

Reference number of GTI application: *CBD/GTI-01/2012*.

Date of reception:

Decision:

(box reserved for Belgian administration)



MEMORANDUM OF UNDERSTANDING

Taxonomic training through research & collection management

(call opens on 23 December 2011 and will be closed on 15 March 2012 (midnight, GMT+1))

The two parties, herewith identified as Dr A. Franklin for the Belgian National Focal Point to the GTI (Belgian GTI NFP from here onwards) and Dr '*Name promoter*' promoter of the GTI project entitled '*Title project*' mutually agree on entering into a Memorandum of Understanding expressed hereafter.

Brussels, *date* 2012

Dr A. Franklin
For the Belgian GTI NFP

Dr *Promoter name*

Scope

Both parties fully agree on the nature of the project, *i.e.* capacity building directly beneficial for developing countries. All actions will be framed within this philosophy. By way of example, activities may include the training of local actors, co-publication with local scientists, deposition of voucher collections in the host country, etc.

Activities

- . Actions as stipulated in the original project will be carried out to the best of capacities.
- . Changes in the project activities must be communicated to the Belgian GTI NFP; this is to be done by sending a written justification to the general mailing address of the Belgian GTI NFP (cbd-gti@naturalsciences.be). The Belgian GTI NFP will at all times respond to these queries.
- . The organisation of all activities, including visits to Belgium, is at the promoters' full responsibility; this include reservation of suitable accommodation, all needed international and national travel arrangements, all needed types of insurances, visa, per diem and eventual bench fees (*e.g.* to send a trainee to another Belgian host institution).
- . If additional general taxonomic training is desired for visitors, this will be communicated to the Belgian GTI NFP (on cbd-gti@naturalsciences.be) well in advance. Such training will only be organised if a parallel GTI training is already foreseen in the same period.

Budget of the project

- . The allocated budget (cf. decision letter of **date** with ref CBD/GTI-01/xx/2012.**referencenumber**), *i.e.* **Amount EUR**, will only be used to pursue activities as detailed in the project proposal.
- . The allocated amount of funding will on no condition be exceeded. Any overdue will be at the promoter's responsibility.
- . If financial modifications to the original project programme are necessary to render the original project more operational, the promoter will first inform the Belgian GTI NFP (on cbd-gti@naturalsciences.be). Only after discussing the proposed modification is the promoter deemed to carry out the desired changes.
- . All expenses made for the execution of the project must, *at all times*, be justified by original invoices, receipts or other proofs of payment.

Accounting procedure

- . All actions related to expenses must be submitted to the accountant of the Belgian GTI NFP, Mr. Vincent Pinton, before being submitted to the accounting department. This applies to the establishment of:
 - . Bonc blancs / witte bonnen
 - . Bons de commande / bestelbonnen
 - . Factures / Facturen
 - . Notes de frais, déclarations de créance, frais de mission / onkostennota's, schulvorderingen, zendingskosten
- . In the event when Mr Vincent Pinton is not in the office for several days and if an emergency, the accounting and purchase departments can be contacted directly, but a copy of the transaction must always be provided to Mr Vincent Pinton (either electronically or on paper).
- . All expenses and correspondence must always bear the reference number of the project (*i.e.* **2444FRK2_Promoter name_Year**).
In order to facilitate accounting work, expenses and proofs of payment should be handed as soon as available.

Reporting

- . Reports will arrive with the Belgian Focal Point to the GTI (on cbd-gti@naturalsciences.be) no later than 1 March 2013.
- . Reports are the full responsibility of the promoter.
- . Reports will include at least the following items:
 - . number, name, sex, qualification level, type of contribution and length of involvement (person-months) of researchers, managers and/or trainers;
 - . number, name, sex, qualification level, type of contribution and length of involvement (person-months) of trainees;
 - . achieved results (*e.g.* scientific papers, new species, collections, posters, tools developed, etc.);
 - . outreach activities (if pertinent; *e.g.* workshops, press conferences, etc.);
 - . a number of representative pictures of activities (if pertinent);
 - . foreseen exit strategy (long term vision on durability of project);
 - . detailed financial report.

Rights and property

- . Taxonomic or biodiversity data and metadata derived from this cooperative project remain fully and equitably accessible to both parties.
- . All non-consumable material acquired under financing by the Directorate-General for Development Cooperation remains the full property of the Royal Belgian Institute of Natural Sciences. This material can be lent for an indefinite period to the local partners.

Outreach

- . Each communication will bear, whenever possible, the following phrase in the acknowledgments (or equivalent): “This project runs with financial support from the Belgian Directorate-General for Development Cooperation, partim GTI”.
- . Communication with the press (in Belgium or abroad) will mention, whenever possible, a thankful reference to the financial support of the Belgian Directorate-General for Development Cooperation.
- . All published communications (posters, abstracts, manuscripts, etc.) will be conveyed to the Belgian GTI NFP (on cbd-gti@naturalsciences.be) after publication.