

**Conseil d'établissement
Séance du 26 janvier 2021**

Délibération n°5

Portant avis sur la signature de l'accord de consortium Eutopia 2050

Vu le code de l'éducation ;

Vu l'ordonnance n° 2018-1131 du 12 décembre 2018 relative à l'expérimentation de nouvelles formes de rapprochement, de regroupement ou de fusion des établissements d'enseignement supérieur et de recherche ;

Vu le décret n°2019-1095 du 28 octobre 2019 portant création de CY Cergy Paris Université et approbation de ses statuts.

Considérant que l'université de Cergy-Pontoise devenue CY Cergy Paris Université a œuvré depuis 2018 avec cinq partenaires européens pour la mise en place de l'alliance européenne EUTOPIA,

Considérant que cette alliance a porté l'un des dix-sept projets récompensés par la Commission européenne dans le cadre de l'appel pilote Erasmus+ en mai 2019,

Considérant que CY Cergy Paris Université et ses cinq partenaires - l'université de Göteborg (Suède), l'université de Ljubljana (Slovénie, porteur du projet), l'université Pompeu Fabra (Espagne), la Vrije Universitat Brussels (Belgique), l'université de Warwick (Royaume-Uni) - agissent désormais ensemble dans le cadre du projet Eutopia 2050,

Considérant que le projet Eutopia 2050 a pour objectif la co-construction d'une université européenne capable de répondre aux enjeux du 21^e siècle,

Considérant qu'Eutopia 2050 a obtenu un financement de 5 millions d'euros pour une durée de 3 ans,

Considérant qu'une convention a été signée en septembre 2019 entre le coordinateur (l'Université de Ljubljana) et le financeur (l'Agence Exécutive de l'éducation, l'audiovisuel et la culture) pour que le projet puisse démarrer,

Considérant qu'un Accord de Consortium doit maintenant être établi et signé par les représentants légaux des institutions membres d'Eutopia pour préciser les termes de la collaboration entre les différents partenaires du projet,

Après en avoir délibéré :

Vote

Nombre de membres en exercice : 49
Nombre de membres présents : 24
Nombre de membres représentés : 7
Membres absents et non représentés : 18

Pour : 31
Contre : 0
Abstention : 0
Non-participation : 0

Article 1er :

Le conseil d'établissement émet un avis favorable sur la signature de l'Accord de Consortium Eutopia 2050 par le président de CY Cergy Paris Université.

Article 2 :

La présente délibération sera transmise au recteur de la région académique d'Ile-de-France, chancelier des universités, et entrera en vigueur à compter de sa publication.

Article dernier :

La directrice générale des services et l'agent comptable de l'université sont chargés, pour ce qui les concerne, de l'exécution de la présente délibération.

Le président de CY Cergy Paris Université,



François GERMINET

Transmise au rectorat le : **30 juillet 2021**

Publiée le : **30 juillet 2021**

En application de l'article R. 421-1 du code de justice administrative, la présente délibération peut faire l'objet d'un recours devant le tribunal administratif de Cergy-Pontoise dans un délai de deux mois à compter de sa publication et de sa transmission au recteur, en cas de délibération à caractère réglementaire.

EUTOPIA2050

European Universities Transforming to an Open, Inclusive Academy for 2050

CONSORTIUM AGREEMENT

Grant Agreement number: 612361

Project Reference: 612361-EPP-1-2019-1-SI-EPPKA2-EUR-UNIV

December 2020

Contents

1 Definitions	5
2 Purpose	6
3 Entry into Force, Duration and Termination	6
3.1 Survival of Rights and Obligations	7
4 Responsibilities of Partners	7
4.1 General Principles	7
4.2 Liability	8
4.3 Breach	8
4.4 Involvement of Third Parties, Associate and Affiliated partners.....	8
4.5 Coordinator’s Responsibilities	9
4.6 Partners’ Responsibilities	10
4.7 Changes in the Project Partnership.....	10
5 Governance Structure	11
5.1 Consortium Bodies	11
5.2 General Operational Procedures for All Consortium Bodies.....	12
5.2.1 Meetings	12
5.2.2 Project Timetable.....	13
5.2.2 Voting Rights and Quorum.....	13
5.3 Specific Operational Procedures for the Consortium Bodies	14
6 Financial Provisions	14
6.1 Financial Contribution	14
6.2 Distribution of the Financial Contribution.....	15
6.3 Funding Principles and Reporting Obligations.....	15
6.4 Payment Modalities.....	16
6.5 Costs of Third Partners and Entities Affiliated to the Beneficiaries	17
6.6 Financial Responsibilities.....	17
6.7 Financial Consequences of the Termination of the Participation of a Partner	17
6.8 Eligible Costs	18
6.9 Costs Related to the Organisation of the Meetings.....	18
6.10 Audits.....	19
7 Access Rights	19
7.1 Background Included	19
7.2 General Principles	20

7.3 Access Rights for Implementation.....	20
7.4 Access Rights for Exploitation.....	20
7.5 Access Rights for Affiliated Entities.....	21
7.6 Additional Access Rights.....	21
7.7 Access Rights for Partners Entering or Leaving the Consortium.....	21
7.8 Specific Provisions for Access Rights to Software.....	22
8 Ownership of the Results and Intellectual Property Rights	22
9 Non-disclosure of Information	23
10 Dissemination.....	24
10.1 Publication	24
10.2 Publication of Another Partner’s Results or Background.....	25
10.3 Cooperation Obligations	25
10.4 Use of Names, Logos or Trademarks	25
10.5 Project Logo	25
11 Personal Data Protection.....	25
11.1 Controller and Processor.....	25
11.2 Mutual Cooperation and Assistance.....	26
11.3 Data Protection and Security	26
11.4 Data Formats and Means of Processing.....	27
12 Miscellaneous	27
12.1 Annexes, Inconsistencies and Severability.....	27
12.2 No Representation, Partnership or Agency.....	27
12.3 Assignment and Amendments.....	28
12.4 Mandatory Statutory Law	28
12.5 Language	28
12.6 Applicable Law.....	28
12.7 Settlement of Disputes.....	28
12.8 Force Majeure.....	29
13 Signatures	29
Attachment I - Background included.....	36

THIS CONSORTIUM AGREEMENT IS AMONG:

1) Univerza v Ljubljani (UL) (hereinafter referred to as "Coordinator")

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AND

2) Vrije Universiteit Brussel (VUB)

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AND

3) CY Cergy Paris Université (CY)

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AND

4) Göteborgs universitet (GU)

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PIC number: 999981925

AND

5) Universitat Pompeu Fabra (UPF)

Pça de la Mercè, 10-12
08002 Barcelona, Spain
VAT: ESQ5850017D
PIC number: 999867077

AND

6) The University of Warwick (UoW)

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Coventry CV4 8UW, United Kingdom
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Hereinafter, jointly or individually, including the Coordinator, referred to as "Partner" or "Partners".

This consortium agreement relates to the project entitled **“EUTOPIA 2050 - European Universities Transforming to an Open, Inclusive Academy for 2050”** in short **“EUTOPIA 2050”** hereinafter referred to as the "Project".

WHEREAS:

- A. Partners have gotten approval for the grant for the project *EUTOPIA 2050 - European Universities Transforming to an Open, Inclusive Academy for 2050* by the Education, Audiovisual and Culture Agency (hereinafter referred to as "Agency"), acting under delegation by the European Commission as part of the Erasmus+ programme Key Action 2 (KA2) — Cooperation for innovation and the exchange of good practices, Call for Proposals EAC/A03/2018 – European Universities.
- B. Partners will implement the Project as it is specified in the accepted Project Application that they submitted to the Agency, project reference 612361-EPP-1-2019-1-SI-EPPKA2-EUR-UNIV (hereinafter referred to as "Application").
- C. Partners wish to specify and supplement binding commitments among themselves in addition to the provisions of the Grant Agreement N°612361 with its Annexes (hereinafter referred to as "GA") (Annex I).

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1 Definitions

Unless otherwise specified, the following terms, where used herein, shall have the following meaning:

Affiliated Entities are legal entities who have a legal or capital link with the Partners; this link is neither limited to the action nor established for the sole purpose of its implementation. Their financial rights and obligations are specified in detail in the GA.

Agency means the the Education, Audiovisual and Culture Executive Agency, the body awarding the grant for the Project.

Associate Partner/Partners means legal entities that work with the Partners of this Consortium Agreement because they support and are interested in the activities of the Project defined in the GA and in this Consortium Agreement.

Consortium Body means any management body described in the Governance Structure section of this Consortium Agreement.

Consortium Budget means all the resources for the activities and outputs as defined in Annex III of the GA.

Defaulting Partner means a Partner which the Strategic Board has identified to be in breach of this Consortium Agreement and/or the GA as specified in Section 4.3 of this Consortium Agreement.

Inflow means the receipt of the project budget contribution from the Agency to the Coordinator.

New Partner means a new beneficiary who signed the Consortium Agreement and approached to the Project after the signature of the GA.

Partner/Partners shall mean the beneficiaries of the grant who have submitted the Project Application to the Agency and signatories of this Consortium Agreement.

Project Timetable means the timetable of the project deliverables, activities and reports that is Annex III of this Consortium Agreement.

Supporting Documents mean the documents that the GA states in Annex II – for example reports, employment contracts, payslips, signed participants lists, signed declarations, events agendas, travel tickets, invoices, etc.

Third party/parties means subjects, with whom Partners enter into a subcontract or any other contracts other than employment contracts to cover the implementation of tasks forming part of the activities of the Project (as defined in Article II.10, Article II.11 and Article II.12 in GA).

2 Purpose

The Consortium Agreement is intended to define more precisely the terms on which the Partners co-operate within the scope of the GA. Accordingly, the Partners agree amongst themselves to take all reasonable and necessary measures to ensure that the Project is carried out in accordance with the terms and conditions of the GA and the Consortium Agreement.

The GA, signed between Univerza v Ljubljani (the Coordinator) and the Agency, and the respective Annexes are integral parts of this Consortium Agreement and take precedence over it.

An entity becomes a Partner to this Consortium Agreement upon signature of this Consortium Agreement by a duly authorized representative.

Partners agree that all the Partners must actively contribute to fulfil the GA requirements.

3 Entry into Force, Duration and Termination

Regardless of the date of signatures of the Consortium Agreement, the Partners agree that the Consortium Agreement shall have effect from the start date of the Project stated in the GA, which is **1/12/2019**. The Project shall run between **01/12/2019 and 30/11/2022** both inclusive. This is the period of eligibility of the costs.

In the case of force majeure, which is defined in Annex II of the GA, the eligibility period of the costs may be extended for the duration of the force majeure (with the prior consent of the Agency). A Partner facing force majeure must act as indicated in Annex II of the GA (Article II.15).

This Consortium Agreement shall continue in full force and effect until complete fulfilment of all obligations undertaken by the Partners under the GA and under this Consortium Agreement.

However, this Consortium Agreement may be terminated by the agreement of all Partners forming the Project Consortium if

- the GA is not signed by the Funding Authority or a Partner, or
- the GA is terminated, or
- a Partner's participation in the GA is terminated.

This Consortium Agreement shall automatically terminate in respect of the affected Partner/s, subject to the provisions surviving the expiration or termination under Section 3.1 of this Consortium Agreement.

3.1 Survival of Rights and Obligations

The provisions relating to Applicable law and Settlement of disputes shall survive the expiration or termination of this Consortium Agreement.

Termination shall not affect any rights or obligations of a Partner leaving the Consortium incurred prior to the date of termination, unless otherwise agreed between the Partners and the leaving Partner. This includes the obligation to provide all input, deliverables and documents for the period of its participation.

4 Responsibilities of Partners

4.1 General Principles

Each Partner undertakes to take part in the efficient implementation of the Project, and to cooperate, perform and fulfil, promptly and on time, all its obligations under the GA and this Consortium Agreement.

Each Partner undertakes to notify, in accordance with the governance structure of the Project, any significant information, fact, problem or delay likely to affect the Project.

Each Partner shall promptly provide all information reasonably required by the Coordinator or other Partner to carry out its tasks.

Any communication between Partners and the Coordinator and between Partners relating to this Consortium Agreement must be made in writing (in paper or electronic form). Any formal notification made by mail or email has full legal effect and is admissible as evidence in administrative or judicial proceedings.

Each Partner shall take reasonable measures to ensure the accuracy of any information or materials it supplies to the other Partners.

The dedicated SharePoint portal of the Project must be used as a repository of all documents linked to the Project execution.

4.2 Liability

Each Partner shall release the other from any civil liability in respect of damages resulting from the performance of this Consortium Agreement, suffered by itself or by its personnel, to the extent that these damages are not due to the wilful act or gross negligence of the other Partner or its personnel.

4.3 Breach

In the event that any of the Consortium Bodies identifies a breach by a Partner of its obligations under this Consortium Agreement or the GA (e.g. improper implementation of the Project), the Coordinator or, if the Coordinator is in breach of its obligations, the Partner appointed by the Strategic Board, gives formal notice to such Partner requiring that such breach will be remedied within 30 calendar days from the date of receipt of the written notice by the Partner.

If such breach is substantial and is not remedied within that period or is not capable of remedy, the Strategic Board may decide to declare the Partner to be a Defaulting Partner and to decide on the consequences thereof, which are defined in GA and which may also include termination of its participation (Article II.25.4, Article II.26, Article II.24.1, Article II 16.2, Article II.17.3).

4.4 Involvement of Third Parties, Associate and Affiliated partners

A Partner that enters into a subcontract or otherwise involves third parties (including but not limited to Affiliated Entities) in the Project remains financially accountable and responsible for carrying out its relevant part of the Project and for such third party's compliance with the provisions of this Consortium Agreement and of the GA. It has to ensure that the involvement of third parties does not affect the rights and obligations of the other Partner under this Consortium Agreement and the GA. The partner shall conclude a separate agreement with the third party, in which they define the legal and financial provisions of the engagement.

Partners can also collaborate with Associated Partners, who support the Project of this Consortium Agreement, but Associate Partners cannot formally become Partners of this Consortium Agreement. They have no voting rights and shall not be entitled to any part of the financial contribution provided by the Agency, unless separately agreed upon in writing with the Beneficiary concerned.

Partners shall conclude a separate agreement with the Associate Partners, in which they define their relationships and the functioning of the Associated Partners within this Project.

Partners decide on an Associated Partnership in each individual case separately. The decision-making criterion is whether such an Associated Partnership is in the interest of the Project and the Partners of this Consortium Agreement.

The list of Associate and Affiliated Entities is an integral part of the Project Application. If Partners want to change or add a new Associate or Affiliated Partner to the Project, they must inform the Coordinator who needs to file an amendment or ask for formal approval from the Agency.

4.5 Coordinator's Responsibilities

The Coordinator shall take all the steps needed to correctly manage the Project in accordance with the Project Application submitted to the Agency and the GA.

In addition to the obligations of the Coordinator under the GA, the Coordinator shall:

- monitor that the Action is implemented in accordance with the GA;
- be the intermediary for all communications between the beneficiaries and the Agency, except where provided otherwise in the Consortium Agreement, and, in particular, the Coordinator shall:
 - (i) immediately provide the Agency with the information related to any change in the name, address, legal representative as well as in the legal, financial, technical, organisational or ownership situation of any of the beneficiaries or of its Affiliated Entities or to any event likely to affect or delay the implementation of the action, of which the coordinator is aware;
 - (ii) bear responsibility for supplying all documents and information to the Agency which may be required under the GA, except where provided otherwise in the GA; where information is required from the other beneficiaries, the Coordinator shall bear responsibility for obtaining and verifying this information before passing it on to the Agency;
- make the appropriate arrangements for providing any financial guarantees required under the GA;
- establish the requests for payment in accordance with the GA;
- where it is designated as the sole recipient of payments on behalf of all of the beneficiaries, ensure that all the appropriate payments are made to the other beneficiaries without unjustified delay;
- bear responsibility for providing all the necessary documents in the event of checks and audits initiated before the payment of the balance, and in the event of evaluation in accordance with Article II.27 of the GA;
- transfer to the beneficiaries, without delay, any document relating to the Action or the Grant;
- take all the steps necessary to prepare for, perform and correctly manage the work programme set out in the GA and its Annexes, in accordance with the objectives of the Project;
- provide to the Partners a copy of the GA and its Annexes, concluded with the Agency and of the various reports and any other official document concerning the Project;
- notify and provide the Partners with any amendment made to the GA concluded with the Agency;
- define in conjunction with each Partner the detailed tasks of the two Partners on the basis of Partners' roles specified in the Application;
- submit Intermediate Report and Final Report to the Agency for the deadline given in the GA and its Annexes.

The Coordinator is also responsible for updating the SharePoint portal, provide user rights to all members of the consortium, naming conventions of the folders and files on the portal, as well as provide technical support when necessary.

Each Partner must upload their documents regularly, as well as update the SharePoint calendar with upcoming events and deliverables.

The Coordinator is able to assist the Partners with technical issues such as access or removal of members from SharePoint. However, each partner is responsible to control the security of their institutional Office 365 account. Each institution is able to install different methods of verification (e.g. multi-factor verification)

as to enhance the protection of Partner's Office 365 accounts. The Coordinator has no control over the security processes of Partner's accounts and cannot be held accountable in the unlikely case of breaching.

4.6 Partners' Responsibilities

The Partners shall respect all rules and obligations set forth in the GA.

The Partners shall:

- be jointly and severally responsible for carrying out the Action in accordance with the terms and conditions of the GA;
- be responsible for complying with any legal obligations incumbent on them jointly or individually;
- make appropriate internal arrangements for the proper implementation of the Action, consistent with the provisions of the GA.

In addition, the Partners shall:

- inform the Coordinator immediately of any change likely to affect or delay the implementation of the Action of which the Partner is aware;
- inform the Coordinator immediately of any change in its legal, financial, technical, organisational or ownership situation or of its Affiliated Entities and of any change in its name, address or legal representative or of its Affiliated Entities;
- submit in due time to the Coordinator:
 - (i) the data needed to draw up the reports, financial statements and other documents provided for in the GA;
 - (ii) all the necessary documents in the event of audits, checks or evaluation in accordance with Article II.27 of the GA;
 - (iii) any other information to be provided to the Agency according to the GA, except where the GA requires that such information is submitted directly by the beneficiary to the Agency.
- take all the steps necessary to prepare for, perform and correctly manage the work programme set out in the GA and in its Annexes, in accordance with the objectives of the Project as set out in Annex II of the GA (General Conditions) concluded between the Agency and the Coordinator;
- accept responsibility for all information communicated to the Coordinator, including details of costs claimed and, where appropriate, ineligible expenses;
- each Partner must upload their documents regularly, as well as update the SharePoint calendar with upcoming events and deliverables.

4.7 Changes in the Project Partnership

Partners shall be aware of the fact that all changes in the partnership must be notified and require prior approval by the Agency. The following requirements are necessary for the different modifications of project partnership:

- the Agency can confirm the new Partner if the new Partner fulfils all conditions for entry in partnership, specified in this Consortium Agreement and in the GA. These requirements are:
 - i. the Agency requires written statement of accession from the new Partner (signed by its legal representative), acceptance letters from all other Partners (signed by the contact persons) and a mandate signed between the Coordinator and the new Partner;

- ii. the new Partner can be a University registered in the EU, which previously has accepted all rights and obligations set out in this Consortium Agreement and in the GA and also must be aware of all the content of the Project, which is specified in the Project Application;
- iii. a new Partnership must not affect the implementation of the GA and also must not call into question the decision to award a grant;
- iv. a new Partnership must not mean unequal treatment of applicants.
 - Withdrawal of a Partner requires a written explanation to the Coordinator from a withdrawing Partner; the explanation must be signed by its legal representative. The coordinator must send a formal notification of withdrawal to the Agency, which has to give its consent to withdrawal.
 - Where the minimum partnership requirements, defined in the Erasmus+ programme Guide, are no longer fulfilled, the Agency reserves the right to decide on the continuation of the GA;
 - In case a Partner withdraws from the Project or is debarred from it, the remaining Partners undertake to find a rapid and efficient solution to ensure the further proper project implementation without any delay. Consequently, the Partners endeavour to cover the contribution of the withdrawing Partner, either by assuming its tasks by one or more of the present Partners or by asking one or more new participants to join the project partnership, regarding the respective programme provisions. This is specified in more detail in Article II.17 of the GA (Annex II).

5 Governance Structure

5.1 Consortium Bodies

The organisational structure of the Consortium shall comprise the following Consortium Bodies, as are set out in the Project Application:

- Strategic Board as the ultimate decision-making body of the Consortium
- Executive Board as the supervisory body for the execution of the Project, which shall report to and be accountable to the Strategic Board
- External Advisory Board as the consultation and validation body to the Strategic Board
- Quality Board as the body for establishing all policies and procedures for monitoring and quality assurance
- Communications Board as the body for establishing, implementing and monitoring dissemination activities of the Project
- Commissions for Learning, Research and Innovation, and External Engagement as the bodies to establish bridges across and between the work packages
- Student Forum as the body representing students' participation in the Project

If there is any contradiction between the decisions taken by the Strategic Board, the Executive Board, or other relevant bodies within the Project, the decision of the Strategic Board shall prevail over the decisions taken by the Executive Board and other relevant bodies within the Project. the decisions of the Executive Board shall prevail over the decisions taken by other relevant bodies within the Project (in case when the Strategic Board is not involved in the decision-making process).

5.2 General Operational Procedures for All Consortium Bodies

Project Meeting or Event means any form of physical, virtual (teleconference, videoconference or web conference) or any other meeting organised by correspondence.

5.2.1 Meetings

Any member of a Consortium Body:

- should be represented at any meeting of such Consortium Body;
- may appoint a substitute or a proxy to attend and vote at any meeting with the prior agreement of the chairperson;
- shall participate in a cooperative manner in the meetings.

The chairperson of a Consortium Body shall give notice in writing of a meeting to each member of that Consortium Body as soon as possible and no later than:

- forty-five (45) calendar days for ordinary Strategic Board meetings;
- fifteen (15) calendar days for extraordinary Strategic Board Meetings and;
- fourteen (14) calendar days for other Consortium Bodies' meeting.

The chairperson of a Consortium Body shall prepare and send each member of that Consortium Body a written (original) agenda no later than:

- twenty-one (21) calendar days for ordinary Strategic Board meetings,
- ten (10) calendar days for extraordinary Strategic Board meetings and
- seven (7) calendar days for other Consortium Body meetings.

Decision may also be taken without a meeting if the Coordinator circulates to all Members of the Consortium Body a written document which is then agreed by the defined majority of all members of the Consortium Body. Such document shall include the deadline for responses.

The chairperson of a Consortium Body shall produce written minutes of each meeting which shall be the formal record of all decisions taken. Within ten (10) calendar days of the meeting, the chairperson shall send the draft minutes to all members and the Coordinator, who shall archive them in the appropriate repository (Sharepoint) or circulate them among the Partners. Decisions are only binding once the relevant parts of the Minutes have been accepted by the participating members in the Consortium Body. Members must accept the relevant part of the Minutes within five (5) working days of receipt, otherwise is considered that they do not agree with what is written in the Minutes.

5.2.1.1 EUTOPIA Weeks

Many planned meetings of the Project will happen during EUTOPIA week, which will be organized twice a year, each time by a different Partner. Allocation of Partners to dates is agreed once dates are finalised. The EUTOPIA week aim is to schedule all possible key meetings within one week, to enable planning and to minimize the amount of travel needed by senior staff. The schedule for three (3) years in advance is based on an analysis of term dates, national holidays and key university events for the six EUTOPIA Partners and will be uploaded on the Sharepoint page.

5.2.1.2 Internal Collaborative Platform

The Coordinator will work closely with information management colleagues within the IT Department and take a key role in developing and maintaining the SharePoint site which will serve as an internal collaborative Platform for the project. The site will act as a central document management facility for the Project's documents and records, as well as providing team-based collaborative sites for use across the consortium. The Coordinator will appoint a SharePoint coordinator which will be responsible for day-to-day maintenance and administration of the system and user support, liaison with users to maintain a current understanding of their SharePoint options and requirements.

5.2.1.3 Other Meetings

Other meetings outside EUTOPIA weeks are scheduled for the full three years of the project, and include teleconferencing and physical meetings. The meetings can be moved if necessary, or extra meetings added, but this is subject to the agreement of participants. The updated list of the meetings will be uploaded to the Sharepoint page, while the frequency of the meetings is defined in the Annex II of the Consortium Agreement (Terms of reference).

5.2.2 *Project Timetable*

The Coordinator will develop and update a deliverable-based Project schedule to define and track planned outcomes in the Project application. The timetable will be uploaded as a shared document on the SharePoint portal. The beneficiaries (Work package leads, Task leads) are responsible to keep the Project Timetable up-to-date with changes and modifications to the planned deliverables in the original Project Application and are obliged to inform the Coordinator.

5.2.2 *Voting Rights and Quorum*

Each Consortium Body shall not deliberate and decide validly unless one half (1/2) of its Members are present or represented (quorum). In every Consortium Body, decisions shall be taken by an absolute majority of the votes cast.

If the quorum is not reached, the chairperson of the Consortium Body shall convene another meeting within 30 calendar days. If in this meeting the quorum is not reached once more, the chairperson shall convene an extraordinary meeting, which shall be entitled to decide even if less than the quorum of Members are present or represented.

Each Member of a Consortium Body present or represented in the meeting shall have one vote. Defaulting Partners may not vote.

A Member which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of a Consortium Body may exercise a veto with respect to the corresponding decision or relevant part of the decision.

When the decision is foreseen on the original agenda, a Member may veto such a decision during the meeting only.

When a decision has been taken on a new item added to the agenda before or during the meeting, a Member may veto such decision during the meeting and within 15 calendar days after the draft minutes of the meeting are sent.

In case of exercise of veto, the Members of the related Consortium Body shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all its Members.

A Partner may not veto decisions relating to its identification as a Defaulting Partner. The Defaulting Partner may not veto decisions relating to its participation and termination in the consortium or the consequences of them.

A Partner requesting to leave the Consortium may not veto decisions relating thereto.

5.3 Specific Operational Procedures for the Consortium Bodies

Specific operational procedures for the Consortium Bodies are specified in the Terms of Reference (Annex II to the Consortium Agreement).

6 Financial Provisions

6.1 Financial Contribution

The maximum amount of the grant is EUR 4,986,791.01. The grant takes the form of the reimbursement of 80% of the eligible costs of the action (reimbursement of eligible costs), which are estimated at EUR 6,233,490.01 and which are actually incurred ('reimbursement of actual costs') for each of the beneficiaries and declared on the basis of a flat rate of maximum 7% of the total eligible direct costs for the indirect costs (Table 1).

Table 1:

Partners	Staff Costs	Travel Costs	Individual Costs	Equipment	Other Costs	Total Direct Costs	Indirect Costs (7%)	Total Budget	Requested EU Funding	Contribution (20%)
UL	653,650.60	149,850.00	129,166.00	35,700.00	82,237.00	1,050,603.60	73,542.25	1,124,145.85	899,316.68	224,829.17
VUB	515,994.60	112,455.00	115,966.00	4,200.00	33,840.00	782,455.60	54,771.89	837,227.49	669,781.99	214,835.80
CY	967,394.60	140,955.00	151,124.00	64,200.00	50,853.00	1,374,526.60	96,216.86	1,470,743.46	1,176,594.77	294,148.69
GU	400,728.60	124,445.00	148,283.00	13,200.00	43,585.00	730,241.60	51,116.91	781,358.51	625,086.81	156,271.70
UPF	397,906.60	115,415.00	109,057.00	7,770.00	36,832.00	666,980.60	46,688.64	713,669.24	570,935.39	142,733.85
UoW	937,728.60	138,585.00	99,960.00	9,270.00	35,340.00	1,220,883.60	85,461.85	1,306,345.45	1,045,076.36	213,878.79
Total	3,873,403.60	781,705.00	753,556.00	134,340.00	282,687.00	5,825,691.60	407,798.41	6,233,490.01	4,986,792.01	1,246,698.00

The Coordinator commits to open a sub-account exclusively for the contribution of the Agency to the Project.

According to the GA, the Coordinator receives payments from the Agency by three inflows:

1. First pre-financing payment: the 40% of the budget in 30 days after the signature of the GA. Hereinafter referred to as Inflow 1.
2. Second pre-financing payment: 40% of the budget in 60 days after the first interim report and after 70% of the previous pre-financing payment paid have been used. If less than 70 % of the previous pre-financing instalment has been used, the amount of the new pre-financing must be reduced by the difference between the 70% ceiling and the amount used. Hereinafter referred to as Inflow 2.

3. Payment of the balance after the completion of the project. Hereinafter referred to as Inflow 3.

6.2 Distribution of the Financial Contribution

The financial contribution of the Agency to the Project shall be distributed to Partners by the Coordinator according to:

- the Budget specified in the Annex III of the GA;
- the approval of reports by the Agency;
- the provisions of payments in Article I.5.2. of the GA

The Coordinator shall transfer financial contribution received from the Agency to each of the other Partners without unjustified delay after the receipt of the financial contribution and relevant supporting information as listed in the Project Management Guidelines set up by the Coordinator.

A Partner shall be funded only for its tasks carried out in accordance with the Annex I of the GA.

Each of the Partners shall bear all its own costs incurred in connection with the Project and shall receive the financial contribution as allocated to it subject to the terms of the GA and Consortium Agreement. Without prejudice to Article II.10 of the GA and provided that the action is implemented as described in Annex I of the GA, partners are allowed to adjust the estimated budget set out in Annex III of the GA by transfers between themselves and between the different budget categories, without this adjustment being considered as an amendment of the GA. Should partners want to modify the value of the contribution that each of them is entitled for the purposes of recovery, the Coordinator shall request an amendment in accordance to Article II.13 of the GA.

Partners who intent to make a budget transfer between two or several partners need to primarily contact the Coordinator with their proposal of budget transfer/allocation between partners. The Coordinator needs to primarily approve the adjustment before it is done and inform the Consortium.

Any costs incurred by the Coordinator in connection with the transfer of payments from the Agency to the Coordinator shall be divided between the Partners in proportion to their respective share in the Consortium Budget. Any costs incurred by the Coordinator in connection with the transfer of payments to any of the Partners will be charged to the Partner concerned.

6.3 Funding Principles and Reporting Obligations

All payments to the Partners are the exclusive tasks of the Coordinator and shall be made without undue delay by the Coordinator after receipt of funds from the Agency. In particular, the Coordinator shall:

- notify the Partner concerned promptly of the date of the amount transferred to its bank account, giving the relevant references,
- perform diligently its tasks in the proper administration of any funds and in maintaining financial accounts.

The Partners receive:

1. First financing payment after the Coordinator receives the first pre-financing payment from the Agency in the amount of the 40% of the budget (Table 2).
2. A second pre-financing payment of 40 % of the maximum granted amount specified in Article I.5 of the GA shall be paid to the Partner, subject to having used at least 70 % of the previous pre-financing instalment and subject to the receipt of all internal technical and financial reports accompanied by all necessary supporting documents uploaded on the partner's institutional sub-site of the SharePoint page/Project Platform (template of reports are provided by the Coordinator) and the statement on the use of the previous pre-financing instalment sent to the coordinator (in accordance with Annex I in Article I.4.2 of the GA)
3. Final payment of the balance after the Agency approves the final report and after the Coordinator receives the payment of the balance from the Agency (in accordance with Annex I in Article I.4.4 of the GA).

Table 2:

Partners	1 st pre-financement
UL	359,726.67
VUB	272,873.28
CY	470,637.91
GU	250,034.72
UPF	228,374.16
UoW	412,070.06
Total	1,993,716.80

6.4 Payment Modalities

After the first Inflow, the partners should submit a payment request to the Coordinator's Accountancy Office to receive the contribution they are entitled to. A template of the payment request is provided by the Coordinator and is not mandatory. Partners can issue another type of document, if their accounting and management principles and practices require so but shall specify to the Coordinator an account to which the financial contribution shall be transferred.

After the second Inflow, the partners should submit to the coordinator in due time a payment request accompanied, in accordance with Annex I in Article I.4.2 of GA, by the internal progress report and a statement on the use of the previous pre-financing instalment showing that at least 70% of the previous pre-financing instalment paid has been used to cover costs of the action. If the statement shows that less than 70% of the instalment has been used, the amount of the new pre-financing to be will be reduced by the Coordinator for the difference between the 70 % ceiling and the amount used.

After the payment of the balance, the partners should submit to the coordinator in due time a payment request accompanied by the internal final report and a statement on the use of the previous pre-financing instalment. Where the total amount of earlier payments is greater than the final amount of the requested balance, the payment of the balance may take the form of a recovery by the Coordinator.

All reports have to be done according to the Budget and according to the instructions that the GA dictates. The Coordinator is entitled to withhold any payments due to a Partner identified by a responsible Consortium Body to be in breach of its obligations under this Consortium Agreement or the GA or to a Partner which has not yet signed this Consortium Agreement. The Coordinator is entitled to recover any

payments already paid to a Defaulting Partner. The Coordinator is equally entitled to withhold payments to a Partner when this is suggested by or agreed with the Agency (as provided in Annex II in Article II.24 of the GA).

Associate partners shall have no entitlement to any portion of the financial contribution provided by the Agency unless separately agreed in writing with the Beneficiary concerned.

6.5 Costs of Third Partners and Entities Affiliated to the Beneficiaries

Where the implementation of the action requires giving financial support to third parties, the beneficiaries shall give such financial support in accordance with the conditions specified in Annex I, which shall at least contain:

- the maximum amount of financial support, which shall not exceed EUR 60 000 for each third party except where the financial support is the primary aim of the action as specified in Annex I;
- the criteria for determining the exact amount of the financial support;
- the different types of activity that may receive financial support, on the basis of a fixed list;
- the definition of the persons or categories of persons which may receive financial support;
- the criteria for giving the financial support.

Costs incurred by entities affiliated to the beneficiaries are eligible, provided that they satisfy the same conditions for the eligibility of the costs set out in the article II.19 and Article II. 20 of the GA.

6.6 Financial Responsibilities

In accordance with its own usual accounting and management principles and practices, each Partner shall be solely responsible for justifying its costs with respect to the Project towards the Agency. Neither the Coordinator nor any of the other Partners shall be in any way liable or responsible for such justification of costs towards the Agency.

Each Partner is responsible for the eligibility of its activities and outputs. In case the Agency finds some actions ineligible, the Partner responsible for the actions is financially responsible to the Coordinator and/or the Agency. The Coordinator is entitled to recover any advances already paid to a Partner and which have not been properly spent on eligible costs.

6.7 Financial Consequences of the Termination of the Participation of a Partner

A Partner leaving the Consortium shall refund all payments it has received except the amount of contribution accepted by the European Commission or another contributor. Furthermore, a Defaulting Partner shall bear any reasonable and justifiable additional costs occurring to the other Partners in order to perform its and their tasks.

6.8 Eligible Costs

As set in the article II.19.1. of the GA, eligible costs of the action are costs actually incurred by the partners and which meet the following criteria:

- they are incurred in the implementation period of the project;
- they are indicated in the estimated budget of the action set out in Annex III;
- they are incurred in connection with the action as described in Annex I and are necessary for its implementation;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and with the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation; and
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

To be eligible, the *direct costs* of the *action* must comply with the eligibility conditions set out in Article II.19.2. of the GA.

6.9 Costs Related to the Organisation of the Meetings

The conditions for reimbursement and relevant templates are described in the Project Management Guidelines developed by the Coordinator.

A Partner shall be entitled to travel and subsistence costs for scheduled project meetings and associated workshops (based on current EU rules for reimbursement of experts). Partners are expected to manage their Project-related travel, subsistence and pre-agreed dissemination activities from their own budgets and in compliance with the requirements for claiming travel costs under the GA. The partners shall cover travel and subsistence costs for their own participants during the mobility periods and is obliged to help finding and organizing the most appropriate accommodation and means of transportation for all participants in their own country.

Organisation of Project meetings and events is covered by the host Partner (organiser). The hosting Partner has two options regarding financing the organisation of the meetings and the organised meals for participants: 1) the host Partner prepares and disseminates a collective reimbursement claim form for all attendees to the participating Partners after the fact with the attached signed list of attendance, in order to receive compensation for the expenditures of the organisation. The host Partner must calculate the costs for each day of the event divided per person, per meal. These costs are eligible under the Individual Support budget category, which was granted to each partner institution for purposes of meetings and events for each respective Work Package. The subsistence may include only costs for caterings and organised meals/dinners and are calculated by the organising partner institution based on actual costs, and listed per each participant in the reimbursement claim form; 2) the host Partner covers all costs related to the organisation of the meeting and organised meals of the participants. These costs are not eligible and cannot

be funded from any project budget category but from the Indirect cost category or any other institutional funding source.

The first listed option is more suitable for events and meetings of a larger volume, while the latter is appropriate for smaller events, such as WP meetings. Additionally, the Partners may agree in advance about the same option of financing one type of event (e.g. EUTOPIA week) for all.

Travel must be organised on the basis of the most appropriate means of transport and trying to benefit from the most economical travel rates. Partners shall keep all travel, accommodation and other relevant documentation as proof of costs. The documentation shall be uploaded to each partner's SharePoint sub-site in a Travel documentation folder. For better navigation, each travel should have its own sub-folder with an appropriate and meaningful title.

6.10 Audits

For audit purposes, each Partner shall:

- keep at the Agency's disposal all original documents, especially accounting and tax records, or in exceptional and duly justified cases, certified copies of original documents relating to the GA for a period of 5 years from the date of payment of the balance specified in Article II.27.2. of the GA;
- enable the responsible auditing bodies of the coordinator and any other outside body authorized by the Agency to audit of the use made of the grant;
- give these authorities any information about the project they request;
- give them access to the accounting books and accounting documents and other documentation related to the project, whereby the auditing bodies decide on this relation. Such audits may be carried out throughout the period of implementation of the GA until the balance is paid and for a period of 5 years from the date of payment of balance;
- give them access to their sites and business premises during the ordinary business hours and also beyond these hours by arrangement;
- provide the Coordinator with any information needed related to such an audit without any unjustified delay.

7 Access Rights

7.1 Background Included

Background shall mean any information and materials which are not publicly available as well as any intellectual property rights thereto, owned or controlled by either of the Partners at the date of this Consortium Agreement or which shall at any time thereafter become so owned or controlled otherwise than as a Result of the Project under this Consortium Agreement. A result is any information, materials etc. (and the IP therein) created during the course of or in connection with the Project.

Partners will identify and agree on the Background they wish to make available for use in the performance of the Project. Such Background, including, where applicable, any legal restrictions or limits of use, shall be listed in Attachment I to this Consortium Agreement.

In case a Partner decides to make available additional Background it developed or obtained independently from the Project, and/or Background it acquired from a third party subsequently to the commencement of the Project, Partners shall mutually agree in writing to add such additional Background through signature of an (amended) Attachment I.

This Consortium Agreement does not affect the ownership of any Background. All Background shall remain the property of the Partner that contributes it to the Project.

Partners hereby mutually grant other Partners Access Rights on a royalty-free, non-exclusive and non-transferrable ground to use the Background for the purpose of carrying out the Project, but for no other purpose. Each Partner contributing Background warrants that, to the best of its knowledge it has sufficient rights to grant such Access Rights, subject, however to the limitations set forth in Attachment I.

Anything not identified in Attachment I shall not be the object of Access Right obligations regarding Background.

7.2 General Principles

Each Partner shall implement its tasks in accordance with the GA and shall bear sole responsibility for ensuring that its acts within the Project do not knowingly infringe third party property rights.

Any Access Rights granted expressly exclude any rights to sublicense unless expressly stated otherwise.

Access Rights shall be free of any administrative transfer costs.

Access Rights are granted on a non-exclusive basis.

Results and Background shall be used only for the purposes for which Access Rights to it have been granted.

All requests for Access Rights shall be made in writing. The granting of Access Rights may be made conditional on the acceptance of specific conditions aimed at ensuring that these rights will be used only for the intended purpose and that appropriate confidentiality obligations are in place.

The requesting Partner must show that the Access Rights are Needed.

7.3 Access Rights for Implementation

Access Rights to Results and Background Needed for the performance of the own work of a Partner under the Project shall be granted on a royalty-free basis, unless otherwise agreed for Background in Attachment 1.

7.4 Access Rights for Exploitation

Access Rights to Results if Needed for Exploitation of a Partner's own Results, including for research with a third party, shall be granted on Fair and Reasonable conditions and upon prior written bilateral agreement. Any

prior written bilateral agreement with said third party should be established with terms consistent with those of the Consortium Agreement.

Access rights to Results for internal research activities shall be granted on a royalty-free basis.

Access Rights to Background if Needed for Exploitation of a Partner's own Results, shall be granted on Fair and Reasonable conditions and upon written bilateral agreement.

A request for Access Rights may be made up to twelve months after the end of the Project or after the termination of the requesting Partner's participation in the Project.

7.5 Access Rights for Affiliated Entities

Access Rights must be requested by the Affiliated Entity from the Partner that holds the Background or Results. Alternatively, the Partner granting the Access Rights may individually agree with the Partner requesting the Access Rights to have the Access Rights include the right to sublicense to the latter's Affiliated Entities. Access Rights to Affiliated Entities shall be granted on Fair and Reasonable conditions and upon written bilateral agreement.

Affiliated Entities which obtain Access Rights in return fulfil all confidentiality and other obligations accepted by the Partners under the GA or this Consortium Agreement as if such Affiliated Entities were Partners.

Access Rights may be refused to Affiliated Entities if such granting is contrary to the legitimate interests of the Partner which owns the Background or the Results.

Access Rights granted to any Affiliated Entity are subject to the continuation of the Access Rights of the Partner to which it is affiliated and shall automatically terminate upon termination of the Access Rights granted to such Partner.

Upon cessation of the status as an Affiliated Entity, any Access Rights granted to such former Affiliated Entity shall lapse.

Further arrangements with Affiliated Entities may be negotiated in separate agreements.

7.6 Additional Access Rights

For the avoidance of doubt, any grant of Access Rights not covered by the GA or this Consortium Agreement shall be at the absolute discretion of the owning Partner and subject to such terms and conditions as may be agreed between the owning and receiving Partners.

7.7 Access Rights for Partners Entering or Leaving the Consortium

As regards Results developed before the accession of the new Partner, the new Partner will be granted Access Rights on the conditions applying for Access Rights to Background.

Access Rights granted to a Defaulting Partner and such Partner's right to request Access Rights shall cease immediately upon receipt by the Defaulting Partner of the formal notice of the decision of the Executive Board to terminate its participation in the consortium.

A non-defaulting Partner leaving voluntarily and with the other Partner's consent shall have Access Rights to the Results developed until the date of the termination of its participation.

A non-defaulting Partner leaving voluntarily and with the other Partner's consent may request Access Rights within the period of twelve months after the end of the Project and after the termination of the requesting Partner's participation in the Project. Such Access Rights shall be subject to the relevant Partner's consent.

Any Partner leaving the consortium shall continue to grant Access Rights pursuant to the GA and this Consortium Agreement as if it had remained a Partner for the whole duration of the Project.

7.8 Specific Provisions for Access Rights to Software

For the avoidance of doubt, the general provisions for Access Rights provided for in this section are applicable also to Software.

Partners' Access Rights to Software do not include any right to receive source code or object code ported to a certain hardware platform or any right to receive respective Software documentation in any particular form or detail, but only as available from the Partner granting the Access Rights.

8 Ownership of the Results and Intellectual Property Rights

The Partners follow the rules for intellectual and industrial property rights as specified in the GA Annex II Article II.9.

The Partners or its employees, where applicable, retain ownership of the results of the action, that have been generated by the respective Partner or its employee, where applicable, including industrial and intellectual property rights, and of the reports and other documents relating to it.

Where several Partners have jointly carried out work generating joint results and where their respective share of the work cannot be ascertained, the collaborating Partners or their employees, where applicable, shall have joint ownership of such results. They shall establish an agreement regarding the allocation and terms of exercising that joint ownership, in particular the use, the application for protective rights, exploitation of Joint Results, the division of related costs and revenues and the dissemination.

Subject to each Partner's proprietary right and/or the proprietary rights of others, and without prejudice to obligations of confidentiality, the results of any collaborative activity under this Consortium Agreement may be published by either Partner. The Partners are encouraged to publish the results of their joint work in a collaborative fashion.

With regard to separate publications, it is agreed that in order to avoid prejudicing proprietary rights and the confidentiality of information, the publishing Partner shall transmit to other Partners for their review the material intended to be published no later than thirty (30) days before a proposed publication is submitted to any editor, publisher, referee or meeting organizer. The procedure regarding objection to the

separate publication of joint results by partners is in more detail specified in point 10.1 of this Consortium Agreement.

Partners shall have the non-commercial, non-exclusive, irrevocable, royalty-free, non-transferable right to use the results of the action for the purposes of academic teaching and academic research only.

In accordance with the GA Article I.8, the Partners shall ensure that any educational materials produced under the scope of the Project are made available through the Internet, free of charge and under open licenses. Apart from this, and apart from the rights assigned to the National Agency as stipulated in the GA, any additional licensing or transfer of ownership of the results to third parties shall require agreement of and between the owner(s) of the results, setting out their respective rights and obligations, including but not limited to, the distribution of licensing costs and income.

9 Non-disclosure of Information

All information which is reasonably considered to be confidential in whatever form or mode of communication (including in written, oral, visual or electronic form), which is directly or indirectly disclosed by a Partner (the “Disclosing Partner”) to any other Partner (the “Recipient”) before, on or after the date of this Consortium Agreement, in connection with the Project during its implementation which is marked “Confidential” is “Confidential Information”.

The Recipients hereby undertake in addition and without prejudice to any commitment of non-disclosure under the GA, for a period of 4 years after the end of the Project:

- not to use Confidential Information otherwise than for the purpose for which it was disclosed;
- not to disclose Confidential Information to any third party without the prior written consent by the Disclosing Partner;
- to ensure that internal distribution of Confidential Information by a Recipient shall take place on a strict need-to-know basis; and
- to return to the Disclosing Partner on demand all Confidential Information which has been supplied to or acquired by the Recipients including all copies thereof and to delete all information stored in a machine readable form. The Recipients may keep a copy to the extent it is required to keep, archive or store such Confidential Information because of compliance with applicable laws and regulations or for the proof of on-going obligations.

The Recipients shall be responsible for the fulfilment of the above obligations on the part of their employees or third parties involved in the Project and shall ensure that they remain so obliged, as far as legally possible, during and after the end of the Project and/or after the termination of the contractual relationship with the employee or third party.

The above shall not apply for disclosure or use of Confidential Information, if and in so far as the Recipient can show that:

- the Confidential Information becomes publicly available by means other than a breach of the Recipient’s confidentiality obligations;
- the Disclosing Partner subsequently informs the Recipient that the Confidential Information is no longer confidential;

- the Confidential Information is communicated to the Recipient without any obligation of confidence by a third party who is to the best knowledge of the Recipient in lawful possession thereof and under no obligation of confidence to the Disclosing Partner;
- the disclosure or communication of the Confidential Information is foreseen by provisions of the GA;
- the Confidential Information, at any time, was developed by the Recipient completely independently of any such disclosure by the Disclosing Partner; or
- the Confidential Information was already known to the Recipient prior to disclosure or
- the Recipient is required to disclose the Confidential Information in order to comply with applicable laws or regulations or with a court or administrative order.

The Recipient shall apply the same degree of care with regard to the Confidential Information disclosed within the scope of the Project as with its own confidential and/or proprietary information, but in no case less than reasonable care.

Each Partner shall promptly advise the other Partner in writing of any unauthorised disclosure, misappropriation or misuse of Confidential Information after it becomes aware of such unauthorised disclosure, misappropriation or misuse.

If any Partner becomes aware that it will be required, or is likely to be required, to disclose Confidential Information in order to comply with applicable laws or regulations or with a court or administrative order, it shall, to the extent it is lawfully able to do so, prior to any such disclosure

- notify the Disclosing Partner, and
- comply with the Disclosing Partner's reasonable instructions to protect the confidentiality of the information.

10 Dissemination

10.1 Publication

Dissemination activities including but not restricted to publications and presentations shall be governed by the procedure of Article I.11 of the GA subject to the following provisions. Prior notice of any planned publication shall be made to partners and coordinator 30 days before the publication. Any objection to the planned publication shall be made in accordance with the GA in writing to the Coordinator, Communication Board and to any Partner concerned within 21 days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

An objection is justified if:

- The objecting Partner's legitimate interests are significantly compromised by the publication or,
- the protection of the objecting Partner's Results or Background is adversely affected.

The objection has to include a precise request for necessary modifications.

If an objection has been raised the involved Partners shall discuss how to overcome the justified grounds for the objection on a timely basis (for example by amendment to the planned publication and/or by protecting information before publication) and the objecting Partner shall not unreasonably continue the opposition if appropriate actions are performed following the discussion.

10.2 Publication of Another Partner's Results or Background

For the avoidance of doubt, a Partner shall not publish Results or Background of another Partner, even if such Results or Background is amalgamated with the Partner's Results, without the other Partner's prior written approval. For the avoidance of doubt, the mere absence of an objection is not considered as an approval.

10.3 Cooperation Obligations

The Partners undertake to cooperate to allow the timely submission, examination, publication and defence of any dissertation or thesis for a degree, which includes their Results or Background. However, confidentiality and publication clauses have to be respected.

10.4 Use of Names, Logos or Trademarks

Nothing in this Consortium Agreement shall be construed as conferring rights to use in advertising, publicity or otherwise the name of the Partners or any of their logos or trademarks without their prior written approval of the relevant partner.

10.5 Project Logo

During the term of the Project each Partner shall be entitled to use the Project logo or trademark on a non-exclusive, royalty-free basis for the purposes of the Project only. The Partners may agree separate written terms relating to other use of the Project logo or trademark where necessary.

11 Personal Data Protection

Data sharing principles presented in the Consortium Agreement are in accordance with the General Data Protection Regulation.

Notwithstanding national legislation, the Coordinators and Partners are subject to, they shall at every stage, ensure that the personal data protection is in line with the norms of the EU and Commission [as expressed in the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679)] and promote best practice in personal data protection. In case the Partner will no longer be subject to the GDPR pursuant to national legislation, he is obliged to notify the coordinator thereof whereas the Coordinator will take appropriate actions to ensure personal data processing proceeds in compliance with the GDPR.

11.1 Controller and Processor

Controller means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data. Processor refers to a natural or legal person, public authority, agency or other body, which processes personal data on behalf of

the controller. Without prejudice to rights and obligations of the Partners' roles as Controllers concerning personal data processing for the purposes of exercising their respective tasks pursuant to this Agreement, the Coordinator shall act as the data controller within the Project for the purposes of fulfilling its tasks as the Coordinator. The Controllers shall designate Processors at their own respective responsibilities and discretion. The Parties acknowledge that this Agreement does not in any way establish their joint controllership of personal data in terms of Art. 26 of the GDPR.

Each data controller is obliged to provide data subjects with the required information on the data processing pursuant to Articles 13 or 14 of the GDPR.

11.2 Mutual Cooperation and Assistance

Under the GDPR, breach notification is mandatory in all member states where a data breach is likely to “result in a risk for the rights and freedoms of individuals”. This must be done within 72 hours of first having become aware of the breach. Data processors will also be required to notify the data subjects and the controllers, “without undue delay” after first becoming aware of a data breach. Without prejudice to the Parties' rights and obligations as personal data controllers, the Partners shall notify the Coordinator of any data breach concerning personal data processed within the framework of the Project no later than in 36 hours upon becoming aware of the breach. The Coordinator shall take appropriate measures and inform the Partners thereof accordingly. The Partners shall cooperate with the Coordinator to ensure GDPR compliance.

Any EUTOPIA Project Partner or its Data Protection Officer (DPO), on its own initiative or at the request of the project coordinator, shall provide information about specificities of local (national) personal data protection legislation that may have impact on EUTOPIA project, as well as provide assistance in case of audits, including supervision by competent supervisory authorities, throughout the project.

In case a Partner receives a request from a data subject to exercise personal data rights pursuant to Articles 15 to 18 and 20 to 22 of the GDPR concerning data processing within the scope of the Project, it shall notify the Coordinator no later than in eight (8) days. The Coordinator shall take appropriate measures, communicate with the data subject if appropriate and inform the Partners thereof accordingly. The Partners shall cooperate with the Coordinator to ensure GDPR compliance.

The Partners agree their cooperation and assistance within the scope of this article will primarily be communicated via the following e-mail addresses:

- 1) Univerza v Ljubljani (UL, Coordinator): dpo@uni-lj.si
- 2) Vrije Universiteit Brussel (VUB): dpo@vub.be
- 3) CY Cergy Paris Université (CY): contact_dpo@cyu.fr
- 4) Göteborgs universitet (GU): dataskydd@gu.se
- 5) Universitat Pompeu Fabra (UPF): dpo@upf.edu
- 6) The University of Warwick (UoW): dpo@warwick.ac.uk

11.3 Data Protection and Security

Taking into account the nature, scope, context and purposes of processing as well as the risks of varying likelihood and severity for the rights and freedoms of natural persons, the Parties shall implement

appropriate technical and organisational measures to ensure and to be able to demonstrate that processing is performed in accordance with the GDPR. Those measures include but are not limited to:

- data anonymisation and pseudonymisation,
- exercising data minimisation, accuracy, storage limitation and integrity and confidentiality principles,
- maintaining records of their respective processing activities,
- implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk, specifically efficient IT security measures.

11.4 Data Formats and Means of Processing

The Partners shall ensure personal data is available in electronic form, enabling the data to be easily transformed into a structured, commonly used and machine-readable format within the meaning of Article 20 of the GDPR. The Partners shall cooperate to achieve technical feasibility of the data subjects' rights to have the personal data transmitted directly from one controller to another in the scope of Articles 18(2) and 18(4) of the GDPR.

12 Miscellaneous

12.1 Annexes, Inconsistencies and Severability

This Consortium Agreement consists of this core text and
Annex I (Grant Agreement with its Annexes)
Annex II (Terms of Reference)
Annex III (Project Timetable)

Attachment I (Background included)

In case the terms of this Consortium Agreement are in conflict with the terms of the GA, the terms of the latter shall prevail. In case of conflicts between the Attachments of this Consortium Agreement and the core text of this Consortium Agreement, the latter shall prevail.

Should any provision of this Consortium Agreement become invalid, illegal or unenforceable, it shall not affect the validity of the remaining provisions of this Consortium Agreement. In such a case, the Partners concerned shall be entitled to request that a valid and practicable provision be negotiated which fulfils the purpose of the original provision.

12.2 No Representation, Partnership or Agency

The Partners shall not be entitled to act or to make legally binding declarations on behalf of any other Partner. Nothing in this Consortium Agreement shall be deemed to constitute a joint venture, agency, partnership, interest grouping or any other kind of formal business grouping or entity between the Partners.

12.3 Assignment and Amendments

An amendment may not have the purpose or the effect of making changes to the Consortium Agreement, which would breach the GA or be contrary to the equal treatment of the Partners. Any request for amendment on behalf of one or more partners shall be duly justified and shall be sent to the Coordinator in due time before it is due to take effect.

Any Amendment shall not be effective unless it is in writing and signed by all the Partners (or their authorised representatives). Amendments shall enter into force on the date on which the last Partner signs or on the date of approval of the request for amendment (if later).

12.4 Mandatory Statutory Law

Nothing in this Consortium Agreement shall be deemed to require a Partner to breach any mandatory statutory law under which the Partner is operating.

12.5 Language

This Consortium Agreement is drawn up in English, which language shall govern all documents, notices, meetings, arbitral proceedings and processes relative thereto.

12.6 Applicable Law

This Consortium Agreement shall be construed in accordance with and governed by the laws of Belgium excluding its conflict of law provisions.

12.7 Settlement of Disputes

The Partners shall endeavour to settle their disputes amicably.

The Partners agree to use mediation as a conflict resolution mechanism in a case a conflict cannot be settled amicably.

All disputes arising out of or in connection with this Consortium Agreement, which cannot be solved amicably, shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with the said Rules.

The place of arbitration shall be Brussels if not otherwise agreed by the conflicting Partners. The award of the arbitration will be final and binding upon the Partners. However, should any Partner (e.g. a Public Body) show that certain provisions of its national law prevent it from submitting the relevant dispute to arbitration, then the concerned Partners will submit the dispute to the Courts of Brussels.

Nothing in this Consortium Agreement shall limit the Partners' right to seek injunctive relief in any applicable competent court.

12.8 Force Majeure

No Partner shall be considered to be in breach of this Consortium Agreement if it is prevented from fulfilling its obligations under the Consortium Agreement by Force Majeure. Each Partner will notify the competent Consortium Bodies of any Force Majeure without undue delay. Partners must take the necessary measures to limit any damage due to force majeure. They must do their best to resume the implementation of the Action as soon as possible. If the consequences of Force Majeure for the Project are not overcome within six (6) weeks after such notification, the transfer of tasks - if any - shall be decided by the competent Consortium Bodies.

13 Signatures

AS WITNESS:

The Partners have caused this Consortium Agreement to be duly signed by each of the undersigned authorised representatives forming this Consortium.

This Consortium Agreement is done in one (1) original copy signed by all Partners. Each Partner signs one (1) signature page. This Consortium Agreement consists of a core section of 29 pages, as many signature pages as Partners to this Consortium Agreement, three (3) Annexes and one (1) Attachment. The original signed Consortium Agreement, which is authentic, shall be kept by the Coordinator. One copy of the Consortium Agreement signed by all Partners shall be distributed to each signatory partner. This Consortium Agreement shall be deemed to be executed as of the day and year first written above notwithstanding the dates set forth on signature pages.

[Signature pages to follow]

SIGNATURE PAGES

UNIVERZA V LJUBLJANI

Authorized representative:
Igor Papič, Rector

Date and Place:
Ljubljana, 14th December, 2020

Signature(s)

VRIJE UNIVERSITEIT BRUSSEL

Authorized representative:
Name and surname, function

Date and Place:
Brussels,

Signature(s)

CY CERGY PARIS UNIVERSITÉ

Authorized representative:
Name and surname, function

Date and Place:
Paris,

Signature(s)

GÖTEBORGS UNIVERSITET

Authorized representative:
Name and surname, function

Date and Place:
Göteborg,

Signature(s)

UNIVERSIDAD POMPEU FABRA

Authorized representative:
Name and surname, function

Date and Place:
Barcelona,

Signature(s)

THE UNIVERSITY OF WARWICK

Authorized representative:
Name and surname, function

Date and Place:
Warwick,

Signature(s)

Attachment I - Background included

Background is defined in Article 7. 1. of the Consortium Agreement as “data, know-how or information (...) that is needed to implement the action or exploit the results”. Because of this need, Access Rights have to be granted in principle, but partners must identify and agree amongst them on the Background for the Project. This is the purpose of this Attachment I.

PARTNER 1

As to **Univerza v Ljubljani**, it is agreed between the Partners that, to the best of their knowledge, the following background is hereby **excluded** for the Project. Also, specific limitations and/or conditions, shall be as mentioned hereunder:

- all Background generated by personnel, scientists or students at Univerza v Ljubljani other than those directly involved in the EUTOPIA Project;
- all Background generated by personnel, scientists or students at Univerza v Ljubljani that are directly involved in the EUTOPIA Project, which is outside the scope of the tasks to be performed by Univerza v Ljubljani under the EUTOPIA Project;
- all Background which Univerza v Ljubljani, due to existing or pending third party rights, is unable to grant Access Rights to.

This represents the status at the time of signature of this Consortium Agreement.

PARTNER 2

As to **Vrije Universiteit Brussel**, it is agreed between the Partners that, to the best of their knowledge, no data, know-how or information of Vrije Universiteit Brussel shall be Needed by another Partner for implementation of the Project or exploitation of that other Partners' Results.

This represents the status at the time of signature of this Consortium Agreement.

PARTNER 3

As to **CY Cergy Paris Université**, it is agreed between the Partners that, to the best of their knowledge, no data, know-how or information of CY Cergy Paris Université shall be Needed by another Partner for implementation of the Project or exploitation of that other Partners' Results.

This represents the status at the time of signature of this Consortium Agreement.

PARTNER 4

As to **Göteborgs universitet**, it is agreed between the Partners that, to the best of their knowledge, no data, know-how or information of Göteborgs universitet shall be Needed by another Partner for implementation of the Project or exploitation of that other Partners' Results.

This represents the status at the time of signature of this Consortium Agreement.

PARTNER 5

As to **Universitat Pompeu Fabra**, it is agreed between the Partners that, to the best of their knowledge, no data, know-how or information of Universitat Pompeu Fabra shall be Needed by another Partner for implementation of the Project or exploitation of that other Partners' Results.

This represents the status at the time of signature of this Consortium Agreement.

PARTNER 6

As to **The University of Warwick**, it is agreed between the Partners that, to the best of their knowledge, no data, know-how or information of The University of Warwick shall be Needed by another Partner for implementation of the Project or exploitation of that other Partners' Results.

This represents the status at the time of signature of this Consortium Agreement.

Annex II

Terms of Reference of the Consortium Bodies

Contents:

EUTOPIA Executive Board	2
Secretary-General.....	3
EUTOPIA 2050 Project Management Team	4
Activity/EUTOPIA 2050 Work Package Leads	5
EUTOPIA Strategic Board.....	7
EUTOPIA Advisory Board.....	10
EUTOPIA Student governance.....	12

EUTOPIA Executive Board

Terms of Reference

These Terms of Reference set out the general scope, objectives, roles and responsibilities, membership, accountabilities, and other relevant processes of the EUTOPIA European University Executive Board and associated Boards or Committees.

1. General Scope and Objectives

The Executive Board is the main management board and is responsible for the overall running of the EUTOPIA alliance. Under the strategic direction provided by the Strategic Board (of Presidents), it oversees the development and implementation the strategy of the alliance. It is also responsible for the delivery of the EUTOPIA 2050 project, including the achievement of its objectives and delivery of the outputs and outcomes, which are in line with contractual, financial, legal and compliance obligations and requirements.

2. Membership

The Executive Board comprises the following members:

- Secretary-General (Chair)
- Vice Presidents/Institutional Leads (six (6) members)
- Activity Leads/EUTOPIA 2050 Work Package Leads (seven (7) members)
- Student Representatives (two (2) members, rotating)
- The Project Management team provide the Secretariat of the Executive Board.

Specifically, the membership consists of:

Secretary General (Chair)		EUTOPIA
Vice Presidents/Institutional Leads		One representative from each partner*six (6).
Activity Leads:	EUTOPIA 2050 WP:	One representative from:
Management of EUTOPIA 2050	WP1	University of Ljubljana
Education	WP2	Vrije Universiteit Brussel
Research	WP3	University of Gothenburg
Place-Making	WP4	Universitat Pompeu Fabra
Inclusion	WP5	University of Ljubljana
International	WP6	University of Warwick
Sustainability and Dissemination	WP7	CY Cergy Paris Université
Student Representatives		Two (2) Representatives - rotating
Secretariat - Project Manager and Project Management Team		University of Ljubljana

Other appropriate senior representatives from the EUTOPIA Partners, such as HR/Finance Directors or Vice-Presidents responsible for Education or Research, may be invited to Executive Board meetings for particular discussions if necessary and useful.

3. Specific Terms of Reference

The main role and responsibilities of the EUTOPIA Executive Board are to:

- Ensure effective leadership and management of all EUTOPIA activities.
- Under the strategic direction given by the Strategic Board, lead and coordinate the development and implementation of EUTOPIA's strategy, making recommendations on such to the Strategic Board as appropriate.
- Undertake strategic management of the EUTOPIA 2050 project and its implementation, ensuring activities of the project are delivered on time, to budget and in compliance with EC guidelines.
- Oversee all other EUTOPIA projects and activities, ensuring coordination between them and maximising synergies across all EUTOPIA's activities.
- Maintain oversight and coordination of all EUTOPIA external engagement and communications.
- Resolve any issues arising, or other items of ethics or conflicts, between partners or between streams of activity (or work packages).

The Executive Board plays a crucial role in meeting the objectives as stated in the EUTOPIA 2050 Project, particularly in the following sub-work packages of the Management of the Project (WP1):

- SWP1.2 Project management
- SWP1.3 Overall co-ordination and project meeting
- SWP1.4 Legal, financial and administrative aspects

The responsibilities of the Executive Board members are specified as follows:

Secretary-General

The main responsibilities of the Secretary-General are:

- Managing the overall strategy of the both the alliance and the EUTOPIA 2050 Project, ensuring effective leadership, management and co-ordination of all EUTOPIA activities.
- Overseeing the work of the EUTOPIA 2050 project, ensuring the project delivers on its objectives, and overseeing financial management and contractual reporting.
- Leading on the coordination of activities across all EUTOPIA projects and activities.
- Supporting the Chair of the Strategic Board in their role as spokesperson of the alliance and representing it towards different stakeholders.
- Advising the Strategic Board on potential collaborations with external stakeholders and networks and developing/managing these relationships in conjunction with the Chair.

- Developing and maintaining an understanding of all EUTOPIA partner institutions, in order to be able to represent partners and their interests with respect to EUTOPIA activities.
- Managing relations with EUTOPIA's Associate Partners and the External Advisory Board.
- Reporting to the Strategic Board, and working with the Executive Board, developing and implementing the alliance's strategic plan and shaping the longer-term vision for the alliance.
- Working with the Vice Presidents/Institutional Leads and the WP Leads in implementing EUTOPIA's strategy.
- Working to identify and pursue alternative, long-term funding sources for EUTOPIA activities.
- Providing policy expertise to the Strategic Board to both influence, and respond to, policy developments in Europe in line with EUTOPIA agendas and priorities.
- Supporting the Strategic Board, advising and supporting its Chair in their role in directing EUTOPIA activities, and reporting to the Board on the progress of activities.
- Providing secretarial support to the Strategic Board
- Chairing the Executive Board

EUTOPIA 2050 Project Management Team

The main responsibility of the University of Ljubljana as the EUTOPIA 2050 Project Lead is to manage the execution of the EUTOPIA 2050 project in relation to the activities, costs, timeline and deliverables of the project.

The Project Manager, supported by the Project Management Team and reporting through the Secretary-General and the Executive Board, ensures legal, financial and administrative compliance with the requirements and obligations as set out in the terms of the agreements with the European Commission.

Other main responsibilities of the Project Lead and the team are to:

- Coordinate and manage the overall activities of the EUTOPIA 2050 project, linking the efforts of the Work Package teams together and supporting on-going collaboration.
- Maintain management, leadership and participation of all project stakeholders.
- Support the governance of the EUTOPIA alliance through organisation and support for the alliance management boards and committees.
- Assist the Executive Board and Secretary-General in administrative and coordinating activities (communications with partners, organising meetings and collections of data for internal and external reports).
- Monitor project activities and maintain an up-to-date view of progress, and advise and report to the Executive Board, and through that to the Strategic Board.
- Provide regular activity/management reports, annual cost statements, payments, budget allocations, third party funding, and audit certificates.
- Devise and issue guidelines and template for reports to all the EUTOPIA partners for reporting to the Executive Board and Strategic Board, in addition to the European Commission, particularly to ensure all costs are budgeted efficiently from the outset.
- Supervise the contractual agreements, including the Grant Agreement, the Partnership Agreement, quality assurance, risk management and data management plans.
- Prepare documentation to achieve transparent and fast distribution of the EU financial contribution.

- Ensure effective policies and procedures are in places and adhered to for intellectual property rights, equal opportunities, risk management, ethics, and conflict resolution.
- Ensure that meetings are effectively organised and minutes are taken, maintaining effective records and administration.

Activity/EUTOPIA 2050 Work Package Leads

The responsibilities of the Activity Leads/Work Package (WP) are to:

- Lead the development and implementation of EUTOPIA strategy in their area, both through leading activities in the EUTOPIA 2050 pilot and other associated activities as appropriate.
- Coordinate with other Activity/WP leads to ensure synergies and cooperation across all of EUTOPIA's activities.
- Proactively investigate opportunities for the further funding of EUTOPIA activities in their area, working in conjunction with the Secretary General and the Sustainability leads.
- Ensure the EUTOPIA 2050 Work Package meets its targets in the form of budget, milestones and deliverables (outputs and outcomes).
- All appropriate reports, analyses, dashboards are accurately compiled and submitted on the templates and to the procedures and instructions of the Project Management Team, for collation and scrutiny by the Executive Board, Strategic Board and External Advisory Board as appropriate.
- Engage with external stakeholders in their area, to include Associate Partners and other relevant stakeholders, to promote EUTOPIA activities and ensure engagement activities for EUTOPIA participants.

All areas of activity/WPs also have a Co-Lead, who will work with the Lead in the delivery of EUTOPIA activities, and deputise for them if necessary. Within EUTOPIA 2050 (and other successful projects), the management and delivery of Sub-Work Packages and individual tasks may be assigned to others in the work package at an appropriate level, but the responsibility for the coordination and overall performance of the WP remains with the Work Package Lead. **WP Leads, in conjunction with the Co-Leads, are responsible for all decisions relating to the internal coordination of their WPs.**

1. Student representatives

The Executive Board includes two student representatives with an integral role in the governance and decision-making structures. Representation of students is based on the rotating principle – students select their representatives to the Board twice (tbc) during the project. The nominated students will coordinate with student representatives from all EUTOPIA partners, and with the nominated representative on the Strategic Board, to ensure all students are aware of, and engaged with, all EUTOPIA activities.

2. Communication and Meetings

The main means of communication are through physical meetings and electronic communications. In each year of the project duration, the Executive Board meets quarterly; up to three meetings may be virtual but it is likely that two meetings will coincide with EUTOPIA weeks. All Executive Board members attend the Annual General Conference. Meetings of the Executive Board are chaired by the Secretary-General who also provides meeting

agendas and meeting minutes (with support of the project management team). If required, additional meetings can be arranged outside of the scheduled times (within the budget limits).

The members of the Executive Boards commit to:

- attend all scheduled meetings
- share all communications and information across all group members needed for successful implementation of EUTOPIA activities
- make timely decisions and taking action to not hold up the activities
- notify members of the group, as soon as practical, if any matter arises which may be deemed to affect the development of the alliance activities and accomplishment of project tasks
- ensure that each member will be provided with complete, accurate and meaningful information on time
- alert on potential risks and issues that could impact the working of the alliance
- have open and honest discussions without resort to any misleading assertions

3. Accountabilities

- Reporting to the Strategic Board and the External Advisory Board
- Monitored by the Quality Board
- Communication with the Communication Board, Student Forum, and Commissions
- Annual General Conference
- Reporting to the European Commission

4. Review and Method

The Executive Board receives and considers quarterly reports and analyses from all EUTOPIA 2050 Work Packages (including from appropriate sub-work packages, and appropriate outputs and outcomes from the Commissions and the Student Forum) and on all other EUTOPIA activities. The Board will ensure the EUTOPIA project is progressing to time and budget, and meeting milestones and deliverable targets. It also receives the Risk Register to ensure appropriate management and mitigation of risks has been undertaken.

The Executive Board will also receive regular reports from other funded EUTOPIA projects, and on other EUTOPIA activities that are not related to a specific funded project.

The Executive Board periodically reviews its own effectiveness (including these Terms of Reference). Summary progress reports on all activities are twice-yearly provided to the Strategic Board and annually to the External Advisory Board.

5. Duration and amendments

These Terms of Reference are effective for the duration of the EUTOPIA European University or until terminated by agreement. These Terms of Reference may be amended, varied or modified after consultation and agreement by members of the board, and especially as the alliance develops in its pilot phase. In particular, these Terms of Reference will be reviewed at the end of the EUTOPIA 2050 project.

EUTOPIA Strategic Board

Terms of Reference

These Terms of Reference set out the general scope, objectives, roles and responsibilities, membership, accountabilities, and other relevant processes of the EUTOPIA European University Strategic Board.

1. General Scope and Objectives

The Strategic Board has overall responsibility for the leadership of EUTOPIA, particular for determining its strategic direction and ensuring that the interests of EUTOPIA are advanced both within partner organisations and externally.

The Strategic Board shapes the long-term vision for the alliance, including monitoring and evaluation of current initiatives to ensure delivery of that vision. It also approves major strategic decisions and policies impacting the project and the broader Alliance, receiving insights and gathering intelligence on external developments and policy issues both at the national and international levels.

The Strategic Board has overall responsibility for the performance of the EUTOPIA 2050 project, in keeping with and upholding the project vision, mission, and strategic planning goals. This includes approving any significant changes to the implementation plans, resource allocations, and budgets, on the recommendation of the Executive Board.

The responsibilities of the Strategic Board are to:

- Ensure that the EUTOPIA vision and mission are fulfilled.
- Shape and develop the overall strategic direction for EUTOPIA and ensure that all activities are contributing to the implementation of that strategy.
- Establish and ensure robust, efficient and transparent decision-making, strategic planning and governance structures and processes across EUTOPIA activities.
- Ensure all appropriate learning, strategic management, planning and governance experiences are fed in to the development of the long-term strategy of the EUTOPIA alliance.
- Secure appropriate representation from within partner institutions to ensure engagement from alliance partners in all EUTOPIA strategies and activities.
- Act as advocates for EUTOPIA, engaging at a senior level with the European Commission and other stakeholders in the areas of EUTOPIA activities locally, nationally, in Europe and internationally.
- Ensure the long-term sustainability of EUTOPIA activities, including directing the development of fundraising and funding strategies.
- To govern, manage and regulate the finances of the EUTOPIA alliance
- Oversee, at the most senior level, the activities of EUTOPIA 2050 and other EUTOPIA projects, ensuring that they deliver on time and to budget.
- If necessary, oversee any major changes and adjustments to the original EUTOPIA 2050 work plans to ensure project objectives and key performance indicators are achieved.
- Resolve any issues, conflicts or items of ethics that are referred from the Executive Board
- Appoint the Secretary-General and define his/her role and responsibilities.

2. Membership and Accountabilities

The Strategic Board consists of the six Presidents from the partner organisations, a student representative (rotating) and the Secretary-General. The Strategic Board each year selects a chair from among the Presidents (rotating chair). The chair, supported by the Secretary-General, is the spokesperson and advocate for EUTOPIA and represents it towards different stakeholders.

Each partner may be represented at Board meetings by an additional, senior member of the institution in addition to the President. These additional representatives will be present in a non-voting capacity. In the rare occasion when a President is unable to attend a Board meeting, and with prior agreement of the Chair, this senior delegate may represent (and speak/vote on behalf of) the President.

3. Review and Method

Twice yearly, the Strategic Board receives an overview progress report of project activities provided by the Executive Board. The activities of the Executive Board are reported to the Strategic Board through the Secretary-General. The decisions of the Strategic Board are reported on to the Executive Board through the Secretary-General.

4. Communication and Meetings

As stated in the Consortium Agreement (Article 5.2) Strategic Board meetings could be physical, virtual (teleconference, video-conference or web conference) or organised by correspondence. The Strategic Board meets formally twice each year, usually during EUTOPIA weeks. Dates for these meetings are set for the three years of the EUTOPIA 2050 project. These dates may be changed only with the agreement of Presidents.

The Strategic Board may agree to meet additionally outside of these formal meetings, for example through strategic retreats or away-days. The principles of communication outlined below apply to all meetings.

The members of the Strategic Board commit to:

- attend all scheduled meetings;
- make timely decisions and take action so as to not delay the implementation of EUTOPIA activities;
- notify members of the Strategic Board, as soon as practical, of any matter arising which may affect the strategic development of EUTOPIA or the implementation of its strategy;
- share all communications and information across all Strategic Board members needed for successful implementation of EUTOPIA activities;
- ensure that the Strategic Board is provided with complete, accurate and meaningful information in a timely way;
- alert the Strategic Board of any potential risks and issues that could impact the delivery of the EUTOPIA 2050 project;
- have open and honest discussions without resort to any misleading assertions.

5. Voting Rights and Quorum

The Strategic Board shall not deliberate and decide validly unless one-half of its Members are present or represented (quorum). Decisions shall be taken by a majority of one-half of the votes cast. If the quorum is not reached, the chair of the Strategic Board shall convene another meeting within 30 calendar days. If in this meeting

the quorum is not reached once more, the chair shall convene an extraordinary meeting, which shall be entitled to decide even if less than the quorum of Members are present or represented.

Each Member of the Strategic Board present or represented in the meeting shall have one vote. Defaulting Partners may not vote. Each partner may be represented at the Strategic Board meetings by an additional, senior member of the institution in addition to the President. These additional representatives will be present in a non-voting capacity. On the rare occasion when a President is unable to attend the Strategic Board meeting, and with prior agreement of the chair, this senior delegate may represent (and speak/vote on behalf of) the President.

A Member which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of the Strategic Board may exercise a veto with respect to the corresponding decision or relevant part of the decision.

When the decision is foreseen on the original agenda, a Member may veto such a decision during the meeting only. When a decision has been taken on a new item added to the agenda before or during the meeting, a Member may veto such decision during the meeting and within 15 calendar days after the draft minutes of the meeting are sent. In case of exercise of veto, the Members of the Strategic Board shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all its Members. A Partner may not veto decisions relating to its identification as a Defaulting Partner. The Defaulting Partner may not veto decisions relating to its participation and termination in the consortium or the consequences of them. A Partner requesting to leave the Strategic Board may not veto decisions relating thereto.

6. Duration and amendments

These Terms of Reference are effective for the duration of the EUTOPIA European University or until terminated by agreement. These Terms of Reference may be amended, varied or modified after consultation and agreement by members of the Strategic Board, especially as the alliance develops in its pilot phase. These Terms of Reference will be reviewed at the end of the EUTOPIA 2050 project.

In case The terms of Reference are in conflict with the terms of the Consortium Agreement, the terms of the latter shall prevail.

EUTOPIA Advisory Board

1. General Context

EUTOPIA is an alliance of six¹ universities that came together to create a European University of the future - working jointly to develop a new model of internationally connected, inclusive, student-led higher education. EUTOPIA will create a European university campus, combining collaborative research focusing on global challenges with creation of an open learning community co-created with students and non-academic partners. EUTOPIA will also work with regional agencies to facilitate region-to-region collaboration through the universities as anchor institutions, promote inclusion, undertake international engagement and implement an adaptive, collaborative multi-level governance model across its partners.

In addition to funding from the member universities themselves, EUTOPIA has received external funding from the European Commission (the 'EUTOPIA2050' project, funded through the Erasmus+ programme) to develop the core structures and activities of the alliance. To achieve sustainability, the alliance will work to put in place both new cross-institutional governance structures, and arrangements to support education, research and external engagement activities across alliance partners. This activity will be supplemented by a portfolio of externally and internally funded projects, and by additional income generated from fundraising and business development activities.

To support the EUTOPIA partner institutions in creating and developing this innovative new European University and its future strategy, EUTOPIA will put in place an external Advisory Board (AB). Advisory Board members will advise EUTOPIA on all aspects of its activities covering education, research, governance and external engagement, and on how EUTOPIA can make these activities sustainable in the long term.

2. Membership

Members of the Board will be nominated by the six EUTOPIA partners. Members will, between them, have a breadth of experience and knowledge, including both the leadership in the university sector and the policy agenda relevant to higher education in Europe and internationally. Selected board members will normally be external to EUTOPIA's partner institutions. Any representative from within a partner institution will have significant external expertise relevant to EUTOPIA's strategic priorities.

The Board will have a maximum of fifteen members. Each EUTOPIA partner will nominate two (2) members (proposed membership listed in Annex I below). Given the extent of EUTOPIA's activities, EUTOPIA may nominate up to three (3) additional members, if needed, to cover any specific areas of knowledge or expertise not covered by the initial twelve.

3. Specific Terms of Reference

The Advisory Board will advise on high-level, strategic issues relating to all EUTOPIA's activities. This includes, for example, advising on the development of EUTOPIA's international strategy, on whether to expand EUTOPIA's membership, and on its long-term sustainability and fundraising. The work of the Board will include issues pertaining to the EUTOPIA2050 project and other key EUTOPIA projects. Hence, the EUTOPIA2050 project will not have its own, separate, advisory board. Other externally funded EUTOPIA may have their own, more focused, advisory boards if considered necessary and more effective/relevant for those individual projects

¹ EUTOPIA is an alliance of six leading European universities: Vrije Universiteit Brussels, CY Cergy Paris University, University of Gothenburg, University of Ljubljana, Pompeu Fabra University Barcelona and the University of Warwick.

e.g. the EU COFUND project. However, the EUTOPIA Advisory Board will maintain an overview of all these EUTOPIA projects and, in particular, of how these projects address EUTOPIA's overall strategy.

The Advisory Boards specific Terms of Reference are:

- To take a strategic view of the work of EUTOPIA and to provide external support, counsel and expertise in developing the strategic direction and sustainability of the Alliance.
- To offer support and advice to EUTOPIA on issues relevant to its future strategic development across all its activities and projects, with a particular focus on the activities and delivery of the EUTOPIA2050 project. To enhance and promote the profile of EUTOPIA externally and to support the alliance in developing beneficial relationships with all relevant external stakeholder organisations, including with the European Commission.
- To advise EUTOPIA on development and implementation of its fundraising strategy, and to strengthen EUTOPIA's strategic position when responding to external funding opportunities.
- To support EUTOPIA in building connections with international organisations relevant to its strategic priorities.
- To advise on the development of new priority areas or activities, and when to cease or reduce existing activities.

4. Communications and Meetings

The Advisory Board will normally meet once (and not more than twice) per year together with the EUTOPIA Strategic Board (comprising the Presidents of the six partner universities), usually in late spring or early summer. Dates for these meetings will be set initially for the three years of the EUTOPIA2050 project, and meetings will take place at the premises of one of the partner institutions. Outside of this annual meeting, EUTOPIA may draw on the expertise of Board members for specific input where the development of EUTOPIA activities align with a particular Board member's interests.

EUTOPIA's Secretary General will coordinate communications with the Advisory Boards members, working in conjunction with the Chair of EUTOPIA's Strategic Board and supported by the Project Management office (who will provide the Secretariat), to ensure that members are kept informed of EUTOPIA's activities and plans.

5. Review and Method

The proposed membership of the Advisory Board will be agreed by the EUTOPIA Strategic Board. The Strategic Board will provide overview reports on EUTOPIA activities and projects and, in conjunction with the Chair of the Advisory Board, identify issues to be considered by the Advisory Board.

6. Duration and Amendments

Members of the Advisory Board will be appointed for renewable periods of three (3) years. The membership and function of the Advisory Board will be reviewed after 30 months, towards the end of the EUTOPIA2050 project, to ensure the combined expertise of the Advisory Board remains in line with EUTOPIA activities and priorities.

EUTOPIA Student governance

1. General context

As a student-centred and student-empowering alliance, EUTOPIA needs a structural process to gather the continued input of its students. We believe that inclusion of all stakeholders is one of the key-principles within EUTOPIA and that a clear and transparent governance can help to ensure this. In writing this proposal, the aim was to apply the guiding principles of the alliance to the specific needs of students within such a governance-framework.

In practical workings of such a governance, various student-representatives of the six universities decided on the following principles in addition to the (key) principles and commitments of EUTOPIA:

- **Co-governance**

Within EUTOPIA, we see students as a full partner in the governance of our institutions and thus the collective alliance as well. Students should get a fair and equal voice in the various governing bodies of the alliance in order to ensure that the student perspective is always being considered.

- **Equal relationships**

Every institution has the same voice within the alliance. Every student- representative has an equal voice in the matters of the alliance student- body.

- **Constructive Policymaking**

A student-representative has the function of constructive student voice within the institution. We aim towards a joined ownership of the EUTOPIA project and its' goals.

- **Total transparency**

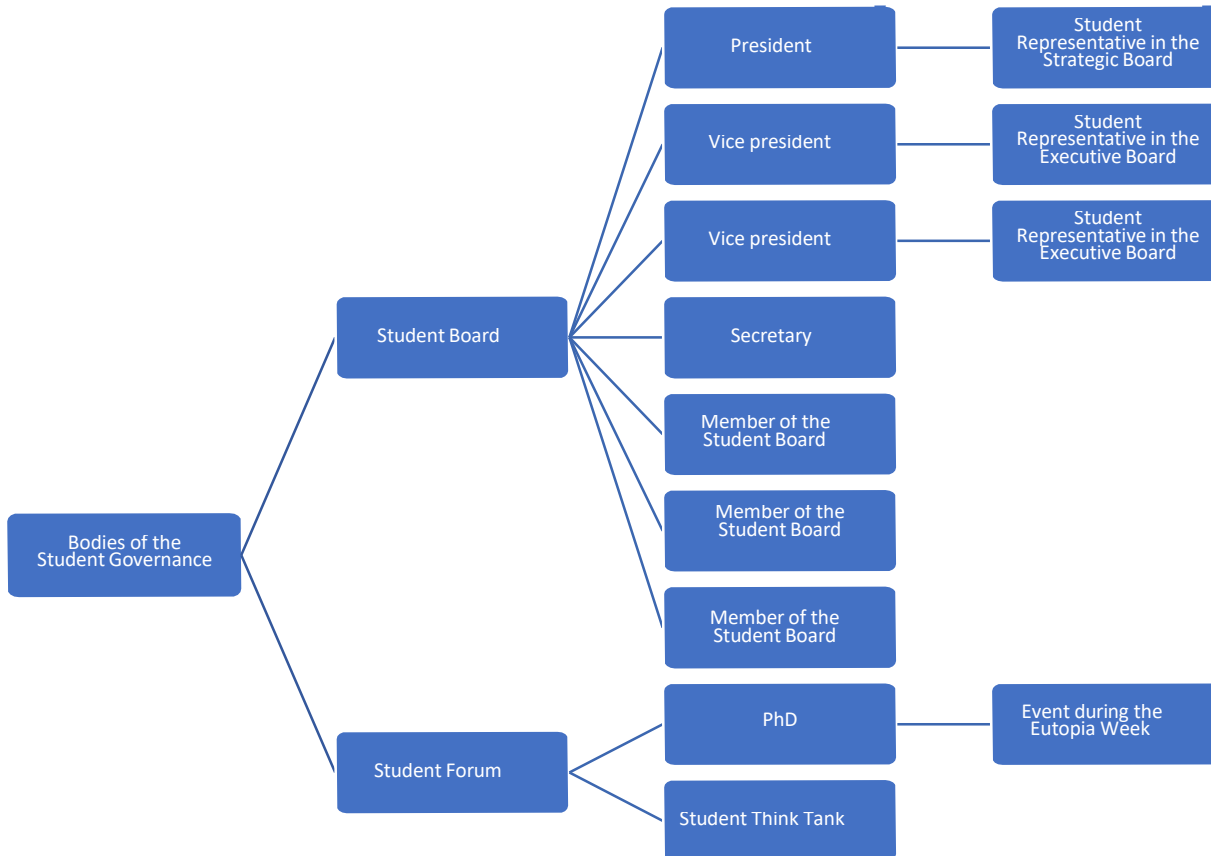
We expect transparency from every institution using public funds like governments or universities, as student representatives we will show these same principles in our way of working. All agendas, documents and reports will be made public to our students, whenever possible.

- **No discrimination**

A student cannot be discriminated by reason of ethnicity, income, age, religion, gender, opinion, birth and other similar circumstances. We expect the student's community to have a strong commitment against any kind of discrimination.

2. Membership, communication, meetings and Terms of Reference

EUTOPIA Student Council



Student Board

Members:

- One (1) student per university locally elected according to own rules and traditions. Each University must set the procedure for electing their student representatives.
- In addition to the Student Representative, one (1) PhD student elected from the PhD Students who are participating in the joint programs in the framework of Eutopia, he/she will be member of the Student Board.
- The PhD student will come each year from a different institution; therefore, this seat will be rotative and will be appointed by the students from his or her university according to own rules and traditions.
- Total of seven (7) representatives. One (1) Student Representative per university and one (1) appointed PhD Student involved in the EUTOPIA (WP3/research).
- They act collegially, meaning that they support each other in the spirit of consensus.
- The roles of the Student Board are a rotating function: each University will assume each year a different role. The Student's Presidency and the EUTOPIA Presidency cannot be from the same University.

The Student Board will have an ordinary meeting in each EUTOPIA Week, and monthly Skype meetings are required, however, each year the board could decide if more meetings are necessary throughout the month (for example, if they need Skype weekly meetings or every 2 weeks or weekly)

The Student Board will be responsible for bringing the student perspective to each of the WP which involves Student Participation. Therefore, each of the student representative will be responsible for one Working Package (WP), to ensure that the student voice is heard and is being considered in all WPs.

The students will be responsible for the WP assigned to their own university. The student will have to follow the Working Package Activities and to update the other Student Board Members in each meeting, preferably in a written form (report).

The student representatives will be responsible for the engagement of the students from their University on EUTOPIA Activities and for the dissemination both of the project and of the EUTOPIA Student Council Activities and Decisions.

The Student Board roles will be:

- President: Part of the Strategic Board, makes sure that we have all the relevant stakeholders, and teammates (for the delegation of students)
- Two (2) Vice-presidents: Assists the president in their work, replaces them when they are absent or otherwise indisposed and are the ones who sit in the Executive Board.
- Secretary: Is responsible for ensuring proper minutes and documentation of the board-meetings (agenda), as well as creating proper transition documentation for the consequent student board members. He/she is also the final responsible for transparent decision-making.
- Three (3) Members of the Student Board, which will be as well supporting the tasks of the Student Think Tank.
 - Treasurer of the Eutopia Student Think Tank (EUSTT)
 - Secretary of the Eutopia Student Think Tank (EUSTT)
 - President of the Eutopia Student Think Tank (EUSTT)

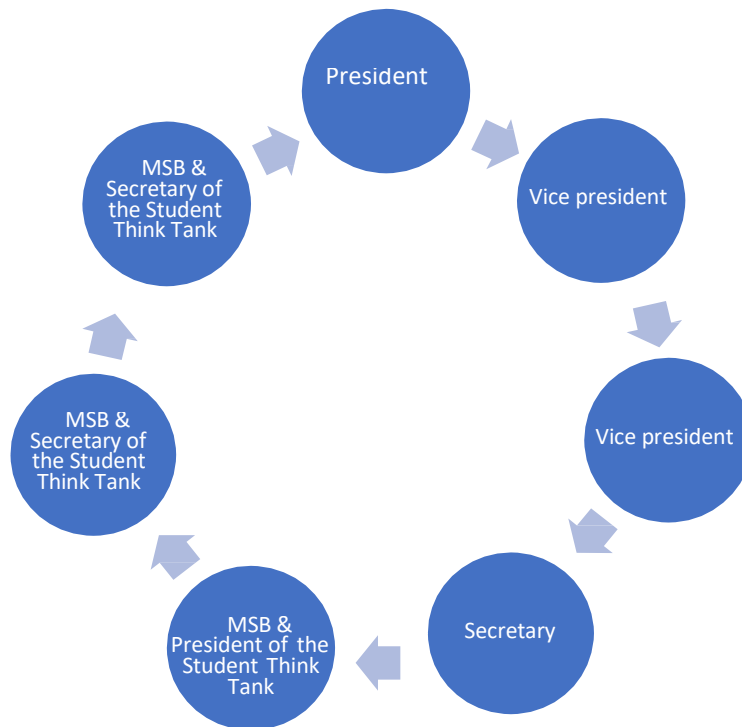
Mandates:

The mandates of the members of the Student Board last for a year. During the first term of the academic year, the Universities will choose their student representatives according to their own traditions.

There will be a transition period to ensure that the former members and the new members have enough information to do their job in a proper way.

Furthermore, after each mandate, the members of the Student Board will write a report about the mandate, which will be useful to ensure a proper transition with the future members of the Student Board, and as a way of accountability to the represented community this will be consolidated by the Student Secretary, preferably in a written form (report).

ROTATING ROLES: As the EUTOPIA Presidency, which is a rotating role, the EUTOPIA Student Council Presidency will also be rotative. The institution who holds the Eutopia Presidency cannot be the same as the institution who holds the EUTOPIA Student Council Presidency.



Student Forum

The Student Forum is the place where voice of all students coming from the Universities of the Alliance is heard.

The Student Board will be responsible to choose a topic to be discussed in the Student Forum. During each EUTOPIA Week, the Student Board will organize an event where the topic will be discussed with all the Students present at the EUTOPIA Week, even though most of them will be from the hosting institution.

Students from other Universities will be able to take part on the discussion through new technologies, as well as the alumni of EUTOPIA could be present/take part on the discussion.

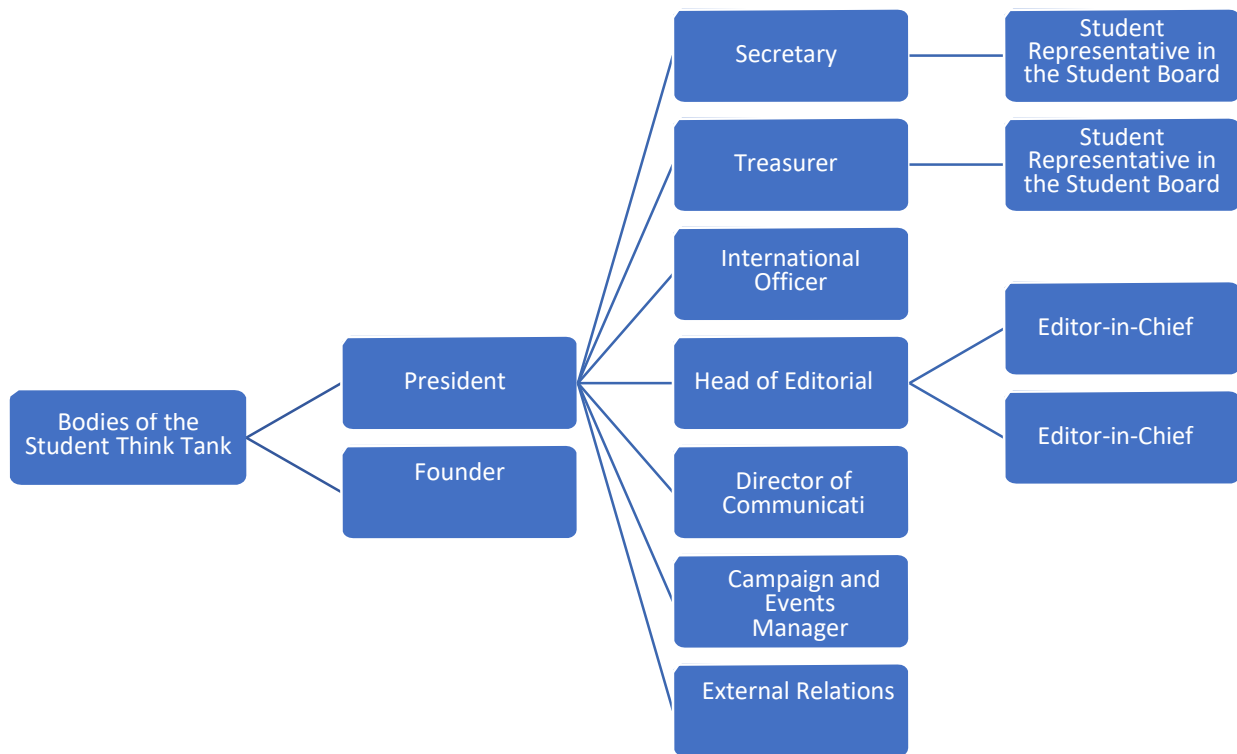
The Student Forum can approve motions on the discussed topics, which will be disseminated to the Student from all around the Alliance, and this will be decided based on Consensus.

Furthermore, there will be other student-led events during the EUTOPIA Weeks as set in different WP's.

As by Student Forum we understand the place where every single student can participate and therefore, the body that integrates the students across the six Universities; the EUTOPIA Student Council will enable a project where everyone will have the space to share his or her thoughts through articles that will be posted in the EUTOPIA Student Think Tank.

EUTOPIA Student Think Tank (EUSTT)

The Student Think Tank will be a website whose aim is to contribute to connect the knowledge, ideas and projects of students from different universities and move towards the creation of a true 'university community'.



The President, the Secretary and the Treasurer of the Student Think Tank will be rotating roles within the Student Board.

The other positions of the Student Think Tank will be chosen by the Student Board after opening a call for applicants which will contain the electing criteria, except of course, the founders will be present to kick-start the think tank, and will be the reference point for the board for as long as the board thinks necessary



EUTOPIA2050 CALENDAR

WP	SWP	MONTH	DEADLINE	DELIVERABLE (OUTPUT)	WP LEAD	WP CO-LEAD	TASK LEAD	TASK LEAD	
WP7.2	SWP7.2.3	JANUARY 2020 M2		EUTOPIA Instagram account launch	CER	UL			
WP7.2	SWP7.2.3			EUTOPIA Twitter account launch	CER	UL			
WP1	SWP1.1		27	Internal Project management guidelines (Project management plan)	UL	CER			
WP4	SWP4.4.1	FEBRUARY 2020 M3		Finalize setting place-based Knowledge Hubs and co-creation space	UPF	WAR	CER	UPF	
WP7.2	SWP7.2.1			Finalized formation of form dissemination team	CER	UL			
WP5			*	WP5 Virtual quarterly meeting	UL	VUB			
WP6			*	Management meeting	WAR	UPF			
WP7.2	SWP7.2.3	MARCH 2020 M4		EUTOPIA website launch	CER	UL			
WP1	SWP1.2			Finalized project management plan + risk register and issues log	UL	CER			
WP3				WP3 Teleconference	GU	CER			
WP5	SWP5.1.1		5,6 *	Kick-off meeting WP5	UL	VUB			
WP3	SWP3.2.2			Application for research mobility	GU	CER	CER		
WP6			*	Management meeting	WAR	UPF			
WP4	SWP4.4.1	APRIL 2020 M5	*	Establish PoP	UPF	WAR	WAR	CER	
WP6			*	Management meeting	WAR	UPF			
WP5	SWP5.2.2	MAY 2020 M6		SWP5.2.2 Workshop	UL	VUB	UL		
WP5	SWP5.2.1			Mobility visit 1	UL	VUB	UL		
WP3	SWP3.3.1			Start-up competition	GU	CER	UL		
WP4	SWP4.4.2		*	Establish student-based collaboration environment (Hacklab/Fablab)	UPF	WAR			
WP5			*	WP5 Virtual quarterly meeting	UL	VUB			
WP7.2	SWP7.2.1			Database of dissemination stakeholders	CER	UL			
WP7.1	SWP7.1.1			Finalize organization of the Quality Board team	CER	UL			
WP7.1	SWP7.1.1			Submit dashboard of indicators	CER	UL			
WP3	SWP3.1.1			SWOT analysis	GU	CER	GU		
WP3	SWP3.1.1			Annual meeting	GU	CER	GU		
WP3			WP3 Teleconference	GU	CER				
WP3	SWP3.2.1		Submit information on YLA Fellows	GU	CER	CER			
WP6		*	Management meeting	WAR	UPF				
WP7.2	SWP7.2.2		Finalize EUTOPIA message	CER	UL				
WP7.2	SWP7.2.1		Report on existing practices	CER	UL				
WP6	SWP6.2.2		Submit Future Leaders Programme specification document	WAR	UPF				
WP2	SWP2.2		Report on obstacles, enablers and solutions for European University (SD)	VUB	GU				
WP1	SWP1.3		Finalized risk management and contingency plan (TI)	UL	CER				
WP6		JUNE 2020 M7	*	Management meeting	WAR	UPF			
WP3	SWP3.2.3			Implementation report on post-doctoral and doctoral training programs	GU	CER	CER		
WP3	SWP3.4.2		*	Best practices report on Open Data and Open Educational Resources	GU	CER	UPF		
WP3		JULY 2020 M8		WP3 Teleconference	GU	CER			
WP4	SWP4.2.1			Submit site-visit projects with local Associate partners	UPF	WAR	VUB		
WP4	SWP4.2.2			Submit ambassadors and training workshops plans	UPF	WAR			
WP4	SWP4.4.2		Finalize setting student-based challenges	UPF	WAR				
WP7.2	SWP7.2.3	AUGUST 2020 M9		EUTOPIA seminar	CER	UL			
WP7.2	SWP7.2.2			Submit common EUTOPIA marketing tools	CER	UL			
WP5			*	WP5 Virtual quarterly meeting	UL	VUB			
WP2	SWP2.3			Submit 6 learning units for the platform	VUB	GU			
WP3	SWP3.1.2			EUTOPIA workshop	GU	CER	GU		
WP3	SWP3.1.3			Sandpit event + research challenges	GU	CER	GU		
WP5	SWP5.1.1			Submit common framework for identifying disadvantaged communities	UL	VUB			
WP7.1	SWP7.1.2			Submit report on good practice in and strategies for fundraising, communications and dissemination	CER	UL			
WP3			SEPTEMBER 2020 M10		WP3 Teleconference	GU	CER		
WP6				*	Management meeting	WAR	UPF		
WP6	SWP6.1.3	*		EUTOPIA Undergraduate Research Online Conference	WAR	UPF			
WP5		*		WP5 Progress meeting	UL	VUB	GU		
WP3	SWP3.1.3			Research challenges report	GU	CER	GU		
WP4	SWP4.3	*	Establish Local Challenge Program	UPF	WAR	UPF			
WP3	SWP3.1.3		Submit information on research teams	GU	CER	GU			
		OCTOBER 2020 M11							
WP4	SWP4.4.2		*	Establish student-based teams for entrepreneurial discovery and challenge solving	UPF	WAR	GU		
WP7.2	SWP7.2.1	NOVEMBER 2020 M12		Communication strategy	CER	UL			
WP5	SWP5.2.1			Mobility visit 2	UL	VUB	UL		
WP5			*	WP5 Virtual quarterly meeting	UL	VUB			
WP3				WP3 Teleconference	GU	CER			
WP3	SWP3.1.1			Roadmap	GU	CER	GU		
WP7.2	SWP7.2.2			Finalize printed resources and branded gifts	CER	UL			



EUTOPIA2050 CALENDAR

WP	SWP	MONTH	DEADLINE	DELIVERABLE (OUTPUT)	WP LEAD	WP CO-LEAD	TASK LEAD	TASK LEAD	
WP3	SWP3.1.2			EUTOPIA workshop	GU	CER	GU		
WP7.2	SWP7.2.3				EUTOPIA science fair	CER	UL		
WP6				*	Management meeting	WAR	UPF		
WP3	SWP3.1.3				Rapid start project kick-off	GU	CER	GU	
WP3	SWP3.2.1				YLA workshop	GU	CER	CER	
WP5	SWP5.2.2				SWP5.2.2 Workshop	UL	VUB	UL	
WP7.1	SWP7.1.1				SWP7.1.1 SWOT analysis	CER	UL		
WP6	SWP6.1.3				EUTOPIA Undergraduate International Scholarship projects presentation (12 posters)	WAR	UPF		
WP6	SWP6.1.2			*	Submit report on good practices shared with EUTOPIA Education Board	WAR	UPF		
WP7.1	SWP7.1.1				Submit long-term governance report	CER	UL		
WP3	SWP3.2.2				Researcher visit report	GU	CER	CER	
WP7.1	SWP7.1.3				Report on investment in research and innovation	CER	UL		
WP3	SWP3.3.1				Report on mobility visits	GU	CER	UL	
WP7.1	SWP7.1.2				Annual progress report	CER	UL		
WP3	SWP3.2.2		DECEMBER 2020 M13		Researcher visit report	GU	CER	CER	
WP3	SWP3.2.2				Visitor log	GU	CER	CER	
WP3	SWP3.4.1			*	Models and processes for Open Science Office	GU	CER	UPF	
WP6			JANUARY 2021 M14	*	Management meeting	WAR	UPF		
WP4	SWP4.3			Submit challenge program setting	UPF	WAR	UPF		
WP5			*	WP5 Progress meeting	UL	VUB	UPF		
WP5		FEBRUARY 2021 M15	*	WP5 Virtual quarterly meeting	UL	VUB			
WP5	SWP5.1.1			Submit best practices common framework	UL	VUB			
WP3		MARCH 2021 M16		WP3 Teleconference	GU	CER			
WP5	SWP5.2.1			Mobility visit 3	UL	VUB	UL		
WP6	SWP6.2.3			Submit student 'Be EUTOPIAN!' conference reports and recommendations	WAR	UPF			
WP6			*	Management meeting	WAR	UPF			
WP4	SWP4.4.2	APRIL 2021 M17		First draft of the challenge program	UPF	WAR			
WP6		MAY 2021 M18	*	Management meeting	WAR	UPF			
WP5	SWP5.2.2			SWP5.2.2 Workshop	UL	VUB	UL		
WP5			*	WP5 Virtual quarterly meeting	UL	VUB			
WP3	SWP3.3.1			Start-up competition	GU	CER	UL		
WP3	SWP3.1.1			Annual meeting	GU	CER	GU		
WP3	SWP3.1.2			EUTOPIA workshop	GU	CER	GU		
WP3	SWP3.2.1			YLA workshop	GU	CER	CER		
WP6	SWP6.1.1			Annual international student body report, module template and rationale	WAR	UPF			
WP7.1	SWP7.1.3			Mapping of technological transfer good practice	CER	UL			
WP7.2	SWP7.2.2			Develop formats for videothons and debathons	CER	UL			
WP1	SWP1.4			Interim (technical) report	UL	CER			
WP3	SWP3.4.2	JUNE 2021 M19	*	Submit training guides for staff, students and researchers	GU	CER	UPF		
WP4	SWP4.1.1			Virtual board meeting round 1	UPF	WAR	WAR		
WP3	SWP3.4.2			Report on joint policies and strategies	GU	CER	UPF		
WP6			*	Management meeting	WAR	UPF			
WP3		JULY 2021 M20		WP3 Teleconference	GU	CER			
WP4	SWP4.2.2			Annual meeting on career ambassadors	UPF	WAR			
WP6	SWP6.1.3			EUTOPIA Certificate of Higher internationalization	WAR	UPF			
WP5		AUGUST 2021 M21	*	WP5 Virtual quarterly meeting	UL	VUB			
WP5	SWP5.2.1			Mobility visit 4	UL	VUB	UL		
WP7.2	SWP7.2.3			EUTOPIA seminar	CER	UL			
WP2	SWP2.3			Submit 12 additional learning units for the platform	VUB	GU			
WP4	SWP4.4.2			Submit second draft for the challenge solving of all teams	UPF	WAR			
WP3	SWP3.1.3			Sandpit event + research challenges	GU	CER	GU		
WP6		SEPTEMBER 2021 M22	*	Management meeting	WAR	UPF			
WP3	SWP3.1.3			Research challenges report	GU	CER	GU		
WP3	SWP3.1.3			Submit information on research teams	GU	CER	GU		
WP5			*	WP5 Progress meeting	UL	VUB	CER		
WP6	SWP6.1.3			EUTOPIA Undergraduate Research Online Conference	WAR	UPF			
WP6	SWP6.2.2			Future Leaders Programme certificate	WAR	UPF			
WP5	SWP5.2.2	OCTOBER 2021 M23		SWP5.2.2 Workshop	UL	VUB	UL		
WP2	SWP2.1			Joint Education strategy	VUB	GU			

EUTOPIA2050 CALENDAR

WP	SWP	MONTH	DEADLINE	DELIVERABLE (OUTPUT)	WP LEAD	WP CO-LEAD	TASK LEAD	TASK LEAD
WP4	SWP4.4.1	NOVEMBER 2021 M24	*	Submit feedback from knowledge hubs to teams	UPF	WAR	CER	
WP3				WP3 Teleconference	GU	CER		
WP7.2	SWP7.2.3			EUTOPIA Youtube content production/ launch	CER	UL		
WP3	SWP3.3.1			Start-up competition	GU	CER	UL	
WP3	SWP3.3.1			Report on mobility visits	GU	CER	UL	
WP6				* Management meeting	WAR	UPF		
WP5	SWP5.1.2			* Finalized best practices in a sustainable way platform	UL	VUB		
WP4	SWP4.4.2			Hackathon week	UPF	WAR	GU	
WP3	SWP3.1.2			EUTOPIA workshop	GU	CER	GU	
WP3	SWP3.1.2			Record of research applications and awards	GU	CER	GU	
WP3	SWP3.1.3			Rapid start project kick-off	GU	CER	GU	
WP5				* WP5 Virtual quarterly meeting	UL	VUB		
WP3	SWP3.2.1			YLA workshop	GU	CER	CER	
WP3	SWP3.2.1			YLA activity report	GU	CER	CER	
WP4	SWP4.4.1			* Reports based on feedback by the Knowledge Hubs	UPF	WAR	CER	
WP5	SWP5.1.2			Report on inclusion and equality	UL	VUB		
WP5	SWP5.1.3			Submit toolkit for inclusion	UL	VUB		
WP6	SWP6.1.3			EUTOPIA Undergraduate International Scholarship projects presentation (12 posts)	WAR	UPF		
WP7.1	SWP7.1.1			SWP7.1.1 SWOT analysis	CER	UL		
WP7.1	SWP7.1.3			Regional engagement strategy	CER	UL		
WP7.1	SWP7.1.2		Fundraising strategy	CER	UL			
WP7.1	SWP7.1.2		Annual progress report	CER	UL			
WP3	SWP3.2.2	DECEMBER 2021 M25		Visitor log	GU	CER	CER	
WP3	SWP3.2.2			Researcher visit report	GU	CER	CER	
WP3	SWP3.4.1		*	Best practice report	GU	CER	UPF	
WP6		JANUARY 2022 M26	*	Management meeting	WAR	UPF		
WP6	SWP6.2.3		*	Evaluation of Student 'Be EUTOPIAn!' conferences	WAR	UPF		
WP5	SWP5.2.1			Mobility visit 5	UL	VUB	UL	
WP5			*	WP5 Progress meeting	UL	VUB	WAR	
WP5		FEBRUARY 2022 M27	*	WP5 Virtual quarterly meeting	UL	VUB		
WP3		MARCH 2022 M28		WP3 Teleconference	GU	CER		
WP6			*	Management meeting	WAR	UPF		
WP4	SWP4.1.1		*	Virtual Board Meeting PoP round 2	UPF	WAR	WAR	
WP4	SWP4.1.2			Submit three finalist teams	UPF	WAR	WAR	
WP6	SWP6.2.3			Submit student 'Be EUTOPIAn!' conference reports and recommendations	WAR	UPF		
WP1	SWP1.6			Plan for use and dissemination (TI)	UL	CER		
		APRIL 2022 M29						
WP5	SWP5.2.2	MAY 2022 M30		SWP5.2.2 Workshop	UL	VUB	UL	
WP5	SWP5.2.1			Mobility visit 6	UL	VUB	UL	
WP6			*	Management meeting	WAR	UPF		
WP5			*	WP5 Virtual quarterly meeting	UL	VUB		
WP3	SWP3.2.1			YLA workshop	GU	CER	CER	
WP3	SWP3.1.1			Annual meeting	GU	CER	GU	
WP3	SWP3.1.2			EUTOPIA workshop	GU	CER	GU	
WP5	SWP5.1.3			Submit roadmap (SWP5.1.3)	UL	VUB		
WP6	SWP6.1.1			Annual international student body report, module template and rationale	WAR	UPF		
WP1	SWP1.7			Submit suggested governance framework for long-term sustainability	UL	CER		
WP6		JUNE 2022 M31	*	Management meeting	WAR	UPF		
		JULY 2022 M32						
WP3				WP3 Teleconference	GU	CER		
WP4	SWP4.2.2			Annual meeting on career ambassadors	UPF	WAR		
WP2	SWP2.1			Policy brief for WP2	VUB	GU		
WP4	SWP4.4.2			Selection of 3 teams for an ongoing work of challenges	UPF	WAR		
WP6	SWP6.1.3			EUTOPIA Certificate of Higher internationalization	WAR	UPF		
		AUGUST 2022 M33						
WP2	SWP2.3			Submit 12 additional learning units for the platform (total 30 units)	VUB	GU		
WP7.2	SWP7.2.3			EUTOPIA seminar	CER	UL		

EUTOPIA2050 CALENDAR

WP	SWP	MONTH	DEADLINE	DELIVERABLE (OUTPUT)	WP LEAD	WP CO-LEAD	TASK LEAD	TASK LEAD	
WP5		SEPTEMBER 2022 M34	*	WP5 Virtual quarterly meeting	UL	VUB			
WP5			*	WP5 Progress meeting	UL	VUB			
WP6			*	Management meeting	WAR	UPF			
WP4	SWP4.1.1				Submit PoP choice for the best team	UPF	WAR	WAR	
WP6	SWP6.1.3				EUTOPIA Undergraduate Research Online Conference	WAR	UPF		
WP6	SWP6.2.2				Future Leaders Programme certificate	WAR	UPF		
		OCTOBER 2022 M35							
WP4	SWP4.1.2			Awards for the winning team	UPF	WAR	WAR		
WP4	SWP4.2.1			Visits with reports	UPF	WAR	VUB		
WP4	SWP4.3			Finalize identifying opportunities beyond the pilot	UPF	WAR	UPF		
WP7.1	SWP7.1.2	NOVEMBER 2022 M36		EUTOPIA Foundation	CER	UL			
WP3				WP3 Teleconference	GU	CER			
WP7.2	SWP7.2.3			EUTOPIA science fair	CER	UL			
WP6			*	Management meeting	WAR	UPF			
WP7.1	SWP7.1.2			Long-term business model	CER	UL			
WP7.1	SWP7.1.2			Internal funding strategy	CER	UL			
WP7.1	SWP7.1.1			Long-term strategic plan	CER	UL			
WP7.1	SWP7.1.1			SWP7.1.1 SWOT analysis	CER	UL			
WP6	SWP6.1.3			EUTOPIA Undergraduate International Scholarship projects presentation (12 posters)	WAR	UPF			
WP5	SWP5.2.2			SWP5.2.2 Workshop	UL	VUB	UL		
WP5	SWP5.1.3			Diversity day	UL	VUB			
WP5	SWP5.1.1			Ongoing dissemination events among staff and students for WP5	UL	VUB			
WP4	SWP4.3			Feedback reports regarding the Challenge program	UPF	WAR	UPF		
WP4	SWP4.2.2			Employability sessions (ongoing)	UPF	WAR			
WP4	SWP4.2.1			Communication briefings with EUTOPIA students and stakeholders	UPF	WAR	VUB		
WP4	SWP4.1.2			Briefings (ongoing)	UPF	WAR	WAR		
WP3	SWP3.4.3			Finalize funding bid for a Research Knowledge Bazaar	GU	CER	UPF		
WP5	SWP5.1.3		*	Submit roadmap (SWP5.1.3)	UL	VUB			
WP3	SWP3.3.2		Study visit	GU	CER	UL			
WP3	SWP3.2.2		Researcher visit report	GU	CER	CER			
WP3	SWP3.2.2		Visitor log	GU	CER	CER			
WP3	SWP3.3.1		Report on mobility visits and implementation	GU	CER	UL			
WP3	SWP3.2.3		Map of research collaborations	GU	CER	CER			
WP3	SWP3.2.1		Submit modules	GU	CER	CER			
WP3	SWP3.2.1		YLA activity report	GU	CER	CER			
WP3	SWP3.2.1		YLA visit	GU	CER	CER			
WP5		*	WP5 Virtual quarterly meeting	UL	VUB				
WP3	SWP3.1.2		EUTOPIA workshop	GU	CER	GU			
WP3	SWP3.1.2		Record of research applications and awards	GU	CER	GU			
WP3	SWP3.4.1		Strategy for implementing an Open Science Office	GU	CER	UPF			
WP3	SWP3.2.2		Network report	GU	CER	CER			
WP3	SWP3.3.2		Best practice report on inter-university innovation support for challenge-driven research	GU	CER	UL			
WP5	SWP5.1.3		Take-up analysis report	UL	VUB				
WP5	SWP5.1.3		Impact report on measures	UL	VUB				
WP5	SWP5.2.1		Submit report and reflection paper	UL	VUB	UL			
WP5	SWP5.1.3		Finalized Western Balkan universities' database	UL	VUB				
WP6	SWP6.1.3		Submit evaluation of initiatives	WAR	UPF				
WP6	SWP6.2.1		High-level case-study analysis report	WAR	UPF				
WP7.1	SWP7.1.1			Dashboard evaluation report	CER	UL			
WP6	SWP6.2.2			Future Leaders Programme evaluation report	WAR	UPF			
WP7.1	SWP7.1.2			Annual progress report	CER	UL			
WP4				Submit final reports and co-creation spaces + knowledge hubs	UPF	WAR			
WP4	SWP4.4.1			Final Reports by KH teams	UPF	WAR	CER		
WP1	SWP1.5		30	Final Report (TI)	UL	CER			