Transnational Co-operation Agreement (TCA)

Time4Help

§ 1.
Information about the partners of transnational cooperation

Partner 1 (Poland)
Name of organization: Dobre Kadry. Centrum badawczo-szkoleniowe Sp. z o.o.
Type of organization: Limited Liability Company
Legal status: Legal person
Name of legally authorised representative: Dorota Kwiatkowska-Ciotucha
Position of legally authorised representative: President of the Board
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TPI 1505

Partner 2 (Finland)
Name of organization: South-Eastern Finland University of Applied Sciences – Small Business Center
Type of organization: University of Applied Sciences
Legal status: Public
Name of legally authorised representative: Heikki Saastamoinen
Position of legally authorised representative: President, CEO
Name of contact person: Anne Gustafsson-Pesonen
Position of contact person: Director
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TPI 1455
Partner 3 (Spain)
Name of organization: FUNDACIÓN ACCIÓN CONTRA EL HAMBRE
Type of organization: NGO – Foundation
Legal status: Private
Name of legally authorised representative: Luis González Muñoz
Position of legally authorised representative: Director of Domestic Social Programs &
Desentralized International Cooperation.
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TPI 93

Partner 4 (Belgium)
Name of organization: Odisee vzw – Higher Institute for Family Studies
Type of organization: Higher Institute of Applied Sciences
Legal status: Private
Name of legally authorised representative: Joris Rossie
Position of legally authorised representative: Managing director Odisee vzw
Name of contact person: Miet Timmers
Position of contact person: lecturer - researcher
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TPI 1950

§ 2.
Subject of the Agreement
1. Herewith the parties involved establish a partnership for implementing the Project
Time4Help implemented under the Common Framework, co-financed by the European
Social Fund, hereinafter referred to as the "Project".
2. The duration of the Project is in line with the period specified in the application, ie.
01.10.2018 – 31.05.2021 and relates to the implementation of tasks within the project.
§ 3.  
Duration of the Agreement  
The Agreement is signed for the period from the date of its signing, i.e. April 27, 2018, until the date of closing the project in partners institutions.

§ 4.  
Rationale and objectives  
The project is to support women aged 45-65 in the labor market by balancing access to various forms of lifelong learning. There are a lot of factors cause that mature women often have problems with finding themselves in the labor market, and are perceived as employees with fewer opportunities.

Mature women are the target group who, with the right support in lifelong learning, could take care of their situation on the labor market by themselves. It can be either by taking up a job on one’s own account or through an appropriately organized wage labor adapted to the specifics of the needs. Both solutions, however, require a significant increase in the competences of mature women and their faith in their own abilities, as well as the openness of employers to support employees in this group. Since these women often have important caring responsibilities for both younger and older generations, they also need to find adequate combination strategies. Mature women are usually logistically well-organized (they have a lot of problems to deal with and often they manage complex family situations). However, they often lack the time and the idea how they could fight to improve their situation today and in the future.

The solution could be tailor made trainings, including the area of entrepreneurship and digital competence and training in how to combine successfully family life and work. They would allow to develop ideas for their own company and to run it using the opportunities offered by modern digital technologies.

§ 5.  
Objectives, results and products of the Project  
1. The main objective of the project is to develop in a transnational partnership, test and implement new solutions to support mature women (age 45+ - 65). Effective support should consequently improve their current situation in the labor market (job retention, promotion, finding a job) and help to provide retirement support in the future.

2. The particular objective of cooperation with Finnish Partner is developing solutions for mature women in the area of effective raising of entrepreneurial and digital competences.

3. The particular objective of cooperation with Spanish Partner is the exchange of experiences within the European Network of Innovation for Inclusion, joint search for good solutions in the field of full inclusion of mature women who belong to disadvantaged groups on the labor market, and joint organization of study visits to good practices.

4. The particular objective of cooperation with the Belgian Partner is to include the aspect of informal family care, which is often an important aspect of the life of mature women. Particularly for women in the Sandwich generation, the care for both an older and a younger generation can be a reason to withdraw from the labour market. Assisting them to find adequate combination strategies can motivate women to keep being involved in paid work.

5. The objectives, products and results of the Project are closely linked to transnational cooperation and contribute to the added value of such cooperation.
6. Planned results of the Project on the Partner’s 1 side:
   a. Number of institutions which implemented new solutions through cooperation with a foreign partner (estimated number = 4)
   b. Percentage of people who participated in the testing of the solution and who positively assessed its value for the effectiveness of burnout prevention (estimated value = 75%).
   c. Number of institutions which established cooperation with a foreign partner in the program (estimated number = 1)
   d. Number of comprehensive solutions in the area of mature women support (estimated number = 1)

7. Planned product of the Project on the Partner’s 1 side will be the comprehensive Time4Help tool consists of 7 parts:
   a. The concept of a comprehensive model of support for mature women.
   b. Organization of mature women's education adapted to the needs and possibilities: stationary, e-learning, and blended learning.
   c. Training programs and training materials for a group of mature women - the area of key and social competences.
   d. Training programs and training materials for a group of mature women - the area of entrepreneurship, creativity, setting up, running their own business.
   e. The concept of on-line service supporting mature women. On-line networking, eg a search market for (co-workers), business idea.
   f. Seminar program for employers and for representatives of employment agencies with materials regarding support for mature women.
   g. A tool to assess in which direction to develop, what competences to strengthen.

8. Planned results of the Project on the Partner’s 2 side:
   a. Better opportunities to have a new career for +45 and older female staff, innovators, entrepreneurs
   b. Experienced ladies can be role models for future women leaders
   c. Increased competitiveness of women-managed enterprises, with the detection and modelling of new business opportunities
   d. Better understanding and knowhow on digitality and service development
   e. Network nationally and in Europe: sharing of best practices, mentoring, sparring of ideas and service innovations.
   f. Active promotion of networks and peer support

9. Planned products of the Project on the Partner’s 2 side:
   a. Lifelong learning concept for strengthening international business knowhow on + 45 and older women
   b. Developed training programme which is focused on supporting lifelong learning for female staff, entrepreneurs and leaders to strengthen their knowhow (open and company-based) in versatile learning environments.
   c. Digital learning and skills are developed
      a. digital skills and business models for digital economy
b. target oriented development tools for service development (service design)
c. skills for digital service business for international markets
g. Reports – describing career paths of female staff and leaders for disseminating best practices

10. Planned results of the Project on the Partner’s 3 side:

a. Increasing the opportunities for mature women in disadvantaged situation regarding the labour market, to be inserted through employment or self-employment.
b. Improvement of programs, projects, methodologies and tools tailored to the specific needs of mature women willing to re-enter the labour market.
c. Number good practices received in a call at European level with a category addressed to the labour insertion of + 45 women (estimated number = 20).
d. Number of entities at European level which implement new solutions (methodologies, tools, for the target group of the project (estimated number = 4).
e. Increasing the number of members of the European Network of Innovation for inclusion as well as their participation in the call for good practices (increasing of at least 20 members and 5 good practices).

11. Planned products of the Project on the Partner’s 3 side:

a. Descriptions of good practices addressed to the labour insertion of + 45 (call for good practices 2018, and addressed to the labour insertion of +45 women (call for good practices 2019).
c. Project ideas sheets explaining new projects, adaptations or contributions to existing models and projects supporting the labour inclusion of mature women.
d. Adapted methodology to the comprehensive model for the labour insertion of mature women.

12. Planned results of the Project on the Partner’s 4 side:

a. Increase of the motivation of women of the Sandwich generation to stay active on the labour market whilst combining their job or entrepreneurship with informal family care. (estimated number of actively involved members of the Sandwich generation = 100)
b. Development of new or adapted tools, projects and methodologies tailored to the specific needs of mature women active on the labour market or willing to re-enter the labour market, whilst combining their job with a double care task and implementing them. (estimated number of organisations that implement tools = 3)
c. Increased awareness (measured) and adapted activities in organisations that support mature women (estimated number =3)
d. Measured rise of the capacity of managers and HR-professionals to address the specific needs of mature women that have a complex family situation involving care (estimated number = 50).
e. Building up a network nationally and in Europe: sharing of best practices, mentoring, sparring of ideas and service innovations.
f. Sharing tools and methodologies that result from this project with the other European partners.

13. Planned products of the Project on the Partner's 4 side:
   a. Web supported tool that gives access to testimonies of mature women of the Sandwich generation, good practises of managers and HR-professionals, illustrating which combination strategies are effective.
   b. Coaching and training tool to strengthen mature women in their capabilities to combine work and informal family care.
   c. Training for managers and HR-professionals
   d. Practical suggestions for organisations that support mature women to adapt their activities and action to the needs of women in the Sandwich generation
   e. Product that assures the transferability of developed and tested tools to the context of the European project partners.

§ 6.

The target group of the Project

1. Mature women (45-65) who feel discomfort in the labor market (they are threatened with losing their job, have problems in combining their job with caring tasks for younger and older generations, have already left the labor market, have no chance of promotion and self-fulfilment, have long been involved in the home and upbringing of children).

2. Employers who, due to the sensitivity to problems faced by mature women, could apply more flexible and secure solutions related to their employment.

3. Training institutions and employment agencies.

§ 7.

Description of activities undertaken in the Project

1. The project is implemented by the Partner 1 in the following stages (milestones):
   a. Working out a preliminary version of the solution Time4Help, including primary research – 01.10.2018 – 31.08.2019 (11 months)
   b. Testing the developed solution Time4Help – 01.09.2019 – 31.08.2020 (12 months)
   c. Evaluation of test results – 01.09.2020 – 31.10.2020 (2 months)
   d. Working out the final version of the solution Time4Help – 01.10.2020 – 31.12.2020 (3 months)
   e. Implementing the solution into practice (e.g. in several companies, institutions) – 01.01.2021 – 31.05.2021 (5 months)

2. The project is implemented by the Partner 2 in the following stages (milestones):
   a. Planning of target oriented training programme and developing actions, including primary research – 01.10.2018 – 28.02.2019 (5 months)
b. Piloting training programme / workshops in international business and digitalization (non-stop pilot workshops start when min 5 companies are involved) – 01.03.2019 – 31.08.2020 (18 months)


d. Reporting conclusions and recommendations on international business and digitalization– 01.01.2021 – 31.05.2021 (5 months)

3. The project is implemented by the Partner 3 in the following stages (milestones):


b. Launching of the call for good practices 2019 in the European Network of Innovation for Inclusion, including a category designed to find good practices specific for this target group. 1.01.2019 - 28.02.2019.

c. Evaluation of good practices received in the call 2019 and organization of study visit to the winner entity, together with the rest of finalist and all partners. 1.03.2019 – 31.08.2019.


e. Implementing the solution into practice (eg. in several companies, institutions) – 01.01.2021 – 31.03.2021 (3 months).


4. The project is implemented by the Partner 4 in the following stages (milestones):

a. Inventorisation and analyses of 20 cases of mature women that combine successfully work with informal family care for two generations, inventorisation of good practices in organisations and collecting testimonies of managers and HR-professionals. 01.10.2018 – 30.03.2019 (6 months)

b. Development of a web based tool with the stories and testimonies which will inspire and will be used in the different training and development programmes. 01.04.2019 – 31.08.2019 (5 months)

   i. Development, testing, evaluation and adoption of the different tools: 01.09.2019 – 28.02.2021 (18 months).

   ii. Training and coaching programme for women 01.09.2019 – 31.08.2020

   iii. Training programme for managers and HR-professionals 01.01.2020 – 30.10.2020

c. Dialogue with organisations that support mature women, analyses and recommendations 01.05.2020 – 31.01.2021

d. Development of a product that assures the transfiguration of developed and tested tools to the context of the European project partners. 01.02.2021 - 31.05.2021 (4 months)
5. At each stage, the transnational cooperation will be implemented through: meetings, exchange of experiences, joint development of the solution concept, joint development of recommendations, joint development of the final solution, etc.

§ 8.

The transnational cooperation model used in the Project

The project envisages two types of transnational cooperation:

1. *Simultaneous creation and implementation of the new solution*. Each party prepares the product for its own country-specific conditions. The added value of the project will be the sharing of experience in the content area of the project. The development of parallel solutions will involve the organization of expert meetings, the creation of forums for exchange of views, undertaking necessary research and analyses, cross-study visits, etc.

2. *Exchange of information and experience*. Cooperation involves the exchange of information and experience. Cooperation based on the exchange of experience and information will provide knowledge about the realities of the activities and strategies used in the substantive field of the project in the partner countries.

§ 9.

Incorporation of horizontal aspects

The project concerns a horizontal issue which is the support of people who are in a worse situation on the labor market (women aged 45-65). Thanks to international cooperation, it will be possible to develop a solution that will help to improve the situation of the target group of the project in the future.

§ 10.

Transnational activities

1. Transnational activities will be implemented, among others, support:
   a. Study visits at Partners, including partner meetings and joint workshops - one visit in 2018, 2019 and 2020 at each Partner.
   b. Current digital and telephone communication.
   c. Ongoing exchange of information and good practices in the implementation of the project.
   d. Sharing the results of research and activities carried out in the project

§ 11.

Management of transnational cooperation

1. The Partners shall establish the following internal organization system for the Partnership:
   1) The Partners establish the following Project Group responsible for carrying out tasks in the project:
a) Project Manager on the side of the Partner 1, authorised to represent the Partner 1 in carrying out the tasks of the Project. The Project Manager is responsible for carrying out the tasks of the Partner 1 and the entire Project.

b) Content Supervisor for the Partner 1, responsible for ensuring the correct implementation of the project on the side of the Partner 1.

c) Project Manager on the Partner's 2 side, authorized to represent the Partner 2 in carrying out the tasks of the Project.

d) Project Manager on the Partner's 3 side, authorized to represent the Partner 3 in carrying out the tasks of the Project.

e) Project Manager on the Partner's 4 side, authorized to represent the Partner 4 in carrying out the tasks of the Project.

2) Strategic decisions will be made by the Project Group. Operational decisions will be taken by the persons referred to in paragraph 1, within the scope of their competence.

3) The Partners of the Agreement adopt the following system of information and communication flow in the framework of transnational cooperation:

   a) The working language of the partnership will be English.
   b) Communication will be conducted via phone, mail or teleconference.
   c) Meetings: according to need, they will be held at the place and time agreed by the Partners.

2. The Partners shall accept the following method of assessment for the implementation of the Project:

1) Evaluation of the Project's implementation will be conducted on an ongoing basis (in relation to current tasks) and strategically (from the point of view of the objectives and results of the Project).

2) The Partners are responsible for evaluating the Project's performance in the context of their activities. The person responsible for the assessment is the Project Manager.

3) The tasks to be carried out within the evaluation of the Project include:

   a) evaluating the activities of the Project,
   b) monitoring the achievement of the results and products of the Project,
   c) financial monitoring of the Project.

3. The parties do not adopt a common system of internal financial control. Each Partner will conduct financial monitoring of expenditures via a selected tool, e.g. MS Excel, and in accordance with the requirements of the national guidelines.

4. Changes to the Agreement can only be made after their acceptance by the Project Group.

5. The Agreement may be terminated before the date specified in it, in the following cases:

   1) on the basis of mutual agreement between the Partners, in case of circumstances preventing the performance of contractual obligations;
   2) in the event of not receiving funding for the Project by at least one of the Partners;
   3) in case of termination of the Project's co-financing Agreement by one of the Partners.
6. The Project Manager is responsible for managing the risk. Project implementation will be undertaken by the Project Group to prevent any possible risks and, if they occur, to mitigate their effects.

7. Each Partner is obliged to undergo a control on the proper performance of tasks, carried out by authorized entities.

8. Each Partner is obliged to keep documentation related to the Project and all its activities for a period of two years from December 31 of the year following the submission of the statement of expenditure showing the final expenditure on the completed Project to the European Commission in a way that ensures availability, confidentiality and security. Each Partner is also obliged to inform the organizer of the contest about the place of archiving the documents related to the Project.

§ 12.
Financial aspects

1. Each Partner acquires and settles the funds for the implementation of the Project within their own co-financing Agreement, signed with the institution organizing the contest.

2. The source of the funds is the European Social Fund.

3. The funds are non-transferrable between Partners.

4. When spending the funds under the Project, the Partners follow the current guidelines applicable in their respective countries.

5. Each Partner is required to keep a separate record of the expenditures for the Project in a transparent manner so as to identify individual operations related to the Project.

§ 13.
Liability of the parties

1. The Parties agree as they will not claim the right to compensation for damages incurred by the parties or their staff resulting from activities related to the contract, except for damage caused by wilful misconduct.

2. The contracting parties are solely responsible for all activities related to the implementation of the tasks entrusted to third parties, including liability for losses incurred by it in connection with the execution of tasks or in connection with the withdrawal from the contract parties.

§ 14.
Proceedings in cases not covered by this Agreement

In case not covered by the Agreement the relevant provisions of national and Community law are used.

§ 15.
Final Provisions

This Agreement is made in four counterparts, one for each of the party.
Signatures:

Place and date of signature: 27th April 2018, Wroclaw, Poland

On behalf of the Partner 1: .................................................................
Dorota Kwiatkowska-Clotucha, President of the Board

Place and date of signature: 27th April 2018, Mikkeli, Finland

On behalf of the Partner 2: .................................................................
Heikki Sanstamoinen, President, Cso

Place and date of signature: 27th April 2018, Madrid, Spain

On behalf of the Partner 3: .................................................................
Luis Gonzalez Estiarte, Director of Domestic Social Programs and Decentralized International Cooperation

Place and date of signature: 27th April 2018, Brussels, Belgium

On behalf of the Partner 4: .................................................................
Joris Bossie, Managing Director University College Odisee

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