



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

COOPERATION AGREEMENT No.

PROJECT/SUB-PROJECT AND TASK CODE:

PROJECT ARCHIVE REGISTRATION. NO.:

PROJECT MANAGER:

This Cooperation Agreement, consisting of the Special Conditions and the Annexes set out below, contains the terms and conditions on which the Parties have agreed to cooperate for the implementation of the Action further defined below.

SPECIAL CONDITIONS

[Where the articles in these Special Conditions (SC) refer to specific articles in the General Conditions (GC), the referred articles are mentioned in parenthesis in the title of the article.]

1. THE PARTIES:	(1) The International Institute for Democracy and Electoral Assistance , hereinafter referred to as "International IDEA" , and (2) _____, hereinafter referred to as "the Organisation" .
2. TITLE OF THE ACTION (GC 2.1):	The Parties have agreed to cooperate for the implementation of the action entitled: (hereinafter called "the Action") as detailed in Annex B to the Agreement – Description of the Action.
3. IMPLEMENTATION PERIOD (GC 2.2):	(1) Date of commencement: (2) Date of completion:
4. SUBMISSION OF THE FINAL REPORT (GC 3.1):	The Final Report shall be submitted within _____ of the end of the implementation period stated in Article 3 herein.
5. RESPONSIBILITIES IN THE IMPLEMENTATION OF THE ACTION (GC 2.3):	<i>[Please select one of the options below by ticking the appropriate check box.]</i> <input type="checkbox"/> The Action will be implemented by the Organisation under its own responsibility, as per the detailed provisions in Annex B – Description of the Action. <i>or</i> <input type="checkbox"/> The Action will be jointly implemented by the Organisation and International IDEA. The responsibilities of each Party in the implementation of the Action are set out in Annex B – Description of the Action.
6. BUDGET FOR THE ACTION (GC4.1):	The Budget for the Action, representing the estimated total cost of the Action is: _____, as set out in detail in Annex C – Budget for the Action.
7. RESPONSIBILITIES IN FINANCING THE ACTION (GC 4.2):	International IDEA undertakes to finance a maximum amount of _____ (hereinafter called Ceiling Amount) of the Budget for the Action provided in Article 6 herein. The total amount to be transferred by International IDEA to the Organisation under this Agreement will be established in accordance with Article 4.2 in the GC.
8. SCHEDULE OF PAYMENTS (GC 4.3):	Notwithstanding the provisions of Article 4.3 in the GC, payments under this Agreement will be made as per the following schedule: <input type="checkbox"/> intermediate payment(s) to the amount of [amount in figures and words], upon receipt and acceptance by International IDEA of the progress report(s) and corresponding intermediate payment request(s) [please insert one line for each intermediate payment or delete if not applicable] <input type="checkbox"/> final payment covering any outstanding amounts, upon receipt and acceptance by International IDEA of the final report and corresponding final payment request [The schedule above is indicative and may be amended or replaced according to the specific requirements of the project, provided the relevant provisions in the GC are observed.]

<p>9. BANK DETAILS (GC 4.3):</p>	<p>International IDEA will transfer the funds to the Organisation's following bank account:</p> <p>Bank: Bank Address: Country: Telephone/ fax number: Account number / IBAN: Currency of the account: Name of the account holder: Address of the account holder: Swift/ABA/Sort Code:</p> <p>Any changes to the bank information during the period of the contract are subject to an addendum signed by both parties.</p>		
<p>10.AUTHORIZED REPRESENTATIVES (GC 1.4):</p>	<p>(1) The representatives of the Parties duly authorized to sign the Agreement and any future amendments to the Agreement shall be:</p> <ul style="list-style-type: none"> ▪ for International IDEA: _____ in his capacity as _____ ▪ for the Organisation: _____ in his capacity as _____ <p>or their designated representatives.</p> <p>(2) For matters regarding the implementation of the Action, the authorized representatives of the Parties shall be: _____ for International IDEA and _____ for the Organisation, or their designated representatives.</p>		
<p>11.COMMUNICATION BETWEEN THE PARTIES (GC 1.5):</p>	<p>Any communication between the Parties shall be made at the following addresses:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><u>International IDEA:</u> Address: Strömsborg, SE - 103 34 Stockholm, Sweden Telephone: +46 8 698 37 00 Telefax: +46 8 20 24 22, E-mail: info@idea.int</p> </td> <td style="vertical-align: top;"> <p><u>The Organisation:</u> Address: Telephone: Telefax: E-mail:</p> </td> </tr> </table>	<p><u>International IDEA:</u> Address: Strömsborg, SE - 103 34 Stockholm, Sweden Telephone: +46 8 698 37 00 Telefax: +46 8 20 24 22, E-mail: info@idea.int</p>	<p><u>The Organisation:</u> Address: Telephone: Telefax: E-mail:</p>
<p><u>International IDEA:</u> Address: Strömsborg, SE - 103 34 Stockholm, Sweden Telephone: +46 8 698 37 00 Telefax: +46 8 20 24 22, E-mail: info@idea.int</p>	<p><u>The Organisation:</u> Address: Telephone: Telefax: E-mail:</p>		
<p>12.ANNEXES:</p>	<p>The following documents attached hereto shall be deemed to form an integral part of this Agreement:</p> <ol style="list-style-type: none"> 1. Annex A: General Conditions for Cooperation Agreements – September 2009 2. Annex B: Description of the Action 3. Annex C: Budget for the Action 4. Annex D: Standard Forms: D1. Financial Report D2. Payment Request <p>In the event of a conflict between the provisions of the different documents which form part of the Agreement, the Special Conditions shall take precedence over the Annexes, and Annex A shall take precedence over the other Annexes.</p>		
<p>13.GENERAL CONDITIONS:</p>	<p>The following amendments to the articles in the GC are hereby agreed and shall apply:</p> <p>13.1 By derogation from Article</p>		

IN WITNESS THEREOF, the undersigned, being duly authorized, have signed this Agreement in duplicate on behalf of the Parties on the date and at the place indicated below:

THUS DONE AND SIGNED AT _____

THUS DONE AND SIGNED AT _____

ON THIS THE ____ DAY OF _____ 20__

ON THIS THE ____ DAY OF _____ 20__

For and on behalf of **International IDEA:**

For and on behalf of **the Organisation:**

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Please note that the Agreement cannot be executed until the Organisation has delivered and International IDEA has received the original signed by both Parties.