

UCHWAŁA NR 487/XXVII/XV/2019
Senatu Politechniki Białostockiej
z dnia 26 września 2019 roku

- w sprawie wyrażenia zgody przez Senat Politechniki Białostockiej na zawarcie umowy partnerskiej na potrzeby realizacji projektu „Acceleration of business support ecosystem“ w ramach programu Interreg Polska-Litwa

Senat Politechniki Białostockiej, działając na podstawie art. 28 ust. 1 pkt 16 ustawy z dnia 20 lipca 2018 roku Prawo o szkolnictwie wyższym (Dz. U. poz. 1668, z późn. zm.) oraz § 48 ust. 1 pkt 23 Statutu Politechniki Białostockiej, postanawia:

§ 1

Wyrazić zgodę na zawarcie umowy partnerskiej pomiędzy Liderem projektu- Kaunas University of Technology (Litwa), a Partnerem 1: Kaunas Chamber of Commerce Industry and Crafts, Partnerem 2: Politechniką Białostocką, Partnerem 3: Office of the Board of the Association of Białystok Functional Area na potrzeby realizacji projektu „Acceleration of business support ecosystem“ w ramach programu Interreg Polska-Litwa oraz pokrycie wkładu własnego w wysokości około 27 100 Euro do projektu przez Politechnikę Białostocką. Projekt umowy stanowi załącznik do uchwały.

§ 2

Uchwała wchodzi w życie z dniem podjęcia.

REKTOR

prof. dr hab. inż. Lech Dzienis

PARTNERSHIP AGREEMENT

The following agreement is made between

Kaunas University of Technology (KTU), K. Donelaicio st. 73, Kaunas, Lithuania represented by Eugenijus Valatka, Rector (lead beneficiary)

and

Kaunas Chamber of Commerce Industry and Crafts (KPPAR), K. Donelaičio st. 8, LT-44213 Kaunas Lithuania represented by Olga Grigienė, General Director (beneficiary 2),

and

Białystok University of Technology, Wiejska str. 45A, 15-351, Białystok, Poland represented by Roman Kaczyński, Vice Rector for Development and Cooperation (beneficiary 3),

and

Office of the Board of the Association of Białystok Functional Area, Mickiewicza str. 74 lok. 6 15-232 Białystok, Poland, represented by Tadeusz Truskolaski, Chairman of the Board and Krzysztof Marcinowicz, Member of the Board (beneficiary 4),

Hereinafter all together referred to as “Parties”,

for the preparation and implementation (in case of approval) of the Interreg V-A Lithuania-Poland cooperation programme project **Acceleration of business support ecosystem**, hereinafter referred to as the project.

Having regard to:

- a) Regulation (EU) No **1303/2013** of the European Parliament and of the Council of 17 December 2013 (Common Provisions Regulation);
- b) Regulation (EU) No **1301/2013** of the European Parliament and of the Council of 17 December 2013 (ERDF Regulation);
- c) Commission implementing Regulation (EU) No **215/2014** of 7 March 2014;
- d) Regulation (EU) No **1299/2013** of the European Parliament and of the Council of 17 December 2013 (ETC Regulation);
- e) Commission delegated Regulation (EU) No **481/2014** of 4 March 2014 (ETC eligibility rules);
- f) Commission delegated Regulation (EU) No **480/2014** of 3 March 2014 (Jumbo Delegated Regulation);
- g) Commission Implementing Decision of 16 June 2014 No **2014/366/EU** (Implementing Decision on ETC resources);
- h) Directive No **2014/24/EU** of the European Parliament and of the Council of 26 February 2014 (Directive on public procurement);

hereinafter referred to as EU Regulations;

And:

- a) Commission Decision No C(2015)9279 of 15 December 2015 approving the Interreg V-A Lithuania-Poland cooperation programme (Programme document);

- b) The Programme Manual and further amendments valid for the call in which the application was approved;
 - c) Jointly submitted Application Form for co-financing of the Programme;
 - d) Subsidy Contract to be signed by the lead beneficiary with Managing Authority;
 - e) Other Programme and national rules
- hereinafter referred to as the “Documents”

The Parties agree:

§ 1 Definitions

Each time this Partnership Agreement refers to:

1. Programme – this shall mean the Interreg V-A Lithuania-Poland cooperation programme;
2. Joint Monitoring Committee (JMC) – this shall mean the main decision making body of the Programme;
3. Managing Authority (MA) – this shall mean the Ministry of the Interior of the Republic of Lithuania;
4. National Authority (NA) – this shall mean the Territorial Cooperation Department of the Ministry of Economic Development of the Republic of Poland;
5. Joint Secretariat (JS) – this shall mean a public establishment Joint Secretariat established by the Ministry of the Interior of the Republic of Lithuania, performing duties of Joint Secretariat of the Programme;
6. Application Form (AF) – this shall mean the Application Form for co-financing from the Programme together with all attachments;
7. Project – this shall mean the operation defined in the Application Form submitted for co-financing of the Programme;
8. Beneficiaries – this shall mean the legal entities indicated in the Application Form who participate in the project implementation;
9. Lead beneficiary – this shall mean one of the beneficiaries who is authorised by the other(s) to act as a main party in application and project implementation and is a legal party towards the MA;
10. Subsidy Contract (SC) – this shall mean the contract signed between MA and lead beneficiary;
11. Controller - institution, independent from lead beneficiary/beneficiary organisation, which is responsible for conducting of the first level control (FLC) and ensures the verification of activity implementation, legality and regularity of the expenditure declared by each lead beneficiary / beneficiary participating in the project.

§ 2 Subject of the Partnership Agreement

Subject of this Partnership Agreement (hereinafter - PA) is the organisation of a cross-border partnership in order to prepare and implement the project under the Programme, according to the Documents. By the present PA, the Parties shall define the rules of procedure for the work to be carried out and the relations that shall govern them within the cross-border partnership set up in order to complete the aforementioned project (if approved). PA shall be submitted to JS together with AF of the project.

§ 3 Duration of the PA

This PA shall take effect on the date on which it is signed by all Parties. It shall remain in force until the lead beneficiary has discharged in full its obligations toward the MA as written in the SC. In case the project is not approved for funding, provisions of this PA regarding project implementation shall not come into the force.

§ 4 Obligations

1. Lead beneficiary is responsible for the overall management and implementation of the project. Lead beneficiary shall be the beneficiary of the ERDF grant and shall manage the funds in accordance with the details of this PA and the Documents. Lead beneficiary assumes sole responsibility for the entire project vis-à-vis the MA. Shall be also responsible for enforcement from the beneficiaries their obligations listed in § 4 point 3 of the PA.
2. In particular, the lead beneficiary shall fulfil the following obligations:
 - a) appoint a project coordinator, responsible for the whole project implementation and a financial manager, responsible for the whole project finances;
 - b) distribute a copy of the SC and other official documents to all beneficiaries;
 - c) start and implement the project according to the AF;
 - d) notify the JS of any factors that may affect implementation of the project;
 - e) draw up and submit to JS consolidated progress reports with supporting attachments (including progress reports of all beneficiaries and Declarations of validation of beneficiaries expenditure) according to the Documents, within defined deadlines and with assistance of the beneficiaries;
 - f) timely onward transfer the relevant parts of payments received from the MA to the beneficiaries;
 - g) manage and monitor appropriate spending of the subsidy awarded;
 - h) receive and distribute amount to cover preparation costs (if any) between the project beneficiaries according indication in the Annex no. 2 to PA (division of preparation costs among the partners);
{to be deleted if not relevant}
 - i) carry out the project's overall accounting, paying a special attention to the correctness of the public tender procedures taken for the needs of the project implementation;
 - j) communicate with the bodies implementing the Programme and to notify other beneficiaries of any substantial communication with the bodies implementing the Programme;
 - k) react promptly to any request of the beneficiaries and bodies implementing the Programme.
3. Each beneficiary (including lead beneficiary) accepts the duties and obligations regarding:
 - a) appointing a contact person for the parts of the project for which it is responsible;
 - b) timely carrying out the activities for which it is responsible according to the AF;
 - c) contributing to the project activities within the approved budget;
 - d) compliance with rules of information and promotion;
 - e) respecting national regulations regarding personal data processing and protection;
 - f) abiding the project implementation period mentioned in SC and further amendments;
 - g) intellectual property and ownership rules as stated in § 14 and § 15 of the PA;
 - h) bearing currency risk in the frames of payments in the project;
 - i) drawing up the progress reports for its part of the project according to the Documents and submit it within defined deadlines to the First Level Control;
 - j) submitting according to the Documents and within defined deadlines the progress reports validated by controller to lead beneficiary together with supporting documents and Declaration of validation of beneficiary expenditure issued by the controller;
 - k) notifying the lead beneficiary and controller of any event that could lead to any deviation of the project;
 - l) abiding the procedure of implementing changes in the PA according to Documents;
 - m) controls and audits - in particular producing all documents required for the control and audit, provide necessary information, give access to its business premises for audit purposes, fulfil all the requirements set during audits and controls;
 - n) retaining for control and audit purposes and keeping all documents related to the project costs and activities at least 5 years after the final payment has been made by the MA to the lead beneficiary. If SC will be terminated before the final payment, regardless the reason of termination

beneficiaries are obliged to keep all documents related to the project costs and activities in a safe and orderly manner 5 years after date of SC termination. Other retention periods, as might be stated by national law, shall remain unaffected;

- o) disclosing any revenues which occur or may occur with relation to the project implementation and during relevant reference period after the project completion;
- p) ordered recoveries of funds;
- q) reacting promptly to any request by the lead beneficiary and the Programme bodies;
- r) respecting all rules and obligations laid down in the Documents and conducting obligations from PA in compliance with them;
- s) complying with the national legislation in terms of accountancy and public procurement procedures;
- t) complying with other EU and national legislation;
- u) taking all necessary steps enabling the lead beneficiary to comply with its responsibilities as set out in the SC.

§ 5 Rights

1. Each beneficiary has the right to receive information from the lead beneficiary on the issues related to the management of the project and the financial flows received from and transferred to the MA.
2. The lead beneficiary has the right to receive information and documentation from the beneficiaries related to the activities of the project.

§ 6 Liability

1. Each beneficiary, including the lead beneficiary, shall be liable to the other beneficiaries and shall indemnify and hold harmless such other beneficiaries for and against any liabilities, damages and costs resulting from the non-compliance of its duties and obligations as set forth in this PA and its annexes.
2. No party shall be held liable for not complying with obligations ensuing from this PA in case of *force majeure*. In such a case, the beneficiary involved must announce this immediately in writing to the other beneficiaries.

§ 7 Budgetary and financial management, accounting principles

1. Lead beneficiary is the sole responsible party to the MA for the financial management of the project. Financial share of particular beneficiaries in the project costs as well as the maximum amount of co-financing from Programme funds for particular beneficiaries are established in the project budget defined in the approved AF. ERDF financial contributions shall be paid into the account of the lead beneficiary.
2. As soon as possible, but not later than within 7 (seven) calendar days after receiving payments from the MA, the appropriate amount and proportionally according to the progress report approved by the MA, the lead beneficiary shall be responsible for distributing the funds received between the beneficiaries in accordance with certified expenditure incurred for project actions effectively carried out. No deduction, retention or further specific charge shall be made. Lead beneficiary shall provide information about such transfer to the JS within 5 (five) calendar days after transactions have been made.
3. Lead beneficiary shall be responsible for an application for reallocation between budget lines as defined in the Programme Manual.
4. Parties must ensure the correctness of their accounting system and documents. Lead beneficiary may request further information, documentation and evidence from all the beneficiaries to that effect.

§ 8

Reports

1. Progress reports (PR) with relevant attachments shall be submitted to the lead beneficiary in accordance with the requirements stipulated for the lead beneficiary in the SC. The beneficiaries are obliged to have their expenditure certified by the FLC. In order to receive certificate, after the end of the relevant reporting period the beneficiaries (including lead beneficiary), within 10 (ten) calendar days prepare PR and send it with all required supporting documents to relevant FLC. Beneficiaries shall also answer to the clarifications / questions of controllers related to PR within deadlines set by FLC.
2. Every beneficiary must provide the lead beneficiary with information needed to draw up the consolidated reports and other documents required by bodies implementing the Programme.
3. Lead beneficiary, on behalf of all beneficiaries, submits consolidated progress report (CPR) and all progress reports with necessary annexes to JS.
4. Lead beneficiary shall send to every project beneficiary the e-version of each CPR submitted to the Programme bodies and keep the beneficiaries informed of all relevant correspondence (it could be done using e-platform available for the projects).
5. In case of significant remarks to reports or in the event of non-fulfilment of the rules concerning eligibility of expenditure, the lead beneficiary shall ask the beneficiary(s) to correct the submitted progress report. The deadline for submission of corrected report will be set by lead beneficiary and will depend on the date defined by JS for correction of consolidated progress report. Lead beneficiary shall use the official methods of correspondence with other beneficiaries to receive the answer to its requests.

§ 9

Modifications of the project and amendments to SC

1. Any request for modifications of the project budget or other statements from the approved AF or the SC submitted by the lead beneficiary to the MA/JS shall be authorised by the beneficiaries beforehand.
2. All beneficiaries accept that amendment to the SC and constituting its integral part, in order to be valid, may be introduced only during period of implementation of the project substantive measures.
3. The beneficiaries of the project are required to inform the lead beneficiary about any planned and existing changes related to their part of the project. If a given change of the part of the project requires introduction of the amendment to the SC, beneficiaries are required to submit to the lead beneficiary also documents that are necessary to make amendment to the SC.

§ 10

Information and publicity measures

1. Any notice or publication by the project (including events) must specify that the project is part-financed by the Programme. The Commission Regulation (EC) No 1303/2013 and other EU Regulations must in any case be observed.
2. The beneficiaries agree that the Programme bodies shall be authorised to publish, in whatever form and by whatever medium, the following information: names of the beneficiaries, name of the project, project summary, project start and end date; total eligible expenditure allocated to the project, Union co-financing rate; location of the project , name of category of intervention for the project in accordance with point (b) (vi) of the first subparagraph of Article 96(2) of the EC Regulation No 1303/2013.

§ 11

Cooperation with third parties, delegation and outsourcing

1. In case of cooperation with third parties, including sub-contractors, the beneficiaries shall remain the sole responsible parties to the lead beneficiary and the Programme bodies concerning compliance with their obligations as set in this PA. The lead beneficiary shall be informed by the beneficiaries about the subject and party of any contract concluded with a third party, but not later than 5 working days after concluding such contract.
2. No project beneficiary shall have the right to transfer its rights and obligations under this PA without the prior consent of the other beneficiaries and the responsible Programme implementing bodies.
3. Cooperation with third parties including subcontractors shall be undertaken in accordance with appropriate Community and national regulations, including the national public procurement legal acts.

§ 12

Assignment, legal succession

1. Neither the lead beneficiary nor the beneficiaries are allowed to assign their duties and rights under this PA without the prior consent of the other parties to this PA. The parties to this PA are aware of the SC provisions whereupon the lead beneficiary is allowed to assign its duties and rights only after prior written consent of the JMC.
2. In the case of legal succession, the lead beneficiary or the beneficiary concerned is obliged to transfer all duties under this PA to the legal successor.

§ 13

Revenue generation

1. All beneficiaries should estimate any net revenue that will be generated in the project already during the project preparation according to the Documents. If a project foresees to generate revenues during the project's implementation, the revenue generating activities must be planned beforehand, clearly described in the AF.
2. All beneficiaries must report within PR generated net-revenues and prove that not to exceeding the limits as foreseen in Documents.
3. If foreseen in the AF, generated net-revenue is exceeding the national co-financing (15%) needed for the implementation of this activity the net-revenue amount by which the co-financing is exceeded should be deducted from the eligible project costs while reporting.
4. If project generates net revenue, which was not foreseen in the application form - the eligible expenditure of the project shall be decreased by the any amount of net-revenue by which the national co-financing for implementation of particular activity is exceeded while reporting.
5. In case there are no operating costs related to activity generating revenue (e.g. the fees for participation in the event are taken), the whole amount of generated revenue is treated as net revenue if the whole costs of such an event are planned to be financed from the project. If not the whole, but only part of the event's costs was included into the project budget, the net revenue should be calculated proportionally.

§ 14

Intellectual property

1. All intellectual property, outcome and results (whether tangible or intangible) that derive from the project will be the joint property of Beneficiaries, which have generated them, where each partner's share shall be determined in proportion to that partner's input into the development of the result.

2. Beneficiaries undertake to enforce the applicable law on intellectual property rights, regarding any outcome that might be created during the implementation of the Project.
3. Notwithstanding the terms of § 14.1 and § 14.2, the results of the project have to be made available to the general public free of charge by Beneficiaries. The MA and any other relevant Programme stakeholder (such as the national points of contact, the European Commission) may reserve the right to use them for information and communication actions in respect of the programme.
4. In case of pre-existing intellectual property rights which are made available, these are fully respected (Beneficiaries will list them in a separate annex to PA).

§ 15

Reporting sustainability

1. Lead beneficiary undertakes to ensure that the ownership of any outputs and results produced during the project implementation remains with the lead beneficiary or beneficiaries and will not be transferred for at least five years after final payment to the lead beneficiary was made by MA.
2. Beneficiaries are obligated to provide the lead beneficiary with any necessary evidences of the sustainability of the project activities during reporting sustainability, according to Documents.

§ 16

Non-fulfilment of obligations, delay, withdrawal

1. In case of total or partial incompleteness of the obligations arising from PA and Documents by any of the beneficiaries, the lead beneficiary shall admonish the respective beneficiary to comply within a maximum of one month. Lead beneficiary shall make any effort to contact the beneficiaries in resolving the difficulties including seeking the assistance of the Programme bodies.
2. Should the non-fulfilment of obligations arising from PA and Documents continue, the lead beneficiary, authorized by all remaining beneficiaries, may decide to exclude the beneficiary concerned from the project, with approval of the MA. In such case, the JS shall be informed immediately if the lead beneficiary intends to exclude a beneficiary from the project. The opinions of all remaining beneficiaries should be delivered to JS. Exclusion of the beneficiary requires amendment to the SC.
3. The excluded beneficiary is obliged to refund to the lead beneficiary any Programme funds received which it cannot prove on the day of exclusion that they were used for the project implementation according to the rules of eligibility of expenditure.
4. In case of non-fulfilment of a beneficiary's obligation having financial consequences for the funding of the project as a whole, lead beneficiary may demand recovery of funds unduly paid.
5. Lead beneficiary and the beneficiaries agree not to withdraw the given beneficiary from the project unless there are unavoidable reasons for it. If this nonetheless happens, lead beneficiary and the beneficiaries shall try to cover the contribution of the withdrawing project beneficiary, either by assuming its tasks or by asking one or more new beneficiaries to join the partnership.
6. In case the lead beneficiary shall withdraw from the project, the SC shall be terminated. If other project beneficiary is willing to overtake the lead beneficiary responsibilities it should apply for the JMC approval, and only then a new SC with the MA shall be signed.
7. If one of the beneficiaries decides to withdraw from the project, the lead beneficiary as well as all the remaining beneficiaries shall take all the efforts to take over the obligations as well as the tasks or to find the new beneficiary who would take over all the obligations as well as tasks of the missing beneficiary. If the new beneficiary is found it shall become the party of this PA only after the approval by JMC.
8. If the new beneficiary cannot be found and the remaining beneficiaries are not willing/able to take over the responsibilities as well as tasks of the missing beneficiary, the MA will take the decision whether to terminate or not the SC.

9. If SC is suspended in the whole or part by decision of MA resulting from the violations caused by non-fulfilment or improper fulfilment of terms/conditions set in SC, all the beneficiaries are obliged to cooperate in order to correct the violations within their competence in the project.

§ 17

Demand for repayment by the Managing Authority

Should the MA in accordance with the provisions of the SC demand repayment of subsidy already transferred, every beneficiary is obliged to transfer its part of the repayment amount to the lead beneficiary. Lead beneficiary shall without delay submit the letter by which the MA has asserted the repayment claim and notify every beneficiary of the amount repayable. The repayment amount is due within four weeks following the notification by the lead beneficiary. The amount repayable shall be subject to interest; the provisions of the SC shall apply by analogy for all beneficiaries.

§ 18

Disputes between beneficiaries

1. Should a dispute arise between beneficiaries of the project, every beneficiary shall be obliged to try to reach a settlement during a negotiations procedure.
2. Lead beneficiary will inform the other beneficiaries and may, on its own initiative or upon request of a beneficiary, ask the MA/NA/JS for advice.
3. Should a compromise through negotiations procedure is not reached within 30 days after the start of negotiations, the dispute shall be addressed to the competent court of the Republic of Lithuania in accordance with the national legislation of the country in which the Lead beneficiary is established.

§ 19

Working and translation languages

The working languages of the partnership shall be English. Any official document of the project shall be made available in English.

§ 20

Applicable law

1. This PA is governed by law of the Republic of Lithuania.
2. In the event of translation of this PA and its annexes, the English version shall prevail.

§ 21

Nullity

If any provision in this PA should be wholly or partly ineffective, the parties to this PA undertake to replace the ineffective provision by an effective provision which comes as close as possible to the purpose of the ineffective provision.

§ 22

Amendment of the PA

1. This PA shall only be amended in writing. The amendments shall be stamped and signed by all parties involved. Lead beneficiary shall present the amended PA to the JS as soon as possible, but not later than 21 (twenty one) calendar day after the amendment is stamped and signed by all the parties involved.

2. Modifications to the project that are approved by the JMC shall be effective as alterations of this PA, also without adherence to this formal requirement.

§ 23

Right of Termination

1. In case the project is not approved for funding or in case of termination of the SC this PA is terminated automatically.
2. If the SC is terminated by decision of MA in which demand repayment of ERDF amounts already paid to the lead beneficiary in full or in part, beneficiaries accepts the following duties and obligations:
 - a) Lead beneficiary is obliged to transfer the appropriate amount within 1 (one) month from the date of receiving the MA demand.
 - b) Beneficiaries are obliged to repay to lead beneficiary appropriate amounts of funds transferred to them within 15 (fifteen) calendar days from the date of receiving demand from lead beneficiary (demand shall include copy of MA decision).
 - c) Any delay in effecting repayment from lead beneficiary shall give rise to interest on account of late payment, starting on the due date and ending on the value day of actual repayment on the basis described in SC.
 - d) If delay in effecting repayment to MA is caused by delay in repay to lead beneficiary from beneficiaries, the lead beneficiary has a right to ask these beneficiaries also for repayment the amounts incurred as a result of charging interest in relation to amounts requested to repay from them.
3. The SC can be terminated upon the request of lead beneficiary or by mutual agreement of parties of SC, with the consent of all parties of PA. Conditions for termination of SC and consequently termination of PA must be agreed between beneficiaries and addendum to the PA regarding rules of termination shall be signed by all parties. In case termination on request of lead beneficiary, beneficiaries accepts the following duties and obligations:
 - a) Lead beneficiary refunds the ERDF funds to MA together with interest calculated pursuant to the provisions specified in SC.
 - b) Beneficiaries are obliged refund appropriate amounts of ERDF funds to lead beneficiary with interest calculated in relation to their amounts pursuant to the provisions specified in SC.
4. If the SC is terminated by MA because European Commission fails to make the funding available, any claim by the beneficiaries against the lead beneficiary for whatever reason is excluded.

§ 24

Domicile

1. To the effect of this PA, the beneficiaries shall irrevocably choose domicile at the address stated in the AF where any official notifications can be lawfully served.
2. Any change of domicile shall be forwarded to the lead beneficiary within 15 (fifteen) calendar days following the change of address by registered mail.

§ 25

Concluding provisions

1. This PA has been made in 5 (five) originals: one for each Party and one to be submitted to the JS. Each original has the equal legal force.
2. The EU as well as the national legislation of the Republic of Lithuania regulates the provisions that are not set in this PA.
3. Annexes to this PA:
Annex 1. Division of indicators among the project beneficiaries;
Annex 2. Distribution of preparation costs;

Concluded in Kaunas on September .

Lead Beneficiary		
Name of the lead beneficiary institution: Kaunas University of Technology (KTU)		
Person authorised to sign the documents, position: Eugenijus Valatka, Rector		
Address: K. Donelaičio str.73, LT-44249, Kaunas, Lithuania		
Phone: +37037300000	Fax: +37037324144	
Institution code: 111950581		
Bank name: Danske Bank A/S Lithuania Branch		
Bank code: SMPOLT22		
Account number: LT377400011732623813		
Date, place and signature: 2019 09 , Kaunas Lithuania		Official stamp:

Beneficiary 2		
Name of the beneficiary institution: Kaunas Chamber of Commerce Industry and Crafts		
Person authorised to sign the documents, position: Olga Grigienė, Director General		
Address: K. Donelaičio st. 8, LT-44213, Kaunas, Lithuania		
Phone: +370 37 229212	Fax:	
Institution code: 110068545		
Bank name AB SEB bankas		
Bank code: 70440		
Account number: LT617044060003105231		
Date, place and signature: 2019 09 , Kaunas Lithuania		Official stamp:

Beneficiary 3		
Name of the beneficiary institution: Białystok University of Technology		
Person authorised to sign the documents, position: Roman Kaczyński, Vice Rector for Development and Cooperation		
Address: Wiejska str. 45A, 15-351, Białystok, Poland		
Phone: + 488 574 690 10	Fax: +488 574 690 15	
Institution code: 5420208721		
Bank name: Bank Pekao S.A.		
Bank code: SWIFT CODE PKOPPLPW		
Account number: PL 30124011541111000021487604		
Date, place and signature: 2019 09 , Białystok Poland		Official stamp:

Beneficiary 4	
Name of the beneficiary institution: Office of the Board of the Association of Bialystok Functional Area	
Person authorised to sign the documents, position: Tadeusz Truskolaski, Chairman of the Board and Krzysztof Marcinowicz, Member of the Board	
Address: Mickiewicza Str. 74 lok. 6, 15-232 Białystok, Poland	
Phone: +48 85 661 15 38 Fax: +48 85 661 15 38	
Institution code: 9662091006	
Bank name: PKO Bank Polski	
Bank code: SWIFT CODE BPKOPLPW	
Account number: PL 17 1020 1332 0000 1402 0899 6540	
Date, place and signature: 2019 09 , Białystok Poland Official stamp:	

DIVISION OF INDICATORS AMONG THE PROJECT BENEFICIARIES

LB - KTU, B2 - KCCIC, B3 - BUT, B4 - BOF

No.	Specific Output Indicator	Measurement unit	Value of indicator and planned achieved by particular beneficiary	Description of outputs to achieve by beneficiaries
1	Upgraded web platform istartup.eu	platform / service based on website	1 LB-1 B2-0 B1-0 B4-0	<p>During the implementation of project LT-PL CooPlatform, project No. LT-PL-1R-048, that was implemented in 2017-2018 (further – project LT-PL CooPlatform), by Lithuania and Poland partners, platform http://istartup.eu/ (further – platform) was developed. The platform is aimed to provide material for entrepreneurs necessary to boost their business and to develop necessary personal skills. The platform is open access for new entrepreneurs. Project partners identified that it is lack of modern and inclusive entrepreneurship skills development tools and created platform needs more interactive engaging content, this at the same requires to improve platform's functionality, attractiveness, convenience to use, increase accessibility of business support services and increase engagement of potential users in online courses, visibility and create contacting and communication possibility for platform user and entrepreneurship specialists.</p> <p>To improve platform's engagement, accessibility and visibility among potential users the platform will be upgraded. Platform technically will be developed by LB.</p> <p>The upgrade will be focused on interactive online learning functionality creation.</p> <p>Project participants, those who cannot attend project trainings and potential platform users, after project implementation, will be able to implement courses online. Signed to the platform participants will implement courses online and will be able to track their progress. Progress will be visible for project entrepreneurship specialists and prepared tasks may be evaluated by entrepreneurship specialists. Entrepreneurship specialists will be able to contact online training participants and offer them business support</p>

No.	Specific Output Indicator	Measurement unit	Value of indicator and planned achieved by particular beneficiary	Description of outputs to achieve by beneficiaries
				<p>services provided by project partner organisations, invite to join project or other partners' organised events. Partners will share news about trainings and workshops, or other actual information on project platform.</p> <p>The content of the platform will be created during project partners organized trainings. In more detail – indicator No. 2.</p> <p>Responsible: for technical implementation LB.</p> <p>Participates: all partners. All partners share their insights, opinions and suggestions due to the necessary platform upgrade functionalities.</p> <p>Budget: budget category “4. External expertise and services costs“, budget line “Web platform istartup.eu upgrade”.</p> <p>Outcome: evidence of service provider selection process, written contract (if necessary), invoice, service transfer-acceptance act (if necessary), platform internet address directing to upgraded functionalities.</p>
2	Interactive online courses	course	10 LB-0 B2-5 B3-4 B4-1	<p>Project partners have identified that it is lack of modern and inclusive entrepreneurship skills development tools and created platform needs more interactive engaging content, this at the same requires to improve platform's functionality, attractiveness, convenience to use, increase accessibility of business support services and increase engagement of potential users in online courses, visibility and create contacting and communication possibility for platform user and entrepreneurship specialists.</p> <p>Solving this problem, platform will be upgraded (in more detail indicator No. 1) and the content for the platform will be created.</p> <p>The content for the platform will be created during project partners organized trainings. 10 interactive online courses will be prepared, uploaded and published in istartup.eu platform. Interactive online courses will be prepared by experts who will lead trainings for good practice of launching entrepreneur and joint trainings for</p>

No.	Specific Output Indicator	Measurement unit	Value of indicator and planned achieved by particular beneficiary	Description of outputs to achieve by beneficiaries
				<p>good practice of accelerating new business entities.</p> <p>Training courses language – Lithuanian, Polish and English.</p> <p>Responsible: B2, B3 and B4.</p> <p>Budget: budget category “4. External expertise and services costs“, budget lines “Trainings for good practice of launching entrepreneur“, “Joint trainings for good practice of accelerating new business entities” external experts’ costs.</p> <p>Outcome: evidence of service provider selection process, written contract (if necessary), invoice, service transfer-acceptance act (if necessary), course internet address directing to each course.</p>
3	Trainings for good practice of launching entrepreneur	training	<p>7</p> <p>LB-0</p> <p>B2-4</p> <p>B3-3</p> <p>B4-0</p>	<p>Project partners have identified that the main obstacles why people don’t start their own business are: lack of knowledge and entrepreneurship skills, lack of motivation, fear of own business failure or people simply don’t have ideas, what kind of business they can run, or they don’t know how and where to find appropriate business ideas.</p> <p>In response to identified problems, and considering project LT-PL CoPlatform achieved results, prepared guidelines “Good practice of accelerating business entities”, “Good practice of launching entrepreneur”, 7 trainings for good practice of launching entrepreneur will be organized. The duration of each training is one day, 8 academic hours.</p> <p>4 trainings will take place in Lithuania and 3 in Poland. Exact locations will be decided during the partners’ meetings. It may be selected considering the location of the majority of participants of the event.</p> <p>The aim of the trainings is to share experience of business entities from Lithuania and Poland with people starting or willing to start own business. Experiences and creativity and business idea identification session could engage, inspire and give birth to the innovative ideas that could be applied in traditional sectors and industries,</p>

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				<p>thus creating breakthrough and international development opportunities.</p> <p>Preliminary topics: share of experience, creativity and business idea identification session.</p> <p>For experience exchange, the first part of the training will be dedicated for businessmen' from Lithuania and Poland presentations. Invited entrepreneurs will present their experience and lead the creativity and business idea identification session. The second part of the training will be dedicated to use tools, for example design thinking approach to show to project participant how creatively business problems could be solved.</p> <p>Entrepreneurship specialists will shortly present project idea and the main activities inviting potential project participants to participate.</p> <p>Outcome: shared experience, identified where business ideas are “hiding. Trainings language – Lithuanian for Lithuanian participants and Polish for Polish participants, networking activities will be organised in English. Evidence of service provider selection process, written contract (if necessary), invoice, service transfer-acceptance act (if necessary), training agendas, list of participants, photos, certificate completed training.</p> <p>Trainings language – Lithuanian for Lithuanian participants and Polish for Polish participants.</p> <p>Responsible:</p> <p>B2 for organising Trainings for good practice of launching entrepreneur in Lithuania</p> <p>B3 and B4 for organising Trainings for good practice of launching entrepreneur in Poland.</p> <p>Budget: budget category “4. External expertise and services costs “, budget lines “Trainings for good practice of launching entrepreneur” expert’s, premises and equipment rent, catering costs, budget category “3. Travel and</p>

No.	Specific Output Indicator	Measurement unit	Value of indicator and planned achieved by particular beneficiary	Description of outputs to achieve by beneficiaries
				accommodation costs” budget lines “Travel and accommodation costs” (project staff).
		participant	175 LB-0 B2-100 B3-75 B4-0	<p>Trainings for good practice of launching entrepreneur target group: Local entrepreneurs, employed people who are looking for different entrepreneurship opportunities, youth from 18-29 years old, silver entrepreneurs, overall society who has business idea and would like to develop it.</p> <p>We expect that on average up to 25 participants will be participating per each Trainings for good practice of launching entrepreneur, therefore, the total number of participants will be 175 persons. 100 participants in events in Lithuania and 75 in Poland.</p> <p>Responsible:</p> <p>B2 – for attracting 100 participants into trainings for good practice of launching entrepreneur, that will take place in Lithuania</p> <p>B3 – for attracting 75 participants into trainings for good practice of launching entrepreneur, that will take place in Poland.</p> <p>Participate: All partners contribute to attracting participants through the communication, dissemination and presentation of project opportunities.</p>
4	Consulting	hours	2640	<p>Project partners have identified that the main obstacles why people don’t start their own business are: lack of knowledge and entrepreneurship skills, lack of motivation, fear of own business failure or people simply don’t have ideas, what kind of business they can run, or they don’t know how and where to find appropriate business ideas.</p> <p>In response to identified problems consultations will be provided for people willing to establish, establishing or developing business. Consultations will help to maintain contacts with training participants, will help to attract new training participants and make contacts with web platform istartup.eu users.</p>

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				<p>Consultations will take place directly face-to face, by phone, skype, e-mail, platform or any other means. Exact locations of face-to face consultations will be decided during the partners' meetings. It will depend on the location of the trainings.</p> <p>It is planned that 1 entrepreneurship specialist will be available for 40 hours of consultations per month on average. It means 440 hours of consultations through 11 months (18 months project implementation duration, 15 months duration for project activities implementation, 11 months duration for project activities implementation despite 4 months for public procurement procedures). 6 entrepreneurship specialists will be available for 2640 hours of consultations through 11 months.</p> <p>The aim of the consultations is to consult how to launch or accelerate business, inform about events and other business support opportunities at partners' institutions or regions.</p> <p>Preliminary topics: practical aspects of launching new business entity legal, financial, business support system aspects, business acceleration, events, contact making, other actual topics.</p> <p>Outcome: personal contact between person willing to establish business or business entity representative and entrepreneurship specialist established. Consulting language – Lithuanian for Lithuanians and Polish for Polish. Entrepreneurship specialists' timesheets.</p> <p>Responsible:</p> <p>LB entrepreneurship specialist will be available for 440 hours of consultations (because staff costs for 1 entrepreneurship specialist is planned)</p> <p>B2 entrepreneurship specialist will be available for 880 hours of consultations (because staff costs for 2 entrepreneurship specialist is planned)</p> <p>B3 entrepreneurship specialist will be available for 880 hours of consultations (because staff costs for 2 entrepreneurship specialist is planned)</p>

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				<p>B4 entrepreneurship specialist will be available for 440 hours of consultations (because staff costs for 1 entrepreneurship specialist is planned).</p> <p>Budget: budget category “1. Staff“, budget category “3. Travel and accommodation costs” budget lines “Travel and accommodation costs” (project staff).</p>
5	Joint trainings for good practice of accelerating new business entities	training	<p>4</p> <p>LB-0</p> <p>B2-2</p> <p>B3-2</p> <p>B4-0</p>	<p>Project partners have identified that the main obstacles why people don’t start their own business are lack of knowledge and entrepreneurship skills, lack of motivation, fear of own business failure or people simply don’t have ideas, what kind of business they can run, or they don’t know how and where to find appropriate business ideas.</p> <p>In response to identified problems, and considering project LT-PL CoPlatform achieved results, prepared guidelines “Good practice of accelerating business entities”, “Good practice of launching entrepreneur”, 4 joint trainings for good practice of accelerating new business entities will be organised. The duration of each training is two-day 16 academic hours.</p> <p>2 trainings will take place in Lithuania and 2 in Poland.</p> <p>Exact locations will be decided during the partners’ meetings. It may be selected considering the location of the majority of participants of the event.</p> <p>The aim of the trainings to scale-up knowledge from individual level to institutional one. The project aims to develop, pilot and implement pre-acceleration program. “Pre-acceleration” – piloted program will guide participating institutions through different business practices and models in their ecosystems collecting best practices and preparing pre-acceleration program and its implementation guidelines as an outputs of the project. Preliminary program consist of 4 main blocks with 2-days joint events in each block. Joint project events will be organized in</p>

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				<p>cooperation programme area from the participants from Lithuania and Poland.</p> <p>Preliminary two-days training program blocks consist of modules: Planning, Running, Funding and Presenting. Modules will be developed combining theoretical knowledge with practical skills.</p> <p>Preliminary planning module topics: (1) Steps to get your first customer (2) Analyzing business environment. Outcome: Trainings will help to discover customers, explain what a business model is and why entity need it. Participants will be able to validate their business idea, or detect customer profile. It will be identified customer pains and gains, find solutions pain relievers, and gain creators. Designed specifically to show the seven key steps to landing the first customers, as fast and as cost-effectively as possible, this workshop will prove invaluable to early-stage entrepreneurs.</p> <p>Preliminary running module topics: (1) Setting up your business (2) Road test your company. Outcome: Trainings will help to make the business idea Lean. Once project participants have set their customer and business model to test it, they supposed to start to test the process. They will be introduced how and when to prepare the Minimum viable product MVP (sales script, landing page, concierge or offline version, prototype, crowdfunding campaign).</p> <p>Preliminary funding module topics: (1) Weekly and monthly workflow (2) Team commitment, aspirations, risk level. Outcome: Identified how venture capital works, the investment timeline starting from pitch, due diligence, investment, execution and exit. During the trainings will be covered stages of venture capital, company ownership, vesting – an insurance policy, rounds of investment, ROI, term sheet, valuation, Bootstrap etc. To know most common stages of sales pipeline and funnel, be able to compare a traditional business vs. innovative, try tools for project management and dedication of activities,</p>

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				<p>CRM – to store the information, OKR – for team activity planning.</p> <p>Preliminary presenting module topics: (1) Telling stories (2) How to pitch. Pitch deck.</p> <p>Outcome: Prepare presentation pitch deck made in program such as power point or Keynote that consist of 10-15 slides. Prepared pitch deck – everything project participant learned from pre-acceleration program including business opportunity, problem, solution, traction, customers, competitors, team, use of funds and contact page for tentative investors and final project event. Evidence of service provider selection process, written contract (if necessary), invoice, service transfer-acceptance act (if necessary), training agendas, list of participants, photos, certificate completed training.</p> <p>Trainings language – Lithuanian for Lithuanian participants and Polish for Polish participants, networking activities will be organised in English.</p> <p>Responsible:</p> <p>B2 for organising Joint trainings for good practice of accelerating new business entities in Lithuania. Responsible for 2 joint training events in Lithuania: premises and equipment rent for Lithuanian and Polish participants, catering for Lithuanian and Polish participants 70x2, accommodation for Lithuanian and Polish participants 70x2, networking activities for Lithuanian and Polish participants, external experts for Lithuanian participants in Lithuania, external experts for Lithuanian participants in Poland trainings.</p> <p>B3 for organising Joint trainings for good practice of accelerating new business entities in Poland. Responsible for 2 joint training events in Poland: premises and equipment rent for Lithuanian and Polish participants, catering for Lithuanian and Polish participants 70x2, accommodation for Lithuanian and Polish participants 70x2, networking activities for Lithuanian and Polish participants, external</p>

No.	Specific Output Indicator	Measurement unit	Value of indicator and planned achieved by particular beneficiary	Description of outputs to achieve by beneficiaries
				experts for Polish participants in Poland, external experts for Polish participants in Lithuania trainings. Budget: budget category “4. External expertise and services costs “, budget lines “Joint trainings for good practice of accelerating new business entities”, “Travel costs for participants“ expert’s, premises and equipment rent, catering, networking activities, travel and accommodation costs.
		participant	280 LB-0 B2-140 B3-140 B4-0 Should be discussed how reach of this indicator on Poland side should be divided.	Trainings for good practice of launching entrepreneur target group: Local entrepreneurs, employed people who are looking for different entrepreneurship opportunities, youth from 18-29 years old, silver entrepreneurs, overall society who has business idea and would like to develop it. We expect that on average up to 70 participants will be participating per each Joint training for good practice of accelerating new business entities, therefore, the total number of participants will be 280 persons. 140 participants in joint events in Lithuania and 140 in Poland. Responsible: B2 – for attracting 140 participants into trainings for joint training for good practice of accelerating new business entities that will take place in Poland and Lithuania. B3 – for attracting 140 participants into trainings for joint training for good practice of accelerating new business entities that will take place in Poland and Lithuania. Participate: All partners contribute to attracting participants through the communication, dissemination and presentation of project opportunities.
6	Experience exchange to engage businessman to become an early stage investor	training	2 LB-0 B2-1 B3-0 B4-1	Project partners have identified that despite the lack of entrepreneurship skills, lack of early stage business financing opportunities is also the problem, hindering business development. In response to identified problems, training for business owners how to become an early stage investor will be organised. There will be

No.	Specific Output Indicator	Measurement unit	Value of indicator and planned achieved by particular beneficiary	Description of outputs to achieve by beneficiaries
				<p>organised 2 trainings, 1 for Lithuanian and 1 for Polish business owners.</p> <p>The duration of each training is half-day, 4 academic hours.</p> <p>1 training will take place in Lithuania, preliminary in Kaunas and 1 in Poland, preliminary in Bialystock.</p> <p>The aim of the training is to engage business owners willing to learn how to become an investor, business angel, VC.</p> <p>Preliminary topic of the first training – how to become an early stage investor will be organised.</p> <p>Outcome: participants engaged to invest in other businesses with practical knowledge with practical concepts, methodologies, tools. Evidence of service provider selection process, written contract (if necessary), invoice, service transfer-acceptance act (if necessary), training agendas, list of participants, photos, certificate completed training.</p> <p>Trainings language – Lithuanian for Lithuanian participants and Polish for Polish participants.</p> <p>Responsible:</p> <p>B2 for organising 1 training for entrepreneurs in Lithuania.</p> <p>B4 for organising 1 training for entrepreneurs in Poland.</p> <p>Budget: budget category “4. External expertise and services costs“, budget lines “Training for business owners“, budget category “3. Travel and accommodation costs” budget lines “Travel and accommodation costs” (project staff).</p>
		participant	40 LB-0 B2-20 B3-0 B4-20	<p>Trainings for business owners target group: entrepreneurs having experience in business, having time, financial resources and willingness to invest in other entities and share their knowledge.</p> <p>We expect that 20 participants will be participating per each training, therefore, the total number of participants will be 40 persons. 20</p>

No.	Specific Output Indicator	Measurement unit	Value of indicator and planned achieved by particular beneficiary	Description of outputs to achieve by beneficiaries
				<p>participants in training in Lithuania and 20 in Poland.</p> <p>Responsible:</p> <p>B2 – for attracting 20 business owners into trainings.</p> <p>B4 – for attracting 20 business owners into trainings.</p> <p>Participate: All partners contribute to attracting participants through the communication, dissemination and presentation of project opportunities.</p>
7	Partners internal training	training	<p>2</p> <p>LB-1</p> <p>B2-0</p> <p>B3-0</p> <p>B4-1</p>	<p>Project partners have identified that following entrepreneurship and innovation promotion problems are actual: lack of common strategic data based entrepreneurship, startup ecosystem building vision, lack of synergy between ecosystem builders, lack of innovations to achieve regions' specialization goals, and lack of talents and at the same time lack of skills in business support organisations how to train, coach or lead efficiently business entities through business entities establishment and development process.</p> <p>In response to identified problems, partners' internal trainings will be organised. There will be organised 2 different trainings. The exact training duration and structure would depend on service provider.</p> <p>The aim of the first internal trainings is to address one of project's problem – lack of common startup ecosystem development vision for the city / region, lack of systemic building of the ecosystem, lack of cooperation between different organizations seeking strategic goals, lack of understanding among partners how we could contribute to startup ecosystem strengthening, how regions can contribute to bigger cities startup ecosystem building and what benefits to receive, lack of knowledge and tools how to evaluate startup ecosystems, find weakest points, monitor development of the ecosystem, make data driven strategical decisions.</p>

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				<p>Preliminary topic of the first internal training – how to build entrepreneurship promotion and startup ecosystems, involve and engage stakeholders, measure and monitor development of the ecosystem, make data driven strategical decisions.</p> <p>Outcome: participants empowered to act in their ecosystems with practical knowledge with practical concepts, methodologies, tools. Evidence of service provider selection process, written contract (if necessary), invoice, service transfer-acceptance act (if necessary), training agendas, list of participants, photos, certificate completed training.</p> <p>The aim of the second internal trainings is to address one of projects problems – lack of skills how entrepreneurship specialists should train, coach and lead teams and entities towards business establishment and development successfully. Expected results: participants empowered with practical knowledge, practical concepts, methodologies, tools how to consult better.</p> <p>Preliminary topic of the second internal training – how entrepreneurship specialists should train, coach and lead teams and entities towards business establishment and development successfully.</p> <p>Outcome: participants empowered to with practical knowledge with practical concepts, methodologies, tools how to consult better.</p> <p>Trainings language - English.</p> <p>Responsible:</p> <p>LB for organising partners internal training on entrepreneurship promotion, startup ecosystem development topic.</p> <p>B4 for organising partners internal training on how entrepreneurship specialists should train better topic.</p> <p>Budget: budget category “4. External expertise and services costs“, budget lines “Partners internal training“, budget category “3. Travel and</p>

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				<p>accommodation costs” budget lines “Travel and accommodation costs” (project staff).</p> <p>Partner meetings could be complemented with internal project partners’ representatives and related stakeholders training, to gain skills needed to successfully build innovation based startup ecosystems, encourage cooperation. It would depend on internal project partners’ representatives and related stakeholders training plan.</p>
		participant	20 LB-20 B2-0 B3-0 B4-0	<p>Partners internal training on entrepreneurship promotion, startup ecosystem development topic.</p> <p>Target group: project partners’ representatives and related stakeholders for entrepreneurship promotion, startup ecosystem development topic training.</p> <p>We plan 20 participants to participate in partners internal training. Each partner will delegate 5 participants into internal training on entrepreneurship promotion, startup ecosystem development topic.</p> <p>Responsible:</p> <p>LB – for attracting 20 participants into internal training on entrepreneurship promotion, startup ecosystem development topic.</p>
		participant	8 LB-0 B2-0 B3-0 B4-8	<p>Partners internal training on how entrepreneurship specialists should train better topic.</p> <p>Target group: project partners’ representatives, entrepreneurship specialists.</p> <p>We plan 8 participants to participate in partners internal training. Each partner will delegate 2 participants into internal training on how entrepreneurship specialists should train better topic.</p> <p>Responsible:</p> <p>B4 – for attracting 8 participants into internal training on how entrepreneurship specialists should train better topic.</p>

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8	Partners meeting	meeting	8 LB-2 B2-2 B3-2 B4-2	<p>Implementing project management activities, it is planned to have 8 project partners' meetings aimed to ensure smooth project implementation. Each partner will organize 2 project partners' meetings. Partners meetings will be aimed at discussing project implementation process, identifying risks and elaborating solutions, planning future activities implementation details, etc.</p> <p>Meeting language - English.</p> <p>Responsible:</p> <p>LB – for organising 2 partners' meetings. B2 – for organising 2 partners' meetings. B3 – for organising 2 partners' meetings. B4 – for organising 2 partners' meetings.</p> <p>Budget: budget category “4. External expertise and services costs“, budget lines “Partners meetings“, budget category “3. Travel and accommodation costs” budget lines “Travel and accommodation costs”.</p> <p>Outcome: Evidence of service provider selection process, written contract (if necessary), invoice, service transfer-acceptance act (if necessary), agendas, list of participants, photos, minutes.</p>
9	Final event	conference	1 LB-1 B2-0 B3-0 B4-0	<p>Project partners have identified that it is lack of modern and inclusive entrepreneurship events and lack of knowledge about possible cooperation, networking opportunities and benefits, lack of synergy between ecosystem builders.</p> <p>Considering these problems and the need to finalize project's results and share project's success stories (participants and business representatives), final event will be organised.</p> <p>Final event will take place in Kaunas. 1-day event.</p> <p>The aim of the event. To finalize project's results and share project's success stories (participants and business representatives). First part of the event will finalize projects results,</p>

No.	Specific Output Indicator	Measurement unit	Value of indicator and planned achieved by particular beneficiary	Description of outputs to achieve by beneficiaries
				<p>share project's success stories and the second – to listen to speaker's speech. It is planned to invite speaker to make training / workshop / presentation on entrepreneurship promotion, startup ecosystem building or other actual topic. Topic for the second part would be identified during internal partners' trainings.</p> <p>Event's language – English.</p> <p>Outcome: Evidence of service provider selection process, written contract (if necessary), invoice, service transfer-acceptance act (if necessary), agendas, list of participants, photos.</p> <p>Responsible: LB for organising final event.</p> <p>Budget: budget category “4. External expertise and services costs “, budget line “Final event organising” external experts, catering, “Travel costs for participants “, budget category “3. Travel and accommodation costs” budget lines “Travel and accommodation costs”.</p>
		participant	<p>100</p> <p>LB-100</p> <p>B2-0</p> <p>B3-0</p> <p>B4-0</p>	<p>Project partners have identified that it is lack of modern and inclusive entrepreneurship events and lack of knowledge about possible cooperation, networking opportunities and benefits, lack of synergy between ecosystem builders.</p> <p>Considering these problems and the need to finalize project's results and share project's success stories (participants and business representatives), final event will be organised.</p> <p>Final event will take place in Kaunas.</p> <p>We expect that 100 participants will participate in the final event. 50 participants from Lithuania and 50 from Poland. Each partner will delegate 25 participants to final event.</p> <p>Responsible:</p> <p>LB – for attracting 100 participants into final event.</p>
10	Communication services LT	month	<p>15</p> <p>LB-15</p>	Implementing project publicity activities various communication services will be bought to create project's visual identity, to inform society about

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			B2-0 B3-0 B4-0	<p>project activities, results, to attract participants to project activities.</p> <p>15 months' duration communication services comprising: renewal of project logo; creation of project's graphic style and development of project's brand book with graphic layouts templates; development of communication through social media channels plan; editing of information that was collected and prepared by communication specialists, creating posts and creating graphic design for all communicational materials, communication in Facebook and Linked IN social media channels (posting posts, answering comments, cover renewal etc.), communication in Lithuanian and Polish languages, review of old posts in social media channel account; 2 press releases writing and distribution through Lithuania media channels, and publishing in one of the 5 most popular online media websites in Lithuania; creation of 2 videos, presenting project activities and participants, mentors, lecturers impressions and testimonials, duration not shorter than 1,5 minutes; monthly reporting about activities implemented and achieved results.</p> <p>Outcome: 1 brand book, 1 social media communication and communication plan, 2 press releases, 2 videos. Evidence of service provider selection process, written contract (if necessary), invoice, service transfer-acceptance act (if necessary), electronic version of documents and materials developed, internet links to published videos, internet links to published or print screens of published press releases.</p> <p>Responsible:</p> <p>LB – for organising communication services provision.</p> <p>Budget: budget category “4. External expertise and services costs”, budget line “Communication services costs”.</p>
11	Communication services PL	month	15 LB-0	Implementing project publicity activities various communication services will be bought to inform

No.	Specific Output Indicator	Measurement unit	Value of indicator and planned achieved by particular beneficiary	Description of outputs to achieve by beneficiaries
			B2-0 B3-0 B4-15	<p>society about project activities, results, to attract participants to project activities.</p> <p>15 months' duration communication services comprising: preparation of 2 press releases writing and distribution through Poland media channels, and publishing them in one of the 5 most popular online media websites in Poland; advertising of projects' posts in social media channels; cross posting; monthly reporting about activities implemented and achieved results; Facebook page-like campaign</p> <p>Outcome: 2 press releases, 2 videos, not less than 140,000 unique users total reach of project's Facebook account. Evidence of service provider selection process, written contract (if necessary), invoice, service transfer-acceptance act (if necessary), electronic version of materials developed, internet links to published videos, internet links to published or print screens of published press releases.</p> <p>Responsible:</p> <p>B4 – for organising communication services provision.</p> <p>Budget: budget category “4. External expertise and services costs“, budget line “Communication services costs”.</p>
12	Rollup	unit	5 LB-0 B2-0 B3-0 B4-5	<p>Implementing project publicity activities rollups will be made.</p> <p>5 roll-ups, 100x200 cm size. 1 roll-up per partner with information in Lithuanian or Polish language, depending on partner. 1 roll-up for all partners for sharing with information in English.</p> <p>Outcome: 5 roll-ups. Evidence of service provider selection process, written contract (if necessary), invoice, product transfer-acceptance act (if necessary), photos.</p> <p>Responsible:</p> <p>B4 – for making rollups.</p>

No.	Specific Output Indicator	Measurement unit	Value of indicator and planned achieved by particular beneficiary	Description of outputs to achieve by beneficiaries
				Budget: budget category “4. External expertise and services costs“, budget line “Communication materials”.
13	Posters	unit	160 LB-0 B2-0 B3-0 B4-160	<p>Implementing project publicity activities posters will be made.</p> <p>160 units of A3 size paper posters. Posters will be used to present project activities in various regional institutions – educational, local government, various communities’ institutions etc. - to reach possible project participants and invite them to take part in project activities. Posters will be distributed among partners – 40 per partner.</p> <p>Outcome: 160 posters. Evidence of service provider selection process, written contract (if necessary), invoice, product transfer-acceptance act (if necessary), copies of a promotional material, photos.</p> <p>Responsible:</p> <p>B4 – for making posters.</p> <p>Budget: budget category “4. External expertise and services costs“, budget line “Communication materials”.</p>
14	Stickers	unit	800 LB-0 B2-0 B3-0 B4-800	<p>Implementing project publicity activities stickers will be made.</p> <p>800 units of 10x15 cm stickers set (printing on sticker and plotting). Stickers with project logo and graphic project branding elements. Stickers will be used to promote project activities, web page. Stickers will be distributed among partners – 200 per partner.</p> <p>Outcome: 800 stickers. Evidence of service provider selection process, written contract (if necessary), invoice, product transfer-acceptance act (if necessary), copies of a promotional material, photos.</p> <p>Responsible:</p> <p>B4 – for making stickers.</p>

No.	Specific Output Indicator	Measurement unit	Value of indicator and planned achieved by particular beneficiary	Description of outputs to achieve by beneficiaries
				Budget: budget category “4. External expertise and services costs“, budget line “Communication materials”.
15	Translations	service	1 LB-0 B2-0 B3-0 B4-1	<p>Istartup.eu web page prepared content translation from Lithuanian or Polish to English. 10 online course materials, up to 30 pages of A4 format of each, will be translated.</p> <p>2 guidelines up to 75 pages will be proofread in English language.</p> <p>Outcome: Evidence of service provider selection process, written contract (if necessary), invoice, service transfer-acceptance act (if necessary), electronic copies of translated materials.</p> <p>Responsible:</p> <p>B4 – for translation services.</p> <p>Budget: budget category “4. External expertise and services costs“, budget line “Translation services”.</p>
16	Promotional materials for training participants	sets	800 LB-0 B2-0 B3-0 B4-800	<p>Implementing project publicity activities and ensuring that project training participants have necessary training stationary supplies, promotional materials for training participants will be prepared.</p> <p>Promotional materials will be hand out for trainings for good practice of launching entrepreneur and trainings for good practice of accelerating new business entities, business owners and internal training participants.</p> <p>Set consists of pen, pencil and A5 format paper blank note.</p> <p>Outcome: 800 sets of promotional materials. Evidence of service provider selection process, written contract (if necessary), invoice, service transfer-acceptance act (if necessary), copies of a promotional material, photos.</p> <p>Responsible:</p> <p>B4 – for preparing promotional materials.</p>

No.	Specific Output Indicator	Measurement unit	Value of indicator and planned achieved by particular beneficiary	Description of outputs to achieve by beneficiaries
				Budget: budget category “4. External expertise and services costs“, budget line “Communication materials”.
17	Promotional materials for final event participants	sets	100 LB-0 B2-0 B3-0 B4-100	<p>Implementing project publicity activities, promotional materials for final event participants will be prepared. Promotional materials will be hand out for final event participants.</p> <p>Set consists of 8 Gb size USB memory stick, drinking bottle with project logo.</p> <p>Outcome: 100 sets of promotional materials. Evidence of service provider selection process, written contract (if necessary), invoice, service transfer-acceptance act (if necessary), copies of a promotional material, photos.</p> <p>Responsible:</p> <p>B4 – for preparing promotional materials.</p> <p>Budget: budget category “4. External expertise and services costs“, budget line “Communication materials”.</p>
18	Progress reports	unit	25 LB-7 B2-6 B3-6 B4-6	<p>Implementing project reporting activities every partner for every 3 project months has to drawing up the progress reports for its part of the project according to the documents and submit it within the defined deadlines to the FLC and to the LB as it is listed in the Partnership agreement. LB collects all the reports with belonging documents.</p> <p>Implementing project reporting activities LB draws up consolidated progress report on the basis of approved by the first level controller Progress reports, including activities and expenditures of all beneficiaries involved in the project implementation. Consolidated progress report is prepared for every reporting period.</p> <p>Implementing project reporting activities every partner at the end of the project according to the Documents and PA within defined deadlines submits to FLC and to LB. LB draws up and submit to JS final progress report with supporting attachments. LB collects all the documents and information.</p>

No.	Specific Output Indicator	Measurement unit	Value of indicator and planned achieved by particular beneficiary	Description of outputs to achieve by beneficiaries
				<p>Implementing project reporting activities all partners progress reports will be audited – first level control (FLC).</p> <p>Outcome: 24 reports submitted to Joint Secretariat. 1 final report submitted to Joint Secretariat.</p> <p>Responsible:</p> <p>LB – for drawing up 6 progress reports, 1 final report.</p> <p>B2 – for drawing up 6 progress reports.</p> <p>B3 – for drawing up 6 progress reports.</p> <p>B4 – for drawing up 6 progress reports.</p> <p>Budget: budget category “1. Staff costs“.</p>
19	Guidelines “Practice guide how to launch new business entities”	material/guideline	1 LB-0 B2-0 B3-1 B4-0	<p>Project partners have identified that following entrepreneurship and innovation promotion problems are actual: lack of innovations to achieve regions’ specialization goals, and lack of talents and at the same time lack of skills in business support organisations how to train, coach or lead efficiently business entities through business entities establishment and development process.</p> <p>Addressing identified problems partners internal trainings, trainings for good practice of launching entrepreneur, joint trainings for good practice of accelerating new business entities and training for business owners will be organised.</p> <p>Also addressing identified problems and ensuring results, gained experience and best practices dissemination among partner institution representatives an application of developed practices in the future, guidelines will be prepared. The guidelines will be developed on the basis of experience gained during the implementation of the project, during the good practice of partners’ internal trainings, trainings for good practice of launching entrepreneur, joint trainings for good practice of accelerating new business entities and training for business owners, various entrepreneurship promotion projects implemented by EU. Startup / business</p>

No.	Specific Output Indicator	Measurement unit	Value of indicator and planned achieved by particular beneficiary	Description of outputs to achieve by beneficiaries
				<p>pre-acceleration program will be part of the guidelines.</p> <p>Guidelines will be prepared in English.</p> <p>Outcome: Evidence of service provider selection process, written contract (if necessary), invoice, service transfer-acceptance act (if necessary), electronic copies of prepared materials.</p> <p>Responsible:</p> <p>B3 – for preparing 1 guidelines, B2 – for review, feedback and insights support from LT side.</p> <p>Budget: budget category “1. Staff costs“ budget line “Project expert”.</p>
20	Guidelines “Practice guide how to accelerate business support organizations”	material/guideline	<p>1</p> <p>LB-1</p> <p>B2-0</p> <p>B3-0</p> <p>B4-0</p>	<p>Project partners have identified that following entrepreneurship and innovation promotion problems are actual: lack of common strategic data based entrepreneurship, startup ecosystem building vision, lack of synergy between ecosystem builders, lack of innovations to achieve regions’ specialization goals.</p> <p>Addressing identified problems partners internal trainings, trainings for good practice of launching entrepreneur, joint trainings for good practice of accelerating new business entities and training for business owners will be organised.</p> <p>Also addressing identified problems and ensuring results, gained experience and best practices dissemination among partner institution representatives an application of developed practices in the future, guidelines will be prepared. The guidelines will be developed on the basis of experience gained during the implementation of the project, during the good practice of partners’ internal trainings, trainings for good practice of launching entrepreneur, joint trainings for good practice of accelerating new business entities and training for business owners, various entrepreneurship promotion projects implemented by EU.</p> <p>Guidelines will be prepared in English.</p> <p>Outcome: Evidence of service provider selection process, written contract (if necessary), invoice,</p>

No.	Specific Output Indicator	Measurement unit	Value of indicator and planned achieved by particular beneficiary	Description of outputs to achieve by beneficiaries
				<p>service transfer-acceptance act (if necessary), electronic copies of prepared materials.</p> <p>Responsible:</p> <p>LB – for preparing 1 guidelines, B4 – guidelines review and feedback support</p> <p>Budget: budget category “1. Staff costs“ budget line “Project expert”.</p>

In case during the process of the final approval of the project division of indicators changes, the latest agreed division of indicators shall be effective as alterations of this Partnership Agreement, also without adherence to this formal requirement.

<p>LEAD BENEFICIARY</p> <p>Institution Kaunas University of Technology</p> <p>Title: Eugenijus Valatka, Rector</p> <p>Signature and stamp <i>(if available)</i></p> <p>_____</p> <p>Place, date: Kaunas, Lithuania, September , 2019</p>	<p>BENEFICIARY 2</p> <p>Institution Kaunas Chamber of Commerce Industry and Crafts</p> <p>Title: Olga Grigienė, Director General</p> <p>Signature and stamp <i>(if available)</i></p> <p>_____</p> <p>Place, date: Kaunas, Lithuania, September , 2019</p>
<p>BENEFICIARY 3</p> <p>Institution Bialystok University of Technology</p> <p>Title: Roman Kaczyński, Vice Rector for Development and Cooperation</p> <p>Signature and stamp <i>(if available)</i></p> <p>_____</p>	<p>BENEFICIARY 4</p> <p>Institution Office of the Board of the Association of Bialystok Functional Area</p> <p>Title:</p> <p>Tadeusz Truskolaski, Chairman of the Board</p> <p>Krzysztof Marcinowicz, Member of the Board</p> <p>Signature and stamp <i>(if available)</i></p> <p>_____</p>

Place, date: Białystok, Poland, September 2019	,	Place, date: Białystok, Poland, September 2019	,
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Distribution of preparation costs

Beneficiary	Description of expenditures	Amount (EUR)
Lead beneficiary Kaunas University of Technology	Project preparation, travel and accommodation, meeting costs.	2000
Total amount (EUR):		2000

LEAD BENEFICIARY Institution Kaunas University of Technology Title: Eugenijus Valatka, Rector Signature and stamp <i>(if available)</i> Place, date: Kaunas, Lithuania, September , 2019	BENEFICIARY 2 Institution Kaunas Chamber of Commerce Industry and Crafts Title: Olga Grigienė, Director General Signature and stamp <i>(if available)</i> Place, date: Kaunas, Lithuania, September , 2019
BENEFICIARY 3 Institution Bialystok University of Technology Title: Roman Kaczyński, Vice Rector for Development and Cooperation Signature and stamp <i>(if available)</i> Place, date: Białystok, Poland, September , 2019	BENEFICIARY 4 Institution Office of the Board of the Association of Bialystok Functional Area Title: Tadeusz Truskolaski, Chairman of the Board Krzysztof Marcinowicz, Member of the Board Signature and stamp <i>(if available)</i> Place, date: Białystok, Poland, September , 2019