

AGREEMENT



Taking into account the need to exchange good practices of member states as regards the absorption of structural funds,

Considering the status of the Foundation for European Studies – European Institute in Lodz ,

Recognising the hitherto experience and strong standing of Instituto Nacional de Administracao in Oeiras in training of public administration in the field of European affairs as well as the achievements of co-operation between INA and the European Institute so far

the Parties of this Agreement:

Instituto Nacional de Administração, Palácio dos Marqueses de Pombal, 2784-540 Oeiras, Portugal (P), represented by Vice-President Rui Afonso Lucas

and

Foundation for European Studies – European Institute in Lodz, ul. Piotrkowska 262/264, 90-361 Lodz (PL), represented by Director-General dr Kazimierz Sobotka


have agreed as follows:

Article 1 – Subject of the Agreement

1. The Foundation for European Studies – European Institute (FES-IE) in Łódź and Instituto Nacional de Administração (INA) in Oeiras shall organise jointly two two-day-long seminars.
2. Seminars are addressed to civil servants of central and regional level involved in the absorption of structural funds
3. The topics and dates of the planned seminars are listed in the Annex I to this Agreement.
4. The seminars shall be organised in the European Institute in Łódź.

Article 2 – Organisation

2.1. The FES-EI in Lodz shall be responsible for:

- co-ordination and management of the project;
 - programme content consultation;
 - recruitment of participants in cooperation with the Office of the Committee for European Integration;
 - provision of Polish language version of the training materials (elaboration, consultation, translation, editing, copying);
 - provision of simultaneous interpretation;
 - provision of training infrastructure;
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- provision of lodging and board for participants and lecturers;
- provision of local transport;
- provision of lecturer's fees;
- provision of international transportation for lecturers;
- contracting a Polish lecturer according to the needs.

2.2. INA shall be responsible for:

- elaboration of the seminar programme, in cooperation with the Foundation for European Studies-European Institute in Łódź;
- selection of lecturers;
- elaboration of appropriate training materials and submitting them to the FES-EI, not later than 10 days before the seminar;
- organisation of lecturers' travel.

Article 3 – Financial provisions

The FES-IE shall remunerate to INA the costs as indicated in the attached budget (Annex II).

The costs borne on the side of the INA shall be reimbursed on the basis of relevant financial documentation (invoices, used ticket stubs, boarding passes, debit notes, etc.) within 30 days after the submission of documents.

The Budgets of seminars, as the integral part of this agreement, cannot be exceeded.

Article 4 – Disputes

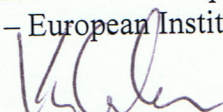
Any disputes arising from the execution of this Agreement shall be settled by the Court competent for FES-EI.

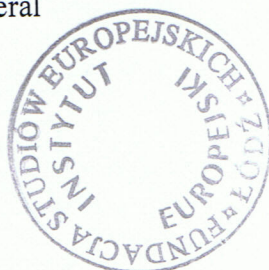
Article 5 – Entry of the Agreement into Force

The Agreement was made in two equivalent copies, one copy for each Party and shall enter into force on the date of signature by the last Party.

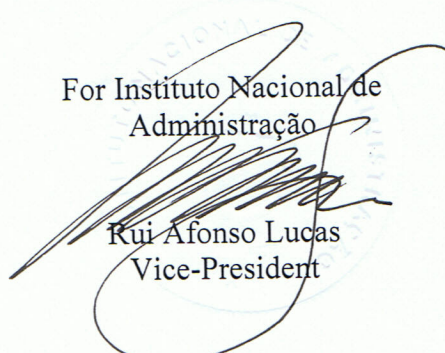
Done in Lodz, on 25 February 2005

For Foundation for European Studies
– European Institute


Dr Kazimierz Sobotka
Director-General



For Instituto Nacional de
Administração


Rui Afonso Lucas
Vice-President