

URBACT



Co-funded by
the European Union
Interreg

The URBACT IV Programme

2021 - 2027

JOINT CONVENTION

PARKS

**THE JOINT CONVENTION
BETWEEN LEAD PARTNER AND PROJECT PARTNERS
FOR THE URBACT IV OPERATIONAL PROGRAMME**

PARKS

Shared governance for resilient urban green spaces

LEAD PARTNER: Comune di Perugia

Preamble

Having regard to:

Article 26 (1) a of Regulation (EU) 2021/1059;

The following agreement shall be made between:

LEAD PARTNER

Comune di Perugia (Municipality of Perugia) – corso Vannucci, 19 – 06121 Perugia

Represented by:

Stefania Papa, Head of European Projects, International relations and Tourism Operative Unit

Hereinafter called the Lead Partner (LP)

PROJECT PARTNERS

1. Municipality of Veszprém - Ovaros ter 9., H-8200 Veszprem, Hungary

Represented by:

Gyula Porga, Mayor

2. Câmara Municipal de Valongo (Municipality of Valongo) - Avenida 5 de Outubro 160, 4440-503 Valongo, Portugal

Represented by:

Paulo Jorge Esteves Ferreira, Mayor

3. Municipality of Arteixo - Plaza Alcalde Ramón Dopico, 1, 15142 Arteixo (A Coruña), Spain

Represented by:

Carlos Calvelo Martínez, Mayor

4. Monaghan County Council, County Offices - The Glen, Monaghan, H18 YT50, Ireland

Represented by:

PJ O'Hanlon, Cathaoirleach of Monaghan County Council (note: Cathaoirleach is the Irish language word for Mayor)

5. Sofia Municipality - 33 Moskovska St, Sofia 1000, Bulgaria

Represented by:

Vassil Terziev, Mayor

6. Executive Committee of the Chernivtsi City Council - 1, Central Square, 58002, Chernivtsi city, Ukraine

Represented by:

Roman Klichuk, Mayor

Hereinafter jointly or individually referred to as 'Project Partners or 'Project Partner' (PPs or PP)

for the implementation of the URBACT IV Transfer Network **PARKS**, hereinafter referred to as 'the Project', which has been approved by the Monitoring Committee on 8th October 2025.

Abbreviations

Programme – URBACT

ERDF – European Regional Development Fund

EU – European Union

IPA – Instrument for Pre-Accession

NDICI - Neighbourhood, Development and International Cooperation Instrument

LP - Lead Partner

PP - Project Partner (PPs – Project Partners)

MA – Managing Authority

JS – Joint Secretariat

EC – European Commission

AA – Audit Authority

ARTICLES

§ 1 Legal Framework

1. The following legal provisions and document constitute the contractual basis of this partnership agreement and the legal framework for the implementation of the project PARKS:

- The European Structural and Investment Funds Regulations, Delegated and Implementing Acts for the 2021-2027 period, as further specified below;
- The Interreg Programme URBACT, approved by the European Commission on 19/09/2022 (Decision No. 2021TC16FFIR001) setting the programme (hereinafter referred to as URBACT programme);
- The laws of the PP's countries applicable to this contractual relationship;

2. The following laws and documents constitute the legal framework applicable to the rights and obligations of the parties to this agreement:

- Regulation (EU, Euratom) No 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 966/2012, together with related Delegated or Implementing Acts;
- The European Structural and Investment Funds Regulations, Delegated and Implementing Acts for the 2021-2027 period, especially:

- Regulation (EU) No 2021/1060 of the European Parliament and of the Council of 24 June 2021, laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund, and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy, and repealing Council Regulation (EC) No 1303/2013, and any amendment;
- Regulation (EU) No 2021/1058 of the European Parliament and of the Council of 24 June 2021 on the European Regional Development Fund and on the Cohesion Fund, and repealing Regulation (EC) No 1301/2013, and any amendment;
- Regulation (EU) No 2021/1059 of the European Parliament and of the Council of 24 June 2021 on specific provisions for the European territorial goal (Interreg) supported by the European Regional Development Fund and external financing instruments, and repealing Regulation (EC) No 1299/2013, and any amendment;
- Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing directive 95/46/EC (General Data Protection Regulation, GDPR);

For NDICI programmes:

- Regulation No 2021/947 of the European Parliament and of the Council of 9 June 2021, establishing the Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI – Global Europe), amending and repealing Decision No 466/ 2014/EU and repealing Regulation (EU) 2017/ 1601 and Council Regulation (EC; Euratom) No 480/2009;
- Articles 107 and 108 of the Treaty on the Functioning of the European Union, Commission Regulation (EU) No 1407/2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid, Regulation (EU) 2021/1237 of 23 July 2021 amending Regulation (EU) No 651/2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty; Delegated and Implementing acts, as well as all applicable decisions and rulings in the field of state aid;
- All other EU legislation and the underlying principles applicable to the LP and the PPs, including the legislation laying down provisions on competition and entry into the markets, the protection of the environment, and equal opportunities between men and women;
- Financing agreements (updated by programmes), including date (for any programme with IPA/NDICI funds);
- National rules applicable to the LP and its PPs and their activities;
- Project data, comprising but not limited to latest project documentation such as application form and all project information available in the electronic system;
- the co-financing contract, concluded between the LP of the project and the MA;

- All manuals, guidelines and any other documents relevant for project implementation (e.g., Programme Manual, URBACT IV Cooperation Programme, Guidance Notes) in their latest version, as published on the programme website or handed over to the LP directly during the project implementation.

Should the above-mentioned legal norms and documents, and any other documents or data of relevance for the contractual relationship be amended, the latest version shall apply.

§ 2 Definitions

For the purposes of this partnership agreement, the following definitions apply:

- a. **Project partner:** any institution financially participating in the project and contributing to its implementation, as identified in the approved application form. It corresponds to the term “beneficiary” used in the European Structural and Investment Funds Regulations.
- b. **Lead partner:** the project partner designated by all partners and who assumes responsibility for ensuring the implementation of the entire project according to Articles 23 (5) and 26 (1) b of Regulation (EU) No 2021/1059.
- c. **Project data:** data comprising but not limited to latest project documentation such as application form and all project information available in the electronic system.

§ 3 Subject of the Joint Convention

This partnership agreement lays down the arrangements regulating the relations between the LP and all the PPs, in order to ensure sound implementation of the project as in the latest version of the project data, as well as in compliance with the conditions for support set out in the European Structural and Investment Funds Regulations, delegated and implementing acts, the programme implementation manual based thereon, and the co-financing contract signed between the MA and the LP.

In the Project, the Project Partners are bound by:

1. The Project Application Form (Annex 1).
2. The Subsidy Contract between the National Agency for Territorial Cohesion (hereinafter referred to as the ‘Managing Authority’ or ‘URBACT Secretariat’) and the City of Perugia as Lead Partner (Annex 2).

This Joint Convention or Partnership Agreement specifies and supplements the binding commitments, rights, and obligations among the Project Partners in addition to the provisions of the Project Application Form and the Grant Agreement. The Grant Agreement takes precedence over this Partnership Agreement.

§ 4 Duration of the Joint Convention

This agreement will enter into force retrospectively from the start date of the project as indicated in the approved Application Form. It shall remain in force until the Lead Partner has discharged in full his obligations toward the Managing Authority and any relevant European body.

The Project officially starts on November 1, 2025 and ends on April 30, 2028. The period of eligibility of the costs is marked by the same dates.

§ 5 Duties, obligations and responsibilities of the partners

The Lead Partner and Project Partners commit to do everything in their power to foster the implementation of the Project as defined in the approved application form. They shall agree to the terms outlined in the Subsidy Contract.

5.1 Lead Partner

The **Lead Partner** represents a key element in the management of the Project. It bears overall financial and legal responsibility and its role is therefore critical to the success of the Project.

The Lead Partner acts as an administrative link between the Project and the Programme, and its tasks are summarised below in accordance to the different phases of a project life:

5.1.1 Project management and implementation

When it comes to general project management and implementation, **the Lead Partner's obligations are the following:**

- a. To sign all the required contractual agreements with partners and with the Managing Authority concerning the project;
- b. To ensure implementation of the project according to the description in the latest version of the approved Application Form;
- c. To be responsible for the division of tasks among the partners involved in the project;
- d. To ensure the coherence between activities defined in the work programme and the allocated budget;
- e. Constantly monitor the spending of the project budget foreseen for each PP, and ensure that budget shifts are carried out within the limits and according to the rules as set out by the programme in the programme manual;
- f. To ensure that partners' tasks are fulfilled in compliance with the approved application form;

- g. To request ERDF and NDICI and receive payments according to the procedures detailed in the Programme Manual;
- h. To transfer ERDF and follow-up on NDICI transfer to the partners in compliance with the reported amounts according to the financial management system set up within 45 days of its receipt;
- i. When funds are incorrectly (or unduly) paid to a project, to repay the irregularly paid amount to the Managing Authority/Secretariat and to recover the amount from a partner responsible, according to the procedures defined in the URBACT IV Operational Programme;

If the recovery concerns the LP alone, then the LP must not stop payments to the other PPs.

- j. To inform the URBACT Secretariat immediately if project costs are reduced, if there is a change in the composition of partnership, in the project objectives, in the work programme or in the budget plan on which this contract is based, or if one of the disbursement conditions ceases to be fulfilled, or if circumstances arise which entitle the Managing Authority to reduce or demand repayment of the subsidy wholly or in part;
- k. To request approval from the Monitoring Committee if there are major changes to the project (partnership, the actions as described in the work programme, the project budget (out of the 20% flexibility rule);
- l. To take part in programme level activities;
- m. To ensure that the URBACT Local Groups are set up by each Project Partner and operating in relationship with the project work activities;
- n. To ensure production and dissemination of project's results and findings within the local authority administration, to the media, to local relevant stakeholders as well as to the wider community of European urban policy-makers and practitioners;
- o. To appoint a communication officer in charge of communicating to an external audience about the work, outputs and results of the network and its partners, mainly through a network webpage hosted on the URBACT website (ideally with an update every month);
- p. In public statements (reports, publications etc.) to point out that the project was implemented through financial assistance from funds of ERDF and NDICI within the framework of URBACT IV Programme. It must be clearly stated that the project has been co-financed by ERDF and NDICI through the URBACT IV OP in addition to using the European flag and programme logo and slogan;
- q. To retain at all times, for audit purposes all files, documents and data about the project on customary data storage media in a safe and orderly manner in accordance with the timeframes set out in the EU regulations. Other possibly longer statutory retention periods, as might be stated by national law, remain unaffected;

- r. To comply with the regulations referred to in the preamble to this contract as well as with relevant national legislation.
- s. Act as the sole point of contact between the Project Partners and the Granting Authority, submitting all required documentation (reports, payment requests) on behalf of the partnership.

5.1.2 Project reporting

When it comes to project reporting, the Lead Partner's obligations are the following:

- a. To deliver, within the deadlines set up by the programme, progress reports (activity and financial) and all other required documentation to the Managing Authority/URBACT Secretariat on behalf of the project;
- b. To inform the Managing Authority/URBACT Secretariat through the yearly progress reports on changes in the contact information, the rescheduling of activities and on budget deviations;
- c. To ensure that the partners report expenditure that have been checked and confirmed according to their Member State control requirements.
- d. Ensure that the expenditure presented by the PPs participating in the project has been incurred for the purpose of implementing the project, and corresponds to the activities agreed between those partners as specified in the project data
- e. Request from all Project Partners, approximately eight (8) weeks before each reporting deadline, the necessary reports, supporting documents and any other required evidence for the respective reporting period. These documents must be provided by the Project Partners in due time to allow the Lead Partner to review and consolidate the information before submission to the Managing Authority/URBACT Secretariat (cf. §10.2 timetable).

5.2 Project Partners

The **Project Partners** and the Lead Partner (in his function as a project partner) shall accept the following duties and obligations:

- a. Appoint a Lead Partner for the parts of the project for which it is responsible and give the Lead Partner the authority to represent the partners in the project;
- b. Implement the part of the project for which it is responsible with respect of the deadlines set by the programme and the Lead Partner according to the descriptions of individual components outlined in the approved application form;
- c. Commit to keeping separate accounts of transactions related to the project implementation including an agreed audit trail;

- d. Notify the Lead Partner immediately of any event that could lead to a temporary or final discontinuation or any other change to the project;
- e. Retain at all times for audit purposes all files, documents and data about the part of the project for which it is responsible on customary data storage media in a safe and orderly manner in accordance with the timeframes set out in the EU regulations. Other possibly longer statutory retention periods, as might be stated by national law, remain unaffected;
- f. Be responsible for their proportion of the budget (including the reclamation of funds by the Monitoring Committee in case of failure) up to the amount as to which the partner participates in the programme;
- g. In case of irregularities in the declared expenditure, to repay the irregularly received ERDF and NDICI to the Lead Partner according to the procedures defined in the URBACT IV Operational Programme;
- h. Provide the independent assessors carrying out the URBACT IV programme evaluations any documents necessary to assist with this task;
- i. React promptly to any request by the bodies implementing the URBACT IV Programme;
- j. Comply with EU, national legislation and with relevant rules concerning, inter alia, equal opportunities, protection of the environment, financial management, branding, public procurement and State Aid;
- k. Communicate on the URBACT network: with the URBACT IV logo displayed in every document and output, printed or web;

In addition to this, being a Project Partner in URBACT IV implies a strong commitment with regard to a series of role and tasks. These relate to:

5.2.1 Administrative tasks:

- a. To sign the documents related to the creation and implementation of the project such as the Joint Convention, the letter of commitment etc;
- b. To provide the Lead Partner with the required information for the preparation of the progress reports (activity and financial);
- c. To account in SYNERGIE-CTE the expenditure incurred by the partner's institution in the framework of its participation to the project;
- d. To set up and implement the first level control (certification of the expenditure) and to submit the signed certificate and statement of expenditure to the Lead Partner within the fixed deadlines.

5.2.2 Project implementation:

- a. To contribute to the implementation of the work programme and to the production of expected outputs in compliance with the calendar and methodological framework defined in the approved Application form;
- b. To set up an URBACT Local Group which shall contribute to the project activities and allow for an impact of these activities on local policies, especially through contributing to the production of the Investment Plans;
- c. To actively take part to the exchange and learning activities such as project seminars, site visits, peer reviews, etc., by preparing input, sending delegates who are in a position to contribute to the exchange (both in terms of language skills and content), by ensuring reporting back to the URBACT Local Group, etc.

5.2.3 Lead Partner and Project Partners responsibilities

- a. The Lead Partner is the sole administratively, legally and financially responsible party toward the Managing Authority of the URBACT IV Operational Programme concerning the due implementation of the project and compliance with obligations arising from the approval of the grant.
- b. Each Project Partner is directly and exclusively responsible to the Lead Partner for the due implementation of its respective part of the project and for the proper fulfilment of its duties and obligations as set out in this agreement and its annexes. Each Project Partner remains liable for the sound financial management of its own expenditure.
- c. Each Project Partner, including the Lead Partner (being the organisations, not the individual representatives), shall be liable to the other Project Partner and shall indemnify other partners against any direct and documented liabilities, financial losses, damages and costs resulting from the non-compliance of its (and its local partners¹) duties and obligations as set out in the work programme of the approved Application form.
- d. In case of non-respect of the responsibilities by the PP or any irregularity from a Project Partner, the Lead Partner shall at first, set up a meeting with the Project Partner involved, action to give the opportunity to the Project Partner to meet with all the requirements asked. The Project Partner involved has 10 days to fulfil all the requirements asked by the Lead Partner. In case the Project Partner does not respond on the requirements of the LP, within the fixed deadline, the Lead Partner will inform the URBACT Secretariat and address an official letter to the Project Partner involved in which the irregularities are clearly defined, as well as the action to be undertaken by the Lead Partner within the fixed deadlines.
- e. In case of non-respect of non-compliance of its duties imposed by the Lead Partner by official letter, the Lead Partner shall discuss with the URBACT Secretariat, the actions to be undertaken

¹ Refers to the members of the URBACT Local Group (ULG) and other local stakeholders engaged by the Project Partner to support the implementation of project activities. The Project Partner's liability for such Local Partners is limited to their involvement in the specific tasks defined within the approved Transfer Network framework

towards the Project Partner. This procedure can lead to a dismissal of the Project Partner from the project. The Project Partner shall officially be informed by the Lead Partner of any step in the dismissal.

All financial consequences of the dismissal are due to the Project Partner involved.

If a PP fails to inform the LP of any deviation from the project data, the LP is then entitled to refuse to include in the project report the costs of this partner that are connected to such deviations and/or that result in an overspending of the approved budget of this partner. Similarly, if a PP fails to provide the necessary input for the preparation of the project reports within the deadline agreed with the LP, the LP may refuse to report the costs of this PP to the programme, in agreement with the JS/MA.

§ 6 Working languages

The official language of the partnership shall be English as for the URBACT IV Operational Programme. Internal agreements must be made regarding provisions for interpreting between English language and other languages at seminars and workshops if necessary. The URBACT communication language is English. This applies as a general rule to all communication tools/ material.

§ 7 Budgetary principles

7.1 The Lead Partner is the sole responsible party toward the Managing Authority for the budgetary and financial management of the project. It shall be responsible for the realisation and the transfer of the project's payment claims to the Managing Authority/URBACT Secretariat and requests for modification of the budget to the URBACT IV Monitoring Committee.

7.2 The project budget approved by the Monitoring Committee shall determine the sum total of eligible expenditure, as well as its breakdown into the various items of expenditure.

ERDF

Name of partner	ERDF	% ERDF	Public co-financing	Total
Comune di Perugia	105 000.00 €	70.00 %	45 000.00 €	150 000.00 €
Sub total	105 000.00 €		45 000.00 €	150 000.00 €
Veszprém	68 000.00 €	80.00 %	17 000.00 €	85 000.00 €
Valongo Municipality	68 000.00 €	80.00 %	17 000.00 €	85 000.00 €
Sub total	136 000.00 €		34 000.00 €	170 000.00 €
Arteixo	59 500.00 €	70.00 %	25 500.00 €	85 000.00 €
Monaghan	59 500.00 €	70.00 %	25 500.00 €	85 000.00 €
Sofia	59 500.00 €	70.00 %	25 500.00 €	85 000.00 €
Sub total	178 500.00 €		76 500.00 €	255 000.00 €
Total	419 500.00 €	72.96	155 500.00 €	575 000.00 €
Total %	72.96 %	72.96 %	100.00 %	100 %

NDICI

Name of partner	NDICI	% NDICI	Public co-financing	Total
Chernivtsi	80 750.00 €	95.00 %	4 250.00 €	85 000.00 €
Sub total	80 750.00 €		4 250.00 €	85 000.00 €
Total	80 750.00 €	95.00	4 250.00 €	85 000.00 €
Total %	95.00 %	95.00 %	100.00 %	100 %

7.3 As indicated in the Terms of References of the call, projects can be stopped if they are considered to be of poor quality. If the network is stopped, the project will be allowed to declare total eligible expenditure incurred. The ERDF and NDICI co-financing will be calculated applying the Project Partners funding rate to the claimed eligible expenditure.

7.4 The Lead Partner must ensure the correctness of the accounting and financial reports and documents drawn up by the Project Partners. The Lead Partner may request further information, documentation and evidence from the Project Partners to that effect.

7.5 Every Project Partner shall be held responsible for its budget up to the amount as to which it participates in the operation and pledges to release its part of the co-funding.

7.6 Every Project Partner commits to keeping separate accounts solely used for the project or at least a project code to identify cost linked to the project. The official currency of the programme is € and all payment of ERDF and NDICI will be made in euro.

7.7 All partners, including the Lead Partner, are obliged to have their accounting certified by a first level controller independent of the project's activities. The signed certificates and statements of expenditure shall be submitted by the Project Partners to the Lead Partner, in accordance with the schedule and requirements stipulated by the Lead Partner. If required by the Lead Partner, these

documents shall include copies of all pieces of evidence (invoices, documents related to tender, bank statements, etc.

7.8 The Lead Partner is responsible for sending to the Managing Authority/URBACT Secretariat the project's certificates and statements of expenditure and the payment claim in accordance with the timing and procedures described in the Programme manual. The Lead Partner is also responsible for receiving the ERDF and NDICI payment by the Certifying Authority and for refunding in a due time the PP on the basis of their certified expenditure.

Parties agree that certain activities of the Beneficiary - Municipality of Veszprém (Veszprém Megyei Jogú Város Önkormányzata) will be implemented by the municipal office as being the executive organ of the Beneficiary in accordance with Article 41(1) and 41(2) of Act No. CLXXXIX of 2011 on Local Governments in Hungary as well as paragraph 1 of Article 6/C of Act No. CXCV of 2011 on Public Finance, so that the costs reimbursed by the municipal office are eligible for support.

7.9 In default of evidence or in the event of non-fulfilment of the rules concerning eligibility of expenditure, the Lead Partner shall ask the Project Partners to redraft the submitted financial documents. In case of repeated non-fulfilment, the Lead Partner shall inform the URBACT Secretariat who shall provide its assistance to solve the issue. If necessary, and with the consensus of the URBACT Secretariat, the Lead Partner may be entitled to deny the expenditure declared by a Project Partner. When taking this decision, the Lead Partner is obliged to inform both the Project Partner concerned and the URBACT Secretariat regarding the denial of the expenditure declared and the reasons behind.

7.10 In the event of total or partial incompleteness of the obligations of any of the Project Partners or in the event of material errors in the effective execution of project activities, each cosignatory member of the present Joint Convention undertakes to reimburse the Lead Partner any funds that have been unduly received, within the month following notification. The Lead Partner notifies this decision to the Project Partner involved, within 5 days after notification from the URBACT secretariat.

7.11 Every Project Partner is obliged to promptly inform the Lead Partner and to provide the latter with all the useful details should there be events that could jeopardise the implementation of the project.

7.12 Should one of the Project Partners be in default, the Lead Partner shall require them to comply within a reasonable period of time (one month maximum).

7.13 Should the non-fulfilment of obligations continue, the Lead Partner may decide to debar the Project Partner concerned from the project. The Managing Authority shall be promptly informed of such a decision. The debarred partner is obliged to refund to the Lead Partner any Programme funds received which they cannot prove on the day of debarring that they used for the implementation of the project according to the definition of eligible expenses stated in the Programme rules.

7.14 In cases where the non-fulfilment of a partner's obligations has financial consequences for the funding of the project as a whole, the Lead Partner may demand compensation to cover the sum involved.

7.15 Should the Managing Authority be forced to reduce or discontinue the grant and should this entail full or partial refunding of the URBACT IV Operational Programme funds already transferred, every Project Partner is obliged to refund the funds (by way of the Lead Partner) according to the final financial settlement.

7.16 In order to avoid that in the situation described under Article 6.15 only the Lead Partner has to bring the financial consequences of the budget reduction, the final financial settlement, drawn up on the basis of the final expenditure certificate approved or denied by Managing Authority, shall show, both for the

overall project as well as for every partner, the status of the eligible expenses approved by the Monitoring Committee. This determines the amount every partner and the Lead Partner must refund should the Managing Authority claim such funds from the project (by way of the Lead Partner).

§ 8 Financial management system

8.1 The Project uses a decentralized financial management system. All Project Partners - including the Lead Partner - keep, spend and certify their own expenditures concerning the Project in compliance with national and EU regulation, respecting the Programme internal rules and according to the Project's payment forecast. All Project Partners provide the Lead Partner with the certificate including a statement of expenditure signed by the appointed certifying bodies/designated First Level Controllers, during each reporting period.

8.2 Every Project Partner assigns a financial contact person. The Lead Partner contacts this person on financial issues. Each partner informs the Lead Partner about the name and contact information of the financial contact person. A Project Partner informs the Lead Partner of changes in this information within one (1) month.

8.3 Each Project Partner shall maintain either a separate accounting system or an appropriate accounting code for all transactions related to the PARKS project, ensuring that project-related expenditure and income are clearly distinguishable from the organisation's general accounts.

8.4 All expenditure must be supported by an adequate audit trail, including invoices, contracts, payment proofs, bank statements, and any other relevant documentation. These documents must be retained in accordance with the retention period specified in §11 and made available upon request for verification by the Managing Authority, Joint Secretariat, Audit Authority, or other authorised bodies.

§ 9 Modification to Work Programme and budget reallocation

9.1 According to the subsidy contract, the Lead Partner shall be obliged to request approval from the Managing Authority if the partnership, the activities or the budget of the project change. The URBACT Secretariat is responsible for the practical administration of changes within the running operations.

9.2 All minor changes (e.g. change in contact information, rescheduling of activities, small budget deviation) shall be reported to the URBACT Secretariat through the progress report.

9.3 Any major changes related to partnership (e.g. drop out or replacement of partners, etc.), to activities (e.g. extension of duration, change on the work programme, etc.) and to budget should as much as possible be avoided. However, when duly justified, these changes may be approved by the Monitoring Committee through a reprogramming procedure as described in the Programme manual.

9.4 As a basic rule, Lead Partner should inform the URBACT Secretariat as soon as they are aware of a possible major change in their project.

9.5 Before applying for a financial reallocation from one budget line to another, a change in the work programme, or any other major change in the framework of a reprogramming procedure, the Lead Partner shall obtain the approval of its Project Partners.

9.6 Any request for amendments to the project presented by the Lead Partner to the Monitoring Committee shall be authorised by the Project Partners beforehand.

§ 10 Progress Reports

10.1 Every Project Partner commits to provide the Lead Partner with the information needed to draw up progress reports (activity and financial), payment claims and other specific documents as required by the Monitoring Committee and Managing Authority. The Lead Partner must send to the Managing Authority the progress report, certificates and statements of expenditure of all partners and a global project payment claim within 3 months after the end of the yearly reporting periods. **For this purpose, each partner commits to submit to the Lead Partner its certificates and statements of expenditure and the information needed to draw up progress reports within 2 months after the end of the yearly reporting periods.** In order to ensure the accuracy of the provided documents and information, the Lead Partner shall make comments to the partners within 6 weeks after reception of the documents.

10.1.1 Internal project working method:

- a) Project Partners insert expenditures of activities in reporting period in SYNERGIE-CTE. Project Partners inform the Lead Partner through email when all expenditures are inserted;
- b) The Lead Partner checks if the expenditures are inserted according to all rules concerning the project; if not the Lead Partner asks the Project Partner to do the necessary adjustments; if the expenditure is ok the Lead Partner validates these expenditures and agrees that the Project Partner presents the expenditure for validation to their FLC;
- c) All validated expenditures must be certified by the certifying body of each partner through SYNERGIE-CTE. The expenditures must be certified by the certifying body officially designated and approved by the competent national authority;
- d) The local certifying body of each partner signs a Certificate of Expenditures stating the legality and regularity of the partner's expenditures and puts it into SYNERGIE-CTE;
- e) Project Partners send their Certificate of Expenditure signed by their certifying body to Lead Partner. Upon request copies of all pieces of evidence (invoices, documents related to tender, bank statements, etc) should be sent to the Lead Partner if further clarification is needed;
- f) The Lead Partner groups all certificates and the Progress Report and consolidates the network's Payment Claim and sends it to the FLC of the Lead Partner;
- g) The FLC of the Lead Partner signs the grouped claim of the network and delivers a signed certificate to the Lead Partner and in SYNERGIE-CTE;
- h) The Lead Partner sends the Payment Claim to the URBACT Secretariat both in SYNERGIE-CTE and by mail.

10.1.2 Timetable submission financial and progress report:

- a) The first reporting period deadline for submission is 30/09/2026 for reporting period 1st November 2025 to 30th June 2026.
- i) The second reporting period deadline for submission is 30/09/2027 for the reporting period 1st July 2026 to 30th June 2027.
- j) The final reporting period deadline for submission is 31/07/2028 for the reporting period 1st July 2027 to 30th April 2028.

Internal required by the partners	Deadline Reporting 1	Deadline Reporting 2	Deadline Reporting 3
Project Partners put all expenditures in SYNERGIE	31/07/2026	30/07/2027	29/05/2028
Lead Partners validates expenditures in Synergie, if necessary after feedback and changes to/by Project Partners	10/08/2026	9/08/2027	5/06/2028
Project Partners have one month time to certify the expenditures by their FLC and send in their signed certificates to the Lead Partner.	14/09/2026	13/09/2027	7/07/2028
FLC of the Lead Partner signs the grouped claim for the network	21/09/2026	20/09/2027	21/07/2028
Lead Partners submits the Payment Claim through SYNERGIE to URBACT	30/09/2026	30/09/2027	31/07/2028

10.2 If required by Project Partners, the Lead Partner shall make available to Project Partners copies of progress reports, payment claims and other specific reports submitted to the Managing Authority.

10.3 The Lead Partner can require every Project Partner to provide additional information necessary or appropriate to draw up a report or to comply with a Monitoring Committee request for information or a request for information from any other authorised body.

10.4 The Lead Partner shall keep the Project Partners informed on a regular basis about all relevant communication between the Lead Partner and the Managing Authority/URBACT Secretariat, the Monitoring Committee and the Certifying Authority.

10.5 The reporting procedure shall be done according to the information provided in the Programme manual.

10.6 The first reporting period deadline for submission is 30 September 2026.

§ 11 Verification and Record Keeping

11.1 Every Project Partner is obliged to keep the documents required for the verification of the implementation of the project and eligible expenses and to make them available for control to the competent bodies and institutions.

11.2 The Lead Partner as well as every Project Partner shall be, individually, obliged to keep and file all accounting documents and other documents on customary data storage media according to the rules outlined in the URBACT IV Operational Programme.

11.3 The national rules concerning the verification or the keeping of documents may vary and the stricter rules apply.

11.4 Both LP and PPs must provide access to the premises, documents and information, irrespective of the medium in which they are stored, for verifications by the MA, the JS, the AA, relevant national authorities, authorised representatives of the EC, the European Anti-Fraud Office, the European Court of Auditors, the Group of Auditors and any external auditor authorised by these institutions or bodies. **These verifications may take place up to 5 years from 31 December of the year of the last payment from the**

programme to the LP or PP. The PPs must ensure that all original documents, or their certified copies, in line with the national legislation related to the implementation of the project, are made available until the above final date of possible verifications, and until any on-going audit, verification, appeal, litigation or pursuit of claim has been completed

§ 12 Information and Publicity Measures

12.1 The LP and the PPs must comply with the EU publicity rules as well as the communication requirements outlined in the programme manual (“Communication at network level”), and provide any material developed during the lifetime of the project that may be useful to publications at the programme level. Amongst others, these rules include the use of the URBACT IV logo in every document and output, printed or web; the display of an A3 poster presenting the network, URBACT IV logo and EU finance in the premises of each partner; and a news about the URBACT network on the institutional website of each partner.

12.2 The URBACT website is the main internet tool to communicate on the network and to regularly update the space dedicated to the project (ideally every month).

12.3 Any notice or publication by the project, including at a conference or a seminar, must specify that the network has received a subsidy from the ERDF and NDICI funds, and that it has been funded in the framework of the URBACT IV Operational Programme. The use of the URBACT IV logo shall be obligatory on all communication materials and tools produced within the framework of the co-financed networks. It is also necessary to indicate on all documents/products/reports that the project has been co-financed by ERDF and NDICI through the URBACT IV Operational Programme in addition to using the URBACT IV logo.

12.3 The partners agree that the Managing Authority/URBACT Secretariat shall be authorised in the framework of the URBACT IV Operational Programme to publish, in whatever form and on or by whatever medium, mainly on the URBACT website and a closed online coordination platform, the following information:

- the name of the Lead Partner and its partners,
- the purpose of the subsidy,
- the amount granted and the proportion of the total cost of the project accounted for by the funding,
- the geographical location of the project,
- progress reports including the final report and all final outputs,
- whether and how the project has previously been publicised.

12.4 The LP and PPs ensure that any outcome and result produced during project implementation can be used by all interested parties and organisations, and are in the public interest and publicly available. Moreover, the PPs will support the LP and play an active role in any actions organised by the programme to disseminate and capitalise on project results.

§ 13 Co-operation with third parties

13.1 In the event of co-operation with third parties (public or private bodies), of delegation of part of the activities or of outsourcing, the Project Partners shall remain the sole responsible parties to the Lead Partner and through the latter to the Managing Authority, concerning compliance with their obligations by virtue of the conditions set forth in this agreement.

13.2 The Project Partners can, should they deem it necessary or sensible, notify their local partners of this agreement.

13.3 No partner shall have the right to transfer his rights and obligations under the terms of this protocol without the prior consent of the other partners.

13.4 Should a PP not comply with its obligations, this PP must be solely responsible for damages and costs resulting from this non-compliance.

§ 14 Confidentiality

14.1 Although the nature of the implementation of this project is public, it has been agreed that part of the information exchanged in the context of its implementation between the Project Partners themselves or with the Monitoring Committee, can be confidential. Only documents and other elements explicitly provided with the statement “confidential” shall be regarded as such.

14.2 This mainly concerns studies that have been made available to one of the parties in the context of the project concerning methods, know how, files or any other type of document labelled confidential. This information can only be used by the partners according to the provisions of this agreement.

14.3 The Project Partners commit to taking measures so that all staff members carrying out the work respect the confidential nature of this information, and do not disseminate it, pass it on to third parties or use it without prior written consent of the Lead Partner and the partner institution that provided the information.

14.4 The Project Partners commit to taking the same measures to maintain the confidential nature of the information, as they would do should it concern their own confidential information.

14.5 The information below is not covered by the confidentiality clause:

- information that is publicly disseminated without the publication being caused by default on the part of one of the PP concerning his obligation to observe confidentiality;
- information which, with all appropriate means, the disseminating partner can prove that it possessed prior to the project.

14.6 This confidentiality clause shall remain in force for two years following the termination of this agreement.

§ 15 Results of joint activities

15.1 The result of the joint activities covered by the agreement concerning reports, documents, studies, electronic data and other products, be they disseminated free of charge or commercially, are the joint property of the partners but remain freely available for Programme use.

15.2 The Project Partners dispose of the property in accordance with rules mutually agreed upon, based on the prevailing rules of co-authorship.

15.3 The Project Partners explicitly commit themselves, and without a time limit, to state that the implementation has taken place with the co-operation of the URBACT IV Operational Programme.

§ 16 Amendment of this partnership agreement

16.1 This agreement shall only be amended by means of an annex to that effect signed by all parties involved.

16.2 Modifications to the project (time schedule, budget) that have been approved by the Monitoring Committee can be carried out without amending this agreement.

16.3 Modifications to the official programme documents this agreement refers to (e.g. Operational Programme, Programme manual, etc.), if approved by the Monitoring Committee and, when relevant, by the European Commission, automatically apply to this agreement without amending it.

§ 17 Legal succession

17.1 The Lead Partner is allowed to assign its duties and rights under this contract only after prior written consent of the Managing Authority and the Monitoring Committee.

17.2 In cases of legal succession (e.g. where the Lead Partner changes its legal form), the Lead Partner is obliged to transfer all duties under this contract to the legal successor. The Lead Partner shall notify the Managing Authority about any change beforehand.

§ 18 Translation languages

This agreement and its annexes shall be provided in English. In case of translation of this document into another language, the English version shall be the binding one.

§ 19 Modifications, withdrawal from obligations

The LP and each PP agree not to withdraw from the project unless there are unavoidable reasons for doing so. Should this nonetheless happen, the LP and the remaining PPs must find a solution in agreement with the rules and procedures as described in the programme manual.

Should a PP fail to comply with its obligations under this partnership agreement, the partnership may decide as a last resort to remove this PP from the project and request modifications as outlined in the programme manual.

The LP can, if necessary, request modifications of the project data to the JS/ MA or other relevant programme body. Any modifications requested, including budget, partnership and operational changes, must be agreed and authorised by the PPs beforehand, according to pre-agreed rules of procedure or other decision-making mechanism established in the partnership.

The LP and PPs must strictly follow the provisions of the programme manual when requesting and/or implementing modifications in the project.

§ 20 Dispute settlement

Disputes arising between PPs or between the LP and PP/PPs concerning their contractual relationship and, more specifically, the interpretation, performance and termination of this agreement should strive to be resolved amicably. Should this not be possible, the law of the country of the LP shall apply.

In case of amicable resolution of disputes in the partnership, the JS/ MA may act as mediator.

§ 21 Termination

The partnership agreement must be terminated as a consequence of termination of the co-financing contract.

Following termination of the partnership agreement, the LP and PPs are still obliged to comply with all the requirements after closure, such as recoveries or document retention for audit and evaluation purposes.

Final Provisions

The European Commission's guidelines and the distributed financial and legal obligations are considered to be integral part of this contract between the Lead Partner and the Project Partners.

Should conflicting clauses or interpretation thereof between this agreement and the co-financing contract arise, the co-financing contract takes precedence.

The number of copies equals the number of signatories to the agreement. Every signatory institution shall declare to have received a copy hereof.

Annexes:

1. The Project Application Form (Annex 1).
2. The Subsidy Contract between the National Agency for Territorial Cohesion (hereinafter referred to as the 'Managing Authority' or 'URBACT Secretariat') and the City of Perugia as Lead Partner (Annex 2).

Drawn up at Perugia Date 31.03.2026

Signatures

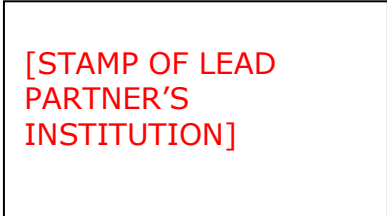
Lead Partner – COMUNE DI PERUGIA

Signature:

Name of the signatory person²: STEFANIA PAPA

Position of the signatory person:
HEAD OF EUROPEAN PROJECTS, INTERNATIONAL RELATIONS AND TOURISM


Date:



² The signing person of the Lead Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.

Signatures

Partner 1 - Municipality of Veszprém

Signature: 

Name of the signatory person³: Gyula Porga

Position of the signatory person: Mayor 

Date: 26.02.2026.



³ The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.

Partner 2 - Câmara Municipal de Valongo (Municipality of Valongo)

[Assinatura Qualificada] Paulo Jorge Esteves Ferreira	Assinado de forma digital por [Assinatura Qualificada] Paulo Jorge Esteves Ferreira Dados: 2026.03.30 14:58:55 +01'00'
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Signature:

Name of the signatory person⁴: Paulo Jorge Esteves Ferreira

Position of the signatory person: Mayor

Date:



⁴ The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.

Partner 3 - Municipality of Arteixo

Signature:

Name of the signatory person⁵: Carlos Calvelo Martínez

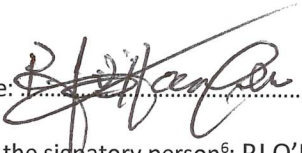
Position of the signatory person: Mayor

Date: **23 February 2026**



⁵ The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.

Partner 4 - Monaghan County Council, County Offices

Signature: 

Name of the signatory person⁶: PJ O'Hanlon

Position of the signatory person: Mayor (Cathaoirleach)

Date: 3/3/26

[STAMP OF PARTNER'S INSTITUTION]



⁶ The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.

Partner 5 - Sofia Municipality



Signature:

Name of the signatory person⁷: Vassil Terziev

Position of the signatory person: Mayor

Date: 16.03.2026



⁷ The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.

Partner 6 - Executive Committee of the Chernivtsi City Council

Signature:
Name of the signatory person⁸: Roman Klichuk
Position of the signatory person: Mayor
Date: 16.03.2026



⁸ The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.