



**CEDEFOP**

European Centre for the Development  
of Vocational Training

## **SPECIFIC AGREEMENT** **No 2019-0024/GP/DSI/ReferNet-SGA/001/18**

This Specific agreement ("the Specific agreement") is concluded between the following parties:

on the one part,

The **European Union** ("the Union"), represented by the European Centre for the Development of Vocational Training, ("Cedefop"), represented for the purposes of signature of this Specific agreement by Mr Loukas Zahilas, Head of Department for VET Systems and Institutions

**and**

on the other part,

"the partner"

**Štátny inštitút odborného vzdelávania - ŠIOV**

Bellova 54/a

83763 Bratislava

Slovakia,

represented for the purposes of signature of the Specific agreement by Mr Michal Němec, Director

The parties referred to above

**HAVE AGREED**

To the Specific agreement and the following annexes:

Annex I      Description of the action

Annex II     Estimated budget

### **ARTICLE 1 – SUBJECT MATTER OF THE SPECIFIC AGREEMENT**

The Specific agreement is concluded in the context of the partnership established between the parties. It is drawn up in accordance with the relevant terms of the amended Framework

partnership agreement No 2015-FPA22/GP/DSI/ReferNet\_FPA/001/15 signed between Cedefop and the partner in December 2017 and entered into force on 01/01/2018 ("the Framework agreement").

Cedefop has decided to award a grant ("specific grant for an action"), under the terms and conditions set out in the Specific agreement and the amended Framework agreement, for the action entitled **ReferNet work plan 2019** ("the action") as described in Annex I.

By signing the Specific agreement, the partner accepts the grant and agrees to implement the action in accordance with the terms and conditions of the Specific agreement and the amended Framework agreement, acting on its own responsibility.

## **ARTICLE 2 – ENTRY INTO FORCE AND IMPLEMENTATION PERIOD OF THE SPECIFIC AGREEMENT**

2.1 The Specific agreement enters into force on the date on which the last party signs.

2.2 The action runs for **12 months** starting on 01/01/2019 and ending on 31/12/2019.

2.3 If the applicant can demonstrate the need to start the action before signature of the Specific Agreement by both parties (see also point 4 of the invitation GP/DSI/ReferNet-SGA/001/18), the starting date shall not be earlier than that of the submission of the proposal in response to the present call. The ending date remains unchanged.

## **ARTICLE 3 – MAXIMUM AMOUNT AND FORM OF GRANT**

**3.1 The maximum amount of the grant is EUR 33625.**

**3.2 The grant takes the form of:**

The reimbursement of maximum 70 % of the eligible costs of the action ("reimbursement of eligible costs"), which are estimated at **EUR 48036** and which are actually incurred ("reimbursement of actual costs") for the partner.

## **ARTICLE 4 –REPORTING, REQUEST FOR PAYMENTS AND SUPPORTING DOCUMENTS**

### **4.1 Reporting periods**

The action covers the sole reporting period as set out in Article 2.2, subject if applicable to Article 2.3.

### **4.2 Request for pre-financing payment**

The partner must submit a request for a pre-financing payment within 60 calendar days from the starting date of the action mentioned in Article 2.2.



### **4.3 Request for interim payment[s] and supporting documents - Not applicable**

### **4.4 Request for payment of the balance and supporting documents**

The partner must submit a request for payment of the balance within 60 calendar days following the end of the sole reporting period.

This request must be accompanied by the following documents:

- (a) a final report on implementation of the action ('final technical report'), drawn up in accordance with Annex IV of the Framework agreement, containing:
  - (i) the information needed to justify the eligible costs declared or the contribution requested on the basis of unit costs and lump sums (as provided for in Article 3.2);
  - (ii) information on subcontracting as referred to in Article II.11.1(d)(ii) of the Framework agreement;
- (b) a final financial statement ('final financial statement'). The final financial statement must include a consolidated statement and a breakdown of the amounts claimed by the partner and its affiliated entities.

The final financial statement must be drawn up in accordance with the structure of the estimated budget set out in Annex II of the Specific agreement and in accordance with Annex V of the Framework agreement and detail the amounts for each of the forms of grant set out in Article 3.2 for the sole reporting period;

- (c) a summary financial statement ('summary financial statement').

This statement must include a consolidated financial statement and a breakdown of the amounts declared or requested by the partner and its affiliated entities, aggregating the financial statements already submitted previously and indicating the receipts referred to in Article II.25.3 of the Framework agreement for the partner and its affiliated entities. The summary financial statement must be drawn up in accordance with Annex V of the Framework agreement;

- (d) a certificate on the financial statements and underlying accounts ('certificate on the financial statements')

This certificate must be produced by an approved auditor or, in case of public bodies, by a competent and independent public officer and drawn up in accordance with Annex VI of the Framework agreement.

The certificate must certify that the costs declared in the final financial statement by the partner or its affiliated entities for the categories of costs reimbursed in accordance with Article 3.2 are real, accurately recorded and eligible in accordance with the Specific agreement and the Framework agreement.

In addition, the certificate must certify that all the receipts referred to in Article II.25.3 of the Framework agreement have been declared.

The partner must certify that the information provided in the request for payment of the balance is full, reliable and true.

The partner must also certify that the costs incurred can be considered eligible in accordance with the Framework agreement and the Specific agreement and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.27 of the Framework agreement.

In addition, the partner must certify that all the receipts referred to in Article II.25.3 of the Framework agreement have been declared.

#### **4.5 Information on cumulative expenditure incurred - Not applicable**

#### **4.6 Currency for requests for payment and financial statements and conversion into euro**

Requests for payment and financial statements must be drafted in euros.

The partner and affiliated entities with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the monthly accounting rates established by the Commission and published on its website ([http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)), as well as on the ReferNet Extranet, determined over the corresponding reporting period.

The partner and affiliated entities with general accounts in euros must convert costs incurred in another currency into euros in accordance with their usual accounting practices.

#### **4.7 Language of requests for payments, technical reports and financial statements**

All requests for payments, technical reports and financial statements must be submitted in English.

### **ARTICLE 5 — PAYMENTS AND PAYMENT ARRANGEMENTS**

#### **5.1 Payments to be made**

Cedefop must make the following payments to the partner:

- one pre-financing payment, on the basis of the request for the pre-financing payment referred to in Article 4.2.;
- one payment of the balance, on the basis of the request for payment of the balance referred to in Article 4.4.



## 5.2 Pre-financing payment

The aim of the pre-financing is to provide the partner with a float. The pre-financing remains the property of Cedefop until it is cleared against interim payments or, if it is not cleared against interim payments, until the payment of the balance.

Cedefop must make the pre-financing payment of **EUR 20,175.00** to the partner within 30 calendar days from the date of receipt of the request for a pre-financing payment, except if Article II.24.1 of the Framework agreement applies.

## 5.3 Interim payment[s] - Not applicable.

## 5.4 Payment of the balance

The payment of the balance reimburses or covers the remaining part of the eligible costs incurred by the partner for the implementation of the action.

If the total amount of earlier payments is greater than the final amount of the grant determined in accordance with Article II.25 of the Framework agreement, the payment of the balance takes the form of a recovery as provided for by Article II.26 of the Framework agreement.

If the total amount of earlier payments is lower than the final amount of the grant determined in accordance with Article II.25 of the Framework agreement, Cedefop must pay the balance within 60 calendar days from when it receives the documents referred to in Article 4.4, except if Article II.24.1 or II.24.2 of the Framework agreement apply.

Payment is subject to the approval of the request for payment of the balance and of the accompanying documents. Their approval does not imply recognition of the compliance, authenticity, completeness or correctness of their content.

Cedefop determines the amount due as the balance by deducting the total amount of pre-financing and interim payments (if any) already made from the final amount of the grant determined in accordance with Article II.25 of the Framework agreement.

The amount to be paid may, however, be offset, without the partner's consent, against any other amount owed by the partner to the Commission or to an executive agency (under the EU or Euratom budget), up to the maximum amount of the grant.

## 5.5 Notification of amounts due

Cedefop must send a *formal notification* to the partner:

- (a) informing it of the amount due; and
- (b) specifying whether the notification concerns a further pre-financing payment, an interim payment or the payment of the balance.

For the payment of the balance, Cedefop must also specify the final amount of the grant determined in accordance with Article II.25 of the Framework agreement.

## **5.6 Interest on late payment**

If Cedefop does not pay within the time limits for payment, the partner is entitled to late-payment interest at the rate applied by the European Central Bank for its main refinancing operations in euros ('the reference rate'), plus three and a half points. The reference rate is the rate in force on the first day of the month in which the time limit for payment expires, as published in the C series of the *Official Journal of the European Union*.

Late-payment interest is not due if the partner is a Member State of the Union (including regional and local government authorities and other public bodies acting in the name of and on behalf of the Member State for the purpose of the Framework agreement and the Specific agreement).

If Cedefop suspends the time limit for payment as provided for in Article II.24.2 of the Framework agreement or if it suspends payments as provided for in Article II.24.1 of the Framework agreement, these actions may not be considered as cases of late payment.

Late-payment interest covers the period running from the day following the due date for payment, up to and including the date of actual payment as established in Article 5.8. Cedefop does not consider payable interest when determining the final amount of grant within the meaning of Article II.25 of the Framework agreement.

As an exception to the first subparagraph, if the calculated interest is lower than or equal to EUR 200, it must be paid to the partner only if the partner requests it within two months of receiving late payment.

## **5.7 Currency for payments**

Cedefop must make payments in euros.

## **5.8 Date of payment**

Payments by Cedefop are considered to have been carried out on the date when they are debited to its account.

## **5.9 Costs of payment transfers**

Costs of the payment transfers are borne as follows:

- (a) Cedefop bears the costs of transfer charged by its bank;
- (b) the partner bears the costs of transfer charged by its bank;
- (c) the party causing a repetition of a transfer bears all costs of repeated transfers.

## **5.10 Payments to the partner**

Cedefop must make payments to the partner.

Payments to the partner discharge Cedefop from its payment obligation.

### **ARTICLE 6 – BANK ACCOUNT FOR PAYMENTS**

All payments must be made to the partner's bank account as indicated below:

Name of bank: Statna Pokladnica

Precise denomination of the account holder: Štátny inštitút odborného vzdelávania - ŠIOV

IBAN code: SK0881800000007000064495

BIC code: SPSRSKBAXX

### **ARTICLE 7 - COMMUNICATION DETAILS OF THE PARTIES**

#### **7.1 Communication details of Cedefop**

Any communication addressed to Cedefop must be sent to the following address:

Cedefop:

European Centre for the Development of Vocational Training (Cedefop)

Procurement Service (C4T)

Office 4.19

PO Box 22427

GR – 55 102 Thessaloniki

Fax: +30 2310 490028

E-mail: [c4t-services@cedefop.europa.eu](mailto:c4t-services@cedefop.europa.eu)

#### **7.2 Communication details of the partner**

Any communication from Cedefop to the partner must be sent to the following address:

Mr Michal Němec, Director

Štátny inštitút odborného vzdelávania - ŠIOV

Bellova 54/a

83763 Bratislava Slovakia



## **ARTICLE 8 – ENTITIES AFFILIATED TO THE PARTNER – NOT APPLICABLE**

## **ARTICLE 9 – ADDITIONAL PROVISIONS ON USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)**

In accordance with Article II.9.3 of the Framework agreement, whereby the Union acquires rights to use the results of the action, these results may be exploited using any of the following modes:

(a) use for its own purposes:

- making available to the staff of the contracting authority;
- making available to the persons and entities working for the contracting authority or cooperating with it, including contractors, subcontractors whether legal or natural persons, Union institutions, agencies and bodies, Member States' institutions;
- installing, uploading, processing;
- arranging, compiling, combining, retrieving;
- copying, reproducing in whole or in part and in unlimited number of copies.

- (a) distribution to the public in hard copies, in electronic or digital format, on the internet including social networks as a downloadable or non-downloadable file;
- (b) communication through press information services;
- (c) inclusion in widely accessible databases or indexes, such as via 'open access' or 'open data' portals, or similar repositories, whether freely accessible or accessible only upon subscription;
- (d) edit or re-write in another way the results of the action, including shortening, summarising, modifying the content, correcting technical errors in the content insert other as appropriate;
- (e) cut, insert meta-data, legends or other graphic, visual, audio or word elements insert other as appropriate in the results of the action;
- (f) extract a part (e.g. audio or video files) of, divide into parts or compile the results of the action;
- (g) prepare derivative works of the results of the action;
- (h) translate, insert subtitles in, dub the results of the action in all official languages of EU, NO and IS
- (i) license or sub-license to third parties, including if there are licensed pre-existing rights, any of the rights or modes of exploitation set out Article II.9.3 of the of the Framework agreement;

The partner must ensure that the Union has the rights of use specified in Article II.9.3 of the Framework agreement for the whole duration of the industrial or intellectual property right[s] concerned.

## **ARTICLE 10 — INELIGIBILITY OF VALUE ADDED TAX**

As an exception to Article II.19.2(h) of the Framework agreement, paid value added tax (VAT) is not eligible under the Specific agreement for the following activities as described in Annex I:

- taxed activities or exempt activities with right of deduction. For those activities, VAT is deductible, hence ineligible;



- activities engaged in as a public authority by the partner where it is a State, regional or local government authority or another body governed by public law.

#### **ARTICLE 11 – SPECIAL PROVISIONS ON BUDGET TRANSFERS INVOLVING USE OF PROVISIONS FOR CONTINGENCIES AND FOREIGN EXCHANGE LOSSES**

As an exception to the first subparagraph of Article II.22 of the Framework agreement, any use of the provisions for contingencies and foreign exchange losses included in the estimated budget in Annex II must be communicated by the partner and approved by the Cedefop.

#### **SIGNATURES**

For the partner

Mr Michal Němec, Director

[signature]

Done at Bratislava, [date]

In duplicate in English

For Cedefop

Mr ~~Joukas~~ Zehilas, Head of DSI

[signature]

Done at Thessaloniki, [date]



## **Annex I**

### **Specifications for the 2019 ReferNet work plan**

(Invitation to submit a proposal No GP/DSI/ReferNet-SGA/001/18  
as dispatched to ReferNet partners as Annex I to the Call for proposals documents via  
email on 27/09/2018)



**2.4 Grant applied for (give amounts in euro)**

Please refer to Section 5 of the Invitation for more information.

Cedefop's co-financing rate may not exceed 70 % of the eligible cost. Maximum amounts are further limited by country groups:

	Maximum grant amount
<u>Country group 1:</u> Croatia, Cyprus, Estonia, Latvia, Lithuania, Luxembourg, Malta, Slovenia and Iceland	EUR 23 615
<u>Country group 2:</u> Austria, Belgium, Bulgaria, Czech Republic, Denmark, Finland, Greece, Hungary, Ireland, Netherlands, Portugal, Romania, Slovak Republic, Sweden and Norway	EUR 33 625
<u>Country group 3:</u> France, Germany, Italy, Poland, Spain, United Kingdom	EUR 43 620

**Breakdown of estimated costs per activity:**

Estimated eligible costs for deliverable 1a: VET policy reporting	15 000
Estimated eligible costs for deliverable 1b: National news on VET	4 000
Estimated eligible costs for deliverable 2a: VET in Europe online presentation tool – pilot phase	14 500
Estimated eligible costs for deliverable 2b: Spotlight on VET in [Presidency country], if applicable	N/A
Estimated eligible costs for deliverable 2c: VET in [Presidency country] – Short description (hard-copy publication based on the VET in Europe country report]), if applicable	N/A
Estimated eligible costs for deliverable 3a: Article on long-term international mobility of apprentices	5 000
Estimated eligible costs for deliverable 3b: Ad hoc thematic support – Article or other request	4 500
Estimated eligible costs for deliverable 3c: Ad hoc thematic support – Article or other request	4 500
Estimated eligible costs for deliverable 4a: Visibility actions, including maintenance and update of a national ReferNet website, social media activities and participation in events	536
<b>Estimated total cost for all above activities (sum of 1 to 4a)</b>	<b>48 036</b>
<b>Amount of grant requested (EUR)</b>	<b>33 625</b>