

AUSTRALIAN SPORTS OUTREACH PROGRAM

ANNEXURE A

Schedule 1 to the Head Record of Understanding Number 38697

In Relation to cooperation between the Australian Sports Commission and AusAID in the delivery of the AUSTRALIAN SPORTS OUTREACH PROGRAM

This Schedule 1 sets out the shared goals of AusAID and the Australian Sports Commission (the **Parties**) in relation to the AUSTRALIAN SPORTS OUTREACH PROGRAM (the **Program**) which will be implemented under the Record of Understanding signed by the Parties on **11 August 2006 (ROU)**. This Schedule (including any Attachments) itemises the scope of the Program, contributions of each Party to the Program and sets out the accountability obligations of each Party, including the means for monitoring and evaluation. Unless otherwise stated in this Schedule, the terms and conditions of the ROU will apply. Detailed designs and work plans, including goals/objectives, outputs, monitoring/evaluation and risk assessments will be developed for each project / activity implemented as part of this Program.

Signed on behalf of **AusAID** by:

Signed on behalf of the **ASC** by:

.....

.....

Signature

Signature

Julia Newton-Howes

Mark Peters

ADG, Fragile States and International

Executive Director

AUSTRALIAN SPORTS OUTREACH PROGRAM

S1 COMMENCEMENT AND COMPLETION DATES

S1.1 The Program commenced on 1 July 2006 and will be completed by 30 June 2011.

S2 PROGRAM GOAL

S2.1 AusAID and the ASC have collaborated to develop the document, Sport For Development – A Strategy for the Australian Sports Outreach Program (the **Strategy**) – refer Attachment 2. The Strategy will guide activities through to July 2011.

S2.2 The goal level objective for the Program is to achieve, in the regions targeted:

Increased capacity to deliver inclusive sports based programs that contribute to social development.

S2.3 The sports activities that are undertaken under the Program will be independently designed and will have this goal as their highest level objective. Each activity will have its own lower level objectives specific to the outcome being sought, with related outputs necessary to deliver that outcome.

S2.4 Each sports based activity will:

- include capacity building plans agreed with committed local partners;
- promote sustained increases in sport related participation; and
- contribute to one or more of improved leadership, health promotion, social cohesion, or the achievement of public diplomacy outcomes.

S3 PROGRAM DESCRIPTION

S3.1 **Annual Budget:** A\$2,000,000, including A\$150,000 Post Discretionary Fund.

S3.2 **Participating Countries:** The Program is comprised of three components – the Pacific, Southern Africa and Targeted Activities.

The breakdown of annual funding is:

- Pacific Component: minimum A\$1,000,000. This Component will be delivered regionally by the ASC in accordance with the management structure included in the Strategy. It will be delivered in conjunction with in-country partner organisations. Focus countries are Kiribati, Nauru, Samoa and Vanuatu.

The ASC and AusAID have also agreed to continue some activities that commenced under previous arrangements. These are Pacific Sport Ability (disability sport) in Fiji, Fiafia Sport (junior sport) in Samoa which will be absorbed into the country plan, production of Pacific Junior Sport resources and a review of Pacific Sport Ability resources.

- Southern Africa Component: A\$400,000. This component will be delivered by the ASC in accordance with the management structure included in the Strategy. This Component, focussed on the Active Community Clubs (ACC) concept, will be delivered principally by locally engaged contractors who have been responsible for the successful development and implementation of the ACC concept in South Africa so far.

A detailed design review of the ACC will be undertaken immediately.

- Targeted Activities Component: A\$600,000. This component consists of:
 - A Small Grants Program implemented and managed by the ASC under the guidance of a project submission evaluation committee comprising representatives from the ASC and DFAT. In consultation with predominantly developing Commonwealth countries, activities that address locally identified needs will be supported. Activities undertaken must be identified through a structured project submission process.
 - The Post Discretionary Fund will be managed under this component, with operational responsibility residing with the Department of Foreign Affairs and Trade. In the first year funding for the Post Discretionary Fund will come out of the Pacific Component. The ASC will look to cover the Post Discretionary Fund from the Targeted Activities Component in subsequent years as the Program is bedded in.
 - Activities in the Caribbean undertaken through the in-country delivery partner, the Trinidad and Tobago Alliance for Sport and Physical Education, have been rolled into this component. These activities will be transitioned into the structured submission process in parallel with a focus on sustainability.

S3.3 Detailed design and planning of activities will be in accordance with the Strategy.

S4 FINANCIAL ARRANGEMENTS

S4.1 The financial arrangements outlined below will apply to the Program.

S4.2 The maximum **annual** amount payable by AusAID in respect of the Program is **A\$2,000,000** plus GST if any, to a maximum amount over the life of the Program of **A\$10,000,000** plus GST. AusAID will not be liable for any amount, costs or expenditure incurred by the ASC in excess of this amount.

S4.3 AusAID will pay the ASC the sums in accordance with the budgets and timetable set out below within 30 days of endorsing ASC six-monthly reports. Reports will be endorsed within 21 days of receipt, unless agreed substantive issues remain outstanding.

S4.4 ASC six-monthly reports will be presented to AusAID in a jointly agreed format (see Attachment 1) in June and December of each year.

S4.5 As part of its six-monthly reporting obligations, the ASC will submit a statement acquitting funds advanced for the previous six-monthly period and a budget

outlining expenditure for the subsequent six-monthly period. Each report will clearly show funds expended and funds committed. Any uncommitted funds may be carried over into the next financial year. Unexpended or uncommitted advances remaining at the conclusion of the final year, if any, will be refunded to AusAID together with the final acquittal statement, or as otherwise agreed at any time by the Parties in writing.

S4.6 Annual Budget Pacific

Annual AusAID Funding (plus GST)	Expenditure	A\$
	ASC Coordinator Salary F/T	85,000
	ASC Coordinator On-costs (super, LSL & Comcare @ 19.8%)	16,830
	Corporate Support (ASC admin costs and overheads @ 138.7%)	117,895
	Activity Funds (including travel costs)	780,275
A\$1,000,000	TOTAL	1,000,000

S4.7 Annual Budget Southern Africa

Annual AusAID Funding (plus GST)	Expenditure	A\$
	ASC Coordinator Salary 0.6 FTE	45,000
	ASC Coordinator On-costs (super, LSL & Comcare @ 19.8%)	8,910
	Corporate Support (ASC admin costs and overheads @ 138.7%)	62,415
	Activity Funds (including travel costs)	283,675
A\$400,000	TOTAL	400,000

S4.8 Annual Budget Targeted Activities

Annual AusAID Funding (plus GST)	Expenditure Item	A\$
	ASC Coordinator Salary 0.6 FTE	39,000
	ASC Coordinator On-costs (super, LSL & Comcare @ 19.8%)	7,722
	Corporate Support (ASC admin costs and overheads @ 138.7%)	54,093
	Activity Funds (including travel costs)	499,185
A\$600,000	TOTAL	600,000

S4.9 Payment Schedule

Payment Due	Amount A\$	ASC Report Due
September 2006 – PAID	1,000,000	--
May 2007	801,822 ¹	--
July 2007	1,000,000	June 2007
January 2008	1,000,000	December 2007
July 2008	1,000,000	June 2008
January 2009	1,000,000	December 2008
July 2009	1,000,000	June 2009
January 2010	1,000,000	December 2009
July 2010	1,000,000	June 2010
January 2011	1,000,000	December 2010
-----	-----	July 2011
Total (ex GST)	9,826,822	

S4.10 The ASC will arrange, pay for and maintain for the duration of the Program:

- (a) adequate medical and dental insurance for ASC personnel who are engaged to operate outside their country of permanent residence;
- (b) adequate insurance for medical evacuation and evacuation resulting from an insured event for all ASC personnel.

S4.11 Except for amounts referable to GST referred to in S4.2 above, all taxes, duties and charges imposed or levied in connection with the performance of this Program will be borne by the ASC.

S4.12 Claims for Payment of sums due and payable in respect of the Program will be submitted in a form identifiable with the services and in accordance with Clause 12 of the ROU. Claims will be forwarded as follows:

Email (Preferred): accountsprocessing@ausaid.gov.au

¹ AusAID and the ASC agreed to reduce the payment to the ASC in the 2006/07 financial year by A\$198,178. A\$173,178 represents the amount underspent by the ASC and DFAT under the Australia-South Pacific Sports Program 2006. DFAT currently holds this amount and payments from the ASC to DFAT for the Post Discretionary Fund will be reduced accordingly. It was agreed that a further \$25,000 be retained by AusAID to meet the costs associated with AusAID's participation in design related missions in the 2006/07 financial year.

or

Chief Financial Officer
AusAID
GPO Box 887
Canberra ACT 2601

- S4.13 Except as otherwise specified, these amounts are inclusive of all costs, expenses, disbursements, levies and taxes and the actual costs and expenses.

S5 LIAISON AND NOTICES

- S5.1 The contact Officer for each Party is the Program Manager. Each Party's address for the service of notices for the purposes of this Program is as follows:

Australian Sports Commission:

Contact:	Geoff Howes, Manager International Relations
Telephone:	02 6214 1899
Facsimile:	02 6214 1451
Postal Address:	PO Box 176 Belconnen ACT 2616
Street Address:	Leverrier Crescent Bruce ACT 2617

AusAID:

Contact:	Anna Clancy, ASOP Manager
Telephone:	(02) 6206 4375
Facsimile:	(02) 6206 4872
Postal Address:	GPO Box 887 Canberra ACT 2601
Street Address:	62 Northbourne Avenue Canberra ACT 2601

Attachment 1 (to Schedule 1)

ASOP SIX-MONTHLY REPORTING

The six-monthly reports prepared by the ASC will serve a number of functions:

1. AusAID endorsement of the six-monthly reports will trigger the release of funds to the ASC to cover the subsequent six-monthly period.
2. AusAID ASOP Manager discusses with the ASC the incorporation of information and analysis provided in six-monthly reports into AusAID reporting (e.g. annual *Quality at Implementation* reports and *Initiative Summary Report*).
3. ASC Executive, Board, Minister and Annual reporting.

SIX-MONTHLY REPORTING REQUIREMENTS / FORMAT

REQUIREMENTS

1. Program Level:

ASOP Program Level Executive Summary

2. Component (Activity) Level:

The ASC would provide a report as outlined below for each of the Africa and Targeted Components. In the Pacific, the ASC could provide a single report as below or one for each specific activity.

1	Summary of Objective(s)	Summarise the stated objective(s) against which achievements are rated below.
2	Key Results	Main achievements (outputs and outcomes) arising from the Component in the past six-months and any contributing factors.
3	Implementation Progress	1. Rating (self assessment). 2. Are outputs (specific actions needed to deliver the initiative outcomes) and budget on schedule? (Why/why not?) 3. Issues arising (preventing higher rating) 4. Actions proposed (to improve rating).
4	Achievement of Objective(s)	1. Rating (self assessment). 2. Is the activity achieving the outcomes expected at this stage? (Why/why not?) 3. Issues arising (preventing higher rating) 4. Actions proposed (to improve rating).
5	Cross-cutting Issues	1. Rating (self assessment). 2. Note specific outputs/outcomes which contribute significantly to ASOP Strategy commitments on cross-cutting issues, e.g: - sustainability (ownership, partnerships / quality of relationships, capacity building) - gender - HIV/AIDS

		3. Issues arising (preventing higher rating) 4. Actions proposed (to improve rating).
6	Other Issues	Allows the ASC to report on other significant issues not addressed above if required.
	Annexes	
	Financial Statement	A statement: 1. acquitting expenditure for the current reporting period against budget and annual work plan 2. budget outlining expenditure for the subsequent six-monthly period. Each report will clearly show funds expended and funds committed.
	Annual Implementation Plan (annually)	A statement showing the periods or specific points in time that outputs will be worked towards, indicative tasks to be undertaken and milestones expected to be reached.

All answers should be brief, and provide key information to provide a coherent story of initiative progress, achievements and challenges.

Ratings: To be based on the following scale.

Definitions of Rating Scale	
Satisfactory (4, 5 and 6, above the line)	
6	Very high quality; needs ongoing management and monitoring only
5	Good quality initiative; needs minor work to improve in some areas
4	Adequate quality initiative; needs some work to improve
Less than satisfactory (1, 2 and 3, below the line)	
3	Less than adequate quality initiative; needs work to improve in core areas
2	Poor quality initiative; needs major work to improve
1	Very poor quality initiative; needs major overhaul

FORMAT

Section	Content
A	ASOP Program Level Executive Summary (2 pages)
B	Pacific Component Report (3 pages per activity plus annex(es))
C	Africa Component Report (3 pages plus annex(es))
D	Targeted Component Report (3 pages plus annex(es))

Suggested Component Level Reporting Format:

AUSTRALIAN SPORTS OUTREACH PROGRAM (ASOP)

ASOP COMPONENT: _____

Reporting Period: Start date: __/__/__ **End Date:** __/__/__

Summary of Objective(s)			
Key Results			
	Rating	Explanation (including Issues Arising)	Actions to Improve
Implementation Progress	1-6		
Achieving Objective(s)	1-6		
Cross-cutting Issues	1-6		
Other Issues			
Annexes	Financial Statement		
	Annual Implementation Plan(s)		

Maximum of three pages per component/activity (plus annexes).

Attachment 2 (to Schedule 1)

Sport For Development – A Strategy for the Australian Sports Outreach Program