

ACUERDOS BILATERALES

Clasificación: 84-2009

Fecha de Ingreso: July 27, 2009

Nombre del Acuerdo: Agreement between the General Secretariat of the Organization of American States and the Renewable Energy and Energy Efficiency Partnership for REEEP Latin American and the Caribbean Regional Secretariat Activities in 2009/2010

Materia: Performances of services

Partes: SG/OEA & Renewable Energy and Energy Efficiency Partnership for REEEP Latin American

Referencia: Renewable Energy and Energy Efficiency Partnership for REEEP Latin American

Fecha de Firma: June 8, 2009

Fecha de Inicio:

Fecha de Terminación:

Lugar de Firma:

Unidad Encargada: Department of Sustainable Development

Persona Encargada: Cletus Springer

Original:

Claves:

Cierre del proceso:

Notas adicionales:

AGREEMENT BETWEEN THE GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES AND THE RENEWABLE ENERGY AND ENERGY EFFICIENCY PARTNERSHIP FOR REEEP LATIN AMERICAN AND THE CARIBBEAN REGIONAL SECRETARIAT ACTIVITIES IN 2009/2010

The Renewable Energy and Energy Efficiency Partnership, Vienna International Center/D1732, Wagramerstrasse 5, A-1400 Vienna, hereinafter also referred to as "REEEP", on the one part,

and

The General Secretariat of the Organization of American States (GS/OAS), a public international organization with headquarters at 1889 F Street NW, Washington DC 20006, United States of America, through its Department Office of Sustainable Development and Environment (DSDOSDE/OAS), hereinafter also referred to as the "Provider", on the other part,

together hereinafter also referred to as the "Parties",

Hereby agree as follows:

1. Subject

1.1 The subject of the present Agreement shall be the performance of services as REEEP Latin American and the Caribbean Regional Secretariat by the Provider (hereinafter referred to as the "Services"), which shall refer to various administrative, organizational and development services, during 2009/10.

1.2 A detailed reference of the stipulated Services shall be drawn in Annex A which shall become an integral part of the present Agreement. The Provider accepts the terms and conditions and undertakes to carry out the Agreement under its own responsibility and to the best of its ability and in accordance with Annex A, hereto.

1.3 Under the provisions of the present Agreement the Provider shall allocate the capacity of at least one full time person to the implementation of this Agreement. The services to be delivered shall be planned in advance on a quarterly basis in consultation with the Network Director.

1.4 Under the provisions of the present Agreement and as remuneration for the performed Services, REEEP shall effect payment according to the schedule for payment and reporting as set out in Annex B. The payment shall be effected upon submission of both invoice and report by the Provider, to the bank account (incl. bank details, IBAN, SWIFT and Location) as specified on the invoice.

1.5 The total maximum amount of the remuneration as well as the expenditures which REEEP has to pay to GS/OAS according to this Agreement is **€ 70,000**. In accordance with its rules, GS/OAS shall retain twelve percent (12%) for indirect cost coverage related to the Services specified at Annex A.

2. Duration of Execution

2.1 The Agreement shall enter into force upon signature by the duly authorised representatives of the Parties:

2.2 The duration of the present Agreement shall be until 31 March 2010. Any amendments to this period must be agreed by both Parties in writing.

2.3 Upon its expiration, the present Agreement may be extended for another period of 12 months by the mutual consent of both Parties expressed in writing.

2.4 Any obligations to undertake Services, activities, projects and events entered into in the present Agreement, must be performed in the timeline indicated herein; if they should be performed later for exceptional reasons they shall be governed by this Agreement also if in the meantime new agreements for further periods or projects will be concluded between the Parties.

3. Reports, Payments and Various Obligations of the Parties

3.1 In accordance with the provisions of Article 1.4 of the present Agreement, REEEP undertakes to execute payment in exchange for the rendered Services. The exact terms and conditions of payment shall be stipulated in Annex B hereto. The schedule for payments under this Agreement and the schedule for reporting by the Provider are set out in Annex B, hereto.

3.2 All payments are subject to receipt by REEEP of adequate narrative and financial reports. The Provider shall provide one mid term and one final narrative and financial report covering the implementation of the Agreement. The Agreement will be audited as part of the OAS-wide audit by the Board of External Auditors of the GS/OAS.

3.3 REEEP reserves the right to request certified copies of invoices and receipts related to the performed Services. The Provider will provide REEEP with the certified copies within three months from receiving the request.

3.4 Items spent against the Agreement must be clearly identifiable within the Provider's accounts.

3.5 Payment effected by REEEP to the Provider shall be transferred by the Provider to a separate account established for this Agreement.

3.6 REEEP reserves the right to reclaim at any time within a period of two years after the date of this agreement any amount which remains unspent at the termination of this Agreement or money spent on purposes which do not fall within the Agreement's Terms of Reference in Annex A, or Agreement budget in Annex B which is unaccounted for.

3.7 REEEP reserves the right to request from the Provider, copies of operation accounts and such other contract records related to this Agreement, at any reasonable time upon notice for a period of up to three years after the completion or termination of the Agreement.

3.8 In the event that the Provider has to procure goods in connection with the performance of the present Agreement, the Provider shall commit to conduct its purchasing process on the principles of ethical behaviour and fair trade.

3.9 The Provider shall commit to use its best endeavours to insure that the payment received under this Agreement is expended in a manner consistent with international counter-terrorism treaties and UN Security Council Resolutions on terrorism.

3.10 The Provider shall commit to not engage in any kind of money-laundering and/or fraudulent activity. For the purpose of this clause, fraudulent activity or fraud shall mean dishonestly obtaining a benefit by deception or other means. The Provider is responsible for preventing and detecting fraud. The Provider shall monitor fraudulent activities in the countries stated in Annex A to the present Agreement. The Provider shall report to REEEP in writing within 3 working days any detected, suspected or attempted fraudulent activity.

3.11 The Provider warrants that the Provider and its employees shall not make or cause to be made, nor shall the Provider and its employees receive or seek to receive, any offer, gift or payment, consideration or benefit of any kind, which would or could be construed as an illegal or corrupt practice, either directly or indirectly to any party, as an inducement or reward in relation to the execution of this Agreement. In addition, the Provider and its employees shall not bribe public officials and shall ensure that all sub-contractors comply with this provision. Any breach of this clause shall be grounds for immediate termination of this Agreement by notice from REEEP.

3.12 The Provider shall immediately inform REEEP if it becomes aware or notices any instance or attempt of fraudulent activity, money laundering, or funding of terrorist organisations in connection with the fulfilment of its obligations under the present Agreement."

4. Monitoring and Evaluation

4.1 REEEP or third parties mandated by REEEP may supervise, monitor and evaluate the performance of any and all Services and activities rendered and REEEP or third parties mandated by REEEP may therefore carry out monitoring visits at a time agreed with the GS/OAS upon reasonable notice being given and shall therefore have access to all necessary documentation.

5. Termination of the Agreement

5.1 REEEP reserves the right to terminate this Agreement upon consultation with GS/OAS, and with one month's advance written notice to GS/OAS, inter alia, in the following circumstances:

- 5.1.1 For failure to implement the goals and objectives stipulated in accordance with Annex A of this Agreement;
- 5.1.2 For material breach by GS/OAS of any of the terms of this Agreement
- 5.1.3 For reasons of force majeure; or
- 5.1.4 For reason of lack of funds due to unforeseen circumstances.
- 5.1.5 For infringement of any and all stipulations stated in 3.8, 3.9, 3.10, 3.11 and 3.12 of the present Agreement.

5.2 GS/OAS may terminate this Agreement upon consultation with REEEP and with one month's advance written notice to REEEP in the following circumstances:

- 5.2.1 For REEEP's failure to make payments of the contribution as agreed;
- 5.2.2 For REEEP's material breach of the Agreement; or
- 5.2.3 By reason of force majeure.

5.3 Upon termination of the present Agreement, the Provider shall provide financial and narrative reports (including certified copies of invoices and receipts) covering the period of operation of the Agreement.

5.4 Upon termination of the Agreement, REEEP retains the right to recover any funds given to the Provider for the purposes of the Agreement which cannot be accounted for.

5.5 Until the date on which termination takes effect, the Provider will continue to implement the Agreement to the best of its ability, unless REEEP requires otherwise in writing.

6. Acknowledgement

6.1 Unless there are exceptional reasons for funding not to be acknowledged, the Provider undertakes to acknowledge the contribution of REEEP on materials produced in the course of rendering of Services and/or performance of activities related to the fulfilment of the present Agreement (including information available in electronic format) and at all Service-related public events.

7. Liability

7.1 The Provider undertakes to provide adequate supervision of and care for its staff, agents and visitors and accepts that, in no circumstances, will REEEP be responsible for the acts or omissions of the Provider's staff, agents or visitors or for any loss or liability arising as a result of the performance of Services, which remains the entire responsibility of the Provider.

7.2 Provider hereby agrees to indemnify and hold REEEP harmless from any and all responsibilities and from third party claims or demands and/or suites of any kind or nature, if such third party claims arise out of the Service rendered by the Provider.

7.3 The Provider or its employees will not use the information and expertise gained through the operation and oversight of the REEEP projects to support/advise projects from third party organisations, to propose and/or implement REEEP projects with direct/indirect benefit to the Provider and/or its employees and/or their relatives. Any such potential conflicts of interest should be declared to REEEP by the Provider and/or the third party implementer.

7.4 The Provider warrants that the Provider and its employees shall not propose any Projects submitted by persons and/or entities, the funding of which could in any way, either directly and/or indirectly, benefit the Provider and/or its employees and/or their relatives.

7.5 In the event that REEEP becomes aware of any committed violation of the stipulations stated in 7.3 of the present Agreement, the Provider shall be liable to pay penalty to REEEP in the amount of three times the contracted sum under the present Agreement.

7.6 REEEP reserves the right to claim eventual damages incurred by the violation of the stipulations under 7.4 which exceed the above-stated penalty amount, irrespective of REEEP's right to claim penalty according to the stipulations under 7.5.

7.7 REEEP's right to terminate the present Agreement according to 5.1.5 shall be unaffected by REEEP's right to claim penalty and damages under the stipulations of 7.5 and 7.6

8. Miscellaneous

8.1 (Entire Agreement) This Agreement and its Annexes constitute the entire agreement between the Parties with respect to the subject matter regulated in it. Any agreements, statements of will or knowledge or any other circumstances of legal relevance made or occurred before or when concluding this Agreement, lose any and all effect upon the signing of this Agreement.

8.2 (Headings) The headings and titles in this Agreement shall make it easier to find the single clauses but shall not have any impact on their legal understanding or interpretation.

8.3 (Written Form) All modifications or amendments and annexes to this Agreement including this clause, shall only be effective if made in writing and at least duly signed by authorised representatives of the Party against whom the modification or amendments shall be enforced.

8.4 (No Waiver) No act or omission by REEEP may be deemed as waiver of any rights if such a waiver is not declared explicitly and in writing and duly signed.

8.5 (Assignments) The Provider may not assign any right or obligation out of this Agreement to a third party and may not assign the right to receive the funds or pledge such rights or the funds. REEEP has the right to transfer and assign all rights out of this Agreement to a third party or its legal successor.

8.6 (Points of Contact) For the purposes of this Agreement, the designated contact persons are:

For the REEEP:

Robin Carter
Network Director
International Secretariat
Renewable Energy and Energy Efficiency Partnership (REEEP)
VIC D 1738
Wagramer Strasse 5
A-1400 Vienna
Austria

E-Mail: robin.carter@reeep.org
Tel: +43 1 26026 3337
Blackberry: +43 6641485469
Fax: + 43 1 21346 3337

For the Provider:

Juan Cruz Monticelli
Senior Energy Specialist
Department of Sustainable Development
Executive Secretariat for Integral Development
Organization of American States
1889 F St. N.W. Washington, D.C. 20006
United States of America

E-Mail: jmonticelli@oas.org
Tel: +1.202.458.3745
Fax: +1.202.458.3560

8.7 (Banking Information) Payments to the Provider should be effectuated using the following banking information:

BANK FULL NAME: BANK OF AMERICA

BANK SHORT NAME: BANK OF AMERICA

ABA/ROUTING #: 054001204

ACCOUNT NUMBER: 002080125354

ACCOUNT NAME: GENERAL SECRETARIAT OF THE OAS

BANK ADDRESS: 730 15TH STREET, N.W.
WASHINGTON D.C.
20005 - 1012, U.S.A.

PLEASE INCLUDE ONE OF THE FOLLOWING:

Project Name: LAC REEEP RS Activities

Project Number: SDU-ES/095

Recipient Area: SEDI/DSD

8.8 (Severability) Shall any provision of this Agreement be or become illegal or unenforceable the remainder of this Agreement shall not be affected. Such provisions are automatically replaced by valid and enforceable provisions achieving the intended economic effect as closely as possible.

8.9 (Governing Law and Dispute Resolutions)

8.10.1 The Law of Austria shall be applicable to this Agreement.

8.10.2 If any dispute arises relating to the implementation or interpretation of this Agreement, the Parties shall consult with a view to reaching an agreement. If the Parties are unable to resolve the dispute through consultation, they shall resolve the dispute through a mutually agreeable, binding dispute resolution mechanism.

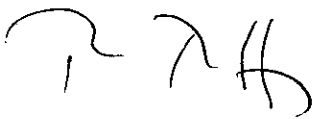
8.10.3 Nothing in or related to this Agreement shall be deemed to constitute any waiver, express or implied, of the immunities, privileges, exemptions and facilities enjoyed by GS/OAS under international law, international conventions or agreements, or the domestic law of Austria, or the laws of the United States of America.

8.11 (Annexes) The present Agreement includes from the moment of its signing the following Annexes, both of which shall form an integral part thereof:

Annex A Terms of Reference

Annex B Payment and Reporting Schedule which form an integral part of this Agreement.

The Parties, by their duly authorized representatives, hereby sign this Agreement in duplicate originals at the locations and on the dates indicated below.

Signed: 

Mr Peter Betts
Chairman, REEEP Governing Board

Date: 8/6/09

Signed: 

Mr Cletus Springer
Director, Department of Sustainable
Development, GS/OAS

Date: May 29, 2009

Signed: 

Ms Elfriede More
Rapporteur, REEEP Governing Board

Date: 8/6/09

ANNEX A

TERMS OF REFERENCE

Funding and payment shall be provided under this Agreement in order to maintain a REEEP Regional Secretariat in Latin American and the Caribbean (hereinafter the "REEEP Secretariat"). The Secretariat will be responsible for coordinating and facilitating REEEP activities in the following countries:

Argentina
Bolivia
Brazil
Chile
Dominican Republic
El Salvador
Grenada
Guatemala
Honduras
Jamaica
Mexico
Nicaragua
Peru
St Lucia
St. Kitts and Nevis

The person responsible for the Agreement in the Provider's organization must ensure that all activities funded under this Agreement are in line with the priorities established in the approved REEEP Strategy and Work Programme. The Provider must, therefore, ensure that all of its personnel working on the Agreement have a clear understanding of that document.

The following table lists the activities that the REEEP Regional Secretariat will carry out during the period of the Agreement.

RS Deliverables for 2009/10

Regional programming needs should be clearly presented in the Action Plan. **The action plan determines the strategic direction in the region and must develop specific and targeted opportunities to work with governments and other key players in the region.** The action plan should give guidance for targeted projects within the region and identify areas for replication of previous REEEP projects.

Tasks	Target group	Methodology	Product	Delivery Date
REGIONAL ACTION PLAN				
Carry out activities, as described in the agreed regional REEEP action plan 2009/10	Engagement of all REEEP partners, Investors, Governments at all levels, Regional Decision Makers and Policy Makers.	Report Propose and appraise activities for implementing the 2009/10 action plan. Identification of possible projects that could make a key difference in the region.	Mid and year end reporting of progress against the Action Plan	<ul style="list-style-type: none"> • Mid term - September 2009 • Final - April 2010
Develop an Action plan for 2010/11, which sets out how the Regional Secretariat will engage with partners and key decision makers in the region.	Engagement of all REEEP partners, Investors, Governments at all levels, Regional Decision Makers and Policy Makers. Identifying possible projects that could make a key difference in the region.	Report	The report should provide a detailed energy and political analysis (energy relevant) of each country within the region; identify possible opportunities that would make a key difference to the aims of REEEP in the region. A template for this report will be provided.	<ul style="list-style-type: none"> • January 2010

The activities in the action plan should be in addition to the tasks specified as core deliverables in the table below and should strongly be focused on replication of current REEEP projects.

Tasks	Target group	Methodology	Product	Delivery Date
NETWORK SUPPORT				
Provide Regional Infrastructure for the REEEP Network as needed.	REEEP Network	Support and Physical Infrastructure (Office)	Functioning REEEP Regional Secretariat Office	<ul style="list-style-type: none"> On-going
Develop and strengthen contact by undertaking regular contact with REEEP Partners, key regional policy makers and governments at all levels in the areas of energy, climate change and development.	REEEP Network, government officials, ministers, financial institutions, NGO's, REEEP Partners, potential partners, key decision and policy-makers	Developing Relationships and Contacts Contact letters and contact minutes Support and develop REEEP's online community.	A Progress Report to be contained within mid-term and final reports.	<ul style="list-style-type: none"> Mid term – September 2009 Final - April 2010
Provide Information about stakeholders, decision and policy makers in the region on request.	REEEP Network	Information	Communication by email, telephone etc.	<ul style="list-style-type: none"> On request
Development of best practice case studies (template) in the region	REEEP Network, International Secretariat.	Documentation	Report (maximum 3 pages per study) on 3 regional case studies, to be uploaded to the REEEP Website.	<ul style="list-style-type: none"> End of December 2009
Identify and pursue funding opportunities and establish strategic co-operations within the region.	REEEP Network, Government Officials, Ministers, Financial Institutions, NGO's REEEP Partners, potential partners, key decision and policy-makers	Documentation	Develop and pursue funding opportunities and establish strategic co-operations. Details to be contained in mid-term and final reports.	<ul style="list-style-type: none"> Mid term – September 2009 Final - April 2010
Acquire new and strategically relevant partners for REEEP within the region and integrate them into the REEEP network.	REEEP Network, Government Officials, Ministers, Financial Institutions, NGO's REEEP Partners, potential partners, key decision and	Partner Registration	Develop and pursue a Partner registration programme for the region. Details to be contained in	<ul style="list-style-type: none"> Mid term – September 2009 Final - April 2010

	policy-makers		mid-term and final reports.	
Development and update of policy descriptions (template based) for all countries of responsibility for the SERN project Feed in to SERN data gathering activities Disseminate SERN outputs	REEEP Network, SERN Team	Documentation SERN database	Provide completed policy & regulatory description per country, based on template to SERN Team and International Secretariat	<ul style="list-style-type: none"> • May 2009 • March 2010
Development and Support of REEEP Sub-Networks (REIL, SERN). Feed in to REIL papers as required Disseminate REIL output	REEEP Network, Policy and Decision Makers, Project implementers	Support and Promotion	Email, Telephone, Promotional Events	<ul style="list-style-type: none"> • Throughout the year
Development and support of REEGLE.	REEEP Network, REEGLE users	Support, Promotion, and supply of relevant data sources.	To supply REEGLE Product Manager with relevant data sources (Websites, URLs etc.) in English, French and Spanish. To promote REEGLE at events, and identify one key regional event at which REEGLE could be demonstrated by International Secretariat.	<ul style="list-style-type: none"> • Monthly Updates
Maintain and update the Regional Secretariat Pages (Overview, News, Events and Useful Documents) on the REEEP Website. Identify additional services and information that	REEEP Network, Regional Actors	REEEP Website	Up to date, User Friendly information on Regional Pages of REEEP Website	<ul style="list-style-type: none"> • Monthly Updates

REEEP could provide on the Website.				
Identify and engage with key experts from the region that would be useful for furthering REEEP's aims and objectives.	REEEP Network	Documentation	Update database on REEEP's website and provide details in mid-term and final reports.	<ul style="list-style-type: none"> • Mid term – September 2009 • Final - April 2010
Provide regional information for Internal and Governing Board Reports	REEEP Network	Documentation	Overviews of events undertaken, activities etc.	<ul style="list-style-type: none"> • Quarterly (June 09, September 09, December 09, March 10)
EVENTS				
Organise REEEP events in the region which aim to develop the regional RE and EE situation, and look to influence key decision and policy makers	REEEP Network, governments, decision makers, policy makers, investors and potential donors in the region.	Event management, Report	<p>Minimum 3 events per annum.</p> <p>Report on the Event explaining impact, who attended the event, what it was meant to achieve, etc.</p> <p>Photos from the event.</p>	<ul style="list-style-type: none"> • Three events to be completed by end March 2010 • Report one month after event.
Organise a stakeholder consultation for the Delhi IREC 2010	Regional RE and EE stakeholders	Physical meeting (which counts as 1 of 2 above) or electronic survey	Synthesis report fed in to International and South Asia Secretariats	<ul style="list-style-type: none"> • End December 2009
Represent REEEP at regional / international events	REEEP Network, Government officials, ministers, financial institutions, NGO's, REEEP Partners, potential partners, key decision and policy-makers	Presentation	<p>Presentation of REEEP (at least 4 events)</p> <p>Including GNESD-EUEI CEMA workshop in Chile on urban energy access – date tbc</p> <p>Report on the Event explaining impact, who attended the event, what it was meant to</p>	<ul style="list-style-type: none"> • Presentations at four events to be completed by the end of March 2010. • Report one month after event.

			achieve, etc.	
			Photos from the event.	
Attend the annual meeting of regional secretariats, and participate in the monthly Regional Secretariat Teleconference.	REEEP Network	Face to Face Meeting Teleconference	Attendance at the annual Regional Secretariat Conference and participation in the monthly teleconferences. Travel and accommodation costs to be born by Secretariat.	<ul style="list-style-type: none"> Completed by March 2010
Attend one Programme Board meeting.	REEEP Stakeholders	Event participation	Participation in Programme Board meeting	<ul style="list-style-type: none"> Completion by end November 2009
Inform the International Secretariat of all Contra-agreements signed with Events Organisers in the Region	REEEP Network	Documentation	To provide details of contra-agreements to the Community Facilitator, and provide details within mid-term & final reports.	<ul style="list-style-type: none"> As required
MEDIA				
Track local media coverage of REEEP and collect press clippings on REEEP and useful regional developments in the RE and EE fields.	REEEP Network, Local media	Quarterly copy	Clipping submission to Communication Manager.	<ul style="list-style-type: none"> Quarterly (June 09, September 09, December 09, March 10)
Support REEEP's communication work through dissemination of REEEP press information to regional media, and by providing REEEP Communication Manager with possible regional news articles.	REEEP Network, Government Officials, Ministers, Financial Institutions, NGO's REEEP Partners, potential partners, key decision and policy-makers	Media reports, Articles developed with the Communications Manager.	Proactively Communicate with Communication Manager to Launch REEEP articles or press releases in the region and provide information for possible articles.	<ul style="list-style-type: none"> Bi-monthly
Produce a Quarterly Press Release regarding a sustainable energy "current event" that is newsworthy.	Local & International Media	Change in policy or regulation, government announcement or international commitment announced.	Press release developed together with Communication Director	<ul style="list-style-type: none"> Quarterly (June 09, September 09, December 09, March 10)

Tasks	Target group	Methodology	Product	Delivery Date
PROGRAMME/PROJECT SUPPORT				
Promotion of the Project cycles And answering questions and providing information on the project cycle	Governmental institutions at the national and regional level, banking and finance institutions and RE and EE industry in the target countries covered by the RS	One-to-one meetings with federal and state government agencies and key financial institutions and industry organisations not yet active under REEEP programme. Translations to local languages and use of electronic and print media and events encouraged.	Applications from new government agencies and key new financial institutions in the region.	<ul style="list-style-type: none"> March 2010
Membership of regional steering committees in the region support to the Programme management Implementation System and the REEEP Programme	Independent experts and regional steering committee members	Electronic interface of PMIS	Appraisal inputs by regional steering committee members (<u>including the secretariat</u>) and or independent experts during the short-listing and ranking stages of regional projects.	<ul style="list-style-type: none"> March 2010 <p>Separate appraisals at both stages of the project call -1) concept -2) full proposal</p>
Support to implementing Commissioned Projects that are relevant to the RS	Project managers	Meetings, Minutes, and Emails	Project and Priority inputs	<ul style="list-style-type: none"> Throughout the year depending on the specific commissioned projects
Project Implementation and supervision according to REEEP's PMIS and latest version of programme manual,	Project managers, independent experts	Programme Management Information System (PMIS), meetings, phone calls	Training on the PMIS process and developments to project managers.	<ul style="list-style-type: none"> Throughout the year. Each progress report to be reviewed and recommended within a maximum period of 10 working days.
Comprehensive recommendations and substantive comments on financial and project	Secretariat Support to independent experts who will	Enter comments on PMIS	PMIS fields completed	<ul style="list-style-type: none"> Throughout the year. Each progress report to be reviewed and

progress reports and evaluation reports for projects in the region.	carry out impact assessment.			recommended within a maximum period of 10 working days.
Organise and attend a Programme Preparatory Meeting in the Region	REEEP network, governments, financial institutions, industry, project managers	Guidelines on regional preparatory meetings The output of the meeting is fed in to development of the next year's Action Plan and programme priorities.	Hold a regional preparatory meetings and develop programme priorities or programme best practice. Minutes, List of attendees, Report of Meeting, and regional actions needed. To feed findings into Regional Action Plan for 2010/11	<ul style="list-style-type: none"> End September 2009
Support and contribute to projects where REEEP receives funding from other sources (i.e. European Union etc.)	Requested Stakeholders	Queries, interviews, think pieces	As relevant –a progress report to be contained within mid-term and final reports.	<ul style="list-style-type: none"> Mid term by September 2009 Final by and April 2010
PUBLICATIONS				
To provide the International Secretariat with Regional input to REEEP's Annual Report, Project Profiles Report and other publications	REEEP Network, International Secretariat	Emails, Documentation	Regional Documentation for REEEP Publications	<ul style="list-style-type: none"> Annual Report details mid March 2010. Other documentation throughout the year.

SCHEDULE FOR PAYMENT AND REPORTING

Payments

1. General financial requirements are set out in Article 3 of the Agreement.
2. Invoices for activities carried out under this Agreement should be submitted to the REEEP Network Director, Vienna International Centre, D1733, Wagramerstrasse 5, A-1400 Vienna, according to the following schedule:
 - A sum of **30%** of the total amount of the Agreement will be paid to the Provider within one month of the signature of the Agreement.
 - **40%** of the total amount of the Agreement will be paid to the Provider within one month of receipt by the Network Director of a satisfactory mid-term financial and narrative report (due by 31 October 2009).
 - The final payment of **30%** of the total amount of the Agreement will be paid to the Provider within one month of receipt by the Network Director of a satisfactory final financial and narrative report.
3. Payments will be made through bank transfers and do not include bank expenses. Any and all bank expenses and transfer fees shall be borne by the Provider.
4. In the event of a report being deemed unsatisfactory by the Network Director, the reasons for this must be clearly documented and the parties must agree a resolution procedure.

Reporting

1. General reporting requirements are set out in Article 3 of the Agreement.
2. The Provider must provide adequate narrative and financial reports including invoices to the Network Director by 31 October 2009 and 30 April 2010. These reports should include a clear assessment of how well the activities undertaken have met the objectives of the Agreement as set out in Annex A. The final financial and narrative report must cover the entire period of Agreement implementation.
3. When available, an audited financial report of the current year of the Provider must be submitted to the Network Director, in accordance with Article 3.2. and by 30 April 2010.