



PACIFIC ISLANDS FORUM SECRETARIAT  
*Excelling Together for the People of the Pacific*

# GRANT CONTRACT

BETWEEN

PACIFIC ISLANDS FORUM SECRETARIAT

AND

**[Insert Name of Organisation]**

in relation to the **[Insert Subject]**

Grant Contract No:

## Table of Contents

1.	Interpretation.....	4
2.	Term and Implementation Period .....	5
3.	Activity Implementation .....	5
4.	Funding and Payment.....	6
5.	Bank Account and Financial Management .....	6
6.	Audit, Monitoring and Evaluation .....	7
7.	Records and Reports .....	8
8.	Recovery .....	9
9.	Entire Agreement and Variation .....	9
10.	Sub-contracting .....	9
11.	Grant Managers.....	9
12.	Intellectual Property.....	10
13.	Confidential Information.....	10
14.	Liability and Indemnity.....	10
15.	Insurance .....	11
16.	Conflict of Interest .....	11
17.	Resolving Disputes .....	11
18.	Extraordinary Events.....	11
19.	Promoting the Secretariat's Support .....	11
20.	Termination.....	12
21.	Notices .....	12
22.	Survival of Provisions.....	12
	SCHEDULE 1: THE ORGANISATION'S OBLIGATIONS .....	14
	SCHEDULE 2: THE SECRETARIAT'S OBLIGATIONS .....	17

**THIS AGREEMENT** is made

**BETWEEN**

- (1) **The Pacific Islands Forum Secretariat**, an organisation established by treaty under the *Agreement Establishing the Pacific Islands Forum Secretariat* at Tarawa on 30 October 2000, and implemented in Fiji by the *Diplomatic Privileges and Immunities Act 1971*, with its headquarters at Ratu Sukuna Rd, Suva, Fiji Islands; (the “**Secretariat**”)

**AND**

- (2) [*Insert Organisation and address*] (the “**Organisation**”).

DRAFT

## THE PARTIES AGREE AND DECLARE AS FOLLOWS:

### 1. Interpretation

#### 1.1 In this Agreement:

“**Activity**” means the activity to be financed under this Contract as stipulated in Schedule 1;

“**Budget**” means the budget associated with the Activity as stipulated in Schedule 1;

“**Contract**” means this agreement including Schedules 1 and 2 and any Annexes thereto;

“**Grant Manager**” means the person named in Schedule 1 on the part of the Organisation and Schedule 2 on the part of the Secretariat who is the point of contact and is responsible for the general administration and implementation of this Contract;

“**Contract Material**” means all material brought or required to be brought into existence by the Organisation as part of, or for the purpose of performing the Activity including, but not limited to documents, presentations, equipment, information and data stored by any means. Contract Material does not include Prior Material;

“**Extraordinary Event**” means an event beyond the reasonable control of the party immediately affected by the event and includes:

- (a) acts of God, lightning strikes, earthquakes, tsunamis, volcanic eruptions, floods, storms, explosions, fires, pandemics and any natural disaster;
- (b) acts of war (whether declared or not), invasion, actions of foreign enemies, military mobilisation, requisition or embargo; or
- (c) acts of public enemies, terrorism, riots, civil commotion, malicious damage, sabotage, rebellion, insurrection, revolution or military usurped power, political unrest or civil war;

“**Fraudulent Activity**” means dishonestly obtaining a benefit by deception or other means;

“**Funds**” or “**Funding**” means the amount of money as stipulated in Schedule 2 of this Contract that has been approved by the Secretariat to be paid to the Organisation subject to the conditions outlined in this Contract;

“**Independently Audited**” means financial records audited by a certified financial professional that is in no way linked or associated with the Activity or the parties;

“**Intellectual Property**” means any copyright, registered or pending patent or patentable invention, registered and unregistered trade mark, confidential information, trade secret, know-how, registered or registrable design, rights in relation to any of the foregoing and rights in all other intellectual property;

“**Implementation Period**” means the timeframe as stipulated in Schedule 1 in which the Organisation must implement and complete the Activity;

“**Milestone**” means a stage or phase as stipulated in Schedule 1 in which a specific part of the Activity must be completed;

“**Milestone Payment**” means that part of the Funds that is payable upon completion of a Milestone;

**“Organisation”** shall, where the context so admits, include the employees and authorised sub-contractors and agents of the Organisation;

**“Output”** means all products, tasks and key requirements stipulated in Schedule 1 that the Organisation must deliver under this Contract;

**“Prior Material”** means all material developed by the Organisation or a third party independently from the Activity whether before or after commencement of this Contract;

**“Secretariat”** includes the successors or assigns of the Secretariat and includes the Secretary General for the time being and the Secretary General’s duly authorised agent as the case may be;

**“Valid Claim”** means a claim submitted by the Organisation that contains the following:

- (a) details of the relevant Milestone achieved and the Milestone Payment due;
- (b) any of the Organisation’s financial records that the Secretariat reasonably requires relating to the relevant Milestone; and
- (c) any other information reasonably required by the Secretariat.

1.2 Words in the singular number include the plural and words in the plural number include the singular.

1.3 Clause headings in this Contract are for convenient reference only and have no effect in limiting or extending the language of the provisions to which they refer.

## **2. Term and Implementation Period**

2.1 The term of this Contract commences upon execution by both parties, being the date that the last of the two parties signs and continues until all obligations have been fulfilled under this Contract, unless terminated earlier in accordance with this Contract.

2.2 The Organisation must complete the Activity within the Implementation Period as stipulated in Schedule 1. The Organisation must advise the Secretariat immediately of any difficulties or delays in the implementation of the Activity.

## **3. Activity Implementation**

3.1 The Organisation will implement the Activity as stipulated in Schedule 1:

- (a) for the purpose of achieving the Outputs as stipulated in Schedule 1;
- (b) in accordance with the Budget as stipulated in Schedule 1;
- (c) diligently, effectively and to a high professional standard; and
- (d) with regard to the principles of fairness, impartiality, trustworthiness and honesty.

3.2 The Organisation will ensure that all persons engaged to implement the whole or any part of the Activity has the necessary skills, experience, training and resources to successfully implement the Activity.

3.3 The Organisation will use its best endeavours to ensure that all procurement related to the Activity is provided in accordance with the specification stipulated in Schedule 1.

- 3.4 In line with the Pacific Forum Leaders commitment to anti-corruption and anti-terrorism, the Organisation must use its best endeavours to ensure:
- (a) that any persons involved in the implementation of the Activity is not engaged in Fraudulent Activity;
  - (b) that it does not receive any offer, gift, payment or benefit of any kind, which would or could be construed as an illegal or corrupt practice, either directly or indirectly, as an inducement or reward in relation to the implementation of the Activity; or
  - (b) that the Funds or any persons involved in the implementation of the Activity is in no way linked, directly or indirectly, with individuals associated with terrorism.
- 3.5 The parties agree to act in good faith and demonstrate honesty, integrity, openness in dealing with each other in the implementation of the Activity.

#### **4. Funding and Payment**

- 4.1 The Secretariat agrees to provide Funding (inclusive of VAT and any other taxes) to the Organisation up to the maximum Funding amount stipulated in Schedule 2.
- 4.2 The Funds and any interest earned or exchange rate gains must be used diligently by the Organisation for the sole purpose of the Activity. The Secretariat is not responsible for any losses incurred from exchange rate variations.
- 4.3 The Secretariat will make a Milestone Payment on submission of a Valid Claim by the Organisation and on the condition that the relevant Milestone as stipulated in Schedule 1 has been achieved by the Organisation to the Secretariat's satisfaction.
- 4.4 Where unspent Funds remain from a previous Milestone Payment, the Secretariat may deduct such amount from any subsequent payment falling due. Where unspent Funds remain at the end of the Activity, the Organisation must return that unspent Funds to the Secretariat within 3 months.
- 4.5 The Secretariat's payment of any Valid Claim is not evidence of the Organisations' satisfactory delivery of the Milestones or reports under this Contract, where the Secretariat could not have reasonably been aware of the Organisation's unsatisfactory performance prior to the Milestone Payment being made.

#### **5. Bank Account and Financial Management**

- 5.1 The bank account in which Milestone Payments are to be credited and conditions related to its use by the Organisation is stipulated in Schedule 1.
- 5.2 The Organisation must account and manage the Funds in accordance with the regulations, policies and procedures stipulated in Schedule 1. This includes continuous day-to-day technical and financial monitoring.
- 5.3 In addition to clause 5.2, the Organisation must maintain a permanent, sound administrative and financial monitoring system capable of verifying all reports and provide supporting documentation for all financial transactions under this Contract. This includes:
- (a) keeping proper and detailed accounts, records and assets registers along with adequate Activity management records providing clear financial trails in relation to expenditure under this Contract; and

(b) if requested by the Secretariat, providing an acquittal report, certified by the Senior Financial Officer of the Organisation, of Funds spent to date against the Activity.

5.4 The Funds shall be used exclusively to fund costs directly related to the Activity<sup>1</sup>. This means that costs must:

- (a) be necessary for carrying out the Activity, be provided for specifically in this Contract and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- (b) have actually been incurred during the implementation period of this Contract as defined in clause 2 of this Contract, whatever the time of actual disbursement by the Organisation;
- (c) be recorded in the Organisation's accounts, be identifiable, backed by originals of supporting evidence (as the case may be in electronic form).

5.5 The Secretariat must be consulted in circumstances where the Organisation cannot determine where costs fall under the specifications provided in clause 5.4.

5.6 The Secretariat reserves the right to terminate this Contract and claim back all Funds paid to the Organisation on becoming aware that the Organisation is falling short of its responsibility to provide a sound administrative and financial monitoring system.

## **6. Audit, Monitoring and Evaluation**

6.1 The Organisation shall ensure that the Funding is covered as part of its annual external independent audit report. A copy of the audit report will be provided to the Secretariat within five (5) months of the end of the Organisation's financial year.

6.2 The Secretariat reserves the right to:

- (a) request an audit of the financial records of the Organisations as it relates to the Activity on an annual basis or at any time during the term of the Contract upon the giving of one (1) month's notice. The Organisation agrees to cooperate with the Secretariat by:
  - (i) affording adequate facilities for audit and inspection of the financial records referred to in this Contract by the Secretariat and its authorised representatives at all reasonable times and allow copies and extracts to be taken; and
  - (ii) if reasonably requested by the Secretariat, provide an Independently Audited statement of Activity expenditure by an auditor agreed to by the Secretariat and which may be payable from the Funds; and
- (b) directly recruit independent consultants on specifically established terms of reference to carry out external results oriented monitoring review or such other monitoring or evaluations review as may be deemed appropriate by the Secretariat in accordance with the specific timetable as provided in Schedule 1.

6.3 The Secretariat and the Organisation must analyse the conclusions and recommendations of any report provided under clause 6.1 and 6.2 and jointly decide on the follow-up action to be taken and any adjustment necessary, including, if indicated, the reorientation of the project.

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<sup>1</sup> Where applicable, this includes the administrative fee payable to the Organisation for implementing the Activity as specified in the Budget in Annex 1.

- 6.4 The Organisation shall collaborate efficiently and efficiently with the audit, monitoring and/or evaluation personnel and provide them will all necessary information and documentation, as well as to the relevant premises and activities.
- 6.5 The Secretariat through its responsible employees, may undertake, including on the spot, checks related to the Activity financed by the Secretariat.

## **7. Records and Reports**

- 7.1 The Organisation shall maintain full and accurate records and reports relating to this Contract and the implementation of the Activity. The Organisation must provide the Secretariat such records when reasonably requested and must keep such records in a safe and secure place for a minimum of seven (7) years after the expiry of this Contract.
- 7.2 The Organisation shall submit a final report for an Activity not exceeding one year or an annual report and final report for an Activity that exceeds one year in duration that provides a complete account of all aspects of implementation for the period covered. The report shall be laid out in such a way as to allow comparison of the objectives, the means envisaged or employed (in particular all expenses actually incurred by the Organisation), the results expected and obtained and the budget details of the Activity. The level of detail in the report should match that of the description of the Activity and the Budget of the Activity.
- 7.3 The reports referred to in subclause 7.2 shall be narrative and financial in nature (framed in such a way that it would be easy to acquit the Funding).
- 7.4 The narrative report shall directly relate to this Agreement and shall at least include:
- (a) summary of the Activity;
  - (b) work carried out during the reporting period (ie. Directly related to the Activity description and work foreseen in this Agreement);
  - (c) difficulties encountered and measures taken to overcome problems;
  - (d) changes introduced in implementation;
  - (e) progress of the Milestones/outputs as specified in Schedule 1;
  - (d) work plan for the following period including objectives and indicators of achievement. If the report is sent after the end of the period covered by the preceding work plan, a new work plan, albeit provisional, is always required before such date.
- 7.5 The final report shall contain the specifications provided in clause 7.4 excluding (d), covering the whole implementation period of this Contract including details on the transfers of assets (if relevant), plus a full summary of the Activity's income and expenditure and payments received.
- 7.6 The Organisation must prepare and provide to the Secretariat such other reports as stipulated in Schedule 1.
- 7.7 All reports provided under this Contract must:
- (a) be provided by the due dates; and
  - (b) be presented in a manner that allows the Secretariat to easily and properly assess the Organisation's progress and the achievement of the relevant Milestones.

## **8. Recovery**

- 8.1 Where recovery is justified in the case of overpayment or in response to actions taken under clause 6 and 7, the Organisation undertakes to repay to the Secretariat within 45 days of the issuing of the debit note. A debit note is the letter by which the Secretariat requests the amount owed by the Organisation, any amounts paid in excess of the final amount due.
- 8.2 If the Organisation fails to repay by the due date, the sum due shall bear interest at the rate of 1% per day of the total amount owed. The interest shall be payable for the period elapsing from the day following expiry of the time limit for payment up to the day of payment. Any partial payment shall first cover the interest.
- 8.3 Amounts to be repaid to the Secretariat may be offset against amounts of any kind due to the Organisation, after informing it accordingly. The Organisation's prior consent is not required. This shall not affect the Parties' option to agree on payment in installments.
- 8.4 Bank charges incurred by the repayment of amounts due to the Contracting Authority shall be borne entirely by the Organisation.
- 8.5 Notwithstanding subclauses 8.1 to 8.4, the Secretariat reserves the right to reduce or suspend part or all of the remaining Funds paid to the Organisation in the event of poor, partial or late implementation as determined from actions taken under clause 6 and 7. Except for substantial errors and Fraudulent Activity, the Secretariat must make a reasonable effort to first discuss and consider responses provided by the Organisation before reducing or suspending part or all of the remaining Funds.

## **9. Entire Agreement and Variation**

- 9.1 This Contract constitutes the entire agreement between the parties and supersedes all communications, negotiations, arrangements and agreements, either oral or written, between the parties with respect to the subject matter of this Contract.
- 9.2 No agreement or understanding varying or extending this Contract, including in particular the scope of the Activity in Schedule 1 or the maximum limit of the Funding in Schedule 2, shall be legally binding upon either party unless in writing and signed by both parties.

## **10. Sub-contracting**

- 10.1 The Organisation shall not, except as stipulated in Schedule 1 or otherwise, without the prior written approval of the Secretariat, subcontract the performance of any part of the Activity. In giving written approval, the Secretariat may impose such terms and conditions as it thinks fit.
- 10.2 The Organisation shall be fully responsible for the performance of the Activity notwithstanding that the Organisation has subcontracted the performance of any part of the Activity.

## **11. Grant Managers**

- 11.1 The parties' Grant Manager's shall liaise and correspond with each other as may be required to implement the Activities and meet the terms and conditions of this Contract.

11.2 If either party changes its Grant Manager, it must notify the other in writing, the name and contact details of the replacement Grant Manager within five (5) working days of the change.

## **12. Intellectual Property**

12.1 Intellectual Property in all Contract Material developed or produced under this Contract shall vest in the Organisation, unless otherwise stipulated in Schedule 1 of this Contract.

12.2 The Organisation grants to the Secretariat a perpetual, non-exclusive, transferable, worldwide and royalty-free licence to use, for any purpose, any Intellectual Property Rights in all Contract Material. This licence includes the right to use; copy; and distribute any materials to which the licence relates.

## **13. Confidential Information**

13.1 The Organisation shall preserve the confidentiality of any document, information, report or other material directly related to this Contract that has been duly classified by the Secretariat as confidential.

## **14. Liability and Indemnity**

14.1 The Organisation shall implement the Activity entirely at its own risk and the Secretariat shall not be liable for any loss, cost, damage, expense or other liability incurred or suffered by the Organisation in implementing the Activity.

14.2 The Organisation indemnifies and must keep indemnified the Secretariat against:

- (a) all liabilities, costs, damages and expenses relating to any legal claim against the Secretariat arising from the implementation of the Activity as a consequence of any act or omission (whether negligent or otherwise) of the Organisation or of any agent, employee, contractor, associate or officer of the Organisation except where those liabilities, losses, costs, damages and expenses are a consequence of any deliberately wrongful act or omission of the Secretariat, in which case the Secretariat will be liable for and indemnify the Consultant against that proportion of those liabilities, losses, costs, damages and expenses which is a consequence of that deliberately wrongful act or negligent act of the Secretariat; and
- (b) subject to paragraph (a), all legal costs (on a full indemnity basis) and other costs incurred in defending any action or claim brought against the Secretariat arising from the implementation of the Activity brought against the Secretariat as a consequence of any act or omission (whether negligent or otherwise) of the Organisation, or of any agent, employee, contractor, associate or officer of the Organisation.

## **15. Insurance**

- 15.1 The Organisation shall effect and maintain, for the duration of this Contract, all insurance appropriate to cover the scope of the Activity and, if requested, shall provide the Secretariat with evidence of any policy.

## **16. Conflict of Interest**

- 16.1 The Organisation warrants that, to the best of its knowledge and belief having undertaken all appropriate enquiries, at the date of signing this Contract, no situation which the Secretariat may reasonably consider to be a conflict of interest exists or is likely to arise in the performance of its obligations under this Contract. If, during the term of this Contract, such a situation arises, the Organisation undertakes to notify the Secretariat immediately in writing of that conflict or risk.

## **17. Resolving Disputes**

- 17.1 This Contract shall be governed by and construed in accordance with the laws of Fiji and the parties submit to the jurisdiction of the courts of Fiji.

## **18. Extraordinary Events**

- 18.1 Neither Party will be liable to the other for any failure to perform its obligations under this Contract where the failure is due to an Extraordinary Event.
- 18.2 A party who wishes to claim suspension of its obligations due to an Extraordinary Event must notify the other party as soon as reasonably possible after the party first becomes aware of the cause and its supervening effects. The notice must state:
- (a) the nature of the circumstances giving rise to the Extraordinary Event;
  - (b) the extent of that party's inability to perform under this Contract;
  - (c) the likely duration of that non-performance; and
  - (d) the steps being taken to remedy, or reduce the impact of the Extraordinary Event on the delivery of the Activity.

## **19. Visibility**

- 19.1 The Organisation will acknowledge the assistance and support for this Arrangement by the Secretariat and the European Union in any publicity material, media reporting and annual reports, unless otherwise notified by the Secretariat. In acknowledging the Secretariat and the European Union, the Organisation must make it clear that it is responsible for the implementation of the Activity.
- 19.2 Before using the Secretariat's logo, name, design or branding, the Secretariat must first obtain the Secretariat's written consent.
- 19.3 The use of the European Union logo, name, design or branding should adhere to the visibility guidelines stipulated by the European Union.

## **20. Termination**

- 20.1 This Contract may be terminated by mutual agreement between the parties subject to written notice given one (1) months in advance.
- 20.2 In the event of any termination, the Organisation must provide an Independently Audited statement of expenditure of the Funds within thirty (30) days of the date of the notice to terminate, signed by the Head of the Organisation, and return any uncommitted Funds to the Secretariat unless agreed otherwise.
- 20.3 The Secretariat shall not be liable to pay compensation or any other monies for any reason including, without limitation, breach of contract or negligence, in an amount which would, in addition to any amounts paid or due or becoming due to the Organisation under this Contract, together exceed the Funding stipulated in Schedule 2.
- 20.4 Where the Organisation exercises its right to terminate the Contract, the Secretariat will not be liable for any further Milestone Payment. Any payments made to the Organisation for Milestones already performed under this Contract must be reimbursed to the Secretariat, unless agreed otherwise.

## **21. Notices**

- 21.1 Any notice to be given or served pursuant to this Contract shall be in writing and addressed as the case may be, as follows:
- (a) if given by the Organisation, addressed and forwarded to the Secretariat's Contract Manager as stipulated in Schedule 2; or
  - (b) if given by the Secretariat, signed by the Secretary General or its duly appointed employee, and forwarded to the Organisation's Grant Manager as stipulated in Schedule 1.
- 21.2 Any such notice shall be delivered by hand or sent by registered post or email to the address of the party to which it is sent.
- 21.3 A notice shall be deemed to be given:
- (a) where delivered by hand, on the day of delivery;
  - (b) where sent by registered post, 3 business days after the day of posting; and
  - (c) where sent by email, on the day of dispatch, provided that a clear transmission report or read receipt of the relevant email is obtained.

## **22. Survival of Provisions**

- 22.1 Clauses 12, 13 and 14 shall remain in force after the expiry or earlier termination of this Contract.

**Executed as an Agreement**

**SIGNED** for and on behalf of **the Pacific Islands Forum Secretariat**  
by its duly authorised officer

.....

.....

Secretary General

in the presence of:

.....

Witness

Name (printed): .....

DATE:

**SIGNED** for and on behalf of **[Insert Name]**  
by its duly authorised officer

.....

.....

Officer Name

.....

Position Title

in the presence of:

.....

Witness

Name (printed): .....

DATE:

CA No:

## SCHEDULE 1: THE ORGANISATION'S OBLIGATIONS

### 1. Implementation Period (clause 2.2)

<b>Implementation Start Date:</b>	<b>[INSERT DATE]</b>
<b>Implementation End Date:</b>	<b>[INSERT DATE]</b>

### 2. Description of the Activity (clause 3.1)

The project document and work-programme for this Activity is provided as Annex 1.  
*[Delete if not relevant, and fill in below as appropriate]*

- (a) *[Insert background and subject description of the Activity]*
- (b) *[Insert overarching goal, intended outcomes to be achieved etc]*

### 3. Outputs (clause 3.1(a))

- (a) *[Insert the specific outputs to be delivered by the Organisation]*

### 4. Budget for the Activity (clause 3.1(b))

<b>Particulars</b>	<b>Amount [Insert currency]</b>
<i>[Insert specific activity, task, programme etc]</i>	<i>[Insert Amount]</i>
<i>[Insert specific activity, task, programme etc]</i>	<i>[Insert Amount]</i>
<i>[Insert specific activity, task, programme etc]</i>	<i>[Insert Amount]</i>
Administrative fee percentage <i>[Delete if not applicable]</i>	
<b>TOTAL</b>	

The Budget reflects only the specific activities that the Secretariat has agreed to Fund and does not include funding that may be provided by other external donors or by the Organisation to the overall implementation of the Activity. *[Amend sentence accordingly, if Budget includes other funding partners – ensure the amount provided by each partner is reflected in the Budget]*

### 5. Milestones (clause 4.3)

<b>Milestone</b>	<b>Output/Deliverable</b>
<i>[Insert Milestone No.]</i>	<i>[Could be submission of first draft report, achievement of a specific output etc]</i>

## 6. Bank Account (clause 5.1)

Bank Account	Name of Account	
	Currency	
	Number	
Bank	Name	
Branch	Name of Branch	
	Address	
	Country	
Code	Swift Code	
	IBAN	
Payment Reference		

The conditions regarding the use of the bank account are as follows:

- *[Insert if applicable, otherwise delete]*

## 7. Applicable Financial Regulations, Rules and Procedures (clause 3.3 and 5.2)

*Insert the Financial Regulations, Rules and procedures that will be used to manage the Funds. I.e. Organisation's rules or PIFS rules etc.*

## 8. Timetable – Results Oriented Monitoring Review (clause 6.2(b))

*[Insert specific period, otherwise write 'at the discretion of the Secretariat subject to one month notice'. The decision to undertake a ROMR will depend on the risk assessment conducted as part of the Grants Policy and Procedures, the length of the project and observations from the sub-delegation assessment.]*

## 9. Reports to be produced (clause 7.6)

Reports	Due Date
<i>[Insert report]</i>	<i>[Insert due date]</i>
<i>[Insert report]</i>	<i>[Insert due date]</i>

## 10. Permitted Sub-contractors – (clause 10.1)

*List any other Organisation/individual who will be sub-contracted by the Organisation. Write "Not applicable" if not relevant or "to be confirmed" if not yet known.*

## 11. Contract Material (clause 12)

CA No:

**11.1 Description**

All material arising from the implementation of the Activity (except Prior Material) including in particular:

*Set out all reports, documents, and any other material to be produced under this Contract.*

**11.2 Ownership (clause 12.1)**

*Explain if some or all of the Contract Material will be owned by the Secretariat. Otherwise write "Not applicable".*

**12. Organisation's Grant Manager (clause 21.1(b))**

<b>Name:</b>			
<b>Title / position:</b>			
<b>Address:</b>		<b>PHONE:</b>	
<b>Fax:</b>		<b>EMAIL:</b>	

**13. Special Conditions**

*List if any. Write "Not applicable" if not relevant.*

## SCHEDULE 2: THE SECRETARIAT'S OBLIGATIONS

### 1. Funding (clause 4.1)

The Secretariat will pay the Funds to the Organisation as follows:

<b>Milestone:</b>	<b>AMOUNT (INSERT CURRENCY)</b>
[Insert Milestone No]	[INSERT AMOUNT]
<b>Maximum Funding</b>	<b>UP TO [INSERT TOTAL AMOUNT]</b>

### 2. Secretariat's Contract Manager (clause 21.1(a))

<b>Name:</b>			
<b>Title / position:</b>			
<b>Address:</b>		<b>PHONE:</b>	
<b>Fax:</b>		<b>EMAIL:</b>	

### 3. Assistance

Assistance in the implementation of the Activity may be rendered to the Organisation by the Secretariat at the discretion of the Secretariat.

*Set out any assistance being provided by the Secretariat (staff, facilities, travel arrangements etc)*