

Activity Schedule 44 to the Record of Understanding No. 13848

In Relation to cooperation between Department of Agriculture, Fisheries and Forestry (DAFF) and AusAID to Australia Indonesia Partnership for Emerging Infectious Diseases Animal Health Program 2010-2014

This Activity Schedule 44 sets out the objectives of AusAID and DAFF (the Parties) in relation to **Australia Indonesia Partnership for Emerging Infectious Diseases Animal Health Program 2010-2014 (Activity)** which will be implemented under the Record of Understanding signed by the Parties on 19 May 2005 (ROU).

This Activity Schedule (including any attachments) details the scope of the Activity, as well as the contributions and obligations of each Party in relation to the Activity. Unless otherwise stated in this Activity Schedule, the provisions of the ROU will apply.

Signed on behalf of AusAID by:

Signed on behalf of DAFF by:

Richard Moore

Ms Karen Schneider

Deputy Director General

Executive Manager

AusAID

Animal Division DAFF

.....

.....

Signature and Date

Signature and Date

Activity Schedule No. 44 of ROU No. 13848

Australia Indonesia Partnership for Emerging Infectious Diseases Animal Health Program 2010-2014 (AIP-EID) (Activity)

1. INTERPRETATION

- 1.1 Unless the contrary intention appears, the definitions in the ROU apply to this Activity Schedule.
- 1.2 In addition, the following definitions apply in this Activity Schedule and any attachments:

AIP-EID means **Australia Indonesia Partnership for Emerging Infectious Diseases Animal Health Program 2010-2014**

2. COMMENCEMENT AND COMPLETION DATES

- 2.1 The Activity will commence from the date of its signature and be completed by 31 December 2014.

3. ACTIVITY GOALS AND OBJECTIVES

- 3.1 The Activity goals and objectives outlined below are in accordance with the Program Design Document (PDD) goals and objectives (Attachment 1)
- 3.2 The broader and long term goals of the program are:
 - 3.2.1. Improved animal, and therefore human, health in Indonesia through reduced disease transmission.
 - 3.2.2. Improved profitability of primary production resulting in economic growth for rural communities.
- 3.3 Broad development outcomes are:
 - 3.3.1. The Ministry of Agriculture (MOA) has an effective disease prevention planning process in place, which will assist implementation of disease control strategies.
 - 3.3.2. Sub-systems that include laboratory networks, quarantine services, and information management have clearer roles and responsibilities that improve effectiveness and efficiency.

Activity Schedule No. 44 of ROU No. 13848

3.3.3. Provinces and districts have improved systems to detect and respond to disease outbreaks.

3.4 By the end of this program, the short term intended development outcomes are:

3.4.1. MOA has commenced implementing measures for better coordination of the elements of the animal health system including sub-national field activities, quarantine, information management and animal health laboratories.

3.4.2. Appropriate methods and standards in veterinary laboratories are established (including sustainable reagent development and sourcing), and are beginning to be implemented.

3.4.3. In South and West Sulawesi a local animal health system, based on a sustainable approach, provides animal health surveillance that balances budget availability and international standards set by the World Organisation for Animal Health (OIE).

3.4.4. The quarantine system is implementing some measures that provide a consistent risk management approach to quarantine operations.

4. ACTIVITY DESCRIPTION

4.1 DAFF will implement the Activity in accordance with the Program Design Document (PDD) set out at Attachment 1. The PDD details the Activity description, management and program governance arrangements.

4.2 The Subsidiary Arrangement (SA) (Attachment 2) for this Activity further outlines the roles and responsibilities of both Australian and Indonesian government in program management, program governance and monitoring and evaluation. While unsigned at this point in time, the content and text of the SA have been agreed by both Australia and Indonesia government.

4.3 Under this Activity, DAFF may sub-contract other entities to implement ongoing or specialised activities.

4.4 Specific activities for each working year (Australian financial year) will be discussed in a workshop format. The activities proposed will be endorsed by the Program Coordinating Committee. These activities will then form the basis for the annual work-plan delivered through the Activity. The agreed activities must fall within the scope of the PDD.

4.5 A draft annual work plan for the Activity, detailing activities for the working year will be submitted to AusAID within one month of these planning workshops being held.

Activity Schedule No. 44 of ROU No. 13848

4.6 A risk management matrix is included in the PDD.

5. OVERSEAS PERSONNEL

5.1 Terms and Conditions for Overseas Personnel

- 5.1.1 During the period of this Activity terms and conditions for overseas deployment will be established based on Department of Foreign Affairs and Trade (DFAT), AusAID and DAFF procedures and conditions.
- 5.1.2 All deployed long term staff based in Indonesia will be established as per DFAT procedures and conditions.
- 5.1.3 All other Australian-based DAFF staff involved in the Activity will be covered under DAFF conditions for international travel which includes medical insurance and medical evacuation.
- 5.1.4 Where DAFF engage and deploy sub-contractors for short term or long term assignment to Indonesia, DAFF will be responsible for all overseas arrangements and managements of these sub-contractors as laid out in the contractual agreement between DAFF and the sub-contractors.
- 5.1.5 AusAID will provide assistance with the issuance of stay permits, exit and re-entry permits, work permits and other necessary permits for approved experts, advisors and international staff working for the Activity, and their respective dependents.

5.2 Recruitment and Pre-Departure Training

- 5.2.1 All DAFF staff involved in this Activity are employees of DAFF
- 5.2.2 Recruitment of DAFF technical experts will be conducted in accordance to DAFF recruitment guidelines.
- 5.2.3 DAFF technical experts based in Indonesia will be deployed under DFAT conditions of service
- 5.2.4 DAFF may engage sub-contractors where DAFF identifies a need in areas outside the expertise of DAFF. Sub-contractors will be engaged in accordance with Commonwealth procurement and contractual requirements.
- 5.2.5 DAFF will be responsible for ensuring that all staff and sub-contractors receive appropriate briefing and information about the Activity and Indonesia.
- 5.2.6 All DAFF staff and sub-contractors will have current and relevant experience travelling and working in Indonesia.

Activity Schedule No. 44 of ROU No. 13848

- 5.2.7 Parties agree to commit all personnel deploying overseas to the pre-departure briefing and/or training, as advised by DFAT and AusAID.
 - 5.2.7.1 Pre-deployment training and briefing will be a DAFF responsibility with support from DFAT and AusAID.
 - 5.2.7.2 For pre-departure and pre-deployment briefing, DAFF will assemble these information from a number of sources including DAFF, DFAT, AusAID and other international agencies.
 - 5.2.7.3 This briefing material will deal with general information concerning living and working in Indonesia, some specific commentary on the structure of Ministry of Agriculture, and security issues and emergency procedures. This will be in addition to DAFF code of conduct, both local and international.

5.3 Insurance for Overseas Personnel

- 5.3.1 All Overseas Personnel involved in the Activity will be appropriately insured for the duration of the Activity in accordance to DAFF overseas travel guidelines and DFAT overseas personnel deployment guidelines and conditions of service.

5.4 Conduct and Operational Procedures / Determinations

- 5.4.1 DAFF will make all reasonable endeavours to ensure that DAFF Personnel comply with the following:
 - 5.4.1.1 Australian Public Service (APS) Code of Conduct
 - 5.4.1.2 AusAID Code of Conduct
 - 5.4.1.3 DFAT Code of Conduct for Overseas Deployed Staff
 - 5.4.1.4 DAFF Code of Conduct, including DAFF Code of Conduct for Overseas Travel
- 5.4.2 DAFF will ensure that DAFF Personnel sign and understand each of the above documents, and will provide signed copies of each document to AusAID prior to deployment.
- 5.4.3 Pursuant to the ROU, AusAID will refer information it receives pertaining to DAFF Personnel involvement in:
 - 5.4.3.1 potential breaches of operational procedures or determinations; or

Activity Schedule No. 44 of ROU No. 13848

5.4.3.2 other behaviour or incidents that potentially compromise the delivery of the Australian Government's activities under this Activity Schedule to DAFF for their management.

5.4.4 AusAID may advise DAFF on its position on any matter covered in this paragraph.

5.5 Suspension and Termination of Overseas Personnel

5.5.1 Where AusAID forms the view that the behaviour of DAFF Personnel, their recognised dependent/s are damaging or likely to damage the reputation of the Australian Government or the Australian aid program overseas, AusAID may require DAFF to suspend or terminate the involvement of a particular person in an AusAID funded activity and DAFF will take that action.

5.6 Duty of Care to Overseas Personnel

5.6.1 DAFF is responsible for performing the duty of care owed by the Commonwealth to its personnel.

5.6.2 Where DAFF staff is deployed under DFAT or AusAID conditions for overseas service, DFAT is responsible for the Personnel security and for taking out and maintaining appropriate insurance.

5.6.3 DFAT is responsible for the immediate development and implementation of a Security Plan to ensure the safety and security of Personnel. The Security Plan should incorporate prevention strategies and response plans, including evacuation plans where appropriate. DFAT shall review and update the Security Plan whenever considered necessary by DFAT.

5.6.4 DAFF must keep abreast of the security situation in the Partner Country including where relevant having regard to travel advisories and notices including those issued by the Australian Department of Foreign Affairs and Trade. The Australian advisories and notices are available at:
www.dfat.gov.au

5.6.5 DAFF acknowledges and confirms that, notwithstanding any other provisions of this Activity Schedule:

5.6.4.1 it is not the function or responsibility of AusAID or any person acting or purporting to act on behalf of AusAID, to comment on or approve Security Plans; and

5.6.4.2 DAFF has not entered into this Activity Schedule based on any representation, statement or assurance by AusAID or any person acting or purporting to act on behalf of AusAID, in respect of the safety or security of the DAFF Personnel or any person acting on

Activity Schedule No. 44 of ROU No. 13848

behalf of the DAFF, in the Partner Country or in any other location.

6 FINANCIAL ARRANGEMENTS

- 6.1. The financial arrangements outlined below will apply to the Activity.
- 6.2. The maximum amount payable by AusAID in respect of this Activity is **A\$ 21,200,000.00** plus GST if any up to a maximum amount of **A\$2,120,000.00**. AusAID will not be liable for any amount, costs or expenditure incurred by DAFF in excess of this amount.
- 6.3. AusAID will pay DAFF the sums within 30 days of receipt of a valid invoice in accordance with the budget and timetable set out below. The unexpended part of advances paid by AusAID (if any) will be refunded to AusAID.

No	Tranche	Amount (A\$)	Date
1	First	2,900,000.00	On signing of this Activity Schedule.
2	Second	6,000,000.00	July 2011
3	Third	6,250,000.00	July 2012
4	Fourth	6,050,000.00	July 2013

- 6.4. Budget schedule for the Activity will be developed as part of the annual workplan
- 6.5. Claims for payment of sums due and payable in respect of the Activity will be submitted in a form identifiable with the services and in accordance with relevant provisions in the ROU. Claims will be forwarded as follows:

Email (preferred method of contact): accountsprocessing@ausaid.gov.au

Post: AusAID
Attention: Chief Finance Officer
GPO Box 887
Canberra ACT 2601
Australia

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

Activity Schedule No. 44 of ROU No. 13848

7 REPORTING, MONITORING AND EVALUATION

- 7.1 The Parties agree that it is essential to ensure the performance and impact of the Activity is adequately and effectively monitored and assessed. The Parties agree that reporting for the Activity will be in accordance with the reporting framework set out in Attachment 3
- 7.2 A final Monitoring and Evaluation framework will be submitted to AusAID for approval in accordance to the schedule in the reporting framework. The Monitoring and Evaluation framework will be reviewed annually. Additional reporting as required will be detailed in the Monitoring and Evaluation framework.
- 7.3 Independent reviews will be conducted as outlined in the reporting framework and PDD.

8 LIAISON AND NOTICES

- 8.1 The contact officer for each Party is the Activity Manager. Each Party's address for the service of notices for the purposes of this Activity is as follows:

1 DAFF:

Contact: Andrew Moss

Telephone: +61 2 62725972

Email: Andrew.moss@daff.gov.au

Facsimile: +61 2 6272 4280

Postal Address: GPO Box 858 Canberra ACT 2605

Street Address: 18 Marcus Clarke Street Canberra City

2 AusAID:

Contact: Yoshiko Siswoko

Telephone: + 62 21 2550 5570

Email: yoshiko.siswoko@ausaid.gov.au

Facsimile: + 62 21 2550 5582

Postal Address: Australian Embassy, Jl. H.R. Rasuna Said
Kav. C 15-16 Jakarta, Indonesia

Street Address: Australian Embassy, Jl. H.R. Rasuna Said
Kav. C 15-16 Jakarta, Indonesia

Attachment 1

Program Design Document (PDD)

(If provided electronically the PDD may be provided as a separate electronic document marked as Attachment 1)

Attachment 2

Subsidiary Arrangement (SA)

(If provided electronically the SA may be provided as a separate electronic document marked as Attachment 2)

Reporting Framework ¹

Output	Year														
	1			2			3			4					
	July-Sep	Jan-Mar	Apr-Jun	July-Sep	Oct-Dec	Jan-Mar	Apr-Jun	July-Sep	Oct-Dec	Jan-Mar	Apr-Jun	July-Sep	Oct-Dec	Jan-Mar	Apr-Jun
6 Monthly Reports		X		X		X		X		X		X		X	
Work plans including			X				X				X				X
- activity implementation schedule															
- staffing and resource schedule															
- expenditure and budget schedule															
Monitoring and Evaluation Framework		X					X				X				
Reviews					X										X

¹ This is referring to the PDD but more specific reporting requirements'.

