

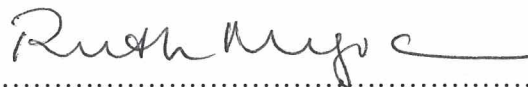
Activity Schedule 39041/22 to the Record of Understanding No. 39041

In Relation to cooperation between AHRC and AusAID to Support the AHRC Establish A Secretariat within the AHRC During Their Two Year Term as Chair of the CHOGM Commonwealth Forum of National Human Rights Institutions

This Activity Schedule 39041/22 sets out the objectives of AusAID and the AHRC (the Parties) in relation to **Support the AHRC Establish A Secretariat within the AHRC During Their Two Year Term as Chair of the CHOGM Commonwealth Forum of National Human Rights Institutions (Activity)** which will be implemented under the Record of Understanding signed by the Parties on 29 August 2006 (ROU).

This Activity Schedule (including any attachments) details the scope of the Activity, as well as the contributions and obligations of each Party in relation to the Activity. Unless otherwise stated in this Activity Schedule, the provisions of the ROU will apply.

Signed on behalf of AusAID by:



Name

RUTH MEGIRIAN

Designation

A/g Director NGOHR.

Signature and Date

15/6/11

Signed on behalf of AHRC by:

PADMA RAMAN

Name

Executive Director

Designation

14 June 2011

Signature and Date



1. **INTERPRETATION**

- 1.1 Unless the contrary intention appears, the definitions in the ROU apply to this Activity Schedule.

2. **COMMENCEMENT AND COMPLETION DATES**

- 2.1 The Activity will commence on **10 June 2011** and be completed by **30 June 2013**.

3. **ACTIVITY OBJECTIVES**

- 3.1 To support the Australian Human Rights Commission (AHRC) establish a secretariat for the Australian Human Rights Commission to support the Commission during its two year term as Chair of the Commonwealth Forum of National Human Rights Institutions (CFNHRIs).

Background

4. In 2007, following the work of a steering committee convened by the Human Rights Unit of the Commonwealth Secretariat, Commonwealth NHRIs established, and adopted terms of reference for, the CFNHRIs.
- 4.1 The CFNHRIs is intended to complement and support the work of the Commonwealth Secretariat in promoting and protecting human rights in the Commonwealth including by providing an inclusive forum for the sharing of experiences, information, knowledge and best practice among its member institutions. It is also intended to promote and facilitate strategic partnerships and linkages between member institutions, and between member institutions and other regional and international bodies.
- 4.2 The Australian Human Rights Commission, as the national human rights institution of the host country (Australia) for Commonwealth Heads of Government (CHOGM) 2011, assumed the Chair of the CFNHRIs at a meeting of the Forum held in London in May 2011. The establishment of such a secretariat would be a valuable contribution to improving the promotion and protection of human rights in the Commonwealth.
- 4.3 AusAID will provide funding over a two-year term to enable the establishment of a secretariat within the Australian Human Rights Commission to support the Commission undertake its CFNHRIs chairing responsibilities.

5. ACTIVITY DESCRIPTION

- 5.1 During the two year term, AHRC will establish a secretariat which will support the AHRC President during the Commission's term as Chair of the CFNHRIs and provide limited secretariat assistance for the CFNHRIs.
- 5.2 The AHRC President and a supporting staff member will:
- (a) attend meetings of the CFNHRIs and its working parties;
 - (b) undertake selected research to support the Forum's working parties and other initiatives; and
 - (c) contribute to the objectives of the Forum.
- 5.2 The outcomes of the AHRC taking on the CHOGM Secretariat will be:
- (a) Improved administrative support for the activities of the CFNHRIs – including for meetings and workshops.
 - (b) The establishment of an improved website which would be a source of information for Forum members and a place for the sharing of experiences and best practices.

6. RISK MANAGEMENT

- 6.1 The Parties have undertaken an Activity risk analysis there are minimal risks associated with this spending proposal. AusAID has established agency-wide relationships with the AHRC, and any associated risk will be managed through direct communication with the AHRC and through annual monitoring and evaluation reports.
- 6.3 The AHRC is a Commonwealth body and is required to adhere to Commonwealth financial policies, monitoring, reporting and accountability requirements. The ROU requires the AHRC to fully comply with AusAID accountability requirements for reimbursement of development program funds.

7. FINANCIAL ARRANGEMENTS

- 7.1 The financial arrangements outlined below will apply to the Activity.
- 7.2 The maximum amount payable by AusAID in respect of this Activity is **AUD\$350,340** plus GST if any up to a maximum amount of **A\$35,034**. AusAID will not be liable for any amount, costs or expenditure incurred by AusAID in excess of this amount.

Activity Schedule No. 39041/22 of ROU No. 39041

- 7.3 AusAID will pay AHRC the sums in accordance with the timetable set out below. The unexpended part of advances paid by AusAID (if any) will be refunded to AusAID at the end of the agreement.

2010-2011	2011-2012
AUD200,000	AUD150,340

- (a) The first payment will be made within 30 days upon receipt of an invoice following the signing of this agreement.
- (b) The second payment will be made within 30 days upon receipt of an invoice following AusAID acceptance of the mid-term report and financial acquittal due in May 2012.
- 7.4 A detailed budget with a breakdown of costs will be developed and will be agreed in writing between the parties by 30 June 2011.
- 7.5 Claims for payment of sums due and payable in respect of the Activity will be submitted in a form identifiable with the services and in accordance with relevant provisions in the ROU. Claims will be forwarded as follows:

Email (preferred method of contact): accountsprocessing@ausaid.gov.au

Post: AusAID
Attention: Chief Finance Officer
GPO Box 887
Canberra ACT 2601
Australia

Except as otherwise specified, these amounts are inclusive of all costs, expenses, disbursements, levies and taxes and the actual costs and expenses.

8. REPORTING, MONITORING AND EVALUATION

- 8.1 The Parties note that, in accordance with Clause 12 of the Head ROU, it is essential to ensure the performance and impact of the Activity is adequately and effectively monitored and assessed, and as such will undertake the reporting, monitoring and evaluations in accordance with the framework set out in Attachment 1.

Activity Schedule No. 39041/22 of ROU No. 39041

9. LIAISON AND NOTICES

- 9.1 The contact officer for each Party is the Activity Manager. Each Party's address for the service of notices for the purposes of this Activity is as follows:

AHRC:

Contact:

Padma Raman
Executive Director
02 9284 9780

Telephone:

Email:

padma.raman@humanrights.gov.au

Facsimile:

02 9284 9794

Postal Address:

GPO Box 5218

Sydney NSW 2001

Street Address:

Level 8, Piccadilly Tower
33 Castlereagh Street
Sydney NSW 2001

AusAID:

Contact:

Dilani Edirisuriya
Human Rights Program Manager
(02) 6100 5685

Telephone:

Email:

Dilani.edirisuriya@ausaid.gov.au

Facsimile:

(02) 6206 4800

Postal Address:

GPO Box 887
Canberra ACT 2601

Street Address:

255 London Circuit
Canberra ACT 2601

Monitoring, Evaluation and Reporting Framework

When the funds are expended for each financial year, the Organisation is to provide two Reports that support acquitting the two tranche payments against the budget in the Activity Proposal. The two reports will focus on outcomes achieved against the Project objectives contained in the Activity Proposal.

The Organisation is to provide two reports acquitting tranches as follows:

- i) A mid-term report including a report on acquittal of funds for Financial Year 2010-2011 in May 2012, together with an invoice for funds for the following year; and
- ii) An activity completion report including a report on acquittal of funds for Financial Year 2011-2012 in May 2013.

The AHRC must, if required by AusAID, permit AusAID to monitor and/or evaluate the Activity and/or use of the funding. AusAID will give the Organisation at least two (2) weeks notice of its intentions prior to commencing such a review. In that event, the Organisation must cooperate fully with any request for assistance pursuant to any such study.

REPORTING REQUIREMENTS

All reports must:

- (a) be accurate and not misleading in any respect;
- (b) be prepared as directed in writing by AusAID;
- (c) be provided in the format and on the media approved or requested by AusAID;
- (d) not incorporate the AusAID logo;
- (e) be provided at the time specified in this Funding Order; and
- (f) incorporate sufficient information which allows AusAID to monitor and assess the success of the Services in achieving the objectives the proposal.