

GRANT AGREEMENT DEED

BETWEEN

COMMONWEALTH OF AUSTRALIA

represented by the Australian Agency for International Development
(AusAID)

ABN 62 921 558 838

and

ASIA PACIFIC FORUM OF NATIONAL HUMAN RIGHTS INSTITUTIONS

ABN 98 099 972 997

FOR

**SUPPORT TO THE ASIA PACIFIC FORUM OF NATIONAL HUMAN RIGHTS
INSTITUTIONS 2011-2014**

AUSAID AGREEMENT 58017

DEED made 18TH day of February [2011]

BETWEEN:

COMMONWEALTH OF AUSTRALIA represented by the Australian Agency for International Development ("AusAID") ABN 62 921 558 838

AND

ASIA PACIFIC FORUM OF NATIONAL HUMAN RIGHTS INSTITUTIONS, ABN 98 099 972 997 of Level 8 Piccadilly Tower, 133 Castlereagh Street, Sydney NSW 2000 (the "Organisation").

RECITALS:

- A. AusAID wishes to provide the Organisation with a Grant to undertake an Activity.
- B. The Organisation wishes to accept the Grant 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.

EXECUTED AS A DEED by the Commonwealth, by an authorised officer, and 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 by:

in the presence of:

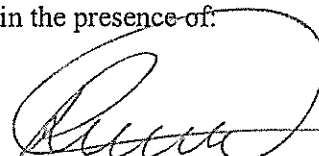


Signature of FMA Act s44 Delegate

Therese Mills

Name

Assistant Director General
Community Partnerships and
Position, Section Latin America Branch,
AusAID



Signature of Witness

Kristie Mitchell

Name of Witness

Executive Assistant
Community Partnerships
Latin America Branch

SIGNED for and on behalf of
**ASIA PACIFIC FORUM OF NATIONAL
HUMAN RIGHTS INSTITUTIONS** by:

Kieren Fitzpatrick, Director

Name and Position



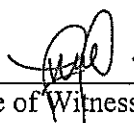
Signature

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

in the presence of:

THUY DOAN-SMITH

Name of Witness



Signature of Witness

AGREEMENT CONDITIONS

1. INTERPRETATION

Definitions

1.1 In this Agreement, including the recitals, unless the context otherwise requires:

“Acquittal Statement” means a statement acquitting the Grant against the budget in the Activity Proposal.

“Activity” means the activity **Support to the Asia Pacific Forum of National Human Rights Institutions 2011-2014** described in the Activity Proposal for which the Grant is provided.

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

“Agreement” means this Deed and includes the Agreement Conditions 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.

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

“Grant” means the amount of money as specified in the clause titled ‘Grants 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.

“Intellectual Property” means all copyright and all rights in relation to inventions (including patent rights), trade marks, designs and confidential information, and any other rights resulting from intellectual activity in the industrial, scientific, literary, and artistic fields recognised in domestic law anywhere in the world.

“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 the personnel of the Organisation who are engaged in the performance of the Activity, including the Organisation’s employees, subcontractors, agents and volunteers.

“**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/95FB057CA3DEC30CA256FAB001F7FBD?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>

Agreement Prevails

- 1.2 If there is any inconsistency (whether expressly referred to or to be implied from this Agreement or otherwise) between the provisions of this Agreement (“**Agreement Conditions**”) and those in the schedules and any annexes, the schedules and any annexes are to be read subject to the Agreement Conditions and the Agreement 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 **25 January 2011** and must complete the Activity by **31 July 2014**.

3. NOTICES

- 3.1 For the purpose of serving notices to either Party, a notice must be in writing and will 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: Mr Russell Miles
Director, NGOs and Human Rights Policy and Engagement Section

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

Street Address: 255 London Circuit
CANBERRA ACT 2601

Facsimile: +61 2 6206 4374

Organisation

To: Mr Kieren Fitzpatrick
Director, Secretariat of the Asia Pacific Forum of National Human Rights Institutions

Postal Address: GPO Box 5218
Sydney NSW 1042

Street Address: Level 8 Piccadilly Tower
133 Castlereagh Street
SYDNEY NSW 2000

Facsimile: +61 2 9284 9825

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 Agreement.
- 4.2 The Organisation must advise AusAID immediately of any difficulties or delays in implementation of the Activity.
- 4.3 The Organisation must acknowledge in writing to AusAID receipt of the Grant immediately on its receipt.
- 4.4 The Grant 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 Grant must only be expended on the Activity.
- 4.5 The Organisation acknowledges that the Grant provided by AusAID to the Organisation for this Activity does not entitle the Organisation to any other or further grants.

- 4.6 The Organisation must acknowledge AusAID Grant funding assistance provided under this Agreement 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 must use its best endeavours to ensure that in its performance of the Activity all Personnel and their dependents, while in the Partner Country, respect the laws and regulations in force in the Partner 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 will 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. AGREEMENT 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) will only be effected if agreed in writing and signed by both Parties in the form of a Deed of Amendment.

6. PROCUREMENT

- 6.1 The Organisation must not use the Grant 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 will own the assets acquired with the Grant unless specified otherwise in the Activity Proposal.
- 6.2 If the Grant is being used to procure goods or services, the Organisation must implement procedures so that procurement is undertaken in a manner consistent with the Australian Commonwealth Procurement Guidelines (<http://www.finance.gov.au/publications/fmg-series/procurement-guidelines/index.html>), in particular the core principle of achieving value for money and the supporting principles of:
 - (a) encouraging competition by ensuring non-discrimination in procurement and using competitive procurement methods;
 - (b) promoting use of resources in an efficient, effective and ethical manner; and

- (c) making decisions in an accountable and transparent manner.
- 6.3 If the Grant is being used to procure goods, the Organisation must also ensure in its procurement of goods that:
 - (a) the goods to be procured are of a satisfactory quality; and
 - (b) the goods are delivered in good order and condition and in accordance with the Activity timetable.
- 6.4 If the Grant is being used to procure goods, the Organisation must maintain a Register of Activity Assets ("Register"). The Register must:
 - (a) record non-consumable items purchased with the Grant or supplied by AusAID for the Activity which have a value of AUD1,000 (or equivalent) or more;
 - (b) record non-consumable items of a portable and attractive nature with a value of less than AUD1,000 (or equivalent); and
 - (c) record the 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.
- 6.5 The Organisation must not dispose of or write-off AusAID funded or provided assets except as agreed in writing by AusAID. The Register and other relevant documents such as import papers and manufacturers' warranties relating to the assets must be available for audit as required by AusAID. The Register must 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".

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 Grant. AusAID will give the Organisation at least two (2) weeks notice of its intentions prior to commencing such a review. In that event, the Organisation must cooperate fully with any request for assistance pursuant to any such study.

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 survives the termination or expiration of this Agreement.

9. INTELLECTUAL PROPERTY RIGHTS

9.1 The Intellectual Property in or in relation to Agreement Material vests in AusAID upon its creation. AusAID grants to the Organisation a revocable, non-exclusive, world-wide, royalty-free licence to use the Agreement Material.

9.2 **Clause 9.1** does not affect the ownership of Intellectual Property in any Prior Material incorporated into the Agreement Material, but the Organisation grants to AusAID a permanent, irrevocable, non-exclusive, world-wide, royalty-free licence to use, reproduce, adapt and otherwise exploit such Prior Material in conjunction with the Agreement Material. The licence granted under this **Clause 9.2** includes the right of AusAID to sub-license any of its employees, agents or contractors to use, communicate, reproduce, adapt and otherwise exploit the Prior Material incorporated into the Agreement Material for the purposes of performing functions, responsibilities, activities or services for, or on behalf of, AusAID.

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 titled "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 and its Personnel must comply with:

- (a) AusAID's *Child Protection Policy* (<http://www.ausaid.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.ausaid.gov.au/publications/pdf/FINAL%20AusAID_Disability%20for%20All.pdf), and in particular the strategy's six guiding principles; and
- (c) *Family Planning and the Aid Program: Guiding Principles* (August 2009), accessible on AusAID's website (<http://www.ausaid.gov.au/keyaid/health.cfm>).

- 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 the Grant is 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 Fraudulent Activity, the Organisation must:
 - (i) make every effort to recover any AusAID Grant 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 Grant funds misappropriated by the Organisation, its agents, representatives or subcontractors.
 - (d) The obligations of the Organisation under paragraphs 10.8(b) and 10.8(c) above survive the termination or expiration of this Agreement.
 - (e) The Organisation warrants that the Organisation will not make or cause to be made, nor will 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 will not bribe public officials and will 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;
- (f) breaches any of its obligations under the clause titled "Compliance with Laws, Policies and Guidelines"; or
- (g) breaches any other 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 may immediately terminate this Agreement by giving the Organisation notice in writing, without prejudice to any of AusAID's 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 In the event of any termination, the Organisation must provide an Independently Audited statement of expenditure of the Grant within thirty (30) days of the date of the notice to terminate, signed by the head of the Organisation, and return any uncommitted Grant funds to AusAID.

11.4 In the event that a notice to terminate is given by either Party, the Organisation must:

- (a) immediately do everything possible to prevent and mitigate all losses, costs and expenses arising in consequence of the termination of this Agreement;
- (b) in a prompt and orderly manner cease expenditure of any uncommitted Grant funds; and
- (c) refund any uncommitted part of the Grant already paid by AusAID, together with any uncommitted or unspent interest, within thirty (30) days of the date of the notice to terminate.

- 11.5 In the event that a notice to terminate is given by either Party, AusAID will 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 titled 'Grants 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:
- (a) maintain a sound administrative and financial system capable of verifying all Acquittal Statements;
 - (b) 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;
 - (c) 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;
 - (d) ensure that its accounts and records are 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;
 - (e) if requested by AusAID, provide an Acquittal Statement, certified by the senior financial officer or the head of the Organisation; and
 - (f) in addition to its obligation under the clause titled "Reports", if reasonably requested by AusAID in order to verify the expenditure of the Grant, provide an Acquittal Statement Independently Audited 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 survives the termination or expiration of this Agreement.

14. REPORTS

- 14.1 The Organisation must submit an Annual Report, by 31 July each year during the term of the Agreement, 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 must submit to AusAID:

- (a) a final report which provides a brief outline of the Activity and in more detail covers key outcomes compared with objectives, development impact, sustainability and lessons learned; and
- (b) a final Acquittal Statement.

14.3 The final Acquittal Statement must:

- (a) include details of any interest earned on the Grant;
- (b) be prepared in accordance with the internal and external auditing procedures laid down in the rules and regulations applicable to the Organisation;
- (c) be Independently Audited and certified (The cost of this audit may be payable from the Grant); and
- (d) be signed by the senior financial officer or the head of the Organisation, indicating that the Grant has been spent in accordance with the terms of this Agreement.

14.4 The Organisation must repay to AusAID any unspent Grant funds or interest with the final report and Acquittal Statement.

14.5 The annual report, final report and Acquittal Statement must be sent to:

Russell Miles
Director, NGOs and Engagement Policy and Engagement Section
Australian Agency for International Development
GPO Box 887
CANBERRA ACT 2601 AUSTRALIA
Email: Russell.Miles@ausaid.gov.au

in the following format:

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

15. GRANTS AND PAYMENT

15.1 AusAID will pay the Organisation an acquittable Grant up to a maximum of **AUD2,600,000** plus GST if any up to a maximum amount of **AUD260,000**, in tranches divided as follows:

Indicative Date	Tranche Number	Amount of Grant Funds (AUD)
Refer to Clause 15.2 below	1	650,000
31 July 2011 (Refer to Clause 15.3 below)	2	650,000
31 July 2012 (Refer to Clause 15.3 below)	3	650,000
31 July 2013 (Refer to Clause 15.3 below)	4	650,000

- 15.2 AusAID will pay Tranche 1 within thirty (30) days of the date of this Agreement and subject to receipt of a valid invoice.
- 15.3 AusAID will pay subsequent tranches at the date indicated above subject to the Organisation:
- (a) providing an Acquittal Statement of 90% of the previous tranche, signed by the senior financial officer or the head of the Organisation indicating that the Grant funds being acquitted have been expended in accordance with the terms of this Agreement;
 - (b) submitting a valid invoice;
 - (c) the approval by AusAID of each Annual Report noted in **Clause 14.1**; and
 - (d) making satisfactory progress with the Activity as determined by AusAID.

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 **58017**. 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>
17. **PUBLICITY AND VISIBILITY**
- 17.1 Appropriate branding for the Australian Government's Aid Program must be captured in the Project activities and materials.
- 17.2 The Asia Pacific Forum (APF) must not make any press, media or other announcement or releases relating to this Agreement without the prior approval of AusAID as to the form, content, and manner of the announcement or release.
- 17.3 The APF is encouraged to identify and implement appropriate opportunities for publicising the Activity.
- 17.4 The APF must acknowledge AusAID's contribution in publicity of any form relating to the Activity.

The APF must only use the Australian Government/Aid Program logo to denote association with Australia or the Australian Government in any publicity or other Activity-related materials. The APF must comply with the "Australian Agency for International Development (AusAID) Logo Guidelines for Non Government Organisations" at all times, including when advertising for sub-contractors or personnel. The **Branding Guidance for Development Partners Guidelines** are at Annex A and are available from the AusAID website.

**SCHEDULE 1 – ACTIVITY PROPOSAL
TO GRANT AGREEMENT DEED NUMBER 58017**

Support to the Asia Pacific Forum of National Human Rights Institutions 2011-2014

18. BACKGROUND

- 18.1 The Asia Pacific Forum (APF or Forum) is a member-based organisation that supports the establishment and strengthening of National Human Rights Institutions (NHRIs) in the Asia-Pacific region. There are currently 17 members of the Asia Pacific Forum, all of which are National Human Rights Institutions. Australia has supported the Asia Pacific Forum since its creation in 1996 and is its largest donor, accounting for approximately 30% of total funding.
- 18.2 The APF is well established as an independent entity and is performing an important role in encouraging establishment of NHRIs in the region in accordance with international standards enshrined in the Paris Principles. Its information, training and advisory services are appreciated by members and stakeholders and have been assessed as cost-effective.

19. RATIONALE FOR FUNDING

- 19.1 In 2006, Australia entered into a 3-year agreement with the Forum with an annual contribution of AUD600,000. In 2009-10, Australia provided an annual contribution of AUD635,000 in core funding and contributed AUD12,000 towards an independent joint-donor review with NZAID and the Swedish International Development Cooperation Agency (Sida) (the 'Review'). In 2009 we advised the Forum that further multi-year commitments would be contingent on the outcomes of the Review.
- 19.2 The Review found that the core mandate of the Forum was increasingly relevant and its strategic objectives reflect the needs of members. The Review noted that there was a continued emphasis on the importance of National Human Rights Institutions (NHRIs) internationally and therefore a growing pressure on states to establish NHRIs and to ensure that they comply with the Paris Principles on NHRIs. In addition, the Review concluded that the Asia Pacific Forum Secretariat has been effective in delivering human rights programs and that these programs delivered value for money. The Review made a number of recommendations to enhance the Forum-donor relationship. For example, it concluded that Forum reports should be streamlined with a greater focus on outcomes. In addition, donors should agree a common program of work consistent with the Asia Pacific Forum Strategic Plan. The Review further recommended that donors agree to a standard reporting format. In addition, to increase predictability for the Forum, it was recommended that donors increase their contributions and provide funding for the maximum period possible within their respective legislative frameworks.
- 19.3 Noting the favourable outcomes of the Review, and the recommendation that donors make multi-year funding commitments, it is appropriate that we move to a new, increased, multi-year funding agreement with the APF.

20. ASIA PACIFIC FORUM OBJECTIVE

Overarching Objective

To protect and promote the human rights of the people of the Asia Pacific region.

Strategic Objectives

- Enhance members' institutional capacity;
- Enhance members' communication, cooperation and engagement;
- Promote compliance with the Paris Principles;
- Engage with regional and international human rights mechanisms; and
- Effectively and efficiently manage the APF.

21. SERVICES

21.1 The Grant will support the Asia Pacific Forum to fulfil its mandate. The Asia Pacific Forum's Strategic Plan (2011-2015) (the 'Plan') (Attachment 1) will guide the work of the Forum in the next 5 years. This Plan has been agreed by Forum members. Outcomes of Australian-funding will be measured against the objectives of the Plan.

21.2 Within the broad parameters of the Plan the APF shall perform the following services in accordance with the terms and conditions of this Agreement:

- Strengthening the capacity of individual APF members to enable them to more effectively undertake their national mandates;
- Assisting governments and civil society to establish and strengthen national institutions in compliance with the minimum criteria contained in the Paris Principles; and
- Promoting sub-regional, regional and international cooperation on human rights issues.

22. MEETINGS AND CONSULTATION

22.1 AusAID and the APF agree to meet at least once annually in Canberra.

22.2 In addition to the annual meeting, other meetings may be arranged as necessary between the Parties.

22.3 Regular liaison will be maintained as necessary between the APF Secretariat and AusAID. The Human Rights Program Manager and/ or the Director, NGO Section AusAID and the Director, APF Secretariat, will be the principal points of contact between each organisation.

**SCHEDULE 2 –
STATEMENT OF INTERNATIONAL DEVELOPMENT PRACTICE PRINCIPLES**

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 grant 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 grant 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 grant 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 grant funds and processes and systems that ensure grant 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 grant 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 Grant Agreement Requirements

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



Australian Government

AusAID

ANNEX A

Branding Guidance for Development Partners

These guidelines have been developed to help NGOs ensure that the AusAID logo is consistently applied, helping to effectively promote Australia's significant aid contribution.

Appropriate recognition of Australian Government support is not optional.

Uses of the AusAID logos (in relation to an AusAID funded project or program) may include project signage, publications, annual reports and events.

In circumstances where the use of AusAID logos would not be culturally or politically appropriate, detrimental to the achieving the desired outcomes of a project/program or could compromise the safety and security of staff, a common sense approach should be taken.

However, before you can make the decision not to use an AusAID logo please discuss it with AusAID Communications. If you're unclear about any aspects after reading these guidelines, please contact AusAID Communications on 02 6206 4000 or email media@ausaid.gov.au

The AusAID logos

There are two logos used by AusAID: one has the organisation's name (AusAID) and the other has Aid Program.

For the purposes of signage and acknowledgement of funding by development partners overseas, the Aid Program logo is preferred. Within Australia, the AusAID logo should be used.

The preferred version of the logo that can be used on any materials – from annual reports to hats – is the inline version. The stacked version can be used where it is more conducive to the design.

- you are not permitted to modify the logo
- the crest (emblem) part of the logo cannot be reproduced any smaller than 20 mm across

Accessing the logo

An electronic version of the logo and advice on use of colours can be obtained by following this link: <http://www.ausaid.gov.au/about/logo.cfm>

Project signage

Project signage needs to suit local conditions and reflect the partnerships through which the project is delivered. With that in mind, project signage should include:

- Aid Program logo
- project name
- company name of the NGO and their logo
- one of the following statements of acknowledgement:

- **An Australian Government, AusAID initiative** (where the project is fully funded by AusAID or is an initiative of AusAID)

- **Supported by the Australian Government, AusAID** (where the project is partly funded by AusAID)

- partner Government's logo (if they agree) and any other contributing partner logos
- any other information specific to the country's requirements.

Where a partner government logo also appears and the Australian Government provides most of the funding, then the Aid Program logo should be prominent (usually first on the left hand side of the sign).

You can use flags (both Australia's and that of the partner country) on your signs, as long as you are confident the renditions will be accurate. It is better to have no flag at all than a poorly painted one. The Australian flag and that of the partner country should be of the same size and of equal prominence.

Avoid using project acronyms unless you are sure everyone seeing the sign will know what it is. It's much better to spell out the name.

The costs of developing signage and other materials to promote the Australian identity is a project responsibility. No specific project logos are to be used – this includes country program logos.

Vehicle signage

For security and other reasons it is not always practical or desirable to use vehicle signage.

Where a decision is made to use vehicle signage, approval must be sought from the appropriate AusAID program area. Vehicle signage should include:

- project/program name
- Aid Program logo car sticker and partner Government emblem/logo if agreed.

More information

Questions relating to issues associated with use of the AusAID logo should be directed to AusAID Communications or email media@ausaid.gov.au

