



**UnionMigrantNet and Cities Together for Integration:
Integration of Third-Country Nationals**

CONSORTIUM AGREEMENT

1. Project

This consortium agreement is made between the 19 partners in the UnionMigrantNet and Cities Together for Integration: Integration of Third-Country Nationals (UMN) project, which is supported by the EU's AMIF programme (grant agreement no. 863738)

2. Partners

The 19 partners are:

1. **CONFEDERATION EUROPEENNE DES SYNDICATS ADF (ETUC)**, established at BOULEVARD DU ROI ALBERT II 5, BRUXELLES 1210, Belgium
2. **VILLE DE LIEGE (VILLE DE LIEGE)**, established in PLACE DU MARCHE 2, LIEGE 4000, Belgium
3. **LE MONDE DES POSSIBLES ASBL (MDP)**, established in RUE DES CHAMPS 97, LIEGE 4020, Belgium
4. **CENTRE D'EDUCATION POPULAIRE ANDRE GENOT (CEPAG)**, established in RUE DU NAMUR 47, BEEW 5000, Belgium
5. **ERGATOYPALLILIKO KENTRO ATHINAS (EKA)**, established in 48 B, 3rd SEPTEMVRIOU str, ATHENS 104 33, Greece
6. **TZENEREISON 2.0 DEYTERI GENIA INSTITOUTO GIA TA DIKAIOMATA TIN ISOTITAKAI TIN ETERTOTITA (GENERATION 2.0)**, established in ELEFThERIAS SQUARE 14, ATHINA 10553, Greece
7. **FISASCAT CISL MILANO METROPOLI (FISASCAT)**, established in VIA BENEDETTO MARCELLO 18, MILANO 20124, Italy
8. **ANOLF - ASSOCIAZIONE NAZIONALE OLTRE LE FRONTIERE REGIONALE DEL FRIULIVENEZIA GIULIA - ONLUS (ANOLF FVG)**, established in PIAZZA DALMAZIA 1, TRIESTE 34133, Italy

9. **COMUNE DI MILANO (MILANO)**, established in PIAZZA DELLA SCALA 2, MILANO 20121, Italy
10. **SDRUZHENIE KONFEDERACIJA NA NEZAVISIMITE SINDIKATI V BULGARIJA (CITUB)**, established in 1 MACEDONIA SQUARE, SOFIA 1040, Bulgaria
11. **ASSOTSIATSIA ZA RAZVITIE NA SOFIA (SDA)**, established in ULICA MOSKOVSKA 33, SOFIA 1000, Bulgaria
12. **NEODVISNI SINDIKAT DELAVCEV SLOVENIJE (NSDS)**, established in SLOVENSKA CESTA 54, LJUBLJANA 1000, Slovenia
13. **ZNANSTVENORAZISKOVALNI CENTER SLOVENSKE AKADEMIJE ZNANOSTI IN UMETNOSTI (ZRC SAZU)**, established in NOVI TRG 2, LJUBLJANA 1000, Slovenia
14. **MUNICIPALITY OF LJUBLJANA (LJUBLJANA)**, established in MESTNI TRG 1, LJUBLJANA 1000, Slovenia
15. **DIMOS ATHINAION (ATHENS)**, established in LIOSION STREET 22, ATHINA 10438, Greece
16. **COMUNE DI PORDENONE (PORDENONE)**, established in CORSO VITTORIO EMANUELE II 64, PORDENONE 33170, Italy
17. **UNIONE ITALIANA DEL LAVORO (UIL)**, established in VIA LUCULLO 6, ROMA 00187, Italy
18. **CONFEDERAZIONE ITALIANA SINDACATI LAVORATORI (CISL)**, established in VIA PO 21, ROME 00198, Italy
19. **NCH VASIL LEVSKI 1943 (NCH)**, established in STREET 1, DOLNA MALINA, Bulgaria

3. Duration

This agreement shall continue to bind the partners until the project is completed and the last payments made to all partners.

The duration of the action will be 36 months, from 1 December 2019 ('starting date of the action') until 31 May 2022, plus the time needed to prepare and submit the Final Report to AMIF (within 60 days of the end of the last reporting period).

4. Budgets

The project budget is €1,491,602.47 of which €1,342,442.14 (90%) is to be funded by the European Union, and the remaining €149,160.33 by the partners.

The grant receivable by each partner and the matching funds they undertake to contribute are set out in the following table (in euros):

Partner no.	Partner	Total (€)	Grant (€)	Matching (€)
1	ETUC	686.132,15	617.518,94	68.613,21
2	VILLE DE LIEGE	13.375,00	12.037,50	1.337,50
3	MDP	98.452,41	88.607,17	9.845,24
4	CEPAG	71.043,29	63.938,96	7.104,33
5	EKA	65.660,55	59.094,50	6.566,05
6	GENERATION 2.0	8.755,68	7.880,11	875,57
7	FISASCAT	136.050,50	122.445,45	13.605,05
8	ANOLF FVG	111.119,50	100.007,55	11.111,95
9	MILANO	13.696,00	12.326,40	1.369,60
10	CITUB	106.716,45	96.044,81	10.671,64
11	SDA	23.778,61	21.400,75	2.377,86
12	NSDS	70.769,80	63.692,82	7.076,98
13	ZRC SAZU	27.392,00	24.652,80	2.739,20
14	LJUBLJANA	10.486,00	9.437,40	1.048,60
15	ATHENS	20.544,00	18.489,60	2.054,40
16	PORDENONE	13.696,00	12.326,40	1.369,60
17	UIL	4.012,50	3.611,25	401,25
18	CISL	4.012,50	3.611,25	401,25
19	NCH	5.778,00	5.200,20	577,80
	Total (€)	1.491.470,94	1.342.323,86	149.147,08

Given their value-led commitment to the project, all partners understand that they are expected to contribute resources over and above these minimum amounts stated in the project budget.

5. Payments

If the project's implementation report is approved, the Commission will pay a grant of up to €1,342,442.14 to the grant beneficiaries. The final amount of the grant will be based on the real expenditures incurred for implementing the project.

ETUC, as project coordinator, has received a pre-financing upon signature of the Grant Agreement with the EC. The ETUC will dispatch the grant to all project partners in various instalments.

A first payment request may be addressed by each partner to the ETUC upon signature of the consortium agreement, for the transfer of a pre-financing amount of 40% of the partner's budget. The remaining of the expenses will be reimbursed to the partner based on invoices, calculated in Euro.

Each invoice must be addressed to ETUC, must make a reference to this "UnionMigrantNet Project - 2019-08", and must be accompanied by a detailed breakdown of the costs it refers to, as well as by a copy of the justification documents.

Invoices should refer to costs incurred during the same calendar year and must be addressed to the ETUC on an annual basis during the project. The sum of all invoices must not be above the amount of the partner's budget described above. The own contribution of the partner must be deducted from the balance to be reimbursed to the partner.

6. Deliverables and outputs

AMIF monitors the project through a set of defined deliverables and outputs, which were defined by the partners during the writing of the funding application. These are listed in Appendix 2 and 3, along with an indication of the partner responsible for producing them as well as a deadline.

Partners undertake to exercise their best efforts to produce deliverables and outputs of the highest possible quality and according to the timetable specified.

If a partner foresees a delay in achieving an output and/or in the submission of a deliverable, they must inform ETUC immediately, providing the relevant reasons, and ensure any such delay does not have a negative impact in the rest of project activities nor on the budget.

7. Acknowledgements

When they prepare deliverables or otherwise mention the project, partners should use the UnionMigrantnet, ETUC and EU logos in the approved graphic style, and the agreed disclaimer and funding acknowledgement.

8. Monitoring and reporting

AMIF will also expect mid-term and final progress reports, as per the timetable below:

Type of reporting/review	Explanation	Deadline
Continuous reporting	<ul style="list-style-type: none"> All deliverables must be uploaded to the Participant Portal in due time The partner in charge must send it before the deadline to ETUC who will upload it in the portal 	During the whole project implementation

Mid-term progress report	Mid-term Progress Report due by end M16, covering the period from month 1 to month 15	M16	31 Mar 21
1 st Periodic Report	RP1: covering the technical and financial implementation of the project from month 2 to month 13 It is linked to a request for interim payment	M13	31 Dec 20
2 nd Periodic Report	RP2: covering the technical and financial implementation of the project from month 14 to month 25 It is linked to a request for interim payment	M25	31 Dec 21
3 rd Periodic Report	RP3: covering the technical and financial implementation of the project from month 26 to month 30 It is linked to a request for a final payment	M30	31 May 22

Partners shall supply promptly to the ETUC all the information needed to complete these reports, as established in article 15 of the Grant Agreement. The costs declared must comply with the rules set out in Article 6 of the Grant Agreement.

9. Record-keeping

Partners must carefully keep records of their contributions to the project's work as well as financial documentation (invoices, service contracts, reimbursement claims) and detailed timesheets of the work contributed by each individual staff member.

For justifying the travel, accommodation, and subsistence costs of the participants, as well as the other costs (services, equipment):

- A signed participant list to prove attendance at the event.
- Invoices of the hotels providing the accommodation, and invoices for the catering/coffee breaks (respecting the maximum thresholds of hotel and DSA per country as set-out in the [financial guidelines of the EC](#))
- For the travel costs, invoices of the travel agency or booking confirmations with the prices of the tickets, original boarding passes or train tickets. Travel expenses by car will be refunded on the basis of a first-class train fare or on the basis of 0.22 EUR per km.
- Original tickets for local transportation costs of the participants.
- Copies of all such documents relative to eligible costs are accepted in case the partner needs to keep the originals. Originals will have to be kept and provided to the ETUC in case of a financial audit by the European Commission, for at least 5 years from the end date of the project (31 May 2022).

For justifying the staff costs of the members of staff included in the project:

- An original timesheet for each member of the partner's staff involved in the project (providing the detail of the workdays performed for the project activities), signed by the staff member and her/his responsible.
- The calculation of the daily salary cost per each person involved in the project.
- A copy of the annual salary overview (salary sheet) for each staff member involved in the project, per year.
- A summary report of the timesheets of all staff involved in the project, mentioning the staff name, their function (administration / implementation of the project, secretariat, accounting or adviser), the daily salary costs, number of days worked on the project and the total on the partner's official headed paper, signed by the Head of Finance.

These records must be kept for a full 5 years after the end of the project and made available to auditors. All partners individually must meet the specifications set out in Article 13 of the Grant Agreement (*Keeping records – supporting documentation*).

Partners must respect the budget headings laid down, as shown in Appendix 1.

Partners must ensure that none of their contributions to the project is also funded from another source.

10. Governance

The project will be governed by the Steering Committee.

Steering Committee

It will be composed by representatives of ETUC, the Athens Labour Unions Organisation (EKA), Municipality of Athens, Generation 2.0, Fisascat CISL Milano, ANOLF Milano, ANOLF Friuli Venezia Giulia (FVG), Municipality of Milan, Municipality of Pordenone, UIL, CISL, CITUB, Sofia Development Association, Municipality of Dolna Malina, NSDS, ZRC SAZU, Municipality of Ljubljana, CEPAG, Le Monde des Possibles, Municipality of Liege and representatives of project's supporting international organisations (OSCE, IOM-Europe, etc.).

The SPC will follow the project implementation and supervise all the activities. It will regularly liaise by email and meet any time it is necessary on the initiative of the ETUC and at least twice a year. The first meeting of the SPC will focus on finetuning the methodology attached to the different work packages as well as on interaction and roles of the project partners associated to one or more of the actions. It will work in English and will meet in Brussels or online.

11. Disputes

If a dispute between partners cannot be resolved through discussion, then it shall be considered by the project coordinator (ETUC), which shall convene for this purpose as soon as is practicable, meeting if necessary, by telephone or web conference. The project coordinator (ETUC) shall hear what each partner has to say and shall then deliberate in the absence of the disputing partners. It may call for external advice and may postpone decisions until relevant documents are produced and reviewed.

Decisions shall where possible be reached by consensus, but votes, if needed, shall be on the basis of one vote per partner organisation taking part in the meeting. There shall be no proxy votes.

Unresolved disputes shall be decided under Belgian law.

12. Underperformance

If a partner fails to produce a deliverable, or its contribution to a deliverable, on time, or produces one of insufficient quality, then it shall give as much warning as possible to ETUC of any difficulties it has encountered. If the delay or quality is not remedied then it shall repay a proportionate fraction of the budget to ETUC, which shall reallocate it so as best to complete the deliverable.

13. Resignation

If a partner wishes to resign from the consortium, it shall notify ETUC which shall reallocate outstanding work as far as possible. The partner shall recompense the consortium for any loss that may be incurred as a result of non-completion of any part of the partner's tasks.

14. Signatures

Signed for the partners by an authorized signatory:

No.	Partner	Authorised signatory	Signature
1	ETUC		
2	VILLE DE LIEGE		
3	MDP		
4	CEPAG		
5	EKA		
6	GENERATION 2.0		
7	FISASCAT		
8	ANOLF FVG		
9	MILANO		
10	CITUB		
11	SDA		
12	NSDS		
13	ZRC SAZU		
14	LJUBLJANA		
15	ATHENS		

16	PORDENONE		
17	UIL		
18	CISL		
19	NCH		
	Dated:		

Appendix 1 – detailed budget per partner

Partner	(A) Direct staff costs/€	(B) Direct travel, accomodati on and subsistence costs/€	(C) Direct costs of Subcontracting /€	(E) Direct Other costs (services, equipment)/ €	(F) Indirect Costs / € (=0.07 * (A+B+C+E))	(G) Total estimated eligible costs (=A+B+C+E)	(H) Maximum Reimburse- ment rate (%)	Requested grant / €
ETUC	258.265,00	213.780,00	0	169.200,00	44.887,15	641.245,00	90,00	617.518,94
VILLE DE LIEGE	12.500,00	0	0	0	875,00	12.500,00	90,00	12.037,50
MDP	35.511,60	22.900,00	0	33.600,00	6.440,81	92.011,60	90,00	88.607,17
CEPAG	44.645,60	13.000,00	0	8.750,00	4.647,69	66.395,60	90,00	63.938,96
EKA	13.465,00	20.150,00	0	27.750,00	4.295,55	61.365,00	90,00	59.094,50
GENERATION 2.0	8.182,88	0	0	0	572,80	8.182,88	90,00	7.880,11
FISASCAT	20.100,00	49.700,00	0	57.350,00	8.900,50	127.150,00	90,00	122.445,45
ANOLF FVG	19.000,00	40.780,00	0	46.050,00	7.269,50	103.850,00	90,00	100.007,55
MILANO	12.800,00	0	0	0	896,00	12.800,00	90,00	12.326,40
CITUB	14.180,00	28.523,00	0	57.032,00	6.981,45	99.735,00	90,00	96.044,81
SDA	10.220,00	6.143,00	0	5.860,00	1.555,61	22.223,00	90,00	21.400,75
NSDS	30.840,00	16.600,00	7.810,00	10.890,00	4.629,80	66.140,00	90,00	63.692,82
ZRC SAZU	10.400,00	11.500,00	0	3.700,00	1.792,00	25.600,00	90,00	24.652,80

LJUBLJANA	7.500,00	2.000,00	0	300,00	686,00	9.800,00	90,00	9.437,40
ATHENS	4.200,00	10.600,00	0	4.400,00	1.344,00	19.200,00	90,00	18.489,60
PORDENONE	12.800,00	0	0	0	896,00	12.800,00	90,00	12.326,40
UIL	3.750,00	0	0	0	262,50	3.750,00	90,00	3.611,25
CISL	3.750,00	0	0	0	262,50	3.750,00	90,00	3.611,25
NCH	5.400,00	0	0	0	378,00	5.400,00	90,00	5.200,20
Total	527.510,08	435.676,00	7.810,00	424.882,00	97.572,86	1.393.898,08	90,00	1.342.323,86

Appendix 2 – Timetable of deliverables, responsible partners and deadlines

Deliverable No.	Deliverable title	Lead beneficiary	Type	Dissemination level	Month due
D1.1	First Activity report of the steering project committee	ETUC	Report	Confidential, only for members of the consortium	31 Jan 2020
D1.2	Guidelines for the implementation of the project actions developed by the SPC	ETUC	Report	Confidential, only for members of the consortium	31 Jan 2020
D1.3	Mid-Term Progress Report	ETUC	Report	Confidential, only for members of the consortium	31 Mar 2021
D1.4	Final Implementation Report	ETUC	Report	Confidential, only for members of the consortium	31 May 2022
D1.5	Second Activity report of the steering project committee	ETUC	Report	Confidential, only for members of the consortium	30 Jun 2020
D1.6	Third Activity report of the steering project committee	ETUC	Report	Confidential, only for members of the consortium	31 Dec 2020
D1.7	Fourth Activity report of the steering project committee	ETUC	Report	Confidential, only for members of the consortium	30 Jun 2021
D1.8	Fifth Activity report of the steering project committee	ETUC	Report	Confidential, only for members of the consortium	30 Nov 2021
D1.9	Sixth Activity report of the steering project committee	ETUC	Report	Confidential, only for members of the consortium	30 Apr 2022

Work package 2

D2.1	Network Building Conference Background materials and working documents	ETUC	Report	Confidential, only for members of the consortium	31 Jan 2020
D2.2	Conference Final Activity Report	ETUC	Report	Confidential, only for members of the consortium	31 Mar 2020

Work package 3

D3.1	First Quarterly online newsletters	EKA	Other	Public	31 Mar 2020
D3.2	First Video	EKA	Websites, patents filling, etc.	Public	31 Mar 2022
D3.3	Photo-documentation of the project activities to support film-making services	EKA	Other	Public	31 Mar 2022
D3.4	Guide of good Practices on TCNs integration in Greece	EKA	Report	Public	31 May 2021
D3.5	Second Quarterly online newsletters	EKA	Other	Public	30 Jun 2020
D3.6	Third Quarterly online newsletters	EKA	Other	Public	30 Sep 2020
D3.7	Fourth Quarterly online newsletters	EKA	Other	Public	31 Dec 2020
D3.8	Fifth Quarterly online newsletters	EKA	Other	Public	31 Mar 2021
D3.9	Sixth Quarterly online newsletters	EKA	Other	Public	30 Jun 2021
D3.10	Seventh Quarterly online newsletters	EKA	Other	Public	30 Sep 2021
D3.11	Eighth Quarterly online newsletters	EKA	Other	Public	31 May 2022

D3.12	Second video	EKA	Websites, patents filling, etc.	Public	31 Mar 2022
Work package 4					
D4.1	Vademecum	FISASCAT	Report	Confidential, only for members of the consortium	30 Nov 2020
D4.2	Video in Italian	FISASCAT	Websites, patents filling, etc.	Public	31 Mar 2022
Work package 5					
D5.1	Study	CITUB	Report	Confidential, only for members of the consortium	31 May 2020
D5.2	Coalition agreement	CITUB	Report	Confidential, only for members of the consortium	31 Mar 2020
D5.3	Report of the results of the coalition meetings	CITUB	Report	Confidential, only for members of the consortium	31 May 2021
D5.4	Brochures	CITUB	Other	Public	31 Jul 2020
D5.5	Posters	CITUB	Other	Public	31 Aug 2020
D5.6	Video in Bulgarian and in English	CITUB	Websites, patents filling, etc.	Public	31 May 2021
D5.7	Training report	CITUB	Report	Confidential, only for members of the consortium	31 Mar 2021

D5.8	Seminar employers report	CITUB	Report	Confidential, only for members of the consortium	30 Nov 2020
D5.9	Leaflets	CITUB	Other	Public	31 Jul 2020

Work package 6

D6.1	Study on possibilities for employment of TCNs in Slovenia	NSDS	Report	Confidential, only for members of the consortium	30 Sep 2020
D6.2	Graphic Guide	NSDS	Other	Public	31 May 2022
D6.3	Photo documentation - WP6	NSDS	Other	Public	28 Feb 2022

Work package 7

D7.1	Awareness tool	CEPAG	Other	Confidential, only for members of the consortium	31 May 2021
D7.2	Video on Integration of TCNs through social economy in Liege	CEPAG	Websites patents filling, etc.	Public	31 Jul 2021

Work package 8

D8.1	Detailed reports of activity	ETUC	Report	Confidential, only for members of the consortium	31 Oct 2021
D8.2	Long-term partnerships	ETUC	Other	Confidential, only for members of the consortium	31 Oct 2021
D8.3	Comparative report of all MLPs	ETUC	Report	Confidential, only for members of the consortium	30 Nov 2021

Work package 9

D9.1	Network Closing Conference Report	ETUC	Report	Confidential, only for members of the consortium	30 Apr 2022
D9.2	Brochure showcasing the project's aim and results	ETUC	Other	Public	31 Dec 2021

Work package 10

D10.1	Upgraded UMN Portal	ETUC	Websites, patents filling, etc.	Public	30 Nov 2021
D10.2	UMN mobile app	ETUC	Other	Public	31 Oct 2021
D10.3	Guidelines (user manual) of the new portal including 1 updated MoU and Charter of Values	ETUC	Other	Confidential, only for members of the consortium	30 Nov 2021
D10.4	Working papers	ETUC	Other	Public	30 Nov 2021
D10.5	UMN/Project social media profile	ETUC	Other	Public	30 Nov 2021

Appendix 3: List of outputs

OUTPUT NUMBER	OUTPUT TITLE	WORK PACKAGE	LEAD BENEFICIARY	MONTH DUE
1.1	6 Meetings of the Steering Committee	WP1	ETUC	1-28
2.1	1 Network Building Conference	WP2	ETUC	3
3.1	Training on labour market integration and employability	WP3	EKA – GENERATION 2.0	15
3.2	1 Awareness-raising event on the benefits of Municipality of Athens	WP3	Municipality of Athens - EKA	15
3.3.	1 Final Dissemination conference	WP3	Athens - EKA	25
4.1	2 Trainings on labour market integration and employability	WP4	Fisascat Cisl Milano – ANOLF FVG	15
4.2	Awareness-raising events on the benefits of refugees' labour market integration	WP4	Fisascat Cisl Milano – ANOLF FVG	20
4.3	1 Final dissemination Conference	WP4	Fisascat Cisl Milano – ANOLF FVG	25
5.1	5 Meetings of the local coalition for integration	WP5	SDA	18

5.2	5 trainings on labour rights for third-country nationals	WP5	CITUB	16
5.3	3 Seminars for employers	WP5	SDA	12
5.4	Information campaign	WP5	CITUB	20
5.5	Advocacy campaign	WP5	SDA	20
5.6	Final Dissemination Event	WP5	CITUB	25
6.1	Workshops for migrants, refugees and asylum seekers	WP6	NSDS	15
6.2	1 National expert meeting “one-stop-shop”	WP6	NSDS	18
6.3	1 European awareness raising event	WP6	ZRC SAZU	20
6.4	1 Final Dissemination Conference	WP6	Municipality of Ljubljana	25
7.1	2 Meetings on the role of social economy	WP7	MDP	15
7.2	2 workshops	WP7	MDP	20
7.3	1 Final National Dissemination event	WP7	CEPAG	25

8.1	Mutual Learning Programmes Kick Off Meeting	WP8	ETUC	15
8.2	MLP Greece - Italy	WP8	EKA	20
8.3	MLP Slovenia - Italy	WP8	NSDS	20
8.4	MLP Bulgaria – Belgium	WP8	CITUB	20
8.5	MLP on demand	WP8	ETUC	20
8.6	Final MPL Stock Taking Meeting	WP8	ETUC	24
9.1	1 Network closing conference	WP9	ETUC	28
10.1	3 meetings of the ad-hoc working group	WP10	ETUC	25