ACUERDOS BILATERALES

Clasificación: 83-2012

Fecha de Ingreso: 13 de junio de 2012

Nombre del Acuerdo: Agreement between the General Secretariat of the Organization of American States and the Conference Board of Canada for promoting the participation of Peruvian Quinoa and Mango Small Producer Associations in the Canadian Market

Materia: Promoting the participation of Peruvian Quinoa and Mango Small Producer Associations in the Canadian Market

Partes: GS/ the Conference Board of Canada

Referencia: the Conference Board of Canada

Fecha de Firma: March 21, 2011

Fecha de Inicio

Fecha de Terminación

Lugar de Firma:

Unidad Encargada: Executive Secretary for Integral Development

Persona Encargada:

Original

Claves

Cierres del proceso

The Conference Board of Canada
Insights You Can Count On

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Agreement Between
The General Secretariat of the Organization of American States
and
The Conference Board of Canada

This document made in duplicate on March 21, 2011 sets out the terms and conditions of the agreement between the Conference Board of Canada, a private non-profit corporation with Headquarters in Ottawa, Ontario, and the General Secretariat of the Organization of American States (GS/OAS), a public international organization with Headquarters in Washington, D.C., (the Parties) with regards to the "Promoting the Participation of Peruvian Quinoa and Mango Small Producer Associations in the Canadian Market" hereinafter referred to as the Project. The Project is a sub-project under the Canada-Americas Trade Related Technical Assistance (CATRTA) Program of the Canadian International Development Agency (CIDA). The Conference Board of Canada is CIDA's Executing Agency for the CATRTA Fund and has actual authority from CIDA to enter into this agreement.

The CATRTA is an iterative program that provides trade related technical assistance (TRTA) to CIDA country partners in Latin America and the Caribbean which are negotiating or have negotiated Free Trade Agreements (FTAs) with Canada. The TRTA will be delivered by Canadian and/or international experts through bilateral or regional initiatives to developing country government entities, the private sector and civil society. The TRTA will be focused on helping developing country partners to maximize the opportunities and benefits of increased trade and investment from FTAs signed with Canada. All of the TRTA initiatives will be designed to contribute to poverty reduction and to promote sustainable development in the Americas.

This agreement is subject to the terms and conditions as set out in the Summary Statement of Work below, the Terms and Conditions stated in Appendix A, and the Workplan and Budget described in Appendix B, shall become effective March 21, 2011 and will remain in effect until October 15, 2011.

1. Summary Statement of Work

The Project will include research, workshops and buyer trade missions to connect Canadian buyers with members of the associations of small producers of quinoa and mangos. OAS will manage the Project and sub-contract experts to assist in delivery of the Project.

Tasks
The tasks to be performed by the General Secretariat of the Organization of American States (GS/OAS) include:

1) Initial market research: Initial assessment of the Canadian market for organic quinoa and mango as a basis for designing further interventions.
2) Prepare, design and deliver two export readiness workshops in Peru.
3) Develop two market entry strategies for organic raw and processed products from Peru
4) Provide one-on-one consulting services to address the needs identified including product adaptation and compliance with technical standards, sanitary and phytosanitary requirements, packaging and labeling, quality and intellectual property considerations, among others, needed to succeed in the Canadian market.
5) Design and implement two buyers trade missions to Peru to connect potential Canadian buyers with members of ASCENPROMUL and AGROTAM.
6) Prepare sub-contracts for all consultants working on the Project. **Appendices F, G, H**
7) Evaluation of the capacity building consultations through questionnaire to members of ASCENPROMUL and AGROTAM in Puno and Piura regions of Peru
8) Preparation of detailed financial and narrative report (hard copy and electronic file). **Part A Form A**
9) Liaise with CATRTA Program Manager as required
10) Provide a signed original workshop participants list (hard copy and electronic file) **Appendix C**
11) Provide per diem receipts-The original receipt required will be the paper signed by the participants certifying that they have received the per diem. (hard copy and electronic file) **Appendix D**
12) Provide Banking Information **Appendix E**

2. Budget

As approved in the Sub-project Workplan presented in Appendix B.

Please indicate your understanding and acceptance of these conditions by signing below and returning this page to the undersigned at your earliest convenience.

Sincerely,

Glen Hodgson
Senior Vice-President & Chief Economist
The Conference Board of Canada

Acceptance by GS/OAS

I concur with the conditions as set out in this Ag reement for the Project **Promoting the Participation of Peruvian Quinoa and Mango Small Producer Associations in the Canadian Market.** I certify that I have the authority to bind the GS/OAS to the terms and conditions identified in t his Agreement.

Signature: _____

Print Name : Amb. Mauricio E. Cortes Costa

Title: Executive Secretary for Integral Development

Date: 3/21/2011

APPENDIX A

TERMS AND CONDITIONS:

Execution of this project assumes that the General Secretariat of the Organization of American States (GS/OAS) will receive an advance from the CBoC to cover all expenses related to the project.

1. Travel Expenses

The GS/OAS will submit a detailed report along with certified copies of original receipts which will only be acceptable as support of travel expenses. Travel expenses shall be based on the provisions of the Treasury Board Directive and the Special Travel Authorities, which takes precedence over the Treasury Board Directive, and include the following:

a) the cost of commercial transportation based on the lowest available fares, using the most direct routing, and preferably, the services of Canadian carriers. The standard for air travel is economy class, including APEX, charters and other reduced or discounted fares. The GS/OAS must be able to demonstrate with proper supporting documentation deemed satisfactory to CBoC, the lowest fare available at the time of reservation.
b) the cost of necessary changes or cancellations to flights is considered a legitimate reimbursable expense of the project and the circumstances surrounding these changes shall be documented.
c) the cost of meals, incidentals and private vehicle usage, in accordance with the meal, incidental, and private vehicle allowances specified in Appendices B, C and D of the Treasury Board Directive, which can be found at: http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp.
d) The number of days allowed for travelling shall be approved by CBoC on the basis of the points of origin and destination.
e) the cost of registration, photographs, and courier services related to obtaining a visa.
f) the actual and reasonable cost of a single room in commercial accommodation or, when private non-commercial accommodation is used, the rate for such accommodation, in accordance with the provisions of clause 7.8 of the Special Travel Authorities and Appendix D of the Treasury Board Directive.

1.1 Field Expenses

a) the actual and reasonable costs related to workshops and meetings;
b) the actual and reasonable cost of translation and/or interpretation services;
c) the cost of all other reasonable and justifiable project-related expenses subject to the prior approval of CBoC. All necessary, reasonable and justifiable out-of-pocket expenses arising from the performance of these services as approved by CBoC, such as long distance telephone calls, production costs of reports, and printing of extra copies of documents.

Remuneration

Daily remuneration rates are to be applied to the number of days worked (including travel time overseas), based on a 7.5 hour day, as shown by time sheets. All employees shall take at least one day off after 6 consecutive working days. Rates for working days of less than 7.5 hours shall be prorated based on hours worked.

Allowable working hours

Standard allowable working hours are 8:30 a.m. to 5:00 p.m., Monday to Friday, with a one-hour break for lunch, totalling 7.5 hours of work per day and 37.5 hours per week in Canada, and up to a maximum of six days per week elsewhere (45 hours including travel time overseas), as shown by timesheets. Duty hours for each individual will be specified in her/his contract and may differ from the standard office hours. Professional staff may have to adjust their daily schedules to accommodate meetings, travel or other business engagements.

2. Records:

GS/OAS shall maintain and retain, commencing immediately, until June 2017, accurate records relating to the Project and to disbursements and expenditures as described to the Project including copies of receipts, cancelled cheques and all shipping and customs documents and other relevant documentation relating to materials, goods and services, and shall have these copies available for financial and operational audit at the request of CBoC.

3. Medical Health Care:

The GS/OAS shall assume responsibility to obtain adequate medical coverage for any project associated travel for all GS/OAS staff members. All participants shall assume responsibility to obtain adequate medical coverage for any project associated travel. The CATRTA will not reimburse medical coverage.

4. Method of Payment

CATRTA shall pay for the expenses as detailed in the attached budget at a reasonable time prior to execution of the project, or no less than 21 days prior to each scheduled event. In no event shall GS/OAS advance project funding. The GS/OAS must include all information which supports the said expenses in the budget. This payment shall be subject to approval and authorization by the CBoC CATRTA Program Manager.

4.1 GS/OAS shall maintain records of all funds received and costs incurred and must submit to CBoC a statement of funds received and funds disbursed, acceptable in form and content after the completion of each activity.

4.2 Advances

GS/OAS may request an advance for funds submitted on GS/OAS letterhead specifying the amount to be received and activities to be undertaken, to cover out the expenses for the agreed upon activities. This advance request must be accompanied by the banking information form as presented in Appendix E. Final payment of an amount equivalent to the amount budgeted for the indirect cost recovery shall only be disbursed after the funds advanced are satisfactorily reconciled with the expenses incurred. GS/OAS must provide CBoC with an itemized final budget reconciliation of the advance, and a narrative report on the results achieved.

4.2.1 GS/OAS shall account for each advance, and each advance or any portion thereof shall be recovered from the expenses for which the advances were made and shall be deducted by CBoC starting with the first statement produced by GS/OAS for these expenses until each advance is completely reimbursed. However, if the amount of an advance is in excess of the expenses incurred for which the advance was authorized the difference shall be deducted out of any moneys payable by CBoC to the GS/OAS.

5. Anti-Corruption

No offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has or will be made to anyone, either directly or indirectly, as an inducement or reward for the award or execution of this contract. Any such practice will be grounds for terminating this contract or taking any other corrective action as required.

6. Obligations Related to Security

6.1 The GS/OAS is responsible to ensure its own security and the security of its personnel. CBoC shall assume no responsibility for the security of GS/OAS personnel.

6.2 The GS/OAS is responsible to fully and openly disclose to its personnel the inherent risks of the Project.

7. Monitoring and Evaluation

Following the completion of each assignment, the GS/OAS must submit a list of the people involved in the assignment with their correct E-mail addresses (in the case of a workshop, this would mean all of the workshop participants; in the case of a technical assistance assignment it would mean the members of the department or organization who worked most closely with the GS/OAS).

8. Resolution of Disputes

Any dispute or complaint that may arise in conjunction with the application or interpretation of this agreement or of any of the annexes hereto, or the execution of the Project, shall be settled by direct negotiations between the Parties. If a solution satisfactory to both Parties cannot be reached then the Parties shall submit their differences to arbitration pursuant to the Arbitration Rules of the United Nations Commission on International Trade Law (UNCITRAL) or of the International Commercial Arbitration Commission (IACAC) currently in effect. The place of arbitration shall be Washington D.C., U.S.A. The arbitrator's decision shall be final, binding and not subject to appeal.

9. Appropriate Law

This contract shall be governed by and construed in accordance with the laws in force in the Province of Ontario.

10. Privileges and Immunities

Nothing in this agreement or any of the annexes hereto constitutes a waiver, express or implied, of the privileges and immunities accorded to the OAS or the GS/OAS, its personnel and its assets, by virtue of the OAS Charter, the laws of the United States of America, the laws of Canada, relevant international agreements and general principles and practices of international law.

11. Modifications

Modifications to this agreement may only be made by mutual agreement in writing by the duly authorized representatives of the Parties.

12. Termination

This agreement may be terminated by mutual consent or by either of the Parties by written notice from one to the other with not less than thirty days notice. Notwithstanding the termination of this agreement, Project activities that have been duly financed shall be continued to completion unless the Parties mutually decide otherwise. Termination of this Agreement shall not affect irrevocable obligations assumed by the GS/OAS with respect to the Project prior to receipt of the notice of termination. In this respect, such obligations shall be paid out of the financial resources of the approved budget, including the costs to the GS/OAS resulting from early termination of its services.

APPENDIX B - Approved Workplan and Budget

CATRTA
Subproject Workplan

Sub-project Title (LAC Country/Region)	PROMOTING THE PARTICIPATION OF PERUVIAN QUINOA AND MANGO SMALL PRODUCER ASSOCIATIONS IN THE CANADIAN MARKET	
Sponsoring Canadian Government Department (name and contact information (e-mail, telephone number)	N/A	
Thematic Priority Addressed:	_____Environment _____SPS _____Trade Facilitation ____X_Trade Promotion	_____Labour _____Technical Barriers to Trade Other(please specify)_____
Sub-project description: Please provide an overall description of what the project is about and why it is important to undertake the project at this time..	This sub-project will help improve the capacity of associations of small organic producers from poor regions in Peru to engage in international trade in a competitive and sustainable manner with an emphasis on taking advantage of the new opportunities brought by the recently signed Canada-Peru Free Trade Agreement in the Canadian market. Working in coordination with the Ministry of Trade and Tourism of Peru (MINCETUR), assistance will be provided to the association of small organic quinoa producers of the Puno region (*Asociación Central de Productores Multisectoriales de Cabana* ASCENPROMUL) and to the association of small organic mango producers of the Piura region (AGROTAM) to improve their capacity to access external markets.	
Local partner Organization (s) (if identified) Contact person name, title and contact information (e-mail, address, telephone, fax)	Local partner organization: Ministry of Trade and Tourism of Peru/Ministerio de Comercio Exterior y Turismo (MINCETUR) Luis Torres Paz Director Nacional, Dirección Nacional de Desarrollo de Comercio Exterior MINCETUR Phone: 513-6100, Ext. 1668; Fax 8042 Local business organizations: 1. ASCENPROMUL Nancy Cuno, President ASCENPROMUL: nancy19cc_@hotmail.com 2. AGROTAM José Luis Domínguez Veja, President AGROTAM): asociacionhualtaco@gmail.com Phone: 073-968178068.	
Rationale for Partner Selection: Provide a brief rationale for your selection of developing country partner.	It is important to work with MINCETUR (Peruvian Trade and Tourism Ministry) to ensure coordination with, and to benefit from, government plans and programs designed to promote participation of small producers in the benefits of trade. The OAS Department of Economic Development, Trade and Tourism (OAS/DEDTT) has been coordinating with MINCETUR the implementation of the ongoing organic quinoa export project. Likewise, it is essential to work hand in hand with the associations of small producers to ensure their buy-in and the long term sustainability of the sub-project.	

Cross cutting themes (especially gender and the environment) Describe any impacts that the sub-project will have on gender equality and or the environment. Are there any special crosscutting issues which need to be considered?	The sub-project has been designed to benefit associations of small producers from indigenous groups living in poor regions of Peru who farm using environmental friendly methods. Their products have been certified organic. In the case of ASCENPROMUL, the association is led by a woman and the majority of the directors are women as well. The sub-project will be designed and executed taking into account gender considerations.
Beneficiaries Who are the primary beneficiaries of this sub-project? How will they benefit?	The primary beneficiaries are two associations of small producers, their families and their communities: 1. *Asociación Central de Productores Multisectoriales* (ASCENPROMUL) that combines 12 smaller associations with a total of 370 organic quinoa producers of the Puno region of Peru. 2. *Asociación de Productores Agroecológicos de Mango Orgánico de Tambogrande* (AGROTAM) that combines 4 associations with a total of 196 mango producers of the Piura region of Peru.

Result Statements (Summary LFA)

(Each sub-project must have a logic model.

Expected Results and Indicators: Describe the main outputs, immediate, intermediate and final outcomes that you expect from the initiative. Provide sample indicators of success for each results level.	**Final Outcome:** Enhanced export potential of associations of small agricultural producers of the Puno and Piura regions of Peru in the Canadian market, resulting in poverty reduction in the targeted regions.
	Intermediate Outcomes: 1. Improved export-readiness of organic products with high growth potential by small producers in the Puno and Piura regions of Peru (including increased ability to comply with external market access requirements). *Indicator: Changes made by the producers/cooperatives to improve their export competiveness* 2. Increased market linkages between small producers in the Puno and Piura regions of Peru and Canadian importers and buyers. *Indicator: Number of active business linkages (represented by ongoing negotiations/communications and/or orders) between producers/cooperatives and Canadian importers.*
	Immediate Outcome 1. Increased knowledge among members of ASCENPROMUL and AGROTAM in Puno and Piura regions of Peru of external market opportunities and external market access requirements for their organic products, particularly in the Canadian market. *Indicator: Number of producers that have identified actions in order to improve their export competitiveness.* 2. Business contacts with good prospects of generating new export sales for the members of ASCENPROMUL and AGROTAM in Puno and Piura and their cooperatives have been established with Canadian buyers. *Indicator: Number of promising contacts established by each group of producers with Canadian buyers.*
	Main Outputs 1. Thirty (30) representatives of each producer association (ASCENPROMUL and AGROTAM) trained on export-readiness requirements for the Canadian market. *(Indicator: # of representatives trained)* 2. Assessment of needs to comply with quantity, quality and standards required to successfully access the Canadian and other international markets completed. *(Indicator: # of assessments completed)* 3. Two (2) market-entry strategies targeting the Canadian market for organic raw quinoa and mango and processed products with high growth potential developed and shared with the associations. *(Indicator: # of market entry strategies)* 4. One-on-one consulting services delivered to address market-readiness requirements identified during the needs assessment. *(Indicator: # of producers benefiting from one-on-one consulting services)* 5. ASCENPROMUL and AGROTAM producers meet at least three (3) potential Canadian buyers per product as a result of two (2) Buyers Trade Missions (BTMs) to Peru *(Indicator: # of buyers)*

Key Critical Conditions: What assumptions must be in place to allow the sub-project to take place and succeed? What risks exist which would jeopardize its success?	**Assumptions:** 1. Continued engagement of producer associations. 2. Demand in Canadian market for organic quinoa and mangoes. 3. The producers participating in this project have a competitive offer for their products in terms of price and logistical factors (e.g. shipping costs and time to market) **Risks:** 1. Weather related problems could affect production. 2. Political unrest in the Puno region could affect on-time completion of sub-project. Close coordination with central and regional authorities to adjust calendar of activities, as needed, will mitigate the risk of significant delays. 3. The producers are not able (due to time or investments required, interest, or managerial capacity) to make the necessary adaptations to improve the competitiveness of their export offer to meet the requirements and opportunities in Canada and other international markets.

Description of Project Activities

Give a brief description of each project activity (or group of activities) and describe the expected outputs and outcomes.

Activity 1: Market Research: Initial market research: Initial assessment of the Canadian market for organic quinoa and mango as a basis for designing further interventions.	**Expected Output:** Initial assessment of the Canadian market for organic quinoa and mango as a basis for designing further interventions. *(Indicator: assessment completed)*	**Expected Outcomes** **Immediate:** **Intermediate**
Activity 2: Export Readiness: 2.1. Exporter Training: two (2) export-readiness workshops for members of ASCENPROMUL and AGROTAM. 2.2. Assessment of needs to comply with quantity, quality and standards required to successfully access the Canadian and other international markets. 2.3. Two (2) market-entry strategies for organic raw and processed products with high growth potential in the Canadian market. 2.4. Product adaptation and technical requirements compliance: one-on-one consulting services to address the needs identified including product adaptation and compliance with technical standards, sanitary and phytosanitary requirements, packaging and labelling, quality and intellectual property considerations, among others, needed to succeed in the Canadian market.	**Expected Output:** 2.1. Thirty (30) representatives of each producer association (ASCENPROMUL and AGROTAM) trained on export-readiness requirements for the Canadian market. *(Indicator: # of representatives trained)* 2.2. Assessment of needs to comply with quantity, quality and standards required to successfully access the Canadian and other international markets completed. *(Indicator: # of assessments completed)* 2.3. Two (2) market-entry strategies targeting the Canadian market for organic raw quinoa and mango and processed products with high growth potential developed and shared with the associations. *(Indicator: # of market entry strategies)* 2.4. One-on-one consulting services delivered to address market-readiness requirements identified during the needs assessment. *(Indicator: # of producers benefiting from one-on-one consulting services)*	**Expected Outcomes** **Immediate:** Increased knowledge among members of ASCENPROMUL and AGROTAM in Puno and Piura regions of Peru of external market opportunities and external market access requirements for their organic products, particularly in the Canadian market. *Indicator: Number of producers that have identified actions in order to improve their export competitiveness.* **Intermediate** Improved export-readiness of organic products with high growth potential by small producers in the Puno and Piura regions of Peru (including increased ability to comply with external market access requirements). *Indicator: Changes made by the producers/cooperatives to improve their export competiveness*

Activity 3: Market linkages: Two (2) Buyers Trade Missions (BTMs) to Peru to connect potential Canadian buyers with members of ASCENPROMUL and AGROTAM.	**Expected Output:** ASCENPROMUL and AGROTAM producers meet at least three (3) potential Canadian buyers per product as a result of two (2) Buyers Trade Missions (BTMs) to Peru *(Indicator: # of buyers)*	**Expected Outcomes** **Immediate:** Business contacts with good prospects of generating new export sales for the members of ASCENPROMUL and AGROTAM in Puno and Piura and their cooperatives have been established with Canadian buyers. *Indicator: Number of promising contacts established by each group of producers with Canadian buyers.* **Intermediate** Increased market linkages between small producers in the Puno and Piura regions of Peru and Canadian importers and buyers. *Indicator: Number of active business linkages (represented by ongoing negotiations/communications and/or orders) between producers/cooperatives and Canadian importers.*

PROMOTING THE PARTICIPATION OF PERUVIAN QUINOA AND MANGO SMALL PRODUCER ASSOCIATIONS IN THE CANADIAN MARKET

Project Code ***Project Description***

Description of Activities	Unit Cost ($)	Days/ Quantity	Total Cost ($)	OAS in-kind	Conference Board of Canada
1. Market Research and Planning Mission					
TFO technical advisor (10 days for quinoa; 5 days for mangos @ $ 800 per day)	$800.00	15	$12,000.00	$0.00	$12,000.00
Planning Mission by TFO Project Manager @ $ 450 per day	$450.00	5	$2,250.00	$0.00	$2,250.00
Airfare for TFO Project Manager	$2,500.00	1	$2,500.00	$0.00	$2,500.00
Hotel for TFO Project Manager @ $ 150 x 4 nights	$150.00	4	$600.00	$0.00	$600.00
Meals and incidentals for TFO Project Manager	$77.00	4	$308.00	$0.00	$308.00
Total Market Research			**$17,658.00**	**$0.00**	**$17,658.00**
2. Export Readiness					
Consultant fees (advisory services)					
2.1. Exporter Training: **advisory services including 2 3-day Workshops**					
2 TFO technical advisors @ $ 800 per day x total of 15 days (including 3-day preparatory work)	$800.00	15	$12,000.00	$0.00	$12,000.00
1 TFO Project Manager @ $ 450 per day x total of 13 days (including 7-day preparatory work and technical assistance)	$450.00	13	$5,850.00	$0.00	$5,850.00
1 consultant @ $ 700 per day x total of 15 days (including 9-day preparatory work and technical assistance)	$700.00	15	$10,500.00	$0.00	$10,500.00
2.2. Assessment of needs					
2 TFO technical advisors @ $ 800 per day (incl. 2 days on mission concurrent with workshop)	$800.00	10	$8,000.00	$0.00	$8,000.00
2.3. Market-entry strategies					
2 TFO technical advisors @ $ 800 per day	$800.00	10	$8,000.00	$0.00	$8,000.00
2.4. Product adaptation and technical requirements compliance					
2 TFO technical advisors @ $ 800 per day	$800.00	20	$16,000.00	$0.00	$16,000.00

1 consultant @ $ 700 per day	$700.00	15	$10,500.00	$0.00	$10,500.00
Travel (required for advisory services)					
Airfares for 2 TFO technical advisors x 2 3-day Workshops	$2,500.00	2	$5,000.00	$0.00	$5,000.00
Airfare for 1 TFO Project Manager (2 3-day workshops during single trip)	$2,500.00	1	$2,500.00	$0.00	$2,500.00
Airfares for 1 consultant x 2 3-day Workshops (2 missions combined)	$1,300.00	1	$1,300.00	$0.00	$1,300.00
Hotel for TFO technical advisors and 1 consultant @ $ 150 x total of 24 nights (quinoa expert 8 nights+mango expert 8 nights+export expert 8 nights= 24 nights)	$150.00	24	$3,600.00	$0.00	$3,600.00
Hotel for TFO Project Manager @ $ 150 x 13 nights (2 missions combined)	$150.00	13	$1,950.00	$0.00	$1,950.00
Meals and incidentals for TFO technical advisors and 1 consultant	$77.00	24	$1,848.00	$0.00	$1,848.00
Meals and incidentals for TFO Project Manager	$77.00	13	$1,001.00	$0.00	$1,001.00
Other					
Provision for translation of materials from English to Spanish as required	$5,000.00	1	$5,000.00	$0.00	$5,000.00
Total Export Readiness			**$93,049.00**	**$0.00**	**$93,049.00**
3. Market Linkages: advisory services including 2 3-day Importer Missions					
Consultant fees (advisory services)					
2 TFO technical advisors @ $ 800 per day x total of 20 days (including 8-day preparatory work and technical assistance)	$800.00	20	$16,000.00	$0.00	$16,000.00
TFO Project Manager (time while on mission) @ $ 450 per day x total of 7 days (including 1-day preparatory work)	$450.00	7	$3,150.00	$0.00	$3,150.00
1 consultant @ $ 700 per day x total of 20 days (including 14-day preparatory work and technical assistance)	$700.00	20	$14,000.00	$0.00	$14,000.00
Travel					
Airfares for TFO technical Advisor and Project Manager	$2,500.00	2	$5,000.00	$0.00	$5,000.00
Airfares for 1 consultant x 2 3-day Importer Missions	$1,300.00	1	$1,300.00	$0.00	$1,300.00
Hotel for TFO Technical Advisor & Project Manager & 1 consultant @ $ 150 x 5 nights	$150.00	15	$2,250.00	$0.00	$2,250.00
Meals and incidentals for 2 TFO Technical Advisors & Project Manager and 1 consultant	$77.00	15	$1,155.00	$0.00	$1,155.00
Partial Expenses for 6 Buyers to participate in importers mission.	$1,500.00	6	$9,000.00	$0.00	$9,000.00
Total Market Linkages			**$51,855.00**	**$0.00**	**$51,855.00**

OAS In-kind					
Technical and administrative support - P1 for activities 2&3	$200.00	20	$4,000.00	$4,000.00	$0.00
Technical and administrative support - P4 for activities 2&3	$400.00	20	$8,000.00	$8,000.00	$0.00
Total OAS In-kind			**$12,000.00**	**$12,000.00**	**$0.00**
SUB-TOTAL DIRECT COSTS (excluding OAS in-kind)			**$162,562.00**	**$0.00**	**$162,562.00**
Contingency- 5%			$8,128.10	$0.00	$8,128.10
TOTAL DIRECT COSTS			**$170,690.10**	**$0.00**	**$170,690.10**
OAS Indirect Cost Recovery (ICR) (Overheads)			**$23,275.92**	**$0.00**	**$23,275.92**
($170,690.10/0.88) - $170,690.10): see Note 1					
TOTAL COST OF THE ACTIVITY			**$193,966.02**	**$12,000.00**	**$193,966.02**
Note 1: Pursuant to OAS General Standards approved by its Member States and in accordance with Executive Order 07-01, issued by the OAS Secretary General on May 29, 2007, the ICR rate for contributions is established at a minimum of 12% (Non-Member States).					
Note 2: Meals and incidentals rates calculated according to travel directive of the Treasury Board Secretariat of Canada for Peru. Hotel cost estimated at $ 150					

APPENDIX C - ONE SHEET PER DAY

Project
Canada Americas Trade-Related Technical Assistance Progr

WORKSHOP NAME & DATE: _____

No	Participants' Name
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

_____

PREPARED

AGREEMENT

Between

Delegate and CATRTA Canada-Americas Trade Related Technical Assistance Program (CATRTA)

NAME, POSITION from **COUNTRY** attending the WORKSHOP ON EXPORT-REDINESS REQUIREMENTS FOR THE CANADIAN MARKET in **MONTH** 2010 in **COUNTRY**, hereby undertakes to provide to the Conference Board of Canada's Canada-Americas Trade Related Technical Assistance Program:

Within 30 days of this date all **original** receipts, as listed below:

Airline Ticket	Boarding Passes	Itinerary	Departure Tax Receipts
Original	Original	Original	Original

Any other documentation as required by CIDA and Treasury Board of Canada guidelines must be sent to the Conference Board of Canada at the addresses listed on the self-addressed envelope provided with this form.

Until such documentation as listed above is received by CBoC, all funds paid to you in consideration of these expenses will be considered as temporary advances to be reimbursed by you.

Travel Allowance for Peru, January 2011, Treasury Board of Canada

Arrival: January Time: Departure: January Time:

Date	Meal Rate					Currency
	Breakfast	Lunch	Dinner	Incidental		PEN
January	36.00	74.00	92.00	64.64		266.64
					Total	
					Other - Itemize	
					Other - Itemize	

Delegate Signature

CATRTA Signature

Date

Peru - Currency: Peruvian Nuevo Sol (PEN)

Type of Accommodation	City	Meal Rate				Incidental Amount	Grand Total (Taxes Included)
		Breakfast	Lunch	Dinner	Meal Total		
C	Lima	36.00	74.00	92.00	**202.00**	***64.64***	**266.64**
C-75%	Lima	27.00	55.50	69.00	**151.50**	***48.48***	**199.98**
P	Lima	36.00	74.00	92.00	**202.00**	***40.40***	**242.40**
P-75%	Lima	27.00	55.50	69.00	**151.50**	***30.30***	**181.80**
C	Other	28.80	59.20	73.60	**161.60**	***51.71***	**213.31**
C-75%	Other	21.60	44.40	55.20	**121.20**	***38.78***	**159.98**
P	Other	28.80	59.20	73.60	**161.60**	***32.32***	**193.92**
P-75%	Other	21.60	44.40	55.20	**121.20**	***24.24***	**145.44**

Appendix E

The Conference Board of Canada
Insights You Can Count On

BANKING INFORMATION

SUPPLIER DATA FORM	
Supplier Name	
Please fill out all fields marked with *.	
CONTACT INFORMATION	
Supplier Name *	
Supplier's address (House #, Street, Town, State, Country, ZIP)* / please avoid P.O. Box addresses	
Supplier's telephone number*	
Supplier's fax number	
Email address*	
BANK INFORMATION	
Beneficiary / Account holder*	
Bank name*	
Bank address*	
Branch name*	
Account number*	
Swift code*	
Currency of the account*	
Correspondent account (if any) bank name*	
Correspondent bank address*	
Correspondent account number*	
Swift code*	

DETAILED RECORD OF TRAVEL EXPENSES AND ACCOUNTING SUMMARY

APPENDIX F

Period Covered by Claim: from 7-Aug-08 to 12-Sep-08

Name:	John Smith	Project	Project X	Project ID	93321.0

Date	Description *include details, destinations, number of meals, etc.*	Currency	Transportation	Meals & Accomodation	Other Expenses	Vr. #	Exchange Rate to CAD	CAD Equivalent	Account *(Accounting Dept. use only)*
	JOHN'S EXPENSES								
August 7, 2008	Breakfast + lunch (no food en route to Vancouver)	CAD		26.45			1.000000	26.45	
August 7, 2008	Taxi from home to Airport	CAD	28.57			2	1.000000	28.57	
August 7, 2008	GST				1.43		1.000000	1.43	
August 8, 2008	Telephone Cards (2 Cards at 100 000 Rp each)	IDR			200,000.00	3	0.000110	22.00	
August 9, 2008	Crown Plaza Airport Hotel	SGD		320.73		8	0.777600	249.40	
August 9, 2008	internet charge at hotel				14.71		0.777600	11.44	
August 9, 2008	Breakfast in XXXXXXXX	SGD		25.00		3	0.748190	18.70	
August 9, 2008	Taxi from Airport to XXXXXXXX Hotel	IDR	120,000.00			6	0.000110	13.20	
August 9, 2008	Highway tolls	IDR	11,000.00			7	0.000110	1.21	
09-25 Aug2008	17nights @ Hotel in XXXXXXXX(650,000 IDR/night)	IDR		11,050,000.00		9	0.00011949	1,320.36	
August 9-26	Per diem in XXXXXX (17days X $61.60/day) L,D,I	USD		1,047.20			1.059930	1,109.96	
August 26-28	Per diem in XXXXXXXX (2 days X $49.28/day)	USD		98.56			1.059930	104.47	
28 Aug- 06 Sept	10 nights @ Hotel in XXXXXXXX(650,000 IDR/night)	IDR		6,500,000.00		10	0.0001185	770.25	
Aug.28 - Sep.7	Per diem (11 days at $61.60/day)	USD		677.60			1.059930	718.21	
September 7, 2008	Highway Tolls	IDR	11,000.00			5	0.000110	1.21	
September 7, 2008	Taxi from Hotel to Airport	IDR	120,000.00			4	0.000110	13.20	
September 8, 2008	Airport Tax	IDR	100,000.00			12	0.000110	11.00	
September 8, 2008	Crown Plaza Airport Hotel	SGD		329.56		11	0.768200	253.17	
September 8, 2008	Breakfast in	SGD		25.00			0.748190	18.70	
September 8, 2008	Lunch + Dinner (stopover in Van., no dinner en route to Ott	SGD		49.15			0.748190	36.77	
September 8, 2008	Taxi from Airport - Home	CAD	26.67			13	1.000000	26.67	
September 8, 2008	GST	CAD			1.33		1.000000	1.33	
September 10, 2008	Taxis in XXXXXXXX	IDR	640,500.00			14	0.000110	70.46	
Aug 9-Sept.1, 08	Bank Charges(10X$5.00)	CAD			50.00	16	1.000000	50.00	
Aug 9-Sept.7	internet charge at hotel	CAD			40.00		1.000000	40.00	
	LOGISTICS SUPPORT AND OFFICE SUPPLIES								
August 9, 2008	Stationery @ XXXXXXXXX	IDR			3,400.00	17	0.000110	0.37	
August 9, 2008	Water (@ XXXXXXX)	IDR			1,525.00	18	0.000110	0.17	
August 9, 2008	Stationery @ XXXXXXXXX	IDR			1,900.00	18	0.000110	0.21	
August 10, 2008	Office Supplies @ XXXXXXXXXXX	IDR			90,900.00	19	0.000110	10.00	
August 12, 2008	Office Supplies @ XXXXXXXXXXX	IDR			569,000.00	20	0.000110	62.59	
August 13, 2008	Photocopying	IDR			10,000.00	21	0.000110	1.10	
August 14, 2008	Supplies atXXXXXXXXXXXXXX	IDR			100,000.00	22	0.000110	11.00	
August 14, 2008	Printer Paper @ XXXXXXXXXXXXXXXX	IDR			33,000.00	23	0.000110	3.63	
August 15, 2008	Supplies at XXXXXXXXXXXXXXXX	IDR			75,600.00	24	0.000110	8.32	
August 20, 2008	Name Cards (xxxxxx X100 and xxxxxx X100)	IDR			120,000.00	25	0.000110	13.20	
August 24, 2008	Photocopying	IDR			2,500.00	26	0.000110	0.28	
August 24, 2008	Office Supplies @ XXXXXXXXXXX	IDR			63,360.00	27	0.000110	6.97	
August 24, 2008	Photocopying	IDR			1,000,000.00	32	0.000110	110.00	
August 29, 2008	Photocopying	IDR			5,000.00	29	0.000110	0.55	
August 29, 2008	Installation and Activation of High speed Internet	IDR			63,000.00	30	0.000110	6.93	
August 29, 2008	Reimbursement of Transportation fees toXXXXXXX	IDR	500,000.00			31	0.000110	55.00	

Total in CAD (this page)	$5,208.48
CAD Balance Forward from other pages	
Less Advance (indicate as negative)	
Balance Due	

Notes: List only one expense item per line. Please attach all receipts and exchange rate vouchers. Quote exchange rates to 4 decimal places.

DETAILED RECORD OF TRAVEL EXPENSES AND ACCOUNTING SUMMARY

APPENDIX F

Page 1 of 2

Period Covered by Claim: from 7-Aug-08 to 12-Sep-08

Name:	John Smith	Project	Project X	Project ID	93321.0

Date	Description *include details, destinations, number of meals, etc.*	Currency	Transportation	Meals & Accomodation	Other Expenses	Vr. #	Exchange Rate to CAD	CAD Equivalent	Account *(Accounting Dept. use only)*
	VISIT TO XXXXXXXXXXX								
August 25, 2008	Airtickets for	IDR	8,277,000.00			33	0.000110	910.47	[redacted]
August 26, 2008	Taxi from Hotel to Airport	IDR	131,000.00			34	0.000110	14.41	
August 26-28	Reimbursed for Airport taxes	IDR	60,000.00			35	0.000110	6.60	
August 26-28	Aiprort taxes	IDR	60,000.00			37	0.000110	6.60	
August 26, 2008	Car rental XXXXXXXXXXXX	IDR	1,100,000.00			36	0.000110	121.00	[redacted]
August 26, 2008	Airport tax paid	IDR	30,000.00			38	0.000110	3.30	
August 28, 2008	Taxi and highway toll from XXXXXXXXX to Airport	IDR	85,000.00			40	0.000110	9.35	
August 28, 2008	XXXXXX Hotel 2 nights for XXXXX	IDR		4,480,000.00		41	0.00011949	535.32	
August 29, 2008	Aiprort taxes	IDR	35,000.00			42	0.000110	3.85	
August 26-28	Bob's per diem (night of 26 through to lunch on 28)	IDR		460,000.00		43	0.000110	50.60	[redacted]
	R. JONES TRAVEL AND EXPENSES IN XXXXXXXXX								
August 23, 2008	Airfare from XXXXXXXX to XXXXXXXX	IDR	2,269,000.00			44	0.000110	249.59	[redacted]
August 23, 2008	airport taxes	IDR	18,000.00			45	0.000110	1.98	
August 23, 2008	hotel XXXXXXXXXX	IDR		1,950,000.00		46	0.000118	230.10	
August 23, 2008	taxi from airport to hotel, XXXXXXXX	IDR	152,000.00			47	0.000110	16.72	
August 23, 2008	Per diems for R. Jones (XXXXXXXXXXX)	IDR		1,380,000.00			0.000110	151.80	[redacted]
					Total in CAD (this page)			$2,311.69	
					Total in CAD			$7,520.17	
					CAD Balance Forward from other pages				
					Less Advance (Indicate as negative)				
					Balance Due			7,520.17	

Notes: List only one expense item per line. Please attach all receipts and exchange rate vouchers. Quote exchange rates to 4 decimal places.

I certify that the amounts on this claim are accurate and were incurred on authorized travel.

Signature:	Date:

ACCOUNTING SUMMARY (for accounting use only)

Approved for Payment	Project	Comp-onent	Account	Description	Debit	Credit
Date:			[redacted]	Airport taxis, taxes - Aug7-Sep10/08	163.10	
Verified:				Accom in XXXXX - Aug9-Sep08/08	2,593.18	
Approved:				PerDiems, Inc. XX/XX/XX/XX - Aug7-Sep08/08	2,033.26	
			[redacted]	Highway tolls Aug9-Sep7/08	2.42	
Cheque #:			[redacted]	Phone, internet, bank chargesAug8-Sep 1/08	83.44	
Cheque Date:			[redacted]	Office supplies Aug9-29/08	227.29	
			[redacted]	Field internet charges Aug 29/08	6.93	
			[redacted]	Local airfares Aug23-25/08	1,160.06	
			[redacted]	Report production Aug 13/08	1.10	
				Local travel costs Aug29/08	117.81	
				Accommodation local consultants Aug 23-28/08	765.42	
			[redacted]	Perdiems, Inc. local consultants Aug23-28/08	202.40	
			[redacted]	Car rental Aug 26/08	121.00	
			[redacted]		40.00	
				GST paid	2.76	
				Cash advance		

GUIDE TO COMPLETE TRAVEL EXPENSE CLAIMS FOR CIDA PROJECTS

The following documents were referenced:

- Treasury Board Travel Directive (including Appendices) htt://www.tbs-sct.gc.ca/pubs_poll/hrpubs/TBM_113/td-dv-eng.asp
- CBoC Financial and Administrative officer's guide.

1. AIR TRAVEL

- Lowest economy fare.

Used tickets and boarding passes must be submitted with the expense claim and/or invoice and receipt as evidence of travel.

2. ACCOMODATION

Original invoice must be submitted

3. MEALS AND INCIDENTALS EXPENSES ALLOWANCE

- If the duration of the trip takes place during the same day, only the relevant allowance(s) shall be paid (no incidental allowance).
- Normally, the incidental expense must be claimed on the basis of the location in which breakfast is taken.
- Reduced rates apply when a traveler stays in private accommodation (refer to rows marked "P" in Appendix C or D of the Travel Directive).
- A meal allowance **shall not be paid** to a traveler with respect to a meal that is provided (i.e. meals on the plane).
- CBoC and CIDA **will not** reimburse the meal that is provided during the attendance of a conference or where a meal is provided by an organization or partner. As well as, if breakfast is provided with accommodation (i.e. Bed & Breakfast) consultants may not claim the allowance for breakfast.

The following are some clarifications on incidentals:

- The incidental expense portion of the allowance is intended to cover such items as tips, porters, wear-and-tear on luggage, etc. so these cannot be claimed separately.
- Normally, incidental allowance must be claimed on the basis of the location in which breakfast is taken (i.e. where you wake up).
- When a traveler visits different locations within a country on the same day, the incidental expense allowance paid shall be that for the location where the day commences.

5. TAXIS

- A receipt should be presented for any taxi fare. The receipt should specify the date, origin, destination and purpose of the travel.

6. Additional business expenses

CIDA will normally reimburse the traveler for other project-related expenses, based on submission of receipts. Some additional expenses could be:

- Bottled water (in situations deemed necessary and based on receipt for reasonable quantities)
- Photocopies.
- Word-processing services
- Faxes
- Internet connections
- Obtaining entry documents (cost of visa and photos)
- Any required inoculations and vaccinations.
- Excess baggage (provide and explanation)

7. EXPENSE CLAIMS

Travel expense claims should be submitted within five (5) days of returning home.

Expense should be completed by the travelller.

Detail instructions on how to fill out an expense claim and a sample expense form is provided below.

Step 1: Completing the form by the traveler

(a) Date Incurred	- Enter sequentially the calendar dates for which meal is being claimed or when the expense was incurred
(b) Details	- For subsistence (meals), enter the field location of the stay, the total number of days and the daily per diem rate. - For Accommodation, enter the field location of the stay, the total number of days and the daily hotel rate (including taxes). - Enter details of any out-of-pocket expense.
(c) Voucher No.	- Where supporting documents are

	required, assign voucher numbers and enter them sequentially
(d) Account Code	- Leave blank for the use of CBoC personnel unless the account cod is known.
(e) Amount	- Enter the amount claimed (in the local currency) in the appropriate column (meals, accommodation, transportation, other)
(f) Exchange Rate	- Enter either of the following exchange rates: - From credit card statement - From original foreign exchange receipts - From Bank of Canada or another institution
(g) Less Advance	- Enter any outstanding advances that should be deducted from the claim.
(h) Balance Payable	- Enter the difference between the Total Charges Claimed and Less Advance sections.
(i) Supporting Documents	- Include original receipts, not copies; - attached printout of the meals rates from the Treasury Board website; - attached exchange rate receipts or print out from Bank of Canada or altercate bank; - write de assigned voucher number on each receipt; - mount each receipt securely on a piece of paper (in voucher number order) and attach pages to the claim form. **More than one receipt can be mounted on each page.

Tip: enter all accommodation receipts and all transportation/other receipts first, and then you will be able to know what meals are allowed. Then do exchange rates, then vouchers #s.

Timesheet
CATRTA
Name of the consultant:
Address:
Contract number/name:
Which month you are reporting on:

Date:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	HRS	DAYS
ACTIVITY																																0.00	0.00
ACTIVITY																																0.00	0.00
ACTIVITY																																0.00	0.00
																																0.00	0.00
																																0.00	0.00

PART A
Form A

BUDGETARY FORECAST - CBoC CONTRIBUTION (to be updated and submitted quarterly)

The Conference Board of Canada
Insights You Can Count On

Project
Canada Americas Trade-Related Technical Assistance Program (CATRTA)

Agreement
General Secretariat of the Organization of American States and the Conference Board of Canada

FISCAL YEAR 2010-2011

Project # IP 77000-07

FOR THE COMPLETED PERIOD OF:

- [ ] Apr 1-June 30
- [ ] Oct 1-Dec 31
- [ ] July 1-Sept 30
- [x] Jan 1-Mar31

Line Item Breakdown	Original Full Budget	Total ACTUAL* Expenditures To Date	Budget Remaining
	A	B	A-B
Line items shall be listed and broken down as detailed in the agreement, Appendix B			
Sub-Total	0	0	0

**Advance received

***Balance owning to GS/OAS 0

NOTES

* The GS/OAS will submit a detailed report along with certified copies of original receipts which will only be acceptable as support of travel expenses.

** Amount received as an advance from CBoC

*** If amount is negative, no payment is due at this time

Certified copies of original receipts must be numbered and received in sequential order accorrding to the budget line items

Please note that your reimburse will be delayed if financial information is not complete correctly

For assistance please contact Teresita Flores at flores@conferenceboard.ca

Name of Organization representative

Signature

Title

Date