



MINISTRIJA



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Contracts

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- Contracting
 - Contract
 - Annexes



Contracting

- BEF Estonia as coordinating beneficiary has contract with EC
 - Contract itself is not very long, main is Common Provisions
- BEF Estonia has partnership contracts with all partners, containing following articles
 1. Scope of agreement
 - LIFE+ project – name, number (LIFE07 ENV/EE/000122)
 - Duration – 1st January 2009 until 31st December 2011
 - Financial contributions (EC, national donors, partners own contribution) and final payment schedule
 2. Role and obligations of the Partner (associated beneficiary)
 - Involvement in actions
 - Reporting requirements
 - Publicity requirements



Contracting

3. Role and obligations of the Beneficiary (coordinating beneficiary)

4. Financial provisions

- Reporting and payments are done in EUR
- Expenditure reporting and following payments
- Final payment of 30% of the EC funding will be paid after the approval of the final report
- Eligibility period

5. Changes, termination and suspension

6. Settlement of quarrels and responsibility of parties

7. Final conditions

- Among others list of annexes



Annexes of the Contract

- Annex 1: Individual budget of the Partner
- Annex 2: Form sheet for Expenditure reporting
- Annex 3: Form sheet for salary calculation
- Annex 4: Time sheet model
- Annex 5: Form sheet for copies of receipts for budget positions other than salaries
- Annex 6: Guidelines for bookkeepers
- Annex 7: The grant agreement signed between the European Commission and the Beneficiary
- Annex 8: Common Provisions
- Annex 9: Project ToR
- Annex 10: Project total budget