**Template for Transnational Co-operation Agreement (TCA)**

***Notes:***

*This template is optional. Where TCAs have already been drawn up in existing formats, a summary should be pasted in and the original appended. MAs using non-standard TCA formats should ensure that partner MAs accept this.*

*Identical copies of this TCA should be agreed and signed by all partners in a transnational partnership. Each partner should then append the TCA to their ESF funding application in their own country.*

*This TCA describes the joint transnational element to which the partners will contribute; it does not necessarily include any other activities which partners may carry out under their national funding agreements.*

*Remark:   
An Excel template is available in the “ESF Transnationality” forum on the ESF Transnational Platform at:*[*https://ec.europa.eu/esf/transnationality/content/template-transnational-cooperation-agreement-tca*](https://ec.europa.eu/esf/transnationality/content/template-transnational-cooperation-agreement-tca)

**1. Description of transnational project**

1.1 Name of transnational project:

1.2 Rationale and objectives:

* problem addressed, common interests, methodology;
* common transnational objectives of the partners;
* target group;
* products, outputs and deliverables;
* added value of the activities and planned results for each partner.
* incorporation of horizontal aspects (gender, CSR, …)

1.3 Work programme and working methodology:

* planned transnational activities;
* methodology for sharing information, results and working tools;
* time schedule for milestones, outcomes and events.
* dissemination strategy
* evaluation

1.4 Organisation and decision-making:

* contribution and responsibilities of each partner;
* role and tasks relating to the co-ordination of the TCA;
* arrangements for decision-making;
* working language(s).

1.5 Budget for transnational work (please analyse the budget by activity and by partner, in €)[[1]](#footnote-1)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Partner-project names[[2]](#footnote-2) | *[name of project 1]* | *[name of project 2]* | *[name of project xxx][[3]](#footnote-3)* | *[please include a column for each project]* |
| Partner-project TPIs[[4]](#footnote-4) | TPI-*[Indicate the number]* | TPI-*[Indicate the number]* | TPI-*[Indicate the number]* |
| Activity[[5]](#footnote-5) | Budget | Budget | *Budget* | Total budget |
| Activity 1 |  |  |  |  |
| Activity 2 |  |  |  |  |
| *[please include a line for each activity]* |  |  |  |  |
| Total[[6]](#footnote-6) |  |  |  |  |

Where the project is working with simplified cost options, this should be explained and appropriate detail given, e.g. the total amount.

**2. Signatures of partners**

Each partner undertakes to carry out the tasks and fulfil the duties set out above as part of the transnational project, on the condition that they are granted ESF funding set out in 1.6 above.

If for whatever reason any of the partners is not granted this support, this TCA must be amended or cancelled. Subject to the agreement of their respective Managing Authorities, the resulting ‘orphan’ partners may amend the TCA, optionally including new partners, and explore with their Managing Authorities how the grant contracts can be amended.

Signed by all the partners:

**2.1 Partner 1:**

Name of organisation:

Address:

Website:

Signed by legally authorised representative: [signature]

Place and date of signature:

Name of representative:

Position of representative:

Telephone:

E-mail:

**2.2 Partner 2:**

Name of organisation:

Address:

Website:

Signed by legally authorised representative: [signature]

Place and date of signature:

Name of representative:

Position of representative:

Telephone:

E-mail:

*[Repeat this section for all partners]*

1. This section is not compulsatory in 4.3 Measure. [↑](#footnote-ref-1)
2. Indicate the name of each project which is partner in the TCA. [↑](#footnote-ref-2)
3. Create a column per partner-project involved in the TCA.

   Please replace [Name of Project 1] by the name or acronym of the partner-project.

   Add as many columns as needed. [↑](#footnote-ref-3)
4. Indicate the TPI number (Transnational Project Identifier), which is the identification number of the partner project in the ESF partner database.

   Please, replace [Indicate the number] by the TPI number of the partner project in the ESF partner database. [↑](#footnote-ref-4)
5. List the main activities in the transnational work programme, such as: study visits, peer reviews, material preparation, piloting, training, translation, dissemination, evaluation etc.

   Please replace [Name of Activity 1] by the proper activity name.

   Add as many lines as needed. [↑](#footnote-ref-5)
6. If you added activity lines or partner-project columns, make sure that the grand-total includse all the intermediate lines/columns. [↑](#footnote-ref-6)