

Department of Education and
Training

Project Schedule – Multi-year New Colombo Plan Mobility Programme

Commonwealth of Australia as represented
by Department of Education and Training

and

[insert] University

New Colombo Plan Mobility Programme

Project Schedule: 2016 Funding Round

This Project Schedule is issued in accordance with clause 3 of the Deed for Student Mobility Programmes offered from rounds 2016 – 2020 dated [insert Date of the Deed] between the Commonwealth of Australia as represented by the Department of Education and Training (ABN: 12 862 898 150) (“Us”, “We” or “Our”) and [funding recipient name] (“You”, “Your” or “Yourself”)(“Deed”) and comprises this Project Schedule and any attached annexures.

Subject to Our execution of the Project Schedule signed and submitted by You, an Agreement (as defined in clause 1 of the Deed) is entered into between Us and You in respect of the Project (“Agreement”).

1.	Branch	International Mobility Branch
2.	Funding Recipient (‘You’, ‘Your’ or ‘Yourself’)	<p>[funding recipient name]</p> <p>ABN [insert ABN]</p> <p>[If the funding recipient is the lead member of a funding group, insert the following wording after the name and ABN of the funding recipient ‘being the lead member of the Funding Group known as (insert name of funding group) whose members are listed in Item 12 below.]</p>
3.	Funding Round	<p>The Funding is being provided as part of the 2016 funding round for the New Colombo Plan Mobility Programme (Programme).</p> <p>The strategic objectives and purposes of the 2016 funding round for the Programme are described in detail in the New Colombo Plan Guidelines - Mobility Program - 2016 Round (Guidelines).</p> <p>The Funding will support the achievement of the strategic objectives of the 2016 funding round for the Programme through assisting You to undertake the Project described in Item 5 below.</p>

4.	Terms of Payment	<p>Subject to sufficient funding being available for the Programme and the terms of the Agreement (including the terms further described in this Item below):</p> <p>(a) the first instalment of the Funding (as described in Item 7 below) will be paid by Us, by electronic transfer into Your nominated bank account, within 28 days of the due execution of this Project Schedule and You having provided Us with a correctly rendered invoice for that payment;</p> <p>(b) the second instalment of the Funding (as described in Item 7 below) will be paid by Us, by electronic transfer into Your nominated bank account by the later of:</p> <p>(i) 31 July 2017; or</p> <p>(ii) within 28 days of:</p> <p>(A) the acceptance by Us of the Report in relation to the first instalment of the Funding and Your submission of a statutory declaration in relation to that Funding and</p> <p>(B) You having provided Us with a correctly rendered invoice for that payment;</p> <p>provided that the part of the Project that the first instalment of the Funding relates, has been delivered to the satisfaction of Us; and</p> <p>(c) the third instalment of the Funding (as described in Item 7 below) will be paid by Us, by electronic transfer into Your nominated bank account, by the later of:</p> <p>(i) 31 July 2018; or</p> <p>(ii) within 28 days of:</p> <p>(A) the acceptance by Us of the Report in relation to the second instalment of the Funding and Your submission of a statutory declaration in relation to that Funding and</p> <p>(B) You having provided Us with a correctly rendered invoice for that payment</p> <p>provided that the part of the Project that the second instalment of the Funding relates, has been delivered to the satisfaction of Us.</p>
5.	Project	<p>You must undertake the following activities (subject to the relevant Funding being made available to You in accordance with the Agreement):</p> <p><u>First term of Funding</u></p> <p>(a) using that part of the first instalment of the Funding available for the purpose of providing Student Grants (as described in Item 7 below), provide:</p>

		<p>[insert description of the particular Student Grants to be provided as part of the Project. For e.g:</p> <p>i. semester grants (as described in section 2.2.2 of the Guidelines); and</p> <p>ii. internship grants (as described in section 2.2.3 of the Guidelines),]</p> <p>to [insert relevant number] Eligible Students, so as to enable the students to undertake [insert relevant description of studying being undertaken] in [insert field(s)] at [insert location], which study is to commence between 1 January 2016 to 30 June 2017 (first term of Funding);</p> <p>(b) perform such administrative tasks as are necessary to duly manage the provision of the Student Grants to Eligible Students (including, without limitation, those tasks described in section 2.6 of the Guidelines) during the first term of Funding;</p> <p><u>Second term of Funding</u></p> <p>(c) using that part of the second instalment of the Funding available for the purpose of providing Student Grants (as described in Item 7 below), provide:</p> <p>[insert description of the particular Student Grants to be provided as part of the Project. For e.g:</p> <p>i. semester grants (as described in section 2.2.2 of the Guidelines); and</p> <p>ii. internship grants (as described in section 2.2.3 of the Guidelines),]</p> <p>to [insert relevant number] Eligible Students, so as to enable the students to undertake [insert relevant description of studying being undertaken] in [insert field(s)] at [insert location], which study is to commence between 1 July 2017 to 30 June 2018 (second term of Funding);</p> <p>(d) perform such administrative tasks as are necessary to duly manage the provision of the Student Grants to Eligible Students (including, without limitation, those tasks described in section 2.6 of the Guidelines) during the second term of Funding;</p> <p><u>Third term of Funding</u></p> <p>(e) using that part of the third instalment of the Funding available for the purpose of providing Student Grants (as described in Item 7 below), provide:</p> <p>[insert description of the particular Student Grants to be provided as part of the Project. For e.g:</p> <p>i. semester grants (as described in section 2.2.2 of the</p>
--	--	--

		<p><i>Guidelines); and</i></p> <p>ii. <i>internship grants (as described in section 2.2.3 of the Guidelines),]</i></p> <p>to [insert relevant number] Eligible Students, so as to enable the students to undertake [insert relevant description of studying being undertaken] in [insert field(s)] at [insert location], which study is to commence between 1 July 2018 to 30 June 2019 (third term of Funding); and</p> <p>(f) perform such administrative tasks as are necessary to duly manage the provision of the Student Grants to Eligible Students (including, without limitation, those tasks described in section 2.6 of the Guidelines) during the third term of Funding.</p> <p>In this Agreement:</p> <p>‘Eligible Student’ means a student who meets the requirements of sections 3.2 and 3.3 of the Guidelines; and</p> <p>‘Student Grant’ has the meaning given to that term in the Guidelines.</p>
6.	Duration of Project	<p>The Project starts on the date of Our execution of this Project Schedule and ends on the day after You have done all that You are required to do under the Agreement to Our satisfaction (Project End Date).</p>
7.	Total Funding Value (excl. GST)	<p>The total amount of the Funding is [insert amount] (GST excl). This amount comprises:</p> <p>(a) an instalment of [\$insert](GST excl), which is referable to the first term of Funding (first instalment). Of this amount:</p> <p>(i) [insert] is to be spent by You on Short-term Grants or Semester Grants;</p> <p>(ii) [insert] is to be spent by You on Internship Grants; and</p> <p>(iii) [insert] is to be spent by You for purposes related to the administration of the Project (including the purposes described in section 2.6 of the Guidelines;</p> <p>(b) an instalment of [\$insert](GST excl), which is referable to the second term of Funding (second instalment). Of this amount:</p> <p>(i) [insert] is to be spent by You on Short-term Grants or Semester Grants;</p> <p>(ii) [insert] is to be spent by You on Internship Grants; and</p> <p>(iii) [insert] is to be spent by You for purposes related to the administration of the Project (including the purposes described in</p>

		<p>section 2.6 of the Guidelines; and</p> <p>(c) an instalment of [\$insert](GST excl), which is referable to the third term of Funding (third instalment). Of this amount:</p> <p>(i) [\$insert] is to be spent by You on Short-term Grants or Semester Grants;</p> <p>(ii) [\$insert] is to be spent by You on Internship Grants; and</p> <p>(iii) [\$insert] is to be spent by You for purposes related to the administration of the Project (including the purposes described in section 2.6 of the Guidelines).</p>
8.	Variations to Project Schedule	<p>(a) We may agree to vary the scope of the Project or the Project End Date upon receiving a request from You in the ISEO System.</p> <p>(b) Variation of the scope of the Project or the Project End Date may require You to provide additional reports to Us as set out in a Deed of Variation to the Agreement, executed by You and Us.</p> <p>(c) In the event that the scope of the Project is varied, the Commonwealth may vary the Funding payable to You in accordance with Item 7 above.</p>
9.	Obligations in undertaking the Project	<p>In undertaking the Project, You must:</p> <p>(a) act in accordance with the requirements of the Guidelines (and You acknowledge and agree that minor variations may be made by the Commonwealth to the Guidelines and You will be bound by such amendments to the Guidelines);</p> <p>(b) at all times, maintain in the ISEO System, the information required by section 5 of the Guidelines, including the requirement to confirm all details at least six weeks before the Project commences;</p> <p>(c) obtain express consents from students participating in the Project to the Department and the Department of Foreign Affairs and Trade using and disclosing students' Personal Information for the purposes described in section 9 of the Guidelines. As part of this, You must ensure that the students confirm that they understand that if the Department and/or the Department of Foreign Affairs and Trade disclose their personal information to an overseas recipient:</p> <p>(i) the overseas recipient may not be bound by the Privacy Act 1988 and/or subject to any privacy obligations;</p> <p>(ii) the Department and the Department of Foreign Affairs and Trade will not be accountable under the Privacy Act should the overseas recipient breach Australian Privacy Principles; and</p>

		<p>(iii) Australian Privacy Principle 8.1 will not apply to the disclosure of the information;</p> <p>and that the students expressly consent to the disclosure of their personal information to the overseas recipient on this basis.</p> <p>(d) ensure that students participating in a Project are made aware that they may obtain more information about the way in which the Department and the Department of Foreign Affairs and Trade will manage their Personal Information, including full privacy policies, at http://www.education.gov.au/privacy-policy or http://www.dfat.gov.au/privacy.html or by requesting a copy from the department concerned;</p> <p>(e) ensure that staff and students participating in the Project register on the Smartraveller website (www.smartraveller.gov.au) and subscribe to relevant travel advisories on that website prior to commencement of their overseas travel;</p> <p>(f) ensure that students participating in the Project do not do so in a country or region where the Smartraveller travel advice advises "Do not travel";</p> <p>(g) liaise with the relevant Australian diplomatic mission in the event of any serious risk to the safety or wellbeing of staff and students when they are participating in the Project; and</p> <p>(h) perform such other tasks or activities as are required of You by the Guidelines (including, without limitation, the tasks described in section 7.2 of the Guidelines).</p>
10.	Reporting Requirements	<p>Report</p> <p>You must provide a completion report in relation to:</p> <p>(a) the first instalment of the Funding and the progress of the Project on or before [30 June 2017];</p> <p>(b) the second instalment of the Funding and the progress of the Project on or before [30 June 2018]; and</p> <p>(c) the third instalment of the Funding and the Project on or before [30 June 2019].</p> <p>(each a 'Report').</p> <p>A Report must include:</p> <p>a. confirmation of the number of Eligible Students who participated in the Project during the relevant term of Funding, the final amount of the instalment used for Student Grants and the breakdown as between the students;</p> <p>b. the final amount of the instalment used for administration purposes;</p>

		<p>c. a summary of key achievements, major outcomes and highlights of the Project (up to 150 words), and</p> <p>d. a list of publicity materials used to promote the Project and the Programme.</p> <p>You may also include in a Report any feedback You have received, formally or informally, in relation to the Project and the Programme, including from participants, during the relevant term of Funding.</p> <p>Statutory Declaration</p> <p>Once We have notified You that We consider a Report for an instalment of the Funding and the Project to be acceptable, You must submit a statutory declaration declaring that the relevant instalment of the Funding has been spent in accordance with the Agreement, and, if requested by Us, any unspent funds must be refunded to Us. The statutory declaration must be declared by Your chief financial officer, or one of your officers with authority to do so.</p> <p>Submission</p> <p>The Reports and statutory declarations must be submitted to Us using the ISEO System, unless We instruct You otherwise.</p>
11.	Commonwealth Material	<p>We agree to provide the following Material to You:</p> <p>[Insert details] [OR] Not Applicable.</p>
12.	Funding group	<p>[insert this Item 12 if the project is with a funding group/consortium]</p> <p>(a) If You are part of a Funding Group, You warrant that each member of the Funding Group has given their authority to You as the Funding Group's lead member to negotiate, bind and act on that member's behalf in relation to this Agreement and any variations thereto.</p> <p>(b) The members of the Funding Group are as follows:</p> <p>[insert the name of the legal entity, address and ABN of each member of the Funding Group.]</p> <p>In this Agreement:</p> <p>'Funding Group' means a group of two or more entities, however constituted, other than a partnership, which have entered into an arrangement for the purposes of jointly delivering the Project, and which have appointed a lead member of the group with authority to act on behalf of all members of the group for the purposes of the Agreement.</p>

13.	Funding Recognition	You may use the New Colombo Plan logo in publications, promotional and advertising materials, public announcements and activities, if You have the consent of the NCP Secretariat.
-----	----------------------------	--

SAMPLE

EXECUTION OF PROJECT SCHEDULE:

Signed for and on behalf of the **Department of Education and Training** by its duly authorised representative in the presence of

Signature of witness



Signature of representative



Name of witness (print)

Name of representative (print)

Date:

Position of representative (print)

Signed by [insert]
by its duly authorised representative in the
presence of

Signature of witness



Signature of representative



Name of witness (print)

Name of representative (print)

Date:

Position of representative (print)