

CONTRACT  
between

EARTH College and

Noragric, Centre for International Environment and Development Studies

concerning the  
EARTH/Salzburg Seminar Programme  
Sustainability, Education and the Management of Change in the Tropics

1. The Assignment

Noragric, Centre for International Environment and Development Studies (hereafter known as Noragric) hereby agrees to act as a collaborating institution in the seminar programme, "Sustainability, Education and the Management of Change in the Tropics". Noragric will provide advice, assistance and participation in the planning, implementation and review of this multi-year, international programme. Components of the seminar programme include six executive committee meetings, four regional seminars, five planning meetings and one final seminar for a total of sixteen events altogether.

2. The Work Schedule

The time frame for the entire program is five years, 1999 - 2003. The first seminar will be held in August 1999 in Austria. In the year 2000, the seminar will be held in Costa Rica. Three planning meetings are scheduled for Africa, Asia and Norway in 2001. Further planning meetings will be held in 2002 for Africa and Asia as well as the African and Asian seminars. The final seminar will be in Oslo in 2003. The executive committee meetings will be interspersed throughout the five-year period.

3. Working Conditions and Remuneration

Over the five year period, Noragric will devote one to one and a half person/months each year, based on the particular year's activity level, to providing advice, assistance and participation in the planning, implementation and review of the seminar program in cooperation with partners at EARTH, Salzburg Seminar and in the host countries.

1999	1 pers on / month	USD 10,652.	NOK 83 .086
2000	1 person/month	10,652.	83.086
2001	1.5 person/months	15,978.	124.628
2002	1.5 person/months	15,978.	124.628
2003	1.25 person/months	13,315.	103.857
TOTAL	6.25 person/months	66,575.	19.285

All USD figures are calculated from NOK at the rate of NOK 7.8 = USD 1.00. Remuneration for this work follows guidelines and regulations set by Noragric/Agricultural University of Norway and the Norwegian Government.

4. Budget

Noragric (Consultancy over 5 years)

1.	6.25person/months	USD 66,575.	NOK 519.285
2.	Per diem 28 travel days	2,044.	15.943
3.	Communications		
	a. Telephone/fax	1,000.	7.800
	b. Post	500.	3.900

4. Administrative contingency(10%)	7012.	54.694
Total	USD 77,131.	NOK 601.622

All USD figures are calculated from NOK at the rate of NOK 7.8 = USD 1.00. Travel day per diem is calculated according to guidelines and regulations set by Noragric/Agricultural University of Norway and the Norwegian Government. This contract does not deal with transport and living expenses connected to the various meetings and seminars that compose the programme. Such expenses are dealt with by the EARTH College/Salzburg Seminar program under section II of the Program Budget 1999-2003 (attached). Any expenses unforeseen above are eligible for coverage under section V of the Program Budget 1999-2003.

#### 5. Fee and Settlement

For the items under sections 3 and 4 of this contract, above, EARTH College agrees to pay Noragric in 5 equal annual amounts together totalling NOK 601.622 (USD 77,131). The first payment of NOK 120.324,40 (USD 15,426.20) will be due upon signing of this contract. Subsequent annual payments will be due by 30 June each year.

#### 6. Other Conditions

If any disagreement arises relating to the implementation of this contract, there shall be mutual consultations between Noragric and EARTH College with the objective of securing a successful implementation of the seminar programme.

7. Termination Either party may terminate the present contract by giving 6 months written notice to the other party. Upon such notice, the parties shall exert their best efforts to terminate cooperation in a rapid, orderly and economical manner. In the event of the termination of Noragric's participation, Noragric shall be entitled to payment for services satisfactorily performed and expenses incurred prior to the date of termination.

This contract is completed in two originals with each party retaining one original.

Venue: Ås

Date: 9.9.1999

/signature/  
Elizabeth de Jong  
For Thor Larsen  
Director Noragric

/signature/  
José Zaglul  
President  
EARTH College

Attachment: Notes to the Program Budget 1999 - 2003

cc: Noragric accounts  
Noragric archives

Attachment

Sustainability, Education, and the Management of Change in the Tropics

Notes to the Program Budget  
1999 - 2003

*These notes form an integral part of the Program Budget document that follows.*

I. Executive Committee

The Executive Committee will oversee the direction of the Project and will meet approximately six times over the five years of the project.

A. Teleconference meetings of the Committee will be held as needed. Ten calls at approximately \$150 per call are used as an estimate for this budget.

B. Ten meetings are projected at a cost of \$8,000 per meeting.

II. Seminars

Budgeting for the seminars is based on knowledge of the projected actual costs for the sessions in Salzburg and Costa Rica. Using per diem figures published by the United States Department of State for countries in Africa and Asia as well as for Norway, we have assumed the accommodations and meals costs for the sessions in these areas will approximate those for Salzburg and have used the same figures as follows.

A. Participants Costs - Five-day Sessions

1. Accommodations and Meals \$225 per day, per participant	1125
2. Conference administration	40
3. Orientation and session materials	40
4. Local transportation	30
5. Cultural activities, e.g., concert, walking tour	30
6. Health insurance	10
TOTAL Participant Costs	1275

B. Participants Costs - Three-day Session (Oslo)

1. Accommodations and Meals \$225 per day, per participant	675
2. Conference administration	40
3. Orientation and session materials	40
4. Local transportation	30
5. Cultural activities, e.g., concert, walking tour	30
6. Health insurance	10
TOTAL Participant Costs	825

C Participants Costs - Two-day Sessions (Regional planning meetings)

i 1. Accommodations and Meals \$225 per day, per participant	450
2. Conference administration	40
3. Orientation and session materials	40
4. Local transportation	30
5. Cultural activities, e.g., concert, walking tour	30
6. Health insurance	10
TOTAL Participant Costs	600

D. Participant Costs - Latin America Session (Costa Rica)		
1. Accommodations and Meals \$50 per day, per participant \$		250
2. Conference administration		40
3. Orientation and session materials		40
4. Local transportation		30
5. Cultural activities, e.g., concert, walking tour		30
6. Health insurance		10
TOTAL Participant Costs \$		400

E. Travel Costs

Travel for each of the five seminars has been projected at \$2,000 per participant. However, the funds earmarked for travel will be administered as a pool available for travel funding with the expectation that some travel costs will be less than \$2,000 and others will be greater than \$2,000. It is also anticipated that some participants will not require any funding for travel. Therefore, travel is budgeted for 55 participants at each of the five seminars, though the number of expected participants is expected to range from 70-75. Except in exceptional circumstances to be decided by the Project Directors, we will reimburse participant travel costs for the lowest cost economy round trip fare.

III. Project Management/Direction

A. Salzburg Seminar

1. Salaries and Benefits - This item includes partial salary and benefits costs for the Salzburg Project Director and program support staff.
2. Staff travel and accommodations - Includes Project Director travel and accommodations costs for the seminars, for site visits and regional planning meetings in Africa and Asia, and for Executive Committee meetings. Includes limited amount for travel and accommodation costs for other Seminar staff participation in the Project, including the Seminar's President.

B. EARTH College

1. Salaries and benefits- This item includes partial salary and benefits costs for the EARTH College Coordinator and program support staff.
2. Includes Project Director travel and accommodation costs for the seminars, for site visits and regional planning meetings in Asia and Africa, and for Executive Committee meetings. Includes limited amount for travel and accommodation costs for other Seminar staff participation in the Project, including EARTH's President.

C. Noragric-NLH

1. Salaries and benefits- Remuneration for this work and related travel follow guidelines and regulations set by Noragric/Agricultural University of Norway and the Norwegian Government. Over the five-year period Noragric will devote from 1 to 1.5 person/months each year to the project, based upon the particular year's activity level. Participation per year and corresponding amounts in US dollars will be as follows:

1999	1 person/month	USD	10,652
2000	1 person/month		10,652
2001	1.5 person/months		15,978
2002	1.5 person/months		15,987
2003	1.25 person/months		13,978
<b>TOTAL</b>	<b>6.25 person/months</b>	<b>USD</b>	<b>66,575</b>

2. Travel and accommodation costs for Noragric representatives to the Executive Committee and other planning meetings are contained in budget

items corresponding to specific events and to the costs of the executive Committee.

#### IV. Outreach

- A. Publications - We project three published Project update reports at a projected cost of \$5,000 each plus \$2,000 in postage and handling costs for each.
- B. Website, listserv - We anticipate use of technology over the life of the Project to facilitate the involvement of session participants between the seminars and to establish mechanisms by which information about the Project can be disseminated to a broader audience. We have budgeted for staff support and site management at \$5,000 per year for five years.

#### V Inflation and Contingency

Because the Project will extend over five years, we request a line item of five percent of the Project budget to cover costs related to inflation over the life of the Project. Further, because of the possibility for unexpected costs related to Project design and implementation, we request an additional amount of five percent of the Project budget to serve as a contingency reserve.

Sustainability, Education, and the Management of  
Change in the Tropics  
PROGRAM BUDGET  
1999 - 2003

(in US dollars)

PROGRAM	BUDGET
I EXECUTIVE COMMITTEE	
A. Teleconference meetings	1,500
B. Travel and accommodation for ten meetings 80,000	80,000
Subtotal	81,500
Total Executive Committee	81,500
II Seminars and Planning Sessions	
A. 1999 - Salzburg, Austria (75 participants, five days)	
1. Participant Costs--\$1275x70	89,250
2. Travel--\$2000x55	110,000
Subtotal:	199,250
B. 200~Laffn America Session, Costa Rica (75 participants, five days)	
1. Participant Costs--\$400x75	30,000
2. Travel--\$2000x55	110,000
Subtotal:	140,000
C. 2001 - Africa Planning Committee (10 participants, 2 days)	
1. Participant Costs--\$600x10	6,000
2. Travel - \$2000x10	20,000
Subtotal:	26,000
D. 2001~Asia Planning Committee (10 participants, 2 days)	
1. Participant Costs--\$600x10	6,000
2. Travel--\$2000x10	20,000
Subtotal:	26,000
E. 2001 - Oslo, Norway Planning Session (25 participants, 3 days)	
1. Participant Costs - \$825x25	20,625
2. Travel--\$2000x25	50,000
Subtotal:	70,625
F. 2002 - Africa Planning Committee (10 participants, 2 days)	
1. Participant Costs - \$600x10	6,000
2. Travel--\$2000x10	20,000
Subtotal:	26,000
G. 2002 - Africa Session	
1. Participant Costs - \$1275x75	95,625
2. Travel--\$2000x55	110,000
Subtotal:	205,625
H. 2002 - Asia Planning Committee (10 participants, 2 days)	
1. Participant Costs - \$600x10	6,000
2. Travel - \$2000x10	20,000
Subtotal:	26,000

I. 2002 - Asia Session	
1. Participant Costs - \$1275x75	95,625
2. Travel - \$2000x5	110,000
Subtotal:	205,625
J. 2003 - Final Session - Oslo, Norway	
1. Participant Costs - \$1275x75	95,625
2. Travel - \$2000x5	110,000
Subtotal:	205,625
<b>Total Seminars and Planning Sessions</b>	<b>1,130,750</b>
III PROJECT MANAGEMENT/DIRECTION	
A. Salzburg Seminar (expenses over 5 years)	
1. Salaries and Benefits	300,000
2. Staff travel and accommodations	30,000
3. Communications	
a. Telephone	10,000
b. Postage	5,000
4. Administrative Overhead (5%)	17,250
Subtotal Salzburg Seminar:	362,250
B. EARTH College (expenses over 5 years)	
1. Salaries and Benefits	275,000
2. Staff travel and accommodations	25,000
3. Communications	
a. Telephone	10,000
b. Postage	5,000
Subtotal EARTH College:	315,000
C. Noragric (expenses over 5 years)	
1. Salaries and Benefits- 6.25 person/months	66,575
2. Per diem 28 travel days	2,044
3. Communications	
a. Telephone/fax	1,000
b. Postage	500
4. Administrative contingency(10%)	7,012
Subtotal Noragric:	77,131
Total Project Management/Direction	754,381
IV Outreach	
A. Publications	21,000
B. Website, listserv	25,000
Total Outreach:	46,000
Projects Subtotal:	2,012,631
V Inflation and Contingency(10%)	201,263
<b>GRAND TOTAL:</b>	<b>2,213,894</b>

NORAD	\$1,863,894
Kellogg Grant	\$350,000
<b>TOTAL Budget</b>	<b>\$2,213,894</b>

ESCUELA DE AGRICULTURA  
DE LA REGION TROPICAL HUMEDA  
DIR -051-99  
July 27, 1999

Dr. José Zaglul  
President

Mr. Sverre Stub, Director General  
Royal Ministry of Foreign Affairs  
P.O. Box 8114 Dep.  
N-0032 Oslo  
Norway

RE: Project Number: GLOR 9610

Dear Sirs,

I am pleased to enclose herewith a signed and fully executed copy of the Letter of Agreement between EARTH and the Norwegian Ministry of Foreign Affairs, for your files.

We are looking forward to this working collaboration.

Sincerely,

/signature/

Enclosure: a/s

Beginning Aug. 1, 1999

LETTER OF AGREEMENT  
BETWEEN  
THE EARTH COLLEGE  
AND  
THE NORWEGIAN MINISTRY OF FOREIGN AFFAIRS

The Department of Natural Resources and Environmental Affairs of the Norwegian Ministry of Foreign Affairs<sup>0</sup>, hereafter referred to as the Ministry, has approved to support through the Earth College, funding of the seminar series "Sustainability, Education and the Management of Change in the Tropics", to be convened by Earth College and the Salzburg Seminar over a period of five years from 1999 to 2003.

The Earth College will be responsible for the management of the Norwegian support.

The Norwegian contribution will be: USD 300,000 (US dollars three hundred thousand).

#### Scope

The funds will cover the costs related to the implementation and organisation of the seminar series as specified in the proposal attached to Earth College's letter of 12 May 1999.

#### Implementation

It is understood that the project will be carried out in collaboration with the Salzburg Seminar, while EARTH College will be the contract partner. EARTH College has to enter into a subcontract with NORAGRIC at the Agricultural University of Norway. Their expenses should be covered under the above contribution.

The Earth College should make every possible effort to ensure timely and full implementation of the project in accordance with the received proposal.

The Ministry should be informed immediately if any irregularity is detected or suspected in connection with the use of the funds. A joint project wholly or partly financed by the Norwegian Government should be carried out within the laws and regulations of the country where it is implemented

#### Remuneration

Earth College will receive an amount of USD 300,000 (US dollars three hundred thousand) for the execution of the project.

#### Payments

The Ministry shall make a deposit of USD 270,000 upon receiving a signed copy of this Letter of Agreement. The remaining USD 30,000 will be transferred when a satisfactory report and a financial statement for the use of the funds have been received by the Ministry.

#### Statement of accounts

Earth College shall administer the funds in accordance with its financial regulations and other applicable rules and procedures, and shall keep separate records and accounts of the funds.

## Reports

The Ministry shall receive a brief financial- and progress report about three months after the project is initiated and a complete report and financial statement, verified by an independent accountant, upon completion of the project. If necessary, the Ministry can request that additional reports be made.

## Termination

The funds can be withdrawn if the project is stopped, substantially altered, delayed or if incorrect information has been given in the application. Funds given to a project in one calendar year should be used before the end of the following year. Under certain conditions this period can be prolonged for another year, by written consent from the Ministry. Any unused funds by completion of the project must be returned to the Ministry.

## Entry into force

This contract will enter into force upon signature of this letter by authorized representatives of the Ministry and by the return of a copy signed by authorized representative of Earth College, stating consent.

This letter together with written confirmation to that effect, shall constitute a Contract between the Earth College and the Ministry in this matter.

## Signatures:

/signature/

For: Earth College

For: Norwegian Ministry of Foreign  
Affairs

/signature/  
Sverre Stub  
Director General

/signature/  
Mona E. Brøther  
Assistant Director General