

EK-4 : INTERNAL PARTNERSHIP AGREEMENT

Reference of the grant agreement: **2024-1-DE04-KA154-YOU-000238751**

Internal Partnership Agreement for a Youth Participation Project in the Frame of ERASMUS + PROGRAMME

Project No : 2024-1-DE04-KA154-YOU-000238751
Project Title : Embrace Technology, Engage as an Active Citizen

I. Preliminaries:

The following Partnership agreement is to be signed between applicant and partner organisations/groups involved in the above mentioned project.

A signed original of the Partnership agreement is handed out to all involved organisations/groups.

II. Names and Contacts of all the promoters involved:

The following Partnership agreement is to be signed between applicant and partner organisations involved in the above mentioned project.

Applicant organisation/Group (beneficiary of the grant)

Name: Phoenix Knowledge Wings gGmbH

Address: 90765 Fürth/ Geschwister-Scholl-Straße 56 Fürth/Bavaria, Germany

Legal Representative: Sanda-Daniela Alexeiciuc

Position/function: Director

Partner Organisation/Group

Name: The Changemakers

Address: Iğdır/ Türkiye

Representative: Onur Gültekin

Position/function: Legal Representative

Name: Changemakers Debrecen

Address: Hungary/ Debrecen

Representative: Aaryan Sharma

Position/function: Project Coordinator

Name: Eurostar Group

Address: Craiova, Romania

Representative: Laurentiu Petrea

Position/function: Project Coordinator

III. General Roles and Responsibilities of the Host Organization and The Partner:

- a) Roles and Responsibilities of the Applicant Organization:
 - Providing food, accommodation, premises, equipment, materials/tools, trainers/facilitators, safety measures, local transport, evaluation, dissemination and exploitation of results, administration/communication,
- b) Roles and Responsibilities of the Partner Organization:
 - preparation of participants, activities and tasks in view of the Activity, practical arrangements, insurance, evaluation, dissemination and exploitation of results, administration/communication

1. Coordination & General Project Management

Coordinator (Germany):

- Lead the overall project implementation and communication.
- Organize preparatory online meetings with partners.
- Prepare and sign internal partnership agreements.
- Create and manage the central Facebook group.
- Provide a comprehensive information package (travel, safety, accommodation, language, city info).
- Liaise with local authorities and security forces.
- Ensure the venue and accommodation are properly equipped.
- Monitor project progress and provide support.

Partner Organizations:

- Actively participate in preparatory meetings.
- Communicate internal responsibilities and timelines to their teams.
- Support smooth internal coordination and report to the coordinator.



2. Participant Selection & Preparation

Coordinator:

- Provide templates for motivation letters, learning agreements, and consent forms.
- Prepare general guidelines for selection criteria.
- Approve final participant lists.

Partners:

- Select participants and collect motivation letters.
- Sign learning agreements with participants.
- Prepare a reserve list of backup participants.

- Gather participants' special needs, medical info, and insurance details.
 - Train participants in advance regarding the cultural, linguistic, and behavioral expectations.
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3. Logistics (Travel, Accommodation, Food)

Coordinator:

- Prepare the travel guide with recommended routes, apps, and transportation tips.
- Offer visa support documents and reimburse participants' visa fees.
- Handle accommodation arrangements and room distribution.
- Coordinate meal plans including special diets.
- Welcome participants at the station.

Partners:

- Support participants in booking tickets and ensuring green travel.
 - Ensure travel insurance is purchased by participants.
 - Share travel plans with the coordinator.
 - Inform coordinator about special meal needs.
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4. Pre-Project Tasks for Participants

Coordinator:

- Assign general pre-arrival tasks (e.g., activity preparation, cultural night ideas).
- Provide support materials and guidelines.

Partners:

- Supervise participants' preparations (cultural night, digital youth meeting, workshops).
 - Ensure participants complete assigned tasks (presentations, reports, etc.).
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5. Cultural Night & NGO Fair

Coordinator:

- Schedule the events and provide logistical support (space, equipment).
- Facilitate NGO Fair structure and documentation.

Partners:

- Prepare and bring cultural materials (food, clothing, dance, short films).
 - Teach elements of their culture during their night.
 - Participate in the NGO fair and present their organization.
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6. Risk Management & Safety

Coordinator:

- Ensure safety equipment (first aid kits, first aiders).
- Oversee daily safety review with facilitators.
- Provide emergency contact list to all participants.

Partners:

- Train participants on cultural differences, safety behavior, and laws.
 - Ensure insurance is valid for each participant.
 - Maintain regular check-ins with their participants.
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 7. Linguistic Preparation

Coordinator:

- Distribute basic German sentences and vocabulary sheets.
- Ensure facilitators can support in English when needed.

Partners:

- Support English learning prior to mobility.
 - Help participants practice key phrases.
 - Prepare translators or additional support for low-level English speakers.
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 8. Youthpass and Competencies

Coordinator:

- Organize Youthpass session and lead assessment of 8 Key Competencies.
- Provide evaluation forms and reflection tools.

Partners:

- Help participants identify their learning outcomes.
 - Guide group reflections and competency mapping.
 - Collect and report back on Youthpass learning.
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 9. Environmental Sustainability

Coordinator:

- Promote digitalization (reduce paper use).
- Distribute reusable cups and tote bags.
- Coordinate recycling efforts and contact forestry enterprise.

Partners:

- Encourage participants to follow green travel.

- Reduce use of single-use plastics.
 - Promote recycling and local economy engagement during stay.
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● 10. Digital Youth Meeting

Coordinator:

- Set date, format, and expectations for digital meeting.
- Provide support on digital tools and structure.

Partners:

- Prepare with their teams the content for the meeting.
- Assign tasks such as guest list, presentations, and reporting.

IV. Sharing of the project costs:

The partners agree to share the project costs as follows:

Travel cost will be reimbursed after the project by bank transfer by the applicant organization or to the facilitator or coordinator partner of each country according to the real expenses accrued (ie: according to costs that are documented)

V. Dissemination

● Pre-Project Phase

◆ Coordinator Responsibilities:

- Organize and lead **online preparatory meetings** with partner organizations.
- Provide templates for **posters, brochures**, and **social media content**.
- Design and distribute **visual identity elements** (logos, color schemes).
- Create and manage a **Facebook group** for all participants.
- Translate the main promotional poster into all partner languages and ensure quality control.
- Provide **guidelines** on how to engage local communities and institutions.

◆ Partner Associations Responsibilities:

- Introduce the project **locally** using digital and face-to-face methods.
 - Organize **local planning sessions** with youth participants.
 - Support participants in creating and sharing **promotional materials** (posters, brochures).
 - Ensure Erasmus+ and national agency logos are included in all visibility materials.
 - Motivate participants to actively contribute to the project's promotion before departure.
 - Share project content on **organization's social media and websites**.
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● During the Project Phase

◆ Coordinator Responsibilities:

- Monitor and support the use of **social media hashtags** by all participants.
- Coordinate **local media outreach** (press release templates, contact lists).
- Oversee the design of a **digital social media bulletin** targeting all age groups.
- Ensure that **project branding** (posters, flags, Erasmus+ visibility) is visible at the venue.
- Collect digital materials (photos, quotes, videos) for central documentation.

◆ Partner Associations Responsibilities:

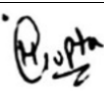
- Encourage participants to **post on social media** with designated hashtags.
- Coordinate with local partner institutions (e.g., universities) to **amplify posts**.
- Distribute project brochures to **local communities and institutions**.
- Assist in **preparing content** for local media and promoting interviews or articles.
- Help collect documentation (stories, media) to be shared with the coordinator for official outputs.

VI. Signatures

By signing this partnership agreement the partners agree on carrying out jointly the project in the frame of the Erasmus + programme and the conditions set out above, and agree to comply with the guidelines of the Erasmus + programme, valid for the year in which the grant has been allocated.

The partners allow the European Commission and the involved National Agencies to make available and to use all data provided in the frame of this project for the purposes of managing the Erasmus + programme.

All data, on paper or electronically, will always be used respecting the privacy of individual persons.

<u>Applicant Organisation/Group</u>	<u>Partner Organisation/Group</u>
Name of the legal representative: Sanda-Daniela Alexeiciuc	Name of the legal representative: Heemanshu Gupta
Position/function: Director	Position/function: Legal representative
<i>Signature:</i>	<i>Signature:</i> 
Place: Fürth Date:/...../2025	Place: Date: 28/05/2025