

MOBILITY SCHEME LETTER OF COMMITMENT

This letter of commitment is signed in the framework of the activities implemented by Eurochambres, the association of European chambers of commerce of industry AISBL in favour of the country's participating in the Eastern Partnership Initiative. It is in this context that EU4Business: Connecting Companies (EU4BCC) project aims to support sustainable economic development and job creation in the EaP by helping SMEs or Business Support Organisations (BSO) to grow – especially by promoting trade, encouraging inward investment and fostering business links with companies in the EU. One of the tools to achieve this aim is the EU4BCC MOBILITY SCHEME which will be implemented by the EU4BCC sectoral consortia.

1. TYPE OF EXCHANGE

EaP BSO and EU BSO

EaP SME and EU SME

2. OUTGOING PARTICIPANT

Name of the BSO/SME sending the participant:

Registered address:

Sector of activity:

Name of the authorized representative:

Function:

3. PERSON TRAVELLING TO THE EU

Name and surname name of the person travelling to the EU:

Position in the organisation:

Professional email:

Office Phone No: Mobile phone No:

Account number: Name of the account holder¹:

Name of the bank: Swift code:

4. HOSTING PARTICIPANT

Name of the BSO/SME hosting the person travelling to the EU:

Registered address:

Sector of activity:

Name of the authorized representative:

Position/Function:

Bank account details of the BSO/SME:

5. DEPARTMENT WHICH WILL SUPERVISE THE EXCHANGE

Department:

Name and surname of the supervisor:

Function:

6. DURATION OF THE EXCHANGE AND FINANCIAL CONTRIBUTION OF MOBILITY SCHEME

Duration of the stay abroad: 1 month 2 months (only applicable for exchanges between BSOs)

Planned start date: Planned end date:

Financial contribution of the participants:

Outgoing participant²: euro

¹ The name of the bank account holder should match the name of the traveler.

² Please refer to the guidelines – page 11, financial support per country of stay.

For exchanges intended to last for two months, multiply the amount shown on the table times 2.

Hosting participant: 350 euro (1 month) 700 euro (2 months)

The financial contribution of the EU4BCC project is a lump sum which will depend on the following criteria:

- Country of destination
- Type of exchange
- Duration of the exchange – *see the guidelines*

EU4BCC sectoral consortia will be in charge of making the payment to the participants of the exchange, both outgoing and hosting participants.

In case of cancelation of the mobility scheme before the starting date, the full reimbursement of the entire financial contribution would be claimed from the outgoing participant while hosting participants won't be able to claim the monthly lump sum(s).

In case of early termination of the mobility scheme, the full reimbursement of the entire financial contribution could be claimed from the outgoing participant while hosting participants won't be able to claim the monthly lump sum(s).

In cases of *force majeure*³ the reimbursement will not be claimed.

7. OBLIGATIONS OF EACH PARTY INVOLVED IN THE EXCHANGE

By signing this letter of commitment,

- the parties acknowledge that
 - the mobility scheme guidelines and the objectives and expected results of the exchange (table 1 or 2) are part of this letter of commitment.
 - the letter of commitment is legally binding.
- the parties confirm that they have read the guidelines and jointly undertake to
 - Follow the activities described in the objectives and expected results of the exchange to the best of their capacity.
 - Submit a final report together with the requested supporting documentation at the end of the exchange.
 - Communicate with the designated sectoral consortium in case of any problem or change from the initial planning.
 - Notify immediately to the designated consortium any early termination providing the necessary justifications.
- The person travelling to the EU undertakes to:
 - Respect the duration of the exchange
 - Abide to the rules and regulations of the hosting participant, its working hours, code of conduct and confidentiality.
- The hosting participant undertakes to:
 - Assign tasks and responsibilities to the outgoing participant to match his/her knowledge, skills, competences, and objectives.
 - Provide the necessary equipment and support to reach the objectives set in the objectives and expected results of the exchange (table 1 or 2).

8. PERSONAL DATA PROTECTION

The personal information provided by the person travelling to the EU is protected by the laws of his country.

9. SUPPORTING DOCUMENTATION

This letter of commitment shall be accompanied by a soft copy of the legal entity (only applicable for SME exchanges).

³ The term *force majeure* covers any unforeseeable events, not within the control of either party to this contract and which by the exercise of due diligence neither party is able to overcome such as acts of God, strikes, lock-outs or other industrial disturbances, acts of the public enemy, wars whether declared or not, blockades, insurrections, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosion.

The outgoing participant:

Read and approved

The hosting participant:

Read and approved

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*I agree with the above mentioned stay
abroad and the principles that concern me.*

Place and date:

EU4BCC sectoral consortium leader:

Read and approved

.....
*I agree with the above mentioned stay
abroad and the principles that concern me.*

Place and date:

.....
Name of the authorized representative:

Place and date: