



Business Support on Your Doorstep

Model Cooperation Agreement

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The structure

Cooperation Agreement

Annex I
Implementation Strategy
incl. work programme

COSME - Call for Expressions of Interest - COS-Art-7-001



EUROPEAN COMMISSION
Executive Agency for Small and Medium-sized Enterprises (EASME)

COS-Art-7-001

COOPERATION AGREEMENT UNDER ARTICLE 7 (COSME¹)

'Business Cooperation Centres' of the Enterprise Europe Network

(Insert project title)
(Insert acronym for consortium)
(Insert country)

ID: (Insert consortium ID)

The Executive Agency for Small and Medium-sized Enterprises (EASME) (hereinafter referred to as "the Agency"), acting under powers delegated by the European Commission (hereinafter referred to as "the Commission"), and represented for the purposes of signature of this cooperation agreement (hereinafter referred to as "the agreement") by Mr José Guisasa, Head of Unit, or his duly authorized representative,

of the one part,

and

(Insert full official name) (ACRONYM)
(Insert official legal form)
(Insert official address in full)

hereinafter called "the co-ordinator", represented for the purposes of signature of the agreement by (Insert name, forename and function)

and the following "co-partners":

(Insert full official name) (ACRONYM)
(Insert official legal form)
(Insert official address in full)

represented for the purposes of signature of the agreement by (Insert name, forename and function)

¹ The Programme for the competitiveness of enterprises and small and medium-sized enterprises (2014-2020), hereinafter referred to as COSME - see Regulation (EU) No 1287/2013 of the European Parliament and the Council of 11 December 2013 (Official Journal of the European Union 2013, L 347) of 20 December 2013.

Whenever permitted by the Regulation, entities established in third countries may participate. However, these entities shall not be entitled to receive Union financial contributions. The Agency shall support these Network partners by making available the appropriate coordination and operational support. Host organisations established in countries which are not participating in the programme may have the possibility to benefit from this coordination and operational support. The Agency and the Commission will refer to the

² Each participating enterprise shall sign the agreement (at the end page).

(Insert acronym) (Insert country)

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of Interest - COS-Art-7-001

identified as "partner" for purposes of the
tion to the co-ordinator or a co-partner.²

ortium) to be carried out in the framework of
according to the following provisions.

he General Conditions and the Annex which

reement established between the parties in the
ation.

ditions indicate the subject and duration of the
r the agreement.

ment:

The Preamble forms an integral part, shall take
of the agreement. The terms of the General
the Annex.

terms.

inafter referred to as "the Network") is an
ion to support the competitiveness and growth

ment of internationally competitive companies
through technology transfer and international

ing part of the Regulation (EU) No 1287/2013
of 11 December establishing the EU programme
Small and Medium-sized Enterprises (2014 to
E regulation") and repealing Decision No
of the Council of 24 October 2006.





Cooperation Agreement

- Contains **Preamble, Special conditions, General conditions**
- Annex I :
 - Implementation Strategy
 - Incl: geographical coverage, Description of work, etc.
 - Work Programm incl. Performance indicators



Meaning and duration

- The Cooperation Agreement sets up terms & conditions of collaboration (2015-2020)
- Only successful applicants sign agreement
- Duration: 6+1 Years
- Agreement enters into force on date when the last of the two parties signs
 - Starts not earlier than 1 January 2015
 - Ends not later than 31 December 2020.

Agreement may be further extended until

31 December 2021.



Financial & human resources requirements

With signature of agreement, partners **commit to have necessary funding** to implement planned activities from their own budget

The agreement commits partners to:

- assign at least one dedicated **project manager**
- nominate at least one more staff member as **back up**
- make available **additional staff** in peak periods



Agreement lays down activities to be carried out

Business Cooperation Centres shall:

- Organise **brokerage events** at important fairs
- Generate business, technology and research related **partnership proposals** from clients to be disseminated to European companies
- Disseminate business, technology and research related partnership proposals from European companies



Adoption of EEN 'Code of Conduct'

- EEN is 'network of excellence' ⇒ Partners perform to highest quality standards
- With signature of agreement, partners commit to operate with same core values, e.g.
 - Providing professional Network service
 - Acting as cooperative and loyal member of the Network
 - Putting clients' interests first



Equality of conditions

- BCCs provide services and cooperate with EEN members and EU companies under same conditions with which they provide them to local SMEs
- For brokerage events organised by BCCs in 3rd countries, EU companies and Network members pay the normal registration fees applicable to any participant

BCCs may not charge additional fees for other services related to organisation of brokerage events OR other EEN services part of common set of EEN activities



Suspension & termination

- **EASME may terminate agreement** If partners fail to fulfil obligations incumbent on them under the terms of agreement incl. Annex I, annual work programme
- **EASME reserves right to suspend agreement** under exceptional political, economic or societal circumstances:
 - civil war and/or systematic violations of human rights
 - services are not taking place within internationally recognised borders

Reporting obligations



COSME

Cooperation Agreement (2015-2020) - Cooperation Agreements signed for up to 6 + 1 years (implementation strategy annexed)

12-months

Consultation of consortium partners for 12-month work programme and targets for **performance indicators**

12-month activity reports from all consortium partners. EASME provides **feedback** on performance to EEN staff and legal representatives



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