

CODE OF CONDUCT FOR PROJECT IMPLEMENTATION

This is a common framework agreement for conduct of partners in the project
CORE SKILLS DEVELOPMENT – THE CAPACITY FOR CHANGING PEOPLE’S
LIFESTYLES’

In order to optimise project implementation, the following guidelines are to be accepted, on a voluntary basis, by all partners.

1. The decision to participate in the abovementioned project is voluntary, but once committed to the project the partners undertake to fulfil their commitments completely.
2. These commitments are as follows:
 - a) **Attendance at transnational meetings:** Each partner will delegate at least one person to attend all meetings. Where possible, it is advisable for the same person/s to attend meetings in order to optimise knowledge and experience of the project.
 - b) **Language:** The language of the project is agreed on during the application process. Therefore all partners should make every effort to ensure that the person/s involved in the project and/or attending meetings have sufficient knowledge to communicate and participate effectively therein. Additionally, partners should take care to use clear language and to avoid unnecessary jargon which may not be understood by other partners.
 - c) **Periodicity and dates of meetings:** dates for meetings shall be decided on a majority basis. Individual preferences will be taken into consideration as far as possible, but the majority decision shall be final.
 - d) **Evaluation:** Evaluation of work done between and at meetings (tasks, fulfilment of specific objectives, and reports) shall be carried out with due diligence and on time. A questionnaire will be distributed to all partners for their opinion, the promoter will analyse the feedback received, and include it in the final report.
 - e) **Activity Plan:** The project as accepted and approved comprises a schedule of activities and tasks to be carried out within an established timeframe. Consequently each partner undertakes to complete a given task within the set deadline. These deadlines will be set by majority decision.
 - f) **Documents and Reports:** All documents and reports shall be provided in the language of the project. If a partner requires the services of a translator, any costs deriving therefrom will be borne by the said partner and the partner’s budget for translation.
 - g) **Communications and Notifications:** All communications shall be made in the language of the project. Exceptionally, short messages may be delivered in another language known to the recipient if the content of the message does not directly affect the content of the project.
Communications shall be considered as effective if made by registered post, fax, or email within three (3) working days of the deadline set for reception of the document. Reception of emails shall be confirmed by return, even if the content of an email received is attended to later.