

INTENSE CONTRACTS:

Grant agreement between EACI and consortium
Partnership agreement between BEF-Latvia and partners

Grant agreements signing

- Partners have given the mandate to BEF-Latvia to represent their organizations to EACI within the INTENSE project and sign the grant agreement
- BEF-Latvia is responsible for the project implementation towards the EACI
- BEF-Latvia signs the partnership agreements with the project partners for the INTENSE implementation
- Communication of partners with EACI for this project only through the BEF-Latvia

Grant agreement IEE/07/823/SI2.500392

- Set the conditions for implementation of action:
 - I - Special conditions** (Duration, Roles of the coordinator (BEF-Latvia) and co-beneficiaries (Partners), Financing the action, Payment arrangements, Submission of reports and other documents, Bank account, General administrative provisions, Law applicable and competent court, Data protection, Other special conditions)
 - II - General conditions**
 - A: Legal and administrative provisions
 - B: Financial provisions
- Annexes:
 - Annex I: Description of the action
 - Annex II: Estimated budget of the action
 - Annex III: Reporting and financial statements
 - Annex IV: Mandates confirming powers of attorney from the co-beneficiaries to the coordinator

The coordinator shall 'inter alia'

- Ensure that the action is implemented in accordance with the agreement
- Be the intermediary for all communication between the co-beneficiaries and the Agency
- Be responsible for supplying all documents and information to the Agency which may be required under this agreement
- Inform the co-beneficiaries on any event, of which he is aware, that is liable to substantially affect or delay the implementation of the action
- Inform the Agency of transfers of the budget
- Make the appropriate arrangements for the beneficiaries to provide the financial guarantees when requested
- Establish the payment requests on behalf of the beneficiaries, detailing the exact share and amount assigned to each beneficiary
- Where designated the sole recipient of payments on behalf of all of the beneficiaries, ensure that all the appropriate payments are made to the co-beneficiaries within 30 days upon receipt..., unless there is a justified delay..., shall inform the Agency of the distribution of the Community financial distribution

The co-beneficiaries shall 'inter alia'

- Agree upon appropriate arrangements for the proper performance of the work laid out in Description of the action (Annex I)
- Forward to the coordinator the data needed to draw up the reports, financial statements and other documents provided for in the agreement including its annexes
- Ensure that all information to be provided to the Agency is sent via the coordinator except where the agreement specifically stipulates otherwise
- Inform the coordinator immediately concerning any event of which they are aware, that is liable to substantially affect or delay the implementation of the action
- Inform the agency via the coordinator of transfers of budget (as provided in the Grant agreement)
- Provide the coordinator with all the necessary documents in the event of audits, checks or evaluations

Partnership agreements on implementation of the project

- Article 1 – Scope of Agreement
- Article 2 – Tasks of the Partner
- Article 3 – Tasks of the Coordinator
- Article 4 – Financial provisions
- Article 5 – Changes, termination and suspension
- Article 6 – Settlement of disputes and responsibility of parties
- Article 7 – Final condition
- Annexes:
 - Annex I: EACI Grant Agreement IEE/07/823/SI2.500392
 - Annex II: Individual budget of the Partner
 - Annex III: Resource reflecting time sheet model

Schedule for submission of data:

- By 15 January 2009: the inception accounting sheets for the period 01.10.08-31.12.08
- By 15 October 2009: the accounting sheets for the period 01.10.08 – 30.09.09 (building-up of expenses), as well as the data, reports and deliverables produced within this period for the Technical progress report I;
- By 15 April 2010: the accounting sheets and interim financial statements for the period 01.10.08 – 31.03.10 (building-up of expenses), as well as the data, reports and deliverables produced within this period for the interim technical implementation report;
- By 15 October 2010: the accounting sheets for the period 01.04.10 –30.09.10;
- By 15 January 2011: the data, reports and deliverables produced within the period 01.04.10 – 31.12.10 for the Technical progress report II;
- By 15 April 2011: the accounting sheets for the period 01.04.10 – 31.03.11 (building-up of expenses);
- By 15 October 2011: the accounting sheets for the period 01.04.10-30.09.11 (building-up of expenses), as well as the data, reports and deliverables produced within this period for the final technical implementation report