

Fact Sheet 15: Partnership Agreement

Version	Valid from	Valid to	Main changes
Version 1	28.06.2022	-	n/a

CORE MESSAGE

It is a regulatory requirement that all projects draw up and sign a Partnership Agreement. In extension to this Fact Sheet the North Sea Programme provides a template which should be used as a minimum approach to cover the regulatory requirements. All additional agreements between partners have to be made in an annex to the Partnership Agreement.

Background

This Fact Sheet provides Lead Partners with a starting point for establishing a Partnership Agreement and aims to ensure that all essential elements are addressed explicitly, including provisions for protecting the audit trail and for dealing with shared costs within a project. Drafting the Partnership Agreement for the project is a Lead Partner responsibility in accordance with the regulations¹.

The available partnership agreement template must be the point of departure when drafting the project specific Partnership Agreement. The template presents the minimum requirements for partnership agreements. If the partnership wishes to include additional aspects, annexes may be attached to the template.

Guidance

- Every project must have a Partnership Agreement signed by all project partners – this also includes all sub-partners (see Fact Sheet 14 on Roles and Responsibilities in Project Partnerships).
- The Partnership Agreement is an internal project document and will therefore not be signed by the programme. Projects are however obligated to have a valid Partnership Agreement in place at all times.
- The Partnership Agreement must be completed and signed within six months after the project contract is issued and before the first claim for payment is submitted. It is however recommended to

¹ Interreg Regulation No. 2021/1059 Article 26(1(a))

make agreements on shared costs, the division of preparation costs and financial liabilities already as part of the application process.

- Changes in the partnership must be reflected in an amended Partnership Agreement or addendum. Please note that, as stated in article 14 in the template, modifications to the project (e.g. concerning activities, time schedule or budget) that have been approved by the programme authorities (in compliance with the rules set out in Fact Sheet 25 on project changes), can be carried out without amending the present agreement. Only in cases where (a) new partner(s) join(s) a project, the project is asked to submit an updated Partnership Agreement. In such a case, it is not necessary that all partners send in a new signature - only the additional partner(s).
- Partnership Agreements should indicate and explicitly explain how shared management costs will be calculated for all partners. The agreed method for how to calculate and report shared costs can only be changed if all partners agree to it and sign off an amended Partnership Agreement.
- In addition to the elements mentioned in the template, other important aspects might be added in an annex to the partnership agreement such as:
 - Detailed allocation of tasks, including contribution to the achievements of the set targets in the application form (activities, outputs and results)
 - Deadlines for internal reporting (taking into account requirements of different national systems)
 - Internal procedures and deadlines for requesting changes
 - Preparation cost division

Relevant legal advice may be necessary before finalising the agreement. Programme bodies cannot be held responsible for any financial loss incurred as a result of applying the template attached to this Fact Sheet.

The signed partnership agreement has to be in place and a copy should be uploaded to the Online Monitoring System, not later than six months after the signature of the project contract.

References

- Interreg Regulation No. 2021/1059 Articles 26.