



Result 2a

EROVET Together

INTERNATIONALIZATION

PARTNERS OF THE EROVET PROJECT




It provides a framework for **joint innovative projects among partners**. It is the base for training centers to involve students in the creation and development of real and sustainable projects related to the curriculum on an international footprint. EROVET Together provides a protocol (steps to follow) and documents to (templates) that will facilitate the development, the prototyping for such work, as well as the evaluation of the projects. To create a clear and easy development it is necessary to establish a **protocol** with the steps we will follow to proceed with the collaboration projects:



First, partners evolve a **networking** communication that is based on exchanging ideas and information with both teachers and students with shared interests, these relationships are developed for mutual benefit, which is to develop a collaborative project. In simple words, we pretend to make contacts through a process

that is two-way by students from different countries. Once we have shared our ideas, we create **teams** according to similar interests, which will be coordinated by an assigned mentor. Then, to regulate the relationship of collaborators working on a project together, a **collaboration agreement** template was created:

EROVET+
Filling the skills gap of European VET learners

Co-funded by the
Erasmus+ Programme
of the European Union 

TECHNICAL COLLABORATION AND CONFIDENTIALITY AGREEMENT

City, Date

BY AND BETWEEN

As party of the first part, *Center from City with NIF NIF and located location*, represented by the School Principal, *school principal with ID card number ID Card number*.

Also present, the teacher *teacher in charge* from Department of *Department* of *Center* from *City*.

As party of the second part, *Center, company or institution from City with NIF NIF and located location*, represented by the School Principal /Company representative, *school principal or company representative with ID card number ID Card number*.

Also present, the teacher *teacher in charge* from Department of *Department* of *Center* from *City*.

All parties acknowledge mutual legal capacity to contract and be bound to.

COVENANTS

A) Both parts are interested in receiving technical assistance for the development of the project: *Name of the project*

B) The School has enough capacity to be able to carry out the project by means of its staff.

C) Both parts wish to formalize relations related with section A), according to the following terms and conditions

TERMS AND CONDITIONS

First. Aim:
This agreement aims at detailing the conditions between both parts.

Second. Staff:
In order to carry out the project, both parts will proceed to set up a work team formed by the following staff members:

First part	Second part
Mentor: <i>Teacher in charge:</i>	Mentor: <i>Teacher in charge:</i>
Collaborators: <i>Collaborator 1</i>	Collaborators: <i>Collaborator 1</i>
<i>Collaborator 2</i>	<i>Collaborator 2</i>
<i>Collaborator 3</i>	<i>Collaborator 3</i>

This team will be supported by other staff members from the institution whenever required.

Third. Equipment and Materials:
All equipment and materials for the development of the project will be covered by both parts, including possible shipment of materials.

Fourth. Duration:
The expected period for the consulting, technical assistance and training will be *months of duration* months, counting from the date of the signature of this contract. This deadline might be extended up to a maximum of *months of possible extended period* months by mutual agreement, in case the undertaken task may not have provided the expected outcome and both parties consider it appropriate.

Version 1.0

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Fifth. Issuance of reports

Both persons in charge of the project will inform the other part about the progress of the tasks being developed.

On completion of the project all participants of this collaboration agreement will issue a final report with the conclusions gathered.

Sixth. Confidentiality

Each of the parties guarantees not to disseminate, under any circumstance, any scientific or technical information to which they may have had access for the development of the project and which belongs to the other party, to the extent that such information is not in the public domain.

Results, reports as well as final outcomes shall remain confidential during the execution of the project. Should one of the parties have the need to make use of the partial or final result, they will have to request a signed permission from the other party.

Both educational institutions commit not to disclose to third parties the fact of being performing the services of the development and manufacturing of the project of *Project name* for the company.

Seventh: Liability resulting from breaching the confidentiality

In the event that the School or any of its managers, staff and/or legal representatives breaches the commitment of confidentiality undertaken under this agreement, they will assume responsibility for damage caused by such infringement.

Eighth: Jurisdiction

Parties are committed to amicably resolve any kind of disagreement that may arise during the development of this contract.

Arbitration award and probate will be carried out in the city of both centers.

As evidence of consent and acceptance, we sign this agreement in duplicate on the date and place stated below.

City, Date

On behalf of *first part name*

On behalf of *second part name*

Mr/Ms *principal*

Mr/Ms *principal or company representative*

Principal

Principal / Company representative

Mr/Ms *teacher in charge*

Mr/Ms *teacher in charge (if applicable)*



Teacher in charge of the project

Teacher in charge of the project *(if applicable)*

It is in this collaboration agreement where parties regulate some issues arising from the collaborative

project: students, mentors, kind of project, provisions, infrastructure, duration, monitoring, confidentiality and responsibility derived from the noncompliance of the confidentiality requirements.

Once the collaboration agreement is signed by both parties, they follow a **5 phases plan**: Empathizing, Defining, Devising, Prototyping and Training. It is meaningful to **hold a meeting** once each phase is completed as it is a good way to have a good monitoring of the project. To **monitor** the project, both parts will follow a Project monitoring sheet:

 <small>Filling the skills gap of European VET learners</small>	PROJECT MONITORING SHEET	 <small>Co-funded by the Erasmus+ Programme of the European Union</small>
PROJECT AND DEVELOPING GROUP INFORMATION		
Follow-up interview Number		
First part representative:		
First part:		
Contact e-mail:		
Contact phone number:		
Second part representative:		
Second part:		
Contact e-mail:		
Contact phone number:		
FOLLOW-UP INTERVIEW		
Development phase of the project		
Aim of the meeting		
Issues discussed		
Agreements	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
Next meeting date:		

This sheet contains the main information derived from the meetings: team members, development phase of the project, meeting aims and objectives, agreements and when the parties are going to hold a meeting again.

To develop these initiative, involved parts use four main channels for communication:

- Constant communication by **email** has been done through mails with a variety of purposes
- **Online meetings** for the follow up of the project.
- **Trello** has proved to be a very good management tool and also a communication tool. It has allowed the group to get an overview of the project, the tasks to be done, the state of development of each task and the finalized tasks.
- **EROVET Innovation platform**, in the initial phase of this plan, centers and institutions can find collaboration on it as the platform is meant to find mentorship, financial support or practical support to improve or develop the projects.