

# Guidelines for a Partnership Agreement

*E+ KA3: Support for policy reform – European Policy experimentations*

*This document is provided for information only in order to assist the partnership in preparing their partnership agreement.*

A partnership agreement is a written agreement to identify the working relationships between partners involved in the project. It spells out the common understandings. It clarifies what kind of support will be provided and creates efficient ways for communication or participation.

The existence of such an agreement prior to the beginning of the project implementation is strongly recommended.

The objective of these Agreement(s) is to ensure that:

- the relevant authorities (administrative, financial, academic, research, etc.) of the partnership partner institutions of the project agree on its technical, administrative and financial implementation;
- potential disputes (misunderstandings) between the participating organisations are avoided and/or resolved through the elements contained in the agreement.

In particular, the Policy experimentation partnership Agreement should provide a comprehensive description of:

- The **rights and responsibilities of each partner**. It should state the purpose and goals of the collaboration or partnership between the partners. The agreements should be detailed into separate paragraphs or listings along the lines of "What the coordinator institution will Do" and "What the partner will Do." The roles and the expected involvement/results of each partner in the experimentation must be spelled out.
- The different **management bodies** in place (role, composition, functioning, etc.). This should be provided in detail.
- The **functioning of the partnership** and the responsibilities of the individual partners or specific management bodies in its management and monitoring, in particular:
  - coordination bodies;
  - secretarial support;
  - communication channels and methods; etc.
- Practical information concerning the **management of the partnership agreement**; in

particular:

- The duration/revision / amendment / termination timetable and procedures;
  - The settlement of disputes and applicable laws.
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- Information about the **financial management and funding support** situation. Detailed information on modalities for financial record keeping and reporting and the responsibilities for review and approval of expenditures and financial decisions on behalf of the collaboration, if needed.
  - Information about **decision-making**, procedures and rules applicable especially in those cases when it's an important topic and there is no consensus.
  - Information about the **interaction between the partners**, including a structure, such as a specific meeting time, or the "as needed" informal expectations of either party. It is also a way for parties to specify their reporting needs and timeframes.
  - Partner institutions must comply with **data Protection legislation** in the Member State where the research will be carried out and be in line with Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, Official Journal of the European Communities (23.11.95) No. L 281/31 – 39).
  - Partner institutions have to define the most appropriate level of **open access to materials, documents and media** that are useful for learning, teaching, training , youth work that are produced by the project. The open access requirement is without prejudice to the **intellectual property rights** of the grant beneficiaries.