FICHE OUTIL N°2

Multi-party agreement

The multi-party agreement is an essential tool in project management in order to **define and guarantee an agreement**, **a guide to the fields of collaboration** between associations, partner companies within the framework of a project. The agreement will **define the role of each partner and their fields of action** during the project. The agreement will also distribute the tasks to be carried out according to the areas of expertise of each party.

It is constructed in **several points, articles, each relating a modality of the agreement**.

There are therefore various articles :

- **Article relating to the subject of the agreement**: it describes the objective of the collaboration, the distribution of the tasks that each party will have to carry out during the project as well as the progress of the project.

- **Article relating to the organization and realization of the project:** it will describe the financing of the project as well as its financial valuation. We will set up the work schedule, define which party will deal with grant applications, which party will invest how many funds.

- **Article relating to the obligations of each party** : in this article, will be registered the commitments of each party as for the realization and the good progress of the project. It can include a clause for sharing information, transparency between partners, sharing grants and financial revenue. It is also possible to include a confidentiality clause in order to avoid that an information leak does not harm the project or its beneficiaries

- **Article relating to copyright:** It will distribute the copyright relating to the project which belongs to each party.

- **Article on exclusivity:** the idea of such an article is to limit competition. We can stipulate the acceptance of new partners under the condition they are not direct competitors of the signatory associations of the agreement

- **Article relating to insurance:** it will be about defining which party will take out the insurance necessary for the proper conduct of the action implemented.

- **Article relating to the period of validity of the agreement :** we will simply define the time in which the agreement will be valid.

- **Article relating to the modification of the agreement :** it is an article which makes it possible to modify clauses of the agreement after its signature, it is essential that these modifications obtain beforehand the agreement of the signatory parties of the agreement.

- **Article relating to the termination of the agreement:** this clause is necessary and acts as insurance for the partners. Indeed, it allows, in case of non-compliance with the clause of the obligations of a partner to terminate the agreement and make it lapsed after a formal notice made in the rules stipulated by the article (for example in case of letter formal notice with acknowledgment of receipt remained unanswered after x days).

- **Article relating to litigation:** this article makes it possible to define the methods of settlement of a litigation which could arise between the partners of the project signatories of the convention. It will include the procedure to be followed in order to settle the dispute amicably as well as the remedies in the absence of a solution (for example recourse to the court).

The agreement must be dated and signed by all of the partners in order to be valid.