

**Partnership Agreement  
for the implementation of the Project**

between

**State Institute of Vocational Education (SIVE)**  
Bellova 3277/54A, Bratislava 83101, Slovakia, ID 17314 852  
Represented by Branislav Hadár, Director of SIVE

and

**Swiss Federal University for Vocational Education and Training (SFUVET)**  
Kirchlindachstrasse 79, CH-3052 Zollikofen, Switzerland, CHE-116.313.965  
Represented by Mr. Adrian Wüthrich, Chairman and Ms. Barbara Fontanellaz, Director

hereinafter referred to individually as a **“Party”** and collectively as the **“Parties”**

**PREAMBLE:**

The Framework Agreement between the Government of the Slovak Republic and the Swiss Federal Council on the implementation of the second Swiss contribution to selected Member States of the European Union to reduce economic and social disparities within the European Union, was signed in Bratislava, on 19. September 2023 (hereinafter referred to as **“the Framework Agreement”**);

Under the Framework Agreement, the Ministry of Investments, Regional Development and Informatization of the Slovak Republic acts as the National Coordination Unit (hereinafter referred to as **“the NCU”**);

The Support Measure Agreement between the Swiss Agency for Development and Cooperation (hereinafter referred to as **“the SDC”**) and the NCU on the Support Measure “Improving quality and attractiveness of vocational education and training (VET) towards labour market needs” was concluded on 16. September 2024 (hereinafter referred to as **“the Support Measure Agreement”**);

The Project Contract between **State Institute of Vocational Education** (hereinafter referred to as the **“Project Promoter”**) and the NCU on the implementation of the Project named “Improving quality and attractiveness of vocational education and training (VET) towards labour market needs” was concluded on 22. November 2024 (hereinafter referred to as **“the Project”**);

Since the **Swiss Federal University for Vocational Education and Training** acts as Swiss Support Measure Partner (hereinafter referred to as **“the Partner”**) and under the Article 4.2 of the Regulation on the implementation of the Second Swiss Contribution to selected Member States of the European Union to reduce economic and social disparities within the European Union, with annexes (hereinafter referred to as **“the Regulations”**) the Project Promoter shall conclude the Partnership Agreement, the Parties has agreed as follows:

## **Article 1 – Scope and objectives**

- 1.1 This Partnership Agreement (hereinafter referred to as the “**Agreement**”) defines the rights and obligations of the Parties and sets forth the terms and conditions of their cooperation in the implementation of the Project, as described and defined in Annexes A and B of the Support Measure Agreement.
- 1.2 The Parties shall act in accordance with the Legal Framework of the Second Swiss Contribution set in the Article 2 of the Framework Agreement, mainly with the Regulations as well as all the conditions set in the Project Contract. The Parties expressly acknowledge to have access to and to be familiar with the content of the Legal Framework and the most decisive part of the Project Contract.
- 1.3 Any Annexes to this Agreement constitute an integral part of the Agreement. In case of inconsistencies between the Annexes and the Agreement, the latter shall prevail.
- 1.4 The main objective of the Partnership Agreement is to achieve the effective transfer of Swiss expertise and best practice in the area of vocational education and training (VET) to Slovakia and thereby strengthen the quality and attractiveness of the Slovak VET system.

## **Article 2 – Entry into force and duration**

- 2.1 This Agreement shall enter into force on the date of the last signature by the Parties. It shall remain in force until the Swiss Support Measure Partner has discharged in full its obligations towards the Project Promoter as defined in this Agreement.

## **Article 3 – Main roles and responsibilities of the Parties**

- 3.1 The Parties shall take all appropriate and necessary measures to ensure fulfilment of the obligations and objectives arising out of this Agreement.
- 3.2 The Parties shall carry out their respective obligations with efficiency, transparency and diligence. They shall keep each other informed about all matters of importance to the overall cooperation and the implementation of the activities to be performed. They shall act in good faith in all matters and shall, at all times, act in the interest of the Project.
- 3.3 The Parties shall make available sufficient and qualified personnel, which shall carry out their work with the highest professional standard. While carrying out the assignment under this Agreement, the personnel and entities engaged by either Party shall comply with the laws of the respective countries.
- 3.4 Whenever in the performance of their assignments under this Agreement the Parties’ personnel are on the premises of the other Party, or at any other location in the other Party’s country on request of such Party, that Party shall ensure that such premises and locations comply with all applicable national health, safety and environmental laws and standards. The Parties shall take all necessary precautions to prevent the occurrence of any injury to persons or damage to the property of the other Party in connection with the implementation of the Project.

- 3.5 Each Party shall appoint a Project Manager who shall have operational responsibility for the implementation of the Project as well as serve as contact point for all exchanges of communication, documentation and materials between the Parties.
- 3.6 The Parties shall carry out the activities set in **Annex 1** of this Agreement (hereinafter referred to as the “**Contribution of SFUVET**”).

#### **Article 4 – Obligations of the Project Promoter**

- 4.1 The Project Promoter is responsible for the overall coordination, management and implementation of the Project in accordance with the regulatory and contractual framework specified herein. It assumes sole responsibility for the successful implementation of the Project towards the NCU.
- 4.2 The Project Promoter undertakes to, *inter alia*:
- (a) ensure the correct and timely implementation of the activities;
  - (b) promptly inform the Partner on all circumstances that may have a negative impact on the correct and timely implementation of any of the activities, and of any event that could lead to a temporary or final discontinuation or any other deviation of the Project;
  - (c) provide the Partner with access to all available documents, data, and information in its possession that may be necessary or useful for the Partner to fulfil its obligations; in cases where such documents, data and information are not in English, it shall provide an English translation thereof when so requested by the Partner;
  - (d) provide, upon request, the Partner with a copy of the signed Project Contract, including any subsequent amendments thereof as of their entry into force;
  - (e) consult the Partner before submission of any request for amendment of the Project Contract to the NCU that may affect or be of interest for the Partner’s role, rights and obligations hereunder;
  - (f) prepare and submit in a timely manner to NCU Request for Reimbursements and necessary Project Reports in connection with the payment claims, in compliance with the Support Measure Agreement and the Project Contract so as to meet the payment deadlines towards the Partner as stipulated in this Agreement;
  - (g) transfer to the Partner’s nominated bank account all payments due by the set deadlines;
  - (h) ensure that the Partner promptly receives all assistance it may require for the performance of its tasks.
- 4.3 In case the Project Promoter discovers, that the Partner does not implement the Project to the extent and in the correct manner pursuant to this Agreement, or breaches the duties following from this Agreement, in a way that impedes the implementation of the Project, according to this Agreement, the Project Promoter shall inform, without undue delay, the NCU and recommend, if appropriate, consultations with other Partner, the change of the Project Application/ the Support Measure Agreement; which implies that the Parties are obliged without undue delay to consult other possibilities and ways of fulfilment of the subject matter and purpose of this Agreement, including the possibility of the Partner to terminate this Agreement, or accession of the third party to this Agreement, and for this purpose to conclude an amendment to this Agreement, governing their mutual rights and responsibilities concerning the implementation of the Project.

## **Article 5 – Obligations of the Partner**

- 5.1 The Partner is responsible for the performance of the activities and tasks assigned to it in accordance with this Agreement. A more detailed description of the Partner's activities is provided in Annex 1 “Contribution of SFUVET”.
- 5.2 In addition to the above obligations, the Partner shall:
- (a) promptly inform the Project Promoter on relevant circumstances that may have an impact on the correctness, timeliness and completeness of its performance;
  - (b) provide the Project Promoter with all information necessary for the preparation of any reports due by the Project Promoter to the NCU, especially Request for Reimbursements, within the deadlines and according to the reporting forms set by the Project Promoter;
  - (c) immediately inform the Project Promoter of any cases of suspected or actual fraud, corruption or other illegal activity that come to its attention, at any level or any stage of implementation of the Project;
  - (d) keep all supporting documents regarding the Project, including the incurred expenditure, either in the form of originals or in versions certified to be in conformity with the originals on commonly accepted data carriers, for at least 10 years from the SDC's approval of the final Support Measure report;
  - (e) provide any bodies carrying out mid-term or ex-post evaluations of the Support Measure, as well as any monitoring, audits and on the spot verifications on behalf of the Second Swiss Contribution any document or information necessary to assist with the evaluation;
  - (f) effectively participate in promoting the objectives, activities and results of the Second Swiss Contribution as well as the Swiss contribution to reducing economic and social disparities in the European Economic Area;
  - (g) provide, upon request, of the Project Promoter necessary assistance for enabling properly and timely fulfilment of the obligations under this Agreement and the Project Contract and determine the extent and manner in which it should be granted.

## **Article 6 – Project budget and eligibility of expenditures**

- 6.1 The detailed total Project budget, including the budget share of the Partner as well as the allocation of the budget, amongst the activities to be performed by the Partner is fixed in the Support Measure Agreement/the Project Contract. The estimated overall costs of the Partner and categories of eligible direct expenditure are listed in **Annex 2** “Financial Arrangements”.
- 6.2 Expenditures incurred by the Partner must be in line with the general rules on eligibility of expenditure under the Article 6.1 of the Regulation as well as the main categories of eligible direct expenditures (expenditures directly linked to the implementation of the Project) under the Article 6.2.
- 6.3 The eligibility of expenditures incurred by Swiss Support Measure Partner is subject to the same limitations as would apply if the expenditures were incurred by the Project Promoter, if the Support Measure Agreement does not stipulate otherwise.

- 6.4 Eligibility of expenditure for relevant travel, accommodation and subsistence allowances for Partner and the verification thereof shall be, subject to paragraph 2b) of Article 4.10 of the Regulation in line with unit costs specified in **Annex 2** “Financial Arrangements”.
- 6.5 A Project budget, as well as other detail information about the Project, in particular a way of its implementation, which are not stipulated in this Agreement, are stipulated in the current version of the Support Measure Agreement/Project Contract.
- 6.6 The Partner takes into consideration that the conditions for the provision of the funds to the Project Promoter and the way of its allocation are set in the Project Contract, the second Swiss Contribution Legal Framework.
- 6.7 The Partners takes into consideration that the Period of Eligibility of expenditure starts on 16. September 2024 and ends 31. December 2028.

#### **Article 7 – Financial management and payment arrangements**

- 7.1 Payment of the project grant share to the Partner shall take the form of reimbursement of incurred expenditure.
- 7.2 Payments shall be paid based on the list of expenditures incurred certified by the independent auditor using the template in **Annex 3** supported by documents specified in the Article 8.
- 7.3 Payment claims shall be submitted to the Project Promoter within 5 working days after the end of the respective reimbursement period specified in the Support Measure Agreement, along with a report submitted under the Article 8 of this Agreement declaring that the claimed expenditures are incurred in accordance with the Legal Framework as well as principles and rules set forth in this Agreement.
- 7.4 Payments to the Partner shall, subject to Article 8, be made within 5 *working days* from receipt of the Partner’s payment claim.
- 7.5 All amounts shall be denominated in CHF. Since Partner keep bookkeeping in other currency than in EUR, it shall recalculate the expenditure in EUR to CHF currency using the exchange rate published by the European Commission in the month in which the expenditure was recorded in the accounts and such expenditure will be eligible up to a maximum amount so converted in CHF specified in Article 2 of Annex 2 “Financial Arrangements”.
- 7.6 Any exchange rate risk shall be borne by the Project Promoter. Exchange rate losses incurred by converting Swiss Francs to Euro are considered eligible provided that they are included in the Project budget.
- 7.7 Payments to the Partner shall be made to the Partner’s bank account denominated in CHF, identified as follows:

Account in CHF

<b>Bank:</b>	Berner Kantonalbank AG
<b>Bank address:</b>	Bundesplatz 8, 3011 Bern, Switzerland
<b>Clearing n° (BC):</b>	790
<b>BIC/SWIFT:</b>	KBBECH22XX

**Account n°:** 20 261.024.6.29  
**IBAN:** CH21 0079 0020 2610 2462 9

**Name of the account holder:** EHB/HEFP/SUFFP  
Kirchlindachstrasse 79  
CH-3052 Zollikofen  
Switzerland

- 7.8 Payments shall be deemed to have been made on the date on which the Project Promoter's account is debited.

#### **Article 8 – Proof of expenditure**

- 8.1 Costs incurred by the Partner shall be supported by receipted invoices or alternatively by accounting documents of equivalent probative value.
- 8.2 Proof of expenditure shall be provided by the Partner to the Project Promoter to the extent necessary for the Project Promoter to comply with its obligations to the NCU in line with the Project Contract.
- 8.3 In line with point 4 - Partner State Specific Rules and Procedures of the Annex of the Framework Agreement - Country Specific Set-up, the Partner shall submit a report by an independent auditor qualified to carry out statutory audits of accounting documents, certifying that the costs claimed are incurred in accordance with the Regulations, the national law and relevant national accounting practices. This report shall, subject to paragraph 1 of Article 6.8 of the Regulations, be accepted as sufficient proof of expenditure incurred. The principle of proportionality shall be respected. A report issued by a competent and independent public officer recognised by the relevant national authorities as having a budget and financial control capacity over the entity incurring the costs and who has not been involved in the preparation of the financial statements, certifying that the claimed costs are incurred in accordance with the Regulations, the relevant law and national accounting practices, shall, subject to paragraph 1 of Article 6.8 of the Regulations, also be accepted as sufficient proof of expenditure incurred. A template of the independent auditor's report is attached as **Annex 3** to this Agreement.
- 8.4 Upon request by the SDC, the Partner shall grant access to the supporting documents on the basis of which the report referred to in paragraph 8.3 of this Article was issued.

#### **Article 9 – Progress and financial reports**

- 9.1 The Partner shall report to the Project Promoter the progress achieved in the implementation of the Project in the respective period preceding the submission of the Request for Reimbursement and to provide the Project Promoter with all relevant supporting documents.
- 9.2 The Partner shall report its expenditures to the Project Promoter according to the Article 8 of this Agreement duly and on time to enable the Project Promoter to declare all expenditures incurred in relation to the implementation of the Project in the Reimbursement Request and the Final Reports.

#### **Article 10 – Post Completion obligation**

10.1 The Partner shall ensure that the relevant documents relating to the Project are kept for 10 years after the completion of the Support Measure.

#### **Article 11 – Audits**

11.1 Audits shall be carried out in line with Chapter 9 of the Regulations, which has been modified by point 4 - Partner State Specific Rules and Procedures of the Annex of the Framework Agreement - Country Specific Set-up as follows:

- (a) The Paragraph 4 of Article 9.2 of the Regulations has been replaced by the following: A non-statistical sampling method may be used on the professional judgment of the Audit Authority, to be duly justified in the audit strategy, in accordance with internationally accepted audit standards and in any case where the number of Projects or Programme Components for a year is insufficient to allow the use of a statistical method. The non-statistical sampling method shall cover a minimum of 10% of Projects or Programme Components for which expenditure has been declared during a year and a minimum of 15% of the expenditure which has been declared during a year.
- (b) The following Paragraph 5 has been added to Article 9.2 of the Regulations: Switzerland and Slovakia have agreed to rely for the audit of both the financial regularity and the internal control system on statutory financial external audit reports in accordance with internationally accepted audit standards. The Audit Authority may appoint an external certified auditor for each Project and Programme Component, to be paid from the respective budget of the Project or Programme Component. For Projects and Programme Components not exceeding CHF 500,000, the audit shall be carried out after the Project or Programme Component completion. Non-statistical sampling method shall be used to verify the legality and regularity of expenditure, as described in Article 9.2.4 of the Regulations.
- (c) The following Paragraph 3 has been added to Article 9.4 of the Regulations: Access according to paragraph 2 above to locations and facilities shall be contingent upon the period set forth in Article 4.15, paragraph 2 and 3 of the Regulations.

11.2 The report submitted in line with the paragraph 8.3 of Article 8 of this Agreement shall be sufficient for the purpose of the financial audit. Under the paragraph 8.4 of the Article 8 of this Agreement, the Partner shall grant, upon request by the SDC access to the supporting documents on the basis of which the report was issued.

#### **Article 12 – Procurement**

12.1 National and EU law on public procurement shall be complied with by the Parties at any level in the implementation of the Project.

12.2 The applicable procurement law is the law of the country in which the procurement is being carried out.

12.3 The provision of the Regulations set in Article 7.1 shall be complied with.

### **Article 13 - Conflict of interest**

13.1 The Parties shall take all necessary measures to prevent any situation that could compromise the impartial and objective performance of the Agreement. Such conflict of interests (as defined in Article 2.3, g) of the Regulations) could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during the performance of the Agreement must be notified to the other Party in writing without delay. In the event of such conflict, the Party concerned shall immediately take all necessary steps to resolve it.

13.2 Each Party reserves the right to verify that such measures are adequate and may require additional measures to be taken, if necessary, within a time limit which it shall set. The Parties shall ensure that their staff, board and directors are not placed in a situation which could give rise to conflict of interests. Each Party shall immediately replace any member of its staff exposed to such a situation.

### **Article 14 - Confidentiality**

The Parties undertake to maintain the confidentiality of all information that is designated as confidential by its nature or by the other Party.

### **Article 15 – Irregularities**

15.1 Irregularities are defined in accordance with Article 11.1 of the Regulations.

15.2 In case an irregularity has come to the attention of one Party that Party shall immediately inform the other Party thereof in writing.

15.3 In cases where measures to remedy any such irregularity are taken by the competent bodies referred to in Chapter 12 of the Regulations, including measures to recover funds, the Party concerned shall be solely responsible for complying with such measures and returning such funds to the Programme. The Partner shall, in such cases, return the recovered funds through the Project Promoter.

### **Article 16 – Suspension of payments and reimbursement**

16.1 In cases where a decision to suspend payments and/or request reimbursement from the Project Promoter is taken by the NCU or the SDC in line with the Article 12.2 of the Regulations, the Partner shall take such measures as are necessary to comply with the decision.

16.2 For the purposes of the previous paragraph, the Project Promoter shall, without delay, submit a copy of the decision referred to in the previous paragraph to the Partner.

### **Article 17 – Termination**

17.1 Either Party may terminate this Agreement in the event of a breach by the other Party of its obligations in a serious manner.

17.2 Furthermore, in case of termination of the Project Contract for any reason whatsoever, the Project Promoter may terminate this Agreement with immediate effect.



## **Article 18 – Assignment**

18.1 Neither Party shall have the right to transfer their rights and obligations under this Agreement without the prior consent of the other Party.

18.2 The Parties acknowledge that all assignment of rights and obligations under this Agreement is dependent upon the NCU prior consent in accordance with the provisions of the Project Contract.

## **Article 19 – Amendments**

19.1 Any amendment to this Agreement, including its Annexes, shall be the subject of a written agreement concluded by the Parties.

## **Article 20 – Severability**

20.1 If any provision of this Agreement (or part of any provision) is found by any court, tribunal or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of the Agreement, and the validity and enforceability of the other provisions of the Agreement shall not be affected.

20.2 If a provision of this Agreement (or part of any provision) is found illegal, invalid or unenforceable, the Parties shall negotiate in good faith to amend such provision such that, as amended, it is legal, valid and enforceable and, to the greatest extent possible, achieves the Parties' original intent.

The Parties have agreed that in case this Agreement does not explicitly stipulate otherwise, the relationships which are not explicitly set in this Agreement shall be respectively governed by the provisions of the Legal Framework, the Support Measure Agreement and Project Contract.

## **Article 21 – Notices and language**

21.1 All notices and other communications between the Parties shall be made in writing and be sent to the following addresses:

### **For the Project Promoter:**

State Institute of Vocational Education  
Mariana Mlčúchová, Project manager  
Bellova 3277/54A, Bratislava 83101, Slovakia  
[mariana.mlcuchova@siov.sk](mailto:mariana.mlcuchova@siov.sk)

### **For the Partner:**

The Swiss Federal University for Vocational Education and Training  
Eric Swars, Head of International Affairs  
Kirchlindachstrasse 79, CH-3052 Zollikofen, Switzerland  
[erik.swars@sfuvet.swiss](mailto:erik.swars@sfuvet.swiss)

21.2 The language governing the execution of this Agreement is English. All documents, notices and other communications foreseen in the framework of this Agreement shall be in English.

#### **Article 22 – Governing law and settlement of disputes**

22.1 The construction, validity and performance of this Agreement shall be governed by the laws of the Slovak Republic. The Agreement must however, be interpreted also in the light and in response to Project Contract, second Swiss Contribution Legal Framework and Implementation Rules.

22.2 Any dispute relating to the conclusion, validity, interpretation or performance of this Agreement shall be resolved amicably through consultation between the Parties.

22.3 If the Parties fail to resolve the dispute by mutual agreement or settlement, the dispute shall be promptly presented to the NCU, who at its own discretion may convene a joint meeting of NCU and the litigants and all Parties to this Agreement, in order to resolve the dispute and reach an agreement out of court settlement. If the NCU does not convene a joint meeting, or the Parties to the dispute, do not resolve the dispute in a joint meeting convened by the NCU, pursuant to the preceding sentence, the dispute will be brought to the respective general court of the Slovak Republic.

#### **Article 23 - Closing provisions**

23.1 The Parties hereby declare that they have duly and carefully read this Agreement, understood its content and its legal effects, their intention expressed in this Agreement is free they conclude the Agreement neither in distress nor under notably inconvenient conditions, their contractual autonomy is not limited, contractual acts are sufficiently clear, precise and understandable, the signatories are duly authorised to sign this Agreement and as a sign of their consent they have signed the Agreement.

The Agreement is composed of:

Annex 1 – Contribution of SFUVET

Annex 2 – Financial Arrangements

Annex 3 - Template of the independent auditor's report

This Agreement has been prepared in two originals, of which each Party has received one.

For the Project Promoter

Place Bratislava, Date 20.01.2025

Branislav Hadár, Director of SIVE

For the Partner

Place Zollikofen, Date 16.01.2025

Adrian Wüthrich, Chairman of SFUVET Board

Barbara Fontanellaz, Director General SFUVET

## **Annex 1**

### **to Partnership Agreement between State Institute of Vocational Education (SIVE) and Swiss Federal University for Vocational Education and Training (SFUVET)**

#### **Contribution of SFUVET**

##### **Article 1 Description of the Partners' activities and tasks**

SFUVET will participate and contribute to the completion of tasks and outputs of Activities of the Project named "Improving quality and attractiveness of vocational education and training (VET) towards labour market needs" (hereinafter referred to as **"the Project"**):

Activity 1: "Improving the VET system in selected fields of education by adapting the system of pedagogical staff education and increased involvement of employers into practical education"

##### **1.1 Concept and Methodology Supporting SME to join VET:**

1. Analysis of needs and definition of a concept for intervention with Slovak partners;
2. Implementation of concept (support in developing concept for private sector engagement in selected sectors, guidelines and principles for quality assurance, training of in-company trainers and Representative of Employer);
3. Evaluation of intervention and definition of next steps and follow up,

##### **1.2 Teachers upskilling:**

1. Assessment of current teaching and analysis of needs. Definition of intervention and concept with Slovak partners;
2. Implementation of intervention e.g.: Vocational pedagogy and didactics update for teachers to better adapt to dual VET through SFUVET training, trainings potentially in Slovakia and Switzerland;
3. Evaluation of intervention and definition of next steps and follow up,

##### **1.3 Revision of curricula:**

1. Analysis of needs and definition of concept for intervention with Slovak partners;
2. Implementation of the intervention e.g. courses on how to create a curriculum development methodology, which is based on work situations described by professionals from companies. Accompaniment of concrete revision projects - State & Schools Programs;
3. Evaluation of intervention and definition of next steps and follow up.

Activity 2.1: "Introducing the technical school leaving examination at SVS"

1. Analysis of needs and definition of intervention and concept with Slovak partners;
2. Implementation of intervention concept e.g.: Capacity building on the qualification procedure – to be aligned with curriculum development activities; Baccalaureate;
3. Evaluation of intervention and definition of next steps and follow up.

### Activity 2.2: “Developing possibilities to link higher VET with first stage of higher education”

1. Analysis of needs and definition of intervention and concept with Slovak partners;
2. Implementation of intervention concept e.g.: Support in the certification models differentiating initial VET and Higher VET

### Activity 2.3: “Introducing the master examination”

1. Analysis of needs and definition of intervention and concept with Slovak partners;
2. Implementation of intervention concept e.g.: Master examiners’ training and expert review of the examinations (processes, organization and implementation);
3. Evaluation of intervention and definition of next steps and follow up.

### Activity 3: “Creating tools for facilitating entry of foreigners to labour market”

1. Analysis of needs and definition of intervention and concept with Slovak partners;
2. Implementation of intervention concept, e.g.: support and sharing best practices in the integration of foreigners/refugees in the labour market (e.g. INVOL, providing of vocational language courses, effective integration practices in the workplace, Validation and Recognition of Qualification of foreigners);
3. Evaluation of intervention and definition of next steps and follow up.

## **Article 2 Cooperation details**

1. The estimated input from SFUVET is 560 man-days. The indicative division of the input into activities and time is detailed in Annex 2 of this Agreement.
2. The list of tasks is indicative. Specific tasks, schedules, sources, and outputs will be defined based on an agreed proposal from SFUVET following a request from SIVE. SIVE will submit a request to SFUVET no later than 40 working days before the intended start of the task’s implementation. The request will also include the expected output and all relevant documents to be considered by SFUVET when preparing the proposal. SFUVET will submit the detailed proposal, including the itinerary to be ensured by SIVE, no later than 20 working days before the planned implementation of the task.
3. Based on its expertise, SFUVET is allowed to submit a proposal on its own initiative. The proposal shall contain all the information specified in paragraph 2.
4. The proposal is considered agreed upon if the other Party approves it at least 10 working days before the planned start of the task.
5. SFUVET is entitled to invoice, in addition to the fees for the input of the expert personnel working on agreed tasks, other costs linked to travel and accommodation. The unit rates and their descriptions are detailed in Annex 2 of this Agreement. Other costs, if part of a proposal, must be approved by SIVE.
6. Payment claims prepared by SFUVET will cover only expenditures incurred in the respective period as defined in Article 6.1.2 of the Regulations and will be accompanied by Independent auditor’s report using the form in Annex 3 of the Partnership Agreement.

## **Annex 2**

**to Partnership Agreement between State Institute of Vocational Education (SIVE) and Swiss  
Federal University for Vocational Education and Training (SFUVET)**

### **Financial Arrangements**

**Article 1: Indicative division of expert input of SFUVET to Activities of the Project according to Article 1  
of the Annex 1 of the Partnership Agreement**

<b>No.</b>	<b>Activity name</b>	<b>Quantity (Man day)</b>
1	Improving the VET system in selected fields of education by adapting the system of pedagogical staff education and increased involvement of employers into practical education	280
2.1	Introducing the technical school leaving examination at SVS	120
2.2	Developing possibilities to link higher VET with first stage of higher education	30
2.3	Introducing the master examination	50
3	Creating tools for facilitating entry of foreigners to labour market	80
	<b>TOTAL</b>	<b>560</b>

**Article 2: Unit costs**

<b>Budget items</b>	<b>Unit</b>	<b>Unit costs</b>	<b>Currency</b>	<b>Description</b>
SFUVET experts direct costs	Man day	1 300,00	CHF	Provision of expert advice and carrying out the activities agreed in Partnership Agreement. Man day means 8 hours of work of expert. The fee covers all costs including costs for financial audit described in the Partnership Agreement.
Flight ticket	No	NA	CHF	Round trip, economy class
Foreign Business trip to Slovakia - with overnight	Day	163,81	CHF	Based on the Annex 6 to the Manual of the project implementation in line with Art. 6.7 of the Regulations using exchange rate CHF:EUR specified in the Annex B: Budget of the respective Support Measure Agreement
Foreign Business trip to Slovakia - no overnight and more than 12 hours		81,90	CHF	Based on the Annex 6 to the Manual of the project implementation in line with Art. 6.7 of the Regulations using exchange rate CHF:EUR specified in the Annex B: Budget of the respective Support Measure Agreement
Transport costs in Slovakia	Km	0,095	CHF	Based on the Annex 6 to the Manual of the project implementation in line with Art. 6.7 of the Regulations using exchange rate CHF:EUR specified in the Annex B: Budget of the respective Support Measure Agreement

### **Annex 3**

#### **to Partnership Agreement between State Institute of Vocational Education (SIVE) and Swiss Federal University for Vocational Education and Training (SFUVET)**

#### **Certification of costs claimed by project partner**

We confirm that procedures have been performed in order to provide assurance as to the relevance and conformity with the Regulations on the implementation of the second Swiss Contribution to selected Member States of the European Union to reduce economic and social disparities within the European Union (the Regulations), national law and relevant national accounting practices of the costs claimed by the project partner.

<b>Project reference:</b>	<i>Fill in</i>
<b>Project title:</b>	<i>Fill in</i>
<b>Project partner:</b>	<i>Name of project partner</i>
<b>Entity responsible for the certification:</b>	<i>Name of entity</i>
<b>Type of entity:</b>	<i>Auditor or Competent Public Officer</i>
<b>Start date of incurred expenditure:</b>	<i>DD.MM.YYYY</i>
<b>End date of incurred expenditure:</b>	<i>DD.MM.YYYY</i>
<b>Actual expenditure<sup>1</sup> incurred this period:</b>	<i>Fill in</i>

The [Auditor/Competent Public Officer] hereby certifies that:

- (i) The costs claimed by the donor project partner are incurred in accordance with the Regulations<sup>2</sup>.
- (ii) The cost claimed are incurred in accordance with the relevant law and national accounting practices.
- (iii) The [Auditor<sup>3</sup>/Competent Public Officer] has not been involved in the preparation of the relevant financial statements, and is independent of the donor project partner.

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<sup>1</sup> A breakdown of the costs certified should be provided as an annex

<sup>2</sup> Provisions on eligibility of expenditures are stated in chapter 8 of the Regulations

<sup>3</sup> Auditor shall be qualified to carry out statutory audits of accounting documents

	For the Auditor/Competent Public Officer	Optional second signature
Name		
Signature		
Position		
Date		

### Annex to the auditor's report

#### Breakdown of the certified costs

No.	Activity No.	Budget Item	Unit Cost*	Units No.	Expenditure	Incurred on	Paid on	Item details
					0			
					0			
Total expenditure incurred in the period					0			

\* Refer to Annex 2 of the Partnership Agreement

Item details: Name of the expert / Flight on ... to ... / Trip to Slovakia from ... to ... in ...