

Transnationale samenwerking binnen LEADER

Tips & Tricks

Inhoud

Partners zoeken.....	1
Samenwerken	1
Technische aspecten.....	2
Bijlage: voorbeeld Samenwerkingsovereenkomst	3

Partners zoeken

- LAG-directory EU CAP Network: https://eu-cap-network.ec.europa.eu/networking/leader/lag-directory_en
- ELARD: <https://elard.eu/tnc>. Gebruik als wachtwoord: Poitiers2024.
- Verzoeken die binnenkomen en verspreid worden door de National Support Unit (Vlaanderen: Ruraal Netwerk Vlaanderen, Nederland: Netwerk Platteland)
- Door het organiseren van uitwisselingsbezoeken met buurlanden
- Neem deel aan workshops en conferenties van EU-CAP Network (https://eu-cap-network.ec.europa.eu/events/upcoming_en) of ELARD (<https://elard.eu/events>).

Samenwerken

- Begin met uitwisselingsbezoeken die betaald worden vanuit het budget Beheerkosten
- Bedenk wat samenwerking concreet aan meerwaarde zou moeten betekenen: kennis, goede voorbeelden, beter begrip van elkaar en elkaars situatie, samenwerken aan nieuwe producten, diensten en verdienmodellen
- Besteed in het begin veel tijd aan kennismaking, aan het leren kennen van elkaar, elkaars gebied en cultuur
- In het verlengde hiervan: besteed ook vooraf voldoende tijd aan het uitwisselen van informatie over de technische zaken (zie ook hierna)
- Wees niet te ambitieus: liever klein en concreet dan groots en meeslepend
- Wees voor jezelf en voor de projectpartners duidelijk in jouw rol, positie, mogelijkheden en beperkingen als LAG en als coördinator

- Bedenk wie vanuit jouw gebied de samenwerkingspartner(s) is (zijn): is dat de LAG en/of zijn dit partijen uit het gebied? In het laatste geval: wat zijn hun verwachtingen, hun mogelijkheden en hun commitment?
- Ga bij voorkeur alleen samenwerking aan met partners, waarbij er geen sprake is van een taalbarrière. Je kunt tolken en vertalers inzetten, maar dit leidt a) tot hogere kosten, b) tot vertraging en c) tot een groter risico op misverstanden
- Wees terughoudend in het aansluiten bij een al bestaand samenwerkingsverband. Door een gelijk vertrekpunt, is er meer kans op een goede en bestendige samenwerking en gedeeld eigenaarschap
- Bedenk vooraf of en hoe de resultaten van het samenwerkingsproject in stand worden gehouden.

Technische aspecten

- Check hoe Samenwerkingsprojecten in jullie LOS en in het Openstellingsbesluit staan vermeld wat betreft thema's, subsidiabele kosten, subsidiepercentages en subsidiebedragen. Kijk ook wie samenwerkingsprojecten mag aanvragen
- Maak vooraf met de autoriteiten (provincies, Management en Betaal autoriteiten) afspraken over de inrichting van het project, de begroting, de verdeling van de kosten, de aanvrager/penvoerder en de wijze van verantwoording
- Indien de LAG optreedt als aanvrager, maak dan ook afspraken met de penvoerder als wettelijk vertegenwoordiger van de LAG
- Kies een 'lead partner' die zorgt voor de projectleiding.
- Kies voor deelbudgetten per projectpartner en vermijd zo veel als mogelijk dat projectpartners gezamenlijk financieel verantwoordelijk zijn voor project output
- Maak in je plan duidelijk/aannemelijk dat de resultaten van het project (mede) ten goede komen aan het gebied en beschrijf hoe je dit gaat organiseren
- Leg de afspraken over de uitvoering, de financiën en de resultaten vast in een Cooperation agreement (zie bijlage).

Bijlage: voorbeeld Samenwerkingsovereenkomst

EXAMPLE

LEADER Transnational Cooperation Project Plan & Partnership Agreement

Between:

Organisation:
LAG code:
Address:
Surname and First name of the Signatory:
Function:
Telephone:
Email:
Website:

Hereinafter referred to as the Lead Partner

And:

Organisation:
LAG code:
Address:
Surname and First name of the Signatory:
Function:
Telephone:
Email:
Website:

Hereinafter referred to as the Project Partner 2

And:

Organisation:
LAG code:
Address:
Surname and First name of the Signatory:
Function:
Telephone:
Email:
Website:

Hereinafter referred to as the Project Partner 3

Short description of the cooperation project

General description:

Main goals and objectives

Target groups

Main project activities

The role and responsibilities of each partner

LEAD PARTNER

The roles and responsibilities of the lead partner include:

- Steering and coordinating the design of the project
- Steering and coordinating the implementation of the project and the tasks to be carried out by each partner (the organisation of exchanges, joint outputs and so on);
- Monitoring and communicating achievements.

PROJECT PARTNERS

- Identification of the relevant businesses, actors and stakeholders in each partner country and territory, including public, private and third sector
- Study trips for the relevant enterprises and exchange of *Best Practice* between them.
- Organizing meetings and workshops between the target groups locally, inter-territorially and transnationally

Cost

All partner-groups are responsible of their own costs to be caused by:

- organizing a project event (seminar, workshop etc.) in their own region, e.g. facilities, Local transportation, possible translation, meeting coffees etc.
- travel and accommodation when taking part in events organized in other regions
- all other activities each respective partner plans to include in their own project

Steering group

For supporting the activity of the Lead Partner and involving the other partners in the management of the common activities a steering group will be established. The steering group consists of one representative from each partner + substitute.

The group will have ... meetings during the project, organized simultaneously with the knowledge-building trips. If needed electronic meetings can be organized (for instance e-mail meeting, Teams- or Zoom-connections).

The partner areas may establish domestic steering groups for the project implementation locally too if they wish.

Budget

Lead Partner:

	Measures	Budget
1.	Work package 1	EUR
2.	Work package 2	EUR
3.	Work package x	EUR
4.	Communication (banners, flyers, advertisements, photos, videos...)	EUR
5.	Best practice, excursions, conferences	EUR
6.	Project coordination	EUR
7.	other	EUR
	TOTAL	EUR

Project partner 2

	Measures	Budget
1.	Work package 1	EUR
2.	Work package 2	EUR
3.	Work package x	EUR
4.	Communication (banners, flyers, advertisements, photos, videos...)	EUR
5.	Best practice, excursions, conferences	EUR
6.	Project coordination	EUR
7.	other	EUR
	TOTAL	EUR

Project partner 3

	Measures	Budget
1.	Work package 1	EUR
2.	Work package 2	EUR
3.	Work package x	EUR
4.	Communication (banners, flyers, advertisements, photos, videos...)	EUR
5.	Best practice, excursions, conferences	EUR
6.	Project coordination	EUR
7.	other	EUR
	TOTAL	- EUR

Additional rules and legislation

The agreed working language is English.

Duration of the agreement

This agreement will be valid from the submission date and will expire at [date] or ultimately on the expiration date of the activities of the Programming period 2023-27.

Verification and filling of documents

Each Partner must keep all the documents for the verification of the implementation of the project and the admittance of the expenses supported and make them available to the competent parties and institutions for their verification. The documents will be kept for the whole duration of the Project and for 5 years after the date of the Project conclusion.

Confidential documents

The word “confidential” could be applied to many types of information exchanged among the Partners while the project is being implemented. Only documents and other data clearly marked “confidential” will be considered as “confidential”.

The treatment of this kind of information needs an explicit authorization from the owner of the information.

Results of common activities

The results of common activities (that is reports, documents, studies, electronic data, etc.) can be spread out without expenses only after the conclusion of the project. The Project reports are common properties of the Partners.

Non-fulfillments or delays

Each partner of the project should promptly inform the Lead partner and supply him with the useful details if any event preventing the implementation of the Project occurs.

If one of the Partners does not fulfill obligations, the Lead partner will warn him to fulfill his obligations within a reasonable period of time that will not exceed one month.

If the fulfillment continues, the Lead partner will present the case to an assembly of the partners that will make a decision and will also have the power to ask an indemnity to cover the expenses supported for the realization of common activities as well as to expel the defaulting partners from the subscribed agreements.

Modification of the agreement

This agreement can be modified only by an attachment signed by all parties.

Force majeure

No party will be held responsible for the non-fulfillment of the obligations foreseen by this agreement if the inobservance is caused by force majeure. If force majeure occurs the Partner involved will communicate it immediately to the Lead partner and also the other Partners of the Project.

Nullity

In the event one of the clauses of this agreement is declared null or non-valid in conformity with the national law of one of the Partners or the law that rules this agreement, the remaining clauses will not become null or non-valid.

Applicable law and competent court

The agreement is governed by Law of the country of the Lead partner. In the event of a disagreement between the co-signatory parties of the present agreement, the aforementioned shall attempt to find an amicable solution. If agreement cannot be reached, the parties shall attempt to adopt the solutions proposed by the Managing Authority of the country of the Leader partner (Finnish Ministry of Agriculture and Forestry) before whom the problem shall be brought.

In the event where disagreement persists, the records covering the execution of the present agreement shall come within the jurisdiction of the ordinary courts of Tampere, Finland.

SIGNATURES: Signed individually by each partner