Transnational Co-operation Agreement (TCA)

Notes:

This template is optional. Where TCAs have already been drawn up in existing formats, a summary should be pasted in and the original appended. MAs using non-standard TCA formats should ensure that partner MAs accept this.

Identical copies of this TCA should be agreed and signed by all partners in a transnational partnership. Each partner should then append the TCA to their ESF funding application in their own country.

This TCA describes the joint transnational element to which the partners will contribute; it does not necessarily include any other activities which partners may carry out under their national funding agreements.

Remark:
An Excel template is available in the “ESF Transnationality” forum on the ESF Transnational Platform at: https://ec.europa.eu/esf/transnationality/content/template-transnational-cooperation-agreement-tca

1. Description of transnational project

1.1 Name of transnational project: VALO – EDOR

1.2 Rationale and objectives:

This contract is concluded with the purpose of finding solutions for mutual problems in the partners’ countries – Bulgaria and Finland, namely:

1) How will the vulnerable families find the right services at the right time;
2) How we can improve the services for families and children;
3) How could we improve the families’ attitudes towards services;
4) How could we empower the most vulnerable groups?

The target groups of this partnership shall be:

1) Vulnerable families and their children in danger of exclusion in municipality of Sungurlare, Bulgaria and in South-Eastern Finland (Kymenlaakso and South Karelia).
2) The professionals in social and health care, early childhood education and care services and non-profit organisations working with vulnerable families, children at risk, marginalised groups, ethnic minorities, etc.

This partnership shall pursue the following key products, outputs and deliverables:

- 1 transnational team set up of experts for the common activities planned;
- 2 study visits in Finland and Bulgaria
- 2 study visits’ reports – one by each partner
- Power point presentations of services delivered to vulnerable families & children in both countries;
- 6 internet based working meetings (at least)
- 6 minutes from the internet based working meetings
- 1 expert meeting in Finland for fine-tuning of the piloted social innovations by each partner
- 1 official record from the expert meeting in Finland
- 1 final workshop for dissemination the piloted social innovation among the national stakeholders in Bulgaria
- A common booklet (brochure) for presenting the social innovations of the partnership and the project results in Bulgarian, Finish and English
The added value for each partner in this partnership should cover at least:

- established effective international partnership;
- gained new skills and tools for professionals working with vulnerable families and groups;
- extended opportunities for social inclusion of families and children in vulnerable situations.

In the preparation and implementation of the project proposals, each of the partners shall observe and apply all three horizontal principles:

- Equal opportunities and non-discrimination;
- Gender equality;
- Sustainable Development.

1.3 Work programme and working methodology:

This partnership is committed to implementing the following transnational activities:

- Study visit for 10 participants to Finland for studying a) the family centre model, b) multidisciplinary teams for social services for children and families and c) art activity “Kids draw” for committing vulnerable parents and children in the social services.
- Study visit for 4/5 participants to Bulgaria for studying a) the community based service delivering for families and children at municipal level in Bulgaria, b) the practice of health mediation as a tool for facilitation of access of the vulnerable ethnic minorities to social and health services in Bulgaria and c) for coaching the Bulgarian team to apply a session of art activity “Kids draw” with children aged 5-6 years old and their parents within Roma community;
- Expert workshop implemented in Finland for sharing expertise, knowledge and the piloted initiatives as well as for fine-tuning of the social innovations; Participants from Bulgaria – 4; Participants from Finland – 10.
- Final workshop for harvesting and dissemination of the piloted innovations among the national stakeholders in Bulgaria; Participants from Bulgaria – 30; Participants from Finland – 4-6.
- On-line and face to face meetings for the transnational team to prepare and develop mutual objectives as well as to organise the implementation of the international activities: at least 6 on-line meetings carried out in February 2019, April 2019, August 2019, December 2019, March 2020 and May 2020. In addition, 2 face to face team meetings will be held as well within the study visits.

For the implementation of these activities, the Partnership will implement a methodology for sharing information, results and working tools, covering high quality digital tools and platforms for online workshops, Skype and telephone meetings, and Study visits integrated with partner meetings in both countries.

The partners are committed to the following schedule for milestones, outcomes and events:

<table>
<thead>
<tr>
<th>Milestones/outcome/ events</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start the cooperation – kick off on-line team meeting</td>
<td>February 2019</td>
</tr>
<tr>
<td>2nd on-line team meeting – preparation the study visit to Finland</td>
<td>April 2019</td>
</tr>
<tr>
<td>Study visit to Finland</td>
<td>May/June 2019</td>
</tr>
<tr>
<td>1st study visit’s report</td>
<td>July 2019</td>
</tr>
<tr>
<td>3rd on-line team meeting – preparation the study visit to Bulgaria</td>
<td>July/ August 2019</td>
</tr>
</tbody>
</table>
Study visit to Bulgaria | September 2019
---|---
2nd study visit’s report | October 2019
4th on-line team meeting – discussing first year of the partnership | December 2019
5th on-line team meeting – preparation the expert meeting in Finland | February 2020
Expert meeting in Finland for fine-tuning of the social innovations | March/April 2020
Official record from the expert meeting | April 2020
6th on-line team meeting – preparation of final workshop | May 2020
Preparing and issue the booklet | May 2020
Final workshop | June/July 2020
Minutes - drafted and disseminated within a week after each team meeting
Articles/press-release – drafted and published within the study visits, expert meeting and final workshop

The partners shall committed to the following dissemination strategy:

- Drafting regular articles/press releases for each transnational activity and publish them in the local press, at partner-organisations' webpages and through the social networks;
- Sharing the study reports with the colleagues and other staff of the target institutions and services;
- Design and issue a booklet/brochure for presenting the social innovations of the partnership and the project results in Bulgarian, Finish and English. The partners shall disseminate the booklet at the final seminar in Bulgaria as well as among the other national audiences of their projects.

Each partner shall perform its own evaluation of the project’s results according to the requirements of the Management Authority of the respective ESF. The evaluation report shall be part of the final report of each partner. In addition, the partners will develop a feedback and evaluation template that will be completed by each participant in the transnational activities.

1.3 Organisation and decision-making:

- The coordination of the transnational activities shall be shared by the transnational team;
- The team meetings are initiated and organised by both partners on a rotation basis;
- The respective organiser of a team meeting is responsible for provision and dissemination of the minutes from the meeting;
- Each partner is responsible for the organisation of their own study visit – participants, flight tickets, accommodation, preparation of a list of questions/topics that will be of their interest during the visit, etc.
- The visitors also provides feedback and contribution to the study visit’s programme;
- The host organisation: 1) Assists with information on the logistic for accommodation, in-country traveling, etc.; 2) Prepares and shares the first draft programme of the
event; 3) Prepares relevant power point presentations for the investigated services; Organises the field visits, meetings, other practicalities;

- Socom is responsible for providing coaching of Bulgarian team for the practical application of the art method “Kids draw” in Bulgaria;
- For the study report 1 is responsible the Bulgarian team; For the study report 2 is responsible the Finish partner;
- The expert meeting is organised by Socom partner. The Bulgarian team contributes to the agenda with the topics of discussions as well as organises the practical arrangements of their visit. Socom assists with logistic information;
- The final workshop is organised by Bulgarian partner. Socom team contributes for the agenda as well as organises the practical arrangements of their visit; Bulgarian partner assists with logistic information;
- The host of an transnational event shall prepare and publish informative article or press-release for the respective event;
- The graphical design of the booklet is responsibility of Socom while the Bulgarian team provides feedback; both partners develop the content of the booklet together; each partner is responsible for drafting of the booklet in their own language; the English proofreading and editing is responsibility of Bulgarian team. Each partner issue 250 copies of the article.

Working language of the partnership is English.

Any other matter not covered by this agreement, the partners shall arrange through discussions and decision made by consensus.
1.5 Budget for transnational work (please analyse the budget by activity and by partner, in €)

<table>
<thead>
<tr>
<th>Partner-project names¹</th>
<th>Valo</th>
<th>EDOR</th>
<th>[name of project xxx]²</th>
<th>[please include a column for each project]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner-project TPIs³</td>
<td>TPI - 1382</td>
<td>TPI - 1755</td>
<td>TPI-[Indicate the number]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity⁴</th>
<th>Budget</th>
<th>Budget</th>
<th>Budget</th>
<th>Total budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study visit 1</td>
<td>3000</td>
<td>12000</td>
<td></td>
<td>15 000</td>
</tr>
<tr>
<td>Study visit 2</td>
<td>6500</td>
<td>2500</td>
<td></td>
<td>9 000</td>
</tr>
<tr>
<td>Expert meeting in Finland</td>
<td>3000</td>
<td>6500</td>
<td></td>
<td>9 500</td>
</tr>
<tr>
<td>Final workshop</td>
<td>6500</td>
<td>3000</td>
<td></td>
<td>9 500</td>
</tr>
<tr>
<td>Dissemination</td>
<td>3000</td>
<td>1000</td>
<td></td>
<td>4 000</td>
</tr>
<tr>
<td>Total⁵</td>
<td>22000</td>
<td>25000</td>
<td></td>
<td>47 000</td>
</tr>
</tbody>
</table>

Where the project is working with simplified cost options, this should be explained and appropriate detail given, e.g. the total amount.

2. Signatures of partners

Each partner undertakes to carry out the tasks and fulfil the duties set out above as part of the transnational project, on the condition that they are granted ESF funding set out in 1.6 above.

If for whatever reason any of the partners is not granted this support, this TCA must be amended or cancelled. Subject to the agreement of their respective Managing Authorities, the resulting ‘orphan’ partners may amend the TCA, optionally including new partners, and explore with their Managing Authorities how the grant contracts can be amended.

¹ Indicate the name of each project which is partner in the TCA.
² Create a column per partner-project involved in the TCA.
³ Please replace [Name of Project 1] by the name or acronym of the partner-project. Add as many columns as needed.
⁴ Indicate the TPI number (Transnational Project Identifier), which is the identification number of the partner project in the ESF partner database.
⁻ Please, replace [Indicate the number] by the TPI number of the partner project in the ESF partner database.
⁶ List the main activities in the transnational work programme, such as: study visits, peer reviews, material preparation, piloting, training, translation, dissemination, evaluation etc.
⁻² Please replace [Name of Activity 1] by the proper activity name. Add as many lines as needed.
⁵ If you added activity lines or partner-project columns, make sure that the grand-total includse all the intermediate lines/columns.
Signed by all the partners:

2.1 Partner 1:
Name of organisation: The Centre of Expertise on Social Welfare in South-East Finland (Socom)
Address: Kipparinkatu 1, 53100 Lappeenranta, FINLAND
Website: www.socom.fi
Signed by legally authorised representative: 
Place and date of signature: Lappeenranta 2.5.2018
Name of representative: Leena Kaljunen
Position of representative: CEO
Telephone: +358 44 748 5300
E-mail: leena.kaljunen@socom.fi

2.2 Partner 2:
Name of organisation: Municipality of Sungurlare
Address: 10 "Georgi Dimitrov" str., 8470 town of Sungurlare, Bulgaria
Website: http://www.sungurlare.org/index.php
Signed by legally authorised representative: [signature]
Place and date of signature: Sungurlare 08.05.2018
Name of representative: Vasil Pandeliev
Position of representative: Mayor
Telephone: +359 5571/5063
E-mail: kmetsungurlare@abv.bg