

ERASMUS+ KA2 Partnership Project:
D-LIGHT Network

Project Collaboration Guidelines (PCG)

Final Version as Approved
01-06-22 and including
SOSU Nord clarifications, 09-09-22



These Project Collaboration Guidelines (PCG) are developed as a mutual assistance for all our five institutions, who are partners in the Erasmus+ KA2 Partnership Project: D-LIGHT Network – and for all of us, who represent these five institutions in the project, as legal representatives, managers, or members of the Project Partner Teams.

The aim of the PCG is to support a positive, efficient, and transparent collaboration between us for the full duration of the project period – as individuals, project partners, and institutions. The PCG should contribute to this aim by clarifying our mutual obligations towards each other - and the good practises, which support a fruitful project implementation process, based on a positive and mutually respectful approach to working together.

Also, for us at SOSU Nord, the Project Collaboration Guidelines are important to ensure that we will be able to successfully manage and report the project to the Erasmus+ Programme, as applicants and contract holders responsible for the project results and their dissemination.

It has been agreed between all partners at the Partner Meeting on 11 May 2022 that SOSU Nord will prepare identical Project Partnership Contracts for all other (4) partners of the project, as soon as a final version of the PCG is approved by all partners. The Project Partnership Contracts will reflect

- a) The mutual conditions and partner rights, obligations, and responsibilities as stated in the Project Contract between the ERASMUS+ administrative unit of the Danish Ministry of Higher Education & Science and SOSU Nord,
- b) The mutually agreed conditions, rights, obligations, and responsibilities listed in the approved PCG

With a) taking precedence over b) in case of ambiguity or contradiction.

Until Project Partnership Contracts are signed between SOSU Nord and all other partners, each partner may suggest the inclusion of additional items to the Partnership Contracts. Any additional items suggested will be included by SOSU Nord, provided that

- a) The suggestion is valid and relevant for all partners and approved by all partners, including SOSU Nord – in order to secure that all Partnership Contracts should be on identical terms.
- b) The suggestion does not conflict with or contradict any of the above contract or PCG provisions.

Aalborg, 26-05-22

How do we collaborate on..

1. Good Communication Practises

1.1. It is the obligation of SOSU Nord (and the SOSU Nord Project Manager/Team Coordinator) to ensure that all project-related information from the ERASMUS+ Programme and any other external party to the partnership – with relevance for all partners - is shared with all Partner Team Coordinators in writing and/or at Partner Meetings.

1.2. All partners must ensure a positive and constructive communication approach, based on the principle that all written communication in the project must be suitable and eligible for reading by, and sharing between, all partners. No written communication may be intentionally hidden from any partners or reported differently to different partners.

1.3. The Coordinator of each Partner Team is responsible for all communication between his/her team and all other Partner Teams for any issues concerning the Partner Team as a whole or the Partner as an institution. All Partner Team Members are free to communicate with anybody in the project regarding their own work areas, tasks, and individual curiosity, opinions, and interests, but should not raise issues on behalf of their entire Partner Team or questions/complaints about other partners or individuals. Any such issues must be communicated by the Partner Team Coordinator on behalf of his/her team.

1.4. Communication between Partner Team Coordinators takes place a) through monthly scheduled online Partner Meetings, b) through Partner Meetings scheduled as part of Partnership Event agendas, and c) through e-mail and phone communication at any time when a Coordinator needs to contact one or all of his/her Partner Team Coordinator colleagues. It is agreed between Coordinators to avoid contact by telephone outside normal working hours (weekdays 09:00 – 16:00 at call recipient's location) except in case of special urgencies.

1.5. Any Partner Team Coordinator may at any time call an online Partner Meeting (in addition to the scheduled meetings as per 1.4.) in order to discuss one or more specific issues of importance to the Partner, which must be explained in the meeting invitation. The Coordinator calling the meeting is responsible for checking availability of the other Coordinators to ensure the largest possible attendance for the meeting time proposed.

1.6. Any mutually binding decisions taken at Partner Meetings called as per 1.4. or 1.5. must be noted in written Partner Meeting Minutes to be shared with all partners. The Coordinator calling the meeting is responsible for the production and sharing of Minutes. If agreed by all participants in an online partner meeting called as per 1.4. or 1.5., Minutes may be replaced by a recording of the meeting. In this case, the meeting agenda must be included in the slides shown and recorded, and any meeting decisions added to these slides as notes. Project Meeting Minutes and recordings must be stored for sharing only within the SOSU Nord-administered limited membership Microsoft Teams Group established for the project.

How do we
collaborate on..

2. Information and Material Sharing

2.1. SOSU Nord is responsible for the establishment, maintenance and financing of a) a mutual information and file/material sharing platform for the project in Microsoft Teams, and b) a project website. All Project Team Members and Regional Cluster Partner Representatives of all Partners must be granted access by SOSU Nord to the platform, and all Project Team Coordinators must be granted administrator rights to the website. In addition, any institution management representatives from Partner Institutions must be granted access by SOSU Nord to the platform if requested by the Partner's Project Team Coordinator. The project website established will be in English but must include the facility for each partner to maintain Mirror Sites in their language(s) of choice if – and to the extent – that each partner should wish to do so.

2.2. All materials generated during the project with the use of working days co-financed by the Erasmus+ grant – or produced during official project events – are the joint property of all Partners and must be made available to all Partners by the author(s) through placement on the file/material sharing platform. All partners are free to use any materials generated in this way for their own purposes, provided that they adhere to the ERASMUS+ programme regulations re. visual reference to the European Commission, the ERASMUS+ programme, and the support provided to the project where the material was generated.

2.3. Unless otherwise agreed between the partners for specific project activities or results, SOSU Nord is responsible for securing that the project provides the open access to, and availability of, materials and results from the partnership, as promised in the project application.

2.4. SOSU Nord will collect, compile and publish on the file/material sharing platform a team profile overview of each Partner's Project Team and each Regional Cluster, including team member profiles and contact details. Each Partner is obliged to forward the requested information for this documentation to SOSU Nord and to inform SOSU Nord about any changes to Project Team members, Regional Cluster partners or contact information for any of these.

2.5. The project will not establish official Social Media accounts unless agreed between the partners at a later stage during the project, but each partner is free to refer to the project on their own Social Media profiles, news channels etc., with due recognition of the conditions in 3.1 and 3.2.

How do we
collaborate on..

3. Partnership Management and Ethics

3.1. Each Partner is free to publish any information about their participation in the project partnership, provided that this information is presented a) with a positive and respectful notion of the Partnership and any Partner or Partner Representative individually mentioned in the information b) in accordance with all current European GDPR regulations c) with the mention of *either* no other Partners *or* all other Partners by name and nationality, and d) with specific care that any opinion, position or similar statement reported as representing the entire Partnership, must be verifiable and possible to reference to specific written material. Any other statements of this kind must be referenced as being the Partner's own opinion and responsibility.

3.2. SOSU Nord is responsible for preparation of a project logo and for compiling information to all other partners re. the correct visual references to the European Commission, Erasmus+ Programme and the specific grant received to be observed in all official materials generated by the project. All partners are responsible for observing this information in their materials produced during the project.

3.3. As per the section on Project Management in the application, project management is considered to include 4 categories of activities:

Category 1: Overall project management, documentation, accounting, and Erasmus+ programme liaison

All category 1 Project Management activities are the responsibility of SOSU Nord. All Partners are responsible for providing, on behalf of their institution and Project Team Members, the documentation and accounting inputs/information requested by SOSU Nord for Category 1 Project Management activities. The Project Team Coordinator of each Partner is responsible towards SOSU Nord for the collection and submission of these inputs on behalf of the institution/Project Team.

Category 2: Partnership activity and project progress management

Category 3: Regional Cluster management

Category 4: Communication and Dissemination activities, development of mutual communication strategy and regional cluster communication strategy

Category 2 and 3 Project Management activities are the responsibility of each Partner for any activities taking place within their own Project Team/Region/Regional Cluster. SOSU Nord is responsible for requesting and collecting status updates on all category 2 and 3 activities in connection with the monthly online Partner Meetings – and any additional Coordinator dialogue in between these meetings. Category 4 Project Management activities will be performed by all partners, but SOSU Nord is responsible for cross-partnership activity coordination and content.

How do we
collaborate on..

4. Conflict Resolution

4.1. Should any conflicts arise in the collaboration, the first step of any dissatisfied Partner(s) should always be to present their grievance openly at a Partner Meeting for dialogue – and with the aim of reaching a mutually agreed and accepted solution among the Project Partner Team Coordinators. If the resolution requires one or more of the Team Coordinators to involve or consult their institution management, it is the responsibility of this/these Coordinator(s) to seek this clarification as quickly as possible to enable the Partner Meeting to resolve the issue.

4.2. If a disagreement cannot be resolved as per 4.1. due to lack of agreement in the Partner Meeting or the resolution is beyond the authority of the Partner representatives present, the Partner Meeting may decide to refer the issue to a dialogue between the SOSU Nord management and the management representatives of the dissatisfied partner(s) – with the aim of establishing a mutually acceptable solution between these parties.

4.3. If a disagreement cannot be resolved as per 4.1. or 4.2. the involved parties may either appoint a neutral mediator by mutual consent - or refer the issue to the appointed desk officer of the Danish Erasmus+ programme administration, if no mutually agreed mediator can be identified.

4.4. If no agreement can be reached as per 4.1. 4.2. or 4.3., SOSU Nord may ask any party (institution or individual) to the conflict to consider leaving the Partnership in consideration of team cohesion and the contractual obligations of SOSU Nord towards the Erasmus+ programme.

How do we
collaborate on..

5. Documentation

5.1. SOSU Nord is responsible for all reporting towards the Erasmus+ Programme and for submission of the required documentation validating the reported activity implementation and results production in the project. Reporting and documentation will be prepared by SOSU Nord through the Erasmus+ Beneficiary Reports Module when this becomes operational for the project. Until then, SOSU Nord will implement a paper form-based documentation trail.

5.2. All Partners are obliged to provide SOSU Nord with all requested documentation for the above reporting concerning their own staff and activities in their own region, when and in the form requested by SOSU Nord. Partner inputs will comprise submission of written and signed timesheets, participation statements, declarations etc. as provided by SOSU Nord – using templates made available by SOSU Nord on the materials sharing platform or as prepared paper forms issued at Partnership Events etc.

5.3. On the basis of documentation received from each partner as per 5.2., SOSU Nord will at the end of every third calendar month from the project starting date calculate the ERASMUS+ grant funds owed to each partner for the documented project inputs. Once this total amount is calculated, SOSU Nord will inform each partner about the invoiceable amount, and each partner must issue an invoice for this amount to SOSU Nord. Only correctly documented costs (in accordance with the Erasmus+ programme financial guidelines) will be considered eligible and reimbursed by SOSU Nord.

5.4. Only costs explicitly included for each Partner in the application may be invoiced by this Partner to SOSU Nord. Partners may not exchange tasks, costs, or documentation obligations without prior written agreement with SOSU Nord and prior approval by all partners' Team Coordinators. Working days for development of Project Results may only be invoiced through submitted timesheets for the five current members of the Partner's assigned Project Team, or for past Team Members in the case of a member change during an invoice period.

5.5. Each Partner carries their own risk re. currency exchange rates (invoice payments are calculated in EUR) and any changes in cost levels for travel, accommodation etc. as the Erasmus+ grant is paid as fixed amount contributions towards coverage of these costs.

How do we collaborate on..

6. Partnership Events (PE1-PE6)

6.1. Each partner is given a two-month timespan for scheduling of their Partnership Event and must decide when to host their Partnership Event within this timespan. The Event Host always has the right to decide on the dates for their event.

Timespans proposed are:

PE1: to be hosted by SOSU Nord between April 1st and June 1st 2022 in Aalborg

PE2: to be hosted by Tallinn Health Care College between August 1st and October 1st 2022 in Tallinn

PE3: to be hosted by Prakticum between December 1st 2022 and February 1st 2023 in Helsinki

PE4: to be hosted by Calasanz Santurtzi between April 1st and June 1st 2023 in Santurtzi

PE5: to be hosted by SOSU Nord between August 1st and October 1st 2023 in Aalborg

PE6: to be hosted by ROC Da Vinci College between November 1st 2023 and January 1st 2024 in Dordrecht

6.2. Each Partner must prepare and share a list of the public, state and church holidays in their country for 2022 and 2023 – as well as the dates of any major institutional events at their school, which would make it impossible for their entire Project Team to attend Partnership Events. The Event Host should take into account these shared lists when proposing dates for Partnership Events. Please note that *individual* availability issues or preferences should not direct the placement of Partnership Events.

6.3. The project grant includes contributions towards travel and accommodation costs for 3 representatives from each Partner institution travelling to a Partnership Event. These participants should all be Project Team members, and one of the representatives should always be the Team Coordinator, with the other representatives selected on the basis of relevance for the issues to be worked on during the Partnership Event.

6.4. Each Partner (when hosting a Partnership Event) may participate with all 5 Project Team members and any management representatives the Host may wish to include. When attending a Partnership Event in another country, a Partner may add a fourth participant to their delegation at their own cost if they wish to do so. This fourth participant may be a Project Team member or a management representative.

How do we collaborate on..

6. Partnership Events (PE1-PE6)

6.5. Agendas for Partnership Events are agreed at the last scheduled Partner Meeting before the Event, but Event Hosts may request earlier agreement of the agenda in order to plan inputs and any external parties' involvement (e.g. Regional Cluster partner representatives).

6.6. Each Partner is responsible for their own selection and booking of transport and accommodation for their participants in Partnership Events. The Event Host may recommend transport solutions and/or hotels that are convenient for the event location, but the final choice is each Partner's individually.

6.7. At Partnership Events, the Event Host will organize (and cover the costs of) meeting room facilities and equipment, lunch during all working days, coffee/tea/water and snacks for all event sessions, any local transport required for site visits etc. during the Event programme, and one joint Partnership Dinner for all event participants. Each Partner will cover their own costs for breakfast, dinner (except for the Joint Partnership Dinner evening), leisure activities and local transport to/from airport.

6.8. All Partnership Events are organized as 3-days events where

- 1 day is a full working day (which may include separate sessions for sub-groups within the participant teams)
- 1 day is composed of a half-day working programme and a half-day social or sight-seeing programme
- 1 day is a half-day working programme while the other half day is set aside for travel for other partners' participants

Each event must include a Partner Meeting of the Team Coordinators, to be placed in the programme as preferred by the Event Host. If the Day 1 programme starts from the morning, each visiting delegation will be expected to travel to the Event location min. the day before.

6.9. All Project Team Members (except Team Profile 1: Coordinators) may register up to 1.5 working days in their Timesheets for production of Project Results per Partnership Event attended – for participation in workshops during the event programme. Coordinators are considered to be full-time engaged in the event as a Transnational Meeting and are not allowed to register Project Results work-time during Partnership Events.

6.10. All Partners are free to agree and organize any additional visits to each other as they wish during the project period – to explore co-operation opportunities or develop partnerships. Such visits may also include joint working days on Project Results (to be registered in participant Time Sheets for relevant Project Team members) but travel and accommodation support from the project grant cannot be used for such additional visits.

How do we
collaborate on..

7. Other Project Events

7.1. All *other* Project Events not covered by the provisions of Sections 6.1-6.10. (i.e. Regional Multiplier Events E2-E16, the C1 Teacher Training Event taking place alongside PE5, and the Final Dissemination Event at PE6) are supported by the Erasmus+ grant only by hospitality support for registered event participants (external to the partners' assigned Partner Teams in the project). In all such cases, the hospitality support is transferred to the Event Host, who will also be responsible for collection of participant registrations – as the number of registered participants will determine the hospitality support amount eligible for invoicing to the Erasmus+ programme.

7.2. The Event Host may always decide to invite more participants than the max. number included in the application for hospitality support but cannot claim this support for more participants than the number listed in the application for the Event in question. Regional Cluster representatives do not count as external participants for hospitality support.

7.3. For all physical Regional Multiplier Events (E2-E11), each Partner is free to choose a suitable venue within its region and may co-operate with its Regional Cluster partners for preparing, advertising, and hosting the Event. It is the intention that the two rounds of Regional Multiplier Events (Round 1: E2-E6 and Round 2: E7-E11) should take place at the same date and time in all five Partner regions – to allow for live online interaction between the five Events.