

## AGREEMENT

### for the Provision of Travel Aid from the F2F Health Matters project to a Third-Party SME

This specific Agreement is concluded between the following contracting parties:

on the one part,

**[INSERT NAME OF CLUSTER]**

|                                  |  |
|----------------------------------|--|
| Name of the Legal Representative |  |
| Name of the contact person       |  |
| Country                          |  |
| Address                          |  |
| VAT N°.                          |  |

hereinafter referred to as "**the Cluster**"

**and**

on the other part,

**[INSERT NAME OF BENEFICIARY SME]:**

|                                  |  |
|----------------------------------|--|
| Name of the Legal Representative |  |
| Name of the contact person       |  |
| Email                            |  |
| Telephone                        |  |
| Country                          |  |
| Address                          |  |
| VAT N°.                          |  |
| IBAN                             |  |
| SWIFT                            |  |

hereinafter referred to as **“the Beneficiary”**.

The parties referred to above have agreed to this Agreement and the following annexes:

ANNEX 1: Programme of the F2F Health Matters international mission

ANNEX 2: Declaration of honour

ANNEX 3: SME Report on the Participation to the F2F Health Matters International Mission

under the terms and conditions presented below.

## **Article 1 Subject matter**

1.1. This Agreement is concluded in the context of the European project F2F Health Matters currently being implemented by a consortium of five cluster organisations: WAGRALIM, ASSOCIATION DU POLE DE COMPETIVITE VALORIAL, ASOCIACION CLUSTER ALIMENTARIO DE GALICIA, BIOECONOMY CLUSTER, and INOVCLUSTER ASOCIAÇÃO DO CLUSTER AGRO INDUSTRIAL DO CENTRO (“the Clusters of the F2F Health Matters consortium”).

It is drawn up in accordance with the relevant terms of the Grant Agreement NUMBER – 101035906 – F2F Health Matters, associated with document Ref. Ares (2021)4746119 - 23/07/2021, signed between the European Innovation Council and SMEs Executive Agency (EISMEA) (“the Grant Agreement”).

1.2. The Cluster of the F2F Health Matters consortium has decided to award a Travel Aid, under the terms and conditions set out in this Agreement and the Grant Agreement, for the action entitled “Participation in the F2F Health Matters international mission to [INSERT NAME OF COUNTRY]” as described in Annex 1.

1.3. By signing the Agreement, the beneficiary accepts the “Travel Aid” and agrees to implement the action in accordance with the terms and conditions of this Agreement, acting on its own responsibility.

## **Article 2 Aim of the Travel Aid**

The Travel Aid is granted to help cover the costs incurred by the beneficiary by participating in the F2F Health Matters international mission to [INSERT NAME OF COUNTRY], namely costs for travel, accommodation, and subsistence in the target country during the F2F Health Matters international mission.

### **Article 3 - Amount, form of grant, request for payments**

3.1. The financial contribution takes the form of Travel Aid, the payment of which will be the responsibility of the Cluster.

3.2. The Travel Aid consists of a maximum lump sum of EUR 2 000 to be paid to the beneficiary, depending on the real costs incurred by the SME.

3.3. The total amount of the F2F Health Matters Travel Aids shall not exceed in any circumstances the maximum amounts of EUR 2 000 per beneficiary and of EUR 60 000 summing up all beneficiaries for the total duration of the F2F Health Matters project.

3.4. The beneficiary must submit a report on the successful completion of the action, within 30 calendar days following the completion of the F2F Health Matters international mission.

3.5. The Cluster must make the Travel Aid payment up to EUR 2.000 to the beneficiary within 30 calendar days following the acceptance of the final report and the request for payment.

3.6. The Cluster must make the Travel Aid payments to the beneficiary's bank account (IBAN) indicated above - in Euros.

### **Article 4 Supporting documents and obligations**

4.1. The beneficiary commits to actively participate in the F2F Health Matters international mission, engaging in the programme activities, as well as to report on its participation, within the agreed timeframe.

4.2. The report from the participation to the F2F Health Matters international mission must be submitted by the beneficiary to the Cluster, no later than 30 calendar days after completion of the F2F Health Matters international mission. Its acceptance by the Cluster is a pre-requisite to receive the Travel Aid payment.

4.3. The beneficiary authorizes the Cluster and the Clusters of the F2F Health Matters consortium to monitor implementation and, if necessary, request additional documentation regarding the correct use of the Travel Aid.

4.4. The beneficiary will secure that any communication activity related to the action must acknowledge the EU funding through the F2F Health Matters project. It should display the EU logo and the following text: 'Funded by the European Union's COSME Programme - F2F Health Matters project'.

### **Article 5 Communication**

The beneficiary commits to immediately inform the Cluster of any events/reasons which are likely to significantly affect the implementation of the action/F2F Health Matters international mission/F2F Health Matters project (namely changes in the organisational data provided) and of any circumstances affecting compliance with requirements under this Agreement.

**ARTICLE 6 – Entry into force of this Agreement**

This Agreement will enter into force immediately upon signatures by both parties.

SIGNATURES

*For the Cluster*  
*[function/forename/surname]*  
*[Signature]*

*[Date and Place]*

*For the Beneficiary*  
*[function/forename/surname]*  
*[Signature]*

*[Date and Place]*

In duplicate in English.

## ANNEX 1. Programme of the F2F Health Matters international mission to [INSERT NAME OF COUNTRY]

[INSERT PROGRAMME]

## ANNEX 2. Declaration of Honour

I, the undersigned [INSERT NAME OF LEGAL REPRESENTATIVE OF THE SME], representing the organisation [INSERT NAME OF SME] declare the following:

- commitment to actively participate in the relevant F2F Health Matters activities and submit a standardised report on such participation
- being eligible in accordance with the criteria set out in the F2F Health Matters website - and having legal capacity to carry out the Agreement with F2F Health Matters, and in particular,
  - being a Small and Medium-Sized Enterprise (SME) according to the definition of the EU recommendation 2003/3613.
  - being a member, or in the process of becoming a member of one of the clusters of the F2F Health Matters consortium
  - not having received other European Union funding to carry out the action and commitment to declare immediately to the Cluster any other such European Union funding it would receive until the end of the action for the same purpose.

I acknowledge that untruthful/false declarations, may result in administrative sanctions and the request for refunding unduly received contribution charged with the interests.

Name and position of SME representative

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*Signature*

Place and date

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## ANNEX 3. SME Report on the Participation to the F2F Health Matters International Mission

|                              |  |
|------------------------------|--|
| <b>International mission</b> |  |
| <b>Date (from - to)</b>      |  |

|                     |  |
|---------------------|--|
| <b>Name of SME</b>  |  |
| Contact person      |  |
| Position in the SME |  |
| Email               |  |
| Phone               |  |

### Participants to the mission

Please indicate the persons from your organisation participating to the mission. Add rows if needed.

| # | Name of participant | Position in SME |
|---|---------------------|-----------------|
| 1 |                     |                 |
| 2 |                     |                 |
| 3 |                     |                 |

### Mission results

Please indicate:

|   |  |
|---|--|
| Number of meetings your SME held during the mission   |  |
| Number of cooperation agreements your SME has initiated or plans to establish with mission country organisations. |  |
| Number of business agreements initiated or planned with organisations in the mission country                      |  |
| Number of business agreements initiated or planned with organisations from other countries                        |  |

Please describe briefly:

|   |
|---|
| <b>The type of organisations met during the mission (food manufacturers, retailers, providers, trade associations, public agencies, etc.)</b> |
|   |

**The objectives of the cooperation agreements initiated and/or collaborative project ideas that have emerged from your participation to the international mission**

|  |
|--|
|  |
|--|

**The countries of the organisations you have established contact with beyond those from the mission country.**

|  |
|--|
|  |
|--|

## Relevance of the mission to the SME objectives

Please score each option from 1 to 5 where 1 means 'not relevant' and 5 means 'completely relevant'

|  |  |
|--|--|
| Knowledge of new markets   |  |
| Knowledge of market entering barriers  |  |
| Development of new business activities   |  |
| Signature of cooperation agreements  |  |
| Development of new project ideas   |  |
| International visibility of your SME   |  |
| Overall extent to which the participation in the mission contributed to facilitate the internationalisation objectives of your SME |  |

## Quality of the mission

Please score each option from 1 to 5 where 1 means 'very bad' and 5 means 'excellent'

|  |  |
|--|--|
| Overall organisation of the mission                                |  |
| Overall programme  |  |
| Information provided by the organisers before going to the mission |  |
| Support provided by the organisers during the mission              |  |



*We would very much appreciate your suggestions to improve future international missions. Thank you for your input!*

Name and position of SME representative

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**Signature**