

# DEED OF AMENDMENT

BETWEEN

**COMMONWEALTH OF AUSTRALIA**

represented by the Australian Agency for International Development  
(AusAID)

**ABN 62 921 558 838**

and

**THE UNIVERSITY OF QUEENSLAND**

**ABN 63 942 912 684**

**FOR**

**THE HEALTH INFORMATION SYSTEMS KNOWLEDGE HUB**

**AUSAID AGREEMENT NUMBER 44913**

**THIS DEED OF AMENDMENT** is made this 5th day of December 2011

**BETWEEN:**

The **COMMONWEALTH OF AUSTRALIA**, represented by the **AUSTRALIAN AGENCY FOR INTERNATIONAL DEVELOPMENT**, ABN 62 921 558 838 ("the Commonwealth")

**AND**

The **UNIVERSITY OF QUEENSLAND**, ABN 63 942 912 684 of Brian Wilson Chancellery, the University of Queensland, Brisbane QLD 4072 (the "Organisation").

**RECITALS:**

- A. On **24 April 2008** the Commonwealth and the Organisation entered into **Funding Agreement 44913** in writing for the provision of the Activity described in the Agreement. The Agreement has been varied in writing on **26 November 2010** (Amendment 1).
- B. The parties have now agreed to alter the Funding Agreement Deed as set out in this Deed (Amendment 2).

**OPERATIVE PROVISIONS:**

- 1. In this Deed, unless the contrary intention appears, a reference to the "Agreement" is to the Agreement referred to in Recital A.
- 2. The Agreement is amended as set out below:

Delete all paragraphs and clauses up to and including Clause 4.3 of Funding Agreement 44913 and replace with the paragraphs and clauses up to and including Clause 4.3 in Attachment A to this Deed of Amendment 2.
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- 3. The amendments set out in this Deed take effect on the date on which this Deed is signed by both parties.
- 4. In all other respects the parties confirm the Agreement.

**EXECUTED AS A DEED** by the Commonwealth, by an authorised officer, and by the Organisation by its authorised officer(s).

**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

*S. Elliott*

Name (*print*)



*MADELEINE SCOTT*

Name of witness (*print*)

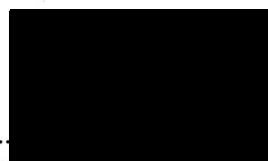
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Position, Section

**SIGNED** for and on behalf of the  
**UNIVERSITY OF QUEENSLAND**  
ABN 63 942 912 684  
by

Maurie McNam, AO  
Executive Director (Operations) and University Secretary

.....  
Name and Position (*print*)



.....  
Signature

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

in the presence of:

Jennifer Robin Smith

.....  
Name of Witness (*print*)



.....  
Signature of Witness

### AMENDMENT SUMMARY SHEET

The Funding Agreement Deed has been varied in accordance with the clause headed **Variations of this Agreement** on the following dates relating to:

Amendment #	Date	Very Brief Summary of amendment	Increase/Decrease in financial limit	Adjusted Financial Limit
1	26/11/10	Extension of the completion date of this agreement amended to 30 December 2011 at no extra cost	Nil	AUD 6,000,000 plus GST
2	___/11/11	Agreement amended to: <ol style="list-style-type: none"> <li>bring aim and objectives into line with the Monitoring and Evaluation Framework;</li> <li>extend the timeframe to 30 June 2013, including additional budget of \$3 million over 1.5 years; and</li> <li>provide specific focus for the extension period (between 1 January 2012 and 30 June 2013).</li> </ol>	Increase AUD 3,000,000 plus GST	AUD 9,000,000 plus GST

## **ATTACHMENT A**

This funding agreement (“Agreement”) is made between **AusAID** and the **University of Queensland ABN 63 942 912 684** represented by the School of Population Health (“the Organisation”). The Agreement sets out mutually agreed intentions and expectations with respect to a five and a half year Initiative to assist in improving the effectiveness of a scaled-up Australian aid program in health, by making a substantial contribution to the generation and organisation of knowledge of practical value to AusAID, to partner country governments, and to a broad range of development partners through the **Health Information Systems Knowledge Hub** (the “Initiative”).

Up to **AUD 9,000,000** (“the Funds”) plus GST to a maximum **AUD 900,000** has been approved by AusAID as a five and a half year commitment (2008-2013), subject to the conditions outlined below.

### **Initiative aims: January 2009- December 2011**

The overall aim of the Health Information Systems Knowledge Hub is to guide the establishment and/or strengthening of various elements of national health information systems in countries in the Asia Pacific region, in order to generate comprehensive, relevant and reliable evidence for national and regional health policy development, service delivery and program evaluation.

This overall aim will be accomplished through the following key strategic objectives:

1. identify and map the critical elements for health information systems development in the region; work with countries to identify gaps and priorities; and define national health information systems development plans for the next 5-10 years;
2. guide the technical direction for health information systems strengthening within the Australian aid program, through regional and global knowledge partnerships;
3. build the capacity of partner countries through fellowship programs and short courses on key elements related to health information systems; population statistics and fertility measures; mortality statistics (vital registration and cause of death); hospital information systems; surveys to measure health status; risk factor exposure, health service utilisation, and health expenditure; burden of disease assessment; health financing and cost-effectiveness analyses; and health services management; and
4. facilitate country participation in research activities to build local capacity to strengthen the above elements of national health information systems.

### **Initiative aims: January 2012- June 2013**

The overall aim of the **Knowledge Hubs for Health Initiative** is to contribute to the quality and effectiveness of Australia’s engagement in the health sector in the Asia Pacific region through expanded expertise and an expanded knowledge base that is of practical value and used by stakeholders in development.

The **Health Information Systems Knowledge Hub** will achieve this aim through four key objectives:

1. To increase the critical, conceptual and strategic analysis of key health issues relevant to the Asia Pacific region that can be used to inform policy thinking and practical application at the national, regional and international levels.
2. To expand convening powers and engagement between Knowledge Hubs, Australian institutions and Asia Pacific national, regional, and international researchers, development partners and educational institutes.
3. To effectively disseminate relevant and useful knowledge resources which aim to influence policy thinking and practical application at national, regional and international levels.
4. To expand the capacity of Australian institutions and professionals and through them to Asia Pacific institutions and professionals to participate effectively in evidence informed decision making.

### **January 2012 to June 2013**

This period is known as the extension period for the Knowledge Hubs for Health Initiative.

The focus for the extension period will be on the targeted dissemination and communication of the results of Hub studies and analyses to policy makers, in particular AusAID, partner governments and development partners. This will involve, but is not restricted to:

1. targeted engagement and communication by knowledge hubs with key stakeholders and potential users of knowledge products, if possible from early in the process, but particularly at the dissemination stage;
2. development and distribution of relevant and useful knowledge resources to stakeholders in forms appropriate to their needs; and
3. revisions to the monitoring and evaluation framework to ensure that it assists the description and measurement of the process and results of Hub dissemination, engagement and uptake. The revisions will also address the need for monitoring and evaluation at the individual Hub level, cross Hub level, and at the initiative-wide level, recognising the role of AusAID in the dissemination process.

The specific tasks and budget associated with the start up period of this Initiative are included in Attachment A to the Agreement titled **Health Information Systems Knowledge Hub** ("Proposal") dated 24 April 2008 for funding to December 2008. Subsequent Work Plans and associated budgets will be agreed with AusAID on a calendar year basis each January commencing 2009.

During the extension period between 1 January 2012 and 30 June 2013, a draft Work Plan and Budget for the entire extension period will be provided by 28 November 2011 and a final Work Plan and Budget for the entire extension period will be provided by 31 January 2012.

## 1. Reporting

### Requirements January 2009- December 2011

- 1.1. Clauses 1.2 and 1.3 apply for the reporting period January 2009 to December 2011.
- 1.2. The Organisation must provide an electronic copy of the following reports by the date and covering the issues indicated;
- a) every year of the Agreement, commencing 31 January 2009, the Organisation will provide a Report that;
    - succinctly presents the key achievements from the previous funding period;
    - a draft work plan with necessary annexes – to be finalised following the meeting with AusAID as set out in Clause 2.1 of this Agreement – that details proposed activities for the forthcoming year.

### 1.3. Report specifications:

#### Annual Report and Work Plan

The Annual Report and Work Plan (of not more than 10 pages respectively), plus any annexes as necessary, must contain;

- a) key achievements, including in relation to the development of knowledge resources around health information systems issues; work undertaken in relation to capacity assessment and development among Australian institutions in the area of health information systems and related policies; outcomes of convening work undertaken by the Organisation; evidence of the relevance, usefulness and value added by the products developed and delivered by the Organisation in regard to health information systems; evidence of additional resources leveraged by the Organisation that contribute towards Hub sustainability. Priority areas of interest and focus will be jointly agreed between AusAID and the Organisation during joint annual consultations in the lead up to the submission of the Annual Plan;
- b) an audited financial statement of the funding provided under the agreement, including an acquittal against the budget for the relevant year of the Annual Work Plan;
- c) planned activities for the upcoming year, including any specific areas of work jointly agreed with AusAID;
- d) an implementation schedule and resources; and
- e) key monitoring and evaluation activities, including approach to managing risks.

### Requirements January 2012- June 2013

- 1.4. Clause 1.5 applies for the reporting period January 2012 to June 2013.

- 1.5. The Organisation must provide to AusAID an electronic copy of the following reports by the date and covering the issues indicated:
- (a) A forward Work Plan framed against the key objectives and detailing proposed activities for the 18 month period January 2012 to June 2013, with necessary annexes including an implementation schedule and corresponding budget and resourcing requirements:
    - i. to be presented in draft form at the Annual Forum in late November / early December of 2011; and
    - ii. to be submitted as a final work plan no later than 31 January 2012.
  - (b) An Annual Report to be submitted no later than 31 January each year, noting that the last Annual Report (for the 18 month period between 1 January 2012 and 30 June 2013) will be submitted as an annex to the Final Report as at Clause 1.5 (c), and which succinctly presents:
    - i. the achievements from the previous funding period against the objectives and proposed activities outlined in the corresponding Work Plan, noting that priority areas of focus will be jointly agreed between AusAID and the Organisation during joint annual consultations in the lead up to the submission of the forward Work Plan;
    - ii. an audited financial statement which acquits the funds against the budget provided in the corresponding Work Plan, noting that the final financial statement will cover the period January 2012 to June 2013;
    - iii. planned activities for the forthcoming year, including any specific areas of work jointly agreed with AusAID; and
    - iv. key monitoring and evaluation activities, including approach to managing risks, and reporting of the revised monitoring and evaluation requirements arising from any mutually agreed revisions to the Monitoring and Evaluation Framework for the 18 month extension period between 1 January 2012 and 30 June 2013.
  - (c) A Final Report submitted one month after the completion of the Agreement, no later than 31 July 2013, and containing:
    - i. key achievements over the life of the Initiative against the objectives;
    - ii. key lessons arising from the Knowledge Hub;
    - iii. reporting of the revised monitoring and evaluation requirements arising from any mutually agreed revisions to the Monitoring and Evaluation Framework for the 18 month extension period between 1 January 2012 and 30 June 2013.



2. **Collaboration and Coordination between AusAID and other Knowledge Hubs**

- 2.1. To facilitate a more structured sharing of information, experiences and the potential value added by the establishment of this and other Knowledge Hubs, the Organisation will take part in annual meeting organised by AusAID and including principles from each of the Hubs and key whole of government interlocutors. The timing of such a meeting will be negotiated to maximise participation, but ideally will best be held in the lead up to the preparation of annual Work Plans by each of the Hubs. At this meeting each Hub Principal will make a brief presentation of key achievements, emerging challenges and responses to their respective thematic priority, as well as outline plans for the coming year.
- 2.2. AusAID envisages that the participants to the meeting outlined in Clause 2.1 above will form the core group that provides governance oversight and strategic direction to the Knowledge Hubs and the partnership arrangements.
- 2.3. In addition to the annual meeting described in 2.1 above, AusAID will seek informal opportunities to engage with the Organisation, including through participation in any major events it organises.

3. **Funding and Payment**

- 3.1. Funding of an initial **AUD500,450**, plus GST, if any, up to a maximum amount of **AUD50,045** will be payable as an acquittable grant by AusAID upon countersignature of the original Agreement by the Organisation. This initial amount is for the establishment of the **Health Information Systems Knowledge Hub** and to undertake the start up activities detailed in the Proposal at Table 1 of Attachment A. AusAID may provide additional funding for 2008 within the overall funding limit, subject to the submission and acceptance of an extended Work Plan and disbursement of the initial grant payment.
- 3.2. Future acquittable grants will be of up to **AUD2,000,000** per year, plus GST, if any, up to an amount of **AUD200,000**. Total AusAID funding under this Agreement will be up to a total of **AUD9,000,000**, plus GST, if any, up to an amount of **AUD900,000**. The precise funding level will be agreed between the Organisation and AusAID during the annual consultations held each December/January.
- 3.4. AusAID will make future grant payments in annual tranches, on demonstration by the Organisation of achievements against its key objectives, acceptance of Work Plans and related budgets, and subject to acquittal of the previous grant (Fund Acquittal). Future grant payments will also be subject to expenditure of 75% of the previous grant against the budget outlined in the agreed Work Plan. A single grant payment for an 18 month period will apply during the extension period between 1 January 2012 and 30 June 2013.
- 3.5. A mid term review will be jointly undertaken in late 2010 by AusAID, the Organisation and the other Knowledge Hubs to assess the impact of these Hubs and determine any ongoing support for them beyond the life of this Agreement. An independent evaluation will be undertaken in 2013 to form an independent completion report.

4. **Grant Conditions**

- 4.1 In order that payment can be made, AusAID requires the Organisation to agree to the following provisions contained in paragraphs 4.2 to 4.32:
- 4.2 The Organisation must commence the Initiative on the date of its acceptance of the Agreement (“Initiative Start Date”) and conclude the Initiative by **30 June 2013**.
- 4.3 The Organisation must carry out the Initiative in accordance with the **Health Information Systems Knowledge Hub** Initiative Proposal and subsequent agreed Work Plans.