



Education, Audiovisual and Culture Executive Agency

Erasmus+ Programme

Capacity-Building projects in the field of Higher Education (E+CBHE)

Partnership Agreement

Between

Asian Institute of Technology

&

Jakarta Fisheries University

Grant Agreement Number: 2018-0028/001-001

Project Name: Curriculum Development for Sustainable Seafood and Nutrition Security (SSNS)

Project Number: 585924-EPP-1-2017-1-TH-EPPKA2-CBHE-JP

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

ASIAN INSTITUTE OF TECHNOLOGY
58 Moo 9, Km. 42, Paholyothin Highway,
Klong Nueng, Klong Luang,
Pathumthani 12120 Thailand

hereinafter referred to as the “coordinator”, represented for the purposes of signature of the Agreement by **Prof. Worsak Kanok-Nukulchai**, President, the legal representative as defined in the Grant Agreement 2018-0028/001-001,

and the following beneficiary:

JAKARTA FISHERIES UNIVERSITY

– established in Indonesia

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

Where a provision applies without distinction to the "coordinator" and the "beneficiary", for the purpose of this Agreement they will be collectively referred to as the "beneficiaries".

The parties hereby have agreed as follows:

Article 1 **Subject of the Partnership Agreement**

1.1 This Agreement defines the terms that govern the relations between the parties, by establishing their rights and obligations, and lays down the rules of procedure for the work to be carried out in order to successfully implement the Erasmus+ CBHE action “**Curriculum Development for Sustainable Seafood and Nutrition Security (SSNS)**” (hereinafter referred to as the “project”).

1.2 The coordinator and the beneficiary, undertake to do everything in their power to carry out the work programme forming the subject of this Agreement, which falls within the framework of the Grant Agreement 2018-0028/001-001, concluded between the coordinator and the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as the "Executive Agency"), related to the above-mentioned project.

1.3 The subject matter of this Agreement and the related work programme are detailed in the annexes of the Grant Agreement. The respective Grant Agreement terms and conditions, related annexes and guidelines, shall form an integral part of the present Agreement, and take precedence over it (see Article 20 of the present Agreement for the list of annexes).

1.4 The coordinator and the beneficiary shall be bound by the terms and conditions of this Agreement, the Grant Agreement and any further amendments of the latter.

Article 2

Duration

2.1 This Agreement shall enter into force on the date the last party signs, but shall have retroactive effect from the starting date of the eligibility period laid down in the Grant Agreement.

2.2 The period of eligibility of the activities and the costs shall be in accordance to the dispositions of the Grant Agreement or any subsequent amendments of it.

2.3 The present Agreement shall remain in force until the coordinator has been discharged in full of his obligations arising from the Grant Agreement signed with the Executive Agency.

Article 3

Obligations and responsibilities

3.1 General obligations and role of the beneficiaries (including the coordinator).

The beneficiaries:

- (a) are jointly responsible for carrying out the activities attributed to them, and shall conduct the work in accordance with the work programme and schedule set forth in the Grant Agreement and approved application, working to the best of their abilities to achieve the defined results and taking full responsibility for their work in accordance with accepted professional principles;
- (b) undertake to comply with all the provisions of the Grant Agreement and its annexes, with all the provisions of this Agreement, as well as with EU and national legislation;
- (c) are jointly responsible for complying with any legal obligations incumbent on them jointly or individually;
- (d) shall provide staff, facilities, equipment and material to the extent needed for executing the activities as specified in the work programme;

3.2 Specific obligations and role of the coordinator.

The coordinator undertakes to:

- (a) be responsible for the overall coordination, management and implementation of the project in accordance with the Grant Agreement;
- (b) be the intermediary for all communication between the beneficiary and the Executive Agency, and inform the beneficiary of any relevant communication exchanged with the Executive Agency;
- (c) inform the beneficiary of any changes connected to the project or to the Grant Agreement, or of any event likely to substantially affect the implementation of the action;
- (d) as the sole recipient of payments on behalf of the beneficiary, transfer funds to the beneficiary without unjustified delay and in accordance with the dispositions for payments laid down in Article 5 of this Agreement;
- (e) manage and verify the appropriate spending of the funds in accordance with the dispositions of the Grant Agreement and this Agreement;
- (f) comply with all reporting requirements *vis-à-vis* the Executive Agency, as per the dispositions of Article I.4 of the Grant Agreement. The coordinator shall not delegate any part of this task to any party;

- (g) establish payment requests on behalf of the beneficiary, as per the dispositions of Article I.4 of the Grant Agreement;
- (h) provide one copy of this Agreement duly signed to the beneficiary and to the Executive Agency within 6 months of the signature of the Grant Agreement;
- (i) provide the beneficiary with official documents related to the project, such as the signed Grant Agreement and its annexes, the Guidelines for the Use of the Grant, the various reports templates and any other relevant document concerning the project;
- (j) transmit to the beneficiary copies of all reports submitted to the Executive Agency, as well as copies of any feedback letters received from the Agency following report assessment and field monitoring visits;
- (k) be responsible for the sound financial management and cost efficiency of the Erasmus + grant allocated to the project.

3.3 Specific obligations and role of the beneficiary.

3.3.1 The beneficiary undertakes to:

- (a) ensure adequate communication with the coordinator and with the other beneficiaries;
- (b) support the coordinator in fulfilling its tasks according to the Grant Agreement;
- (c) submit in due time to the coordinator all relevant data needed to draw up the reports, financial statements and any other documents provided for in the Grant Agreement, as well as all necessary documents in the events of audits, checks or evaluations;
- (d) provide the coordinator with any other information or documents it may require and which are necessary for the management of the project;
- (e) notify the coordinator of any event likely to substantially affect or delay the implementation of the action, as well as of any important deviation of the project (e.g. replacement of the project contact person, changes in partner's budget, deviations from work plan etc.);
- (f) inform the coordinator in a timely manner of any change in its legal, financial, technical, organisational or ownership situation and of any change in its name, address or legal representative;
- (g) be responsible for the sound financial management and cost efficiency of the Erasmus + grant allocated to the beneficiary;
- (h) prepare, complete and submit reports that the beneficiary is responsible for to the coordinator in due time in order to fulfil reporting obligations;
- (i) more specifically, the beneficiary shall be in charge for performing the following project activities as mentioned in the Annex I of this document:

<p>WP1. Identification of similar curricula in the subject area Asian coordination in A1.3, participates and contributes in 1.1, 1.4</p> <p>WP2. Capacity-building and Curricula development Co-leads A2.3 (for VET courses), participates and contributes in A2.1, A2.2</p> <p>WP3. Academic staff training and preparation for delivery National coordination in A3.3, participates and contributes in A3.1, A3.2</p> <p>WP4. Accreditation and delivery of the courses Asian coordination for A4.2 VET component, participates and contributes in A4.1 and A4.3</p> <p>WP5. Quality Assurance & Monitoring Participates and contributes in A5.1, A5.2</p> <p>WP6. Dissemination and Exploitation Participates and contributes in A6.1, A6.2, A6.3 and A6.4</p> <p>WP7. Management & Coordination Participates and contributes in A7.1, 7.2, 7.3, 7.4</p>

- (j) fulfil the assumed obligations within the set deadlines and in accordance with the project plan;
- (k) be responsible for all rights and obligations for activities defined in the Agreement from the starting date of eligibility period laid down in the Grant Agreement, according to disposal of Article 2, paragraph 2.1 of the Agreement.

3.3.2 Any change related to the reallocation of dedicated project activities will be dealt as foreseen by Article 4, paragraph 4.6 of the Agreement.

3.3.3 Failure to fulfil the undertaken obligations will result in the reimbursement of the Erasmus+ contribution grant to the coordinator.

Article 4 **Financing the action**

4.1 The maximum Erasmus+ grant contribution to the partner's part of the project for the contractual period covered by the Grant Agreement amounts to EUR **66,005** and shall take the form as stipulated in Annex III of the Grant Agreement.

4.2 The Erasmus+ grant contribution is awarded to the partnership under the form of:

- a "*reimbursement of actual costs*" for Equipment and Subcontracting costs
- a "*unit contribution*" to the costs incurred for Staff costs, Travel costs and costs of Stay

4.3 The grant contribution to the project is intended to cover only part of the costs actually incurred by the beneficiaries in carrying out the activities foreseen. The beneficiaries and, where applicable, other external sponsors commit to provide additional resources to the project so as to ensure its full implementation in accordance with the Grant Agreement.

4.4 Full details of the estimated budget breakdown per budget category for beneficiary is given in Annex II of this Agreement.

4.5 If, for whatever reasons, some of the allocated activities will not be undertaken or completed by the beneficiary, the resources associated with those activities will be removed from the budget of the beneficiary. Prior to removal of resources from the budget of the beneficiary, information in writing will be given to the beneficiary for approval within two weeks before possible reducing its related budget. These resources shall be allocated to another beneficiary who agrees to undertake those activities.

Article 5 **Payment arrangements**

5.1 The coordinator will transfer the part of the Erasmus+ grant contribution corresponding to the beneficiary using the bank account stipulated in Annex III of this Agreement.

5.2 For the purpose of transferring the part of the Erasmus+ grant contribution, the beneficiary will send Request for payment (using the Annex IV of this Agreement) to the coordinator, duly signed by the legal representative of the beneficiary, for each instalment calculated and approved by the coordinator on the basis of previous verified expenses and/or submitted outputs.

5.3 The transfer of the Erasmus+ grant contribution to individual beneficiaries will be implemented in accordance with the following timetable and procedure:

5.3.1 First instalment of first pre-financing: The coordinator will transfer 30% of the beneficiary's total Erasmus+ grant budget after the signing of this Agreement, deducting the funds

intended for equipment purchase (if applicable) which shall be transferred on the receipt of the requisite documentation as outlined in section 5.3.3 of this agreement. This disbursement is subject to the receipt of the first pre-financing payment by the Coordinator from the Executive Agency.

5.3.2 Second instalment of first pre-financing: The coordinator will transfer 20% of the beneficiary's total Erasmus+ grant budget, deducted for the funds intended for equipment purchase (if applicable), after the coordinator has received and approved necessary documentation and materials on the performed activities.

5.3.3 The coordinator will transfer funds for the purchase of the equipment (equipment is intended exclusively for the Partner Country Higher Education Institutions, included in the partnership, as defined in the Programme Guide and Guidelines for the Use of the Grant) under the condition that the coordinator has received the requested documentation as proof that the appropriate procedure has been conducted and on the basis of eligible costs stipulated in contract(s) duly signed by the beneficiary and selected supplier(s), followed by corresponding invoice(s). Grant for the purchase of equipment has to be used exclusively for the purchase of equipment for the beneficiary for the purpose of the implementation of the project (equipment directly relevant to the objectives of the project). The equipment shall be the ownership of the beneficiary and must be recorded in the inventory of the institution where it is installed. All equipment purchased with the Erasmus+ CBHE funds must bear an Erasmus+ logo in a form of a sticker as defined by the Executive Agency. The beneficiary may not split the purchase of the equipment into smaller contracts below the threshold, in order to avoid launching a formal tendering procedure. Since the joint tendering procedure is the expression of a sound and cost-efficient management, beneficiary will inform the coordinator in a timely manner about the intention of purchase of the equipment and will not undertake any further actions related to the matter before the approval of the coordinator.

5.3.4 First instalment of second pre-financing: The coordinator will transfer 30% of the beneficiary's total Erasmus+ grant budget, provided that the coordinator has received the second pre-financing payment from the Executive Agency and the coordinator has received and approved necessary documentation and materials on the performed activities. In addition, the beneficiary will have to demonstrate expenditures covering at least 70% of the total amount already transferred.

5.3.5 Payment of the balance: The final amount of the grant to be transferred to the beneficiary by the coordinator will be defined only once the total Erasmus+ grant has been confirmed by the Executive Agency after the end of the project and approval of the final report. All outstanding payments to cover actual eligible expenditures that have not been received in previous instalments will be transferred to the beneficiary within 30 days after the receipt of final payment from the Executive Agency, on condition that the beneficiary has provided the requested necessary documentation and materials on the performed activities to the coordinator within the foreseen deadline.

Necessary documentation and materials on the performed activities are: proofs of expenditure/activity covering the amount already transferred, including requested supporting documentation for the justification of costs; proofs that the activities have been actually and properly implemented and/or that the expected output(s) have been produced; reports requested by the Executive Agency, as well as internal reports on implementation of the project.

5.3 The beneficiary is obliged to use the Erasmus+ grant contribution exclusively for the purposes defined by the project, and in accordance with the terms and provisions of the present Agreement and the Grant Agreement and its annexes. Erasmus+ grant amounts received in advance and not used by the beneficiary will be reimbursed to the coordinator at the latest 30 days after the end of the project's contractual period.

5.4 If there is a difference between the amount of the Erasmus+ grant contribution actually used by the partnership and the amount of expenditure declared eligible by the Executive Agency at the end of the project, the beneficiary responsible for the expenditure declared ineligible will reimburse the corresponding amount to the coordinator.

5.5 The costs of financial transfers shall be borne by the beneficiary. These expenditures will be deducted from the next instalment to the beneficiary.

Article 6

Reporting

6.1 The coordinator is responsible for submitting in due time to the Executive Agency all reports and financial statements as required in the Grant Agreement. For this purpose and in a timely manner, the beneficiary commit to provide the coordinator with all necessary information and copies of supporting documents needed for drawing up reports, financial statements and any other documents required in the Grant Agreement.

6.2 The beneficiary is responsible for submitting an internal report to the coordinator at least 10 working days prior to each of the six regular Project Executive Committee (PEC) meetings to inform the coordinator about the technical progress on institutional implementation of the project and partners' financial reports with declaration of expenses incurred accompanied with necessary supporting documents. The technical reports will be the base for preparation of Intermediary report (at half of the project implementation period) and Final Report (at the end of the project) that will be delivered to EACEA by the Project Coordinator. Verification of expenditures declared in partner financial reports are linked to the transfer of the part of Erasmus plus grant to partners from the Coordinator.

6.3 In case the beneficiary does not provide all required reports with appropriate and accurate information therein, together with financial statements and copies of supporting documents in time, the coordinator will inform the beneficiary's project manager about this in written form, with the beneficiary's legal representative in carbon copy. Failure to provide all requested documents and information within 10 working days from the date of coordinator's notice will result in suspending further instalments of the Erasmus+ grant contribution to the beneficiary. The coordinator reserves the right to consult the Executive Agency if the activities declared by beneficiary and/or delivered outputs are questionable.

6.4 The coordinator shall provide the beneficiary with the appropriate reporting forms for the declaration of expenses/activities and the respective instructions for their completion. These reports must be drawn up in EURO using the official EU rate of the month the fund is received.

6.4.1 By the way of derogation from Article II.23.4 of the General Conditions of the Grant Agreement, any conversion into euro of costs incurred in the other currencies shall be made by the beneficiary by the monthly accounting rate established by the European Commission and published on its website (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm) applicable in following way:

1. taking the monthly rate on the month of the first pre-financing for all costs incurred until the second pre-financing is received and
2. taking the monthly rate on the month of the second pre-financing for all costs incurred until the end of the project.

6.4.2 Monthly accounting rates mentioned above are referred to months the transfers from the Executive Agency are made to the coordinator's account.

6.5 The beneficiary is fully responsible for the correct delivery of the declaration of the expenses and for appropriate application of the account system.

6.6 The beneficiary shall keep a record of any expenditure/activity incurred under the project and all proofs and related documents for a period of 5 years after the payment of the final balance under the Grant Agreement. The coordinator may reject any item which cannot be justified in accordance with the rules set out by the Executive Agency in the Grant Agreement and in the Guidelines for the Use of the Grant.

Article 7

Budgetary and financial management

7.1 The Erasmus+ grant contribution to the project's staff costs, travel costs and costs of stay will be calculated on the basis of "unit contributions" whose individual amounts are specified in the Erasmus+ Programme Guide, in the Guidelines for the Use of the Grant.

7.2 For the implementation of the project and the beneficiary's reimbursement of costs incurred in terms of staff, travel and costs of stay, the partnership will apply the unit costs amounts defined hereafter (in Annex V of this Agreement).

7.3 The Erasmus+ grant contribution to the project's equipment and subcontracting costs will be based on the justification of the costs actually incurred. This justification will take the form of the support documentation specified in the relevant section of the Guidelines for the Use of the Grant.

7.4 The beneficiary confirm that they respect the social and labour legislation of their country regarding the costs of staff contributing to the project.

7.5 The beneficiary is responsible for ensuring adequate insurance arrangements for their staff and students while participating in project activities.

Article 8

General administrative provisions

8.1 Any important project related communication between the parties shall be done in writing and addressed to the appointed project manager of each beneficiary, as per the details below:

For the coordinator:

Dr. Ram C. Bhujel
Research Associate Professor
Department of Food, Agriculture and Bioresources
Asian Institute of Technology
P.O. Box 4, Klong Luang
Pathumthani, 12120, Thailand
Email: bhujel@ait.asia

For the beneficiary:

Dr Ilham Alimin
International Program Director
Jakarta Fisheries University (JFU)
PO Box 7239/JKPSM
Jl. AUP Pasar Minggu South Jakarta 12520, Indonesia
Tel: +62-21-7805030, Fax: +62-21-78830275
E-mail: ilham.jfu@kkp.go.id

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

Article 9

Promotion and visibility

9.1 The coordinator and the beneficiary shall ensure adequate promotion of the project and commit to playing an active role in any actions organised to capitalise on, exploit / disseminate the results of the project.

9.2 Any notice or publication by the project, including at a conference or a seminar, must specify that the project is being co-financed by EU funds within the framework of the Erasmus+ Programme, and must comply with the visibility rules laid down in Articles I.10.8 and I.10.9 of the Grant Agreement, as well as in section 1.6 of the Guidelines for the Use of the Grant.

Article 10

Confidentiality and data protection

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

10.2 All personal data contained in or relating to this Agreement shall be processed in accordance with the dispositions of Article II.6 of the Grant Agreement.

Article 11

Ownership and property rights

11.1 The ownership of all project results, including copyrights and intellectual property rights, as well as all reports and other documentation resulting from the action, shall be vested in the beneficiary, in compliance with Article I.7 of the Grant Agreement.

11.2 Materials already developed and brought in may be only used within the scope of the project as templates of good practice. Copyrights shall be strictly safeguarded and permission for reproduction and scale of production has to be settled beforehand.

Article 12

Liability

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

Article 13

Conflict of interest

13.1 The coordinator and beneficiary must undertake all necessary precautions to prevent any risk of conflicts of interest, which could affect their impartial and objective performance of the Agreement. Such conflict of interest could arise in particular as a result of economic interest, political or national affinity, family or emotional reasons, or any other shared interest.

13.2 Any situation constituting or likely to lead to any such conflict should be brought to the attention of the coordinator without delay, and the beneficiary in cause shall undertake to take all necessary measures to rectify this situation at once.

13.3 The coordinator will decide if it is deemed necessary to inform the Executive Agency as provided for in Article II.4 of the Grant Agreement.

Article 14

Working languages

14.1 The working language of the partnership shall be English.

14.2 Both parties commit in allocating to the project staff with enough knowledge of the working language, allowing a smooth communication and understanding of the matters discussed.

Article 15

Conflict resolution

15.1 In case of conflict between the project partners resulting from the interpretation or the application of this Agreement, or in connection with the activities contained within, the parties involved shall make the effort to come to an amicable arrangement rapidly and in the spirit of good cooperation.

15.2 Any situation constituting or likely to lead to a conflict should be brought to the attention of the coordinator without delay.

15.3 The coordinator in consultation with PEC will decide if it is deemed necessary to inform the Executive Agency as provided for in Article II.4 of the Grant Agreement.

Article 16

Applicable law and jurisdiction

16.1 This Agreement is governed by the Thailand law, being the law of the coordinator's country.

16.2 In case of any disputes on matters under this Agreement, which cannot be resolved by an amicable settlement, the matter shall have to be decided in accordance with the jurisdiction of the coordinator's country.

16.3 If any provision of this Agreement or the application of any such provision shall be considered invalid or unenforceable in whole or in part for legal requirements, all other stipulations remain valid and binding to both parties.

16.4 If any provision in this Agreement should be wholly or partly ineffective, the parties to this Agreement undertake to replace the ineffective provision by an effective provision which comes as close as possible to the purpose of the ineffective provision.

16.5 This Agreement is concluded in English. In the event of translation of this Agreement and its annexes, the English version shall prevail.

Article 17

Termination of the Agreement

17.1 In the event that the beneficiary fail to perform any obligations under the present Agreement or the Grant Agreement, the coordinator may terminate their participation in the project, upon formal written authorisation by the Executive Agency.

17.2 The coordinator shall notify the beneficiary in cause by registered letter. The beneficiary has one month to supply all relevant information to appeal the decision.

Article 18 **Force Majeure**

18.1 If either party faces a case of *force majeure* (as per defined in article II.14 of the Grant Agreement), it shall promptly notify the other party in writing, specifying the nature, probable duration and expected effects of this event.

18.2 Neither of the parties shall be deemed in breach of its obligations if it has been prevented from performing its tasks due to *force majeure*. The parties shall take all necessary measures to minimise possible damage to successful project implementation.

Article 19 **Amendments**

19.1 Any amendments to this Agreement must be made in writing by means of a Supplementary Agreement, and become effective when signed by the authorised legal representatives of both parties. No oral agreement may bind the parties to this effect.

19.2 The amendment may not have the purpose or the effect of making changes which might call into question the dispositions of the Grant Agreement.

Article 20 **Annexes**

- Annex I - Copy of the Grant Agreement signed between the coordinator and the Executive Agency, its annexes, and any existing amendment.
- Annex II - Budget/Expenditure/Co-financing breakdown per budget category for beneficiary.
- Annex III - Individual bank account of the beneficiary
- Annex IV - Request for payment form
- Annex V - Remuneration and reimbursement modalities for staff costs, travel costs and costs of stay
- Annex VI - Link to Guidelines for the Use of the Grant.

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

For the Coordinator

The legal representative
Worsak Kanok-Nukulchai
President

Signature and stamp



For the Beneficiary

The legal representative
Mochammad Heri Edy
Rector

Signature and stamp



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

Annex II - Budget/Co-financing breakdown by category for beneficiary, Jakarta Fisheries University, Indonesia.

SN	Budget category	Distribution of the grant (in EUR)
1	Staff Costs	14,605
2	Travel Costs	8,160
3	Costs of Stay	13,440
4	Equipment Costs	26,000
5	Subcontracting Costs	3,800
	Total Costs	66,005

Annex III - Bank account of the beneficiary partner:**Bank details: Beneficiary: Jakarta Fisheries University, Indonesia**

Beneficiary's account name:	Koperasi Torani Jaya
Account number:	1270005914344
Account type:	Current (Giro)
Name of the Bank:	Mandiri
Address of the bank:	Jl. Raya Ragunan No.185 Pasar Minggu, Jakarta Selatan
Branch name:	KCP Jakarta Jati Padang
IBN / Swift code:	BMRIIDJA

Annex IV - Request for payment form

[Date of the request payment]

For the attention of
Asian Institute of Technology
Prof. Worsak Kanok-Nukulchai
58 Moo 9, Km. 42, Paholyothin
Highway, Klong Nueng, Klong Luang,
Pathumthani, 12120, Thailand

Grant Agreement Number: 2018-0028/001-001

Project Name: Curriculum Development for Sustainable Seafood and Nutrition Security (SSNS)

Project Number: 585924-EPP-1-2018-1-TH-EPPKA2-CBHE-JP

Name and address of beneficiary:

[Name of beneficiary]

[Address of beneficiary]

Request for payment number: [number/year]

Dear Sir,

I hereby request [number (e.g., 1st, 2nd)] instalment of the Erasmus+ grant contribution under the Grant Agreement mentioned above, and based on the partnership agreement (Annex III).

The amount requested is [amount in EURO]

The payment should be made to the bank account of our institution defined in the Partnership Agreement.

For the Beneficiary

The legal representative

[Name]

Signature and stamp

Done in [City name]

Date [DD/MM/YYYY]

Annex V - Remuneration and reimbursement modalities for Staff costs, Travel costs and Costs of stay

Although CBHE partnerships can use/apply the unit costs amounts defined in the Erasmus+ Programme Guide for the remuneration and reimbursement of the staff, travel and costs of stay incurred by the beneficiary organisations, the beneficiaries can define their own procedure (s) for covering these costs for the implementation of the project activities. These procedures can be common to all beneficiaries or vary in accordance with the specific needs or constraints of individual beneficiary. It can be based on other costs amounts than those specified in the Erasmus+ Programme Guide (even higher if deemed necessary).

This Annex of the Partnership Agreement defines modalities for remuneration and reimbursement of costs incurred in terms of Staff, Travel and costs of Stay (for all or some of them) during the implementation of project activities, defined by individual beneficiaries and duly signed by their legal representatives.

For each beneficiary, Annex II shall enter into force on the date of its signature and before that the beneficiary (ies) shall use/apply the unit costs amounts defined in the Erasmus+ Programme Guide for the remuneration and reimbursement of the staff, travel and costs of stay incurred.

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

Name of the beneficiary:

Address of beneficiary:

A) Reimbursement for Staff costs

☒ On unit costs amounts specified in the Erasmus+ Programme Guide,

Country	Manager	Teacher/Trainer/Researcher	Technician	Administrative Staff
Norway	294 EUR	241 EUR	190 EUR	157 EUR
United Kingdom	280 EUR	214 EUR	162 EUR	131 EUR
Greece	164 EUR	137 EUR	102 EUR	78 EUR
Thailand	108 EUR	80 EUR	57 EUR	45 EUR
Indonesia	47 EUR	33 EUR	22 EUR	17 EUR
Vietnam	47 EUR	33 EUR	22 EUR	17 EUR

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

Country	Manager	Teacher/Trainer/Researcher	Technician	Administrative Staff
Name of beneficiary				

B) Reimbursement for Travel costs

☒ On unit costs amounts specified in the Erasmus+ Programme Guide,

Distance	Travel Costs (EUR)
0km - 9km	0
10km - 99km	20
100km – 499km	180
500km – 1999km	275

2000km – 2999km	360
3000km – 3999km	530
4000km – 7999km	820
8000km or longer	1100

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

Distance	Travel Costs (EUR)
0km - 9km	
10km - 99km	
100km – 499km	
500km – 1999km	
2000km – 2999km	
3000km – 3999km	
4000km – 7999km	
8000km or longer	

C) Reimbursement for Costs of stay

- ☒ On unit costs amounts specified in the Erasmus+ Programme Guide,

	Unit cost per day per participant for staff	Unit cost per day per participant for student
Up to the 14 th day of activity	120 EUR	55 EUR

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

	Unit cost per day per participant for staff	Unit cost per day per participant for student
Up to the 14 th day of activity		

Annex VI - Link to Guidelines for the Use of the Grant.

https://eacea.ec.europa.eu/sites/eacea-site/files/guidelines_for_the_use_of_the_grant_cbhe_2017.pdf

STAFF CONVENTION is available in ANNEX II of this Guidelines for the Use of the Grant

A Staff Convention to be filled in for each person employed by the project and to be retained with the project accounts (rules described in section 3.3.1.1 of these Guidelines).

INDIVIDUAL TRAVEL REPORT is available in ANNEX III of this Guidelines for the Use of the Grant

An Individual Travel Report to be filled in by each participant and to be retained with the project accounts (rules described in section 3.3.1.2 of these Guidelines).