend, in whole or in part, the pre-financing payments and interim payments for one or more beneficiaries or the payment of the balance for all beneficiaries:

- (a) if the Agency has evidence that a beneficiary has committed *irregularities, fraud or breach of obligations* in the award procedure or while implementing the Agreement;
- (b) if the Agency has evidence that a beneficiary has committed systemic or recurrent *irregularities, fraud* or serious *breach of obligations* in other grants funded by the Union or the European Atomic Energy Community ('Euratom') awarded to the beneficiary under similar conditions and such *irregularities, fraud or breach of obligations* have a material impact on this grant; or

- (c) if the Agency suspects *irregularities, fraud or breach of obligations* committed by a beneficiary in the award procedure or while implementing the Agreement and needs to verify whether they have actually occurred.

### **II.24.1.2 Procedure for suspension**

**Step 1** — Before suspending payments, the Agency must send a *formal notification* to the coordinator:

- (a) informing it of:
- (i) its intention to suspend payments;
  - (ii) the reasons for suspension;
  - (iii) in the cases referred to in points (a) and (b) of Article II.24.1.1, the conditions that need to be met for payments to resume; and
- (b) inviting it to submit observations within 30 calendar days of receiving the *formal notification*.

**Step 2** — If the Agency does not receive observations or decides to pursue the procedure despite the observations it has received, it must send a *formal notification* to the coordinator informing it of:

- (a) the suspension of payments;
- (b) the reasons for suspension;
- (c) the final conditions under which payments may resume in the cases referred to in points (a) and (b) of Article II.24.1.1;
- (d) the indicative date of completion of the necessary verification in the case referred to in point (c) of Article II.24.1.1.

The coordinator must immediately inform the other beneficiaries of the suspension. The suspension takes effect on the day the Agency sends *formal notification* of suspension (Step 2).

Otherwise, the Agency must send a *formal notification* to the coordinator informing it that it is not continuing with the suspension procedure.

### **II.24.1.3 Effects of suspension**

During the period of suspension of payments the coordinator is not entitled to submit:

- (a) any requests for payments and supporting documents referred to in Articles I.4.2, I.4.3 and I.4.4; or
- (b) where the suspension concerns the pre-financing payments or interim payments for one or several beneficiaries only, any requests for payments and supporting documents relating to the participation of the concerned beneficiary or beneficiaries in the *action*.

The corresponding requests for payments and supporting documents may be submitted as soon as possible after resumption of payments or may be included in the first request for payment due following resumption of payments in accordance with the schedule laid down in Article I.4.1.

The suspension of payments does not affect the right of the coordinator to suspend the implementation of the *action* as provided for in Article II.16.1 or to terminate the Agreement or the participation of a beneficiary as provided for in Articles II.17.1 and II.17.2.

**II.24.1.4 Resuming payments**

In order for the Agency to resume payments, the beneficiaries must meet the notified conditions as soon as possible and must inform the Agency of any progress made.

If the conditions for resuming payments are met, the suspension will be lifted. The Agency will send a *formal notification* to the coordinator informing it of this.

**II.24.2 Suspension of the time limit for payments**

**II.24.2.1** The Agency may at any moment suspend the time limit for payment specified in Articles I.5.2, I.5.3 and I.5.4 if a request for payment cannot be approved because:

- (a) it does not comply with the Agreement;
- (b) the appropriate supporting documents have not been produced; or
- (c) there is a doubt about the eligibility of the costs declared in the financial statements and additional checks, reviews, audits or investigations are necessary.

**II.24.2.2** The Agency must send a *formal notification* to the coordinator informing it of:

- (a) the suspension; and
- (b) the reasons for the suspension.

The suspension takes effect on the day the Agency sends the *formal notification*.

**II.24.2.3** If the conditions for suspending the payment deadline are no longer met, the suspension will be lifted and the remaining period will resume.

If the suspension exceeds two months, the coordinator may request the Agency if the suspension will continue.

If the payment deadline has been suspended because the technical reports or financial statements do not comply with the Agreement and the revised report or statement is not submitted or was submitted but is also rejected, the Agency may terminate the Agreement or the participation of the beneficiary as provided for in Article II.17.3.1(c) and reduce the grant as provided for in Article II.25.4.

**ARTICLE II.25 — CALCULATION OF THE FINAL AMOUNT OF THE GRANT**

The final amount of the grant depends on the extent to which the *action* has been implemented in accordance with the terms of the Agreement.

The final amount of the grant is calculated by the Agency at the time of the payment of the balance. The calculation involves the following steps:

- Step 1 — Application of the reimbursement rate to the eligible costs and addition of the financing not linked to costs, unit, flat-rate and lump sum contributions
- Step 2 — Limit to the *maximum amount of the grant*
- Step 3 — Reduction due to the no-profit rule
- Step 4 — Reduction due to improper implementation or breach of other obligations.

## **II.25.1 Step 1 — Application of the reimbursement rate to the eligible costs and addition of the financing not linked to costs, unit, flat-rate and lump sum contributions**

This step is applied as follows:

- (a) If, as provided for in Article I.3.2(a)(i), the grant takes the form of the reimbursement of eligible costs actually incurred, the reimbursement rate specified in that Article is applied to those eligible costs as approved by the Agency for the corresponding categories of costs, beneficiaries and affiliated entities
- (b) If, as provided for in Article I.3.2(a) (ii) to (v), the grant takes the form of the reimbursement of eligible unit costs, lump sum costs or flat rate costs , the reimbursement rate specified in that Article is applied to the those eligible costs as approved by the Agency for the corresponding categories of costs, beneficiaries and affiliated entities;

The amount of volunteers' work declared as direct eligible costs for the beneficiaries and affiliated entities must be limited to the following amount, whichever is the lowest:

- (i) the total sources of financing as indicated in the final financial statement and as accepted by the Agency multiplied by fifty per cent; or
- (ii) the amount of volunteers' work indicated in the estimated budget set out in Annex III.
- (c) If, as provided for in Article I.3.2(b), the grant takes the form of a unit contribution, the unit contribution specified in that Article is multiplied by the actual number of units approved by the Agency for the corresponding beneficiaries and affiliated entities;
- (d) If, as provided for in Article I.3.2(c), the grant takes the form of a lump sum contribution, the Agency applies the lump sum specified in that Article for the corresponding beneficiaries and affiliated entities if it finds that the corresponding tasks or part of the *action* were implemented properly in accordance with Annex I;
- (e) If, as provided for in Article I.3.2(d), the grant takes the form of a flat-rate contribution, the flat rate referred to in that Article is applied to the eligible costs or to the contribution approved by the Agency for the corresponding beneficiaries and affiliated entities;
- (f) If, as provided for in Article I.3.2(e), the grant takes the form of financing not linked to costs, the Agency applies the amount specified in that Article for the corresponding beneficiaries and affiliated entities if it finds that [the conditions specified in Annex I were fulfilled][and][the results specified in Annex I were achieved].

If Article I.3.2 provides for a combination of different forms of grant, the amounts obtained must be added together.

## **II.25.2 Step 2 — Limit to maximum amount of the grant**

The total amount paid to the beneficiaries by the Agency may in no circumstances exceed the *maximum amount of the grant*.

If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

If volunteers' work is declared as part of direct eligible costs, the final amount of the grant is limited to the amount of total eligible costs and contributions approved by the Agency minus the amount of volunteers' work approved by the Agency.

### II.25.3 Step 3 — Reduction due to the no-profit rule

The grant may not produce a profit for the beneficiaries, unless specified otherwise in the Special Conditions.

The profit must be calculated as follows:

- (a) calculate the surplus of the total receipts of the action, over the total eligible costs of the action, as follows:
- { receipts of the action
  - minus
  - consolidated total eligible costs and contributions approved by the Agency corresponding to the amounts determined in accordance with Article II.25.1 }

The receipts of the action are calculated as follows:

- { the revenue generated by the *action* for beneficiaries and affiliated entities, other than non-profit organisations
- plus
- the amount obtained following Steps 1 and 2 }

where the revenue generated by the *action* is the consolidated revenue established, generated or confirmed for beneficiaries and affiliated entities, other than non-profit organisations on the date on which the request for payment of the balance is drawn up by the coordinator.

In-kind and financial contributions by third parties are not considered receipts.

- (b) If the amount calculated under point (a) is positive, this amount will be deducted from the amount calculated following Steps 1 and 2, in proportion to the final rate of reimbursement of the actual eligible costs of the *action* approved by the Agency for the categories of costs referred to in Article I.3.2(a)(i).

### II.25.4 Step 4 — Reduction due to improper implementation or breach of other obligations

The Agency may reduce the *maximum amount of the grant* if the *action* has not been implemented properly as described in Annex I (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the *action* has been implemented improperly or to the seriousness of the breach.

Before the Agency reduces the grant, it must send a *formal notification* to the coordinator:

- (a) informing it of:
- (i) its intention to reduce the *maximum amount of the grant*;
  - (ii) the amount by which it intends to reduce the grant;
  - (iii) the reasons for reduction;
- (b) inviting it to submit observations within 30 calendar days of receiving the formal notification.

If the Agency does not receive any observations or decides to pursue reduction despite the observations it has received, it will send a *formal notification* informing the coordinator of its decision.

If the grant is reduced, the Agency must calculate the reduced grant amount by deducting the amount of the reduction (calculated in proportion to the improper implementation of the *action* or to the seriousness of the *breach of obligations*) from the *maximum amount of the grant*.

The final amount of the grant will be the lower of the following two:

- (a) the amount obtained following Steps 1 to 3; or
- (b) the reduced grant amount following Step 4.

## **ARTICLE II.26 — RECOVERY**

### **II.26.1 Recovery at the time of payment of the balance**

Where the payment of the balance takes the form of a recovery, the coordinator must repay the Agency the amount in question, even if it was not the final recipient of the amount due.

### **II.26.2 Recovery after payment of the balance**

Where an amount is to be recovered as provided for in Articles II.27.6, II.27.7 and II.27.8, the beneficiary concerned by the audit or OLAF findings must repay the Agency the amount in question. Where the audit findings do not concern a specific beneficiary (or its affiliated entities), the coordinator must repay the Agency the amount in question, even if it was not the final recipient of the amount due.

Each beneficiary is responsible for the repayment of any amount unduly paid by the Agency as a contribution towards the costs incurred by its affiliated entities.

### **II.26.3 Recovery procedure**

Before recovery, the Agency must send a *formal notification* to the beneficiary concerned:

- (a) informing it of its intention to recover the amount unduly paid;
- (b) specifying the amount due and the reasons for recovery; and
- (c) inviting the beneficiary to make any observations within a specified period.

If no observations have been submitted or if, despite the observations submitted by the beneficiary, the Agency decides to pursue the recovery procedure, the Agency may confirm recovery by sending a *formal notification* to the beneficiary consisting of a debit note, specifying the terms and the date for payment.

If payment has not been made by the date specified in the debit note, the Agency will recover the amount due:

- (a) by offsetting it, without the beneficiary's prior consent, against any amounts owed to the beneficiary by the Agency and/or the Commission or an executive agency (from the Union or the European Atomic Energy Community (Euratom) budget) ('offsetting');

In exceptional circumstances, to safeguard the financial interests of the Union, the Agency may offset before the due date.

An action may be brought against such offsetting before the General Court of the European Union in accordance with Article 263 TFEU;

- (b) by drawing on the financial guarantee where provided for in accordance with Article I.5.2 ('drawing on the financial guarantee');
- (c) by holding the beneficiaries jointly and severally liable up to the maximum EU contribution indicated, for each beneficiary, in the estimated budget (Annex III as last amended);
- (d) by taking legal action as provided for in Article II.18.2 or in the Special Conditions or by adopting an enforceable decision as provided for in Article II.18.3.

#### **II.26.4 Interest on late payment**

If payment is not made by the date in the debit note, the amount to be recovered will be increased by late-payment interest at the rate set out in Article I.5.6 from the day following the date for payment in the debit note up to and including the date the Agency and/or the Commission receives full payment of the amount.

Partial payments must first be credited against charges and late-payment interest and then against the principal.

#### **II.26.5 Bank charges**

Bank charges incurred in the recovery process must be borne by the beneficiary concerned, unless Directive 2007/64/EC<sup>4</sup> applies.

### **ARTICLE II.27 — CHECKS, AUDITS AND EVALUATIONS**

#### **II.27.1 Technical and financial checks, audits, interim and final evaluations**

The Agency and/or the Commission may, during the implementation of the *action* or afterwards, carry out technical and financial checks and audits to determine that the beneficiaries are implementing the *action* properly and are complying with the obligations under the Agreement. It may also check the beneficiaries' statutory records for the purpose of periodic assessments of lump sum, unit cost or flat-rate amounts.

Information and documents provided as part of checks or audits must be treated on a confidential basis.

In addition, the Agency and/or the Commission may carry out an interim or final evaluation of the impact of the *action*, measured against the objective of the Union programme concerned.

The Agency and/or the Commission checks, audits or evaluations may be carried out either directly by the Agency and/or the Commission's own staff or by any other outside body authorised to do so on its behalf.

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<sup>4</sup> Directive 2007/64/EC<sup>4</sup> of the European Parliament and of the Council of 13 November 2007 on payment services in the internal market amending Directives 97/7/EC, 2002/65/EC, 2005/60/EC and 2006/48/EC and repealing Directive 97/5/EC.

The Agency and/or the Commission may initiate such checks, audits or evaluations during the implementation of the Agreement and during a period of five years starting from the date of payment of the balance. This period is limited to three years if the *maximum amount of the grant* is not more than EUR 60 000.

The check, audit or evaluation procedures are considered to be initiated on the date of receipt of the letter of the Agency or the Commission announcing it.

If the audit is carried out on an affiliated entity, the beneficiary concerned must inform that affiliated entity.

#### **II.27.2 Duty to keep documents**

The beneficiaries must keep all original documents, especially accounting and tax records, stored on any appropriate medium, including digitalised originals when they are authorised by their respective national law and under the conditions laid down therein, during a period of five years starting from the date of payment of the balance.

The period during which documents must be kept is limited to three years if the *maximum amount of the grant* is not more than EUR 60 000.

The periods set out in the first and second subparagraphs are longer if there are ongoing audits, appeals, litigation or pursuit of claims concerning the grant, including in the cases referred to in Article II.27.7. In such cases, the beneficiaries must keep the documents until such audits, appeals, litigation or pursuit of claims have been closed.

#### **II.27.3 Obligation to provide information**

Where a check, audit or evaluation is initiated before the payment of the balance, the coordinator must provide any information, including information in electronic format, requested by the Agency and/or the Commission or by any other outside body authorised by the Agency and/or the Commission. Where appropriate, the Agency and/or the Commission may request that a beneficiary provides such information directly.

Where a check or audit is initiated after payment of the balance, the information referred to in the previous subparagraph must be provided by the beneficiary concerned.

If the beneficiary concerned does not comply with the obligations set out in the first and second subparagraphs, the Agency and/or the Commission may consider:

- (a) any cost insufficiently substantiated by information provided by the beneficiary as ineligible;
- (b) any financing not linked to costs, unit, lump sum or flat-rate contribution insufficiently substantiated by information provided by the beneficiary as undue.

#### **II.27.4 On-the-spot visits**

During an on-the-spot visit, the beneficiaries must allow Agency and/or the Commission staff and outside personnel authorised by the Agency to have access to the sites and premises where the *action* is or was carried out, and to all the necessary information, including information in electronic format.

They must ensure that the information is readily available at the moment of the on-the-spot visit and that information requested is handed over in an appropriate form.



If the beneficiary concerned refuses to provide access to the sites, premises and information as required in the first and second subparagraphs, the Agency and/or the Commission may consider:

- (a) any cost insufficiently substantiated by information provided by the beneficiary as ineligible;
- (b) any financing not linked to costs, unit, lump sum or flat-rate contribution insufficiently substantiated by information provided by the beneficiary as undue.

#### **II.27.5 Contradictory audit procedure**

On the basis of the findings made during the audit, a provisional report ('draft audit report') must be drawn up. It must be sent by the Agency and/or the Commission or its authorised representative to the beneficiary concerned, which must have 30 calendar days from the date of receipt to submit observations. The final report ('final audit report') must be sent to the beneficiary concerned within 60 calendar days of expiry of the time limit for submission of observations.

#### **II.27.6 Effects of audit findings**

On the basis of the final audit findings, the Agency and/or the Commission may take the measures it considers necessary, including recovery at the time of payment of the balance or after payment of the balance of all or part of the payments made by it, as provided for in Article II.26.

In the case of final audit findings after the payment of the balance, the amount to be recovered corresponds to the difference between the revised final amount of the grant, determined in accordance with Article II.25, and the total amount paid to the beneficiaries under the Agreement for the implementation of the *action*.

#### **II.27.7 Correction of systemic or recurrent irregularities, fraud or breach of obligations**

**II.27.7.1** The Agency and/or the Commission may extend audit findings from other grants to this grant if:

- (a) the beneficiary concerned is found to have committed systemic or recurrent *irregularities, fraud or breach of obligations* in other EU or Euratom grants awarded under similar conditions and such *irregularities, fraud or breach of obligations* have a material impact on this grant; and
- (b) the final audit findings are sent to the beneficiary concerned through a *formal notification*, together with the list of grants affected by the findings within the period referred to in Article II.27.1.

The extension of findings may lead to:

- (a) the rejection of costs as ineligible;
- (b) reduction of the grant as provided for in Article II.25.4;
- (c) recovery of undue amounts as provided for in Article II.26;
- (d) suspension of payments as provided for in Article II.24.1;
- (e) suspension of the *action* implementation as provided for in Article II.16.2;
- (f) termination as provided for in Article II.17.3.

**II.27.7.2** The Agency and/or the Commission must send a *formal notification* to the beneficiary concerned informing it of the systemic or recurrent *irregularities, fraud or breach of obligations* and of its intention to extend the audit findings, together with the list of grants affected.

(a) If the findings concern eligibility of costs the procedure is as follows:

**Step 1** — The *formal notification* must include:

- (i) an invitation to submit observations on the list of grants affected by the findings;
- (ii) a request to submit revised financial statements for all grants affected;
- (iii) where possible, the correction rate for extrapolation established by the Agency and/or the Commission to calculate the amounts to be rejected on the basis of the systemic or recurrent *irregularities, fraud or breach of obligations*, if the beneficiary concerned:
  - considers that the submission of revised financial statements is not possible or practicable; or
  - will not submit revised financial statements.

**Step 2** — The beneficiary concerned has 60 calendar days from when it receives the *formal notification* to submit observations and revised financial statements or to propose a duly substantiated alternative correction method. This period may be extended by the Agency and/or the Commission in justified cases.

**Step 3** — If the beneficiary concerned submits revised financial statements that take account of the findings the Agency and/or the Commission will determine the amount to be corrected on the basis of those revised statements.

If the beneficiary proposes an alternative correction method and the Agency and/or the Commission accepts it, the Agency and/or the Commission must send a *formal notification* to the beneficiary concerned informing it:

- (i) that it accepts the alternative method;
- (ii) of the revised eligible costs determined by applying this method.

Otherwise the Agency and/or the Commission must send a *formal notification* to the beneficiary concerned informing it:

- (i) that it does not accept the observations or the alternative method proposed;
- (ii) of the revised eligible costs determined by applying the extrapolation method initially notified to the beneficiary.

If the systemic or recurrent *irregularities, fraud or breach of obligations* are found after the payment of the balance, the amount to be recovered corresponds to the difference between:

- (i) the revised final amount of the grant, determined in accordance with Article II.25 on the basis of the revised eligible costs declared by the beneficiary and approved by the Agency and/or the Commission or on the basis of the revised eligible costs after extrapolation; and
- (ii) the total amount paid to the beneficiaries under the Agreement for the implementation of the *action*;

(b) If the findings concern improper implementation or a breach of another obligation the procedure is as follows:

**Step 1** — The *formal notification* must include:

- (i) an invitation to the beneficiary to submit observations on the list of grants affected by the findings and
- (ii) the correction flat rate the Agency and/or the Commission intends to apply to the *maximum amount of the grant* or to part of it, according to the principle of proportionality.

**Step 2** — The beneficiary concerned has 60 calendar days from receiving the *formal notification* to submit observations or to propose a duly substantiated alternative flat-rate.

**Step 3** — If the Agency and/or the Commission accepts the alternative flat rate proposed by the beneficiary, it must send a *formal notification* to the beneficiary concerned informing it:

- (i) that it accepts the alternative flat-rate;
- (ii) of the corrected grant amount by applying this flat rate.

Otherwise the Agency and/or the Commission must send a *formal notification* to the beneficiary concerned informing it:

- (i) that it does not accept the observations or the alternative flat rate proposed;
- (ii) of the corrected grant amount by applying the flat rate initially notified to the beneficiary.

If the systemic or recurrent *irregularities, fraud* or *breach of obligations* are found after the payment of the balance, the amount to be recovered corresponds to the difference between:

- (i) the revised final amount of the grant after flat-rate correction; and
- (ii) the total amount paid to the beneficiaries under the Agreement for the implementation of the *action*.

**II.27.8 Rights of OLAF**

The European Anti-Fraud Office (OLAF) has the same rights as the Agency and the Commission, particularly the right of access, for the purpose of checks and investigations.

Under Council Regulation (Euratom, EC) No 2185/96<sup>5</sup> and Regulation (EU, Euratom) No 883/2013<sup>6</sup> OLAF may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by Union law for the protection of the financial interests of the Union against *fraud* and other *irregularities*.

Where appropriate, OLAF findings may lead to the Agency and/or the Commission recovering amounts from beneficiaries.

Moreover, findings arising from an OLAF investigation may lead to criminal prosecutions under national law.

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<sup>5</sup> Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities.

<sup>6</sup> Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF).

## **II.27.9 Rights of the European Court of Auditors and EPPO**

The European Court of Auditors and the European Public Prosecutor's Office established by Council Regulation (EU) 2017/1939<sup>7</sup> ('the EPPO') have the same rights as the Agency and the Commission, particularly the right of access, for the purpose of checks, audits and investigations.

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<sup>7</sup> Council Regulation (EU) 2017/1939 of 12 October 2017 implementing enhanced cooperation on the establishment of the European Public Prosecutor's Office

### ANNEX III

#### Estimated budget of the action

#### Maximum Grant contribution to the project costs

	EUR
<b>I STAFF COSTS</b>	<b>368.125,00</b>
<b>II TRAVEL COSTS</b>	<b>98.880,00</b>
<b>III COSTS OF STAY</b>	<b>151.920,00</b>
<b>IV EQUIPMENT</b>	<b>210.000,00</b>
<b>V SUBCONTRACTING</b>	<b>92.000,00</b>
<b>VI EXCEPTIONAL COSTS</b>	<b>0,00</b>
<b>TOTAL GRANT CONTRIBUTION (total I – VI)</b>	<b>920.925,00</b>



**ANNEX IV**  
**LIST OF BENEFICIARIES (AND AFFILIATED ENTITIES WHEN APPLICABLE)**  
**AND**  
**MANDATES PROVIDED TO THE COORDINATOR BY THE OTHER**  
**BENEFICIARIES**





### ANNEX IV - List of Beneficiaries

#### 610149-EPP-1-2019-1-MM-EPPKA2-CBHE-JP

Co-beneficiary Institutions	PIC	City	Country
MARWADI UNIVERSITY	914970446	RAJKOT	IN
NOVEL GROUP SARL	907680702	LUXEMBOURG	LU
SYMBIOSIS INTERNATIONAL UNIVERSITY	922113041	PUNE	IN
TAUNGGYI UNIVERSITY	902910824	TAUNGGYI	MM
UNIVERSITA DEGLI STUDI DI PALERMO	999734284	PALERMO	IT
UNIVERSITAT FUR WEITERBILDUNG KREMS	999865428	KREMS	AT
UNIVERSITI UTARA MALAYSIA	911947441	SINTOK	MY
UNIVERSITY OF MALAYA	998557674	KUALA LUMPUR	MY
Co-ordinator	PIC	City	Country
MANDALAY UNIVERSITY	915696006	MANDALAY	MM



## MANDATE<sup>1</sup>

I, the undersigned,

[Naresh Jadeja],

representing,

[**MARWADI UNIVERSITY**][**MU**]

[Private University, Higher Education Institution (tertiary level)]

[GH/SH/18/GPU/2016/47/KH-1]

[Marwadi Universtiy, Marwadi Education Foundation Group of Institutions Campus, Rajkot-Morbi Highway, Rajkot 360003, Gujarat, India]

VAT number:24AACTM2114K1ZV (In India GST Number is equivalent of VAT number)

PIC number: 914970446

hereinafter referred to as "the beneficiary",

for the purposes of the signature and the implementation of the grant agreement [**Development of a Master level programme: 'International Law and Forced Migration Studies' - ILFM**](hereinafter referred to as "the grant agreement") with the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency")

hereby:

### 1. Mandate

[University of Mandalay(UM)]

[Public University]

[official registration No]

[73 Street, Maha Aung Myay Township

Postcode: 05092

Mandalay, Myanmar, Southeast Asia]

VAT number:

PIC number:915696006

represented by [**Dr. Thida Win, Rector of the University of Mandalay**]

(Hereinafter referred to as "the coordinator")

to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Agency.

2. Mandate the coordinator to act on behalf of the beneficiary in compliance with the grant agreement.

I hereby confirm that the beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I

<sup>1</sup>One copy of this Annex shall be included for each beneficiary except for the coordinator.



acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the Agency and distribute the amounts corresponding to the beneficiary's participation in the action.

I hereby accept that the beneficiary will do everything in its power to help the coordinator fulfil his obligations under the grant agreement, and in particular, to provide to the coordinator, on his request, whatever documents or information may be required.

I hereby declare that the beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the beneficiary and the coordinator which may have an effect on the implementation of the grant agreement.

This mandate shall be annexed to the grant agreement and shall form an integral part thereof.

SIGNATURE<sup>2</sup>



[Naresh Jadeja]

[Registrar - Academics & Administration(EU Context - Vice Rector for Academics & Administration)]



[Signature and stamp]



Done at [Rajkot, India], [8th January 2019]

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<sup>2</sup> If the signatory is not the Rector/President of the Higher Education Institution (or Vice-Rector, Vice-President Chancellor, Vice-Chancellor), a specific project-related statement signed by the Rector/President must be provided authorising the signatory person to commit the whole institution.



## MANDATE<sup>1</sup>

I, the undersigned,

**Jérôme LEJEUNE,**

representing,

**NOVEL GROUP S.ar.l [Novel Group]**

Private Company-SME

B221280

**6, Rue Henri M. Schnadt, L-2530 - P.C. 2530 -Luxembourg, Luxembourg**

VAT number: LU29980048

PIC number: 907680702

hereinafter referred to as "the beneficiary",

for the purposes of the signature and the implementation of the grant agreement [**Development of a Master level programme: 'International Law and Forced Migration Studies' - ILFM**] (hereinafter referred to as "the grant agreement") with the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency")

hereby:

### 1. Mandate

University of Mandalay(UM)]

Public University

official registration No

**73 Street, Maha Aung Myay Township**

**Postcode: 05092**

**Mandalay, Myanmar, Southeast Asia**

VAT number:

PIC number: 915696006

represented by **Dr. Thida Win, Rector of the University of Mandalay**

(Hereinafter referred to as "the coordinator")

to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Agency.

2. Mandate the coordinator to act on behalf of the beneficiary in compliance with the grant agreement.

I hereby confirm that the beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds

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<sup>1</sup> One copy of this Annex shall be included for each beneficiary except for the coordinator.





from the Agency and distribute the amounts corresponding to the beneficiary's participation in the action.

I hereby accept that the beneficiary will do everything in its power to help the coordinator fulfil his obligations under the grant agreement, and in particular, to provide to the coordinator, on his request, whatever documents or information may be required.

I hereby declare that the beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the beneficiary and the coordinator which may have an effect on the implementation of the grant agreement.

This mandate shall be annexed to the grant agreement and shall form an integral part thereof.

**SIGNATURE<sup>2</sup>**

Jérôme LEJEUNE

[Function of the legal representative of the mandating beneficiary]

Jérôme LEJEUNE

Done at Luxembourg, 4/2/2019

**Novel Group Sarl**  
6 rue Henri Schnadt  
Luxembourg 2530  
VAT: LU28980048  
Tel: +352 26 0033



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<sup>2</sup> If the signatory is not the Rector/President of the Higher Education Institution (or Vice-Rector, Vice-President Chancellor, Vice-Chancellor), a specific project-related statement signed by the Rector/President must be provided authorising the signatory person to commit the whole Institution.



## MANDATE<sup>1</sup>

I, the undersigned,

**Dr. Vidya Yeravdekar, Pro-Chancellor, Symbiosis International (Deemed University), [SIU],**

representing,

**Symbiosis International (Deemed University) [SIU],**

**Symbiosis Center for European Studies (under the aegis of SIU) & Symbiosis Law School,  
Pune, (constituent of SIU)**

[Established under Section 3 of the UGC Act, 1956 by official Notification No. F.9-12/2001-U3  
Government of India]

official registration No: F.9-12/2001

**Symbiosis International (Deemed University), Gram: Lavale, Tal: Mulshi, Dist: Pune, Pin: 412115**

VAT number: PAN: AABTS4503R

PIC number: 922113041

hereinafter referred to as "the beneficiary",

for the purposes of the signature and the implementation of the grant agreement [*Development of a Master level programme: 'International Law and Forced Migration Studies' - ILFM*](hereinafter referred to as "the grant agreement") with the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency") hereby:

### 1. Mandate

[University of Mandalay(UM)]

[Public University]

[official registration No]

**[73 Street, Maha Aung Myay Township**

**Postcode: 05092**

**Mandalay, Myanmar, Southeast Asia]**

VAT number:

PIC number: 915696006

represented by [**Dr. Thida Win, Rector of the University of Mandalay**]  
(Hereinafter referred to as "the coordinator")

to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Agency.

2. Mandate the coordinator to act on behalf of the beneficiary in compliance with the grant agreement.

---

<sup>1</sup>One copy of this Annex shall be included for each beneficiary except for the coordinator.



I hereby confirm that the beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the Agency and distribute the amounts corresponding to the beneficiary's participation in the action.

I hereby accept that the beneficiary will do everything in its power to help the coordinator fulfil his obligations under the grant agreement, and in particular, to provide to the coordinator, on his request, whatever documents or information may be required.

I hereby declare that the beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the beneficiary and the coordinator which may have an effect on the implementation of the grant agreement.

This mandate shall be annexed to the grant agreement and shall form an integral part thereof.

  
SIGNATURE<sup>2</sup>

Dr. Vidya Yeravdekar

Pro-Chancellor, Symbiosis International (Deemed University), [SIU]

  
Done at Pune, 24<sup>th</sup> January, 2019



॥ वसुधैव कुटुम्बकम् ॥

SIU

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<sup>2</sup>If the signatory is not the Rector/President of the Higher Education Institution (or Vice-Rector, Vice-President Chancellor, Vice-Chancellor), a specific project-related statement signed by the Rector/President must be provided authorising the signatory person to commit the whole institution.



## MANDATE<sup>1</sup>

I, the undersigned,

**Dr. Mu Mu Myint, Rector, Taunggyi University, Myanmar,**

representing,

**Taunggyi University (TU)**

Public University

17/1992

**West Circular Road, Taunggyi Township, Post Code-06011, Shan State, Myanmar**

VAT number:

PIC number: 902910824

hereinafter referred to as "the beneficiary",

for the purposes of the signature and the implementation of the grant agreement [**Development of a Master level programme: 'International Law and Forced Migration Studies' - ILFM**] (hereinafter referred to as "the grant agreement") with the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency")

hereby:

### 1. Mandate

University of Mandalay(UM)

[Public University]

official registration No

**[73 Street, Maha Aung Myay Township**

**Postcode: 05092**

**Mandalay, Myanmar, Southeast Asia]**

VAT number:

PIC number: 915696006

represented by **Dr. Thida Win, Rector of the University of Mandalay**

(Hereinafter referred to as "the coordinator")

to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Agency.

2. Mandate the coordinator to act on behalf of the beneficiary in compliance with the grant agreement.

I hereby confirm that the beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds

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<sup>1</sup> One copy of this Annex shall be included for each beneficiary except for the coordinator.





from the Agency and distribute the amounts corresponding to the beneficiary's participation in the action.

I hereby accept that the beneficiary will do everything in its power to help the coordinator fulfil his obligations under the grant agreement, and in particular, to provide to the coordinator, on his request, whatever documents or information may be required.

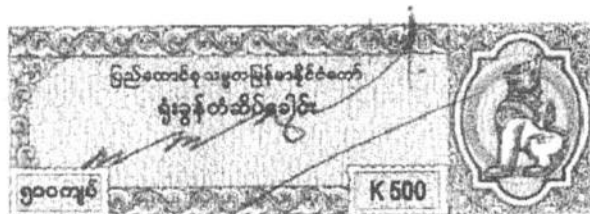
I hereby declare that the beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the beneficiary and the coordinator which may have an effect on the implementation of the grant agreement.

This mandate shall be annexed to the grant agreement and shall form an integral part thereof.

SIGNATURE<sup>2</sup>



Dr. Mu Mu Myint  
Rector, Taunggyi University



Done at [Taunggyi University], [15.1.2019]

---

<sup>2</sup> If the signatory is not the Rector/President of the Higher Education Institution (or Vice-Rector, Vice-President Chancellor, Vice-Chancellor), a specific project-related statement signed by the Rector/President must be provided authorising the signatory person to commit the whole institution.



## MANDATE<sup>1</sup>

I, the undersigned,

**Prof. Fabrizio Micari**  
**Rettore dell'Università degli Studi di Palermo,**

representing,

**Università degli Studi di Palermo [UNIPA]**  
[Public body/ State University  
[official registration No 80023730825]  
**[piazza Marina n. 61, 90133 Palermo, Italy ]**  
VAT number: IT00605880822  
PIC number: 999734284

hereinafter referred to as "the beneficiary",

for the purposes of the signature and the implementation of the grant agreement [**Development of a Master level programme: 'International Law and Forced Migration Studies' - ILMF**] (hereinafter referred to as "the grant agreement") with the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency") hereby:

### 1. Mandate

[University of Mandalay(UM)]  
[Public University]  
[official registration No]  
**[73 Street, Maha Aung Myay Township**  
**Postcode: 05092**  
**Mandalay, Myanmar, Southeast Asia]**  
VAT number:  
PIC number: 915696006

represented by

**[Dr. Thida Win, Rector of the University of Mandalay**  
(Hereinafter referred to as "the coordinator")

to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Agency.

2. Mandate the coordinator to act on behalf of the beneficiary in compliance with the grant agreement.

---

<sup>1</sup> One copy of this Annex shall be included for each beneficiary except for the coordinator.



I hereby confirm that the beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the Agency and distribute the amounts corresponding to the beneficiary's participation in the action.

I hereby accept that the beneficiary will do everything in its power to help the coordinator fulfil his obligations under the grant agreement, and in particular, to provide to the coordinator, on his request, whatever documents or information may be required.

I hereby declare that the beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the beneficiary and the coordinator which may have an effect on the implementation of the grant agreement.

This mandate shall be annexed to the grant agreement and shall form an integral part thereof.

SIGNATURE<sup>2</sup>

Prof. Fabrizio MICARI  
Rector

  
[Signature and stamp]



Done at [Palermo ], [date] 30 GEN 2019

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<sup>2</sup> If the signatory is not the Rector/President of the Higher Education Institution (or Vice-Rector, Vice-President Chancellor, Vice-Chancellor), a specific project-related statement signed by the Rector/President must be provided authorising the signatory person to commit the whole institution.



# MANDATE<sup>1</sup>

I, the undersigned,

**Mag. Friedrich Faulhammer,**

representing,

**Universität für Weiterbildung Krems (UWK)**  
Public University

**Dr.-Karl-Dorrek Strasse 30**

**A-3500 Krems**

**Austria**

*VAT number:* ATU 53616207

*PIC number:* 999865428

hereinafter referred to as "the beneficiary",

for the purposes of the signature and the implementation of the grant agreement ***Development of a Master level programme: 'International Law and Forced Migration Studies' - ILFM*** (hereinafter referred to as "the grant agreement") with the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency")

hereby:

1. Mandate

University of Mandalay (UM)  
Public University

**73 Street, Maha Aung Myay Township**

**Postcode: 05092**

**Mandalay, Myanmar, Southeast Asia**

*VAT number:*

*PIC number:* 915696006

represented by **Dr. Thida Win, Rector of the University of Mandalay**  
(Hereinafter referred to as "the coordinator")

to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Agency.

2. Mandate the coordinator to act on behalf of the beneficiary in compliance with the grant agreement.

---

<sup>1</sup> One copy of this Annex shall be included for each beneficiary except for the coordinator.





I hereby confirm that the beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the Agency and distribute the amounts corresponding to the beneficiary's participation in the action.

I hereby accept that the beneficiary will do everything in its power to help the coordinator fulfil his obligations under the grant agreement, and in particular, to provide to the coordinator, on his request, whatever documents or information may be required.

I hereby declare that the beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the beneficiary and the coordinator which may have an effect on the implementation of the grant agreement.


This mandate shall be annexed to the grant agreement and shall form an integral part thereof.

SIGNATURE<sup>2</sup>

Mag. Friedrich Faulhammer

Rector

Universität für Weiterbildung KREMS



[Signature and stamp]

Donau-Universität KREMS  
Universität für  
Weiterbildung KREMS  
Dr. Karl-Donok-Straße 30  
A-3500 KREMS  
TEL. +43(0)27 32 / 893-0



Done at KREMS , 28. 01. 2019

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<sup>2</sup> If the signatory is not the Rector/President of the Higher Education Institution (or Vice-Rector, Vice-President Chancellor, Vice-Chancellor), a specific project-related statement signed by the Rector/President must be provided authorising the signatory person to commit the whole institution.



## MANDATE<sup>1</sup>

I, the undersigned,

**PROF. DR AHMAD BASHAWIR BIN HJ. ABDUL GHANI,**

representing,

**UNIVERSITI UTARA MALAYSIA [UUM]**

[official legal status or form: Public University]

[official registration No: 16 February 1984]

Reference No. of the Approval for Establishment:

P.U(A) 47 Tahun 1984]

[full official address: Universiti Utara Malaysia, 06010 Sintok, Kedah Darul Aman, Malaysia]

VAT number:

PIC number: 911947441

hereinafter referred to as "the beneficiary",

for the purposes of the signature and the implementation of the grant agreement [*Development of a Master level programme: 'International Law and Forced Migration Studies' - ILMF*] (hereinafter referred to as "the grant agreement") with the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency")

hereby:

### 1. Mandate

{University of Mandalay(UM)}

[Public University]

[official registration No]

[73 Street, Maha Aung Myay Township

Postcode: 05092

Mandalay, Myanmar, Southeast Asia]

VAT number:

PIC number: 915696006

represented by [Dr. Thida Win, Rector of the University of Mandalay]

(Hereinafter referred to as "the coordinator")

to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Agency.

2. Mandate the coordinator to act on behalf of the beneficiary in compliance with the grant agreement.

---

<sup>1</sup> One copy of this Annex shall be included for each beneficiary except for the coordinator.



I hereby confirm that the beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the Agency and distribute the amounts corresponding to the beneficiary's participation in the action.

I hereby accept that the beneficiary will do everything in its power to help the coordinator fulfil his obligations under the grant agreement, and in particular, to provide to the coordinator, on his request, whatever documents or information may be required.

I hereby declare that the beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the beneficiary and the coordinator which may have an effect on the implementation of the grant agreement.

This mandate shall be annexed to the grant agreement and shall form an integral part thereof.

SIGNATURE<sup>2</sup>

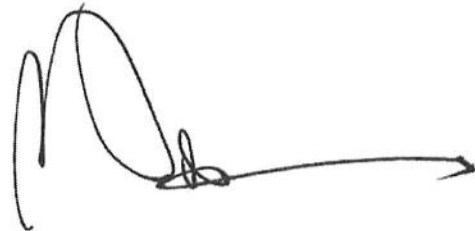
[PROF. DR AHMAD BASHAWIR BIN HJ. ABDUL GHANI]

[Vice Chancellor Universiti Utara Malaysia]

[Signature and stamp]

Done at [Universiti Utara Malaysia], [Date:

]



**PROF. DR. AHMAD BASHAWIR HAJI ABDUL GHANI**  
VICE - CHANCELLOR  
UNIVERSITI UTARA MALAYSIA

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<sup>2</sup> If the signatory is not the Rector/President of the Higher Education Institution (or Vice-Rector, Vice-President Chancellor, Vice-Chancellor), a specific project-related statement signed by the Rector/President must be provided authorising the signatory person to commit the whole institution.



## MANDATE<sup>1</sup>

I, the undersigned,

**Datuk Ir (Dr.) Abdul Rahim Hashim,**

representing,

**University of Malaya (UM)**

Public University

[official registration No]

**Corporate Communications Office, Level L, Chancellery Building University of Malaya,**

**50603 Kuala Lumpur, MALAYSIA**

*VAT number: F0783331-08*

*PIC number: 998557674*

hereinafter referred to as "the beneficiary",

for the purposes of the signature and the implementation of the grant agreement ***Development of a Master level programme: 'International Law and Forced Migration Studies' - ILM*** (hereinafter referred to as "the grant agreement") with the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency")

hereby:

1. Mandate

University of Mandalay(UM)

Public University

[official registration No]

**73 Street, Maha Aung Myay Township**

**Postcode: 05092**

**Mandalay, Myanmar, Southeast Asia**

*VAT number:*

*PIC number: 915696006*

represented by **Dr. Thida Win, Rector of the University of Mandalay**

(Hereinafter referred to as "the coordinator")

to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Agency.

2. Mandate the coordinator to act on behalf of the beneficiary in compliance with the grant agreement.

I hereby confirm that the beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I

---

<sup>1</sup> One copy of this Annex shall be included for each beneficiary except for the coordinator.





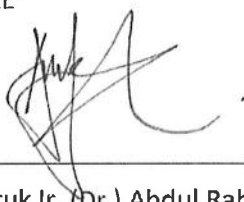
acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the Agency and distribute the amounts corresponding to the beneficiary's participation in the action.

I hereby accept that the beneficiary will do everything in its power to help the coordinator fulfil his obligations under the grant agreement, and in particular, to provide to the coordinator, on his request, whatever documents or information may be required.

I hereby declare that the beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the beneficiary and the coordinator which may have an effect on the implementation of the grant agreement.

This mandate shall be annexed to the grant agreement and shall form an integral part thereof.

SIGNATURE<sup>2</sup>



Name: Datuk Ir. (Dr.) Abdul Rahim Hashim

Position: Vice Chancellor

**Datuk Ir. (Dr.) Abdul Rahim Hashim**  
Vice-Chancellor, University of Malaya

Done at University of Malaya, Date: *18 JANUARY 2019*

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<sup>2</sup> If the signatory is not the Rector/President of the Higher Education Institution (or Vice-Rector, Vice-President Chancellor, Vice-Chancellor), a specific project-related statement signed by the Rector/President must be provided authorising the signatory person to commit the whole institution.



## ANNEXES V and VI

### MODEL TECHNICAL IMPLEMENTATION REPORT(S) AND MODEL FINANCIAL STATEMENT(S)

The technical reports, summary reports for publication, financial statements and other documents must be submitted by the beneficiary in accordance with the templates and the instructions provided on the website of the Executive Agency: [http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space\\_en](http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en)

Reports and Pre-financing	Deadlines
<ul style="list-style-type: none"> <li>• Progress report on the implementation of the action ('Technical report on progress') and Summary report for publication (Annex V)</li> </ul>	<p><b>Within 60 calendar days following the end of the first reporting period</b></p>
<ul style="list-style-type: none"> <li>• Request for payment and Statement on the use of the previous pre-financing instalment (Annex VI), on the condition that the Progress report on the implementation of the action ('Technical report on progress') has been submitted</li> </ul>	<p><b>Within 6 month following the end of the first reporting period</b></p>

<p><b>Final Report:</b></p>	<ul style="list-style-type: none"> <li>• Final report on implementation of the action</li> <li>• Summary report for publication</li> <li>• Final financial statement and request for payment, including the financial tables for each budget heading</li> <li>• Model terms of reference for the certificate on the financial statements (Report of Factual Findings on the Final Financial Report – Type II)</li> </ul>	<p><b>Two months after the end of the eligibility period</b></p>
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Supporting documents (copies, not originals) to be submitted with the Final Report include:

- Invoices related to purchase of equipment where the cost exceeds EUR 25.000
- Invoices and contracts related to subcontractors whether academic or administrative (individuals, companies) if the cost exceeds EUR 25.000
- Any prior authorisation from the Agency



**ANNEX VII**  
**MODEL TERMS OF REFERENCE FOR THE**  
**CERTIFICATE ON THE FINANCIAL STATEMENTS**  
**(REPORT OF FACTUAL FINDINGS ON THE FINAL FINANCIAL REPORT – TYPE II)**

As stated in Article I.4.4 of the Grant Agreement, a “Certificate on the financial statements and underlying accounts” (Report of Factual Findings on the Final Financial Report – Type II) must be sent with the Final Report.

You will find the template on the website of the Executive Agency:

[http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space\\_en](http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en)



**ANNEX VIII**

**MODEL TERMS OF REFERENCE FOR THE CERTIFICATE ON THE  
COMPLIANCE OF THE COST ACCOUNTING PRACTICES: NOT APPLICABLE**





**ANNEX IX**

**MODEL TERMS OF REFERENCE FOR THE OPERATIONAL VERIFICATION  
REPORT: NOT APPLICABLE**









Puneet Mathur <puneet.mathur@marwadieducation.edu.in>

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## Fwd: ASME E-Fest Sponsorship

1 message

---

**Nikunj Rachchh** <nikunj.rachchh@marwadieducation.edu.in>  
To: Puneet Mathur <puneet.mathur@marwadieducation.edu.in>

Fri, Mar 10, 2023 at 11:55 PM

----- Forwarded message -----

From: **Rajendrasinh Jadeja** <rajendrasinh.jadeja@marwadieducation.edu.in>  
Date: Sat, 22 Feb 2020, 15:45  
Subject: ASME E-Fest Sponsorship  
To: Hardik Dhul <hardik.dhulia@marwadieducation.edu.in>  
Cc: Naresh Jadeja <naresh.jadeja@marwadieducation.edu.in>, ypkosta <ypkosta@marwadieducation.edu.in>, Nikunj Rachchh <nikunj.rachchh@marwadieducation.edu.in>

Dear Hardikbhai

Sponsorships confirmation received from ASME office for your record.

Regards

Prof Jadeja

----- Forwarded message -----

From: **Prakhar Deep** <DeepP@asme.org>  
Date: Sat, Feb 22, 2020 at 1:31 PM  
Subject: ASME E-Fest Sponsorship  
To: Rajendrasin Jadeja <rajendrasinh.jadeja@marwadieducation.edu.in>  
Cc: Nikunj Rachchh <nikunj.rachchh@marwadieducation.edu.in>, Madhukar Sharma <SharmaM@asme.org>

Dear Sir,

This is to inform you that following sponsorships have been formally approved for E-Fest AP 2020:

ASME PSD India: \$ 5000 + \$ 2000 (for the travel & accommodation of people from this ASME group, this will be taken care by ASME India)

ASME GTI India: \$ 7000

GAIL: INR 2,00,000

Above sponsorship will be credited to Institute bank account post event on submission of invoices for each of them. It is as per their policies. I will be coordinating on this later with Marwadi University in filing of Invoice and other required documents for release of the above said amount.

I once again highly appreciate the efforts of you and your entire Faculty & Students team. I Believe that we are going with the best E-Fest till date in ASME next week at Marwadi University.

Thanks!



**PRAKHAR DEEP**

Manager-Programs

**ASME India Pvt. Ltd.,**

335, Udyog Vihar, Phase – IV,

Gurgaon – 122015 (Haryana)

Tel: +91 124 435 6441

Cell : +91 729 002 1984

Email : [deepp@asme.org](mailto:deepp@asme.org)

Registered Office : 573, 3<sup>rd</sup>  
Floor Main Road , Chirag Delhi  
110017

CIN-U74900DL2012FTC235554

**ASME** helps the global engineering community develop solutions to real world challenges. Founded in 1880 as the American Society of Mechanical Engineers, ASME is a not-for-profit professional organization that enables collaboration, knowledge sharing and skill development across all engineering disciplines, while promoting the vital role of the engineer in society. ASME codes and standards, publications, conferences, continuing education and professional development programs provide a foundation for advancing technical knowledge and a safer world.

**Invoice for Efx MU**Bill No: 21B/2020-21  
Date : 26-06-2020

To,  
**American Society of Mechanical Engineers (ASME)**  
Two Park, Avenue,  
New York, NY 10016-5990-US.

Particulars	Amount (\$)
Sponsorship support towards ASME E-Fest Asia Pacific 2020, Marwadi University, Rajkot, Gujarat <b>Bank Details:</b>  A/C NAME: MARWADI UNIVERSITY- FACULTY OF LIBERAL STUDIES BANK NAME.: BANK OF INDIA A/C NO.: 313220110000046 IFSC CODE: BKID0003132 SWIFT CODE: BKIDINBBRAJ BRANCH: MEFGI CAMPUS BRANCH, RAJKOT	\$ 7,000
<b>Total</b>	<b>\$ 7,000</b>

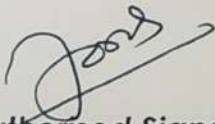
(Seven Thousand USD Only)

PAN No. : AACTM2114K

Thanking You.

Yours Faithfully,

For, Marwadi University,

  
Authorised Signatory





**INVOICE**

 Invoice No. 21A/2020-21  
 Invoice date 18/06/2020

<b>Billed to</b>		<b>Pan No -</b>	AACTM2114K
<b>Name</b>	GAIL (Indian) Limited	<b>Place of Service -</b>	Marwadi University - Rajkot
<b>Address</b>	16, Bhikaji Cama place, R.K.Puram, New delhi -110066	<b>Event Date -</b>	29/02/2020
<b>State</b>	New delhi	<b>Name</b>	Marwadi University
<b>State Code</b>	7	<b>Address</b>	Mefgi Campus, Rajkot Morbi Highway, Nr. Gavridad, Rajkot
<b>GSTIN</b>	07AAACG1209J1ZY ✓	<b>State</b>	Gujarat
		<b>State code</b>	24
		<b>Organization GST No -</b>	24AACTM2114K1ZV

S.No	Description of Goods/services	HSN / SAC code	Qty	Total
1	Sponsorship for ASME E-Fest AP 2020	998397 ✓	1	200,000
<b>Total</b>			<b>Amount</b>	

Total Invoice value (in figure)	200,000
Total Invoice value (in words)	Two Lacs Only.
Whether Reverse charge applicable (Y/N)	Yes



For, Marwadi University,



Authorised Signatory

Hardik Dhulia

Jt. CAO

Declaration Certified that the particulars given above are true and correct

Vendor Id. 70158



**Marwadi**  
Education Foundation

A NAAC A+ ACCREDITED INSTITUTE

**Real Time Gross Settlement (RTGS)/National Electronic Funds Transfer (NEFT) Mandate Form**

1	Vendor/Customer Name	Marwadi Education Foundation
2	Vendor/Customer Code	
3	Vendor/Customer Address	Near Gauridad, Rajkot-Morbi Highway, Rajkot-360003
4	Vendor/Customer E-mail id	info@marwadieducation.edu.in
5	PAN No. of the Institute	AACTM2114K
6	GST No. (if allotted)	24AACTM2114K1ZV
7	Name of the Bank	Bank of India
8	Branch Name & Branch Code	Marwadi Edu Campus Branch, Rajkot, 3132
9	Address of the Bank with Pin Code	MEFGI Campus, Rajkot- Morbi Highway, Rajkot
10	Account Type (Savings/Current)	Current
11	Telephone Number of Bank Branch	0281- 2925252
12	Account Number	310320110000257
13	Bank Branch I FSC Code	BKID0003132
14	Bank Branch MICR Code	360013007
15	Whether the Account is in the Name of Beneficiary Institute (Yes/No)	YES

I/we hereby authorize GAIL (India) Limited to release any amount due to me/us in the bank account as mentioned above. I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the GAIL(India) Limited responsible.

(Signature of Customer)

**BANK CERTIFICATE**

We certify that **MARWADI EDUCATION FOUNDATION** has an account No. **310320110000257** with us and we confirm that the details given above are correct as per our records.

Bank Stamp :

Date : 17/3/2020



(Signature of Authorized Office of Bank)



पंचनाथ शाखा, पंचनाथ, राजकोट - 360001  
 PANCHNATH Branch, PANCHNATH, RAJKOT - 360001  
 IFSC : BKID0003103

वैध करने की तारीख से 3 माह के लिए वैध VALID FOR 3 MONTHS FROM THE DATE OF ISSUE

DDMMYY

Pay या धारक को Or Bearer

रुपये Rupees अदा करें ₹

बैंक धारकों की आधार संख्या (डॉरिपर) Cheque receiver's AADHAAR number (optional)

खा.सं. A/c No. 310320110000257

[Aadhaar Number Field]

MARWADI EDUCATION FOUNDATION

**CANCEL**

हमारे सभी शाखाओं पर समतुल्य रूप में वैध PAYABLE AT ALL OUR BRANCHES IN CLEARING

Please sign above

⑈417003⑈ 360013007⑈ 013648⑈ 11

18621W3 02977003 23/07/2019 SEBMAASA (M) / CTS 2010

आयकर विभाग

INCOME TAX DEPARTMENT

MARWADI EDUCATION FOUNDATION



भारत सरकार  
GOVT OF INDIA



24/10/2008

Permanent Account Number

AACM234K



सत्यमेव जयते

Government of India  
Form GST REG-06  
[See Rule 10(1)]

Registration Certificate

Registration Number : 24AACTM2114K1ZV

1.	Legal Name	MARWADI EDUCATION FOUNDATION			
2.	Trade Name, if any	MARWADI EDUCATION FOUNDATION			
3.	Constitution of Business	Society/ Club/ Trust/ AOP			
4.	Address of Principal Place of Business	MORBI HIGHWAY,, MARWADI EDUCATION FOUNDATION, OPP. MAHADEV VADI, BETWEEN BEDI GAURIDAD, RAJKOT, Rajkot, Gujarat, 360003			
5.	Date of Liability	01/07/2017			
6.	Period of Validity	From	01/07/2017	To	NA
7.	Type of Registration	Regular			
8.	Particulars of Approving Authority				
Signature					
Validity unknown Digitally signed by JS GOODS AND SERVICES TAX NETWORK 1 Date: 2018.07.07 01:42:16 IST					
Name					
Designation					
Jurisdictional Office					
9.	Date of issue of Certificate	07/07/2018			
Note: The registration certificate is required to be prominently displayed at all places of business in the State.					

This is a system generated digitally signed Registration Certificate issued based on the deemed approval of application on 01/07/2017 .



सत्यमेव जयते

Annexure A

GSTIN	24AACTM2114K1ZV
Legal Name	MARWADI EDUCATION FOUNDATION
Trade Name, if any	MARWADI EDUCATION FOUNDATION

**Details of Additional Places of Business**

Total Number of Additional Places of Business in the State	0
--	---



GSTIN	24AACTM2114K1ZV
Legal Name	MARWADI EDUCATION FOUNDATION
Trade Name, if any	MARWADI EDUCATION FOUNDATION

**Details of Members of Managing Committee**

1



Name	KETAN HARKISHAN MARWADI
Designation/Status	Trustee
Resident of State	Gujarat