Tool 27: [Checklist: Milestones to project partner agreement](#Tool26_27)

Once the project idea has been detailed and the project content has been developed, the next steps are to develop working agreements among project partners and, in the case of external funding (e.g. [Interreg](https://www.interregeurope.eu/), or European Structural and Investment Funds, i.e. [ESF](http://ec.europa.eu/esf/home.jsp?langId=en) or [ERDF](http://ec.europa.eu/regional_policy/en/funding/erdf/); see Tool 9: Checklist: How to fund the cross-border care project), to follow the programme-specific rules to develop a suitable partnership agreement.

The checklist provides five steps to follow before drafting the project partnership agreement. It is not exhaustive, but reflects on some questions that should be clarified before drafting the project partnership agreement.

Please go through the list and put a cross in the relevant field (‘yes’, ‘no’) if you have considered the topic. Comments (e.g. reasons for non-consideration) can be entered separately.

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Yes | No | Comments |
| 1. Clarification of:
* Who takes the lead (lead partner – LP)?
* Who is a project partner (PP)?
 |  |  |  |
| 1. Inputs of all partners need to be determined.
* project plan with milestones, responsibilities
* approved outputs and activities
* financial responsibilities etc.
 |  |  |  |
| 1. All expenditures for the project need to be approved and validated (project controlling, external controlling).
 |  |  |  |
| 1. Beside rules on formal responsibilities, all PPs need to make a clear commitment to meet the requirements for making the project a success.
 |  |  |  |
| 1. A contract between project partners (project partnership agreement) is drawn up by the LP and signed by all PPs.
 |  |  |  |

Source: [1]

Reference

[1] INTERact. Project management handbook. n.d.

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