ISTITUTO STATALE D'ISTRUZIONE SECONDARIA SUPERIORE
GIOVANNI FALCONE

Ministero dell'Istruzione, dell'Università e della Ricerca

ISISS "G. FALCONE" Barrafranca (En) Erasmus+ ACCREDITATION 2021 - 2027

eTwinning SCHOOL 2024-2025

INAPP ISTITUTO NAZIONALE PER L'ANALISI DELLE POLITICHE PUBBLICHE

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PROGRAMMA ERASMUS+ KA120-VET - Erasmus Accreditation in vocational education and training
PROGETTO CODICE 2023-1-IT01-KA121-VET-000133536

AGREEMENT FOR THE ORGANISATION OF INTERNSHIP ACTIVITIES IN IRELAND UNDER THE ERASMUS+ VET PROJECT CODE 2023-1-IT01-KA121-VET-000133536

Between

I.S.I.S.S. "G. FALCONE", located in Barrafranca (EN), Via Pio La Torre, No. 11, Tel. +39 0934 468353, Italian Fiscal Code: 91003830865, hereinafter referred to as the "Sending Organisation", represented by the School Principal, Prof.ssa Maria Stella Gueli, born in Barrafranca (EN) on 03/10/1971, Fiscal Code: GLUMST71R43A676D, Mobile: +39 377 5499232,

And

International Consulting and Mobility Agency, located at Calle Madrid, 2 – 41001, Sevilla, VAT number ESB91302695, legally represented by Felipe Fernàndez, herein after "Supporting Organization". Cork – Ireland, Tel. +34 955352980, email: felipe@incoma.net; welcome@inter-mobility.eu , hereinafter referred to as the "Supporting Organisation".

Whereas the ISISS "Giovanni Falcone", as the Sending Organisation, is managing the Erasmus+ Project Code 2023-1-IT01-KA121-VET-000133536 within the framework of the Erasmus+ VET Programme - Mobility for Learners and Staff, in line with the Erasmus quality standards (inclusion and diversity, ecological sustainability and responsibility, digital education, active participation in the Erasmus institutions network), the parties hereby agree to cooperate in organising mobility experiences for learners, hereinafter referred to as "Participants", according to the needs and objectives defined in their individual Learning Agreements.

The parties therefore agree as follows:

Article 1: Purpose

The Sending Organisation (ISISS Giovanni Falcone) and the Supporting Organisation (INCOMA) agree to undertake actions aimed at the implementation of training and internship activities in Ireland under Erasmus+ Project Code 2023-1-IT01-KA121-VET-000133536.

This Agreement, which both parties declare to have read and approved, governs the relations between the parties, outlining their respective roles and rights in the implementation of the said Programme, in mutual interest and in pursuit of the objectives defined in the Erasmus Programme and relevant strategic documents.

Article 2: Duration

This Agreement shall enter into force on 01**/04/2024**, with the start of the first mobility period, and shall terminate on **20/04/2025**, upon completion of the mobilities foreseen by the Project.

Article 3: Obligations of the Sending Organisation

The Sending Organisation, as the project promoter, shall be responsible for the administration, management and monitoring of mobility activities in accordance with the Erasmus+ Programme rules. In particular, it undertakes to:

- Ensure payments related to the participants' programme as agreed;
- Maintain communication with the National Agency;
- Define the pedagogical contents of the mobilities, including objectives, duration, and hosting partners;
- Select participants and accompanying staff, ensuring quality selection and providing pre-departure training, including behavioural guidelines and the purpose of the mobility;
- Support participants in completing required forms and documentation;
- Prepare Learning Agreements and Europass Mobility Documents;
- Make all decisions directly affecting the content, quality, and outcomes of the activities;
- Draft activity reports;
- Guarantee quality project management;
- Coordinate, inform, and support students and staff throughout the project phases;
- Take all organisational measures necessary for the organisation, preparation and implementation of the training and internship activities covered by this Agreement in compliance with Erasmus Guidelines and Quality Standards;
- Monitor and evaluate the training and internship activities;
- Collect all necessary information to ensure participants' eligibility;
- Ensure participants are provided with insurance and support throughout the activities;
- Guarantee the availability of a contact person to assist, monitor and support participants before, during, and after the mobility.

Article 4: Obligations of the Supporting Organisation

The Supporting Organisation (INCOMA) undertakes to support the Sending Organisation in organising mobility activities under the Erasmus+ Programme in Spain in April 2025, for a total of **fourteen (14)** participants, each mobility lasting five weeks. Specifically, E.C.E. undertakes to:

- Undertake all actions necessary for preparation, implementation, and execution of the training and internship activities under Project Code 2023-1-IT01-KA121-VET-000133536, in accordance with the agreements with the Sending Organisation;
- Assist the beneficiary organisation in practical aspects of implementation, excluding core activities;

- Collaborate in identifying suitable host organisations, in line with participant profiles and training plans;
- Organise a pre-internship meeting between participants and host company tutor to become acquainted with the host organisation and plan work objectives;
- Facilitate the integration and stay of interns in the workplace;
- Act as liaison between the Sending Organisation and host companies;
- Support the Sending Organisation's tutor in monitoring activities under the Learning Training Project;
- Ensure host organisations comply with local health and safety regulations;
- Provide regular monitoring, guidance, and support to participants;
- Offer practical and logistical support throughout the mobility, including:
    - Pre-departure orientation on Irish culture, lifestyle, and services;
    - Transfer from Seville Airport (or another agreed location) to accommodation and return;
    - Full-board accommodation with selected residence;
    - Preparation for interviews with host organisations;
    - Organisation of transport from accommodation to internship locations if not easily accessible;
    - 24/7 emergency assistance;
    - Mediation, if needed, between participants and residence/companies.

Article 5: Obligations of the Participant

The participant agrees to:

- Comply with all applicable rules, laws, agreements, and conditions in the host country and organisation. In case of non-compliance, the host organisation reserves the right to terminate the internship with written notice to all contracting parties;
- Notify the Sending Organisation promptly if they withdraw from the Learning Training Agreement or if the mobility is interrupted;
- Authorise the Sending, Supporting, and Host Organisations to process personal data, including for issuing the Europass certificate, in accordance with EU data protection regulations;
- Authorise public use and online dissemination of documents relating to the mobility experience.

Article 6: Description of Tasks

The participant shall carry out tasks as defined in the Learning Training Programme, based on the type of activity, duties, and roles agreed upon by the parties.

Article 7: Financial Contribution

The financial contribution allocated to the Supporting Organisation for all participants is **€ 17.362,00,** covering the following:

- Airport/Sevilla city reception;
- Full-board accommodation;
- Preparation for professional interviews;
- Experience supervision;
- Mediation between educational and company tutors;
- Organisation of cultural activities and local visits (upon request and at the participant's expense).

Article 8: Assistance & Emergency

Excluded costs:

- Visa fees;
- International flights;
- Adequate travel insurance (covering medical expenses, liability, and repatriation);
- Authorisations, permits, licenses, declarations, subscriptions required in the country of origin or Spain;
- Financial support or assistance;
- Professional clothing;
- Electronic devices;
- Any supplement, extra, or item not included in the agreement;
- Personal expenses;
- Excursions.

If the actual duration of the Learning Training is shorter than originally planned, the Supporting Organisation may at its sole discretion (without obligation) decide to cover the entire pre-agreed cost or refund a portion corresponding to the uncompleted period.

Article 9: Payment

The contractor/beneficiary undertakes to pay **€ 17.362,00** to the Supporting Organisation for agreed services.

Account Holder: International Consulting and Mobility Agency S.L.
Payment Method: Bank Transfer
Currency: Euro
Bank Name: CAJARURAL
BIC/SWIFT Code: BCOEESMM187
IBAN: ES4731870318716250403323

Article 10: Reports

The Supporting Organisation shall submit a final project report to the Sending Organisation within **45 days** of programme completion.

Said report shall be based on feedback from participants and host organisations, addressing: key aspects of the professional experience (integration challenges, tasks performed, autonomy, host organisation profile), training relevance (preparation adequacy, language/cultural development), living conditions (accommodation and meals), cultural integration, and general observations and recommendations.

Article 11: Monitoring and Evaluation

The participant and the Supporting Organization shall promptly provide any information required by the Sending Organization for project implementation.

Each participant will have three personal tutors: one from the Sending Organization, one from the intermediary organization in Ireland, and one from the host company. These tutors will monitor project development, supervise participant activities, and provide support and guidance as needed.

Article 13: Termination of the Agreement

In the event of a breach of obligations by any party, each contracting party shall have the right to terminate this Agreement unilaterally, without recourse to legal proceedings, upon written notice (including by email) to the other parties.

The contracting parties may terminate the cooperation unilaterally and in advance if continuation becomes unfeasible. However, before taking any final decision, the signatory parties undertake to promptly inform the project promoter of any circumstance or issue that may compromise the successful outcome of the training experience, and to adopt a collaborative approach based on good faith, with the aim of identifying and implementing positive solutions to the problems encountered.

Article 15: Amendments and Addenda

Any amendments to this Agreement shall be made only through written addenda duly signed by the authorised representatives of each party.

Sending organization	***I.S.I.S.S. "GIOVANNI FALCONE"***	*Sending organization*	***International Consulting and Mobility Agency S.L.***
Represented by:	***MARIA STELLA GUELI***	*Represented by:*	***FELIPE FERNANDEZ***
Place	*BARRAFRANCA*	*Place*	*SEVILLE (SPAIN)*
Date	*31/03/2025*	*Date*	*31/06/2024*
Signature & Stamp		*Signature & Stamp*	

ISTITUTO STATALE DI ISTRUZIONE SECONDARIA SUPERIORE "GIOVANNI FALCONE" (EN) BARRAFRANCA

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