

# PARTNERSHIP AGREEMENT

---

**Transparency International – Czech Republic, o.p.s.**

Sokolovská 260/143, CZ-180 00 Praha 8, Czech Republic,  
 hereafter referred to as „TI CZ“ represented by David Ondráčka, Director

and

Name of the organization in its native language: **SIEĆ OBYWATELSKA WATCHDOG POLSKA**

Name of the organization in English: Citizens Network Watchdog Poland

Address: Ursynowska 22/2, Warsaw, 02-605, PL

Statutory representative: Szymon Osowski, President and Katarzyna Batko-Tołuć, VicePresident

Have concluded an agreement with the following content:

- I. The TI CZ and the Partner Organisation will co-operate within the project “REinforcing direct democracy in BELarus by transferring the good practice from V4 countries” funded by the International Visegrad Fund (Kráľovské údolie, 8, 811 02 Bratislava, SK).
- II. The effective dates of this Agreement are 01/04/2017–31/10/2018.
- III. Co-operation will involve preparation and execution of mutual activities (dates are tentative and might be specified), as follows and as specified in the detailed description of the project, which is a binding attachment of this Agreement:

**1. REBEL SHORT MOVIE (Product)**

01/04/2017–05/08/2018

Partner will contribute with audiovisual material to the whole Short Movie.

**2. Case studies on best practices of Civic Oversight on Public Issues in V4 (Product)**

02/01/2017–31/03/2017

Partner will take over Case study research and texting of the paper on the topical issue.

**3. ON-LINE INTERFACE for active Civic Society Partnership in V4-BY (project webpage) (Product)**

01/04/2017–31/12/2017

Partner will contribute with minimum of three articles to the page, in both English and mother tongue.

**4. Experience sharing-visit of BY representatives to V4 (Event—Private), Prague, CZ**

20/04/2017–24/04/2017

**5. KICK OFF MEETING (Event—Private), Prague, CZ**

21/04/2017–21/04/2017

Partner will appoint the representative to the Meeting.

**6. Civic Oversight on Public Issues in V4 vs. BY - Round Up I. (Event—Public), Prague, CZ**

22/04/2017–22/04/2017

Partner will appoint the representative to the RoundUp.

**7. Press release I. (Product)**

27/04/2017—27/04/2017

Partner will contribute and comment on shared press-release and manage its translation to mother tongue and publication via relevant media.

**8. Comparative study on best practices of Civic Oversight on Public Issues in V4 and BY (Product)**

30/09/2017—31/10/2017

Partner will take over the chapter on the respective topical issue and manage the translations into mother tongue.

**9. Experience sharing—visit of BY representatives to V4 – PL (Event—Private), Warsaw, PL**

20/11/2017—22/11/2017

Partner will prepare the program for the visit, organize the event and mediate the meetings with local CSO/local governance representatives.

**10. Open Round-Up II. (Event—Public), Warsaw, PL**

21/11/2017—21/11/2017

Partner will prepare the program, agenda and issues for RoundUp and organize the event. Partner will appoint the representative to the RoundUp.

**11. REBEL Activization (Event—Public), Minsk +, BY**

22/11/2017—30/03/2018

**12. The Handbook for Civic Oversight in Public Issues (Product)**

22/11/2017—31/07/2018

Partner will contribute to editing and preparation of the publication, especially the parts written in partner's mother tongue and in his/her appointed respective field of expertise. Partner will also arrange and deliver one written internal expert review of the publication before it is published.

**13. Open Round-Up III. (Event—Public), Minsk, BY**

03/04/2018—03/04/2018

Partner will appoint the one representative-speaker to the Conference and cover his/her costs to and from Belarus.

**14. Public expert conference on Public Oversight on Civic Issues in V4-BY (Event—Public), Minsk, BY**

04/04/2018—04/04/2018

Partner will appoint the representative to the RoundUp.

**15. Press release II. (Product)**

05/04/2018—05/04/2018

Partner will contribute and comment on shared press-release and manage its translation to mother tongue and publication via relevant media.

**16. Open Round Up IV. with release of the Handbook (Event—Public), Minsk, BY**

05/08/2018—05/08/2018

**IV. Partner Organisation will also:**

- Appoint Partner Organisation representative.
- *Dedicate* the subpage to project's presentation at partner's website.

- Provide TI CZ with all necessary documents related to the project activities (attendance lists, media coverage).
- Acknowledge the Fund's support of the Project (i) on all premises where events take place as part of the Project (in the form of a banner or flag), (ii) in all printed materials distributed as part of the Project and (iii) on all websites connected with the Project, including the Project website and the websites of the Grantee and of the Project Partners. All acknowledgements must visibly carry the logo of the Fund and, if on-line, must be directly linked to [www.visegradfund.org](http://www.visegradfund.org). Acknowledgements in event venues must be present for the duration of the events; acknowledgements on-line must remain active for the whole Contractual Period of the Project.

V. TI CZ will:

- Coordinate the whole project and deal with all the communication with the donor including auditing, reporting and negotiations of potential amendments.
- Take over the web-presentation and on-line alliance.
- Create and deliver English version of press releases and official communication of the project, PR and promotion.
- Mediate preparation of all the agendas and co-organize the study visits, supervise arranging of meetings, steer the project implementation.
- Participate in the press conferences and presentations.
- Control the project activities.
- Control financial management of the project.
- Prepare interim and final reports.
- Ensure media coverage of the project in the Czech Republic and beyond.
- Ensure the dissemination of results after the project execution.

VI. For the complete and satisfactory performance of the activities under this contract the partner shall receive a fixed remuneration in the amount of **10700 EUR** (ten thousand seven hundreds Euro) from TICZ. Value Added Taxes ("VAT") is included. The estimated Partner Organisation budget is presented below:

VII. The estimated Partner Organisation budget is presented below:

Rent and related technical services: 400,00  
Expert fees/Fees for authors or artists: 5 600,00  
Accommodation and board: 1 972,10  
Transportation and postage: 580,00  
Translation and interpreting costs: 1548,01  
Promotional costs: 600,00  
**TOTAL COSTS 10700,11EUR**

VIII. Payment schedule and bank account:

Expenditures related to the project's cost will be reimbursed based on the copies of the respective supporting financial documents (receipts, invoices, proof of payments), unified in one invoice/charging note sent to and approved by the TI CZ, once in every two months to partner's bank account.

The refunds of costs will be paid via transfer to the Partner Organisation bank account:

Full bank name: Bank Pekao SA - Centrala

Address of the bank: ul. Grzybowska 53/57

Town: Warszawa

Zip code: 00-950

Account No (IBAN): PL 74 1240 3826 1111 0010 7271 4624

SWIFT code: PKOP PL PW

IX. Reporting

- Materials for Financial Report, Final Report and Audit Report will be sent by partner to TICZ by until dates stated below. This include: brief narrative report, timesheets, payslips, proof of payments, all necessary documents related to the project activities (attendance lists), media coverage.

Interim Report: 30/11/2017

Financial Interim Report: 30/11/2017

Final Report: 30/09/2018

Financial Interim Report: 30/09/2018

- X. The budget is for the recipient binding in all its items. Any changes subject to approval by the TI CZ.
- XI. The recipient agrees to use the donation solely in accordance with the purposes of the project, economically and keep relevant accounting records.
- XII. The recipient shall return, at the request of the TI CZ, without undue delay means that have been used in breach of the terms of this Agreement.

Transparency International Czech Republic

Partner Organisation

  
.....

SIGNATURE

  
.....

David Ondráčka

NAME

Director

POSITION

DATE 30.3.2017

Attachment1 – Detailed project description