

CASCADE participation agreement

A CASCADE Participation Agreement is hereby concluded between:

*EUROCITIES ASBL, (EUROCITIES),
1, Square de Meeus
B-1000 Brussels
Belgium*

and

*City of TIMISOARA,
1, Constantin Diaconovici Loga Boulevard
Timișoara, Timiș County, 300030
Romania*

represented by
Paul Bevan, Secretary General

represented by
Nicolae ROBU, Mayor of Timișoara
Municipality

in order to participate in activities in the context of the implementation of the second phase of CASCADE exchanges, as stipulated in the agreement concluded between EUROCITIES and the European Commission for the CASCADE project (Contract number: IEE/10/217/SI2.592431).

The parties have agreed as follows:

1. Conditions and duration

This agreement sets out the activities, reporting and financial procedures covering the participation of the City of TIMISOARA in the second phase of the CASCADE project. Its validity period spans from the 15th of November 2012 to the 31st of May 2014 (end date of the CASCADE project).

2. Activities

The City of TIMISOARA commits to undertake the following activities:

- Check and approve the city profile drafted by the CASCADE consortium, to be published on the CASCADE website.
- Participating in a STUDY VISIT.
- Send a brief feedback report on the activity the city has participated in.
- The city may also be involved in a more in-depth evaluation of the project.
- The city provides a claim/financial report for the activities the city participated in (see annex 1)

3. Indicative planning of activities

The city profile needs to be checked and approved by the end of January 2013.

The City of TIMISOARA is to participate in a STUDY VISIT hosted by the City of MANNHEIM in SEPTEMBER 2013 (week of the 16TH September still to be confirmed). Subsequently, the municipality's representatives are to deliver a 1 page report in English on the lessons learnt from the host city within the month following the STUDY VISIT.

4. Participants

In the STUDY VISIT, the City of TIMISOARA shall be represented by:

- _____
- _____

5. Financial contribution

The City of TIMISOARA is entitled to receive up to 2000 EUR in real cost reimbursements for the following types of expenses incurred as a result of its participation: travel, accommodation and subsistence costs.

Rules for travel expenses:

- Travel covers economy/2nd class flights, train rides, car journeys, inter-city bus trips and taxis.
- Maximum costs for return journey: 500 EUR per person. Higher costs will have to be justified.
- Any insurance cost is not eligible: please deduct them from the actual cost.

Rules for accommodation expenses:

- Eligible accommodation costs are the room rate, internet services and the city charges.
- Each country has a maximum accommodation rate up to which expenses can be reimbursed (detailed in annex 2).

Rules for subsistence expenses:

- Subsistence covers any meals (breakfasts, lunches, dinners) taken during the visit duration or while travelling to the destination of the visit.
- Maximum costs for dinner: 40 EUR per person.
- Maximum costs for lunch: 20 EUR per person.
- All catering provided either by the organiser or by the hotel (breakfasts) should not be included.

Exchange rate

Costs reports for expenses in currencies other than EUR will be reimbursed in EUR according to the official rate of the European Commission. Please use the EC official website:

<http://ec.europa.eu/budget/inforeuro/index.cfm>. If the invoice date is different from the date of payment, the exchange rate to be applied is the one referring to the payment date.

6. Payments

Reimbursements are subject to the filing of a reimbursement claim form (available in annex 2) accompanied by supporting evidence (certified copies of the invoices), to be sent to the EUROCITIES office by email (scanned) within two months after the activity took place. Each expense must be demonstrated by proof (translated in English) which shows that the expense has actually been incurred by the city, such as:

- For travel: flight invoices and boarding passes, train and bus tickets (boarding passes are not mandatory)
- For accommodation: hotel invoices
- For subsistence: invoices and counter tickets for meals, local transport tickets, taxi invoices

Payments shall be made to the city's bank account denominated in EUR as indicated below:

- Name of the bank:
- Address of the bank:
- Bank account holder:
- Bank account number:
- SWIFT code:
- IBAN code:

Payment is subject to the submission of a complete reimbursement claim and to the approval of the feedback report.

Signatures:

For the City of TIMISOARA:	For EUROCITIES:
December, 2012 SIGNATURE/STAMP	Brussels, SIGNATURE/STAMP
Nicolae ROBU, Mayor of Timișoara Timișoara Municipality	Paul Bevan, Secretary General EUROCITIES

