



## COOPERATION AGREEMENT

### 1. General provisions

#### Article 1

This agreement defines general provisions, duration of the agreement, job description, payment, termination of the agreement and all other issues pertinent to the performance of all signatories in the project **Active Youth - a step forward to joint changes**.

The signatories bear their own expenses in connection with preparations for entering this agreement.

In fulfilling their obligations, the contracting parties are required to act with the due care and diligence of a good host, i.e. entrepreneur.

While fulfilling obligations pertaining to their profession, the signatories are obliged to act with due diligence, according to the rules and customs of their professions, and in exercising their right must refrain from actions that would hinder the performance of the other party.

### 2. Agreement duration

#### Article 2

This cooperation agreement is signed for the period of April 15 - December 31, 2018.

Signatories may request an extension of a deadline when they are unable to complete the task within the set timeframe, on the provision that the other party receives the request prior to the expiration of the deadline. The organizer retains the right to deny the request if it is deemed to interfere with the dynamics of other activities.

### 3. Description of obligations

#### Article 3

The signatories will perform tasks in accordance with the job description.

### 4. Payment of obligations

#### Article 4

The costs incurred by project activities will be paid by the signatory – project manager.

### 5. Termination of the agreement

#### Article 5

The agreement is considered terminated in the following instances:

- mutual agreement of the contracting parties,
- expiration of the time for which the cooperation agreement was signed,
- termination or cancellation,
- as defined by general laws and regulations defining contractual relationships.

If the agreement has already begun, signatories may cancel the agreement 30 days from the day the agreement was terminated in writing, at the earliest.



Page 2 of 4

Any of the signatories may cancel the agreement without prior notice if the other signatory repeatedly and severely fails to fulfill their contractual obligations, or they are breaking the law.

## **6. Conflict of interest and prohibition of human trafficking**

### **Article 6**

For the duration of their cooperation, the signatories reserve the right to investigate potential conflicts of interest. A signatory has a conflict of interest if an employee or other subordinate has a direct or indirect personal interest, financial or other, in connection with the implementation of the agreement.

If a signatory is revealed to have a conflict of interest, any of the signatories can terminate the agreement.

### **Article 7**

Signatories must not engage in severe forms of human trafficking while fulfilling their contractual obligations; pay for commercial sex acts while fulfilling their contractual obligations; use forced labor for fulfilling contractual obligations; destroy, hide, confiscate or in any other way deny employees access to their identification documents, regardless of where they were issued; use deceptive or unfair practices during recruitment or offer employment or falsely present material facts during recruitment, concerning the key terms and provisions of employment, including salaries and privileges, location of the job position, expenses paid by the employee, and, if applicable, dangers associated with the job position; use services of employment agents who do not abide by the laws of the countries of the signatories; charge employees for recruitment. Severe forms of human trafficking are: trafficking in humans for the purpose of sexual exploitation entailing commercial sex acts that are forced, obtained through deceit or coercion, or a person younger than 18 is encouraged to perform such acts; recruiting, hiding, transporting, providing or procuring a person to work or provide services by using force, deceit or coercion to drive the person into slavery, forced bonded labor, bonded slavery or slavery.

Signatories will notify their staff and employment agents about this provision prohibiting trafficking in humans, and actions that will be taken against them if they break these rules. The partner will immediately notify the Executive Director of the Institute of any suspected or observed breaches of this provision.

## **7. Other provisions**

### **Article 8**

The signatory who is the Project Manager is entitled to oversee the performance of tasks and provide instructions when appropriate to the task, and other signatories are required to make this possible.



## **JOB DESCRIPTION**

### **1. Description of signatories' tasks**

- Organization, leader of the project, provided financial contribution in overall amount of 20% of budget approved and none of financial obligations would be transferred to partners
- all activities envisaged by the project (as presented in time frame) are covered by EYF grant and/or our additional contribution provided
- partners are jointly responsible for finalization of project visuals, as well as preparation, dissemination of the open call and selection of the participants (3 per country)
- each partner is in charge for monitoring (and supporting, when needed by the participants) of local activities on its territory
- each partner should make internal coordination with participants when traveling to the initial training and consultative meeting (overall – these 2 activities)
- each partner should give contribution to project PR through available social and/or traditional media on its territory
- each partner should contribute to preparation of final project outcomes – video clip, brochure, recommendations
- logo of all partners will be placed on all materials produced during the project, the same goes with mentioning of the partners in public statements
- all partners will be mentioned in all expert material produced, as well as in final video clip.

### **2. Necessary qualifications and experience**

- preparing and conducting workshops and trainings with groups of young people,
- preparing and taking youth to international exchanges,
- preparing and conducting meetings,
- creating campaigns by using videos and social networks,
- writing narrative reports on completed workshops.

### **3. Reporting**

The signatories will develop a joint narrative report by December 31<sup>st</sup>, 2018. The report will include:

- final (implemented) plan of project activities,
- report on accomplished goals
- other materials produced during the project

### **4. Additional provisions**

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Page 3 of 4

#### Article 9

The signatories are required to notify the other party about changed circumstances as soon as they learn of them; otherwise they will be held responsible for any damages suffered by the other party because it was not notified about changed circumstances in a timely manner.

Signatories will notify the other party about changes to management structure, staff in charge of implementing the agreement and changes in business information and contacts, within 2 days of the change occurring. The organizer may refuse to hire a person who they do not deem to be an adequate replacement.

#### Article 10

Retain the obligation of not disclosing what they learned through their work. This does not apply to releases or facts that are public and do not require authorization.

#### Article 11

Products made by the signatories are owned by all signatories, unless otherwise defined.

#### Article 12

The agreement is made in writing, in four copies, one for each signatory.

Changes and amendments to the agreement require a written addendum or a new agreement.

Development Center for Youth  
Signatory, Project Manager



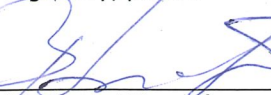
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PROTOKOL

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4.4.2018

Institut za razvoj mladih KULT

Constituent parts of the agreement:

1. Job description