



Transnational cooperation project “Sustainable entrepreneurship in countryside” cooperation agreement

COOPERATION AGREEMENT FOR THE TRANSNATIONAL LEADER PROJECT

“Sustainable entrepreneurship in countryside”

The undersigned, representing the Local Action Group (LAG) partners, agree on the following:

Article 1 Aim of the

1.1 The aim of the present Agreement is the organization of a partnership in order to realize the « Sustainable entrepreneurship in countryside » project, in accordance to the following annex:
Annex 1: Description sheet of the project with planned activities and budget

1.2 The mentioned annex here above are integrated part of the present agreement.

Article 2 Duration of the Agreement

2.1 The present Agreement shall only have effect after notification by the respective National Managing Authorities of the order giving grants for the project. It will terminate upon information given by the project lead partner of the acceptance of the final report by the respective National Managing Authorities and of the liquidation of the last statement of claim.

2.2 The duration of the agreement is from June 2016 up to February, 2019 (33 months). During this period 6 (3 in Estonia, 1 interregional in Finland and 2 in Latvia) LEADER international co-operation projects will be submitted by and implemented, which form together one international co-operation project with joint activities.

2.3 Partners of Latvia (**Liepaja District Partnership NGO** and **Rural Partnership “Lielupe”**) will join to project when the Regulations of the Cabinet of Ministers of Latvia for LEADER International Cooperation is approved (expected in the beginning of 2017) and their cooperation will mainly be implemented with Estonian partners.

Article 3 Place of the project activities

3.1 All project activities will be implemented in **Development Centre** (Leading partner) **Green Riverland Partnership, East Harju Partnership** area in Estonia; **Sepra, Pirkan Helmi** and **Linnaseutu** areas in Finland and **Lielupe, Liepaja** areas in Latvia.

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Article 4

Obligations and responsibilities

4.1 The undersigned, representing the LAG partners, hereby undertake to implement the cooperation project defined in the Annex and also certify the veracity of the information contained therein.

4.2 The Lead Partner LAG performs the following functions:

- leading and coordination of the project,
- financial coordination of the project : gathering information on funding requests submitted by each LAG partner;
- coordination and follow-up of the project : leading and monitoring the implementation of the project and the tasks of each partner. Tracking the financial aspects of the implementation of the project, organizing exchanges between partners, preparing progress reports of the cooperation project;
- verification of compliance with the commitments of each partner.

4.3 The role of each partner LAG:

All project partners will apply for international cooperation project in their respective LAG and all project partners will use the name of the project: “Sustainable entrepreneurship in countryside.”

In addition to submitting the application and partners’ active participation in the project, the LAG partner is also responsible for:

- the administrative and financial transactions it directs within the project;
- the establishment of project financing for the inherent part it is concerned;
- assisting the Lead partner LAG to the reporting activities by providing on time information requested;
- immediately informing the Lead partner LAG of any event likely to cause temporary or permanent discontinuing or any other deviation of the operation;
- the preservation of all records justifying the expenditure incurred and showing evidence of the nature of public co-funding;
- providing all necessary documents to a control or an audit by the competent authorities.

Article 5

Responsibility

5.1. Each LAG partner (including the Lead partner LAG) shall be liable to the other partners and shall indemnify and hold harmless such other partners for and against any liabilities, damages and costs resulting from the non-compliance of its duties and obligations as set forth in this agreement and its annexes.

5.2. No party shall be held liable for not complying with obligations ensuing from this agreement in case of force majeure. In such a case, the partner involved must announce this immediately in writing to the other partners of the operation.



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Article 6 Working languages

6.1 The working languages of the partnership shall be English. Any official internal document of the operation shall be made available in the English language.

Article 7 Applicable law, translation languages

7.1 Any dispute between the parties arising from the interpretation or application of provisions of the Agreement and which can not be settled amicably shall be brought before the courts of the country where the Lead Partner LAG is located.

7.2 In the event of translation of this agreement and its annexes, the English version shall prevail.

Article 8 Inclusion of new partners

8.1 Leader or other local action groups may be included by an amendment to this agreement should they express the wish and all participating LAGs agree to the expansion of the partnership and modification of the budget.

Article 9 Amendment of the agreement

9.1 This agreement shall only be amended in writing by means of an amendment to that effect signed by all parties involved.

Annexed to this agreement and thereof part of it, is the following document:
Annex 1 : project description and budget sheet.



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SIGNATURES

Partner 1 (LEAD Partner):

LAG DEVELOPMENT CENTRE NGO - ESTONIA

Registration code: 80015180

Name of representative (*project contact*): Heiki Vuntus

Position: Executive manager

Name of the official representative (*signature*): Alari Kirt

Position: Head of the Board

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Telephone: +372 56 485 208

E-mail: heiki@arenduskoda.ee

Date (5.02.2016):

Signature:

Alari Kirt , Head of the Board





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Partner 2:

Development Association Sepra NGO - FINLAND

Registration code: 1504937-6/175.407

Name of representative (*project contact*): Marjo Tolvanen

Name of the official representative (*signature*): Marjo Tolvanen

Position: Executive manager

Place (address, including country): Helsingintie 1A FIN-49460 Hamina
FINLAND

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E-mail: marjo.tolvanen@sepra.fi

Date (5.02.2016):

Signature:

Marjo Tolvanen, Executive manager



Sepra



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Partner 3:

Pirkan Helmi NGO - FINLAND

Registration code: 1707703-9/178.396

Name of representative (*project contact*): Eliisa Vesisenaho

Position: Rural Development Specialist

Name of the official representative (*signature*): Eliisa Vesisenaho

Position: Rural Development Specialist

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Telephone: +358 40 750 2242

E-mail: toimisto@pirkanhelmi.fi and eliisa.vesisenaho@pirkanhelmi.fi

Date (5.02.2016):

Signature:

Eliisa Vesisenaho, Rural Development Specialist



Pirkan Helmi



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Partner 4:

Linnaseutu NGO - FINLAND

Registration code: 1648008-8/108.928

Name of representative (*project contact*): Jussi Pakari

Position: Executive manager

Name of the official representative (*signature*): Jussi Pakari

Position: Executive manager

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FINLAND

Telephone: +358 414688 300

E-mail: toimisto@linnaseutu.fi

Date (5.02.2016):

Signature:

Jussi Pakari, Executive manager



Linnaseutu



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Partner 5:

LAG EAST-HARJU PARTNERSHIP NGO - ESTONIA

Registration code: 8027830

Name of representative (*project contact*): Tiina Sergo

Position: Executive manager

Name of the official representative (*signature*): Merle Pussak

Position: Head of the Board

Place (address, including country): Tallinna mnt 24, Aruküla, Harjumaa
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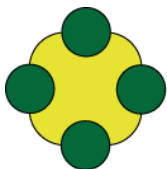
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Date (5.02.2016):

Signature:

Merle Pussak, Head of the Board



IDA-HARJU
KOOSTÖÖKODA



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Partner 6:

Green Riverland Partnership NGO - ESTONIA

Registration code: 80235484

Name of representative (*project contact*): Aino Viinapuu

Position: Member of the Board

Name of the official representative (*signature*): Aino Viinapuu

Position: Board member

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E-mail: aino@joemaa.ee

Date (5.02.2016):

Signature:

Aino Viinapuu, Board member





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Partner 7

Rural Partnership "Lielupe" - LATVIA

Registration code: 40008089164

Name of representative (*project contact*): Sanda Lakutijevska

Position: Member of the Council

Name of the official representative (signature): Līga Švānberga

Position: Head of the Board

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E-mail: sanda.lakutijevska@jelgavasnovads.lv

Date (5.02.2016):

Signature:

Līga Švānberga, Head of the Board





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Partner 8:

Liepāja District Partnership NGO - LATVIA

Registration code: 40008106318

Name of representative (*project contact*): Vilis Brūveris

Position: Member of the Board

Name of the official representative (*signature*): Vilis Brūveris

Position: Member of the Board

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E-mail: vilis.bruveris@gmail.com

Date (5.02.2016):

Signature:

Vilis Brūveris, Board member



Description of the transnational cooperation project “Sustainable entrepreneurship in countryside”

1. Aims and target groups of the project

1.1. The aims of the project are:

To support the sustainability of rural micro enterprises through transnational cooperation:

1.1.1 Develop a transnational rural/periurban products/services joint offer and joint marketing to this offer (using innovative technology and from people to people, mouth to mouth);

1.1.2 Encourage young people and younger generation of the project target enterprises to stay in rural areas and become economically sustainable.

1.2. Target group of the projects is local stakeholders in different regions, including:

- Rural/periurban NGO-s, who are offering or planning to offer local products or services;
- Rural/periurban local food entrepreneurs (local food raw materials and processed products);
- sustainable family based rural/periurban tourism entrepreneurs and NGOs;
- rural/periurban handicraft entrepreneurs and NGO-s;
- farm – or village shops with local products and linked services (cafe etc);

2. Project activities.

2.1 Each project partner will compose and submit project on behalf of their respective LAGs and following the rules and guidelines set by their respective RDPs and managing authorities, adding activities taking place in their respective LAG’s area that help to ensure achieving the goals of the cooperation project.

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2.2. Joint activities and benefiting parties of the project are:

Activity and time	Participants numbers and outputs
<p>Time : June of 2016</p> <p>Project management committee - starting meeting in Finland</p>	<p>Participants: 16 (8 x 2 representatives of participating LAGs)</p> <p>Output: Review of the activities plan and detailed time schedule for the first year.</p>
<p>Time : August of 2016</p> <p>Opening event of the project in Estonia 3 days (include 1 day study trip to local entrepreneurs and opening seminar)</p>	<p>Participants: 60 - 80 (8 partners – each partner will have max 10 representatives, including entrepreneurs).</p> <p>Output: Project activities are explained to all benefiting parties, including entrepreneurs.</p>
<p>Time : 2016-2017 (project’s first and second year)</p> <p>Transnational exchange of rural entrepreneurs Finding the entrepreneurs by autumn 2016 in three countries – filling in the applications (required knowledge of English language, willingness to provide accommodation for foreign partners/persons meaning 1 adult/entrepreneurs and 1 youngster).</p> <p>Entrepreneurs are encouraged to take with them to exchange one young person (aged 16 - 30) from their family or local community, who is interested in continuing the family business or starting own local company.</p> <p>Leading LAG will gather all applications; together with partnering LAG-s. Leading LAG is responsible for forming suitable “entrepreneur pairs.” The entrepreneurs exchange will be determined at the end 2016 or in the beginning of 2017. Detailed exchange time will be decided by participants (the pair) themselves.</p> <p>Paired entrepreneurs both get to spend 3-7 days in other country.</p> <ul style="list-style-type: none"> → the exchange will hopefully be the beginning of new cooperation; → an “exchange diary” or photo-updates will be made in participants mother tongue, overview of that information will be translated later into English to offer wider public and all participating LAGs an 	<p>Participants: 80-88 (every participating LAG can send 10-11 entrepreneurs and 10-11 young all together the number of participants 80-88 entrepreneurs and 80-88 young person).</p> <p>Output: entrepreneurs are familiar with another country (and another market). Entrepreneurs have new cooperation partners and communication skills have improved. Exchange stories (in the form of exchange diaries) and photos are available - possibility for others to learn from the experience.</p> <p>3 seminars, each has at least 30 participants (1 seminar for each participating country, targeted to local entrepreneurs and NGO-s who might be interested in forming similar partnerships). Sharing information about the exchange.</p>

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<p>overview of the results.</p> <p>Open seminars in each country – experience exchange, feedback and information etc.</p>	
<p>Time: beginning of 2017 Project management committee meeting – 2 days, at the beginning of the project second year in Latvia</p>	<p>Participants: 16 (8 x 2 representatives) Feedback from entrepreneurs taking part in the exchange, deciding workshops, cooperation seminars and study-tour dates. Working on and deciding joint marketing plan.</p>
<p>Time: 2016-2018 Joint region to region marketing materials</p> <p>Marketing sustainable rural tourism of every participating LAG region together with local food and other linked products-services (hobby theatres, farm and village shops-cafe-s, handicraft products-services, open farm visits possibilities etc.) on LAGs’ websites and the link in Facebook (short information about participant LAG regions (in tourism matter) and participants service offers with links to their homepages)</p> <p>Short transnational written material (form to be decided 2016)</p>	<p>Output: Electronic transnational marketing material linked with participating regions and entrepreneurs/NGO-s Content: information about participant LAG-s and target participants products-services</p> <p>Written transnational marketing material with same content as mentioned above.</p>
<p>Time: 2018 Study trips Finland – goes to Estonia 4-5 days Latvia – goes to Estonia 4-5 days and to Finland (together with Estonian group) 4-5 days Estonia – goes to Latvia 4-5 days and to Finland 4-5 days</p>	<p>Participants: max 30 people per country in one study trip. Target groups for these study tours are meant for new entrepreneurs and NGOs who have gotten interested during the project of similar cooperation. Study trips will focus on business climate and experiences of local entrepreneurs. Each study trip aims to create new contacts between entrepreneurs and information about cooperation possibilities is included in every study trip.</p> <p>Output: written report about each trip, describing learning experience.</p>
<p>Time: January 2019 Final event – 3 days in Estonia include site visits and seminar where the results of the project will be presented. The seminar will be a multimedia event.</p>	<p>Participants: 80 (8 partners – each partner will have 10 representatives, including entrepreneurs).</p> <p>Output: project experiences are analysed and introduced to the wider public.</p>
<p>Time: January-February 2019 in Estonia Project management meeting in – analysis of the project results and planning following cooperation activities.</p>	<p>Participants: 16 (8 x 2 representatives of the partnering LAGs)</p>

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3. Activities of the project partners:

In addition to agreed joined activities in the project, project partners will carry out activities in their own country/LAG which help to achieve the results of the cooperation project:

3.1 ESTONIA

Activity	LAG responsible
Inspiration seminars for entrepreneurs 2016-2017 6 inspiration seminars	2 inspiration seminars - LAG Development Centre 2 inspiration seminars - LAG East-Harju Partnership 2 inspiration seminars - LAG Green Riverland Partnership
Design of service for entrepreneurs. In cooperation with art design students and design specialist entrepreneurs will get possibility to have new design for their service / product / company.	LAG Development Centre

3.2 LATVIA

Activity	LAG responsible
Seminars for rural youth about development of rural entrepreneurship and the generation of new ideas.	Rural partnership of Lielupe
CLLD Strategy implementation, monitoring and evaluation.	
Several seminars per year for local entrepreneurs (including home producers, craftsmen, tourism service providers, associations) about possibilities of Leader funding.	
Participation in Jelgava and Ozolnieki local festivals.	
Training seminar organization (on request)	

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<p>"Leader projects contribution of the local products and territory development in Jelgava and Ozolnieki counties" Target groups might be existing and potential local entrepreneurs, associations and local municipalities representatives. The workshop is offered both Latvian and EU Local Action Groups.</p>	
<p>Seminars for rural entrepreneurs about possibilities of LEADER and other programmes.</p>	<p>LAG Liepaja District Partnership</p>
<p>Development of direct distribution chains for local products / services</p>	
<p>Festivals of local products / services</p>	
<p>"Open doors" in implemented LEADER projects promoting local products / services</p>	

3.3 FINLAND

Activity	LAG responsible
<p>Inspiration seminars for local entrepreneurs,</p>	<p>Pirkan-Helmi LAG Linnaseutu LAG Leader SEPRALAG</p>
<p>A study trip in Finland to a region outside our regions and a creation and support of thematic rural entrepreneurs' networks.</p>	<p>Pirkan-Helmi LAG Linnaseutu LAG Leader SEPRALAG</p>

3.4 PLANNED BUDGET OF THE PROJECT

Name of the LAG	Planned maximum budget in the project (EUR)
LAG Development Centre (Lead partner)	100 000 EUR
LAG East-Harju Partnership	40 000 EUR
LAG Green Riverland Partnership	40 000 EUR
LAG Pirkan Helmi NGO	80 000 EUR
LAG Linnaseutu NGO	80 000 EUR
LAG Development Association Sepra NGO	80 000 EUR
LAG Rural Partnership “Lielupe”	45 000 EUR
LAG Liepaja District Partnership NGO	45 000 EUR
Planned project budget	510 000 EUR

4. Expected results and impact of the international cooperation project

Target organizations participating in the project have improved their sustainability and competitiveness through international experience, new skills and contemporary promotion materials;

4.1 Expected results of the international cooperation project

Direct general results of the international cooperation project are:

- at least 20 new cooperation ideas (cooperation between entrepreneurs and/or NGOs) are described;
- mapping of small entrepreneurs (target group of this project) has been done in the area of 8 LAGs (partners of this international cooperation project). Information of the small entrepreneurs has been translated into English and is available in partnering countries which results in better cooperation in the future;
- at least 60 entrepreneurs have knowledge and motivation for export and/or future cooperation as a direct result of the exchange and/or study visits to other countries;
- at least 10 young people have obtained courage for entrepreneurship in the countryside and are participating actively in local network(s). The reputation of rural entrepreneurship has improved among youth thanks to the international experience;
- plans for future cooperation(projects) have been developed and described in the final report.

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4.2 General impacts of the project

- Young people and next generation are involved in rural micro enterprises and motivated by international experience and new possibilities;
- Better and more visible promotion of local food and local handicraft use in all possible aspects: everyday consuming, using in services and events, using in promotion and marketing of involved LEADER areas etc.;
- Better local and international cooperation between all organizations and people involved in the project (entrepreneurs, NGO-s), including 8 involved LEADER LAG-s. Through successful cooperation new sustainable promotion services are created, which have better quality and help to improve sustainability of local rural entrepreneurs and NGOs.

4.3 Detailed indicators based on the LAG’s strategy will be defined in the project written by each partnering LAG.

5. Financing of the project

5.1. The international LEADER cooperation project „ **Sustainable entrepreneurship in countryside**” consists from 8 independent international LEADER cooperation projects (3 in Estonia, 3 in Finland and 2 in Latvia).

5.2. All partnering LAGs in the project will cover their own travel and accommodation costs for the joint actions and project managing committee meetings (everyone will have their own budget).

5.3 During the exchange period the hosting LAG will ensure that the costs (*accommodation, local transportation and food*) of the arriving entrepreneur will be covered (*and will also include the costs in their project budget if necessary*).

5.4 Costs for organizing joint actions will be covered by the partner who is organizing the action or according the signed agreement between project partners.

Costs for organising: rent of the room, translation etc.

When shown in the budget, each partnering LAG will cover the transportation to the event location, food and/or accommodation of the participants from their LAG area.

Costs for the invited guests (not related to any LAG - representatives of ministries/managing authorities, journalists etc.) will be covered by the LAG who is organising the event.

Registration sheets of the events will show from which LAG the participant is from.

The local actor will cover all costs related to local actions.

6. Project management

6.1. Project „ **For sustainable entrepreneurship in countryside**” will be managed by project managing committee, formed by 2 members from each participating LAG. In total the committee has 16 members. Managing committee will gather 3 times during the project, 1 meeting in Estonia, 1 in Finland and 1 in Latvia.