

**Contract on the Provision of Financial Resources  
from the International Visegrad Fund's  
Visegrad Grant No. 22420082**

(hereinafter only the "Contract")

**1. CONTRACTING PARTIES**

**1.1 International Visegrad Fund**

Address:	Hviezdoslavovo nám. 9, 811 02 Bratislava, SK
ID No.:	36060356
Bank name:	PKO BP S.A.
Bank seat:	Bratislava
IBAN:	SK768450000000200003927
SWIFT/BIC:	BPKOSKBB

Represented by: **Linda Kapustová Helbichová**, Executive Director

hereinafter referred to as the "Fund"

and

**1.2 Pannon Korlatolt Felelossegu Europai Teruleti Tarsulas**

Name:	Pannon European Grouping of Territorial Cooperation Ltd.
Address:	9 Szechenyi square, Pecs, 7621 , HU
Correspondence address:	, , , HU
ID No.:	18287053-1-02
Bank details:	IBAN: HU53117633164376488000000000; SWIFT/BIC: OTPVHUHB; bank name: OTP Bank Nyrt.; bank seat: H-7621 Pécs, Rákóczi út 44.
Registered VAT Payer:	no

Represented by: **Merza Peter Janos**

hereinafter referred to as the "Grantee"

1.3 The Fund and the Grantee are hereinafter jointly referred to as only "Contracting Parties".

1.4 The Contracting Parties enter into this Contract on the Provision of Financial Resources from the International Visegrad Fund under the conditions and with the subject matter stipulated below.

## 2. SUBJECT OF THE CONTRACT

2.1 The subject of this Contract is the definition of the conditions for the payment of financial support from the Fund to support the activities of the Grantee within the project named "**Accelerating and Enhancing Green Transition: collaboration of universities in climate adaptation**", on the basis of the Grantee's proposal in the application submitted via the Fund's Online System as defined below (the "Application") under serial No. **22420082** (the "Project"). To avoid any doubts, Contracting Parties declare and agree that after the Application is submitted via the Online System, it cannot be changed by either Contracting Party.

2.2 The Grantee specified the following project partners for the implementation of the Project:

### Partner No. 1.

Name of the organization in its native language: Pécsi Tudományegyetem	
Name of the organization in English: University of Pécs	
Address: Vasvari Pal street 4, Pecs, 7622, HU	HU
Statutory representative: Dr. Miseta Attila János (rector), Decsi István (chancellor)	
BIN: 19308681-4-02	Registered VAT payer: yes

### Partner No. 2.

Name of the organization in its native language: Masarykova univerzita	
Name of the organization in English: Masaryk University	
Address: Zerotinovo nam. 9, Brno, 602 00, CZ	CZ
Statutory representative: prof. MUDr. Martin Bareš, Ph.D.	
BIN: 00216224	Registered VAT payer: yes

### Partner No. 3.

Name of the organization in its native language: Univerzita J. Selyeho	
Name of the organization in English: J. Selye University	
Address: Bratislavská str. 3322, P.O.Box 54, Komárno, 945 01, SK	SK
Statutory representative: Dr. habil. PaedDr. György Juhász, PhD.	
BIN: (DIČ) 2021771543	Registered VAT payer: yes

### Partner No. 4.

Name of the organization in its native language: Uniwersytet Jagielloński w Krakowie	
Name of the organization in English: Jagiellonian University in Krakow	
Address: Golebia 24, Kraków, 31-007, PL	PL
Statutory representative: prof. dr hab. Piotr Jedynak	
BIN: NIP: 6750002236	Registered VAT payer: yes

### Partner No. 5.

Name of the organization in its native language: Univerzitet u Sarajevu	
Name of the organization in English: University of Sarajevo	
Address: Obala Kulina bana 7/II, Sarajevo, 71000, BA	BA
Statutory representative: Prof. dr. Rifat Škrijelj	
BIN: 4200494560007	Registered VAT payer: yes

### Partner No. 6.

Name of the organization in its native language: JAVNA USTANOVA UNIVERZITET CRNE GORE	
Name of the organization in English: University of Montenegro	
Address: CETINJSKA 2, PODGORICA, 81000, ME	ME
Statutory representative: Prof. Vladimir Božović PhD	
BIN: PDV: ME3031039516	Registered VAT payer: yes

All of the above-mentioned partners are hereinafter jointly referred to only as the "Project Partners".

2.3 The subject of the Project shall be supported by the Fund with an amount of up to **€45,985.00** under conditions set forth below in this Contract (the "Grant").

2.4 The Grantee is obliged to implement the Project in compliance with the time frame and financial and other conditions stipulated in the Contract.

2.5 The Grantee is obliged to keep the Fund updated with regard to the Project via the grant management online system available at <http://my.visegradfund.org/> (the "Online System"). The Grantee is also obliged to submit requests for budget changes and extensions of the implementation period of the Project through the Online System as further specified in the Grant Guidelines. Requests for substantial changes must be submitted to the Fund in writing and approved by the Fund as further specified in the Grant Guidelines. The Grantee is obliged to inform the Fund with no delay (max. within 10 calendar days from such a change) in writing of any internal changes of the Grantee, such as changes of the Grantee's official name, registered seat, statutory representatives, registration for VAT, etc.

### 3. IMPLEMENTATION OF THE PROJECT

3.1 The Contracting Parties agree that the Project shall last from **20/09/2024** to **20/02/2026** (the "Implementation Period").

3.2 Particular stages of the Project implementation are specified in Attachments No. 1 and 2 hereof ("List of Outputs" and "Calendar of Events"). The Grantee is obliged to maintain an up-to-date Calendar of Events. Any change in the dates, venues and details of events originally stipulated in the Calendar of Events must be updated and confirmed in the Online System within 30 to 10 calendar days prior to the planned date. The Grantee is allowed to modify the Calendar of Events without the Fund's prior approval to the extent specified in the Grant Guidelines. Unconfirmed events and/or unauthorized modifications in the List of Outputs and/or Calendar of Events will be disregarded during the evaluation of the Interim/Final Report and their related costs will not be reimbursed.

## 4. GRANT PAYMENT

4.1 The Grant shall be paid to the Grantee under the conditions set forth in Section 4.2 hereof in 3 installments as follows:

- the 1st installment in the amount of **€19,290.00** within 15 working days after the delivery of the valid and effective Contract by the Grantee to the Fund (the "First Installment"); Contracting Parties agreed that the Grantee is obliged to deliver to the Fund an interim report, the contents and requisites of which are set forth in the Grants Guidelines published and available on the Fund's website, in the period under Article 6, section 6.2 of the Contract (the "Interim Report");
- the 2nd installment in the amount of **€17,498.00** within 15 working days after the Interim Report is approved by the Fund and at least 50% of the 1st installment is utilized; Contracting Parties agreed that the Grantee is obliged to deliver to the Fund a Final Report, Financial Statement and Audit Report, the contents and requisites of which are set forth in the Grants Guidelines published and available on the Fund's website, in the period under Article 6, section 6.2 of the Contract (the "Final Report");
- the 3rd and final installment in the amount of **€9,197.00** within 15 working days after the Final Report, Financial Statement and Audit Report are approved by the Fund according to Article 6 hereof (the "Final Instalment"). Parties agreed that the Final Installment must be pre-financed by the Grantee and, if duly approved under conditions set forth hereof, the Fund reimburses the due amount of the Final Installment.

4.2 The Grantee shall be entitled to the 2nd Installment and Final Installment of the Grant solely upon the approval of the Fund provided (i) the relevant reports relating to the particular installment were delivered by the Grantee to the Fund within the periods stated in Article 6 hereof and in the Calendar of Events/Outputs as specified in Attachment No. 2 hereto and (ii) such reports were approved by the Fund pursuant to Article 6 hereof.

4.3 The Fund reserves the right to deny the disbursement of the Grant or any part of it, in case the Grantee does not comply either with the Grant Guidelines mentioned in 4.4 and applicable at the time of the Application's submission, or the provisions of the present Contract. In such case, the Grantee shall not be entitled to any disbursement. The Fund also reserves the right to reduce the Grant or any part of it, in case the Grantee is entitled for any tax (VAT) refund from local authorities.

4.4 The Grantee declares that prior to signing this Contract they have made themselves familiar with the Grant Guidelines of the Fund which are applied by the Fund for the organization and treatment of the grants, including the Grant provided to the Grantee under this Contract, and which are published on the website of the Fund ([www.visegradfund.org](http://www.visegradfund.org)). The Grantee shall be obliged to accept all such rules and principles of the Fund.

4.5 The Fund is entitled to unilaterally change and/or amend the Grant Guidelines even through validity of the Contract and is in such case obliged to make the valid version thereof available at the Fund's website ([www.visegradfund.org](http://www.visegradfund.org)). The Grantee is obliged to comply with the updated Grant Guidelines after receiving a notification about changes and/or amendments by the Fund.

## 5. GRANT UTILIZATION

5.1 The Grant shall be used by the Grantee only to cover the direct expenses of the Project during the Implementation Period of the Project according to the budget plan which forms Attachment No. 1 hereof (the "Budget"). Up to 15% of the Grant may be used to cover Project overhead costs (operating costs directly linked to the Project).

5.2 The expenses required for the Project from the Grant cannot exceed the approved amount.

5.3 The Grant may only be used during the contracted Implementation Period. The part of the Grant not used during the Implementation Period shall be returned by the Grantee to the Fund upon request within 15 working days.

5.4 The Grantee shall use the Grant according to the Budget in an efficient and cost-effective way.

5.5 Any change in the qualified expenses as stated in the Budget exceeding the amounts in individual budget categories as specified in the Grant Guidelines requires the prior approval of the statutory representative of the Fund. For such approval to be granted a request must be submitted in the Online System with proper justification. Without the Fund's approval, the Grant may not be used to cover such changed expenses exceeding the amount qualified in the Budget.

5.6 The financial resources of the Grant other than overhead costs cannot be used for:

a) capital investments (tangible/intangible assets);
b) VAT refund for Grantees who request VAT compensation from local authorities;
c) the Grantee's own indirect costs (electricity/gas/water/telephone bills, etc.);
d) internal costs or invoices (rent of one's own premises, one's own accommodation and board); and
e) Grantee's own work—e.g. coordination of the Project, salaries, financial remuneration of employees (or any expenses related to employment based on the Labour Code, including daily allowances, part-time work, etc.).

## 6. REPORTING OBLIGATIONS AND RELATED CONTRACTUAL TERMS

6.1 The Grantee shall immediately inform the Fund in writing of any circumstance which may affect the realization of the Project or of any changes in the contractual conditions. The statutory representative of the Fund shall decide upon such circumstances and changes.

6.2 The Grantee shall deliver to the Fund:

<i>Report:</i>	<i>Covering the period from-to:</i>	<i>Latest delivery of report:</i>
Interim Report	20/09/2024–14/05/2025	11/06/2025
(Interim) Financial Statement	20/09/2024–14/05/2025	11/06/2025
Final Report	20/09/2024–20/02/2026	20/03/2026
(Final) Financial Statement	15/05/2025–20/02/2026	20/03/2026
Audit Report	20/09/2024–20/02/2026	20/03/2026

6.3 The reports under this Article hereof shall be drawn up in the qualified forms and according to the requirements and instructions published on the website of the Fund, mainly in the Grants Guidelines. The Fund reserves the right to deny any Report failing to meet this requirement.

6.4 All the reports except the Audit report shall be prepared and separately signed by the authorized representative of the Grantee. The Audit report shall be prepared by a certified auditor registered in a Chamber of Auditors of the country where the auditor resides.

6.5 The Financial Statements shall conform to the budget and shall mention expenditures related to the Project and shall comply with financial documents evidencing the utilization of the Grant. All financial documents (receipts, bills, contracts and invoices, etc.) related to a project must be kept for a period of at least 10 years and copies thereof delivered to the Fund upon request.

6.6 The Fund has the right to verify any data provided by the Grantee to the Fund. The Grantee hereby grants the Fund authorization to carry out any acts necessary for verifying any data provided by the Grantee to the Fund.

6.7 In case of any reservations of the Fund to the provided reports or any documentation attached thereto, the Grantee shall be obliged to revise such reports or documentation according to the requirements of the Fund within the period stated by the Fund.

6.8 The Fund reserves the right to determine the eligibility of each cost to be covered by the Fund.

6.9 The Grantee shall inform the Fund with no delay (max. within 10 calendar days from such a change) in writing of any internal changes of the Grantee, mainly but not limited to changes of the Grantee's official name, registered seat, statutory representatives, registration for VAT, etc.

## 7. OTHER CONTRACTUAL TERMS

7.1 All formal communication with the Fund must be conducted in English.

7.2 The Grantee is obliged to specify a bank account for the purposes of the grant disbursements realized by the Fund. All Project payments must be carried through the bank account owned by the Grantee.

7.3 The Grantee shall conduct bank transfer (non-cash) transactions only.

7.4 The Grantee is obliged to acknowledge the Fund's support of the Project (i) on all premises where events take place as part of the Project (in the form of a banner or flag), (ii) in all printed materials distributed as part of the Project, (iii) in all public statements and presentations and (iv) on all web pages connected with the Project. All acknowledgements must visibly carry the current version of the Fund's logo and, if online, must be directly linked to [www.visegradfund.org](http://www.visegradfund.org). Acknowledgements in event venues must be present for the duration of the events; acknowledgements online must remain active for the whole Contractual Period of the Project, at a minimum. The Grantee shall ensure that any of its Project Partners acknowledge the Fund's support for the Project to the same extent that the Grantee is obliged under this Contract. Further obligations of the Grantee regarding the acknowledgement of the Fund's support of the Project are specified in the Logo and Acknowledgement Manual (annex to the Grant Guidelines) of the Fund published on the Fund's website and the Grantee declares that prior to signing this Contract they have made themselves familiar with the Grant Guidelines and shall abide by this policy.

7.5 The Fund reserves the right to carry out monitoring visits of the Project and implementation thereof and carry out financial inspection of the Project and, if necessary, request additional documentation regarding the Project. The Grantee is obliged to allow visits from the Fund's staff or from personnel authorized by the Fund to make such visits, allow financial inspections and provide any materials related to the Project upon request.

7.6 The Fund (or person authorized by the Fund) is entitled to carry out an audit of the Grantee during the Contract validity and for three additional years after providing the final installment of the Grant to the Grantee based on this Contract. The Grantee is obliged to bear such an audit and provide the Fund with any accounting and other documents related to the Grant, and make and deliver the Fund copies therefrom.

7.7 The Fund undertakes to extend to the Grantee necessary co-operative support.

7.8 Both Contractual Parties may disclose information on the Project and enable access of the public to participate in the Project.

7.9 The Grantee takes note of the fact that the Fund accepts no responsibility for any contents of any Project outputs.

7.10 The Grantee declares that he shall be the bearer of all intellectual property rights and/or copyrights to any outputs of the Project or any part thereof (the "Outputs"). The Grantee hereby grants to the Fund under provisions of the Act No. 185/2015 Coll. Copyright Act (the "Copyright Act") a non-exclusive royalty free license, without territorial, time, material and technological limitations, to any Outputs of the Project or part thereof, so the Fund shall have mainly right to:

- |                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------|
| a) publicly disclose the Outputs and publish the Outputs in any way, e.g. on the Fund's website, in any Fund's materials, etc.; |
| b) alter and process the Outputs, mainly use the Outputs to create new work, according to the needs of the Fund;                |
| c) include the Outputs to a database under §131 of the Copyright Act;                                                           |
| d) merge the Outputs with any other outputs or work;                                                                            |
| e) make copies of the Outputs;                                                                                                  |
| f) publicly distribute the Outputs;                                                                                             |
| g) to deal with the Outputs in any other way that is attributable to the author under the provisions of the Copyright Act.      |

7.11 The Parties agreed to adhere to the principles of environmental sustainability by all means possible in relation to the Project (saving electricity, water and other resources, preferring local goods and services and printing only if necessary and on both sides of the paper, etc.).

## 8. CONTRACTUAL SANCTIONS

8.1 The Fund shall be entitled against the Grantee for a contractual penalty in the amount of 20% of the amount of the Grant (the "Contractual Penalty"), if:

- a) any data provided by the Grantee turns out to be false or not up-to-date, or
- b) the Grantee fails to deliver to the Fund any of the reports according to this Contract in time, or
- c) the Grantee fails to observe the Budget or the Grant or any part of it is used in conflict with the terms stipulated in this Contract, or
- d) the Grantee breaches any of its obligations arising from Article 7 hereof.

8.2 The Contractual Penalty shall be paid by the Grantee within 15 working days from the written notice of the Fund. The Contractual Penalty payment shall not affect the Fund's right to request a damage compensation for any damages caused to the Fund.

8.3 The Fund shall be entitled to withdraw from the Contract, in case:

a) any kind of false/incorrect data/information is provided by the Grantee, or
b) any of the contractual requirements are not met by the Grantee or breached by the Grantee and the Grantee shall not remedy such deficiency or breach within an additional reasonable period provided by the Fund in the written call for the remedy, or
c) deficiencies are determined that could in a significant way affect the result or approved schedule during the implementation of the Project, mainly, but not limited to, the Project Outputs not meeting the requirements under this Contract and its attachments, or
d) the good reputation of the Fund is damaged by the Grantee, or
e) the Fund learns about a misuse of any funds granted to the Grantee by the Fund or the funds provided by the Fund are used, intentionally or negligently, for any other purposes than those specified in the Project.

8.4 The notice of withdrawal shall be delivered in writing in person or by registered mail to the address of the relevant Contracting Party stated in this Contract. The notice of withdrawal shall be considered received on the date of its delivery. If the delivery of the withdrawal notice is rejected by the relevant Contracting Party, the rejection date shall represent the date of delivery. In the case of postal deliveries, the withdrawal notice shall be considered received on the third day of its postal deposit, irrespective of the addressee's knowledge of such deposit.

8.5 If the Contract is terminated upon the withdrawal of the Fund therefrom, the Grantee shall automatically be obliged to return to the Fund the amount of the paid Grant within 15 working days.

8.6 In case the Grantee fails to observe the Budget or the Grant or any part of it is used in conflict with the terms stipulated in this Contract, the Grantee shall be obliged to return the amount of the paid Grant to the Fund within 15 working days at the call of the Fund.

8.7 When the Fund determines deficiencies that could significantly affect the result or approved schedule during the implementation of the Project, the Fund reserves the right to suspend the payment of the Grant or any part of it for a definite period.

8.8 If at any time (i.e., also after implementation of the Project) the Fund learns about a misuse of any funds granted to the Grantee by the Fund, and/or about unannounced and/or unauthorized changes within the Project and internal changes of the Grantee affecting the utilization of the provided Grant (mainly, but not limited to, changes of the Grantee's name, registered seat, statutory representatives, registration for VAT, etc.), the Grantee shall be obliged to return the full granted amount to the Fund within 15 working days at the call of the Fund.

## 9. FINAL PROVISIONS

9.1 This Contract shall be governed by Slovak law. Relevant provisions of the Civil Code of the Slovak Republic and other related regulations of the Slovak Republic shall apply to the relations regulated in this Contract, resulting from it and related to it.

9.2 Any disputes resulting from this Contract which could not be settled by mutual agreement of the Contracting Parties shall be resolved by Slovak courts.

9.3 This Contract shall enter into force on the day of its signing by both Parties. This Contract is concluded for a definite time period until 01/05/2026 (i.e., the implementation period + 50 working days), except the stipulations in Section 8.8 hereof which shall remain valid and effective for an indefinite time period.

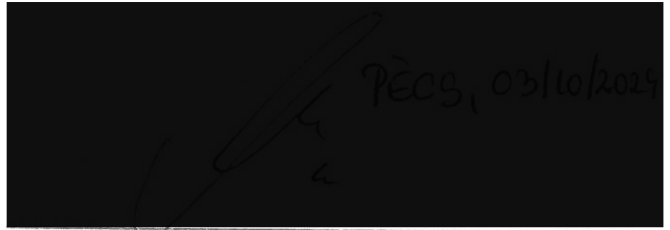
9.4 Both Contracting Parties declare that they conclude this Contract of their free will, they have read its content and as evidence of their consent to its wording they voluntarily sign it as correct.

9.5 The Contract is drawn up in two identical counterparts in English. Each Contracting Party shall receive one counterpart of the Contract.

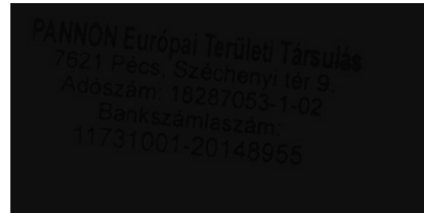
Done in Bratislava, on 18/09/2024



Signature of the Fund's statutory representative



Signature of the Grantee's statutory representative



PANNON Európai Társulat  
7621 Pécs, Széchenyi tér 9  
Adószám: 18287053-1-02  
Bankszámlaszám:  
11731001-20148955

## **Attachment 1**

to the Contract on the Provision of Financial Resources from the International Visegrad Fund's Visegrad Grant No. 22420082

### **List of Outputs:**

Total approved sum: €45,985.00

## 1 Kick of meeting at the University Pécs (Event–Private), Pécs, HU

05/11/2024–06/11/2024

At the kick of meeting the members of the partnership meet for the first time. At the meeting, partners will discuss the steps and milestones that will guide the project's progress. This includes establishing a clear timeline and identifying key deliverables to ensure that all participants have a mutual understanding of the project's objectives and their roles. During the meeting they discuss and agree on the key metrics, indicators, and criteria to be used in the situation analysis. They will also define the structure and format of the best practice repository, ensuring that it is comprehensive, user-friendly, and adaptable to different institutional contexts. They also discuss the 12 green actions (eg. planting trees, flowers, herbs, energy saving stickers, garbage collection, PET-free university, battery collector, used cooking oil collection, bike to work, car-free day, dress in green, jewelry making from electronic waste, smoke-free November, Earth Day, European Mobility Week, World Environment Day, World Water Day, European Waste Reduction Week, World Energy Conservation Day, Packaging-free day etc) that the partners will take on during the implementation of the project, and share these actions between themselves. The meeting is not only about planning and assigning tasks but also about building a strong basis of cooperation. It provides an opportunity for partners to align their expectations, share their visions for the project, and establish effective communication channels.

### Direct target groups:

Partner universities's experts: 14

Selection/outreach: Experts are selected by each partner based on their extensive background knowledge and expertise in relevant fields. All project partners are represented by 2 people at the event.

### Dissemination/promotion

A press release is prepared about the event, each project partner publishes news about the event on their website and social media platforms, and it is sent to all (48) members of the Pannon EGTC, in addition, all participating universities publish news about it in both the university staff's and student's newspapers.

### Role of the applicant and project partners

The kick-off meeting is organised by the University of Pécs. University of Pécs will jointly moderate the whole event with the applicant, while other partners are actively involve in shaping the content and structure of the first two products of the project. Partners divide the sub-activities among themselves and define who is responsible for what part regarding the development of the situation analysis and the best practice repository.

## 2 Situation analysis on the status quo of universities as green institutions (Product)

01/11/2024–30/04/2025

The aim of developing a situation analysis is to get a detailed picture of the progress of each partner in becoming a green institution. A common understanding of the current situation is key to developing future outcomes and is an essential step towards becoming a role model for green transformation. The situation analysis will be based on the information gathered and will cover the different levels of the green transition, such as institutional, strategic, operational, core and third mission activities. This comprehensive overview highlights the current state of sustainability, its challenges, opportunities and strategic directions. The findings of the situation analysis will form the basis for the development of tailor-made action plans and the promotion of a collaborative approach to achieving the green transition goals in partner institutions.

### Direct target groups:

project partner organizations: 6

Selection/outreach: Situation analysis details with the status quo of the partner universities focussing on their own point of view. therefore, the completed situation analysis is made public at the partner universities and becomes available to students, university lecturers, and other university employees.

other universities in network: 20

Selection/outreach: The statements of the situation analysis can be applied to other universities of similar background or size, operating in the target area. We make the completed situation analysis available to other universities, each partner university sends it to the universities connected to it, and the Pannon EGTC to its university department.

other organizations: 50

Selection/outreach: Situation analysis will have findings that is applicable not only to universities but for other organisations in the region (such as municipalities, chambers of commerce, civil associations, EGTCs etc) The Pannon EGTC makes the completed field analysis available to all its members and related organizations.

### Dissemination/promotion

The completed situation analysis will be available on the website of each partner, the partners will also publish it on their social media platforms. Pannon EGTC will share it with its members, and makes it available on its own webpage.

### Role of the applicant and project partners

J. Selye University will be in charge of structuring the situation analysis and distribute the tasks of the development. All partner universities participate in the preparation the document and engage an expert to carry out the task. Pannon EGTC participates in the performance of the task as a consultant and reviewer with its professional experience.

### 3 Best practice repository on green measures developed by universities (Product)

01/11/2024–30/04/2025

The process of developing the situation analysis will include a comprehensive review of current sustainability initiatives and programmes within the target area. The situation analysis provides an in-depth overview of these initiatives, highlighting the strengths of each institution and areas for improvement. This overview will serve as a basis for understanding the current state of the green transition and identifying gaps to be addressed. However, in addition to incorporating these insights into the situation analysis, it is practical and useful to create a separate document or an online repository that will collect these good practices and best practices. This collection will serve as a dynamic source of ideas and practical information that can be used not only by project partners, but also by other institutions and organisations wishing to enhance their sustainability efforts.

#### Direct target groups:

other universities in network: 20

Selection/outreach: Best practice repository can be utilised by other higher education institutions operating in the region. The project participants share the completed document with other universities associated with them.

other organizations: 50

Selection/outreach: Best practice repository offers ideas that are applicable not only by universities but for other organisations in the region (such as municipalities, chambers of commerce, civil associations, etc). The project participants share the completed document with other organizations associated with them.

partner organizations: 6

Selection/outreach: Best practice repository offers possibilities of the partner's institutions.

#### Dissemination/promotion

The best practice repository on green measures will be publicly available on the relevant sections of the partner universities' webpage and the respective links will be posted on the social media platforms. It will also be sent to all (48) members of the Pannon EGTC and will be available on Pannon's webpage too.

#### Role of the applicant and project partners

Masaryk University will be in charge of coordination of the collection and structuring of the repository, other partners will contribute to the repository by collecting as many items to it as possible, from not only their own experience and knowledge but also if they encounter other good practices in their own network of institutions. Pannon EGTC participates in the performance of the task as a consultant and reviewer with its professional experience.

### 4 2nd personal meeting in Podgorica (Event–Private), Podgorica, ME

13/05/2025–14/05/2025

During the second in person meeting in Podgorica, partners will finalize the first two deliverables: the situation analysis and the best practice repository. This meeting will serve as a crucial milestone where partners review the compiled information, ensure all necessary adjustments are made, and confirm that both documents meet the project's objectives and quality standards. During this meeting Partners will start working on the content of the action plan for green transition. This will include brainstorming and outlining the key components of the action plan, ensuring it is comprehensive and practical. They will establish clear roles and responsibilities by task-sharing, assigning specific tasks to each partner based on their expertise and resources. Detailed timelines and deadlines will be set to ensure the timely completion of the action plan. The second meeting will be an opportunity to ensure that all partners are aligned in their objectives and methodologies, fostering a collaborative environment for the successful execution of the project. By the end of the meeting, partners will have a clear roadmap for the next phase, including the completion of the action plan and its subsequent dissemination.

#### Direct target groups:

Partner universities's experts: 14

Selection/outreach: Experts are selected by each partner based on their extensive background knowledge and expertise in relevant fields. All project partners are represented by 2 people at the event.

#### Dissemination/promotion

A press release is prepared about the event, each project partner publishes news about the event on their website and social media platforms, and it is sent to all (48) members of the Pannon EGTC, in addition, all participating universities publish news about it in both the university staff's and student's newspapers.

#### Role of the applicant and project partners

University of Montenegro is in charge of organising the event. University of Montenegro will jointly moderate the whole event with the applicant, while other partners are actively involved in finalising the first two products of the project and the initial steps of the third deliverable. Partners divide the sub-activities among themselves and define who is responsible for different parts of the action plan to be developed.

### 5 Green actions at the participating universities (Product)

01/01/2025–31/01/2026

Using the best practice repository and other resources the project partners define 12 green actions to be implemented in order to demonstrate that with low budget or without budget at all, people can do a lot for the sustainability of their environment and their own health. The aim of the green actions is to introduce new habits in the lifestyles of people. These various actions can be for example to switch off lamps, put hazardous waste into specific collectors instead of regular bins, walk or ride a bicycle to work, drink tap water instead of plastic-bottled one, etc. Types of green actions will be discussed and selected by partners during the kick off meeting, eg. planting trees, flowers, herbs, energy saving stickers, garbage collection, PET-free university, battery collector, used cooking oil collection, bike to work, car-free day, dress in green, jewelry making from electronic waste, smoke-free November, Earth Day, European Mobility Week, World Environment Day, World Water Day, European Waste Reduction Week, World Energy Conservation Day, Packaging-free day etc.). For financing actions that need some budget, partner may find local SMEs or organisations that might be willing to support the implementation of the actions (for example tree planting can be supported by the local national park or city management company, a sport event can be supported by the local sport supply shop, etc.)

#### Direct target groups:

participants reached by the green actions: 600

Selection/outreach: Partner universities reach as many of their own students, lecturers and administrative workers within their domain as they can.

#### Dissemination/promotion

Green actions will be duly promoted online (webpage, social media accounts, streaming channels) and offline (newsboards on corridors, leaflets in community areas) by the universities in order to involve as many university citizens as possible.

#### Role of the applicant and project partners

Pannon EGTC is the responsible partner for defining the actions to be implemented and their coordination. Universities take on the role of implementing the actions involving as many university citizens as possible.

### 6 Development of a comprehensive action plan on the green transition (Product)

01/06/2025–31/01/2026

By the end of the project implementation, the partners will develop a comprehensive action plan for the green transition. This action plan will not only provide tailor-made solutions for the partners involved in the project, but will also include guidelines on the steps to be taken to achieve the desired level of green transformation and will become a catalyst for change. The action plan will include adaptable strategies and practices that can be implemented in different institutional settings, promoting climate neutrality and environmental responsibility in different sectors. In addition to detailed action steps, the plan will also include metrics and indicators to monitor progress and measure the impact of implemented initiatives. This will allow institutions to track their progress towards sustainability goals and make data-driven decisions to continuously improve their efforts. The action plan aims to empower institutions to lead the green transition by providing comprehensive, adaptable and actionable guidelines to build a culture of sustainability that can make a significant positive difference in their communities and beyond.

#### Direct target groups:

persons involved in the implementation of the project: 14

Selection/outreach: Experts are selected by each partner based on their extensive background knowledge and expertise in relevant fields.

#### Dissemination/promotion

The completed action plan will be publicly available on the relevant sections of the partner universities' webpage and the respective links will be posted on the social media platforms. It will also be sent to all (48) members of the Pannon EGTC and will be available on Pannon's webpage too.

#### Role of the applicant and project partners

Jagiellonian University will be in charge of structuring the action plan and distribute the tasks of the development. All partner universities participate in the preparation of the document and engage an expert to carry out the task. Pannon EGTC participates in the performance of the task as a consultant and reviewer with its professional experience.

### 7 Closing meeting and green conference in Sarajevo (Event–Public), Sarajevo, BA

19/02/2026–20/02/2026

The conference begins with a closed meeting in which the action plan is going to be finalised by the partners and the project implementation will be concluded. The second part of the conference is open to the public, introducing the results of the project focusing on the topic of green transition. Project partners will share their experiences gained within the framework of the project. The public part of the conference will be hybrid so that it can also be followed online, thus contributing to the green transition and cost efficiency. The conference will be accompanied by green programs that are also open to the public, such as joint gymnastics, University MOON BIKE 2024 cycling challenge, which encourages common movement, healthy lifestyles, environmental awareness and climate protection and forms a virtual community. The students, partners, alumni, locals can all contribute to the Earth - Moon distance (384,400 km) by bicycle, from all over the world.

#### Direct target groups:

conference participants: 75

Selection/outreach: Students, university employees, and professors who are open to the green transition are primarily invited to the green conference. Secondly, we welcome civil organizations or other organizations that want to learn about the topic, but ultimately also the participation of private individuals. The conference will be announced via the university's internal network, and we will also announce it online. In addition, we send a direct email invitation about the event to major organizations in the region.

Partner universities's experts: 14

Selection/outreach: Experts are selected by each partner based on their extensive background knowledge and expertise in relevant fields. All project partners are represented by 2 people at the event.

#### Dissemination/promotion

The open part of the conference will be announced in local media and on online surfaces. Each project partner publishes news about the event on their website and social media platforms, and it is sent to all (48) members of the Pannon EGTC via the EGTC's newsletter. In addition, all participating universities publish news about it in both the university staff's and student's newspapers.

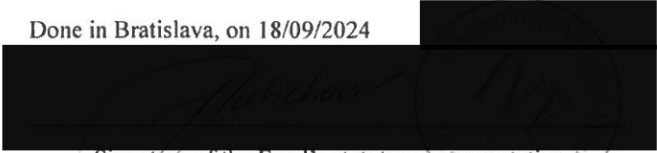
#### Role of the applicant and project partners

The University of Sarajevo is in charge of organising the event. The applicant will assist the partner in charge. Other partners will participate in the event jointly summarising and concluding each deliverable.

### Budget

Accommodation and board	9,050.00
Expert fees/Fees for authors or artists	23,100.00
Printing/publishing costs	600.00
Promotional costs	1,650.00
Rent and related technical services	1,050.00
Transportation and postage	4,870.00
Project overhead costs	5,665.00
<b>Total</b>	<b>45,985.00</b>

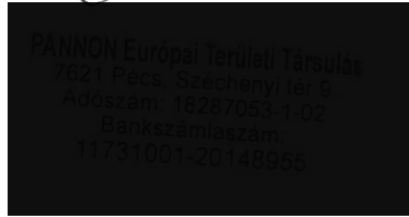
Done in Bratislava, on 18/09/2024



Signature of the Fund's statutory representative

9 EC5, 03/10/2024  


Signature of the Grantee's statutory representative



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Adószám: 15247053-1-02  
Bankk számlaszám:  
11731001-20140055

## Attachment 2

to the Contract on the Provision of Financial Resources from the International Visegrad Fund's Visegrad Grant No. 22420082

### Calendar of Events:

Implementation period: from 20/09/2024 to 20/02/2026

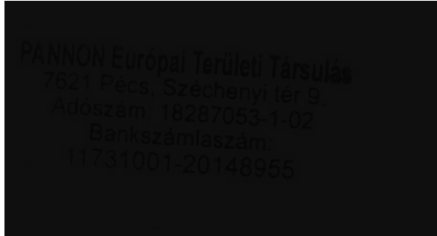
	Event	City	Country	From	Until
1	Kick of meeting at the University Pécs	Pécs	HU	05/11/2024	06/11/2024
2	2nd personal meeting in Podgorica	Podgorica	ME	13/05/2025	14/05/2025
3	Closing meeting and green conference in Sarajevo	Sarajevo	BA	19/02/2026	20/02/2026

Financial Statement and Final Report deadline: 20/03/2026

Done in Bratislava on 18/09/2024

  
Signature of the Fund's statutory representative

*PÉCS, 03/10/2024*  
  
Signature of the Grantee's statutory representative

  
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