**DÆMI um samkomulag milli samstarfsaðila í KA2 verkefnum**

**Memorandum of understanding**

regarding the project

***NAFN Á VERKEFNINU / TITILL***

under the ERASMUS+ Programme

Agreement number: 2014-1-IS01-KA20XX-XXXXX

This memorandum of understanding (MoU) is between XXX (project coordinator) and XXX (project partner).

Two identical MoU's, except for article 9 (about tasks), are also signed between the coordinator and the FJÖLDI other partners of the project, NÖFN ANNARA SAMSTARFSAÐILA

The purpose of the MoU is to clarify and set out basic rules to ensure common understanding of procedures, roles and responsibilities of the partner and coordinator (jointly referred to as the parties).

**1 Relevant documents**

This MoU is supplementary to the Grant Agreement number: 2014-1-IS01-KA20XX-XXXXXXX, its annexes, the original application, and the budget allocated to the project. If there is a conflict those documents have precedence over the MoU. Both parties are obliged to familiarize themselves with and respect the provisions of the above-mentioned documents.

**2 General responsibility of the coordinator**

The coordinator is responsible for overseeing and managing the project as a whole, meaning scope, timeframe and budget.

The coordinator is responsible for the finances of the project and distribution of the grant to the other parties subject to their fulfillment of their responsibilities.

The coordinator is responsible for relations and reporting with the Icelandic Erasmus+ National Agency.

**3 General responsibility of NAFN SAMSTARFSAÐILA /PARTNER**

has the special responsibility to oversee and ensure the quality of the actual content of the intellectual outputs.

**4 Copyright issues**

All the partners undertake to ensure that they have all the rights to use any pre-existing industrial and intellectual property rights of all material used in the outputs of the project.

Ownership of the results of the Project, including industrial and intellectual property rights, and of the reports and other documents relating to it, shall be vested jointly in the partners of the project.

The partners shall warrant that the National Agency and/or the European Union has the right to use any pre-existing industrial and intellectual property rights, which have been included in the results of the Project.

The partners grant the European Union the right to use the results of the Project for the purposes stipulated in PART II, article II.8.3 of the Grant Agreement number: 2014-1-IS01-KA20XX-XXXXXX

**5 Templates and forms**

The coordinator will issue necessary templates and forms and make them easily accessible to all the partners electronically.The partners are obliged to use these templates and forms according to the instructions of the coordinator. This is vital for the documentation of the project, reporting and transfer of payments.

**6 Budget**

The budget of the project is up to XXXXXX euros, and is broken down to the following main budget items and distributed to the partners:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Budget items** | **NAFN CO ORDINATOR** | **P1** | **P2** | **P3** | **P4** |
| Project management and  implementation |  |  |  |  |  |
| Transnational Project meetings |  |  |  |  |  |
| Intellectual outputs |  |  |  |  |  |
| Multiplier events |  |  |  |  |  |
| Exceptional costs |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Individual support |  |  |  |  |  |
| **Total** |  |  |  |  |  |

It is possible to change the distribution of budget between partners and within the budget allocated to each partner. All such changes are subject to prior notification to the coordinator and formal approval by the coordinator.

**7 Payments**

The coordinator has the responsibility of distributing the grant received to the partners in accordance with the progress of the project and certain triggers of payments that have to be in place.

**7.1** Payments can only occur when all formalities of documentation are in place:

* ***Project Management***. No documentation needed.
* ***Intellectual outputs***. Timesheets for each month, for each member of staff working on the xxx project, signed by the person performing the work and the coordinator. The units and category of staff must be in accordance with the units allocated to each output.
* ***Transnational meetings***. Signed lists of attendance and certificates of attendance for each meeting day.
* ***Multiplier events***. Lists of participants (including event, name, institution and signature). The list has to be approved and verified by the host partner and signed by the coordinator.
* ***Exceptional costs***. All invoices must be signed and approved by the host partner and signed by the coordinator. The cost must fall within the strict limitation of the grant agreement and only 75% of the amount is reimbursed. The remaining 25% are for the partners to cover jointly and equally?.

**7.2** Documents that form the basis of payment shall be sent every three months. The first batch for September/October/November 2014, before the 15th of December 2014, etc – SETJA INN RÉTT FYRIR HVERT VERKEFNI.

Documents can be delivered electronically on .pdf format (or other format that the coordinator accepts) but the partners must keep the originals for at least five years.

**7.3** Payment schedule is based on article I.4 in the Grant agreement and subject to all criteria of that article are met:

* **First payment** is an advance payment and needs no documentation from the partners in advance. The payments take place with in a week from the first installment of the grant from NA to the coordinator.
* The amount paid out to each partner is proportional with the partner’s share of the total allocated budget. If changes are made in the budget distribution between the partners, that change will be reflected in the payments.
* After the first payment the schedule will be as follows:
  + ***Second payment*** will take place within a week from the second installment from NA to the coordinator. This will probably be in March 2015, but may occur sooner if the partners will have spent 70% or more of the grant amount.
  + **Third payment** will take place within a week from the third installment from NA to the coordinator, probably in October/November 2015.
  + ***Final payment*** (the last 20%) will be paid within a week from the payment of the balance from the NA to the coordinator according to article I.4.4 of the Grant agreement. Partners are aware of articles II.18 and II.19 in Part II B of the General Conditions of the Grant agreement that can lead to reduction of payments.
* At any given time the coordinator will not pay out to the partners more than 80% of the grant total or more than 80% of the budget allocated to each partner. This is a safety measure to ensure the performance and quality of tasks according to schedule and to make sure there is a buffer if the budget allocated is not used or paid out in full. See articles II.18 and II.19 in Part II B of the General Conditions of the Grant agreement that can lead to reduction of payments.
* If a partner is not fulfilling its obligations regarding his tasks, deadlines and quality of work the coordinator can withhold payments.

**7.4** All payments are transferred to the partners’ bank account. Costs of the payment transfers shall be borne by the recipients of payments.

**8** All the partners have the responsibility to inform the coordinator in a timely manner if they foresee difficulties in fulfilling their obligations. The coordinator, in cooperation with all the partners will strive to provide assistance and find suitable solution(s) for the partner and the project as a whole.

**9** U3A has the responsibility to perform the following tasks and is allocated type of staff, man-days and payments according to the following table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **U3A** | | | |
|  | **Type** | **Cost** | **No of days** | **Amount (€)** |
| **Intellectual outputs/activities** |  |  |  |  |
| **O1.A1 Mapping** | B1.2 | 214 |  |  |
| **O1.A2 Survey** | B1.2 | 214 |  |  |
| **O1.A3 Consortia Meetings - CM)** | B1.2 | 214 |  |  |
| **O2.A1 Partner workshop** | B1.2 | 214 |  |  |
| **O2.A2 Pilot** | B1.2 | 214 |  |  |
| **O2.A3 Adjustment of curricula** | B1.2 | 214 |  |  |
| **O2.A4 Consortia Meetings - CM** | B1.4 | 131 |  |  |
| **O2.A5 Guidelines** | B1.2 | 214 |  |  |
| **TOTAL** |  |  |  |  |

Description of each task and deadlines for delivery are to be found in the BALL-application and the Gantt chart showing the timeline.

U3A is responsible for keeping the timeline, respecting the set deadlines and perform their tasks as described and with professionalism.

Reykjavik, x October 2014 Reykjavik, x October 2014

Name of organisation Name of organisation

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Director Director