RULES FOR MAINTAINING THE PARTNERSHIP

1. Partnership Agreements. The relationships between the coordinator and each partner are described in a Partnership Agreement which defines 20 Articles:

- Subject of the Partnership Agreement
- Duration
- Obligations of the Contractor and the Partner
- Financing the action
- Payment arrangements
- Reporting
- Budgetary and financial management
- General administrative provisions
- Promotion and visibility
- Confidentiality and data protection
- Ownership and property rights
- Liability
- Conflict of interest
- Working languages
- Conflict resolution
- Applicable law and jurisdiction
- Termination of the Agreement
- Force Majeure
- Amendments
- Annexes

The Partner agreements must be signed until Month 6 of the project start by the official representatives of all project partners, on one side, and by the rector of the University of Ruse, on the other side, as the coordinating institution.

2. Staff costs
The documents to report staff costs are Time sheets & Declarations. Both documents must be signed by the employer, i.e. by the Rector or a person authorized by him on the basis of a document sent to the coordinator which proves this authorisation. A copy of the employment contract must be attached to the Time sheets and the Declaration.

3. Travel costs & Costs of Stay
Reporting should happen on the basis of unit costs according to the approved rates in the project budget. Reporting Travel costs and costs of stay happens with an Individual Travel report and scanned copies of the tickets, boarding passes, hotel invoice.

4. Equipment
One university per partner country is selected as the main institution responsible for the communication with the suppliers, collection of offers, reception of ALL the money and in the end for the payment to the supplier. In the contract with the supplier there is a list of all equipment items with information to which university this item should be delivered! The supplier must know which item should be delivered to which university, so that it plans the relevant delivery costs.

5. VAT
All partner countries have signed an agreement with the European Commission that equipment bought for the purposes of execution of EU projects can be exempted of VAT and all taxes. However, the exemption procedure is different for each country. So, partner country (PC) Universities have to contact the relevant bodies in their country (Ministry of Finance, EU delegation) and find out how to do it.

6. Work Packages
There are a total of seven work packages (WP) in the project. Each WP has a leader from the EU partner and one leader from each PC who will be responsible for distributing the tasks and responsibilities of each university in their country.

7. Work plan
A detailed work plan has been elaborated. It comprises all project activities with dates, the number of the respective WP they belong to, responsible actors, etc. WP leaders have to follow strictly the work plan and organize the work on the activities in their WP.

8. Project web site
The website will contain information about key aspects of the project. This includes but is not limited to: Project summary and objectives; Work plan of the activities and information about their development at the various project stages; Timetables and progress reports; Information about the partner institutions and links to their websites; Minutes and main results from the Project meetings; Dissemination information.

9. Cloud based project space
It will be created using Microsoft Sharepoint for use by project partners for internal communication and confidential project information. The cloud based project space will allow the partners to use some extra features such as asynchronous communication (i.e. web-based forum; group mailing; file sharing etc.).

10. Project mailing lists
Mailing lists are created and maintained on a server at the coordinator's institution. There is one mailing list for the whole consortium. It is mainly used by the coordinator to send emails to all partners, but can be also used by any partner to send important messages and announcements to the consortium. One mailing list is created for each PC for better coordination of its work, another for all representatives from PC Ministries and a fourth one for the Partners from the EU Countries.

11. Project meetings
Three main project meetings of the whole consortium are planned each year. Project partners should plan their time, so that they participate in each of the meetings.