**1 Model Contract for National Coordinators**

*This contract template provides a detailed description of the role and responsibilities of National Coordinators (NC) that are appointed in each country to provide training and support to teachers in larger validation pilots.*

*The template is provided as* ***an example*** *only of the type of contract currently used by EUN Partnership aisbl to cover its relationship with National Coordinators and therefore is adapted to meet particular requirements in its country of operation. EUN does not warrant or make any claim that it is complete or will be in any way appropriate or will fit your particular circumstances. If you intend to use this template, it is important that you check with your professional advisers to ensure that the template is suitable and in particular, that it is compliant with the law and administrative requirements of any territory where it will be used.*

Cooperation Agreement

This Cooperation Agreement (“Agreement”) is made on XXXXX (“the Effective Date”) between the following parties:

1. **National Coordinator (NC)**
2. **EUN Partnership aisbl** (hereafter referred to as “EUN”); Head office address: EUN Partnership AISBL, Rue de Trèves 61, B-1040 Brussels, Belgium, VAT BE0865.838.331, represented by XY, Executive Director

**1. BACKGROUND**

1. Explanation of the context of the validation pilot - The parties have agreed to cooperate in the establishment of a validation pilot as presented in Annex 1
2. Both NC and EUN have agreed that relevant roles and responsibilities will be distributed amongst the two parties as outlined in this Agreement.

**2. OBLIGATIONS AND RIGHTS OF PARTIES**

During the Agreement term, the NC commits to participate to the validation pilot activities as defined in the ToR specified in annex 1. More specifically, the NCP commits to:

* Identify the schools in its country according to the specifications defined in the ToR (Annex 1).
* Animate the school network and organise any meeting, training, briefing as required for the implementation of the validation pilot activities
* Participate to any physical coordination meetings requested by EUN (a maximum of 2 meetings per year).
* Participate to regular online meetings for the monitoring and follow up of the pilot activities
* Provide EUN with all data on schools necessary to conduct the pilot activities (basic data on schools, teachers…), situation before the pilot (via a specific questionnaire), situation after the pilot (via a specific questionnaire), any evaluation questionnaire.
* Organise and support any in situ visit in one or several schools for enabling ad hoc observations
* Produce any learning material (if mentioned in the Terms of Reference – e.g.. production of videos for observing teaching practices in classes)

During the Agreement term, EUN commits to manage and coordinate the validation pilot as specified in annex 1.

**3. TERM & TERMINATION**

1. Term. This Agreement shall begin on XXXX and finish on XXX.

2. Convenience. Either party may terminate this Agreement at any time without any penalty being incurred by giving 60 days prior written notice of such termination to the other party.

**4. FINANCIAL ELEMENTS**

The financial elements as well as the modalities of payments are detailed in Annex 2 of the agreement.

**5. CONTACTS**

## For NC

XXXXXXXX

## For EUN

Marc Durando, Executive Director, EUN partnership aisbl

XXXXXX, Project Coordinator

XXXX, EUN Senior Advisor

**6. INTELLECTUAL PROPERTY RIGHTS**

EUN shall retain all rights and ownership in all intellectual property rights and similar interests and rights relating to any materials, information and/or other items that the NC may supply to EUN in accordance with this Agreement.

**7. ETHICAL CONDUCT**

Both parties agree to carry out this **Agreement** in accordance with the appropriate professional standards and to adhere to fair and ethical business principles including compliance with data protection and privacy laws and regulations which may be applicable in the country where they are registered.

**8. CONFIDENTIAL INFORMATION**

Each Party shall keep confidential and not disclose to any third party nor use such confidential information other than for the purposes of this Agreement, any confidential information of the other party which has been disclosed to it under this Agreement. In this context, confidential information shall mean any information which if in writing has been marked by the disclosing party at the time of the disclosure as confidential or proprietary or other similar marking or if provided orally or visually, is identified as confidential by the disclosing party at the time of disclosure and confirmed in writing to the recipient party within 15 days of such disclosure.

**9. GOVERNING LAW**

This Agreement shall be governed by Belgian law. Any dispute that cannot be settled by amicable means between the parties shall be referred to the appropriate courts in Brussels for resolution.

**NCP**

Signed: on behalf of:

Name (Printed): Date:

Title:

**EUN Partnership aisbl**

Signed: on behalf of:

Name (Printed): Date:

Title:

**ANNEX 1: Terms of Reference of the validation pilot activities** **- ANNEX 2 – Financial conditions**

*Note: Annexes are specific to the validation exercise being carried out, and therefore not included.*