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## Agreement on mutual rights and responsibilities

between:

Institute of Human Rights and non-formal Education (hereinafter: Organizer) from  
Tirana, Republic of Albania, Str. Don Bosko, VAT ID L92410451M, represented by Mr. Ervin  
Kurti, Executive Director,

and

..... (hereinafter User), from, Republic of Albania, street ....., ID /  
personal number .....

as follows:

### Article 1.

The organizer has selected the above-indicated User through a competitive process of selection based on previously defined selection criteria, to be one of the participants who will participate in the education program/process under the “Sharing Design Your Job” project. The user will get a scholarship of 1229€ from the project budget that will bear all the costs invoked by the User (accommodation, food, working materials, creation and maintenance of the project web page, creation of training manual, travel, and experts costs). In this scholarship, Users' and Organization's roles and responsibilities are defined by this agreement.

### Article 2.

The Organizer will, upon the end of education, deliver to the User all written and electronic certificates and confirmation of completion of education with the description of obtained knowledge and skills.

### Article 3.

Obligations on behalf of the User to be fulfilled are the following:

- take an active part in training;
- actively contribute to the development and realization of the project/program;
- realize all tasks defined by the trainer and project team on time;
- to be a project promoter in its local community;
- actively give feedback to the project team and its trainers;
- actively participate in other project events, especially the final conference, evaluation,



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and dissemination.

#### Article 4.

The User of education will, upon completing the educational program, apply all obtained knowledge in order to fulfill all requirements defined in the selection criteria as part of a public announcement and call for participants. The trainer will define concrete tasks and deadlines after the training course (TC).

Users should expect to have 1-2 homework per month after the TC. Except that the User is obligated to conduct multiplier workshops for 5 -15 other young people. These workshops/education process and working conditions will be organized and prepared by the Organizer and User just need to follow the prepared education program and deliver 12 to 18 hours (depending on the education program topic) of education.

In case the Organizer does not provide to the User working conditions defined in Article 4, in the period of 10 months from the day of selection, the defined obligations of User in Article 4 will cease to exist and will be suspended.

In case of this above-written statement in Paragraph 3, the Organizer does not have the right to ask for reimbursement of any amount invested in the education of the User.

The User's obligations are defined in Paragraph 2 of this Article and need to be realized over the 10-month period between January and September 2023, or latest till the end of 2023.

#### Article 5.

Intellectual property rights and licenses for all materials and resources used in education, distributed to the Users will remain in ownership only of the Organizer. The User cannot distribute mentioned materials and resources to the third parties without consultancies and previous approval of the Organizer.

All equipment, resources, and materials for education, used by the User during the education need to be returned to the Organizer upon completion of the education in the period defined and specified by the Organizer.

In case of derogation from this obligation, the Organizer can terminate this Agreement with the User and abort further the User's involvement in the program of education. In this case, User is obligated to compensate for all incurred costs/expenses.

#### Article 6.

In case the User does not fulfill the obligations defined by this document he/she is requested to return all resources and funds invested in his/her education. In that case,



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the Organizer will create a price list based on lump sum categories/calculations used by Erasmus+ program and send it to the User for reimbursement.

#### Article 7.

User is obligated to participate on at least 80% of training activities, or other project events/activities and to deliver at least 80% of tasks that trainers have appointed to the User. In case of Forced Majeure User is entitled to inform project Manager about situation and give evidences of his case. User is also obligated to deliver its tasks on time. Organizer may allow deviation of 48h after which Organizer can issue an official warning send by e-mail to User and timeframe for correction. If the User does not deliver his obligation after a time frame indicated in warring or this situation occurs more than 2 times, organizers have the right to issue a 5% to 30% penalty of the whole scholarship amount.

#### Article 8.

This Agreement is made of 3 (three) copies, 2 (two) for the Organizer and 1 (one) for the User.

In Tirana, 06.07.2022.

For Organizer

For User

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Ervin Kurti  
Executive director

Institute of Human Rights  
and non-formal Education