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Partners logo

LAG logo



Measure 19.03 “Preparation and implementation of LAG cooperation initiatives” - RDP XXX

Cooperation agreement forming part of the venture’s implementation, entitled

 “Project title”

Version X.X of ……………………………….

**The undersigned, who represent the local action groups and regions organised according to the LEADER approach and their partners, commit themselves to the implementation of the cooperation project mentioned in the conditions of the venture, the principal features of which are described in the present cooperation agreement.**

**Between**

 “**Partner organisation no. 1** », represented by [Mr. or Mrs. XXX] acting in the capacity of [role], hereinafter referred to as the “LEAD Partner”,

LEAD Partner’s head office address

SIRET No.

Name and contact details of the person in charge of monitoring the project

**And**

“**Region/LAG associated with Partner no. 1**”, represented by [Mr. or Mrs. XXX] acting in the capacity of [role], hereinafter referred to as “Region no. 1”,

Partner no. 1’s head office address

SIRET No.

Name and contact details of the person in charge of monitoring the project

**And**

“**Partner organisation no. 2**”, represented by [Mr. or Mrs. XXX] acting in the capacity of [role], hereinafter referred to as “Partner no. 2”,

Partner no. 2’s head office address

SIRET No.

Name and contact details of the person in charge of monitoring the project

**And**

 “**Region/LAG associated with Partner no. 2**”, represented by [Mr. or Mrs. XXX] acting in the capacity of [role], hereinafter referred to as “Region no. 2”,

Partner’s head office address

SIRET No. (...)

Name and contact details of the person in charge of monitoring the project

[equal numbers of stakeholders as partner organisations]

**And**

**Having regard to** the convention dated XXXXXXXXX relating to the implementation of Local Development undertaken by Local Stakeholders within the context of the Rural Development Programme [name of the RDP] relating to LAG XXXXXXXX and action sheet no. XXX titled XXXXXXXXX (appendix 6).

**Having regard to** the decision of the LAG Programming Committee dated XXXXXX, authorising the cooperation venture associated with partner(s) no. XX.

**Monitoring 19.3 OT issues at a national level:**

The French LAG contact no. (French LEAD Partner or French contact if the LEAD Partner is foreign) and the project no. of the LAG assigned to guarantee the monitoring of collaborative issues: XXXXXXXXX

**It is hereby agreed as follows:**

**Article 1: Subject of the cooperation agreement**

The present agreement defines the arrangements for cooperation between the above-mentioned “LEAD Partner”, the partners and LAG regions or groups of public and private local partners in the venture. It defines the signatories’ respective obligations and responsibilities within the context of the implementation of the abovementioned venture.

The official language of this cooperation agreement is XXX.

**Article 2: Duration of the cooperation**

The cooperation agreement covers the period from XXXXXXXX to XXXXXXXX. The details of the programme’s schedule are laid out in Appendix 1.

**Article 3: Presentation of the cooperation project and its financial arrangements**

3.1 Presentation of the cooperation project

The cooperation project aims to [reiterate the general aims of the cooperation project].

The project is described in details in Appendix 1.

3.2 Financial arrangements of the cooperation project

The cooperation project is based on a provisional budget arranged between the partners, a detailed breakdown of which is provided in Appendix 2.1.

The details of expenditure required for the implementation of the cooperation project are laid out in Appendix 2.2.

The budget and provisional expenditure may be adjusted in the course of the implementation, with the written consent of the present agreement.

3.3 The Steering Committee for the Cooperation project

The LEAD Partner is to establish a Steering Committee, which is to be responsible for ensuring that the implementation of the cooperation project meets its required deadlines, and remains within its budget and its aims until the projects obligations are concluded. Its meetings are to be arranged at the instigation of its members whenever these are deemed necessary with the aim of a minimum of 2 meetings per year.

**Article 4: The Obligations and responsibilities of the “LEAD Partner”**

The lead partner is responsible for implementing initiatives which have been planned in

conjunction with the other partners, according to the arrangements laid down in the present

agreement. He is responsible for coordinating the project, and must :

* Lead and coordinate the development of the project for cooperation, which includes the drafting of the cooperation agreement;
* Lead and coordinate the implementation of the project for cooperation and the allocation of responsibilities between the individual partners;
* Organise the steering committee;
* Prepare reviews and progress reports;
* Monitor and regularly update the action plan and the financial model. The LEAD Partner ensures that the parties accept each update. It ensure the updated version is accessible to the LAGs and to the partners’ managing authorities;
* Ensure that local initiatives are consistent with the scope and objectives of the project;
* Develop and coordinate communications relating to the project.

Should the LEAD partner submit a request for support under measure 19.3 of the RDP, he

remains responsible for the implementation of his venture and must fulfil his obligations

towards the LAG to which he has been assigned and towards the managing authority to

which he is accountable.

**Article 5: The obligations and responsibilities of the partners**

Each of the partners is to implement initiatives which have been planned in conjunction with

the LEAD partner and with the other partners in accordance with the arrangements and deadlines laid out in the cooperation agreement. The partners should:

* Perform the tasks assigned to them;
* Inform the LEAD Partner of any changes that may affect the assigned tasks, in particular any changes in the financial arrangements;
* Respond to the demands of the LEAD Partner
* Involve themselves in shared projects;
* Participate in joint initiatives;
* Involve themselves in the governance of projects.
* XXXXXXXXXXXXXXXXXXXXXXXX

Should the partner(s) submit a request for support under measure 19.3 of the RDP, he/they) remain(s) responsible for the implementation of his/their venture(s) and must fulfil his/their obligations towards the LAG to which he has/they have been assigned and towards the managing authority to which he is/they are accountable.

**Article 6: Local Action Group or group of public and private local partners**

Each of the above-mentioned partners is to be attached to a Local Action Group or to an organised public/private region. The associated region is to oversee the smooth running of the project for cooperation.

An organised partner region regarded as a local action group must justify the specific application of a partnership involving both government bodies and stakeholders from civil society.

**Article 7: Modifications to the cooperation agreement**

7.1 - General modifications

The present cooperation agreement may be subject to modifications in the form of amendments, at the instigation of one of the signatory partners. The amendment should be signed by all the partners involved. Modifications in the number of partners must be the subject of an amendment.

7.2 – Modifications of the appendixes (description of the project and financial arrangements)

The appendixes referred to in Article 9 set out the details of the provisional cooperation project. Thus, the modifications of these appendixes do not require an amendment to this agreement. However, the modifications of these appendixes are compiled in real time by the LEAD Partner, who ensures that they are accepted by all the signatory partners of this agreement. The updated appendixes must be available to be provided to a partner’s LAG or managing authority at any time during the lifetime of the cooperation project.

**Article 8: Dealing with disputes**

In the event of disputes, the lead partner and the partners are to seek an amicable solution. Failing that, in the event of litigation, the court of competent jurisdiction is the court at ‘…’

**Article 9: Appendixes**

Attached to this agreement and forming an integral part of the latter are the following documents:

Appendix 1: An introduction to the cooperation project

Annex 2: Budget

Annex 2.1: Details of each partner’s financial commitment

Annex 2.2: Details of the finance required from each partner to fund the venture

**Signatures to the cooperation agreement**

Date, capacity and signature of the legal representative of the LAG LEAD Partner

Date, capacity and signature of the legal representative of the LAG Partner 1

Date, capacity and signature of the legal representative of the region established according to the Leader approach 1

Date, capacity and signature of the legal representative of Partner 1

**Appendix 1 – An introduction to the cooperation project**

## The project’s objectives

*Description of the project and the shared objectives it seeks to achieve*

*Approach, method and procedure for implementing the project for which funding is*

*requested*

## Initiatives planned

### Joint initiatives

*Description of shared initiatives indicating*

* *the objectives*
* *the resources required (equipment, staff, etc.)*
* *the dates and venues for their implementation;*
* *their costs;*
* *their beneficiaries;*
* *the targeted public ;*
* *the anticipated outcome for the initiative’s beneficiaries and for the areas concerned*

### Local initiatives (where these exist)

*Description of initiatives by stating*

* *the objectives*
* *the resources required (equipment, staff, etc.)*
* *the dates and venues for their implementation;*
* *their costs;*
* *their beneficiaries;*
* *the targeted public ;*
* *the anticipated outcome for the initiative’s beneficiaries and for the areas concerned*

## Duration of the project’s implementation and time frame

## Description

## 1.4 Role of each of the partners in relation to the principal activities

*Description*

**Annex 2 - Budget**

**2.1. Details of each partner’s financial commitment**

**Complete a separate table for each item of expenditure**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Joint Initiatives** | **Local actions**  |  |
| **Partner/item of expenditure** | E.g. cateringexpenses, townXXXX | E.g.: tourist information charter  | E.g.: Travel costs | Local brochure based on the charter  | Purchase of tools for publicising the charter | The charter’s 1st local festival | **Total** |
| Partner 1 | €5,000 | €2,000 |  | €1,000 | €1,000 | €1,000 | €10,000 |
| Partner 2 |  | €2,000 | €6,000 | €1,000 | €1,000 | €1,000 | €11,000 |
| Partner 3 |  | €2,000 |  | €1,000 | €1,000 | €1,000 | €5,000 |
|  |  |  |  |  |  |  |  |
| Total  |  €5,000 | €6,000 | €6,000 | €3,000 | €3,000 | €3,000 | €26,000 |

**2.2. Details of the finance required from each partner to fund the project**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Partner/financial backers** | Self-funding | EAFRD/LEADER | Region (Provide the name) | *Département* (Provide the name) | Other pub. fund. (provide the name) | Private contrib. | total |
| Partner 1 | €2,000 | €5,000 | €3,000 (AQU) |  |  |  | €10,000 |
| Partner 2 | €5,000 | €5,000 |  |  |  | €1,000 | €11,000 |
| Partner 3 | €5,000 |  |  |  |  |  | €5,000 |
|  |  |  |  |  |  |  |  |
| Total  | €12,000 | €10,000 | €3,000 |  |  | €1,000 | €26,000 |