Agency Agreement No. А-\_\_\_\_\_\_/\_\_\_\_

|  |  |
| --- | --- |
| Saint-Petersburg | «\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_\_2020 |

**XXXXX,** hereinafter referred to as the **“Contractor”**, represented by Sleta Alexander Alexandrovich acting on the basis of the power of attorney dated 08.16.2019 on form 78 AB 7424821, and

**The full name of the legal entity**, hereinafter referred to as the **“Customer”**, represented by the title and the full name acting on the basis of the Charter, on the other hand, have concluded this agency agreement (hereinafter - the Agreement) on the following

1. **Scope of the Agreement.**
   1. In order to organize the publication of scientific papers in a foreign journal indexed in Scopus bibliographic database (hereinafter referred to as the Conference Journal), based on the proceedings of the “XXX-2020” international scientific conference held by the Customer, the Contractor undertakes to perform the following legal actions on its own behalf and at the expense of the Customer:
      1. Negotiate with Publishers and ensure interaction with the potential Conference Journal, including the signing of the necessary agreements and the final financial settlements.
      2. Familiarize all those involved in the publication process: the customer, authors, reviewers with the publication ethics and features of the publication policy of the Conference Journal.
      3. Organize the process of reviewing papers of the “XXX-2020” conference using the platform https://easychair.org/ and with the participation of all members of the scientific committee of the “XXX-2020” conference on the principle of double-blind review.
      4. Provide the Customer with written reports of reviewers on all papers submitted for participation in the “XXX-2020” conference.
      5. Organize the proofreading and preparation of the papers of the “XXX-2020” conference for publication in the Conference Journal.
      6. Prepare a complete set of materials and documents necessary for the publication of papers of the “XXX-2020” conference in the form established by the Conference Journal.
      7. Perform other actions necessary for the execution of the assignment under this Agreement.
   2. The Customer gives the Contractor consent to posting information about the scientific conference “XXX- 2020” on the Contractor’s information resource (website <https://www.universitetam.ru/>).
2. **Rights and Responsibilities of the Parties**
   1. **The Contractor must:**
      1. Fulfill the order of the Customer in accordance with the terms of this Agreement.
      2. Give the Customer all the information about the progress of the execution of the assignment at his request.
      3. Perform other duties that are necessary for the proper execution of the order under this Agreement
   2. **The Customer must:**
      1. Provide the Contractor with documents and materials necessary for the execution of the assignment under this Agreement.
   3. The Customer and the Contractor must maintain confidentiality of information received in connection with the execution of this Agreement.
3. **Price of the Agreement**
   1. There is no remuneration to the Contractor under this Agreement.
4. **Duration and Amendment of the Agreement**
   1. This Agreement shall enter into force from the date of its signing and is valid until the Contractor and the Customer fully fulfill their obligations, but no later than December 31, 2021.
   2. All changes and additions to this agreement become legally binding subject to written form and bilateral signing.
5. **Liability of the Parties**
   1. For non-performance or improper performance of their liabilities under this Agreement, the Contractor and the Customer are responsible in accordance with the legislation of the Russian Federation.
   2. All disputes and disagreements are resolved by mutual agreement of the Parties. Claim consideration period is 10 days from the date of receipt of the claim.
6. **Anti-corruption clause**
   1. In the performance of their obligations under this Agreement, the Parties, their affiliates, employees or intermediaries do not pay, do not offer to pay and do not allow the payment of any cash or valuables directly or indirectly to any persons to influence the actions or decisions of these persons in order to obtain any undue advantage or other unlawful purpose.
   2. In the performance of their obligations under this Agreement, the Parties, their affiliates, employees or intermediaries do not carry out actions that are qualified by law applicable for the purposes of this Agreement, such as giving/receiving a bribe, commercial bribery, as well as actions that violate the requirements of applicable law and international acts on counteracting the legalization (smurfing) of proceeds of crime.
   3. In the event that a Party suspects that a violation of any provisions of this Section has occurred or may occur, the Party concerned shall notify the other Party in writing. After written notice, the Party concerned has the right to suspend the performance of obligations under this Agreement until receipt of confirmation that the violation has not occurred or will not occur. This confirmation must be sent within ten business days from the date of the written notification.
   4. In a written notification, the Party is obliged to refer to facts or provide materials that reliably confirm or give reason to believe that a violation of any provisions of this Section by the counterparty, its affiliates, employees or intermediaries, expressed in actions qualified by applicable law as giving or receiving a bribe, commercial bribery, as well as in actions that violate the requirements of applicable law and international acts on counteracting the legalization of proceeds of crime, has occurred or may occur.
   5. In case of violation by one Party of its obligations to refrain from the prohibited actions provided for in this Section and / or by the non-receipt by the other Party of confirmation that no violation has occurred or will not occur within the time period established by this agreement, the other Party has the right to terminate the agreement unilaterally in whole or in part by sending written notice of termination. The Party on whose initiative this Agreement was terminated in accordance with the provisions of this paragraph has the right to demand compensation for real damage resulting from such termination.
7. **Other terms and Conditions**
   1. In all that is not provided for in this Agreement, the Parties are guided by the current legislation of the Russian Federation.
   2. This Agreement is made in duplicate, having equal legal force, one for each Party.
8. **Details of the Parties**

|  |  |
| --- | --- |
| **CONTRACTOR**  **XXXXXXX**  TIN 780718593340  PSRN 319784700230873  Current account No. 40802810755000046570  in the North-West Bank of PJSC Sberbank,  St. Petersburg  BIC 044030653.  Correspondent account No. 30101810500000000653  Address: 199226,  St. Petersburg, PO Box 44    Website: [www.universitetam.ru](http://www.universitetam.ru)  IE Breskich V.A.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A.A. Sleta | **CUSTOMER**  **Name**  Legal address:  PSRN  TIN  RRC  Current account  Phone/fax:  Email:  Position  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name |