

FUNDING AGREEMENT DEED

BETWEEN

COMMONWEALTH OF AUSTRALIA

represented by the Australian Agency for International Development

ABN 62 921 558 838

and

The University of Queensland

ABN 63 942 912 684

FOR

APMEN Establishment Support Program

AUSAID AGREEMENT 53365

DEED made 27th day of November 2009

BETWEEN:

COMMONWEALTH OF AUSTRALIA represented by the Australian Agency for International Development ("AusAID"), ABN 62 921 558 838, of the Department of Foreign Affairs and Trade,

AND

The University of Queensland, ABN 63 942 912 684 of The University of Queensland Sir Fred Schonell Drive St Lucia QLD 4072 (the "Organisation").

RECITALS:

- A. AusAID wishes to provide the Organisation with Funds to undertake an Activity.
- B. The Organisation wishes to accept the Funds subject to the terms and conditions in this Deed.

OPERATIVE:

AusAID and the Organisation promise to carry out and complete their respective obligations in accordance with this Deed including the Deed Conditions, schedules and any annexes contained herein.

IN WITNESS whereof this Deed has been executed by the Commonwealth, by an authorised officer, and has been executed by the Organisation by its authorised officer.

SIGNED

for and on behalf of the

COMMONWEALTH OF AUSTRALIA

represented by the Australian Agency for International Development (AusAID) by

Murray Proctor, DDG Program Enabling Division

Name and Position

FMA Act s.44 Delegate

Signature

in the presence of -

Lucy Phillips

Name of Witness

(Print)

Signature of Witness

SIGNED

for and on behalf of

The University of Queensland by

Maurie McNarn, AO
Executive Director (Operations)

Name and Position

(Print)

Signature

By executing this Deed the signatory warrants that he/she is duly authorised to execute this Deed on behalf of the Organisation.

in the presence of -

Ann Tilbury

Name of Witness

(Print)

Signature of Witness

DEED CONDITIONS

1. INTERPRETATION

1.1 Definitions

In this Deed, including the recitals unless the context otherwise requires:

"Activity" means the activity **APMEN Establishment Support Program** described in the Activity Proposal for which the Funds are provided.

"Activity Proposal" means the specific tasks and budget associated with the Activity included as **Schedule 1** to this Agreement.

"Agreement" means this Deed including all Parts and any schedules and annexes.

"Agreement Material" means all material created or required to be developed or created as part of, or for the purpose of undertaking the Activity, including documents, equipment, information data, sounds and images stored by any means.

"Business Day" means a day on which AusAID is open for business.

"Commonwealth" means Commonwealth of Australia or AusAID, as appropriate.

"Deed" means this Agreement comprising these Deed Conditions, schedules and any annexes.

"Fraudulent Activity", "Fraud" or "Fraudulent" means dishonestly obtaining a benefit by deception or other means.

"Funds" means the amount of money as specified in clause titled 'Funds and Payment' of this Agreement that has been approved by AusAID and paid to the Organisation subject to the conditions outlined in this Agreement for the Activity.

"Independently Audited" means financial records audited by a certified financial professional that is in no way linked or associated with the Activity or the Parties to this Agreement.

"Partner Government" means the Government of the Partner Country.

"Partner Country" means the country or countries in which the Activity is to be undertaken in whole or in part.

"Party" means AusAID or the Organisation.

"Personnel" means including Personnel, whether employed by the Organisation or engaged by the Organisation on a sub-contract basis or agents or volunteers of the Organisation, engaged in the provision of the Activity.

"Prior Material" means all material developed by the Organisation or a third party independently from the Activity whether before or after commencement of the Activity.

"Relevant List" means the lists of terrorist organisations made under Division 102 of the *Criminal Code Act 1995* (Cth) and the *Charter of the United Nations Act 1945* (Cth) posted at: <http://www.nationalsecurity.gov.au/agd/www/nationalsecurity.nsf/AllDocs/95FB057CA3DECF30CA256FAB001F7FBD?OpenDocument> and http://www.dfat.gov.au/icat/UNSC_financial_sanctions.html#3

"Similar List" means any similar list to the World Bank List maintained by any other donor of development funding.

"World Bank List" means a list of organisations maintained by the World Bank in its "Listing of Ineligible Firms" or "Listings of Firms, Letters of Reprimand" posted at: <http://web.worldbank.org/external/default/main?theSitePK=84266&contentMDK=64069844&menuPK=116730&pagePK=64148989&piPK=64148984>

1.2 Deed prevails

If there is any inconsistency (whether expressly referred to or to be implied from this Deed or otherwise) between the provisions of the Deed Conditions and those of the schedules and any annexes, the schedules and any annexes are to be read subject to the Deed Conditions and the provisions of the Deed Conditions prevail to the extent of the inconsistency.

2. **TERM OF THE AGREEMENT**

2.1 The term of this Agreement commences upon execution by both parties being the date indicated at the front of this Agreement and continues until all obligations have been fulfilled under this Agreement, unless terminated earlier in accordance with this Agreement.

2.2 The Organisation must commence the Activity no later than 30 November 2009 and must complete the Activity by 30 June 2011.

3. **NOTICES**

3.1 For the purpose of serving notices to either Party of this Agreement, a notice must be in writing and shall be treated as having been duly given and received:

- (a) when delivered (if left at that Party's address);
- (b) on the third Business Day after posting (if sent by pre-paid mail); or
- (c) on the Business Day of transmission (if given by facsimile and sent to the facsimile receiver number of that Party and no intimation having been received that the notice had not been received, whether that intimation comes from that Party or from the operation of facsimile machinery or otherwise).

- 3.2 For the purposes of this Agreement, the address of a Party is the address set out below or another address of which that Party may give notice in writing to the other Party:

AusAID:

To: Asia Pacific Malaria Elimination Network Agreement Manager
Health & HIV Thematic Group

Postal Address: Australian Agency for International Development
GPO Box 887
CANBERRA ACT 2601 AUSTRALIA

Street Address: 255 London Circuit
CANBERRA ACT 2601 AUSTRALIA

Facsimile: +61 2 6206 4880

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Organisation:

To: Prof. Maxine Whittaker
Prof. International & Tropical Health

Postal Address: The University of Queensland
Sir Fred Schonell Drive
St Lucia QLD 4072

Street Address: The University of Queensland
Sir Fred Schonell Drive
St Lucia QLD 4072

Facsimile: 07 3365 5599

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4. GENERAL CONDITIONS

- 4.1 The Organisation must carry out the Activity in accordance with the Activity Proposal and the terms and conditions of this Deed.
- 4.2 The Organisation must advise AusAID immediately of any difficulties or delays in implementation of the Activity.
- 4.3 The Organisation shall acknowledge in writing to AusAID receipt of the Funds immediately on its receipt.

- 4.4 The Funds and any interest earned or exchange rate gains must be used diligently and for the sole purpose of the Activity outlined in **Schedule 1** of this Agreement. Any interest earned or exchange rate gains made on the Funds must only be expended on the Activity.
- 4.5 The Organisation acknowledges that Funds provided by AusAID to the Organisation for this Activity does not entitle the Organisation to any other or further funding.
- 4.6 The Organisation shall acknowledge AusAID funding assistance provided under this Deed where appropriate and advise AusAID of matters relating to any publicity and media relations, prior to any publication or media release.
- 4.7 The Organisation must not represent itself and must ensure that its Personnel participating in the Activity do not represent themselves as being employees, partners or agents of the Commonwealth of Australia.
- 4.8 The Organisation will use its best endeavours to ensure that in its performance of the Activity all Personnel and their dependents, while in the recipient country, respect the laws and regulations in force in the recipient country.
- 4.9 The Organisation is responsible for the security of all of its Personnel and for taking-out and maintaining all appropriate insurances.
- 4.10 The Organisation must not assign its interest in this Agreement without first obtaining the consent in writing of AusAID.
- 4.11 No delay, neglect or forbearance by either Party in enforcing against the other any term or condition of this Agreement shall be deemed to be a waiver or in any way prejudice any right of that Party.
- 4.12 This Agreement is governed by, and is to be construed in accordance with, the law of the Australian Capital Territory and the Parties submit to the exclusive jurisdiction of the courts of the Australian Capital Territory and any court hearing appeals from those courts.

5. DEED AMENDMENTS

- 5.1 AusAID or the Organisation may propose amendments to this Agreement at any time for the purpose of improving the delivery of the Activity, the efficiency, cost-effectiveness and development impact of the Activity.
- 5.2 Changes to this Agreement (including to **Schedule 1** and any annexes) shall only be effected if agreed in writing and signed by both Parties in the form of a Deed of Amendment.

6. PROCUREMENT OF GOODS

- 6.1 The Organisation must not use the Funds to acquire any asset, apart from those detailed in the Activity Proposal without obtaining AusAID's prior written approval. Subject to the requirements of this clause, the Organisation shall own the assets acquired with the Funds unless specified otherwise in the Activity Proposal.
- 6.2 If the Funds are being used to procure goods, the Organisation must ensure in its procurement of the goods that:
 - (a) the goods to be procured are of a satisfactory quality;

- (b) the goods shall be delivered in good order and condition and in accordance with the Activity timetable;
- (c) the price paid for goods procured represents value for money;
- (d) there is open and effective competition in the purchasing process to the extent practicable; and
- (e) a professional approach is reflected in the purchasing process including ethical behaviour and fair dealing.

6.3 If the Funds are being used to procure goods, the Organisation must maintain a Register of Activity Assets. The Register shall record non-consumable items funded under this Agreement or supplied by AusAID to the Activity which have a value of AUD1,000 (or equivalent) or more. In addition non-consumable items of a portable and attractive nature with a value of less than AUD1,000 (or equivalent) shall also be recorded. The Register shall show date of receipt of the asset at the Activity site, the cost, the purchase/payment document date and reference number, a description and identification number, and the location of the asset. Disposal or write-off of AusAID funded or provided assets shall be as agreed in writing by AusAID. The Register and other relevant documents such as import papers and manufacturers' warranties relating to the assets shall be available for audit as required by AusAID. The Register shall be reconciled with Activity assets at least every twelve months and the results of that reconciliation included in the Annual Reports required in clause titled 'Reports' in this agreement.

7. MONITORING AND EVALUATION

7.1 The Organisation must, if required by AusAID, permit AusAID to monitor and/or evaluate the Activity and/or use of the Funds. AusAID shall 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.

8. INDEMNITY

- 8.1 The Organisation must at all times indemnify AusAID, its employees, agents and contractors (except the Organisation) ("**those indemnified**") from and against any loss or liability whatsoever suffered by those indemnified or arising from any claim, suit, demand, action or proceeding by any person against any of those indemnified where such loss or liability was caused or contributed to in any way by any wilfully wrongful, unlawful or negligent act or omission of the Organisation, or any of the Organisation's Personnel in connection with this Agreement.
- 8.2 The Organisation agrees that AusAID may enforce the indemnity in favour of the persons specified in **Clause 8.1** above for the benefit of each of such persons in the name of AusAID or of such persons.
- 8.3 The indemnity in this **Clause 8** is reduced to the extent that the loss or liability is directly caused by AusAID, its employees, agents or contractors (except the Organisation), as substantiated by the Organisation.
- 8.4 This indemnity shall survive termination or expiration of this Agreement.

9. INTELLECTUAL PROPERTY RIGHTS

9.1 In this Agreement, unless the context otherwise requires:

- (a) **“Contract Material”** means all material created during the course of the Activity;
- (b) **“Contractor Personnel”** means personnel either employed or engaged by the Organisation on a sub-contract basis or agents of the Organisation engaged in the Activity;
- (c) **“Intellectual Property”** means business names, copyrights, patents, trade marks, service marks, trade names, designs and similar industrial, commercial and intellectual property;
- (d) **“Prior Material”** means all material developed by the Organisation or a third party independently of the Activity whether before or after commencement of the Activity.

9.2 Subject to clause 9.3, the title to all Intellectual Property rights in or in relation to Contract Material shall vest upon its creation in the Organisation.

9.3 The Organisation grants to AusAID a permanent, irrevocable, royalty-free worldwide, non-exclusive licence to:

- (a) use;
- (b) reproduce; and
- (c) with the prior written consent of the Organisation, adapt:

the Contract Material including any Prior Material in conjunction with Contract Material for non-commercial purposes. The licence granted under this clause 9.3 includes the right of AusAID to sub-licence any of its employees, agents or contractors to:

- (d) use;
- (e) reproduce; and
- (f) with the prior written consent of the Organisation, adapt:

the Prior Material incorporated into the Contract Material for non-commercial purposes of performing functions, responsibilities, activities or services for, or on behalf of, AusAID.

9.4 The Organisation will use its best endeavours to obtain from each Contractor Personnel who may produce Contract Material, a moral rights waiver to use of the Contract Material by AusAID or others in accordance with clause 9.3.

10. COMPLIANCE WITH LAWS, GUIDELINES AND POLICIES

10.1 The Organisation and its Personnel must have regard to and comply with, relevant and applicable laws, guidelines, regulations and policies, including those in Australia and in the Partner Country. A list, as amended from time to time, of Australian laws and guidelines that may apply to the delivery of developmental aid to foreign countries can be found on the AusAID website: <http://www.ausaid.gov.au/business/contracting.cfm>. This list is not

exhaustive and is provided for information only. The provision of this list does not relieve the Organisation from complying with the obligations contained in this clause headed 'Compliance with Laws, Guidelines and Policies'.

- 10.2 The Organisation must have regard to and comply with the Statement of International Development Practice Principles located at **Schedule 2** to this Agreement.
- 10.3 The Organisation must comply with:
 - (a) AusAID's *Child protection policy*.
(<http://www.aisaid.gov.au/publications/pubs.cfm?Type=PubPolicyDocuments>) and particularly the child protection compliance standards at Attachment 1 to the policy. AusAID may audit the Organisation's compliance with AusAID's *Child protection policy* and child protection compliance standards. The Organisation must participate cooperatively in any reviews conducted by AusAID;
 - (b) The strategy 'Development for All: Towards a Disability-Inclusive Australian Aid Program 2009-2014'
(http://www.aisaid.gov.au/publications/pdf/FINAL%20AusAID_Disability%20for%20All.pdf), and in particular the strategy's six guiding principles.
- 10.4 The Organisation must use its best endeavours to ensure:
 - (a) that individuals or organisations involved in implementing the Activity are in no way linked, directly or indirectly, to organisations and individuals associated with terrorism; and
 - (b) that Funds provided under this Agreement are not used in any way to provide direct or indirect support or resources to organisations and individuals associated with terrorism.
- 10.5 The Organisation must have regard to the Australian Government guidance "Safeguarding your organisation against terrorism financing: a guidance for non-profit organisations," available at <http://www.nationalsecurity.gov.au/npo>.
- 10.6 If, during the course of this Agreement, the Organisation discovers any link whatsoever with any organisation or individual listed on a Relevant List it must inform AusAID immediately.
- 10.7 If, during the course of this Agreement, the Organisation is listed on a World Bank List or Similar List it must inform AusAID immediately.
- 10.8 The Organisation agrees that:
 - (a) The Organisation and its employees, agents, representatives or its subcontractors must not engage in any Fraudulent Activity. The Organisation is responsible for preventing and detecting Fraud.
 - (b) The Organisation must report in writing within five (5) working days to AusAID any detected, suspected, or attempted Fraudulent Activity involving the Activity. AusAID may direct the Organisation to investigate the alleged Fraud and the Organisation must undertake an investigation at the Organisation's cost and in accordance with any directions or standards required by AusAID.

- (c) Following the conclusion of any investigation which identifies acts of a Fraudulent nature, the Organisation shall:
 - (i) make every effort to recover any AusAID Funds, the subject of Fraudulent Activity;
 - (ii) refer the matter to the relevant police or other authorities responsible for prosecution of Fraudulent Activity; and
 - (iii) be liable for the repayment of any Funds amounts misappropriated by the Organisation, its agents, representatives or subcontractors.
- (d) The obligations of the Organisation under paragraphs (b) and (c) above shall survive the expiration of this Agreement.
- (e) The Organisation warrants that the Organisation shall not make or cause to be made, nor shall the Organisation 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 Organisation shall not bribe public officials and shall ensure that its delivery organisations comply with this provision. Any breach of this clause shall be grounds for immediate termination of this Agreement by notice from AusAID.

11. TERMINATION

11.1 If the Organisation:

- (a) becomes, or AusAID considers there is a reasonable prospect of the Organisation becoming bankrupt, insolvent, deregistered or no longer able to undertake the Activity to a standard acceptable to AusAID;
- (b) makes an assignment of its estate for the benefit of creditors or enters into any arrangement or composition with its creditors;
- (c) fails to commence, or in the opinion of AusAID, fails to make satisfactory progress in carrying out the Activity and such failure has not been remedied within the time specified in a written request from AusAID to remedy the failure;
- (d) assigns its interest in this Agreement without the consent in writing of AusAID;
- (e) is, during the term of this Agreement, listed on a World Bank List, Relevant List or Similar List; or
- (f) breaches any term of this Agreement and such breach has not been remedied within the time stipulated in a written request notice from AusAID to remedy the breach;

then in every such case AusAID shall be entitled to terminate this Agreement forthwith but without prejudice to any of its other rights.

11.2 In addition, either Party may terminate this Agreement by giving to the other a notice to terminate in writing stating the reasons for termination.

- 11.3 AusAID may terminate this Agreement immediately by notice in writing to the Organisation if the Organisation breaches any of its obligations under **Clause 10**.
- 11.4 In the event of any termination, the Organisation must provide an Independently Audited statement of expenditure of the Funds within thirty (30) days of the date of the notice to terminate, signed by the head of the Organisation, and return any uncommitted unspent Funds to AusAID.
- 11.5 In the event that a notice to terminate is given by either Party the Organisation must:
- (a) immediately and forthwith do everything possible to prevent and mitigate all losses, costs and expenses arising in consequence of the termination of this Agreement and shall in a prompt and orderly manner cease expenditure of any uncommitted Funds for the Activity; and
 - (b) refund any uncommitted part of any tranche or Funds already paid by AusAID, together with any uncommitted or unspent interest, within thirty (30) days of the date of the notice to terminate.
- 11.6 In the event that a notice to terminate is given by either party AusAID shall not be liable to pay compensation in an amount which, in addition to any amounts paid or due or becoming due to the Organisation under this Agreement, together would exceed the amount of the total financial limitation of this Agreement, as specified in clause headed 'Funds and Payment'.

12. ACCOUNTS AND RECORDS

- 12.1 The bank account used by the Organisation must be in the name of the Organisation and must not be a personal bank account.
- 12.2 The Organisation must maintain a sound administrative and financial system capable of verifying all statements of acquittal. In addition, the Organisation must:
- (a) keep proper and detailed accounts, records and assets registers along with adequate Activity management records providing clear audit trails in relation to expenditure under this Agreement;
 - (b) afford adequate facilities for audit and inspection of the financial records referred to in this Agreement by AusAID and its authorised representatives at all reasonable times and allow copies and extracts to be taken;
 - (c) the accounts and records must be held by the Organisation for the term of this Agreement and for a period of seven (7) years from the date of expiry or termination of this Agreement;
 - (d) if requested by AusAID, provide an acquittal, certified by the senior financial officer or the head of the Organisation, of Funds spent to date against the budget in the Activity Proposal; and
 - (e) if reasonably requested by AusAID, provide an Independently Audited statement of Activity expenditure by an auditor nominated by AusAID at no cost to AusAID.

13. AusAID USE OF AGREEMENT INFORMATION

- 13.1 AusAID may disclose matters relating to this Agreement, including this Agreement, and other relevant information, except where such information may breach the *Privacy Act 1988* (Cth), to Commonwealth governmental departments and agencies, Commonwealth Ministers and Parliamentary Secretaries, and to the Commonwealth Parliament, including responding to requests for information from Parliamentary committees or inquiries. In addition, AusAID may publicly report information regarding this Agreement. This clause shall survive termination or expiration of this Agreement

14. REPORTS

- 14.1 The Organisation shall submit an annual report, on the anniversary of the Activity Start Date, which should not exceed five (5) pages and which has two basic parts:
- (a) A review of implementation progress to date; and
 - (b) An implementation strategy and work program for the coming period that:
 - (i) incorporates any lessons from the assessment of Activity progress;
 - (ii) outlines the expected outputs and development results of the proposed program of work; and
 - (iii) describes the inputs, work and outputs of both the Organisation and any other key stakeholders.
- 14.2 Within thirty (30) days of completion of the Activity the Organisation shall submit a final report which provides an outline of the completed Activity and in more detail covers key outcomes compared with objectives, development impact, sustainability and lessons learned.
- 14.3 Attached to the final report will be a statement acquitting all of the Funds ('final Funds acquittal'). The statement must acquit the Funds against the budget referred to in the Activity Proposal and must be signed by the senior financial officer or the head of the Organisation, indicating that the Funds have been spent in accordance with the terms of this Agreement. Any unspent Funds, interest earned or exchange rate gains must be repaid to AusAID with the final report and final Funds acquittal. The final Funds acquittal must include details of any interest earned or exchange rate gains on the Funds. The final Funds acquittal acquitting all Funds shall be subject to the internal and external auditing procedures laid down in the rules and regulations applicable to the Organisation and must also be Independently Audited and certified. The cost of an independent external audit required by this clause may be payable from the Funds.
- 14.4 The annual report and final report with attached statement acquitting all Funds should be sent to:

Asia Pacific Malaria Elimination Network Agreement Manager
 Health & HIV Thematic Group
 Australian Agency for International Development
 GPO Box 887
 CANBERRA ACT 2601 AUSTRALIA
 Lucy.Phillips@ausaid.gov.au

in the following format:

- (a) one bound hard copy; and
- (b) one electronic version in PDF (Portable Document Format).

15. FUNDS AND PAYMENT

- 15.1 Funds up to a maximum of AUD3,000,000.00, plus GST if any up to a maximum amount of AUD300,000 shall be payable as an acquittable grant by AusAID in annual tranches divided as follows:

Indicative Date	Tranche Number	Amount of Funds (AUD)
Refer to Clause 15.2 of this Agreement	1	700,000
Within 30 days of AusAID and APMEN Assembly approval of 2010 work plan (Jan-Dec) and budget	2	700,000
Within 30 days of AusAID acceptance of the Acquittal Report for the first and second funding tranches and the Six-monthly Acquittal Report for the first half of the 2010 year (Jan-June)	3	800,000
Within 30 days of AusAID acceptance of the Six-monthly Acquittal Report for the second half of 2010 (July-Dec) and AusAID and APMEN Assembly approval of 2011 work plan (prior to 30 June 2011) and budget and Final Funds Acquittal refer to Clause 14.3	4	800,000
Total		3,000,000

- 15.2 Tranche 1 shall be payable by AusAID within thirty (30) days of the date of this Agreement and receipt of a valid invoice. Subsequent tranches shall be payable subject to the provision

of a statement of acquittal, a valid invoice and subject to satisfactory progress as determined by AusAID. The statement of acquittal must be signed by the senior financial officer or the head of the Organisation indicating that the Funds being acquitted have been expended, in accordance with the terms of this Agreement.

16. CLAIMS FOR PAYMENT

16.1 Invoices must be submitted when due in accordance with this Agreement, in a form identifying this Agreement title and Agreement number 42721/9. Invoices must also contain the Payment Event number(s) notified by AusAID.

16.2 All invoices must be **made to:**

Chief Finance Officer
Australian Agency for International Development
GPO Box 887
CANBERRA ACT 2601 AUSTRALIA

16.3 Invoices should be sent to the above address. Alternatively AusAID will accept electronic invoices. These can be sent to accountsprocessing@ausaid.gov.au

16.4 Where Australian GST applies to this Agreement all invoices must be in the form of a valid tax invoice. Invalid tax invoices will be returned to organisations. Information on what constitutes a valid tax invoice can be found at <http://www.ato.gov.au/businesses/content.asp?doc=/content/50913.htm>

SCHEDULE 1 – ACTIVITY PROPOSAL
TO FUNDING AGREEMENT DEED NUMBER 53365

ACTIVITY PROPOSAL

APMEN Establishment Support Program

Following the inaugural APMEN meeting in February 2009, and the subsequent consultation with Network members and with AusAID on the objectives, structures and the processes of APMEN, AusAID and the University of Queensland (UQ) have agreed to a design document (Asia Pacific Malaria Elimination Network Establishment Support Program (APMEN – ESP) Draft Activity Design Document, 28 September 2009) that will form the basis for AusAID support to APMEN through UQ. While AusAID recognises that the detail of Network operations is subject to agreement by members at the February 2010 APMEN Assembly, this Activity Proposal outlines UQ's role and AusAID's expectations in relation to the funding to be provided to UQ for APMEN.

The overall responsibilities of UQ are to undertake the Secretariat functions as outlined in this Schedule, following the direction of the APMEN Assembly and Advisory Board and adhering to the processes and conditions of this agreement.

Goal and Objectives

1. Goal of the Asia Pacific Malaria Elimination Network

The goal of the Asia Pacific Malaria Elimination Network (APMEN) is to develop and sustain a network of partner countries and institutions to work collaboratively to address the challenges of malaria elimination in the Asia Pacific Region, with particular focus on the unique challenges for the region such as *P. vivax*.

2. Primary Objectives of the Asia Pacific Malaria Elimination Network

The objectives of APMEN are to:

- a) Share information and develop expert consensus on issues relating to malaria elimination, in order to support policy and decision making at the country level.
- b) Support country decision making through building of the evidence base for malaria elimination, with a particular focus on *Plasmodium vivax*.
- c) Increase expertise and capacity to carry out elimination activities through guidance, training, and sharing of experiences.

- d) Provide leadership and advocacy for malaria elimination in the region by expanding international and domestic awareness, funding, and support.
- e) Facilitate support for emerging priorities for malaria elimination especially in the Asia Pacific Regions.
- f) Provide develop a governance structure suitable for the network and provide Secretariat support of governance infrastructure and smooth coordination and to enable efficient work of Network.

Program Components

- 3. Details of the current program components are outlined in Annexe 0 of the APMEN ADD. The work plan commences with an Inception Phase setting up and establishing work plans, governance structures and processes, and the Secretariat, and identifying priority needs on the focus areas of work identified by APMEN I meeting. The remaining workplan activities 2010-2014 focus on priority areas in:-

- 1. Information sharing and consensus building**

- Website
- Reviews of technical strategies for elimination
- Annual meeting

- 2. Building the evidence bases for decision support**

- Documenting evidence on elimination,
- P vivax diagnosis, treatment, control and elimination strategies and tools,
- Vector control,

- 3. Technical guidance and capacity building**

- Study tours
- Fellowships
- Training
- Technical assistance

- 4. Leadership knowledge management and advocacy**

- 5. Facilitating emerging priorities**

- Cross border issues
- Community Mobilization (The full program of community mobilization work was not defined at the APMEN I meeting – and will be developed at APMEN II after the review activities are completed. Funding will be sought form the emerging priority revolving fund and other donors),
- Modeling
- Economic analyses

- 6. Governance and Secretariat functions.**

4. APMEN activities are intended to be implemented by all APMEN members, and other appropriate qualified partner institutions and individuals within the region and broader internationally.

Program Budget

5. The APMEN Program has been designed as a five-year rolling program, with the Annual Work plan to be approved and funded by the APMEN Assembly.
6. The current five-year Program and may change as a result of consultation with the Network and the decisions of the APMEN Assemblies (voting decisions will be made by the country representatives). The Inception Phase Work plan and 2010/2011 Program are attached as Annex 0 “APMEN Inception Period, 2009 - Detailed Workplan/ Cost Estimates/ Funding Needs”; and 0 “APMEN YEAR 1, 2010 - Detailed Workplan/ Cost Estimates/ Funding Needs”.
7. During the period to January 2010 (Inception Phase) major priorities are to:
 - develop the founding documents and achieve consensus amongst APMEN participants;
 - submit these foundation documents to the APMEN Advisory Board for review and finalisation;
 - after finalisation, present the documents to the Network;
 - establish Network processes and framework within six to nine months of the first year of the five year period of foundation; and
 - use processes and framework to identify important performance measures which will inform the approach to Section 4b, “Monitoring and Evaluation.”
8. The development and endorsement of the APMEN Annual Work Plan is a central pillar of the Network’s responsibilities. All research activities proposed in the APMEN Annual Work Plan will be referred to the APMEN Advisory Board for assessment and to resolve any apparent conflicts of interest.

APMEN Governance

9. In order to develop the governance and management structures needed to sustain long-term support to participating countries pursuing elimination programs, it is important for there to be both an independent APMEN Advisory Board (Board) and an effective APMEN Joint-Secretariat (Secretariat). These governance bodies are the “glue” that will guide and manage implementation of APMEN Annual Work Plans as the majority of APMEN participants go about their daily work.
10. The development and endorsement of the APMEN Annual Work Plan is a central pillar of the Network’s responsibilities. The creation of the Work Plan must be a transparent process in order to avoid a situation in which agencies fund and undertake research that is not relevant or not supported by the Member Countries. To avoid conflicts of interest in identification and funding of Network activities, the Joint-Secretariat and individual

Work Groups will need to develop clear decision making and budget allocation processes. All research activities proposed in an APMEN Annual Work Plan for APMEN funding will be referred to an independent APMEN Advisory Board, which is an objective way for APMEN to assess and resolve any apparent conflict of interest matters that arise.

11. The three elements comprising the governance structure of APMEN - the Network, Advisory Board, and Joint-Secretariat - are described in Figure 1.

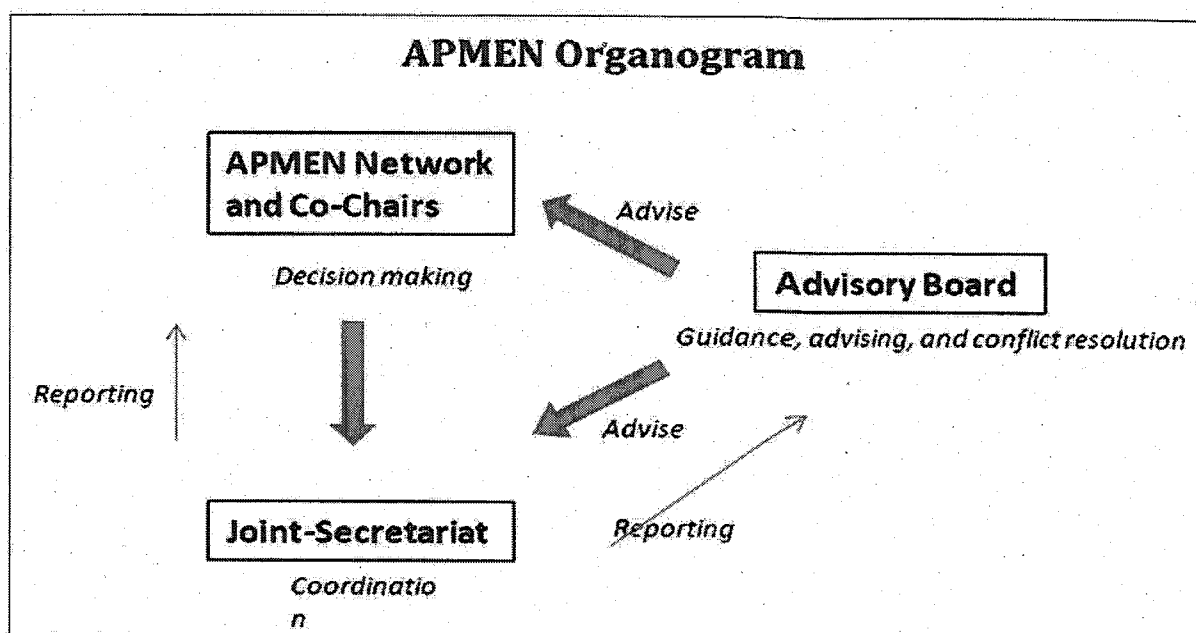


Figure 1: The APMEN Network

Members: A major principle of APMEN is to maintain a focused and efficient network. Thus, membership is limited and consists of recognized representatives of APMEN participating countries and partner institutions (Annex 6) formalized by popular consensus at the APMEN I Meeting in February 2009. Additional individuals or institutions may be invited to attend meetings as Observers.

12. APMEN members and participants are expected to consist of three groups.
 1. **Participating Countries** – are those in the Asia Pacific region, (defined as those countries within the World Health Organization's South-East Asia and Western Pacific Regions), which have declared (within their national malaria plans or similar national plan document) a goal of embarking on malaria elimination at the national or sub-national level; and in whose national jurisdiction APMEN participants may propose both research and elimination activities.

The founding ten participating countries are Bhutan, China, Democratic People's Republic of Korea (DPRK), Indonesia, Malaysia, Philippines, Republic of Korea (ROK), Solomon Islands, Sri Lanka, and Vanuatu. Participating Countries are represented in the Network by a maximum of two representatives per country, selected by the country's Ministry of Health or National Malaria Control Program. Procedures for induction of new members are outlined below. Decisions on work programs and budgets will be made by participating country members.

2. **Partner Institutions** - are drawn from public health, academic, and private sector institutions in the Asia Pacific region that have a strong focus on malaria and malaria elimination. They have indicated their willingness to participate in, fund, support (e.g. through technical assistance, harmonisation of their activities), and/or undertake joint or complementary research and elimination activities. These partners are expected to provide input and feedback to Network work plans and activities at and in between meetings. Representatives are selected for their individual contributions to the Network.
3. **Observers** – may be representatives from other institutions from the region, and/or malarious Asia Pacific countries that have not yet established national elimination policies and targets, but are considering doing so as part of their National Malaria Control Program. Observers may be invited by the APMEN Network co-chairs to attend and/or participate in APMEN proceedings or activities, but participation by Observers is not binding on APMEN except by consensus amongst APMEN members. Observers are not eligible to vote on any APMEN matters and have no rights of veto or participation in any APMEN proceedings or activities.
13. **Role:** A general list of anticipated roles and responsibilities of APMEN Network members is described below:
 1. Represent their country or institution;
 2. Support development and approval of the APMEN Annual Work Plan; including providing input on prioritization of Work Plan activities;
 3. Provide input, and endorse or object to governance structure issues;
 4. Engage in and support or manage implementation of the APMEN Work Plan, including activities in APMEN countries;
 5. Attend and participate in annual Network meetings (substitutes are heavily discouraged);
 6. Review progress reports and performance reports of the Network;
 7. Communicate and advocate for the Network; and
 8. Share information and communicate progress and lessons learned within own country or institution.
14. **APMEN Co-Chairs:** The network will have co-chairs: one country representative and one partner institution representative each selected by their constituency within the Network. Between meetings, the chairpersons will play a decision-making role in consultation with the Advisory Board and Joint-Secretariat. Co-chairs will also be responsible for fielding recommendations or requests to join the network by countries and partner institutions. Co-chairs will be selected at the annual meeting by two-thirds vote of the APMEN membership (both countries and partner institutions), and will serve terms of at least two years.
15. **Approval of New Network Members:** As other malarious countries in the APMEN region formally endorse elimination as part of their national malaria programs, they will be invited to attend the next Network meeting as an Observer, and be proposed to the Network as a future member. Nominated countries will be invited to become full

members upon approval by the Network. New partner institutions will be approved by consensus of the Network co-chairs, paying heed to the APMEN principle of maintaining a focused and efficient network. The Network co-chairs invite these people to member meetings. Full election will be at the 2010 Assembly.

16. Voting Rights: To ensure that APMEN's goals and activities support country priorities, only Member Countries will have rights to vote on the final approval of the APMEN Work Plan, governance arrangements, reviews and progress reports. Out of respect for sovereignty, it is further proposed that APMEN Member Countries have the right to Veto any activity in an APMEN Annual Work Plan proposed for their national jurisdiction which they "cannot live with." Upon applying their Veto, the APMEN activity may be adjusted to implement in other jurisdictions, but not in that of the vetoing Member Country. Partner Institutions and Observers are encouraged to provide input on the Annual Work Plan and Progress Reports but are not able to cast the final vote in the final approval of the Work Plan.
17. Annual Network Assemblies: The Network will meet once annually in a member country, hosted by the country or member institution. This will be a combination of the Technical meeting (2 days) and annual Assembly (1 day). The Technical meeting is a venue for information sharing and knowledge exchange about malaria elimination activities. The Assembly will serve as the planning and decision-making body. The Network co-chairs will present the proposed annual Work Plan to the Network at the Assembly with the assistance of the Joint-Secretariat. If there are concerns about the Joint-Secretariat, the Joint Secretariat may be asked to step out of the room to facilitate candid discussions. Agreement by consensus is required for all decisions presented during the meeting. Unresolved conflicts will be forwarded to the Advisory Board for investigation and resolution. Minutes will be taken by the Joint-Secretariat and approved via email by Network members. Following approval, an annual communiqué will be released to all members and posted on the Network website, by the Joint-Secretariat host responsible for the website.

The APMEN Advisory Board

18. Membership: The Advisory Board will represent the diversity of APMEN members, in background and expertise. The Board will have up to eleven voting members.
 - a) Five positions drawn from the APMEN Network membership, comprised of:
 - three Country Member representatives; and
 - two Partner Institution representatives.
 - b) Two WHO representatives, one each from SEARO and WPRO;
 - c) Two Secretariat positions, one from each of the two organisations comprising the Joint-Secretariat; and
 - d) Major donors to APMEN may also be invited to become ex-officio members of the Board.
19. The Board chair, selected by the Board members, will have an administrative and leadership role while coordinating with the Joint-Secretariat. Board members will be requested not to send a substitute if they are not able to attend a meeting. A quorum will be three members, with at least one Country Member and one Partner Institution

representative present. Any Board member may be asked to absent themselves from discussion of any topic for which there may be a perception of conflict of interest. Annual Network Assemblies may make decisions that vary the membership, role and operating rules for the Advisory Board.

20. Process for selection: Candidates for country and institution seats will be proposed by Network membership. Country members will nominate both country member representatives and outside-Network agencies. Member partner institutions will nominate partner institution representatives. To establish the initial Board, the Joint-Secretariat called for nominations in September 2009, which were due in October. Candidates with the top number of nominations will be proposed as board members, subject to final confirmation at the following Network meeting. At least 25% of APMEN members must submit nominations for process to be considered valid. The Secretariat will call for additional rounds of nominations until this threshold is achieved. The Joint-Secretariat will liaise with nominated Board members to review roles and responsibilities. Nominated Board members will be asked to make a written statement ascertaining any potential conflicts of interest. If the nominated Board member accepts the nomination, he or she will join the Interim Board. This interim Board membership will operate until the February 2010 APMEN II meeting, when Interim Board will obtain formal appointment pending ratification by the Network, the Interim board will provide guidance to the Joint-Secretariat.
21. Terms of Service: Board members will serve staggered terms of three years after which they may be re-nominated to serve another term. There is no limit to the number of terms, members may nominate. Among the first Board members, 50% will be two years terms and 50% 3 years terms, split across membership categories.
22. Role: The Board will work with both the Network and the Joint-Secretariat to fulfil its main role - to stay informed of current initiatives, monitor progress of Work Plan activity implementation, and provide input and insight: it is considered to be an expert consultative mechanism. The Board is expected to facilitate and support the implementation of the Assembly's decisions by the co-Secretariats, and is responsible for resolving any conflicts that may arise. The Board's decision-making powers will be as delegated by the Assembly. The Board may seek the advice of additional outside experts as needed.
23. Specific Board member responsibilities in supporting the implementation of Assembly decisions may include the following:
 - a) Attend yearly meetings of the Board, one face to face and one held by phone, email or videoconference;
 - b) Provide advisory input on APMEN strategy and implementation;
 - c) Provide an expert review process of the Annual Work Plan and additional proposals;
 - d) Resolve conflicts that arise between or among members or working groups, including mediation of potential conflicts of interest, through investigation and resolution (see clause 24 below);
 - e) Oversee the activities of APMEN programs and the distribution of funding among working groups;

- f) Provide peer review for APMEN activities, and related progress reports and reviews, assuring the quality, cost effectiveness and timely implementation of APMEN research and programmatic activities;
 - g) Identify and network with potential APMEN donors while communicating and coordinating these efforts with the Network and Joint-Secretariat;
 - h) Use appropriate processes and procedures to conduct out of session processes, including effective communication and networking;
 - i) Approve the record of proceedings the APMEN Annual Meeting prepared by the Secretariat,
 - j) Preside over possible transitions of Joint-Secretariat from one institution to the next; and serve as or ensure appropriate interim Secretariat as needed.
24. **Conflict Resolution:** If conflicts arise, network members will alert the Joint-Secretariat, which will investigate and prepare information for the Advisory Board. The Board chair will decide whether to convene a special session or communicate the details to the Board for the next scheduled meeting. A consensus on the matter will be reached, but if there is no consensus, decisions will be made by a two-thirds vote. The Board will hand down the decision to the Joint-Secretariat, which is tasked with communicating the results to individual and Network members as appropriate. APMEN network members, individually or as a group, may approach members of the Board directly if they see fit – this will allow members to raise issues or concerns about the Joint-Secretariat. A proposed organizational chart for the Joint-Secretariat is found at Figure 2.

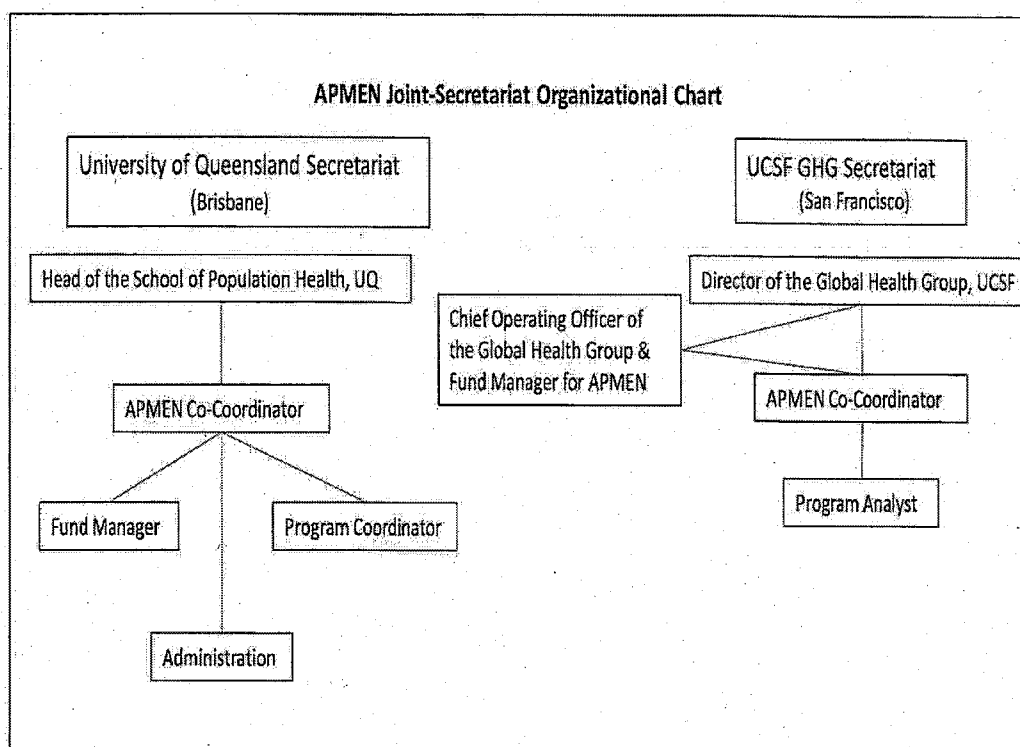


Figure 2 – Proposed APMEN Joint-Secretariat Organisational Chart

25. The inception phase will seek the development of discussion papers to the APMEN Assembly and Board members for review and approval on governance structures of

APMEN, website development and use, facilitation of discussions and proposals for APMEN support and the process of support to vivax and vector control working groups, process of the fellowships, research support and study tour programmes.

26. The Joint-Secretariat roles and the hosting of the Secretariat will need to be independently appraised and evaluated by APMEN during and at the end of the initial five year term; after which, the University may be engaged to continue, and/or share the Joint-Secretariat role with other candidates; and be funded in this role by AusAID, and/or other institutions.

The APMEN Joint-Secretariat

27. The APMEN Joint-Secretariat consists of representatives from the University of Queensland, Brisbane and the Global Health Group, University of California, San Francisco.
28. The APMEN Joint-Secretariat is responsible for supporting, facilitating and harmonizing all APMEN activities, and works with the Advisory Board to guide and manage the implementation of all activities. The Joint-Secretariat will ensure transparent decision making and allocation of APMEN funds in accordance with Assembly and Board advice, and provide for advance dialogue on all major proposals during the lead-up preparations to any annual Work Plan and meeting. A key role for the Board and Secretariat is to ensure that volunteer APMEN participants are properly briefed and already engaged in the process of consultation well before being asked to provide their consensus views.
29. The general allocation of roles within the Joint-Secretariat will be as follows:
 - The University of Queensland will provide lead coordination and fund management for activities and subcontracts funded by AusAID and coordination of meetings, working groups, and capacity building work.
 - The UCSF Global Health Group co-Secretariat will do the same for activities funded by the Gates Foundation.
 - Funds from other donors will be managed through either Secretariat, as felt to be appropriate by the donor.
 - Both members of the Joint-Secretariat play key roles in ensuring implementation of evidence building and information sharing activities.
30. Strong communication will be critical to avoid duplication of efforts or conflicts between the Joint-Secretariats. Secretariat staff will jointly develop annual work plans assigning responsibilities and timelines, and will meet regularly through monthly planning meetings and frequent email and phone contact, and will meet annually in person, likely at a Network meeting. The Advisory Board will provide support in resolving any potential conflicts between the Joint-Secretariats. The Joint-Secretariat will also develop its own clear work plans and coordinate amongst itself through quarterly planning calls and annual in-person meetings.
31. Joint Co-Secretariat duties specifically include the following:

- i Develop guiding principles, governance structure, and procedures for APMEN to be reviewed and endorsed by the Network;
- ii Coordinate meetings in partnership with country or institution co-host; ensure strong meeting preparation, oversee contracts and budget, and ensure all bills paid on timely basis (GHG and UQ);
- iii Prepare annual Work Plan in consultation with Network members, Advisory Board and Working Groups and ensure accordance with APMEN Activity Criteria (listed below); ensure regular communication; facilitate Work Plan review and approval process (UQ);
- iv Coordinate and support implementation of Work Plan through 1) management and allocation of funds in accordance with all agreements; 2) implementation and management of contracts or sub-awards; 3) approval of expenses and bill paying; 4) provision of administrative support to meetings and working groups (each member of the Joint- Secretariat will manage according to the activity group and related funding agency) (GHG – for BMGF and UQ for AusAID);
 - a) The University of Queensland will take the lead responsibility for the following activities in the work plan:
 - managing funds provided to the University as the APMEN Secretariat for research grants, fellowships, study tours, Annual Assembly and scientific meeting and Secretariat management functions;
 - training program management;
 - knowledge management including maintenance of an APMEN website;
 - contracts management related to research grants; and
 - maintenance of in-house management capacity at the UQ SPH including reporting functions.
 - b) The GHG will take the lead responsibility for:
 - advocacy;
 - case study documentation and document translation; and
 - funding for GHG related activities will be sought from a separate Foundation donor/s;
- v Manage relationships with other malaria agencies and partnerships by developing and formalizing terms of reference depicting the scope of work and details of the relationship – these contracts (if finances are involved) or agreements will be ratified by the Network at the annual meeting (each member of the Joint-Secretariat will manage according to the activity group and related funding agency) (GHG – for BMGF and UQ for AusAID);
- vi Support culture of knowledge management during and in between meetings, accomplished through a web-based learning community that will serve to keep the

- APMEN Network, Observers, and Board informed and up to date on current activities and decisions. Decisions made by the Network or Board will be posted on Network websites and distributed to each interested party by UQ as one of its functions as Joint-Secretariat; (UQ);
- vii Manage reporting of APMEN-approved activities; prepare and present the Joint-Secretariat Annual Report at the APMEN Network Annual Meeting (each member of the Joint- Secretariat will manage according to the activity group and related funding agency);
 - viii Annual APMEN meeting organisation (with host country) and management; and provide secretariat support APMEN Assembly and Co-Chairs. (UQ);
 - ix Investigate cases of conflict and forward to Board for resolution (GHG);
 - x Support Advisory Board (e.g. prepare materials for regularly scheduled and special session Advisory Board meetings, etc.) (UQ); and
 - xi Seek ongoing donor funding and manage relationships and contracts with new donors, including but not limited to: 1) along with the Advisory Board and Network members, encourage involvement with new donors; 2) coordinate with Network partners who successfully identify new funding to receive funds and establish clear terms, fund management and responsibilities, and track the success or failures of these efforts; 3) analyse risks and benefits of forging new relationships with donors and communicate these results with Network and Advisory Board; 4) sign off on all new donor agreements (lead taken by GHG).
32. During the inception phase oversee the development of discussion papers to the APMEN Assembly and Board for review and approval on governance structures of APMEN, website development and use, facilitation of discussions and proposals for APMEN support and the process of support to vivax and vector control working groups, process of the fellowships, research support and study tour programmes.
33. The Joint-Secretariat roles and the hosting of the Secretariat will need to be independently appraised and evaluated by APMEN during and at the end of the initial five year term; after which, the University may be engaged to continue, and/ or share the Joint-Secretariat role with other candidates; and be funded in this role by AusAID, and/or other institutions.

APMEN Work Groups

34. At the inaugural APMEN meeting in 2009, APMEN members identified the need for one or more workgroups to meet regularly and oversee decision making and implementation of key activities, particularly operational research. .
35. Roles and responsibilities for a work group include:
- i. Develop Terms of Reference with input and guidance from the Advisory Board; these terms will be approved by the Network; and
 - ii. Develop processes for identification and approval of work plan and funded projects; these processes and decisions must be reviewed and approved by the Network and Board, and the work group will operate under the principle of transparency in order to avoid conflicts of interest and concerns.

36. Conflicts pertaining to a Work Group will be forwarded to the Board for resolution.

Annual consultation process

37. The annual consultation and approval timeline for 2010 – 2011 will be as follows:

- July annually - review of Annual Work Plan and update. Circulate review and update document to Network members via email. Terms of Reference for Advisory Board developed;
- August annually – Initial terms of reference for Advisory Board circulated to Network members; call for nominations for members;
- September annually - Comments received, final documents developed. Nominations for Board members due September 1; initial Board established and first meeting planned;
- November annually – Circulate to Virtual Board who will meet and hold discussions on the Work Plan, processing of discussion papers, position papers, annual report drafts, and other reports according to the Work Plan;
- December annually - All documents and reports are finalised considering Board feedback;
- January annually – circulate final documents to Network with board recommendations;
- February annually - Annual Network Meeting and scientific meeting/s; and
- March annually – final Work Plan established for the year.

Management Structure

38. The Joint-Secretariat, with guidance from the Advisory Board, will develop the following documents to guide the long-term function of APMEN. These will be circulated among the Advisory Board at its first meeting, and presented to the Network for approval at its 2010 annual meeting:

- APMEN Governance TORs;
- APMEN Guiding principles;
- APMEN Activity criteria;
- APMEN fraud, corruption and conflict of interest principles;
- APMEN Discrimination and Harassment Principles; and
- APMEN Assembly standing orders.

Financial arrangements

39. AusAID funding will be received and managed by The University of Queensland, on behalf of the APMEN, in accordance with the terms of this agreement. The University

will in turn provide funding to other agencies in accordance with the decisions of the APMEN Assembly and Advisory Board. The University will develop Standard Funds Management clauses for incorporation into individual funding agreements. These clauses will enable the Secretariat to manage all APMEN funds received using its existing accounting systems and internal controls, and allow consistent reporting to the APMEN Assembly and Advisory Board and to funding agencies. Each APMEN Activity will be established as an individual cost centre in the Secretariat's Chart of Accounts.

40. The University has confirmed that these requirements are within the scope of existing University financial management capacities.
41. The University will provide (as an in-kind contribution to APMEN) an experienced academic and programme manager as Director at 20% of a Full-Time Equivalent (0.2 FTE) position.
42. APMEN will utilise a calendar fiscal year (January to December). The Secretariat will provide audited¹ financial statements to funding organisations and the APMEN Assembly to be held in February/March of each year. The Secretariat will also provide financial progress reports six-monthly to the Board which will also be able to meet development partners reporting cycle needs,
43. Monitoring of all APMEN funds will be in the form of Six Monthly Acquittal Reports that are submitted by the Secretariat to the Board, AusAID, relevant funding bodies and all other stakeholders via the Website.
44. The following documents will make up the Six monthly Acquittal Report:
 - i. Cash flow estimates of APMEN receipts and payments for the next 6 months;
 - ii. APMEN monthly bank account reconciliations for the six months;
 - iii. APMEN expenditure details for each Activity from the Implementer; and
 - iv. Secretariat letter making a formal request for further AusAID funding based on AusAID funds received to date, AusAID funds expended and forward cash flow estimates based on the approved annual work plans and progress.
45. These reports will be submitted within 30 days of the end-of-quarter to the Board and as required to funding agencies, noting that non-reporting Activities and their Implementers will be identified and followed up by the Secretariat. Repeat non-reporting Activities and their Implementers will be referred to the Board for further consultation.

Monitoring and Evaluation

46. The Secretariat will monitor and report on the attainment of Activity performance indicators and Secretariat Management performance indicators in its reports to the Board (at the end of the Inception phase and 6 monthly thereafter) and its Reports to the

¹ The University is externally audited by independent auditors in February of each year. The availability of Audited financial statements for APMEN will depend on timing of the Assembly, but statements will be completely audit-ready, if not audited in most cases.

APMEN Annual Meetings. Activity and Secretariat Management performance indicators for the first APMEN Work plan are set out in APMEN ADD Annex 0 ("APMEN Inception Period, 2009 - Detailed Workplan/ Cost Estimates/ Funding Needs".)

47. AusAID will undertake an independent Progress Review (currently proposed for November 2010) and annual Independent Financial Reviews. This and any additional monitoring and evaluation activities or reviews will be undertaken at the funding agencies' costs.
48. The following Program-level outcomes are expected for APMEN and its Joint-Secretariat at the conclusion of the five-year Foundation period:
 - (i) Ten Asia Pacific malarious countries that are currently formally embarking on malaria elimination programs can provide empirical evidence of progress towards malaria elimination;
 - (ii) The remaining ten Asia Pacific malarious countries are informed by both the technical research undertaken and the elimination processes adopted and make public health policy commitments towards sustained aggressive malaria control and potentially elimination as part of their national malaria strategy;
 - (iii) Member Countries through the APMEN Assembly will approve five APMEN Annual Work plans for the years 2009-2010 to 2012-2014 and commit funding to these at Annual APMEN Assemblies; and
 - (iv) The APMEN will endorse and operate under the Guiding Principles for transparently and inclusively selecting and implementing research and country elimination activities; and sharing information to the APMEN membership.
49. In addition the following WPRO Regional Strategic Plan 2010-2014 and Roll Back Malaria indicators will be measured by the APMEN as a whole-of-work plan M&E framework
 - (i) % countries with multi-sectoral and inter-agencies partnerships established;
 - (ii) % countries having a policy of universal coverage for all with basic planning including relevant malaria control activities;
 - (iii) Number of malaria drugs (particularly for vivax) to level of phase III testing;
 - (iv) % countries with established official linkages established and research agenda of public health interest with research institutions and Ministries of Health;
 - (v) % countries with established Prevention and control of epidemics;
 - (vi) % countries with established early and prompt treatment of malaria;
 - (vii) Broad reduction in Crude death rate, API and economic burden of malaria; and
 - (viii) Percentage of countries with functional sentinel surveillance for efficacy of first and second line anti-malarial drugs.

Cross-cutting issues

50. The APMEN will maintain a strong focus on both the strategic relationships of gender and malaria as well as practically integrating gender into its activities.
51. The University of Queensland and APMEN will maintain an equitable, systematic and consistent approach to recruitment and selection in order to attract, select, and retain the most capable staff through open competition on merit.
52. All stages of the recruitment and selection process must conform with the provisions of relevant legislative framework in the country hosting the Secretariat. These are likely to include prohibiting discrimination on the basis of:
53. sex, relationship status, pregnancy or potential pregnancy, parental status or family responsibilities, breastfeeding, age, race, colour, national or ethnic origin, impairment or disability, religious belief or religious activity, political belief or activity, trade union activity, lawful sexual activity, gender identity, sexuality and family responsibilities or association with, or relation to, a person identified on the basis of any of the above attributes.
54. The APMEN will therefore encourage and facilitate equal access of women and men to all training, fellowship and other professional development opportunities supported through the network. Research teams will be encouraged to support opportunities for male and female scientists, especially younger members of the team. All committees, working groups and positions within APMEN will be supportive and male and female participation.
55. The APMEN will develop and endorse an Environmental Management Policy demonstrates a commitment to conducting its activities in accordance with the broad environmental protection principles, informed by the host secretariat country and funding agencies requirements.
56. Further, all APMEN Activity Proposals will be required to state their policies in the area of both gender equality and environmental protection.

Critical Risks and Risk Management Strategies

57. A range of risks has been identified as part of the design of support for APMEN, and these are outlined in Annex 0 of the APMEN ADD. The University of Queensland will ensure that the Secretariat undertakes its responsibilities with an awareness of these risks and manages risks accordingly, updating and amending the Risk Matrix as necessary.

ANNEXES

APMEN Inception Period, 2009 - Detailed Workplan/ Cost Estimates/ Funding Needs

Objective	Priority Area and Objectives	Activities, Inception (June-December 2009)	Indicators/Deliverables	Budget (3 months)	Funding agency	Coordinator/Fund Manager	Implementer	Partner(s)
I. Information Sharing and Consensus Building	A. APMEN website: Develop, maintain, and improve as a resource centre and means for communication among APMEN members, with the larger malaria community, and as an advocacy tool to the general public.	1	Temporary website established, positive feedback received.	Completed	BMGF	GHG	GHG	UQ, MEG
		2	Plan for permanent website developed, work contracted.	AS\$10,000	AUSAID	UQ	UQ	GHG, ACTMalaria, USAID, MEG, WPRO, SEARO
	B. Support translation, editing, and publication of key documents relevant to malaria elimination in the Asia Pacific	1	Support English translation of the document, Malaria Control and Elimination in China, 1950-2008.	US\$25,000	BMGF	GHG	GHG	National Malaria Programmes, MEG
		1	1.1 Develop programme and arrange logistics to support sharing of experiences in malaria elimination at annual APMEN meeting. 1.2 Develop informative and educational study tours for APMEN members, to occur alongside annual APMEN meeting.	AS\$50,000	AUSAID	UQ	UQ, GHG, host country	WPRO, SEARO, Asia Virus network
	C. Share knowledge and experiences in malaria elimination through annual gatherings.	1	Completed draft document "APMEN guidelines for drafting a National Malaria Elimination Strategy"	US\$7	BMGF	GHG	WHO, GHG	ACTMalaria, member countries
		2	2.1 Develop a work plan to develop M&E indicators for malaria elimination in the Asia Pacific Region. 2.2 Undertake Review M&E indicators used for other disease control elimination 2.3 Draft working paper on M and E for elimination in the APR 2.4 Circulate for review 2.5 Finalise working paper 2.6 Disseminate including on website activities	US\$0	AUSAID	UQ	UQ	WHO, MEG, Macro International, MeasureEval, CDC
	D. Review technical strategies recommended by major institutions as well as those utilized by APMEN countries. Analyse and distill into consensus documents and guidelines relevant to malaria elimination in the Region.							
	E. Establish centralized centre for case reporting data, use data to track progress and create accountability.							
				AS\$24,280				

Objective	Priority Area and Objectives	Activities, Inception (June-December 2009)	Indicators/Deliverables	Budget (3 months)	Funding agency	Coordinator/Fund Manager	Implementer	Partner(s)
II. Building the evidence base for decision support	A. Document the available evidence through case studies on particular countries or topics.	1. Country case studies of elimination: 1.1 Develop framework for case studies in coordination with MEG. 1.2 Initiate Sri Lanka case study. 1.3 Perform initial review of Asia Pacific case studies available in WHO archives. 1.4 Reviews as completed posted on APMEN website.	Framework for case studies developed. Sri Lanka case study initiated. WHO archives reviewed. Reviews and studies shared on website.	US\$40,000	BMGF	GHG	GHG, MEG, Sri Lanka National Malaria Control Programme	WHO, MEG
		2. Review country experiences on the dynamic nature of vector control, given changing epidemiology and transmission patterns, looking at the spectrum from full coverage of interventions to no vector control (just surveillance, and outbreak response in low tr	Review of MDA initiated. Review on use of single dose primaquine for Pf antiparasitological effect initiated.	See vector control activities	BMGF, AusAID	GHG, UQ	GHG, UQ	member countries
		3. Economic analyses. 3.1 Complete cost analyses of Philippines and China work. 3.2 Incorporate analyses as part of MEG Lankeet Series papers. 3.3 Publish full reports on APMEN website	Cost effectiveness analyses of elimination in the Philippines and China completed.	US\$20,000	BMGF	GHG	GHG	MEG, member countries
		1. Establish vivax working group membership and TOR.	Vivax working group membership and TOR developed. First meeting convened.	AS132,107	JusAID	Menzies (Subcontract through UQ)	Menzies	member countries, WHO, Eijkman-Oxford Clinical Research Unit, AMI, WUARN, WRAR, Malaria Asia Vivax network
II. Building the evidence base for decision support	B. Vivax working group: perform reviews, operational research, and develop guidelines for P. vivax diagnosis and treatment.	2. 2.1 Review current vivax research programmes and activities in APMEN countries. 2.2 Identify potential partners and potential funding institutions for additional work.	Landscape of vivax research activities among APMEN member countries. Potential partners identified.	see IB1 budget	AusAID	Menzies (Subcontract through UQ)	Vivax working group members	member countries
		3. 3.1 Identify knowledge gaps in the optimal diagnosis and management of P. vivax and define operational research priorities. 3.2 Authors of the document "Operational Research Priorities for Elimination of P. vivax in the Asia Pacific Region" identified 3.3 Outline of working draft completed	Outline of working draft completed.	see IB1 budget	AusAID	Menzies (Subcontract through UQ)	Vivax working group members	Malaria, member countries
		4. 4.1 Develop proposal for a mechanism to fund and support catalytic operational research projects. 4.2 Present working paper for ratification at APMEN II February meeting.	A mechanism to fund and support catalytic operational research projects ratified by APMEN members.	see IB1 budget	AusAID	UQ	Vivax working group members	member countries, WHO, Eijkman-Oxford Clinical Research Unit, AMI, WUARN, WRAR, Malaria Asia Vivax network

APMEN Establishment Support Program – Schedule 1

Objective	Priority Area and Objectives	Activities, Inception (June-December 2009)	Indicators/Deliverables	Budget (3 months)	Funding agency	Coordinator/Fund Manager	Implementer	Partner(s)
II. Building the evidence base for decision support	B. Vivax working group: perform reviews, operational research, and develop guidelines for P. vivax diagnosis and treatment.	5	Improve evidence base for vivax diagnostics (e.g. RDT, PCR, serological methods) and develop guidelines for P. vivax (S.1 Review of existing and pipeline vivax diagnostics completed. S.2 Review of diagnostic options and their strengths and weaknesses published on APMEN website Review available on website	see IB1 budget	AusAID	Menzies (Subcontract through UQ)	Vivax working group members	member countries, WHO, Eijkman-Oxford Clinical Research Unit, AMU, WWARN, WRAIR, Malaria Asia Vivax network
		6	Improve evidence base on G6PD deficiency. 6.1 Collate available information on the distribution, burden and management of G6PD deficiency and red cell polymorphisms in member countries. 6.2 Provisional Map of regional prevalence of G6PD deficiency and red cell polymorphisms in member countries developed 6.3 Map posted on APMEN website Map available on APMEN website	see IB1 budget	AusAID	Menzies (Subcontract through UQ)	Vivax working group members	member countries, WHO, Eijkman-Oxford Clinical Research Unit, AMU, WWARN, WRAIR, Malaria Asia Vivax network, MAP
		7	Improve evidence base on vivax treatment. 7.1 Engage formal contact with WWARN. 7.2 Support to updated Cochrane review on primaquine as relapse therapy for P. vivax 7.3 Identify common activities and collaborators for vivax treatment work Documented list of potential collaborators and activities. Draft of updated Cochrane review contributions completed.	see IB1 budget	AusAID	Menzies (Subcontract through UQ)	Vivax working group members	WWARN, as above
		8	Develop strategy to define the extent and severity of vivax malaria regionally. 8.1 Engage in formal contact with MAP. 8.2 Identify common activities and collaborators for vivax work Documented list of potential collaborators and activities.	see IB1 budget	AusAID	Menzies (Subcontract through UQ)	Vivax Working group members	WHO

APMEN Establishment Support Program – Schedule 1

Objective	Priority Area and Objectives	Activities, Inception (June-December 2009)	Indicators/Deliverables	Budget (3 months)	Funding agency	Coordinator/Fund Manager	Implementer	Partner(s)
II. Building the evidence base for decision support	C. Vector control working group: Set priorities, perform reviews and operational research, develop guidelines for vector control issues relevant to malaria elimination in the Region.	1. Establish Vector Control working group b) ORGANISE first meeting of working group	Minutes of first working group meeting published on web	AS\$5,000	AusAID	UQ	Vector control working group members	WHO, CDC, SPC, member countries
		2. Review country experiences on the dynamic nature of vector control, given changing epidemiology and transmission patterns, looking at the spectrum from full coverage of interventions to no vector control (just surveillance, and outbreak response in low transmission areas).	Completed survey of national vector control strategies including coverage and indicators.	See ICT budget	AusAID	UQ	Vector control working group members	WHO, CDC, SPC, member countries
		3. Determine operational research priorities for vector control in elimination settings.	Draft document on vector control operational research priorities for elimination in the Asia Pacific completed	See ICT budget	AusAID	UQ	Vector control working group members	MalERA, WHO, CDC, SPC, member countries
		4. Assess the vector surveillance systems at the country and regional levels for monitoring the potential intensity of transmission and the scope and scale of resistance to insecticides	Publish summary of vector surveillance including insecticide resistance in AP/MEAN countries	See ICT budget	AusAID	UQ	Vector control working group members	WHO, CDC, SPC, member countries
		5. Develop criteria for monitoring the effectiveness of vector control and vector control specialists	Develop standard protocols including process and outcome indicators for vector control; Develop benchmarks for vector control specialists for professional and technical staff	See ICT budget	AusAID	UQ	Vector control working group members	member countries, Liverpool School of Tropical Medicine, WHO, CDC, SPC, member countries

APMEN Establishment Support Program - Schedule 1

Objective	Priority Area and Objectives	Activities, Inception (June-December 2009)	Indicators/Deliverables	Budget (3 months)	Funding agency	Coordinator/Fund Manager	Implementer	Partner(s)
III. Technical guidance and Capacity Building	A. Help build the expertise and human resource capacity for malaria elimination.	1.1 Develop a mechanism to fund and support an APMEN fellows program. 1.2 Prepare working paper to present at APMEN II meeting.	Fellows funding mechanism developed and approved by APMEN Assembly.	ASO	AUSAID	UQ	ACTMalaria, WHO	members countries
		2. Develop concept for a malaria mapping training program.	Malaria mapping training concept developed and ratified by APMEN		AUSAID	UQ	UQ	MAP
		3. Improve the entomological capacity for malaria elimination in the Asia Pacific. 3.1 Survey member countries to ascertain entomology capacity 3.2 develop recommendations on vector control capacity needs of elimination countries at national, provincial, and district levels	Entomological capacity survey and analysis with recommendations for development completed.		AUSAID	UQ	APMEN-WHO	members countries
		4. Develop elimination training modules in collaboration with ACTMalaria and WHO: 4.1 Working with ACT malaria review existing modules on malaria programme implementation and management 4.2 Develop concept paper on need for and contents of a malaria elimination training module with specific focus on Asia Pacific Regional needs 4.3 Present concept to APMEN II meeting	Elimination training concept developed and ratified by APMEN	Staff inputs, no additional costs	AUSAID, USAID	UQ, ACTMalaria	ACTMalaria, WHO	members countries
		5. Study tours: 5.1 Develop working paper on the aims, objectives, and modus operandi of study tours including how to identify themes and locations and members 5.2 Present working paper to APMEN Board and members for comment and endorsement of final procedures	Working paper on aims, objectives and operations of study tours developed and endorsed.	Staff inputs, no additional costs	AUSAID	UQ	UQ	members countries
		6. Technical assistance on malaria elimination: 6.1 develop working paper on aims and objectives and mechanisms of operating the TA process. 6.2 Gather relevant experts in response to specific requests for technical assistance for specific requests, e.g. support on GF proposal preparation	Working paper on aims, objectives and operations of technical assistance developed and endorsed.		WHO	WHO	WHO	all APMEN members

APMEN Establishment Support Program - Schedule 1

Objective	Priority Area and Objectives	Activities, Inception (June-December 2009)	Indicators/Deliverables	Budget (3 months)	Funding agency	Coordinator/Fund Manager	Implementer	Partner(s)
IV. Leadership, knowledge management, advocacy	A. Lead and give voice to elimination efforts in the Asia Pacific Region, and particularly for P. vivax. Generate awareness and understanding in the general public. Garner political and financial support in country, regionally, internationally.	1.1. Develop an overall APNMEN advocacy plan with support from an advocacy/public relations consultant 1.2. Complete draft plan 1.3. Present to APNMEN II meeting and potential funding agencies	Completed draft advocacy plan.		BMGF	GHG	GHG	RBM, Malaria No More, Consulting/PR firm (TBD), UQ, Menzies
		2. 1. Develop plan to advocate for development and licensing of tafenoquine. 2.2 Implement plan to advocate for development and licensing of tafenoquine.	Year 2 activities for tafenoquine advocacy commenced.		BMGF	GHG	MMV, vivax focus group	
		3.1 Develop materials (i.e. presentations, brochures) on APNMEN for members to share and distribute when appropriate 3.2 Periodically update materials (i.e. presentations, brochures) on APNMEN for members to share and distribute when appropriate	At least 2 APNMEN materials developed and distributed at 5 major malaria meetings/events.		BMGF	GHG	GHG	UQ
		4. Ensure media coverage of APNMEN at international and national levels.	International media coverage of APNMEN achieved on at least 2 separate issues.	Staff inputs, no additional costs	BMGF, AusAID	GHG, UQ	GHG, UQ	APNMEN Chair and Board
		5. Link APNMEN with Asia-Pacific Economic Cooperation (APEC) and Association of Southeast Asian Nations (ASEAN) by arranging an APNMEN meeting alongside APEC/ASEAN meeting.	Establish contacts with APEC and ASEAN	Staff inputs, no additional costs	BMGF, AusAID	GHG, UQ	GHG, UQ	WHO, APEC, ASEAN
V. Facilitating of emerging priorities	A. Facilitate cross-border and regional collaboration.	Regional and Cross-border collaborations: 1.1. develop a concept paper on the need for regional and cross-border approaches and financing for malaria elimination 1.2. Liaise with Global Fund leaders to advocate for a revised approach to regional and cross-border proposals	Global Fund leaders engaged in discussions on facilitating cross-border/regional proposals.		BMGF	GHG	GHG, WHO	GFATM
	B. Establish a program of work that will help clarify and support the role of the community in malaria elimination.	Role of community for elimination: 2.1. Literature review on lessons learnt and methods trialling to support the role of community in control and elimination of malaria and other diseases. 2.2. Review paper drafted 2.3. Paper posted on APNMEN web.	Review of community participation in malaria control and elimination finalised.		AusAID	UQ	to be determined	
	C. Explore the role of modelling for malaria elimination in the region.	Modelling: 3.1. Develop discussion paper on modelling for APNMEN II meeting. Paper will consider implementation of modelling to help countries allocate resources and plan an elimination strategy.	Discussion paper on the role of modelling in resource allocation and elimination developed for APNMEN II meeting.	Staff inputs, no additional costs	BMGF, AusAID	UQ, GHG	to be determined	

APMEN Establishment Support Program - Schedule 1

Objective	Priority Area and Objectives	Activities, Inception (June-December 2009)	Indicators/Deliverables	Budget (3 months)	Funding agency	Coordinator/Fund Manager	Implementer	Partner(s)
VI. Secretariat function	A. Coordination and Management of APMEN governance and activities	1	Coordinate and manage activities of the Advisory Board - Virtual board meeting November annually and face-to-face meeting preceding the APMEN annual meetings	AS\$5,000	BMGF, AusAID	UQ, GHG	UQ, GHG	
		2	Coordinate and manage prioritized APMEN activities	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
	B. Plan and Coordinate annual meeting	1	1.1 Develop agenda and logistics plan for APMEN II meeting in Kendi (Sri Lanka) February 2010 1.2 Undertake planning visit in November to work with Sri Lankan colleagues to finalise details 1.3 Invite attendees, distribute agendas and related papers, send press releases, arrange visas etc.	AS\$5,000	AusAID	UQ	UQ, GHG, host country	Sri Lanka
	C. Ensure and manage funds	1	1.1 Develop Standard operating procedures for APMEN funds management including financial reporting	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
	D. Linking with global and other regional malaria efforts - Liaise, interact, and coordinate strategies and work of APMEN with those of other elimination efforts worldwide and with the greater malaria community.	1	Ensure APMEN coordination with global malaria organizations (RM, MEG, etc.) and representation at important events (WIM, upcoming Panama vivax meeting, upcoming "Getting to Zero" high-level Wilton Park meeting, ASTMH annual meeting, etc.)	APMEN represented at at least 5 identified high level meetings	BMGF	GHG	GHG, WHO	MEG
		2	Link APMEN with other regional efforts - Mekong Malaria Programme, Elimination 8 (E-8), Tashkent Declaration, Saudi-Yemen Partnership, efforts in Latin America, etc.	See secretariat operating costs	BMGF	GHG	GHG, WHO	MEG

APMEN Establishment Support Program - Schedule 1

Objective	Priority Area and Objectives	Activities, Inception (June-December 2009)	Indicators/Deliverables	Budget (3 months)	Funding agency	Coordinator/Fund Manager	Implementer	Partner(s)
Vi. Secretariat function	E Develop Secretariat capacity to manage the program of work	1.1 Set up office including furnishings, equipment, staff recruitment 1.2 Operate secretariat (salaries, communications, other operating costs and administrative costs and overheads)	Office established, staff mobilised	UQ, A\$89,800	AusAID, BMGF	UQ, GHG	UQ, GHG	
		2 Develop Standard operating procedures for APWEN communications, secretariat functions, data management and web management	SOPs developed and circulated	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
		3 Develop required MOUs, MOAs and subcontracts.	Agreements and contracts templates finalised, Agreements established	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
		1 Develop draft annual work plan and budgets and business plan	Draft work plans, budgets and business plans developed.	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
		2 call for review by members	Plans reviewed	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
		3 Present to Board	Board review undertaken	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
	F Planning process	4 Present to APWEN members	APWEN review undertaken	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
		5 Finalise	Work plans, budgets and business plans finalised	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
		6 Circulate for funding and advocacy	Funding proposals finalised and submitted	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
		1 Develop template for annual report in liaison with members and funding agencies	Annual report template finalised	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
		2 Prepare annual report draft every December	Draft annual report circulated	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
		3 Present final draft to Board and Members	Draft annual report presented to members and board.	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
G Reporting		4 Finalise and disseminate (Q1 annually)	Annual plan disseminated	A\$0	AusAID, BMGF	UQ, GHG	UQ, GHG	

APMEN YEAR 1, 2010 - Detailed Workplan/ Cost Estimates/ Funding Needs

Objective	Priority Area and Objectives	Activities, Year 1 (January - December 2010)	Indicators/ Deliverables	Budget	Funding agency	Coordinator/ Manager	Implementer	Partner(s)
I. Information Sharing and Consensus Building	A. APMEN website: Develop, maintain, and improve as a resource centre and means for communication among APMEN members, with the larger malaria community, and as an advocacy tool to the general public.	1	Temporary website established, positive feedback received. Plan for permanent website developed, work contracted.	Completed AS\$1,200	BMGF AusAID	GHG UQ	GHG UQ	UQ, MEG GHS, ACT Malaria, USAID, MEG
	B. Support translation, editing, and publication of key documents relevant to malaria elimination in the Asia Pacific	1	Support English translation of the document, Malaria Control and Elimination in China, 1950-2008.	US\$25,000	BMGF	GHG	GHG	National Malaria Programmes, MEG
	C. Share knowledge and experiences in malaria elimination through annual gatherings.	1	1.1 Develop programme and arrange logistics to support sharing of experiences in malaria elimination at annual APMEN meeting. 1.2 Develop informative and educational study tours for APMEN members, to occur alongside annual APMEN meeting	AS\$205,000	AusAID	UQ	UQ, GHG, host country	
	D. Review technical strategies recommended by major institutions as well as those utilized by APMEN countries. Analyse and distil into consensus documents and guidelines relevant to malaria elimination in the Region.	1	1.1 Collect malaria elimination strategic plans from APMEN member countries. 1.2 Analyse and distil Strategic Plans into a draft template and set of guidelines for countries that are reorienting their programs from control to elimination, or modifying existing elimination strategies. 1.3 Distribute draft for review	US\$?	BMGF	GHG	WHO, GHG	ACT Malaria, member countries
		2	2.1 Develop a work plan to develop M&E indicators for malaria elimination in the Asia Pacific Region. 2.2 Undertake Review M&E Indicators used for other disease control elimination 2.3 Draft working paper on M and E for elimination in the APR 2.4 Circulate for review 2.5 Finalise working paper 2.6 Disseminate including on website activities	US\$ 0	AusAID	UQ	UQ	WHO, MEG, Macro International, MeasureEval
	E. Establish centralized centre for case reporting data, use data to track progress and create accountability.							

APMEN Establishment Support Program - Schedule 1

Objective	Priority Area and Objectives	Activities, Year 1 (January-December 2010)	Indicators/Deliverables	Budget	Funding agency	Coordinator/ Fund Manager	Implementer	Partner(s)
II. Building the evidence base for decision support	A. Document the available evidence through case studies on particular countries or topics.	1	Country case studies of elimination: 1.1 Develop framework for case studies in coordination with MEG. 1.2 Initiate Sri Lanka case study. 1.3 Perform initial review of Asia Pacific case studies available in WHO archives. 1.4 Reviews as completed posted on APMEN website.	US\$40,000	BMGF	GHG	GHG, MEG, Sri Lanka National Malaria Control Programme	WHO
		2	Review country experiences on the dynamic nature of vector control, given changing epidemiology and transmission patterns, looking at the spectrum from full coverage of interventions to no vector control (just surveillance, and outbreak response in low tr	See vector control activities	BMGF, AusAID	GHG, UQ	GHG, UQ	member countries
		3	Economic analyses. 3.1 Complete cost analyses of Philippines and China work. 3.2 Incorporate analyses as part of MEG Lancet Series papers. 3.3 Publish full reports on APMEN website	US\$20,000	BMGF	GHG	GHG	MEG, member countries
		4	Continue activity: Update membership and review TOR as indicated.	AS/20,253	AusAID	Mentees (Subcontract through UQ)	Mentees	member countries, WHO, Eijkman-Oxford Clinical Research Unit, AMU, VIVAX, VIVAX, MALENA
II. Building the evidence base for decision support	B. Vivax working group: perform reviews, operational research, and develop guidelines for P. vivax diagnosis and treatment.	1	2.1 Review current vivax research programmes and activities in APMEN countries. 2.2 Identify potential partners and potential funding institutions for additional work. 3.1 Identify knowledge gaps in the optimal diagnosis and management of P. vivax and define operational research priorities. 3.2 Authors of the document "Operational Research Priorities for Elimination of P. vivax in the Asia Pacific Region" identified 3.3 Outline of working draft completed	see IBI budget	AusAID	Mentees (Subcontract through UQ)	Vivax working group members	member countries
		2	Outline of working draft completed	see IBI budget	AusAID	Mentees (Subcontract through UQ)	Vivax working group members	MALENA, member countries
		3	A mechanism to fund and support catalytic operational research projects ratified by APMEN members.	see IBI budget	AusAID	UQ	UQ	Mentees, WHO TOR
		4	4.1 Develop proposal for a mechanism to fund and support catalytic operational research projects. 4.2 Present working paper for ratification at APMEN II February meeting.	see IBI budget	AusAID	UQ	UQ	Mentees, WHO TOR

APMEN Establishment Support Program – Schedule 1

Objective	Priority Area and Objectives	Activities, Year 1 (January-December 2010)	Indicators/Deliverables	Budget	Funding agency	Coordinator/Functional Manager	Implementer	Partner(s)
II. Building the evidence base for decision support	B. Vivax working group: perform reviews, operational research, and develop guidelines for P. vivax diagnosis and treatment.	5	Improve evidence base for vivax diagnostics (e.g. RDT, PCR, serological methods) and develop guidelines for P. Vivax 5.1 Review of existing and pipeline vivax diagnostics completed. 5.2 Review of diagnostic options and their strengths and weaknesses published on APMEN website.	Review available on website see IB1 budget	AusAID	Menzies (Subcontract through UQ)		
		6	Improve evidence base on G6PD deficiency 6.1 Collate available information on the distribution, burden and management of G6PD deficiency and red cell polymorphisms in member countries. 6.2 Provisional Map of regional prevalence of G6PD deficiency and red cell polymorphisms in member countries developed 6.3 Map posted on APMEN website.	Map available on APMEN website see IB1 budget	AusAID	Menzies (Subcontract through UQ)		MAP
		7	Improve evidence base on vivax treatment. 7.1 Engage formal contact with WWARN. 7.2 Support to updated Cochrane review on primaquine as relapse therapy for P. Vivax 7.3 identify common activities and collaborators for vivax treatment work.	Documented list of potential collaborators and activities. Draft of updated Cochrane review contributions completed. see IB1 budget	AusAID	Menzies (Subcontract through UQ)		
		8	Develop strategy to define the extent and severity of vivax malaria regionally. 8.1 Engage in formal contact with MAP. 8.2 identify common activities and collaborators for vivax work	Documented list of potential collaborators and activities. see IB1 budget	AusAID	Menzies (Subcontract through UQ)		WHO

Objective	Priority Area and Objectives	Activities, Year 1 (January- December 2010)	Indicators/ Deliverables	Budget	Funding agency	Coordinator/Func- tional Manager	Implementer	Partner(s)
II. Building the evidence base for decision support	C. Vector control working group. Set priorities, perform reviews and operational research, develop guidelines for vector control issues relevant to malaria elimination in the Region.	1	Minutes of first working group meeting published on web	AS201,000	AusAID	UQ	WHO, CDC	SPC, member countries
		2	Review country experiences on the dynamic nature of vector control, given changing epidemiology and transmission patterns, looking at the spectrum from full coverage of interventions to no vector control (just surveillance, and outbreak response in low transmission areas).	See IIC1 budget	AusAID	UQ	WHO, CDC	SPC, member countries
		3	Determine operational research priorities for vector control in elimination settings.	See IIC1 budget	AusAID	UQ	WHO, CDC	MalERA
		4	Assess the vector surveillance systems at the country and regional levels for monitoring the potential intensity of transmission and the scope and scale of resistance to insecticides	See IIC1 budget	AusAID	UQ	WHO, CDC	member countries
		5	Develop criteria for monitoring the effectiveness of vector control and vector control specialists	See IIC1 budget	AusAID	UQ	WHO, CDC	member countries, Liverpool School of Tropical Medicine

APMEN Establishment Support Program - Schedule I

Objective	Priority Area and Objectives	Activities, Year 1 (January-December 2010)	Indicators/ Deliverables	Budget	Funding agency	Coordinator/ Manager	Implementer	Partner(s)
III. Technical guidance and Capacity Building	A. Help build the expertise and human resource capacity for malaria elimination.	1. 1.1 Develop a mechanism to fund and support an APMEN fellows program. 1.2 Prepare working paper to present at APMEN II meeting.	Fellows funding mechanism developed and approved by APMEN Assembly.	ASG	AUSAID	UQ	ACTMalaria, WHO	
		2. Develop concept for a malaria mapping training program.	Malaria mapping training concept developed and ratified by APMEN		AUSAID	UQ	UQ	IMAP
		3. Improve the entomological capacity for malaria elimination in the Asia Pacific. 3.1 Survey member countries to ascertain entomology capacity 3.2 develop recommendations on vector control capacity needs of elimination countries at national, provincial, and district levels	Entomological capacity survey and analysis with recommendations for development completed.		AUSAID	UQ	UQ	
		4. Develop elimination training modules in collaboration with ACTMalaria and WHO: 4.1 Working with ACT malaria review existing modules on malaria programme implementation and management 4.2 Develop concept paper on need for and contents of a malaria elimination training module with specific focus on Asia Pacific Regional needs 4.3 present concept to APMEN II meeting	Elimination training concept developed and ratified by APMEN	Staff inputs, no additional costs	AUSAID, USAID	UQ, ACTMalaria	ACTMalaria, WHO	
		5. Study tours: 5.1 Develop working paper on the aim, objectives, and modus operandi of study tours in including how to identify themes and locations and members. 5.2 Present working paper to APMEN Board and members for comment and endorsement of final procedures	Working paper on aims, objectives and operations of study tours developed and endorsed.	Staff inputs, no additional costs	AUSAID	UQ	UQ	
		6. Technical assistance on malaria elimination: 6.1 develop working paper on aims and objectives and mechanisms of operating the TA process. 6.2 Gather relevant experts in response to specific requests for technical assistance for specific requests, e.g. support on GF proposal preparation	Working paper on aims, objectives and operations of technical assistance developed and endorsed.		WHO	WHO	WHO	all APMEN members

APMEN Establishment Support Program - Schedule I

Objective	Priority Area and Objectives	Activities, Year 1 (January-December 2010)	Indicators/ Deliverables	Budget	Funding agency	Coordinator/ Manager	Implementer	Partner(s)
IV. Leadership, knowledge, management, advocacy	A. Lead and give voice to elimination efforts in the Asia Pacific Region, and particularly for <i>P. vivax</i> . Generate awareness and understanding in the general public. Garner political and financial support in country, regionally, internationally.	1.1 Develop an overall APMEN advocacy plan with support from an advocacy/public relations consultant 1.2 Complete draft plan 1.3 Present to APMEN II meeting and potential funding agencies	Completed draft advocacy plan.		BMGF	GHG	GHG	PBM, Malaria No More, Consulting/PR firm (TBO), UQ, Meritres
		2. 1 Develop plan to advocate for development and licensing of tafenoquine. 2.2 Implement plan to advocate for development and licensing of tafenoquine.	Year 1 activities for tafenoquine advocacy commenced.		BMGF	GHG	MMV, vivax focus group	
		3.1 Develop materials (i.e. presentations, brochures) on APMEN, for members to share and distribute when appropriate 3.2 Periodically update materials (i.e. presentations, brochures) on APMEN, for members to share and distribute when appropriate	At least 2 APMEN materials developed and distributed at 5 major malaria meetings/events.		BMGF	GHG	GHG	UQ
		4. Ensure media coverage of APMEN at international and national levels.	International media coverage of APMEN achieved on at least 2 separate issues.	Staff inputs, no additional costs	BMGF, AusAID	GHG, UQ	GHG, UQ	
		5. Link APMEN with Asia-Pacific Economic Cooperation (APEC) and Association of Southeast Asian Nations (ASEAN) by arranging an APMEN meeting alongside APEC/ASEAN meeting.	Establish contacts with APEC and ASEAN	Staff inputs, no additional costs	BMGF, AusAID	GHG, UQ	GHG, UQ	WHO, APEC, ASEAN
V. Facilitating of emerging priorities	A. Facilitate cross-border and regional collaboration.	Regional and Cross-border collaborations: 1.1. develop a concept paper on the need for regional and cross-border approaches and financing for malaria elimination 1.2 Liaise with Global Fund leaders to advocate for a revised approach to regional and cross-border proposals	Global Fund leaders engaged in discussions on facilitating cross-border/regional proposals.		BMGF	GHG	GHG, WHO	GFATM
		Role of community for elimination: 2.1 Literature review on lessons learnt and methods trialling to support the role of community in control and elimination of malaria and other diseases. 2.2 Review paper drafted 2.3 Paper posted on APMEN web	Review of community participation in malaria control and elimination finalised.	AS\$55,000	AusAID	UQ	To be discussed at APMEN I	
	C. Explore the role of modelling for malaria elimination in the region.	Modelling dependent on workplan developed at APMEN II meeting	Discussion paper on the role of modelling in resource allocation and elimination developed for APMEN 2 meeting.	Staff inputs, no additional costs	BMGF, AusAID	UQ, GHG	UQ, GHG	

APMEN Establishment Support Program - Schedule 1

Objective	Priority Area and Objectives	Activities, Year 1 (January-December 2010)	Indicators/Deliverables	Budget	Funding agency	Coordinator/ Fund Manager	Implementer	Partner(s)
VI. Secretariat function	A. Coordination and Management of APMEN governance and activities	1	2. Advisory Board meetings effectively and efficiently supported	AS\$15,000	BMGF, AusAID	UQ, GHG	UQ, GHG	
		2	APMEN activities effectively managed as measured by donor review processes and APMEN assembly	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
	B. Plan and Coordinate annual meeting	1	1.1 Develop agenda and logistics plan for APMEN II meeting in Kandji (Sri Lanka) February 2010 1.2 Undertake planning visit in November to work with Sri Lankan colleagues to finalise details 1.3 Invite attendees, distribute agendas and related papers, send press releases, arrange visas etc.	AS\$205,000	AusAID	UQ	UQ, GHG, host country	Sri Lanka
	C. Ensure and manage funds	1	1.1 Develop Standard operating procedures for APMEN funds management including financial reporting	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
	D. Linking with global and other regional malaria efforts. Liaise, interact, and coordinate strategies and work of APMEN with those of other elimination efforts worldwide and with the greater malaria community.	1	Ensure APMEN coordination with global malaria organizations (RBM, MEG, etc.) and representation at important events (MIM, upcoming Panama vivax meeting, upcoming "Getting to Zero" high-level Wilton Park meeting, ASTMH annual meeting, etc.)	US \$0,000	BMGF	GHG	GHG, WHO	MEG
		2	Link APMEN with other regional efforts – Mekong Malaria Programme, Elimination 8 (E-8), Tashkent Declaration, Saudi-Yemeni Partnership, efforts in Latin America, etc.	See secretariat operating costs	BMGF	GHG	GHG, WHO	MEG

APMEN Establishment Support Program - Schedule 1

Objective	Priority Area and Objectives	Activities, Year 1 (January- December 2010)	Indicators/ Deliverables	Budget	Funding agency	Coordinator/ Manager	Implementer	Partner(s)
VI. Secretariat function	E. Develop Secretariat capacity to manage the program of work	1.1 Set up office including furnishings, equipment, staff recruitment	Office established, staff mobilised	UQ: A\$225,140	AusAID, BMGF	UQ, GHG	UQ, GHG	
		1.2 Operate secretariat (salaries, communications, other operating costs and administrative costs and overheads)						
		2. Develop Standard operating procedures for APMEN communications, secretariat functions, data management and web management	SOPs developed and circulated	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
		3. Develop required MOUs, MOAs and subcontracts	Agreements and contracts templates finalised, Agreements established	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
		1. Develop draft annual work plan and budgets and business plan	Draft work plans, budgets and business plans developed	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
		2. call for review by members	Plans reviewed	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
F. Planning process		3. Present to Board	Board review undertaken	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
		4. Present to APMEN members	APMEN review undertaken	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
		5. Finalise.	Work plans, budgets and business plans finalised	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
		6. Circulate for funding and advocacy	Funding proposals finalised and submitted	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
		1. Develop template for annual report in liaison with members and funding agencies	Annual report template finalised	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
		2. Prepare annual report draft every December	Draft annual report circulated	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
G. Reporting		3. Present final draft to Board and Members	Draft annual report presented to members and board.	Staff inputs, no additional costs	AusAID, BMGF	UQ, GHG	UQ, GHG	
		4. Finalise and disseminate (Q1 annually)	Annual plan disseminated	Aus\$0	AusAID, BMGF	UQ, GHG	UQ, GHG	

Risk Management Matrix

Risk Class	Risk Event	Potential Adverse Impact	Likelihood	Impact	Risk Level	Risk Management Strategy	Responsibility
Development Risks	Activities do not support APMEN goals, or data sets are misleading.	Goal is not achieved.	Low	High	2	<ul style="list-style-type: none"> APMEN sets Activity guidelines, Secretariat reviews design and monitors quarterly APMEN Assembly approves Activities 	<ul style="list-style-type: none"> Secretariat Assembly
	Funding Agency support lessens or stops	APMEN Activities reduced and impact on elimination Goal is diminished	Low	High	2	Board engagement with Funding Agencies	Board
Intervention Risks	Activities extend beyond the planned time frame, e.g. resistance increases	APMEN Goal is realised too slowly.	Medium	Medium	3	<ul style="list-style-type: none"> Secretariat quarterly reporting to monitor implementation APMEN out-of-session consultations by Board 	<ul style="list-style-type: none"> Secretariat Board
	Activity costs exceed the approved budget.	Activities cannot be completed without further funding and delays while resources are obtained.	Medium	Medium	3	Board and Secretariat to monitor closely and consult widely with APMEN Participants.	<ul style="list-style-type: none"> Secretariat Board
Management Risks	Confusing or conflicting agendas and messages from various agencies supporting malaria in general and malaria elimination per se	Difficulty targeting Activities and reaching consensus in the Assembly, APMEN Goal may be challenged or realised too slowly	Medium	Medium	3	Board advocacy and communications	Board
	Fatigue amongst APMEN participants	Long-term ability to support Member Country research and elimination activities is	Medium	High	4	Board advocacy and communications	Board

Risk Class	Risk Event	Potential Adverse Impact	Likelihood	Impact	Risk Level	Risk Management Strategy	Responsibility
		compromised					
	Fatigue among key stakeholders during Member Country elimination program	Incomplete funding and/or execution of the strategy, APMEN elimination activities are compromised	Medium	High	4	Board and Secretariat to monitor closely and consult widely with APMEN Participants.	Secretariat Board

APMEN Foundation Funding AusAID – Five Year Estimate of Resources and Costs

Schedule 1

(subject to Assembly amendment and ratification)

Activities & Resources	Inception 2009	Year 1 2010	Year 2 2011	Year 3 2012	Year 4 2013	5-year Total cost
1. Governance and Management						
Secretariat functions						
• 1.1 Set up office including furnishings, equipment, staff recruitment						
• 1.2 Operate secretariat (salaries, communications, other operating costs and administrative costs and overheads)						
Program manager	\$25,500	\$105,060	\$108,212	\$111,458	\$114,802	\$465,032
Admin assistant	\$15,600	\$64,272	\$66,200	\$68,186	\$70,232	\$284,490
Office furnishings	\$3,000					\$3,000
Computers	\$7,500			\$2,000		\$9,500
Printer, fax and copier	\$4,000					\$4,000
Rental + utilities	\$9,750					\$9,750
Communications	\$5,000	\$7,500	\$7,500	\$7,500	\$7,500	\$35,000
Copying	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$6,000
Travel for secretariat	\$7,500	\$20,000	\$20,000	\$20,000	\$20,000	\$87,500
stationery	\$600	\$600	\$600	\$600	\$600	\$3,000
Postage	\$600	\$600	\$600	\$600	\$600	\$3,000
Direct costs	\$80,250	\$199,232	\$204,312	\$211,544	\$214,934	\$910,272
UQ administrative support and overheads @12%	\$9,630	\$23,908	\$24,517	\$25,385	\$25,792	\$109,233
Sub-total Secretariat functions	\$89,880	\$223,140	\$228,829	\$236,930	\$240,726	\$1,019,505
APMEN Annual Meetings						
• 1.1 Develop agenda and logistics plan for APMEN meeting in host setting (Kandi (Sri Lanka) February 2010)						
• 1.2 Undertake planning visit in November to work with Sri Lankan colleagues to finalise details						
• 1.3 Invite attendees, distribute agendas and related papers, send press releases, arrange visas etc.						
	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
• 1.4 Hold study tour (Feb 2010, Feb 2011, Feb 2012)						
• 1.5 Hold 2 day scientific meeting (Feb 2010)						
• 1.6 Hold APMEN members meeting to review work plans, concept papers, procedural manuals and governance issues						
• 1.7 Hold 1 day satellite meetings (vector control, Board, Vivax)						
• 1.8 Finalise reporting						
• 1.9 Write up meeting evaluations						
• 1.10 Circulate minutes of meetings and resolutions						
• 1.11 Make final changes as per meeting recommendations to work plan and related documents						
	\$48,000	\$200,000	\$200,000	\$200,000	\$200,000	\$848,000
Subtotal APMEN annual meetings	\$53,000	\$205,000	\$205,000	\$205,000	\$205,000	\$873,000
APMEN Communications Program						
A. APMEN website: Develop, maintain, and improve as a resource centre and means for communication among APMEN members, with the larger malaria community, and as an advocacy tool to the general public						
	\$10,000	\$1,200	\$1,200	\$1,200	\$1,200	\$14,800
Subtotal for APMEN Communications	\$10,000	\$1,200	\$1,200	\$1,200	\$1,200	\$14,800
APMEN Coordination Meetings						
Coordinate and manage activities of the Advisory Board - Virtual board meeting November annually and face-to-face meeting preceding the APMEN annual meetings						
	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000	\$45,000
Subtotal for APMEN Coordination	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000	\$45,000
AusAID M&E costs						
AusAID monitoring and Evaluation costs, including Independent Financial Reviews and Mid-Term Review in 2011.						
		\$15,000	\$50,000	\$15,000	\$25,000	\$105,000
Subtotal for AusAID M&E	\$0	\$15,000	\$50,000	\$15,000	\$25,000	\$105,000
Total for Governance & Management	\$157,880	\$454,340	\$495,029	\$468,130	\$481,926	\$2,057,305

Schedule 1

Activities & Resources	Inception 2009	Year 1 2010	Year 2 2011	Year 3 2012	Year 4 2013	5-year Total cost
2. APMEN Work Program						
Vivax workplan						
Taskforce and expert panel research costs	\$25,000	\$30,000	\$30,000	\$30,000	\$30,000	\$145,000
Personnel	\$58,075	\$322,299	\$336,802	\$351,959	\$367,797	\$1,436,932
Research grant funds		\$300,000	\$300,000	\$350,000	\$300,000	\$1,250,000
Consumables, communications and travel	\$30,500	\$37,200	\$40,374	\$40,624	\$42,452	\$191,150
Administrative costs	\$18,532	\$30,760	\$33,374	\$33,407	\$34,820	\$150,893
Subtotal Vivax Workplan	\$132,107	\$720,259	\$740,550	\$805,990	\$775,069	\$3,173,975
Vector workplan						
Taskforce and expert panel costs	\$5,000	\$31,000	\$31,000	\$31,000	\$31,000	\$129,000
Research grant funds		\$150,000	\$150,000	\$100,000	\$100,000	\$500,000
Consumables, communications and travel	\$10,000	\$20,000	\$20,000	\$20,000	\$20,000	\$90,000
Subtotal Vector Workplan	\$15,000	\$201,000	\$201,000	\$151,000	\$151,000	\$719,000
Community Role for Elimination Workplan						
Role of community for elimination: • 2.1 Literature review on lessons learnt and methods trialling to support the role of community in control and elimination of malaria and other diseases. • 2.2 Review paper drafted • 2.3 Paper posted on APMEN web						
Research assistant and communications costs		\$44,000				\$44,000
Subtotal Community Role Workplan	\$0	\$44,000	\$0	\$0	\$0	\$44,000
Emerging Issues Fund						
Subtotal for Emerging Issues Fund		\$25,000	\$25,000	\$25,000	\$25,000	\$100,000
APMEN Fellowships (5)						
Subtotal for Award 5 fellowships.	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$160,000
Total for APMEN Work Program	\$147,107	\$1,030,259	\$1,006,550	\$1,021,990	\$991,069	\$4,196,975
TOTAL AusAID FUNDING REQUESTED	\$304,987	\$1,484,599	\$1,501,579	\$1,490,120	\$1,472,995	\$6,254,280



Australian Government
AusAID

Schedule 2 Statement of International Development Practice Principles

Engaging Not-for-Profit Organisations: Statement of International Development Practice Principles

June 2009

A Basic Standard for Engagement with Not-For-Profit Organisations

The Statement of International Development Practice Principles (Attached) has been developed in consultation with the Australian Council for International Development (ACFID). It is **founded on the good development practice and experience of accredited Australian Non-Government Organisations (NGOs)** and other international development agencies over the last three decades.

The Statement takes account of the Accra Action Agenda on Aid Effectiveness, and in particular, encourages a participatory approach to development. 'Not for profit' organisations are strongly encouraged to work in partnership with others thereby reducing the burden on communities and governments with whom they work. The Statement seeks to articulate the minimum standards and commitment that AusAID expects from all 'not-for-profit' organisations that it funds. It will form an annex to funding agreements with not-for-profit organisations that are not accredited with AusAID.

The Principles are **not aimed at accredited Australian NGOs** which have already undergone a rigorous accreditation process.

Statement of International Development Practice Principles

This Statement of International Development Practice Principles (The Principles) promotes the active commitment of **all non-accredited, not-for-profit organisations funded by AusAID** to the fundamentals of good development practice, and to conducting their activities with integrity, transparency and accountability.

The Principles are founded on a premise of '**do no harm**' and drawn from good practice principles in the international development not-for-profit sector and international development community more broadly. In line with Aid Effectiveness principles, when planning interventions, not-for-profit organisations are encouraged to consider: what other agencies are doing in the chosen area of focus; where their organisation can add value; and how they can join with others to increase the impact and sustainability of their activities.

Where relevant, AusAID encourages eligible Australian organisations to work towards becoming Australian Council for International Development (ACFID) Code of Conduct signatories.

International Development Principles

Lessons drawn from best practice NGO and civil society programs recognise the importance of working in partnerships, building creative and trusting relationships with people of developing countries and supporting basic program standards which:

- > give priority to the needs and interests of the people they serve and involve beneficiary groups to the maximum extent possible in the design, implementation and evaluation;
- > promote an approach that includes all people in a community and ensures the most vulnerable, including people with disability, women and children, are able to access, and benefit equally, from, international development assistance;
- > encourage self help and self-reliance among beneficiaries;
- > avoid creating dependency through the facilitation of active participation and contributions (as appropriate) by the most vulnerable;
- > respect and foster all universally agreed international human rights, including social, economic, cultural, civil and political rights;
- > are culturally appropriate and accessible;
- > seek to enhance gender equality;
- > recognise and put in place processes to mitigate against the vulnerability of not for profit organisations to potential exploitation by organised crime and terrorist organisations;
- > have appropriate mechanisms in place to actively prevent, and protect children from harm and abuse;
- > integrate environmental considerations and mitigate against adverse environmental impacts; and
- > promote collaborative approaches to development challenges including through working in partnerships and avoiding duplication of effort.

All non-accredited, not for profit organisations receiving funding from AusAID commit to apply these principles of good development practice, and adhere to the organisational integrity and accountability standards set out on the following page.

Organisational Integrity and Accountability for Development

AusAID funds and resources are designated for the purposes of international aid and development (including development awareness). They can not be used to promote a particular religious adherence, missionary activity or evangelism, or to support partisan political objectives, or an individual candidate or organisation affiliated to a particular political movement. AusAID reserves the right to undertake an independent audit of an organisation's accounts, records and assets related to a funded activity, at all reasonable times.

In all of its activities and particularly in its communications to the public, AusAID expects not-for-profit organisations it works with to accord due respect to the dignity, values, history, religion, and culture of the people it supports and serves, consistent with principles of basic human rights.

Not-for-profit organisations working with AusAID should:

- > not be a willing party to wrongdoing, corruption, bribery, or other financial impropriety in any way in any of its activities;
- > take prompt and firm corrective action whenever and wherever wrongdoing is found among its Governing Body, paid staff, contractors, volunteers and partner organisations;
- > have internal control procedures which minimise the risk of misuse of funds and processes and systems that ensure funds are used effectively to maximise development results;
- > establish reporting mechanisms that facilitate accountability to members, donors and the public;
- > have adequate procedures for the review and monitoring of income and expenditure and for assessing and reporting on the effectiveness of their aid;
- > have a policy to enable staff confidentially to bring to the attention of the Governing Body evidence of misconduct on the part of anyone associated with the Organisation, including misconduct related to the harm and abuse of children;
- > be aware of terrorism-related issues and use their best endeavours to ensure that funds do not provide direct or indirect support or resources to organisations and individuals associated with terrorism and/or organised crime; and
- > ensure that individuals or organisations involved in implementing activities on behalf of the Organisation are in no way linked, directly or indirectly, to organisations and individuals associated with terrorism and/or organised crime.

AusAID Funding Agreement Requirements

Each AusAID funding agreement also comes with obligations for both AusAID and the Organisation being funded. These are spelt out in detail in the funding agreement. The Principles will not affect or diminish the obligations or liabilities of the Organisation under the funding agreement as outlined in the funding agreement conditions.

Broadly speaking, any Organisation funded by the Australian Government, through AusAID, is required to comply with relevant and applicable laws, regulations and policies, including those in Australia and in the country/ countries in which they are operating. In particular, the Organisation needs to observe the contractual requirements regarding Child Protection and Counter Terrorism.

Additional Information and Related Links

Further information on AusAID's Child Protection Policy, Counter Terrorism and other applicable laws and policies can be found on AusAID's website at:

http://www.ausaid.gov.au/business/pdf/Lists_of_Laws_and_Guidelines_for_Contractors.pdf

http://www.ausaid.gov.au/publications/pdf/child_protection.pdf

Further information on terrorist organisations listed under Division 102 of the Criminal Code Act 1995 (Cth) and the DFAT Consolidated List of persons and entities subject to UN sanctions regimes maintained in accordance with the Charter of the United Nations Act 1945 (Cth) can be found at:

http://www.dfat.gov.au/icat/UNSC_financial_sanctions.html#3

<http://www.nationalsecurity.gov.au/agd/www/nationalsecurity.nsf/AllDocs/95FB057CA3DECF30CA256FAB001F7FBD?OpenDocument>

Further information on AusAID Accreditation and the ACFID Code of Conduct can also be found at:

<http://www.ausaid.gov.au/ngos/accreditation.cfm>

<http://www.acfid.asn.au/code-of-conduct>

Further information on Aid Effectiveness can be found at:

http://www.oecd.org/departement/0,3355,en_2649_3236398_1_1_1_1_1,00.html

http://www.oecd.org/document/18/0,3343,en_2649_3236398_35401554_1_1_1_1,00.html

Please attach the appropriate EFT Direct Credit Payment Form to the end of the Funding Agreement

Domestic/International EFT Forms are available at <http://intranet/C19/Forms/default.aspx>