Na temelju članka 32. Statuta Općine Kalnik („Službeni glasnik Koprivničko-križevačke županije“ broj 5/13, 4/18, 4/20. i 5/21), Općinsko vijeće Općine Kalnik na 7. sjednici održanoj 26. svibnja 2022. donijelo je

**ODLUKU**

**o davanju suglasnosti za sudjelovanje u projektu** **„Uparticipate“**

Članak 1.

Ovom Odlukom daje se suglasnost za sudjelovanje u projektu „Uparticipate“ - građansko sudjelovanje za imigrante izvan EU, financiranog iz Europskog programa “Građani, jednakost, prava i vrijednosti” (u daljnjem tekstu: Projekt) sukladno Ugovoru o suradnji između organizacije prijavitelja projekta i partnera koji se nalazi u privitku ove Odluke i njezin je sastavni dio.

Članak 2.

Prijavitelj Projekta je organizacija Ayuntamiento de Manises iz Španjolske, a partneri su: Općina Tran iz Bugarske, Općina Kalnik iz Hrvatske, Općina Athienou iz Cipra, Udruga za razvoj volonterskog rada Novo Mesto iz Slovenije, Općina Farkadona iz Grčke, Udruga Scout Society iz Rumunjske, Mozaika platforma za promicanje židovske kulture koja predstavlja Općinu Barcelona iz Španjolske.

Članak 3.

Projekt se provodi od 01.04.2022. do 31.03.2024. godine.

Partneri se obvezuju organizirati jedan međunarodni sastanak po partneru i obvezuju se slati sudionike na događanja partnera u drugim zemljama.

Općina Kalnik putem 2 ili 3 predstavnika po događanju sudjeluje u ukupno 8 događanja koji će se održati prema sljedećoj tablici:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **2022** | | | **2023** | | | | **2024** |
|  | **June** | **August** | **November** | **March** | **July** | **September** | **November** | **March** |
|  | **Manises** | Tran | Kalnik | Aithenou | Novo Mesto | Farkadona | Diosd | **Barcelona** |
| **Ayuntamiento Manises** |  | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| **Balkan Agency for Sustainable Development** | 3 |  | 2 | 2 | 3 | 2 | 2 | 3 |
| **Municipality of Kalnik** | 3 | 2 |  | 2 | 3 | 2 | 2 | 3 |
| **Municipality of Aithenou** | 3 | 2 | 2 |  | 3 | 2 | 2 | 3 |
| **Association for Developing Voluntary Work Novo Mesto** | 3 | 2 | 2 | 2 |  | 2 | 2 | 3 |
| **Municipality of Farkadona** | 3 | 2 | 2 | 2 | 3 |  | 2 | 3 |
| **ASOCIATIA SCOUT SOCIETY** | 3 | 2 | 2 | 2 | 3 | 2 |  | 3 |
| **Mozaika** | 3 | 2 | 2 | 2 | 3 | 2 | 2 |  |

Članak 4.

Za aktivnosti iz članka 3. ove Odluke Općina Kalnik će od Agencije Europske unije EACEA, primiti financijska sredstva koja ovise o broju sudionika po događanju. Sredstva su namjenjena za troškove putovanja i sudjelovanja na aktivnostima (događanjima) te za troškove organiziranja događanja u Hrvatskoj za koji je zadužena Općina Kalnik, kako partner na Projektu.

Članak 5.

Ova Odluka objavit će se na službenoj internetskoj stranici Općine Kalnik.

**OPĆINSKO VIJEĆE**

**OPĆINE KALNIK**

KLASA: 971-01/22-01/01

URBROJ: 2137/23-22-1

Kalnik, 26. svibnja 2022.

**PREDSJEDNICA:**

**Olinka Gjigaš**



COOPERATION AGREEMENT

Title of the Project: “UPARTICIPATE: Civic Participation for non-EU

immigrants”

Cooperation agreement for the implementation of the project “**“UPARTICIPATE: Civic Participation for non-EU immigrants”** financed by the Citizens, Equality, Rights and Values Programme, **grant decision No 625729**.

Between:

**Applicant organization of Partner 1: Ayuntamiento de Manises (Spain)**

**PIC: 939292517**

And:

**Partner 2: Balkan Agency for Sustainable Development, representing the Municipality of Tran (Bulgaria)**

**PIC: 945901709**

**Partner 3: Municipality of Kalnik (Croatia)**

**PIC: 938868142**

**Partner 4: Municipality of Athienou (Cyprus)**

**PIC: 907666928**

**Partner 5: Association for Developing Voluntary Work Novo Mesto (Slovenia)**

**PIC: 946969873**

**Partner 6: Municipality of Farkadona (Greece)**

**PIC: 931087384**

**Partner 7: Asociatia Scout Society (Romania)**

**Partner 8: Mozaika platform for the promotion of jewish culture, representing the Municipality of Barcelona (Spain)**

**PIC: 899656474**

On the basis of:

- Regulation (EU) No 2021/692 of the European Parliament and the Council, of 28 April 2021, establishing the Citizens, Equality, Rights and Values Programme and repealing Regulation (EU) No 1381/2013 of the European Parliament and of the Council and Council Regulation (EU) No 390/2014;

- Programme Guide “Citizens, Equality, Rights and Values” (Version valid as of 20 May 2021);  call for proposals CERV-2021-CITIZENS-TOWN– EU Grants 2021 in order to support Strand 1: Town-Twinning and Strand 2: Networks of Towns

**Article 1**

**Entry into force of the grant decision and duration**

The actions shall be carried out between 01-04-2022 and 31-03-2024.

Each project partner accepts the work plan of the Application Form and respects the timetable of the events to be organized by the partners involved. In case if any change of timetable is required, the partner in question has to come to a common conclusion with the Lead Applicant (Ayuntamiento de Manises) and to reach a joint solution of the situation.

**Article 2**

Partners undertake the obligation to organize the project events allocated to their organization (one international meeting per partner) maintaining the structure of the programme outlined in the Application form (From now AF), while having the right to actualize the theme of the programme in a reasonable way, discussing the changes with the Ayuntamiento de Manises with a minimum of 30 days’ notice.

**Article 3**

The partners undertake the obligation to send participants to the partner’s events hold in other countries; the number of persons delegated abroad is determined in the AF and is shown in the Table 1: Participation in meetings. The data of the participants, as well as the data related to the reservation of their flights should be sent to the organizing partners of the events, at least 20 days before the opening of the international event.

If a partner cannot send the definite number of participants to a partner’s event abroad, it is its duty to inform the Ayuntamiento de Manises and all other partners about this situation at least 20 days before the meeting asking for and helping to find substituting person(s) who can be enrolled on the attendants’ list as be considered international attendants.

**Table 1**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **2022** | | | **2023** | | | | **2024** |
|  | **June** | **August** | **November** | **March** | **July** | **September** | **November** | **March** |
|  | **Manises** | Tran | Kalnik | Aithenou | Novo Mesto | Farkadona | Diosd | **Barcelona** |
| **Ayuntamiento Manises** |  | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| **Balkan Agency for Sustainable Development** | 3 |  | 2 | 2 | 3 | 2 | 2 | 3 |
| **Municipality of Kalnik** | 3 | 2 |  | 2 | 3 | 2 | 2 | 3 |
| **Municipality of Aithenou** | 3 | 2 | 2 |  | 3 | 2 | 2 | 3 |
| **Association for Developing Voluntary Work Novo Mesto** | 3 | 2 | 2 | 2 |  | 2 | 2 | 3 |
| **Municipality of Farkadona** | 3 | 2 | 2 | 2 | 3 |  | 2 | 3 |
| **ASOCIATIA SCOUT SOCIETY** | 3 | 2 | 2 | 2 | 3 | 2 |  | 3 |
| **Mozaika** | 3 | 2 | 2 | 2 | 3 | 2 | 2 |  |

**Article 4**

The partners undertake the obligation to ensure that minimum number of local participants defined in the **Table 2**: Local participants are taking part in the event organized by them. According to the rule of the Programme, 30% of the total participants must be foreign (sent by project partners).

Table 2

|  |  |
| --- | --- |
| AYUNTAMIENTO DE MANISES | 50/70 |
| BALKAN AGENCY FOR SUSTAINABLE DEVELOPMENT | 50/70 |
| MUNICIPALITY OF KALNIK | 50/70 |
| MUNICIPALITY OF ATHIENOU | 50/70 |
| DRUSTVO ZA RAZVIJANJE PROSTOVOLJNEGA DELA NOVO MESTO | 50/70 |
| MUNICIPALITY OF FARKADONA | 50/70 |
| ASOCIATIA SCOUT SOCIETY | 50/70 |
| MOZAIKA | 50/70 |

**Article 5**

Partners oblige themselves to manage and take part in the partners’ events by respecting the following rules:

- the travel costs of the persons visiting a meeting abroad are to be paid by the sending partner;

- the accommodation costs of the invited participants and the organization costs of the meetings are paid by the respective organizing (host) partner

The accommodation costs should cover the accommodation of the foreign participants (Maximum 3 nights per person). Each event will be attended by two representatives of each entity, or three, depending on article 3.

The organization’ costs includes the cost of the local transfer needed for arranging the meeting/programme, the costs of catering of the foreign participants (3 lunches and 2 dinners), and the expenses of the programme (e.g. fee for lectures, preparation of program materials, rental fee for rooms, etc.).

For example, Parameters used to define the budget:

* Accommodation costs: 80,00 Euro per person for 1 night
* Dinner: 15,00 Euro per person
* Lunch: 20,00 Euro per person
* Travel costs: 450,00 Euro per person

Citizens, Equality, Rights and Values Programme requires official insurances for the participants in the international meetings. Each partner is responsible for the travel insurances and civil insurances of its own participants.

* General costs for the organization of event: 2.500,00 euros per partner. (Except for the Ayuntamiento de Manises for the organization of the kick of meeting, and DRPNM Novo Mesto and Mozaika, who will have a higher budget for the organization of their project events because they will host a higher number of attendants from the other organizations.

The partners accept the allocation of the budget as shown in the Table 3: Budget allocation for partners.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project budget** | | | | |  |
| **International events** | **Travel** | **Accomodations** | **Meeting organization** | **Total** | 50% |
| Ayuntamiento de Manises | 9900 | 5100 | 3050 | 18050 | 9025 |
| Balkan Agency for Sustainable Development | 7650 | 5400 | 2500 | 15550 | 7775 |
| Municipality of Kalnik | 7650 | 5400 | 2500 | 15550 | 7775 |
| Municipality of Aithenou | 7650 | 5400 | 2500 | 15550 | 7775 |
| DRPNM Novo Mesto | 7650 | 5400 | 3050 | 16100 | 8050 |
| Municipality of Farkadona | 7650 | 5400 | 2500 | 15550 | 7775 |
| Asociatia Scout Society | 7650 | 5400 | 2500 | 15550 | 7775 |
| Mozaika (España) | 7650 | 5400 | 3050 | 16100 | 8050 |
| Total | 63450 | 42900 | 21650 | 128000 | 64000 |
| **Dissemination** | **Digital content** | **Web and social networks** | **Infographics, logos, videos, etc.** | **Total** |  |
| Manises | 1000 | 1500 | 500 | 3000 | 1500 |
| **COORDINATION** | **Administrative tasks** | **Network management** | **General management** | **Total** | **50%** |
| Ayuntamiento de Manises (España) | 4000 | 4000 | 9000 | 17000 | 8500 |
| **TOTAL PROJECT BUDGET** | | | | 148000 | 74000 |

The division of the budget among budget lines (Travel, Accommodation and General Costs) has been done by the Lead Applicant in order to define the budget allocation per project partner. Considering that the expenditures do not need to be reported to the EU (the grant is calculated on the basis of lump sum financing) the partners will be free to administrate their share of budget as they prefer. That is, the total that corresponds can be allocated and spent according to their needs, as long as they meet their obligations to the project.

EU contribution covers 100% of estimated costs and no co- financing is needed.

Partners accept that 20.000,00 euros is separated from the project budget for managing the common activities:

- 17.000,00 euros are for the tasks of coordination by the Ayuntamiento de Manises.

- 3.000,00 euros are used for producing the common communication outputs (Spots, Análisis, etc.) (Ayuntamiento de Manises).

**Article 6**

The partners accept that the amount paid in advance to the lead partner (50% of the total budget of the project), be transferred from the Lead Partner account number to the account number indicated by each partner (specific budget line of the project), after having signed this cooperation agreement. In order to facilitate the organization of the first meeting in Manises (Spain), the partners agree that it is the lead partner (Ayuntamiento de Manises) that manages the entire organization of the meeting (including travel and accommodation) and the amount spent in each partner will be later discounted of 50% of the budget that corresponds to each partner.

**Article 7**

In case of a partner do not participate in a foreign meeting, the reduction of its budget will be calculated in the following way:

- The partners accept that if the number of the foreign participants delegated by one partner is less than defined in Table 1, the financial consequences arising in form of reduction of the EU grant will be allocated to the partner concerned.

- If a foreign participant is substituted by another partner, the amount of the average travel costs (450 euro) shall be allocated to the partner who manages the substitution.

**Article 8**

If a partner does not fulfil its obligations for organizing a meeting and sending participants to project meetings abroad, all financial consequences have to be borne by itself, and the relevant amount of money, obtained from pre- financing payment, has to be paid back to the EU/EACEA via the Lead Applicant of the project.

The partners accept that they do not take over the pre-payment amount if not intending to take part in the implementation of the process.

The partners agree that efforts will be made to help each other in the financial management of the project. These supports range from the return of money in case of not participating in one of the events to provide free transportation, or support the participation of any additional participant free of charge, etc. Assuming that this support is reasonable.

**Article 9**

The partners recognize that each organizing partner of the event must send a summary of the organized meeting (agenda, sign-up sheet, documents, presentations, photos, videos, etc.). All documents must be submitted on paper and recorded in digital format (DVD, CD, etc.), uploaded to the web and sent by mail to the project leader, usually one month after the meeting.

**Article 10**

The partners accept that any conflictive situation and issue related to the implementation of the project must be managed through the project leader and a common forum of the project partners, and that all project partners are committed to carrying out the actions foreseen in the UPARCIPATE project.

**Article 11**

The partners recognize that the recent document "Cooperation Agreement" must be signed by each project partner separately, and signed document must be delivered to the project leader in scanned version by mail to the address: ayuntamiento@manises.es as soon as possible (within a maximum period of 15 days from the day after receipt of this document), and that will be delivered in the original version (paper format), during the first international meeting, which will take place on May 5th – 8th, 2022

Place and date and stamp of **Lead** Applicant..........................................

Mr. name and surname, Mayor

Municipality of Manises

b) Place and date and stamp of the partner.

Mr. name and surname, Mayor