



DEED OF AGREEMENT

This agreement is made as of 1st day of August Two Thousand Thirteen vide Ref. No. 84

Between:

Manusher Jono Foundation (MJF), House-47, Road- 35A, Gulshan-2, Dhaka 1212, Bangladesh (hereinafter referred to as MJF), an organization being registered with NGO Affairs Bureau bearing registration no 2175 renewed dated 28 December 2011, Government of Bangladesh.

And

Management and Resources Development Initiative (MRDI), 5/15, 8/c Syed Road (3rd floor), Block-A, Mohammadpur, Dhaka-1207 is being registered with NGO Affairs Bureau with registration no. 1952 dated 21/09/2009, Government of Bangladesh.

46) This Deed of Agreement (hereinafter referred to as "agreement") is prepared, agreed and signed between both parties with the understanding that MRDI (PO) has agreed to work together to implement the project "Promoting Citizens' Access to Information" on the terms and conditions as set forth in this agreement.

50) All communications and contacts regarding this project will be made through the Executive Director, Manusher Jono Foundation (and/or nominated person from MJF), House-47, Road - 35A, Gulshan-2, Dhaka 1212, Bangladesh.

1.0 GENERAL CONDITIONS

1.1 Index of the Grants:

The financial assistance for the Project has been awarded by MJF under the following terms & conditions:

1.2 Grant Amount:

The approved MJF contribution for the project is Tk. 1,81,81,330.00 (One crore eighty one lac eighty one thousand three hundred thirty) only to be used exclusively for the implementation of the Project as described in the Project Proposal, attached herewith as Annex-1. The budget for the Project included in the Project proposal constitutes an integral part of this agreement. However, the actual disbursement to the PO shall be limited to Tk. 1,80,80,000.00 (One crore eighty lac eighty thousand) only and the remaining amount of Tk. 1,01,330.00 (One lac five thousand thirty) will be spent by MJF for project Audit purposes. The PO must not spend any amount of this grant for any purpose other than for the Project and/or as specified in the Project Proposal in Annex-1. This fund will be treated as a restricted fund and the PO shall use this fund exclusively for the project, into project transfer from MJF is restricted. In extreme cases, loan may be taken from other sources subject to MJF approval but must be through account payee cheque or bank transfer, loan should be interest free and to be refunded also through the same process.

- 1.3 On principle it is agreed that the Grants will be for a period of 3 (three) years starting from 1st August 2013 and will end on 31st July 2016. However, prior to commencing the activities both parties will settle the fund allocation for every individual year if needed based on the expenditure trend of the previous year and the activity plan for the coming year.



১৯৭৯১০

- 1.4 The Grant fund will not be used to meet the cost of import or customs duties (or any similar fees) imposed by the Government of Bangladesh on goods or services provided.
- 1.5 The Grant fund will not be used to meet the cost of any non-official and socially unacceptable goods and/or foods (e.g. tobacco, alcoholic drinks, beetle leaf etc).
- 2.0 **Fund Disbursement:**

MJP will make the funds for the Project available in installments in advance to the PO as indicated below, subject to verification by MJP on a review of financial statements, progress reports, monitoring reports and other matters related to the PO and the Project. Disbursement of the funds for the Project shall be either by payment in cash or provision of loans to the Project.

2.1 Table: Terms & Conditions of Disbursement of Funds:

Installments	Amount in Taka	Terms and Conditions of Disbursement
1 st installment	Tk.881,340/00 (৳৮৮,১৩৪.০০) Budget of first quarter plus 25% of average quarter's approved budget (subject advance)	1. After signing DCA 2. Opening/activation of separate bank account for the project in mother account with submission of bank detail and the list of signatories with sponsor signature. 3. Forwarding letter and call forward for the first quarter with recommendation of concern authority of MJP.
2 nd and subsequent installments	As per approved call-forward based on approved budget.	1. Progress Report and Financial Statement of Previous Quarter with recommendation of concern authority of MJP. 2. Approved Call Forward and Activity Plan for next Quarter.
Last installment	Tk.595,554/00 10% of last quarter's approved performance based on approved budget.	1. Progress Report and Financial Statement of Previous Quarter with recommendation of concern authority of MJP. 2. Approved Call Forward and Activity Plan for Next Quarter 3. 10% amount of last quarter's call forward will be kept as 'Reserve' for final settlement.
Final settlement after completion of projects	Outstanding balance (if any) as per approved expenditure report.	1. Approved final report and recommendation of concern authority of MJP.

₹ 500



₹ 500

0895013

- 2.2 MJF reserves the right to change the instalment period or amount based on the independent/audit/monitoring finding, trend of fund utilisation or as per management decision.
- 2.3 The last financial reports and the project completion report must be submitted to MJF within one month after the end of the term of agreement. No claims will be accepted afterwards.
- 2.4 Buffer advance should be maximum 15% of an average quarterly instalment. Excess/under payment will be adjusted with subsequent instalment (s).
- 2.5 The remaining fund balance after completion/continuation/termination of the project must be refunded to MJF within the following month.

5.0 MODE OF PAYMENT:

- 5.1 Generally MJF shall make the disbursement of funds for the Project to the PO on a quarterly basis (2 monthly) subject to a satisfactory review by MJF of the financial statements, progress of activities of the PO and the Project.
- 5.2 The Chief Executive (CE) or his/her authorised person of the PO shall approve the quarterly (2 monthly) financial statements and progress reports of the PO and forward the same to MJF by the 10th (tenth) day of the following month of the quarter together with a written estimated expenditure (cost forward) for the following quarter.
- 5.3 MJF will disburse the quarterly instalment (2 monthly) after the review of financial statements and progress report of the previous instalment and the written estimated expenditure (cost forward) for the quarter.
- 5.4 MJF will prepare an account payee cheque or demand draft/TT/bank transfer in the name of the PO, against a written request from the PO.

6.0 Bank Account:

- 6.1 The PO will open a separate interest bearing account (preferably STD/NO account), with a scheduled bank, in the name of PO along with project's full name or acronym or may continue the existing account by the existing PO of MJF which shall be used exclusively for all receipts and expenditure of the Project.
- 6.2 The account should be operated by authorised joint signatories from the PO. A list of the authorised signatories together with their specimen signatures, certified by the Chief Executive of the PO, shall be provided to MJF within three days after opening the bank account and subsequent amendment of bank account later on during the project period. MJF shall be informed in writing immediately of any change to the signatories, with a certified list of the new authorised signatories and specimen signatures.
- 6.3 Mother account may be used for fund transfer only, not for operations of project activity. It is not usual to keep project fund lying in mother account more than two weeks.

7.0 AUTHORISATION OF EXPENDITURE:

- 7.1 The authorised signatories or designated or signatures of the PO will authorise any requests for expenditure or procurement by the PO for the Project. All such requests must be supported by the submission of appropriate bills or invoices.

- 5.2 Before making any payment, the PQ shall ensure that the bill or invoice is properly approved/authorized. The PQ should make payment to the vendor through Account payable check if it is about to or more than Tk. 10,000 (Ten thousand) against the above procurements of goods and services; but if it is below Tk. 10,000 (Ten thousand only) payment may be made in cash.
- 5.3 All payments should be made to an authorized person against a written receipt.
- 5.4 All salaries should be made by bank transfer to the individual employee. Advance against salary is not allowable from this project.
- 5.5 Advance against office rent from the project is discouraged. However, in an extreme case maximum six months rent could be given as advance which must be adjusted within the project period.
- 6.0 PROCUREMENT:**
- 6.1 Procurement of any capital items (computer, vehicles, furniture, motorcycle, other office equipments etc.) shall be made after getting a written approval from MJF for above table 10,000.
- 6.2 The PQ should form a Procurement Committee (PROC) consisting of at least two members (for any purchase above Tk. 10,000). The Chief Executive and Project Accountant should not be included in the procurement committee. The PQ can select members for the PROC from their other program if required. The PROC will send their recommendation to Chief Executive (CE) and CE or higher designated person will finally approve the procurement and he or she will remain accountable for all procurement.
- 6.3 The PQ will follow their own approved procurement policy and/or procedures/manual/guideline for procurement of goods and services of the project. However, the following hints and terms & conditions shall be followed and shall be incorporated in their policy/procedure where necessary:

Amount	Source	Quotation	Method of Procurement
Up to Tk. 10,000	Open Market/Enlisted Vendors	None	Direct purchase by Procurement Officer-in-charge/Designate
Tk. 10,001 - 50,000	Open Market/Enlisted Vendors	2 (Two)	Open market purchase by PROC. For enlisted vendor, purchase order should be issued.
Tk. 50,001-2,00,000	Open Market/Enlisted Vendors	Three	Open market purchase by PROC. For enlisted vendor, purchase order should be issued.
Above Tk. 2,00,000	Open Market/Enlisted Vendors/Press Tender	Three	Through limited tender (sealed bids) or press tender. For all cases Purchase Order will be issued.

- 6.4 The PQ shall inform MJF in writing before hiring any consultant mentioning clearly about the assignment. Proper justification of proposing the name of consultant should also be submitted prior to finalization. MJF will have 2 weeks to oppose to the choice of consultant.
- 7.0 GOODS AND EQUIPMENT:**
- 7.1 Any non-consumable items of equipment purchased under the project with an initial value of BDT 3,000 (Take Two Thousand only) or more and/or with a useful life of more than one year is the property of MJF and must not be changed, sold or disposed of without MJF's prior written approval. Any vehicle, motorcycle, engine boat, purchased under the Project shall be registered in the name of the PQ. PQ should strictly maintain a Motorcycle/Vehicle operation and maintenance procedure.
- 7.2 MJF reserves the right to takeover/ handover the ownership of the assets of the project as and when required. If the assets is registered in the name of PQ, it shall transfer the ownership to MJF in vice versa when such situation occurs.
- 7.3 The PQ shall maintain and update an inventory register for all equipment/vehicle and non-consumable items from a value of Tk 2,000.00 (Take Two Thousand only) and a stock register for consumable items purchased under the Project. In case of non-consumable items, item number should be affixed and a list should be prepared and kept updated.
- 7.4 MJF shall be entitled to inspect the items, the inventory list and stock register at any time. The PQ shall safeguard protect and ensure the proper use of the items, and the PQ shall be responsible for any unauthorized use or for any use other than for the Project, and shall indemnify and compensate with same quality and quantity for any loss, misuse, damage or proceedings of or relating to the items.

7.5 The PO shall keep all vehicles, motorcycles and other equipment in good running condition by carrying out regular maintenance work. Proper care should be taken in using the equipment.

7.6 A 'Vehicle/Motorcycle Movement Register' should be maintained by the PO to show the actual use of vehicle/motorcycle.

8.8 HUMAN RESOURCES:

8.1 PO should follow and transmit the recruitment procedures mentioned in their personnel policy and personnel-related documents. Right personnel should be recruited through a competitive process.

8.2 The Chief Executive signing the agreement on behalf of the PO shall notify MJF in writing of the PO employees, who will act as their contact person and representative for the purpose of implementing the agreement. They shall also provide written notification to MJF of any change in this respect.

8.3 The PO will notify MJF before transferring/changes of finance and program focal person of the project.

8.4 The PO will maintain among its staff a competent finance person with background in the relevant field.

8.5 The PO shall maintain Conflict of Interest Register for Staff and Executive Committee which describes the interest if any of the individual staff or Executive Committee/Governing Board in the organization. A sample of Register of Interest is attached as Annex- vi.

8.9 BUDGETARY CONTROL:

8.1 The PO acknowledges the budget in the Project Proposal (Annex-iv) approved by MJF.

8.2 A maximum of 10% budget realignment may be allowed in the line item allocation without changing the total line budget. In extreme cases, written approval must be obtained for expenditure exceeding 10% budget realignment in each budget head.

8.3 The contingency provision has been kept to address only the unusual situation, such as natural disaster and accident that derails ongoing activities of the Project and affecting the direct project beneficiaries. After getting written approval from MJF, the contingency fund shall be used.

8.4 The overhead provision kept in PO budget, can only be calculated and charged based on total actual project cost, not as per budget. The overhead is a support to meet some indirect and unforeseen cost of PO. Overhead budget can be used/spent or transfer to General Fund/Mother Account of the organization but cannot be taken in any personal account. MJF reserves the right to check the utilization of overhead charged under this project.

8.5 The same percentage of overhead fund can be provided to the sub-partner as it receives (%) from MJF in that cases clause 8.4 will be applicable for sub-partner.

8.6 Any balance of the funds for the Project which is unused at the end of the Project is an unexpended fund which shall either be deducted from the first installment of next phase in case of a further agreement for the Project with the PO and MJF, or shall be refunded to the PO to MJF within one month of termination/termination completion of the Project or the agreement, as appropriate.

8.7 The PO will use the funds for the Project economically and efficiently, in full compliance with the total breakdown of costs and only for purposes related to the Project within the budget limit.

8.8 If any irregularities, misappropriation, or misuse of fund is detected by MJF or by an audit during or after the period for the Project and the PO fails to justify the cost with sufficient verifiable grounds and relevant documents, as solely determined by MJF, the PO must refund that amount to MJF immediately.

8.9 In case of common programme cost with other projects/other organization, the total budget including activity must be disclosed to MJF before the event/programme.

8.10 Any sort of deduction or collection of money from the staff or 3rd party without valid remuneration or beyond uniform policy applicable to MJF shall be treated as unauthorized deduction for which punitive action may be taken by MJF.

10.0 ACCOUNTING:

10.1 Accounts, vouchers and all other documents concerning the expenditure or procurement for the Project shall be kept at the Host Office of PO or such other place as MJF shall require for a period of 5 (five) years or as required by MJF after the closure of the Project. Books of account, such as journals, ledgers, and cashbook/ bank, shall be maintained properly and should be available for inspection by MJF personnel or auditor of MJF at any time during the life of the Project and within 5 (five) years after the completion of the Project.

- 10.2 The PO should ensure that internal financial control procedures for the management of the funds for the Project are in place and all financial transactions are documented with sufficient details (such as purchase order, quotations, contract of purchase, payroll, traveling expenses bill, store requisition, banking documentation etc.)
- 10.3 Partners Financial and Operational Guideline should be followed as basic principle.
- 10.4 Fairly interest accrues on the funds for the Projects. It should be properly reflected in bank statement, books of accounts and financial statements of the PO.
- 11.0 GENDER SENSITIVITY**
- 11.1 The PO needs to make an effort to create and develop a Gender sensitive environment in the Organisation.
- 11.2 If not already existing, the PO shall develop a Gender policy within 06 (six) months after the Agreement has been signed. Necessary guidance and assistance shall be provided by MJF, if required.
- 11.3 Proper reflection of implementation of Gender policy in Organisational values, program approach and organisational development needs to be ensured by the PO.
- 11.4 PO shall take affirmative initiative for gender balance in the recruitment policy and in practice. At least 30% to 35% staff at all level should be female. Demonstrable effort should be shown for recruitment of female staff.
- 11.5 Gender indicators shall be developed for necessary monitoring purposes towards progress of gender equity both at organisation and program level of the PO. If necessary, MJF shall provide support.
- 11.6 Creation of positive influence in addressing practical needs & strategic interests on both Female and Male in all program initiative shall be assured by the PO.
- 12.0 TECHNICAL ASSISTANCE**
- 12.1 MJF will have a group of staff at Dhaka Office to provide assistance to the PO in the field of program, finance, human resource development, monitoring and evaluation, communication and other relevant technical issues.
- 12.1 MJF may request the PO to evaluate the effectiveness of the support provided by MJF staff and seek suggestions for further improvements. MJF shall in its discretion determine any further action to be taken.
- 12.2 The PO will implement the Project in accordance with this agreement and other documents mentioned in this agreement, and as otherwise advised by MJF.
- 13.0 REPORTING, MONITORING AND EVALUATION**
- 13.1 MJF and the PO will jointly monitor and evaluate the Project on regular basis, and recommendations based on the findings shall be documented and considered as the priorities.
- 13.2 The PO will prepare quarterly financial statements and progress reports for the Project in jointly developed formats, and shall submit the same to MJF by the tenth day of the following month at the end of each quarter.
- 13.3 PO will prepare an annual report of the project at the end of each year and shall submit the same by 25th day of the following month.
- 13.4 During implementation of the Project, MJF will monitor and evaluate financial and operational management. Any problem identified through monitoring should be addressed by the PO properly for the interest of better management and implementation of the Project.
- 13.5 MJF and its authorized representatives will have the right at any time to inspect the Project and, in consultation with the PO examine the books, vouchers and the documentary evidence of the PO for the Project. The PO will provide all co-operation and information necessary for evaluation and examination by MJF and its authorized representatives to ascertain the appropriate and correct use of the Project funds.
- 13.6 PO should conduct baseline study at first quarter for the MJF funded project and M&E section of MJF will facilitate whole process.
- 13.7 MJF will carry out Mid-term & Final evaluation through selected external evaluators of MJF M&E section.

- 13.9 During implementation of the project, MJF or its assigned person has full authority to visit any project location for monitoring and evaluation purpose.

14.0 ANNUAL AUDITED ACCOUNTS

- 14.1 MJF shall appoint a duly qualified independent auditor (Chartered accountants) from the approved list of auditors of the NGO Affairs Bureau of the Government of Bangladesh to audit the annual accounts of the PO for each of the fiscal year or project period under TOR established by MJF. In addition MJF may also appoint auditor to audit of the project.
- 14.2 The PO shall permit and co-operate with the auditors appointed by MJF or donor (s) of MJF to access the books of accounts and financial statements of the PO at any time within office hours to determine compliance with and progress under this agreement.
- 14.2.1 The PO shall allow MJF to carry out a comprehensive audit of the organization based on TQM established by MJF and agreed by PO if felt necessary by MJF.

15.0 ACCOUNTABILITY

- 15.1 The Chief Executive/Head or duly Authorized Person of the PO will certify each financial statement as follows:

"I certify that all the amounts stated above in details have been actually spent for the **"Promoting Citizen's Access to Information"**. I also certify that the estimated expenditure actual forecast will be appropriate for the mentioned project as per approved budget and in accordance with the terms and conditions of the agreement dated **1st August 2013**."

- 15.2 The PO is accountable to utilize the funds for the Project according to the approved budget in the Project Proposal (Annex-7).
- 15.3 The PO shall follow the mandatory standard provisions for audit, general conditions of MJF fund usage and DOB audit requirements.
- 15.4 The PO is responsible for receiving all disputes, local or outside, related to the Project implementation. The PO should maintain constant liaison with local government and other relevant government and non-government agencies, including MJF.
- 15.5 The PO must maintain its updated registration with the NGO Affairs Bureau under Social Welfare Department of the Government of Bangladesh before and at all times during the utilization of funds for the Project.
- 15.6 The NGO Bureau under Department of Social Services have the right to inspect the project at any time and have access to check, review, confiscate the books of accounts, vouchers or any other documents if found any irregularities or anti-social activities.
- 15.7 The PO shall keep MJF informed of any change whatsoever, occurring in the Project activities, such as turned in the working area, staff turnover, transfer of staff etc., which may affect activities and also cover significant over or under utilization of funds for the Project.
- 15.8 The PO shall be responsible to compensate in full the smothering, hijacking, misusing, stealing of project cash or assets.
- 15.9 Government compliance like deduction & deposit of VAT, Tax and affix of Revenue Stamp etc. will be followed as applicable for the PO.

16.0 SUB-PARTNERSHIP NETWORK MEMBERS

- 16.1 This clause of Sub-partnership/network members shall be applicable for the MJF partners who are working with sub-partners and/or have network members.
- 16.2 The PO shall disclose the names and particulars of the organization in writing to MJF with whom they are going to build partnership or alliance and also have a written Deed of Agreement/Memorandum of Understanding signed with the alliance/partner members defining roles and responsibilities of each of its alliance/Partner members within 30 days of signing Agreement with MJF.
- 16.3 The PO will play the role of lead organization of the alliance/sub-partners and will be solely responsible to MJF for the project as per this Agreement.
- 16.4 PO shall be responsible to monitor their sub-partners activities and ensure financial compliance. In case of any irregularities and/or misappropriation, the PO shall inform to MJF and take all responsibilities to resolve the issue.

16.4 The PO will responsible to refund the remaining fund balance after completion/discontinuation/termination of the project with sub-partners within the following month or as decides by MJF.

17.0 AMENDMENT

17.1 Neither MJF nor the PO will undertake to alter or to amend the terms and conditions of this agreement, nor will either party take or implement decisions on Project matters not specifically covered herein without an appropriate amendment in writing to this agreement by both the parties.

17.2 In particular, if any party at any time decides to introduce an amendment, alteration, addition or deletion of any provision(s) contained herein or any attachment to this agreement, efforts for bilateral discussion and/or negotiation will be taken to resolve any conflict and/or dispute arising out of such proposal for amending, altering, adding or deleting. However, MJF shall have the right to take a decision for resolving such conflict and/or dispute if all possible efforts are exhausted.

18.0 TERMINATION

18.1 This agreement shall be effective between dates mentioned in article 1.3, unless otherwise earlier terminated.

18.2 MJF reserves the right to terminate this agreement as per the circumstances and actions described in the attached 'MJF Policy Towards Irregularities' (Annex-8), which is an integral part of this agreement.

18.3 MJF reserves the right to terminate this agreement with immediate effect if the Partner Organization engages party, political activities. In case any personnel are a member of any party or political that person has to withdraw from the project.

18.4 Either party may terminate this agreement with immediate effect on the occurrence of any of the following events:

- ✓ Cessation of MJF activities in Bangladesh,
- ✓ Dissolution of MJF or the
- ✓ cessation of the grant of funds to MJF by the Donors.

18.5 MJF may terminate this agreement with immediate effect on occurrence of any irregularities and non-compliance of any terms and condition as agreed upon in this agreement and as per annex 8 which is an integral part of this agreement. If the same irregularities found repeating or occurred 2nd time, no appeal or suspension shall be considered.

18.6 In such an event, the parties shall undertake all possible steps to reduce the costs of the interruption of the agreement to a minimum, and to relinquish any claim to compensation other than in respect of expenses actually incurred.

18.7 PO has equal right of termination of this Agreement or withdrawal of partnership if situation demands.

18.8 If damages or interest due to negligence on the part of the project, MJF claim such damages, or interest from the PO. All such claims will be in Bangladesh Taka with interest.

18.9 On service of a notice of termination, MJF may suspend the balance disbursement of the funds for the Project with immediate effect, and request to refund any unused Project funds with immediate effect. On such service of notice of termination, the PO shall immediately return or surrender to MJF items purchased or procured for the Project.

19.0 NATURAL DISASTER, WAR, CIVIL UNREST

In the event of a major natural disaster, war or major civil unrest this agreement may be renegotiated and jointly revised between the two parties recognizing any consequent change in the environment for implementation or donor funding.

20.0 OWNERSHIP OF PUBLICATIONS / REPORTS

MJF and the PO shall be the joint owners of any publications / reports produced by the PO as part of the project unless otherwise decided jointly.

21.0 ARBITRATION

21.1 Any dispute in connection with arising out of this agreement between the parties of whatsoever nature including but not limited to interpretation of this Agreement shall be settled through arbitration as per Arbitration Act 2001.

- 21.2 The Parties to this Agreement have agreed that in case of any dispute as stated in Article 21.1, such dispute shall be placed by the party aggrieved before any one arbitrator to be selected jointly by the parties concerned or failed to a retired judge of the Bangladesh mutually agreed by both the parties, will act as the sole Arbitrator whose decision will be binding on the parties.

22.8 GENERAL PROVISION

- 22.1 No act done by the parties shall be treated as a waiver of any right.
- 22.2 All the terms of this Agreement are binding upon the parties and once executed this Agreement no provision of this Agreement can be questioned.
- 22.3 Neither party shall offer nor seek or accept directly or indirectly for itself or its staff or another party any gift or benefit except duty and salary from, which would or could be construed as illegal or corrupt. The PNOG or its staff or any Governing Board or Executive Committee members of the PNOG cannot be involved directly or indirectly in any procurement or service of the organization in case of conflicts of interest.
- 22.4 After the termination of the MJF Programme, all rights mentioned in this deed will automatically be transferred an organization designated by MJF.

The PO hereby also certifies that it has not provided and will not provide material support or resources to or any individual or to organization that it know, or have reason to know, is an individual or organization that advocates, plans, sponsors, engages, in, or has engaged in an act of violence or illegal activities.

AS WITNESS the hands of the parties hereto or their duly authorized representatives the day and year first before written:

For: Manchester Joint Foundation

For : MRD



Shahwin Anam
Executive Director MJF



Masbub Rahman
Executive Director

1. Witness and Contact person of MJF

Signature: 

Name: M. Masbub Rahman

Date: _____

1. Witness and contact person of PO

Signature: 

Name: Md. Abdul Gafur

Date: _____

- Annex I Project Proposal, including project budget.
- Annex II MJF Policy towards irregularities
- Annex III Minimum requirement of good practice in procurement policies & system
- Annex IV Motor cycle management
- Annex V Financial & Operational Guidelines for PNOGs
- Annex VI Budget Guidelines for Partner Organisations
- Annex VII Conflict of Interest Register