



APPENDIX 1 FINANCIAL PROVISIONS AND CONDITIONS

Financial provisions and conditions for the YEP partner as referred to within the YEP context.

Article 1 Responsibility

The YEP Partner always bears the responsibility for the safety and wellbeing of Young Experts seconded by the organisation. Neither the Netherlands Water Partnership (NWP) nor the Ministry of Foreign Affairs can ever be held liable for their safety and well-being. Travel advice from the Netherlands Embassy with regard to safety will be followed.

Article 2 Accountability of and reporting by seconding parties

Young Experts are deployed for a maximum of 2 years. YEP provides financial support for this entire period, subject to the provision that sufficient progress is made and sufficient resources are provided by the Ministry of Foreign Affairs. The definitive financial contribution is determined based on the reports and accounts of the progress.

Article 3 Specification of costs associated with the deployment, secondment and training of Young Experts

The annual costs associated with the deployment, secondment and training of Young Experts are listed below:

| Deployment of local Young Expert: | | YEP | Seconding organisation |
|-----------------------------------|---|-----------------------------|------------------------|
| | Personnel costs Young Expert <i>(including salary, social security charges and local expenses)</i> | € 10.000 | € 12.000 ¹ |
| | Training and development <i>(including supervision, preparatory training in the Netherlands, network development and coaching)</i> | € 2.000 | |
| Total costs | | € 12.000² | € 12.000 |

Article 4 Administrative documents

The financial accounts are recorded in the seconding organisation's ledger accounts. The ledger accounts are classified in accordance with the layout of the table shown above. The account structure shall be designed in the detailed manner required to gain insight into the composition of the costs. The account structure shall reflect the classification of the budget. Preference is given to the use of cost centres in the ledger as it allows assigning a specific cost centre number to the programme.

To ensure an efficient internal control or audit of records, a specification of the costs should be available and the underlying invoices or copies of invoices and other documents need to be included in a project file. A detailed printout from the automated accounts can also serve as an adequate specification.

The project file shall contain the following documents:

1. Authorised substantiation of the costs (invoices and proof of payment for the costs)
2. Signed secondment or employment contract
3. Salary slip for the month in which the Young Expert takes up employment or begins as Young Expert within YEP, as well as a salary slip for the 12th or last month of employment
4. Copy of proof of identity

The YEP Programme Bureau can exercise its discretion in deciding whether to arrange for an External audit of the seconding organisation. YEP shall bear the costs of any such audit. These costs shall not be charged to the seconding organisation or deducted from amounts payable to the seconding organisation.

Article 5 Advances

After receiving all documents the YEP Programme Bureau will transfer 95% of the allocated contribution for the first year. When the time of deployment is longer than one year, after year one, a progress report has to be

¹Including Daily subsistence allowance (DSA), during the training weeks. In the first year the start training (€375) and in the potential second year during the return training (€175).

²Maximum of financial support (the financial support provided by YEP amounts to a maximum of 50% of the total costs incurred in the secondment with a maximum of EUR 12.000 for a Local Young Expert.



submitted by the seconding organisation. After the progress report is approved the advance for year two will be transferred (95% of the awarded annual grant for the second year). The YEP Programme Bureau shall transfer the remaining 5% after the specification and approval of the report following the completion of the Young Expert's deployment. All payments shall be made in euros.

The total advance for the local Young Expert year 1 is € 9.500.
The total advance for the local Young Expert year 2 is € 9.500.

See the table below for explanation.

| Advances local Young Expert | | Year 1 | Year 2 |
|-----------------------------|---|----------|----------|
| | Awarded grants YEP (A) | € 12.000 | € 12.000 |
| | Resources administered by YEP for the purpose of training (B) | € 2.000 | € 2.000 |
| | 95% advance (A-B)*95% | € 9.500 | € 9.500 |
| | Remaining amount (Max. 5%) | € 500 | € 500 |

Article 6 Reports

When the time of deployment is longer than one year, after year one a progress report will be submitted by the YEP partner. The progress report shall be accompanied by the administrative documents specified in article 4.

The format for the progress report can be found at: www.yepprogrammes.com. Within one (1) month after the end date specified in the contract, or if applicable after the end date of an early termination of the YEP position (before the end date specified in the YEP contract), the organisation shall submit a request for the determination of the definitive financial support. If an early termination is applicable, the maximum amount of subsidy for this position will be calculated pro rate (number of months the Young Expert was active). This request shall be accompanied by the aforementioned administrative documents as described under article 4, supplemented by (a copy of) any invoices of EUR 2.000 or above. The YEP partner shall also submit a declaration of authenticity for any copies of documents that are submitted. The YEP partner may be requested to submit a Letter Of Representation (LOR). The NWP supplies the requisite format.

Article 7 Acceptance of conditions and obligations

When the YEP partner's legal representative (and the lead party) signs the contract the YEP partner declares that it has taken cognisance of, understood and concurred with the content, conditions and obligations laid down in the YEP criteria and conditions as laid down in this document.

Article 8

Should the contract of employment with the Young Expert be terminated prematurely for any reason whatsoever, then the parties (YEP partner and Young Expert) shall consult on a financial settlement, in reasonableness, of the costs that have actually been incurred.

Article 9

The sanction policy and review of the management capacity from appendix 2 are integral elements of the YEP. The YEP partner confirms that it can comply with the sanction policy and review of the management capacity.

For approval,

On behalf of NWP
E. van Galen
Manager Operations
(Acting Director)

On behalf of <YEP Partner>
<name legal representative>
<function>

Date:

Date: