

# PARTNERSHIP AGREEMENT

## MoMoEU!

**Project title** More Monitoring action in the EU!

**Timeline** 15.12.2022 - 14.10.2024 (22 months)

**Partner organisations** mafianeindanke e.V. (DE) *leading partner*

Eine Welt e.V. (DE)

Echanges et Partenariats (FR)

Gruppo Abele onlus (IT)

Libera – Associazioni. nomi e numeri contro le mafie (IT)

Mano Europa (LT)

Transparency International España (ES)

Center for Knowledge Management (MK)

### Evaluation plan

The project MoMoEU! has a timeline of 22 months and includes the following different activities divided in four working packages.

#### WP1 - Project Management

#### WP2 - Online Educational path (lead Gruppo Abele)

- 2.1 Kick-Off TRAINING
- 2.2 Plan and development of the educational path
- 2.3 Pilot Digital Training
- 2.4 Finalisation of the educational path

#### WP3 - Educational Escape Games (lead mafianeindanke)

- 3.1 Plan and development of the contents of 2 digital educational YM-module

- Production of the digital tools and technical implementation
- 3.2 Pilot&Video staff meeting
- 3.3 Pilot Digital Training Tool 2
- 3.4 Improvement and finalisation of the tool

#### **WP4 - Impact and dissemination**

- 4.1 Training Italy
  - Training France
  - Training Germany
  - Training Spain
  - Training Macedonia
  - Training Lithuania
- 4.2 Multiplier event (launch of new digital education modules)
- 4.3 Touch-down staff meeting

The development of the activities will follow the GANTT chart (Annex A). For each activity there is a planned workload and responsible partner, as in detail described in the ANNEX 1 of the Internal Financial Agreement.

At the end of each activity, the coordinating partner will produce an “Activity Report” following the standard form, which outlines:

- compliance with the corresponding specific result;
- compliance with the intended purposes;
- compliance with activity indicators;
- compliance with the foreseen time;
- reasons of eventual time deviations;
- the costs incurred in detail and a justification of the total costs incurred;
- details on staff resources deployed,
- involved participants,
- reasons for eventual budget modifications.

At the end of WP2, WP3 and WP4, a corresponding “Internal Evaluation Report” will be produced by mafianeindanke, bringing together and evaluating all “Activity Reports”.

The reports will contribute to the “Final Evaluation Report”, which will be shared and discussed with all partners during a final web conference/call.

The Final Evaluation Report will provide information on the evaluation activity carried out during the whole project. It will include both feedback on the project activity and recommendations for future sustainability and transfer of the project’s approach and outcomes.

Concerning the trainings, as an additional tool, the project will provide a Youthpass for the participants - also surveys will be used to assess the development of the project.

## Risk assessment plan

Any relevant deviation (of time or costs) with respect to the GANTT or approved budget has to be discussed by the project partners and has to be communicated to the leading partner mafianeindanke without any delay.

A steering committee (composed by all partners' project managers) will be extraordinarily convened in the regrettable case of emerging conflicts or serious non-compliance of a partner, in order to activate a possible infringement procedure against the defective one, and quickly redistribute the project's activities and resources among the other partners, so that the project development would continue.

The leading partner mafianeindanke will be available any time for discussing with the partner organisations about eventual problems related to both eventual internal structural problems of the organisations or to the relations between partners.

## RISK ANALISYS

| Category | Risk                                                                                                                                                                                                                                                                                              | Probability | Response                                                                                                                                                                                                                                                                                                                                                     | Assignee                               |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| PM       | Unexpected expenses for external services (website maintenance, multilingual sections, software development, travel of service provider staff, etc.)                                                                                                                                              | High        | Allocation of extra resources from the saving of certain activities (e.g. fewer participants in project meetings)                                                                                                                                                                                                                                            | MND                                    |
| PM       | Shortening of project budget at the end of the project, based on unsatisfying project results according to the National Agency<br><br><i>Budget recognition is predominantly based on the evaluation of the project results (less on the project activities, compared to previous programmes)</i> | Low         | 1) Working for high quality results and respect indicators (e.g. number of participants)<br><br>2) Providing for reimbursement by partners in case of major shortening of funds in the Partnership Agreement<br><br>3) Transferring money during the whole project based on the progress of the work and the evaluation of the contribution for each partner | 1) everybody<br>2) everybody<br>3) MND |
| PM       | Different needs of involved staff because of people working mainly/only for their organisations, others doing this as a side-job, others working as                                                                                                                                               | Low         | Flexibility to find compromise within the team (for example, meeting bridging between week days and weekend, etc.)                                                                                                                                                                                                                                           | everybody                              |

|                               |                                                                                        |        |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                     |
|-------------------------------|----------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
|                               | volunteers in their free time                                                          |        |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                     |
| PM                            | Covid-related problems/restrictions may affect the success of project activities       | Low    | Communicate with the German National Agency and follow their official guidelines, report to the whole partnership                                                                                                                                                                                                                                                                                                              | MND                                                                 |
| Production of project results | Limited energy resources leads to partner not fully contributing to the foreseen tasks | Medium | <p>1) Scheduling regular call dedicated to PM for feedback on the work done</p> <p>2) Sharing the workload within a larger team (e.g. a team of 3)</p> <p>3) Pro-active communication if a partner cannot commit 100% to tasks, so that the task can be reassigned quickly</p> <p>4) Transferring money during the whole project based on the progress of the work and the evaluation of the contribution for each partner</p> | <p>1) MND</p> <p>2) everybody</p> <p>3) everybody</p> <p>4) MND</p> |
| Production of project results | Change of involved staff during the project                                            | Medium | Pro-active communication by partner if the key staff changes, and pro-active handover by the colleagues of the same organisation to ensure that the newcomer is able to integrate into the work, without this affecting the team                                                                                                                                                                                               | everybody                                                           |
| Production of project results | Limited time resources leads to difficulties to keep up with deadlines                 | Medium | Setting intermediate deadlines; prioritising deadlines where other people's work is involved                                                                                                                                                                                                                                                                                                                                   | everybody                                                           |
| Dissemination                 | Links to key stakeholders are missing                                                  | Medium | <p>Identify and contact local/national stakeholders during the whole project</p> <p>Proactively invite them to events / send to them project results / communicate progress of project work</p> <p>(if relevant: partner up with the other organisation from your country to do so)</p>                                                                                                                                        | everybody                                                           |

|               |                                                       |        |                                                                                                                                                                                                                                                                        |           |
|---------------|-------------------------------------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Dissemination | Final products of the project are not fully valorised | Medium | Good external communication plan through project's and partners' communication channels, and events where partners normally participate<br><br>Internal plan for each organisation on how to exploit the project results within usual activities and ad-hoc activities | everybody |
|---------------|-------------------------------------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|

## Partnership accounting rules

| Project management             |                                                                                                                                                                                                                                              |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contribution of 250 Euro/month |                                                                                                                                                                                                                                              |
|                                | <b>NO EXPENSES PROOF REQUIRED</b>                                                                                                                                                                                                            |
|                                | It includes the participation to the coordination meetings, the exchange of emails, the coordination of the work, the participation to the meetings in presence etc. as well as the management costs of your organisation (overhead)         |
|                                | If the partner does not participate to the project meetings and do not respond to the communication, MND will send two warnings to the project staff and to the legal representative, and if necessary, reduce the contribution accordingly. |
| Staff-meetings in presence     |                                                                                                                                                                                                                                              |
| Travel costs                   |                                                                                                                                                                                                                                              |
|                                | <b>ALL TRAVEL DOCUMENTS ARE REQUIRED IN DIGITAL FORM</b>                                                                                                                                                                                     |
|                                | <b>NO EXPENSES PROOF REQUIRED (unless exceeding the forfait)</b>                                                                                                                                                                             |
|                                | Budget allocated following the forfait in the financial agreement, only if the person do participate (in case of last-minute drop out, only the cancellation costs will be covered - not forfait)                                            |
|                                | Please travel in economy class/second class - travel with low CO2-footprint are very welcome                                                                                                                                                 |
|                                | If the travel costs exceed the amount provided, communication to MND                                                                                                                                                                         |
|                                | Any extra costs incurred during the travel days are part of this budget (local transport, meals, luggage storage, etc.) and are to be coordinated according to the internal rules of each association                                        |
|                                | Compensation with the travel costs of the other meetings in case of exceeding costs                                                                                                                                                          |
|                                | If still exceeding the sum, compensation with some other budgets                                                                                                                                                                             |
|                                | Possible only with the complete documentation of the expenses                                                                                                                                                                                |
| Hosting organisation           |                                                                                                                                                                                                                                              |
|                                | <b>PARTICIPANTS-SHEETS ARE REQUIRED</b>                                                                                                                                                                                                      |
|                                | <b>MEETING REPORTS AND DOCUMENTATION IS REQUIRED</b>                                                                                                                                                                                         |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 | <b>NO EXPENSES PROOF REQUIRED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                 | Budget allocated following the financial agreement, forfait calculated per person (in case of last-minute drop out, only the cancellation costs will be covered - not forfait)                                                                                                                                                                                                                                                                                                                                                        |
|                                 | If the organisational costs exceed the amount foreseen, please contact MND asap                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                 | The hosting organisation has to provide accommodation (in double room) and food for all meals and all participants, as well as an appropriate area for the meetings. Basic standards.<br>Ideally, mostly vegetarian and regional meals to reduce CO2 impact.                                                                                                                                                                                                                                                                          |
|                                 | The hosting organisation has to write a short closing report about the meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                 | The hosting organisation has to collect the signatures of all participants using the templates of MND                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                 | The hosting organisation is responsible for the own accounting of the meeting, following the local regulations                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                 | The hosting organisation has to provide the documentation about the training (agenda, fotos, results etc.)                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Working days</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                 | <b>TIMESHEETS ARE REQUIRED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                 | <b>NO EXPENSES PROOF/PAYSLIPS REQUIRED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                 | Budget allocated following the financial agreement, forfait calculated per working day per person (one working day = 8 hours work)                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                 | Each organisation is responsible to keep trace of the working hours and to balance them with the workload. If you notice that the workload exceeds relevantly the working days available, please communicate this asap with MND and GA. We will not be able to allocate extra budget if it is not agreed in advance. If the workload is relevantly smaller than the working days foreseen, please communicate this - we will surely identify during the project development some activities that may require more time than expected. |
|                                 | We will need one signed timesheet for each person for each WP (2-3-4), MND will share a template                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Digital trainings/events</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                 | <b>PARTICIPANTS-LIST ARE REQUIRED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                 | <b>MEETING REPORT &amp; DOCUMENTATION IS REQUIRED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                 | <b>TIMESHEETS ARE REQUIRED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                 | <b>NO EXPENSES PROOF/PAYSLIPS REQUIRED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                 | Budget allocated following the financial agreement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                 | The responsible organisation will collect the data of the participants using the template of MND                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 | The responsible organisation will coordinate the involvement of the minimum amount of participants foreseen by the project                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                 | The responsible organisation has to provide the documentation about the training (agenda, materials, screenshots, results, etc.)                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 | The responsible organisation has to write a short closing report about the digital training/event                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Local trainings in presence                           |                                                                                                                        |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
|                                                       | PARTICIPANTS-SHEET ARE REQUIRED                                                                                        |
|                                                       | MEETING REPORT & DOCUMENTATION IS REQUIRED                                                                             |
|                                                       | TIMESHEETS ARE REQUIRED                                                                                                |
|                                                       | NO EXPENSES PROOF/PAYSLIPS REQUIRED                                                                                    |
|                                                       | Budget allocated following the financial agreement                                                                     |
|                                                       | The hosting organisation has to collect the signatures of all participants using the templates of MND                  |
|                                                       | The hosting organisation will coordinate the involvement of the minimum amount of participants foreseen by the project |
|                                                       | The hosting organisation has to write a short closing report about the digital training/event                          |
|                                                       | The hosting organisation has to provide the documentation about the training (agenda, fotos, results etc.)             |
|                                                       |                                                                                                                        |
| Subcontracting/External services (Libre and designAR) |                                                                                                                        |
|                                                       | BILLS ARE REQUIRED                                                                                                     |
|                                                       | PROOF OF PAYMENTS ARE REQUIRED                                                                                         |
|                                                       | Budget allocated following the financial agreement                                                                     |
|                                                       | Any change will be discussed within the partnership and coordinated by MND and GA                                      |

*The signatories confirm with their signature that they have read the internal financial agreement and that they agree to the agreements made there.*

**Name of the organisation** Transparency International España

**Name of the legal representative** Silvina Bacigalupo Saggese

**Address of the organisation** C/Fortuny 53

**Postal code, City** 28010, Madrid, Spain.

**E-mail** presidencia@transparencia.org.es

**Telephone** +34917004106

**Date, place**

February 9<sup>th</sup>, 2023, Madrid.

**Signature**

Firmado por 50829279S SILVINA  
BACIGALUPO (R: G84845361) el día  
09/02/2023 con un certificado emitido por  
AC Representación