



## LETTER OF AGREEMENT

Between

the Food and Agriculture Organization of the United Nations ("FAO") under the  
"EU FAO FLEGT Programme" and the

Association Technique Internationale des Bois Tropicaux (ATIBT)  
Paris, France

For provision of

**"Organization of the International Forum on the sustainable development of the wood industry  
in the Congo Basin"  
(PO304648)**

### 1. Introduction

The Food and Agriculture Organization of the United Nations (hereinafter referred to as "FAO") and the Association Technique Internationale des Bois Tropicaux (ATIBT) (hereinafter referred to as the "Service Provider") (together hereinafter referred to as the "Parties") have agreed that the Service Provider will provide certain services defined in detailed in the attached Annex (the "Services") which forms an integral part of this Letter of Agreement (hereinafter the "Agreement") in support of the project entitled "*The Organization of the International Forum on Wood Processing in the Congo Basin*". To enable the Service Provider to provide the Services, FAO will pay the Service Provider a total amount not exceeding **USD70 000** (*Seventy thousand US Dollars*).

### 2. Purpose

- a) The purpose for which the funds provided by FAO under this Agreement shall be used are the following:
- (i) **Objective.** The Services will contribute to the following Organizational objective:
    - a. *To organize an international forum on the sustainable development of the wood industry in the Congo Basin.*
  - (ii) **Outputs/outcomes.** The Service Provider will produce, achieve or deliver the following outputs or outcomes:
    - a. *Logistics and technical materials prepared for the international forum;*
    - b. *Funded participants attended the international forum;*
    - c. *Meeting report available and widely distributed.*
  - (iii) **Activities.** The Service Provider will undertake the following activities:

- a. *Provide a suitable meeting room and space for stands/exhibition area;*
  - b. *Arrange for coffee breaks, lunch, cocktail and gala dinner;*
  - c. *Develop and implement a communication strategy, including brochures, media coverage;*
  - d. *Preparation of participants information package: conference folders with presentations, EU/FAO/FLEGT Programme brochures and publications;*
  - e. *Design and print conference banner and stationary items;*
  - f. *Ensure interpretation in English/French of the two days meeting;*
  - g. *Organize and pay for air tickets and hotel bookings for 15 funded participants;*
  - h. *Provide airport transfer in Brazzaville to funded participants;*
  - i. *Prepare a meeting report;*
  - j. *Widely distribute meeting report.*
- b) A detailed description of the Services including technical and operational requirements, budget, workplan and timeframe, performance indicators and means of verification, as well as inputs to be provided free-of-charge by the Service Provider and FAO, if any, are set out in detail in the Annex.
- c) The Service Provider recognizes that the receipt of funds by FAO for this Agreement takes place under specific terms of the European Commission which are duly reflected in this Agreement, as required.

### 3. General Conditions

- a) Funds provided by FAO under this Agreement are to be used by the Service Provider exclusively for the provision of the Services in accordance with the budget set out in the Annex. Neither the Service Provider nor its personnel nor any other persons providing the Services on its behalf, will incur any additional commitment or expense on behalf of FAO.
- b) The Service Provider will be responsible for all activities related to the provision of the Services and the acts or omissions of all employees, agents or other representatives, and authorized subcontractors providing the Services on its behalf. Neither FAO nor the European Commission will be held responsible for any accident, illness, loss or damage which may occur during the provision of the Services or any claims, demands, suits, judgements, arising there from, including for any injury to the Service Provider's employees, or to third parties, or any loss of, damage to, or destruction of property of third parties, arising out of or connected to the Service Provider's work or performance under this Agreement. Consequently, FAO and the European Commission, collectively or separately, will not entertain any request for indemnities resulting from such occurrence.
- c) The Service Provider shall not utilize funds received under this Agreement to subcontract services or procure items except as specifically provided for in the Annex or as specifically approved in writing by FAO. Any subcontracting arrangement shall in no way relieve the Service Provider of the responsibility for the provision/delivery of the Services required under this Agreement. Subcontracts or procurement of the items set forth in the Annex shall be procured in conformity with the Service Provider's own procurement rules and procedures. The Service Provider confirms that its procurement rules and procedures, and their implementation, ensure that the procurement process is transparent and consistent with generally-accepted principles governing public sector procurement to obtain best value for money. The Service Provider will ensure that its agreements with any subcontractor include the obligation to

maintain appropriate records for a period of five years and FAO's or the European Commission's right to review, audit and have access to all documentation and sites related to the activities carried out in connection with this Agreement.

- d) The Service Provider shall make and thereafter maintain, in compliance with national legislation, provision for adequate insurance to cover such risks as damage to property and injuries to persons, as well as third party liability claims.
- e) The personnel assigned by the Service Provider to provide the Services are not considered in any respect as being employees or agents of FAO. Nothing in this Agreement or in any document or arrangement relating thereto shall be construed as conferring any privileges or immunities of FAO on the Service Provider, its personnel or any other persons providing the Services on its behalf.
- f) Nothing in this Agreement or in any document relating thereto, shall be construed as constituting a waiver of privileges or immunities of FAO, or as its acceptance of the jurisdiction of the courts of any country over disputes arising out of this Agreement.
- g) The present Agreement shall be governed by general principles of law, to the exclusion of any single national system of law. General principles of law shall be deemed to include the UNIDROIT Principles of International Commercial Contracts of 2010.
- h) In providing the Services, the Service Provider shall conform to all national laws applicable to its activities and its relations to third parties, including employees. The Service Provider shall promptly correct any violations thereof and shall keep FAO informed of any conflict or problem arising in relation to national authorities.
- i) The Service Provider confirms that it has not engaged in, nor will engage in, any corrupt, fraudulent, collusive or coercive practices in entering into or implementing this Agreement and agrees to adhere to the UN Supplier Code of Conduct which can be viewed at [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf). For the purpose of this Agreement, the following terms shall have the following meanings:
  - (i) "Fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain, financial and/or other benefit and/or to avoid an obligation.
  - (ii) "Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
  - (iii) "Collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party.
  - (iv) "Corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value whether tangible or intangible to improperly influence the actions of another party.
- j) The Service Provider shall take all reasonable precautions to avoid any conflict of interest in the implementation of the Services and shall inform FAO without delay of any situation constituting

or likely to entail a conflict of interest including any FAO personnel having an interest of any kind in the Service Provider's activities.

- k) Unless authorized in writing by FAO, the Service Provider shall not advertise or otherwise make public that it has a contractual relationship with FAO, nor shall the Service Provider, in any manner whatsoever use the name or emblem of FAO, or any abbreviation of the name of FAO.
- l) The Service Provider shall take all appropriate measures to publicise the fact that the Services have received funding from the European Union, including the display of the European Logo (twelve yellow stars on a blue background). Information given to the press, the beneficiaries of the Services, all related publicity materials, official notices and reports shall acknowledge that the Services were carried out "with funding from the European Union". Such measures shall be carried out in accordance with the Communication and Visibility Manual for EU External Actions laid down and published by the European Commission. This provision shall not apply in the event that publicity under this provision could put the staff of the Service Provider at risk.
- m) All publications by the Service Provider pertaining to the Services, in whatever form and whatever medium, including the internet, shall carry the following or a similar disclaimer: "This document has been produced with the financial assistance of the European Union. The views expressed herein can in no way be taken to reflect the official opinion of the European Union."
- n) All intellectual property rights, including copyright, in the outputs produced under this Agreement are vested in FAO, including, without any limitations, the right to use, publish, translate, sell or distribute, privately or publicly, any item or part thereof. Neither the Service Provider nor its personnel will communicate to any other person or entity any confidential information made known to it by FAO nor will they use this information for private or corporate advantage. This provision will survive the expiration or termination of this Agreement.
- o) To comply with disclosure requirements and enhance transparency, FAO may release and/or publish the following information about this Agreement: (i) the name and nationality of the Service Provider; (ii) a brief description and location of the Services provided; and (ii) the amount of this Agreement. The Service Provider specifically consents to the release and/or publication of such information. FAO will not release or publish information that could reasonably be considered confidential or proprietary.
- p) The Service Provider shall return to FAO any unexpended funds budgeted and paid by FAO under this Agreement.
- q) This Agreement is not subject to payment by FAO of any levies, taxes, registration duties or any other duties or charges whatsoever. The Service Provider shall duly pay taxes, duties and other charges in accordance with prevailing laws and regulations applicable to the Service Provider.
- r) The Service Provider agrees to undertake all reasonable efforts to ensure that none of the funds received from FAO under this Agreement are used to provide support to individuals or entities associated with terrorism, as included in the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999) located at <http://www.un.org/sc/committees/1267/consolist.shtml>. This provision must be included in all subcontracts or sub-agreements entered into under this Agreement.

- s) The Service Provider shall take all appropriate measures to prevent sexual exploitation or abuse of any beneficiary of the services provided under this Agreement, or to any persons related to such beneficiaries, by its employees or any other persons engaged and controlled by the Service Provider to perform any services under this Agreement. For these purposes, sexual activity with any person less than eighteen years of age shall constitute the sexual exploitation and abuse of such person. In addition, the Service Provider shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favours or activities, or from engaging in any sexual activities that are exploitive or degrading to any beneficiary of the services provided under this Agreement or to any persons related to such beneficiaries. The Service Provider acknowledges and agrees that the provisions hereof constitute an essential term of this Agreement and that any breach of these provisions shall entitle the Organization to terminate this Agreement immediately upon notice to the Service Provider, without any liability for termination charges or any other liability of any kind.

#### 4. Reporting and Record Maintenance Requirements

- a) The Service Provider shall submit to the Responsible Officer named in paragraph 9 below, the Reports listed in the Annex on the dates set forth therein, including a final report consisting of a narrative report and financial report (herein together refer as "Final Report") within 30 days following the completion of the Services. The Final Report must be sufficiently detailed to allow certification of deliverables and of expenditures. The financial report shall be signed and certified as to its correctness by a duly designated representative of the Service Provider (e.g. executive officer, chief financial officer, chief accountant or similar).
- b) The Service Provider shall keep accurate financial records and maintain supporting documentation showing the utilization of inputs and funds under this Agreement and any other documentation related to the Services for a period of five years following termination or expiry of the Agreement, during which period FAO or the European Commission, or a person designated by FAO or the European Commission, or the relevant auditing authority (e.g. national audit office) shall have the right, at any time, to conduct reviews and/or audits relating to any aspect of this Agreement. The Service Provider shall provide its full and timely cooperation with any such review or audit. Full and timely cooperation shall include, but not be limited to, making available employees or agents with knowledge of the Project to respond to questions and granting to FAO or the European Commission, or a person designated by FAO or the European Commission or relevant authority, access at reasonable times and conditions to the Service Provider's premises or other sites where documentation related to this Agreement is kept or activities related to this Agreement are carried out.
- c) The funds provided by FAO will cover costs that are eligible as direct costs for the implementation of the Services. To be considered eligible, costs must:
  - i. be necessary for carrying out the Services, be provided for specifically in this Agreement and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
  - ii. have actually been incurred during the implementation period of this agreement;
  - iii. be recorded in the accounts of the Service Provider accounts, be identifiable, backed by originals of supporting evidence, and verifiable;
- d) The following costs shall not be considered eligible:

- i. debts and provisions for possible future losses or debts;
- ii. interest owed by the Service Provider to any third party;
- iii. items already financed from other sources
- iv. purchases of land or buildings;
- v. currency exchanges losses;

## 5. Delays and Termination

- a) The Agreement shall enter into force upon signature by both Parties and shall remain in force until the Services have been satisfactorily provided or until otherwise terminated in accordance with the provisions herein.
- b) The Service Provider will carry out the Services in accordance with the workplan and within the timeframe set forth in the Annex and shall notify FAO of any delays that will prevent delivery of the Services in accordance with the workplan and within the timeframe set forth in the Annex.
- c) FAO may suspend or cancel all or part of this Agreement, obtain the Services elsewhere and make corresponding adjustments to any payments that may be due to the Service Provider, if the Service Provider fails to make delivery, or perform to a standard considered acceptable to FAO. Subject to consultation with the Service Provider, the determination of FAO, relating to this provision, shall be binding.
- d) If at any time during the course of this Agreement it becomes impossible for the parties to perform any of their obligations for reasons of Force Majeure, that party shall promptly notify the other in writing of the existence of such Force Majeure. The party giving notice is thereby relieved from such obligations as long as Force Majeure persists. For the purpose of this Agreement, the term "Force Majeure" shall mean any unforeseeable exceptional situation or event beyond the Parties' control which prevents either of them from fulfilling any of their obligations under this Agreement, was not attributable to error or negligence on their part (or of their personnel, agents, or other representatives, or authorized subcontractors), and proves insurmountable in spite of all due diligence.
- e) FAO shall have the right to terminate this Agreement, by written notice to this effect, if it considers that continued implementation of the Agreement is impossible or impractical:
  - (i) for unforeseen causes beyond the control of FAO;
  - (ii) in the event of a default or delay on the part of the Service Provider after written notice by FAO which provides a reasonable period to remedy the default or delay.
- f) In the event of termination as per 5e) above, the following shall apply:
  - (i) termination for unforeseen causes beyond its control, FAO shall complete all payments for expenses which have been incurred by the Service Provider up to the effective date of termination.

- (ii) termination due to the Service Provider's default or delay, the Service Provider shall refund to FAO any payment already received in respect of Services that have not been performed to a standard considered acceptable to FAO.
- g) FAO shall have the right to terminate this Agreement, by written notice to this effect, if FAO establishes in accordance with its administrative procedures:
  - (i) irregularities, fraud or corruption on the part of the Service Provider in relation to this Agreement;
  - (ii) a breach of the conflict of interest provision in paragraph 3l) above;
  - (iii) a breach of the reporting requirements in paragraph 4 above.
- h) In the event of termination as per g) above, the Service Provider shall refund to FAO all payments that were made on the basis of the irregularity, fraud or corruption, or as otherwise determined by FAO to be equitable and take other action as deemed appropriate by FAO.

#### 6. Terms of Payment

- a) In full consideration of the services provided by the Service Provider, FAO will pay and/or reimburse the Service Provider up to a total amount which represents FAO's maximum financial liability not to exceed: **USD70 000**.
- b) The payments will be made after certification by the Responsible Officer of the request(s) for payment as follows:
  - (i) USD21 000 upon signature of the present Agreement;
  - (ii) USD35 000 upon acceptance by FAO of the deliverable(s) on the date indicated in article 2.4 (i) of Annex 1;
  - (iii) USD14 000 upon acceptance by FAO of the Final Report mentioned under paragraph 4a) above and article 2.4 of Annex 1.
- c) The amount set forth in 6a) will be paid in the currency stated above, in accordance with the detailed banking instructions provided by the Service Provider in 6d).
- d) Detailed Banking Instructions

Account Holder:	Association Technique Internationale des Bois Tropicaux (ATIBT)
Bank name:	HSBC
Account number:	00935411680
IBAN:	FR76 3005 6000 9300 9354 1168 031
Swift	CCFRFRPP
Account currency:	Euro

- e) The Service Provider shall submit each request for payment to the address indicated below:

Robert Simpson  
Programme Manager  
EU FAO FLEGT Programme  
robert.simpson@fao.org

- f) FAO enjoys certain privileges and immunities which include exemption from payment of Value Added Tax ("VAT" or "IVA"), customs duties and importation restrictions.
- g) If the Service Provider fails to submit the Final Report mentioned in 4a) above no later than 30 days following completion, expiry or termination of this Agreement, FAO may, after provision of due notice of the default, terminate this Agreement without making the final payment.

## 7. Settlement of Disputes

- a) Any dispute between the parties arising out of the interpretation or execution of this Agreement, if not settled by negotiation between the parties or by another agreed mode of settlement, shall be submitted at the request of either party, to one conciliator. Should the parties fail to reach agreement on the name of a sole conciliator, each party shall appoint one conciliator. The conciliation shall be carried out in accordance with the Conciliation Rules of the United Nations Commission on International Trade Law, as at present in force.
- b) Any dispute not resolved by conciliation shall, at the request of either party, be settled by arbitration in accordance with the Arbitration Rules of the United Nations Commission on International Trade Law, as at present in force. The arbitral tribunal shall have no authority to award punitive damages. FAO and the Service Provider agree to be bound by any arbitration award rendered in accordance with this article, as the final adjudication of any such dispute.
- c) The parties may request conciliation during the execution of this Agreement and in the period not to exceed twelve months after the completion, expiry or termination of this Agreement. The parties may request arbitration not later than ninety days after the termination of the conciliation proceedings. All dispute resolution proceedings shall be conducted in the language in which the agreement is drafted provided that it is one of the six official languages of FAO (Arabic, Chinese, English, French, Russian and Spanish). In cases where the language of the agreement is not an official language of FAO, the conciliation or the arbitration proceedings shall be conducted in English.

## 8. Amendments.

Any changes or amendments to this Agreement shall be made in writing and on the basis of mutual consent of the signatories to this Agreement.



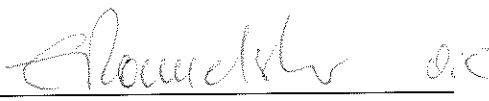
9. Designation of the FAO Responsible Officer.

Mr. Robert Simpson, ACP-FLEGT Programme Manager, robert.simpson@fao.org, +39 06 570 54471 is designated the officer responsible for the management of this Agreement ("Responsible Officer") on behalf of FAO.

10. Entry into force and period of validity.

The Agreement shall enter into force upon signature by both Parties and shall remain in force until the Services have been satisfactorily provided or until otherwise terminated in accordance with the provisions herein.

**Signed on behalf of the Food and Agriculture Organization of the United Nations:**

Signature: 

Date: 13/8/2013  
*Ms Eva Muller, Director, FOED*

**Signed on behalf of ATIBT:**

Signature: 

Date: 19/8/2013  
*Mr. Ralph Ridder, Director General*

The Service Provider will sign three copies of this Agreement and return one to the Responsible Officer and one to the FAO Representative in the Republic of Congo.



**ANNEX I  
(PO304648)**

**TERMS OF AGREEMENT**

**1. Background**

**1.1 Context**

The EU FAO FLEGT Programme promotes the implementation of the FLEGT Action Plan by improving forest governance, providing technical assistance and strengthening capacities through funding projects in eligible countries. In pursuit of these objectives, the EU FAO FLEGT Programme has agreed to support the organization of the international forum on the sustainable development of the wood industry in the Congo Basin, in collaboration with the Government of the Republic of Congo, the ATIBT and ITTO. The forum will take place in Brazzaville on 21 and 22 October 2013.

In this event, the FLEGT Action Plan is one of the major items for discussion. A large number of participants will be representatives from the private forestry sector – small, medium and large scale industry - operating in the Congo Basin, and tropical wood products importers from Europe. Other participants include policy-makers (representatives of the ministries responsible for forests in the countries of central Africa), regional and international organizations, development agencies, non-governmental organizations and scientists.

**1.2 Objectives**

The main objective of this Agreement is to organize an international forum on the sustainable development of the wood industry in the Congo Basin.

**1.3 Service Provider**

ATIBT is a non-profit, internationally recognized NGO with long experience in the sustainable development of tropical African countries. Actively involved in the tropical forestry sector since 1951, the ATIBT provides information, training, technical and scientific support to the tropical forest-timber industry through a network of more than 250 professional members from 39 countries. Its core activities include:

- Promote the timber trade coming from African forest resources under sustainable management, certified and legally harvested timber products and under consideration of reduction of carbon emissions throughout the value chain;
- Enhance economic development through further wood processing, promoting trade of wood products as per recognized environmental standards, including the utilization of wood products at local level;
- Disseminate good practices of forest management, thanks to the support of relevant industry and trade related partners;
- Facilitate technology transfer and competencies and exchange experiences among international forestry sector stakeholders, as well as local level partners.

## 2. Terms of Reference

The list of activities below is based on the Service Provider's proposal made to the EU FAO FLEGT Programme which is kept on file at the EU FAO FLEGT Programme's office in the FAO Forestry Department, Rome.

The selected participants for trainings, workshops and field missions will ensure the wide cross cutting perspectives. Participants selected must have relevant experience in forest policy issues, employed in a position that is directly involved in finding solutions to the issues the workshops/trainings/field missions will address, and candidates will be selected from institutions from relevant stakeholders groups.

### 2.1 Definition of Outputs and/or outcomes

The outputs of the proposed project would lead to achieve a comprehensive and coherent strategy to promote better law compliance related to the illegal logging situation and to strengthen structures and systems for stakeholder involvement.

The outputs are the following:

**Output 1:** Logistics and technical materials prepared for the international forum

**Output 2:** Funded participants attended the international forum

**Output 3:** Meeting report available and widely distributed

### 2.2 Description of Services

The activities of the Pilot project are the following:

**Output 1:** Logistics and technical materials prepared for the international forum

*Activity 1:* Provide a suitable meeting room and space for stands/exhibition area

*Activity 2:* Arrange for coffee breaks, lunch, cocktail and gala dinner

*Activity 3:* Develop and implement a communication strategy, including brochures and media coverage.

*Activity 4:* Preparation of participants' information package: conference folders with presentations, EU/FAO/FLEGT Programme brochures and publications.

*Activity 5:* Design and print conference banner and stationary items.

*Activity 6:* Ensure interpretation in English/French of the two days meeting.

**Output 2:** Funded participants attended the international forum

*Activity 1:* Organize and pay for air tickets and hotel bookings for 15 funded participants.

*Activity 2:* Provide airport transfer in Brazzaville to all funded participants.

**Output 3:** Meeting report available and widely distributed

- Activity 1:* Prepare meeting report  
*Activity 2:* Widely distribute meeting report

### 2.3 Duration and Timing

The project will be completed over a period of maximum four months, after signature of the present Agreement by both parties, as indicated below:

Activities	Months after signature			
	1	2	3	4
<b>Output 1:</b> Logistics and technical materials prepared for the international forum				
<i>Activity 1</i>				
<i>Activity 2</i>				
<i>Activity 3</i>				
<i>Activity 4</i>				
<i>Activity 5</i>				
<i>Activity 6</i>				
<b>Output 2:</b> Funded participants attended the international forum				
<i>Activity 1</i>				
<i>Activity 2</i>				
<b>Output 3:</b> Meeting report available and widely distributed				
<i>Activity 1</i>				
<i>Activity 2</i>				

### 2.4 Monitoring mechanisms and reporting requirements

The Service Provider shall submit to the Responsible Officer the following reports and documents:

- i. Action plan with assigned tasks, timing and responsibilities, within one week after signature of this Agreement by both parties;
- ii. Final Report, within 4 months after signature of this Agreement by both parties, that includes:
  - a. Narrative report, including the meeting report with the list of participants, technical reports and presentations in annexes;
  - b. Financial report.

Each approval by the Responsible Officer of the reports mentioned above will determine the payments provided for in Article 6. b) of this Agreement.

## 3. **Inputs to be provided free of charge by the Service Provider**

### 3.1 List of Inputs

The Service Provider will provide the following inputs:

- a) Partial contribution to time and personnel salaries
- b) Office space
- c) Utilities
- d) Partial contribution to transport and travel costs
- e) Secretarial activities

### 3.2 Timing of Inputs

These inputs will be provided all along the duration of the Agreement. In the event the Service Provider does not comply with the above inputs or any other obligations of this Agreement FAO reserves the right to suspend payment.

## 4. Inputs to be provided free of charge by FAO

### 4.1 List of inputs

- a. FAO will provide technical inputs to the preparation of the concept note, final agenda and all necessary information needed for the implementation of the Agreement.
- b. FAO will provide the list of NGOs to be invited from Central and West Africa.

### 4.2 Timing of Inputs

This input will be provided all along the duration of the Agreement.

## 5. Detailed Budget

Costs are shown as estimates, and actual costs will be reported on the itemized statement of the expenditures before final payment is made.

Budget Items	Unit	Number of units	Cost per unit (USD)	Total cost (USD)
<b>Output 1: Logistics and technical materials prepared for the international forum</b>				
Activity 1: Provide a suitable meeting room and space for stands/exhibition area	Per day	2	2 000	4 000
Activity 2: Arrange for coffee breaks, lunch, cocktail and gala dinner	Lunches, coffee breaks, dinner	860	30	25 800
Activity 3: Develop and implement a communication strategy, including brochures, media coverage	Lump sum	1	5600	5 600
Activity 4: Preparation of participants information package	Lump sum	1	5000	5 000
Activity 5: Design and print conference banner and stationary items	Lump sum	1	1000	1 000
<b>Output 2: Funded participants attended the international forum</b>				
Activity 1: Organize and pay for air tickets and hotel bookings for 15 funded participants	Lump sum	1	18000	18 000
Activity 2: Provide airport transfer in Brazzaville to all participants	Lump sum	1	1400	1 400
Activity 3: Provide conference folders including background material, presentations, EU/FAO/FLEGT Programme brochures and publications	Lump sum	1	5000	5 000

Ensure interpretation in English/French of the two days meeting	Lump sum	1	3200	3 200
<b>Output 3: Meeting report available and widely distributed</b>				
Activity 1: Prepare meeting report	Lump sum	1	1000	1 000
Activity 2: Widely distribute meeting report				0
<b>Total</b>				<b>70 000</b>

## 6. Responsible Officer

Mr. Robert Simpson, Manager EU/FAO/FLEGT Programme, FAO Forestry Department, has been designated by the Budget Holder responsibility to manage and monitor the proper implementation of the Agreement on behalf of FAO and to certify to the Budget Holder that the terms of the Agreement have been satisfactorily met and that appropriate payments can be made.

## 7. Reimbursements

Any overpayments that may have been effected or excess funds, which may remain after the completion of the assessment covered by this Agreement, shall be reimbursed to FAO by the Service Provider.