## Project Title

Project number: NPJR 2024/XXXXX

Type of activity: Class exchange

## Partnership Agreement 2022-2024

The institutions named below agree to cooperate for the fulfilment of the objectives of the project. They commit to promote mutual understanding through a reliable and continuous communication and to respect the preparatory arrangements and the implementation and follow up requirements in all aspects related to the organisation and management of the national and transnational activities. All responsibilities connected with the project will be conducted with great care.

### A. Information about the institutions

|  |  |  |
| --- | --- | --- |
| Name of the institution | Contact details  (email, phone) | Website |
|  |  |  |
|  |  |  |
|  |  |  |

### B. Clauses

All the attending parties herewith agree on the following:

B.1 The class exchange activities

1. The Activities will last X full days excluding the day of arrival and the day of departure.

2. The dates of the Activities are

3. Each hosting school will create a meticulous schedule – encompassing the dates, hours, types of workshops for students to attend, classroom numbers, trips and suitable equipment, prices to be paid, etc. Such plans will be given to the visiting schools.

4. The students (14 per each country) will be staying in host families, and will be given breakfast, lunch and dinner every day – free of charge.

5. The teachers will stay at a hotel while the students stay at their host families.

6. Each hosting school will prepare materials for the workshops that can be used by students in order to carry out their products.

9. Each host school organizes: Ice­breaking activities for the participants to get to know each other and cooperate well in a group; a meeting for teachers to administrate the project.

At the end of each activity a participant list is established and duly signed by legal responsible of the host organisation, stating participant’s name, sending institution, host organisation, from country to country and type of exchange, date of arrival/departure.

B.2 The final products and general tasks

Partners undertake to contribute to the creation of these THREE students’ final products in English.

Partners also undertake to carry out the following tasks:

1. Using Google Drive for sharing and storing information between teachers and students

2. Creating surveys and questionnaires for a double survey to be carried out before the first mobility and then after the second mobility to measure the impact of the project within the educative community.

3. Writing the minutes of every teachers’ meeting.

B.3.*Contact between partners*

1. Partners will reply to coordinator’s emails as soon as possible at all times. The final report will be written together – the coordinator will assign parts of the form to complete.

2. Project risks relating to reliable and continuous communication between partner organisations will be handled by each of the institutions by closely involving at least one more teacher on each side who will be able to take over the communication and the coordination of the project in case one of the coordinators will not be able to continue the work due to health problems or career shifts or other reasons. Responsibility will then be transferred to the teacher who has regularly been taking part in the project together with the coordinator.

3. In the case that other conflicts should occur that would put the project at risk, we

strongly rely on the fact that our mutual sense of responsibility, friendship and

understanding will make it possible to resolve conflicts by means of direct and

open communication. We know that a mutual sense will make our partnership

and the exchange a successful one and will be the core of our partners.

**B.4 BUDGET CONTROL**

Responsibility for controlling the budget is allocated to the coordinator of

the project with the support of the administrative staff inside the school.

The distribution of grants will be executed as follows:

* X euro to network partner (organisation), 3 months before activity date XX
* X euro to network partner (organisation), 3 months before activity date XX

C. SIGNATURES OF THE INSTITUTIONS

(contact persons and legal representatives of all participating organsiations)