**PARTNERSHIP AGREEMENT**

This Partnership Agreement describes the legally binding arrangement between three parties:

**Coordinating Organization**

|  |  |
| --- | --- |
| Name of organization | EUFED |
| Address  | Rue Haute 25 |
| City | Brussels | Country | Belgium |
| Postal code | 1000 | Area | No |
| Phone number | +32 2 502 80 66  | E-mail | info@eufed.org |

**Organization on Offer Side**

|  |  |
| --- | --- |
| Name of organization | Enter name |
| Address  | Enter address |
| City | Add city | Country | Enter country |
| Postal code | Add code | Area | Enter area |
| Phone number | Add number | E-mail | Enter e-mail |

And

**Organization on Demand Side**

|  |  |
| --- | --- |
| Name of organization | Enter name |
| Address  | Enter address |
| City | Add city | Country | Enter country |
| Postal code | Add code | Area | Enter area |
| Phone number | Add number | E-mail | Enter e-mail |

1. **Purpose**

The purpose of this Agreement is to formalize the relationship between three parties in order to maximize cooperation and to create smooth communication.

1. **Responsibilities of Coordinating Organization:**
	1. Bears the administrative responsibility for the entire project.
	2. Coordinates the project in cooperation with the Organisations on Offer and Demand side.
	3. Carries out all or some of the administrative tasks of the Organisations on Offer and Demand side.
	4. Distributes the information between all organisations

2.5. Ensures that visiting staff members receive the informational kit and attends the full training

1. **Responsibilities of Organization on Offer Side:**
	1. Is committed to providing a suitable training, safe and healthy environment to the visiting staff member of the Organization on Demand Side.
	2. Takes care of the practical arrangements in order to support and guide the visiting staff member from the moment of his/her arrival in the host country.
	3. Provides the visiting staff member a free board and lodging. Her/his accommodation must remain available for her/him throughout the entire staff exchange.
	4. Establishes and maintains appropriate contact with EUFED.
	5. Offers supervision and guidance to the visiting staff member through experienced staff.
	6. Provides personal support and support during the learning process to the visiting staff member.
	7. Encourages contact of the visiting staff member with other employees
2. **Responsibilities of Organization on Demand Side:**
	1. Identifies a staff member who will be exchanged.
	2. Provides adequate preparation for the employee(s) before departure, according to the individual needs and learning opportunities of the employee(s).
	3. Keeps contact with the employee(s) and with EUFED during the project.
3. **Duration of Staff Exchange**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5.1 | Starting date | Click here to enter a date. | Ending date  | Click here to enter a date. |
| 5.2 | Working hours | Enter number | Per day |  |

|  |  |
| --- | --- |
| 1. **Number of visiting staff members**
 | Choose a number |

1. **All parties agree on the below mentioned activities/tasks that will be carried out/performed by the visiting staff member during the staff exchange period.**

|  |  |
| --- | --- |
| 7.1 Activity/Task | Enter activity/task |
| Short description: |
|   |
| 7.2 Activity/Task | Enter activity/task |
| Short description: |
|   |

1. **Other**

8.1 Fulfilled Questionnaire on Demand Side, Questionnaire on Offer Side and Guide for Staff Exchange complement this Agreement.

8.2This Agreement shall enter into force upon signature by all Parties.

8.3 This Agreement may be amended at any time, but only by the written agreement of the Parties.

8.4 This Agreement has been prepared authentically in English. If any question regarding any part of the agreement should arise, the Parties must find a solution in consultation with each other.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DONE at | Enter place | in triplicate,  | on | Enter a date. |

|  |  |  |  |
| --- | --- | --- | --- |
| Last name, First name and Signature of Legal Representative of EUFED | Click here to enter text. | Date | Enter a date. |

|  |  |  |  |
| --- | --- | --- | --- |
| Last name, First name and Signature of Legal Representative of Organization on Demand Side | Click here to enter text. | Date | Enter a date. |

|  |  |  |  |
| --- | --- | --- | --- |
| Last name, First name and Signature of Legal Representative of Organization on Offer Side | Click here to enter text. | Date | Enter a date. |