

Fig.: 4073/2010.



Education and Culture DG

Lifelong Learning Programme

LIFELONG LEARNING PROGRAMME

GRANT SUB-AGREEMENT FOR AN ACTION WITH MULTIPLE BENEFICIARIES

AGREEMENT NUMBER 2010 – 3316 / 001-001

SUB-AGREEMENT BETWEEN THE CO-ORDINATOR AND THE CO-BENEFICIARY

A sub-agreement between the Co-ordinator and each Co-beneficiary (Partners nr 2-11) has to be signed before the beginning of the activities of the partnership as described in the main Agreement number 2010 – 3316 / 001-001 (EmpNURS project) - 510111-LLP-1-2010-1-FI-ERASMUS-ECUE

This sub-agreement shall govern relations between:

Turku Univeristy of Applied Sciences, hereafter named "the Co-ordinator ", represented by Juha Kettunen, Rector,

on the one hand

and

via Institute for Basic and Continuing Education of Health Workers "the Co-beneficiary", represented by László Vízvári, General Director

on the other hand,

Which have agreed as follows:

ROLES OF THE BENEFICIARIES

The co-ordinator shall:

- a) have full responsibility for ensuring that the action is implemented in accordance with the agreement;
- b) be the intermediary for all communication between the co-beneficiary and the Agency in accordance with the main agreement's Article 1.8. Any claims that the Agency might have in respect of the agreement shall be addressed to, and answered by, the co-ordinator, save where specifically stated otherwise in the agreement;
- c) be responsible for supplying all documents and information to the Agency which may be required under the agreement, in particular in relation to the request for payment. The co-ordinator shall not delegate any part of this task to the co-beneficiary or any other party. Where information from the co-beneficiary is requested, the co-ordinator shall be responsible for obtaining and verifying this information and for passing it on to the Agency;

- d) inform the co-beneficiary and the Agency of any event of which the co-ordinator is aware that is liable to substantially affect the implementation of the action;
- e) inform the Agency of transfers between headings of eligible costs, as provided in the main agreement's Article 1.4.4;
- f) make the appropriate arrangements for providing the financial guarantee when requested under the provision of the main agreement's Article 1.5;
- g) establish the payment requests on behalf of the beneficiary, in accordance with the agreement, the estimated eligible costs as foreseen in main agreement's Annex II, and the actual costs incurred. All payments by Agency are made to the bank account referred to in paragraph 1 of the main agreement's Article 1.7;
- h) as sole recipient of payments on behalf of all of the beneficiaries, ensure that all the appropriate payments are made to the co-beneficiaries without unjustified delay in accordance with the third paragraph of the main agreement's Article 1.7 and shall, with the reports submitted in accordance with the main agreement's Article 1.6 and at any time upon request of the Agency, inform the Agency of the distribution of the European Union financial contribution between the beneficiaries and the date of transfer;
- i) be responsible, in the event of audits, checks or evaluations, as described in the main agreement's Articles II.19 and II.6, for providing all the necessary documents, including the accounts of the co-beneficiary, the accounting documents and signed copies of sub-contracts, if any have been concluded by the beneficiary in accordance with the main agreement's Article II.9;
- j) send a copy of the signed main agreement to each co-beneficiary without delay.

The co-beneficiary shall:

- (a) forward to the co-ordinator the data needed to draw up the reports, financial statements and other documents provided for in the main agreement including its Annexes;
- (b) ensure that all information to be provided to the Agency is sent via the co-ordinator, save where the main agreement specifically stipulates otherwise;
- (c) inform the co-ordinator immediately of any event liable to substantially affect or delay the implementation of the action which they are aware;
- (d) inform the co-ordinator of any modification of their individual budget;
- (e) provide the co-ordinator with all the necessary documents in the event of audits, checks or evaluations, as described in the main agreement's Articles II.19 and II.6, including signed copies of sub-contracts, if any have been concluded in accordance with the main agreement's Article II.9.

Financing

The three year's (start date 01.10.2010 – end-date 30.09.2013) total project expenditures of Institute for Basic and Continuing Education of Health Workers in carrying its own part of the EmpNURS project is **30'656** EUR and the grant from the Agency (via TUAS) is **22'992** EUR (75% of the budget). The Institute for Basic and Continuing Education of Health Workers (partner nr 10) detailed budget is described in Appendix b of this sub-agreement.

Co-beneficiary's own financing

The financial contribution of Institute for Basic and Continuing Education of Health Workers to the project amounts to **7'664** EUR (25 % of the budget).

Payments

The co-ordinator commits himself to carrying out payments relating to the subject matter of this sub-agreement to the co-beneficiary according to the budget (appendix b) and achievement of the tasks according to the following schedule:

1st payment:

40 % of the Lifelong Learning Programme grant after this sub-agreement has been signed and immediately after the Agency's transfer.

2nd payment:

40 % of the Lifelong Learning Programme grant after the accepted Progress report given to the Commission not later than in the 30th of April 2012.

3rd payment:

20 % of the Lifelong Learning Programme grant after the accepted Final report given to the Commission not later than in the 30th of November 2013.

Bank account

Account holder: Egészségügyi Szakképző és Továbbképző Intézet

INSTITUTE FOR BASIC AND CONTINUING EDUCATION OF HEALTH WORKERS

Address: H-1085. BUDAPEST, Horánszky street, 15. HUNGARY

Bank: Magyar Államkincstár

Address: H-1139. BUDAPEST, Váci street, 71. HUNGARY

Account: 10032000-00281478-00000000

SWIFT code: MANEHUHB

IBAN: HU23 10032000-00281478-00000000

Identification code (name and number) of the internal cost pool of EmpNURS in the account system of: Institute for Basic and Continuing Education of Health Workers, EmpNURS work numbers 12085140

Reports

1. The Co-beneficiary shall provide the Co-ordinator with any information and document required for the preparation of the interim report and, where appropriate, with copies of all the necessary supporting documents *completed and signed by the legal representative* at the latest by **the end of January 2011** (linked to the costs and actions from the 1st of October 2010 to the 31st of December 2010).
2. The Co-beneficiary shall provide the Co-ordinator with any information and document required for the preparation of the interim report and, where appropriate, with copies of all the necessary supporting documents *completed and signed by the legal representative* at the latest by **the end**

of September 2011 (linked to the costs and actions from the 1st of January 2011 to the 31st of August 2011).

3. The Co-beneficiary shall provide the Co-ordinator with any information and document required for the preparation of the Progress report and, where appropriate, with copies of all the necessary supporting documents *completed and signed by the legal representative* at the latest by **the 10th of April 2012** (linked to the costs and actions from the 1st of September 2011 to the 31st of March 2012).
4. The Co-beneficiary shall provide the Co-ordinator with any information and document required for the preparation of the interim report and, where appropriate, with copies of all the necessary supporting documents *completed and signed by the legal representative* at the latest by **the end of January 2013** (linked to the costs and actions from the 1st of April 2012 to the 31st of December 2012).
5. The Co-beneficiary shall provide the Co-ordinator with any information and document required for the preparation of the Final report and, where appropriate, with copies of all the necessary supporting documents *completed and signed by the legal representative* at the latest by **the 15th of October 2013** (linked to the costs and actions from the 1st of January 2013 to the 30th of September 2013).

Appendix

- a) Copy of the main agreement between the Agency and Turku University of Applied Sciences (including e.g. the *.pdf file description of the action and a link to Guidelines for administrative and financial management and reporting – Project Handbook).
- b) The total budget of the EmpNURS project.

Done at Budapest, 05.11.2010 in two copies.

For the **Co-ordinator**,

Juha Kettunen
Rector
Turku University of Applied Sciences

For the **Co-beneficiary**

László Vízvári
General director
Institute for Basic and Continuing
Education of Health Workers



Done at Turku,

Done at Budapest, 05.11.2010

In triplicate in English

In triplicate in English

ANNEX III
MANDATE¹

National Institute for Quality-and Organizational Development in Healthcare and Medicines (*GYEMSZI*)
H-1125 Budapest Diós árok 3. (Mailing address:1525 Budapest 114. POB.:32.
VAT number: HU 15324683,
represented for the purposes of signature of this mandate by *Krisztina Török, M.D.*
Director General

of the one part,

and

Turku University of Applied Sciences (TUAS)
Joukahaisenkatu 3 A, 20520 Turku, FINLAND
VAT number: 0204819-8
represented for the purposes of signature of this mandate by Kettunen Juha, Rector

of the other part,

HAVE AGREED

For the purposes of the implementation of the project **Empowering the Professionalization of Nurses through Mentorship – EmpNURS (510111-LLP-1-2010-1-FI-ERASMUS-ECUE)** with the Education, Audiovisual and Culture Executive Agency,

The following:

1. The co-beneficiary grants power of attorney to the co-ordinator, to act in his name and for his account in signing the above-mentioned agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the co-beneficiary hereby mandates the co-ordinator to take full legal responsibility for the implementation of such an agreement.
2. The co-beneficiary hereby confirms that he has taken careful note of and accepts all the provisions of the above agreement with the Education, Audiovisual and Culture Executive Agency, in particular all provisions affecting the co-beneficiary and the co-ordinator. In particular, he acknowledges that, by virtue of this mandate, the co-ordinator alone is entitled to receive funds from the European Union and distribute the amounts corresponding to the co-beneficiary's participation in the action.
3. The co-beneficiary hereby agrees to do everything in his power to help the co-ordinator to fulfil its obligations under the above agreement. In particular, the co-beneficiary hereby agrees to provide to the co-ordinator whatever documents or

¹ One version of this annex to be included for each co-beneficiary.

information may be required, as soon as possible after receiving the request from the co-ordinator.

4. The provisions of the above agreement, including this mandate, shall take precedence over any other agreement between the co-beneficiary and the co-ordinator which may have an effect on the implementation of the above agreement between the co-ordinator and the Education, Audiovisual and Culture Executive Agency.
5. A copy of this mandate shall be annexed to the above agreement and shall form an integral part of it.

SIGNATURES

For the co-beneficiary
Krisztina Török, M.D.
Director General
National Institute for Quality-and
Organizational Development in
Healthcare and Medicines



Done at Budapest, 02.08.2011.

In triplicate in English

For the co-ordinator

Kettunen Juha, Rector
Turku University of Applied
Sciences



Done at *TURKU 30.9.2011*

