

## FCDO Accountable Grant

Accountable Grant Arrangement

Between

The Government of the United Kingdom of Great Britain and Northern Ireland acting through the Foreign, Commonwealth & Development Office (“FCDO”)

and

Centro de Inteligência Territorial (CIT) , registration number: CNPJ: 30.619.995/0001-34 (“the Partner”)

together called “the Participants”

FCDO Project Name: **Implementing Selo Verde (Green Label) platform and CAR 2.0 system in Minas Gerais state Brazil**

FCDO Project Number: **MRV55**

1. In any correspondence with FCDO with regard to this Arrangement, reference must be made to the Project Name and Project Number shown above.

### Provision of grant

2. The arrangements and the purpose for which the grant will be used are set out in this Accountable Grant Arrangement, its annexes and the corresponding proposal, *Implementing Selo Verde (Green Label) platform and CAR 2.0 system in Minas Gerais state Brazil*, results monitoring log and budget, collectively referred to as “this Arrangement”.

3. The project to which this Arrangement relates will start on 10 May 2023 and end on 30 September 2024 (“Project End Date”) unless terminated earlier. FCDO will make available an amount not exceeding **£488,488.75 (four-hundred eighty-eight thousand, four-hundred eighty-eight hundred pounds sterling, seventy-five pence)**. The amount is expected to be allocated across the following years.

FCDO Financial Year	Annual Allocation (£GBP)
<b>{1 Apr 2023 – 31 Mar 2024}</b> :	<b>£313,334.50</b>
<b>{1 Apr 2024 – 31 Mar 2025}</b> :	<b>£175,154.25</b>

4. The funding amount is subject to revision and is dependent on the fulfilment of the provisions of this Arrangement, any revisions to budgets, actual expenditure and need and the continuing availability of resources to FCDO.

## **Status and compliance with the law**

5. The Partner is registered as a not-for-profit organisation and has the capacity to comply with the provisions set out in this Arrangement. If not previously provided, the Partner must provide evidence of its status to FCDO. The Partner must notify FCDO immediately if its status changes in any way.

6. The Partner and any person, organisation, company or other third-party representative engaged as part of this project (“Downstream Partners”) will at all times comply with all applicable legislation, regulations and rules both in the countries they are registered and operating in. All Partners will comply with their reporting obligations to relevant national and international bodies such as the Charity Commission for England and Wales.

## **Prevailing language and amendments**

7. In the event of translation, the English text of this document will prevail.

8. Any amendments to this Arrangement will be set out in writing and approved through FCDO’s standard amendment letter or, where appropriate, a revised Arrangement.

9. The Partner accepts the following specific provisions relating to this Arrangement:

- FCDO has appointed a Grant Manager to act on its behalf under this Arrangement. The Grant Manager shall carry out the duties assigned to them and shall exercise the authority delegated to them by FCDO as set out in Annex 5. Unless and until FCDO notifies the Partner otherwise, the Grant Manager shall be deemed to have the full authority of FCDO under the Arrangement in respect of the delegated rights and responsibilities set out in Annex 5.

## **Eligible expenditure**

10. The funding amount is to be used solely for costs included as part of the budget agreed with FCDO for the delivery of the outputs and outcomes set out in the results monitoring log included as part of this Arrangement.

11. FCDO funding will not be used to meet the costs of any other expenditure, in particular the ineligible items set out in in FCDO’s [Eligible Cost Guidance for Accountable Grants \(https://www.gov.uk/government/publications/dfid-accountable-grant-arrangement-budget-template-and-guidance\)](https://www.gov.uk/government/publications/dfid-accountable-grant-arrangement-budget-template-and-guidance). This includes the following:

**Explicitly ineligible across all budget categories:**

- Activities which may lead to civil unrest
- Activities which discriminate against any group on the basis of age, gender reassignment, disability, race, colour, ethnicity, sex and sexual orientation, pregnancy and maternity, religion or belief
- Gifts
- Statutory fines, criminal fines, penalties and associated legal costs
- Payments for works or activities that are fully funded by other sources whether in cash or in kind, for example if premises are provided free of charge, FCDO will not contribute to a notional rent
- Activities in breach of the UK's international subsidy control commitments
- Bad debts to related parties
- Payments for unfair dismissal and associated legal costs
- Replacement or refund of any funds lost to fraud, corruption, bribery, theft, terrorist financing or other misuse of funds
- Inflation or foreign exchange contingency
- Contingency or risk premium
- Costs incurred prior to a formal agreement being executed including those associated with preparing bid or grant proposals

**Ineligible unless they are a specific requirement of this project and explicitly approved in writing in advance by FCDO, in which case they are eligible direct costs:**

- Lobbying UK government, i.e. activities which aim to influence or attempt to influence Parliament, UK government or political activity, or UK legislative or regulatory action<sup>1</sup>
- Activities which directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant
- Petitioning UK Government for additional funding;
- Costs associated with fundraising, advocacy and campaigning, marketing and communications, policy, retainer fees, capital expenditure, land and bank charges

12. Additionally, FCDO funds will not be used, unless explicitly approved by FCDO in writing in advance, to meet the cost of any import, customs duties or any other taxes or similar charges applied by local Governments or by any local public authority.

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<sup>1</sup> This is an extract from [Grant Standards](#)

## **Non-project attributable costs (NPAC)**

13. The Partner will adhere to FCDO's Eligible Cost Guidance for Accountable Grants.
14. The Non-project Attributable Costs (NPAC) to be paid by FCDO for this project are as calculated in the agreed budget.
15. The maximum amount of NPAC payable under this arrangement will be calculated based on the final total of FCDO funds spent under this arrangement.
16. Any change to the budget, including NPAC, must be explicitly approved by FCDO in writing in advance. The Partner will inform FCDO of any significant changes to organisational overheads that may affect the NPAC.
17. The Partner will repay any surplus NPAC following a final reconciliation against total spend at the end of this project.

## **Digital spend**

18. The UK government defines [digital spend](#) as any external-facing service provided through the internet to citizens, businesses, civil society or non-government organisations. This includes any spend on web-based or mobile information services, websites, knowledge or open data portals, transactional services such as cash transfers, web applications and mobile phone apps.
19. The Partner will ensure that all digital spend related to this Arrangement is carried out in a manner consistent with the [Principles for Digital Development](#).
20. The Partner and its Downstream Partner(s) will notify the FCDO programme team of any proposed digital spend prior to carrying out any digital activities. FCDO will then engage the respective Partner or Downstream Partner to complete the [Digital Spend Proposition Form](#). The FCDO programme team will seek final approval from FCDO's Digital Team.

## **Disbursement and reporting**

21. The funding amount approved is as per the Sterling (GBP) value, as at the date of signature of this Arrangement. FCDO's preferred currency for disbursements is in GBP. Where it is more efficient to pay in foreign currency, FCDO may do so, however, the funding amount will still be that approved in GBP as at the date of signature of this Arrangement. Budgets must be submitted in GBP with the stated exchange rate specified (including the date and the source of rate used).

22. The Partner is responsible for monitoring and managing any exchange rate fluctuations across the life of the project. Where significant exchange rate gains or losses are being accumulated the Participants will jointly decide how these are managed.
23. Where costs are incurred in foreign currency the Partner will use the exchange rate stated in OANDA ([www.oanda.com](http://www.oanda.com)) for the date on which the purchase was made or services acquired by the Partner, unless, by exception, explicitly approved in writing in advance.
24. In line with UK Government financial regulations, FCDO will not pay in advance of operational or commercial need and justification will be required for any FCDO payment prior to partner disbursement. Where a payment in advance is approved and the Partner is holding FCDO funds, prior to disbursement, funds should be held in a minimum risk interest bearing account. Any interest accruing from these investments will be re-invested within the project.
25. When requesting payment, the Partner will complete [Annex 1: Partner Payment Request Form](#). Along with the request the Partner should provide detailed project financial reports that set out in both cash and resource terms actual expenditure to date against the approved project budget and quarterly forecast expenditure for FCDO's financial year (1 April-31 March). Where payment in advance has been agreed, a copy of the Partner's justification and FCDO's agreement should be included with each payment request. In multi-donor arrangements, these reports should clearly segregate the FCDO proportion of funding.
26. FCDO may, from time to time, request project financial reports for the calendar year in line with Official Development Assistance reporting requirements.
27. Payment will be made to the bank account details provided to the Grant Manager. Where payment is to go to a different account from the one already provided, the Partner must notify the Grant Manager in advance. It is the Partner's responsibility to ensure that it provides accurate bank details to the Grant Manager and the Partner should confirm the details for this Arrangement within the Payment Request Form for each payment.
28. All outstanding claims must be submitted no later than six months after the Project End Date.
29. The Partner will reimburse FCDO or the Grant Manager any overpayment or erroneous payment made by the Grant Manager within 30 days of receiving a Sales Invoice.
30. The Partner will provide FCDO with **quarterly** progress reports on the execution of this Arrangement that describe performance against indicators contained in the **results monitoring plan** and, where possible, the associated receipt and utilisation of the resources used to deliver these. Continuation of this Arrangement after year one will be dependent upon satisfactory progress and value for money being achieved each previous year.

31. FCDO funds must be separately accounted for by the Partner and therefore readily identifiable at all times unless explicitly approved otherwise and in writing by FCDO.

32. As part of the regular reporting requirements outlined above, the Partner will provide a proportionate and meaningful assessment of how the specific needs of girls, women, boys and men are considered, and reflect to what extent women and girls have been included in design, implementation and monitoring. The Partner should also assess how FCDO's contribution is contributing to reducing gender inequality including a specific assessment on progress against any gender related commitments made as part of this Arrangement and demonstrate consideration of potential unintended negative consequences, such as gender-based violence.

33. The Partner will immediately notify FCDO of any delay, obstruction or event which interferes with or threatens to interfere with this Arrangement. This includes any delay, obstruction or event which damages or is capable of damaging the reputation or integrity of FCDO or that of the project.

34. The Partner will seek to ensure that beneficiary feedback is integrated in project design, mobilisation, delivery, monitoring, evaluation and annual review processes and takes account of the voices of both women and men. The Partner should work with, through and represent the diversity of communities in order to respond to their needs more effectively and strengthen accountability.

## **Due diligence**

35. In utilising the resources, the Partner will exercise the same care in the discharge of its functions under this Arrangement as it exercises with respect to the administration and management of its own resources and affairs. The Partner will co-operate fully with any due diligence assessment by FCDO or its agents, of the Partner's own internal controls and system prior to or during the implementation of this Arrangement and take appropriate action on any recommendations arising. Due diligence assessments may be conducted every 3 years or earlier if there is a significant change to the Partner's procedures and controls or operating environment. A range of tools may be used to conduct the assessment and continuation of this Arrangement will be dependent on FCDO being satisfied that the Partner has sufficient capacity and capability to deliver the project and manage FCDO funds.

36. The Partner will undertake suitable due diligence and take the necessary steps prior to transferring FCDO funds and at regular intervals throughout the implementation to assess the internal controls and systems of any Downstream Partners. These assessments will be shared with FCDO, upon request and should determine, relative to project risk:

- the reliability, integrity and efficiency of the Downstream Partners' controls, systems and processes including compliance with applicable legislation, regulations, rules, policies and procedures;

- whether the Downstream Partner can successfully deliver the relevant outputs based on its processes, past experience and whether they have the sufficient staff capacity and capability available;
- the Downstream Partner's ability to correctly manage and account for aid monies and assets as well as its financial health; and
- where appropriate, whether the Downstream Partner has sufficient capacity and capability to properly monitor and control its implementing partners.

### **Delivery chain risk mapping**

37. The Partner will maintain and provide to FCDO an up to date and accurate record of Downstream Partners in receipt of FCDO resources. This forms the basis of the delivery chain risk map which should demonstrate how funds flow from the initial source to end beneficiaries, and the risks and potential risks along the chain.

38. The delivery chain risk map should be updated regularly by the Partner and when there are material changes to the project risk assessment and/or to delivery partners in the chain. As a minimum the Partner will provide FCDO with an updated delivery risk map at the following intervals:

- within 60 days of the commencement of this Arrangement;
- annually, as part of the annual review Process; and
- at the end of the project, as part of the project completion review process

### **Audit and assurance**

39. The Partner will within six months of the end of their financial year provide FCDO with independent assurance that FCDO funds have been used for the intended purposes. This includes for all financial years in which they receive and/or spend FCDO funds under this Arrangement even where the end of the financial year is beyond the life of this Arrangement. The Partner will provide a statement showing FCDO project funding that is certified by an independent and appropriately qualified auditor. Accompanied by the Partner's annual audited accounts.

40. The Partner will ensure that all goods and services financed either fully or in part from FCDO funds will continue to be used for the purpose set out within this Arrangement. In the event of such goods or services being used for other purposes, the Partner must notify FCDO immediately and in writing and FCDO may seek to recover from the Partner the value of the goods and services concerned.

41. The Partner will retain all records associated with this Arrangement for a period of not less than 5 years after the end of this Arrangement.

### **Information and data protection obligations**

42. The Partner acknowledges that FCDO is subject to the requirements of the Freedom of Information Act 2000, the Environmental Information Regulations 2004, the General Data Protection

Regulation (GDPR), the Data Protection Act 2018 (DPA), subordinate legislation and guidance and codes of practice issued by the Information Commissioner and relevant Government Departments.

43. The Partner will assist and co-operate with FCDO to enable FCDO to comply with its information disclosure and data protection obligations.

44. The Partner will perform its obligations under this Arrangement in such a way as to protect the personal information of individuals.

45. The Partner will comply at all times with its obligations under the GDPR and DPA.

## **Transparency**

46. The Partner will publish to the International Aid Transparency Initiative (IATI) standard on all its FCDO funding within six months of the start of this Arrangement. FCDO expects the Partner to publish to the IATI standard on all its non-FCDO funding and for Downstream Partners to publish to the IATI standard on their funding. The intention of this commitment is to allow traceability throughout the delivery chain. For further advice please go to <https://www.gov.uk/government/publications/dfid-iati-guidelines>.

47. The Partner gives consent for this Arrangement (and any subsequent amendments) and associated funding information to be published on FCDO's website.

## **Responsibility**

48. The Partner is solely accountable for compliance with the provisions of this Arrangement including where the Partner engages any Downstream Partner(s). The Partner will reflect the provisions of this Arrangement as necessary in any arrangement(s) with any Downstream Partner(s) to ensure both the Partner and Downstream Partner(s) are compliant with the provisions of this Arrangement.

49. FCDO will not be responsible for the activities of the Partner or any Downstream Partner(s) in connection to this Arrangement, nor will FCDO be responsible for any costs incurred by the Partner or its Downstream Partner(s) in terminating their engagement or the engagement of any other person, company or organisation.

50. The Partner will be accountable for the appropriate use of FCDO funds, management of risk and delivery of project outputs and outcomes, including any adverse effects of aid expenditure that have an undesired or unexpected result upon recipients including any adverse gender related impacts.

51. FCDO may at any time during, and up to five years after the termination of this Arrangement, conduct or arrange for additional investigations, audits, on-the-spot checks and inspections to be carried out, or ascertain additional information where FCDO considers it necessary. These may be carried out by FCDO or any of its duly authorised representatives or agents. Access will be granted, as required, to all



sites and relevant records. The Partner will ensure that necessary information and access rights are explicitly included within all funding arrangements with its Downstream Partner(s).

## **Risk management**

52. The Partner will develop and maintain an up to date risk register that, as a minimum, enables individual risks to be clearly identified, an assessment of their likelihood and impact, how they will be dealt with and escalated and who is responsible for monitoring and reporting on them.

53. The Partner will manage all risks in relation to this project unless otherwise approved as part of the risk register and in writing with FCDO. Where the Partner transfers risk to any Downstream Partner, the Partner will remain accountable to FCDO for the effective management of that risk.

## **Cyber security**

54. Cyber security is the protection of systems, networks and data to prevent cybercrime. The Partner is responsible for managing cyber security risk under its own policies and procedures.

## **Procurement**

55. The Partner will ensure that any procurement using FCDO funds adheres to international best practice and applicable regulations, is transparent, fair and open and is designed to achieve value for money. Where the Partner does not have the skills or capacity to carry out high value procurement (>£100k), the FCDO approved procurement supplier should be used.

56. Records of all procurement activity including but not restricted to, costs, volumes, suppliers, value for money, savings and efficiencies must be kept by the Partner and made available to FCDO, upon request. FCDO reserves the right to assess the procurement capacity and capability of the Partner at any time.

## **Exclusivity Arrangements**

57. The Partner will not include in any arrangement related to this project with any Downstream Partner(s) any provisions which limit Downstream Partner(s) from working directly with FCDO or any other organisation, except as required under paragraph 78 of this Arrangement.

## **Assets and inventory**

58. FCDO considers equipment and supplies purchased in part or fully from FCDO funds as project assets if they have a useful life of more than one year; and either (1) the purchase price or development cost of an individual asset is in excess of £500 or equivalent in local currency; or (2) is a group of lower value items that are mobile and considered attractive (e.g. mobile phones, cameras, laptops, tablets, satellite phones, vehicles, food, pharmaceutical products, relief packs, etc.) with a combined purchase price or development cost in excess of £500 or equivalent in local currency.

59. The Partner will establish and maintain an inventory of all such assets.
60. The Partner will ensure that a physical check of all assets takes place on at least an annual basis and submit to FCDO an up to date inventory using the template provided in [Annex 2: Inventory](#), providing confirmation of the checks, alongside the annual accounts. Where possible the Partner should undertake these checks directly.
61. The Partner will be accountable for the appropriate use and control of inventory items, in line with this Arrangement.
62. The Partner will manage the risk of assets being lost, stolen, damaged or destroyed under its own policies and procedures. FCDO expects the Partner to cover the cost of repairing or replacing lost, stolen, damaged or destroyed assets and should make a risk-based decision on how best to do this. If the Partner decides to take out project specific commercial insurance to cover lost, stolen, damaged or destroyed assets, FCDO funds cannot be used to fund the premiums unless, by exception, explicitly approved in writing in advance.
63. FCDO will retain ultimate ownership of all assets, specifically project assets, financial assets and information assets, until ownership transfer or asset disposal is otherwise approved in writing by FCDO normally at the end of this Arrangement. The Partner should propose an appropriate disposal schedule to FCDO in writing no later than 14 days before the Project End Date.

#### **Health, safety and security**

64. The Partner is responsible for all security arrangements in relation to this Arrangement including the health, safety and security of any person employed or otherwise engaged as part of this Arrangement, including those employed or engaged by any Downstream Partners.
65. FCDO funds cannot be used to fund any project specific insurance premiums intended to cover medical expenses, injury or disablement, and death unless, by exception, explicitly approved by FCDO in writing in advance.

#### **Communication and branding**

66. The Participants will collaborate and proactively look for ways to build support for development and raise awareness of FCDO's funding. The Partner will explicitly acknowledge FCDO's funding, in written and verbal communications about activities related to the funding, to the public or third parties, including in announcements, and through use, where appropriate, of UK PACT logo in accordance with FCDO standards for use of the UK PACT logo, unless otherwise agreed in advance by FCDO and in all cases subject to security and safety considerations of the Partner.

67. The Partner will provide a visibility statement using the template provided in [Annex 3: UK PACT Visibility Statement](#) of how and when they will acknowledge funding from FCDO and where they will use the UK PACT logo, which should be approved by FCDO prior to the Partner releasing any public communications. The Partner will include reference to this in its progress reports and annual reviews.

68. The Partner may use the UK PACT logo in conjunction with other donor logos, and where the number of donors to a project is such as to make co-branding impractical, acknowledgement of funding from FCDO should be equal to that of other co-donors making contributions of equivalent amounts to the project.

### **Intellectual property**

69. Intellectual property in all material (including, but not limited to, reports, data and designs, whether or not electronically stored) produced by the Partner or its personnel, members or representatives in the course of this Arrangement (“the Material”) will be the property of the Partner.

70. In signing this Arrangement, the Partner hereby grants to FCDO a worldwide, non-exclusive irrevocable and royalty-free licence to use all the Material, where “use” shall mean, without limitation, the reproduction, publication and sub-licence of all the Material and the intellectual property therein, including the reproduction and sale of the Material and products incorporating the same, for use by any person or for sale or other dealing anywhere in the world.

### **Conflict of interest**

71. Neither the Partner nor any individual employed or contracted by the Partner shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this Arrangement.

### **Aid diversion**

72. Aid Diversion is any event, including fraud, corruption, bribery, theft, terrorist financing, money laundering and other misuse of funds that prevents funds being directed to the aid outcomes or recipients intended.

73. The Participants will immediately and without undue delay inform each other of any event which interferes or threatens to materially interfere with this Arrangement, whether financed in full or in part by FCDO, including credible suspicions of, or actual Aid Diversion. The Partner should assess credibility based on the source of the allegation, the content, and the level of detail or evidence provided.

74. The Partner should immediately contact FCDO's Counter Fraud Section at [reportingconcerns@fcdo.gov.uk](mailto:reportingconcerns@fcdo.gov.uk) or +44 (0)1355 843747. All information will be treated with the utmost confidentiality. Information can also be reported directly to the FCDO programme team managing where appropriate; this will be immediately passed on to FCDO's Counter Fraud Section.

75. The Participants have a zero-tolerance approach towards Aid Diversion, including any associated inappropriate behaviour. Both Participants will fully co-operate with investigations into such events, whether led by FCDO or the Partner.

76. Notwithstanding any provisions in this Arrangement or other contractual requirements, FCDO may recover from the Partner all or part of the funds paid under this Arrangement in the event of actual or suspected Aid Diversion.

77. Consistent with local and international legislation and applicable United Nations Security Council resolutions, the Participants are firmly committed to the international fight against terrorism. It is FCDO's policy to seek to ensure that none of its resources are used, directly or indirectly, to provide support to individuals or entities associated with terrorism and that FCDO staff and its programmes activity are compliant with counter terrorist financing legislation. In accordance with this policy, FCDO expects the Partner and all Downstream Partners to make themselves aware of, and comply with their obligations under the relevant counter terrorist financing legislation.

78. The Partner will seek to ensure that none of the funds or assets provided under this Arrangement are made available or used to provide support to individuals, groups or entities associated with terrorism including those named on the following lists as updated from time to time:

- **HM Treasury's Office of Financial Sanctions Implementation** – [Financial sanctions: consolidated list of targets](#)
- **UK Home Office** – [Proscribed terrorist groups or organisations](#)
- **European Union** – [Consolidated list of sanctions](#)
- **United Nations** – [United Nations Security Council Sanctions List](#)
- **World Bank** – [World Bank Listing of Ineligible Firms & Individuals](#)

### **Safeguarding for the prevention of sexual exploitation, abuse and harassment**

79. The Participants have a zero tolerance for inaction approach to tackling sexual exploitation, abuse and sexual harassment ("SEAH") and agree the terms set out in Annex 4. This means the Partner, and its implementing partners, will take all reasonable and adequate steps to prevent SEAH of any person linked to the delivery of this Memorandum by both its employees and any implementing partner and respond appropriately when reports of SEAH arise. The Partner will apply the IASC [Six Core Principles](#) relating to Sexual Exploitation and Abuse and will adhere to the IASC Minimum Operating Standards on PSEA and/or the Core Humanitarian Standard on Quality and Accountability.

80. When the Partner becomes aware of suspicions or complaints of SEAH, the Partner will take swift and appropriate action to stop harm occurring, investigate and report to relevant authorities (for criminal matters) when safe to do so and after considering the wishes of the survivor. The Partner will also promptly contact FCDO at [reportingconcerns@fcdо.gov.uk](mailto:reportingconcerns@fcdо.gov.uk) to report any allegation credible enough to warrant an investigation of SEAH related to this Memorandum. The Partner will promptly report to FCDO any allegation credible enough to warrant an investigation of SEAH that are not directly

related to this Memorandum but would be of significant impact to the partnership with FCDO. It is understood and accepted that the Partner's arrangement to report on SEAH is subject to not compromising the safety, security, privacy and due process rights of any concerned person.

### **Termination and closure**

81. To allow for final payments, this Arrangement will terminate six months after the Project End Date unless terminated earlier in accordance with the provisions in this Arrangement.

82. If FCDO is concerned that the provisions of this Arrangement have not been fulfilled by the Partner, or if any activities occur which will significantly impair the implementation or development value of the project, FCDO will discuss its concerns with the Partner in an attempt to resolve any issues. Following such negotiation, this Arrangement may be amended, suspended or terminated in accordance with the relevant provisions in this Arrangement.

83. This Arrangement can be terminated at any time by three months' written notice by either Participant. All unspent funds other than those irrevocably committed in good faith before receipt of a written notice of termination, in line with this Arrangement and approved between the Participants as being required to finalise activities, will be returned to FCDO within 30 days of the date of receipt of a written notice of termination. At any time when returning funds, the Partner must quote the relevant Sales Invoice reference number.

84. Notwithstanding any provisions in this Arrangement or other contractual requirements, FCDO may suspend or terminate this Arrangement with immediate effect, in preference to the standard notice period, and at its discretion may recover all or part of the funds paid under this Arrangement if any of the following occur:

- a) The Partner directly or through its Downstream Partners either repeatedly fails to comply with, or is in material breach of, any of the provisions of this Arrangement or any other FCDO arrangement or contract whether currently or previously in place;
- b) The Partner, or any Downstream Partner, at any time during this Arrangement goes into liquidation, administration or other similar process, is dissolved or enters into any arrangements with its creditors;
- c) The Partner or any Downstream Partner, without the prior consent of FCDO in writing, assigns or transfers, or purports to assign or transfer, or causes to be assigned or transferred, any interest in this Arrangement or any part, share or interest therein;
- d) There is a change in identity or character of the Partner (such assessment to be made at FCDO's sole discretion) or that of any Downstream Partner including, but not limited to, through the take-over, merger, change of ownership or control;

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- e) In the event that the project ceases to be pursued for any reason other than by way of successful completion;
- f) The Partner or any Downstream Partner uses the funds provided under this Arrangement or any other FCDO funds for any purpose other than the purpose provided for;
- g) An event occurs which materially affects, or has the potential to materially affect, the performance of the Partner's obligations as part of this Arrangement;
- h) In the event of actual or suspected Aid Diversion;
- i) In the event of actual or suspected sexual exploitation, abuse or harassment;
- j) An event occurs which damages, or is capable of damaging, the reputation or integrity of FCDO or that of the project to which this Arrangement relates.

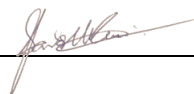
85. The Partner will return any surplus NPAC and unspent funds remaining at the end of this Arrangement within 14 days of receiving a Sales Invoice from FCDO, unless otherwise agreed by FCDO in writing. At any time when returning funds, the Partner must quote the relevant Sales Invoice reference number.

**Signature**

86. This Arrangement places on record the understanding of the Participants and comes into operation on the date of signature below.

**Signed on behalf of FCDO**

<b>Name:</b>	Laura Aylett
<b>Position:</b>	Head of UK PACT Delivery, UK PACT, Foreign, Commonwealth and Development Office
<b>Address/Contact Details:</b>	Foreign, Commonwealth and Development Office King Charles Street London SW1A 2AH 
<b>Date:</b>	30/05/2023



**Signed on behalf of the Partner:**

<b>Name:</b>	Felipe Santos de Miranda Nunes, PhD
<b>Position:</b>	President – Director
<b>Address/Contact Details:</b>	<a href="mailto:felipe.nunes@inteligenciateritorial.org">felipe.nunes@inteligenciateritorial.org</a> Bias Fortes Avenue, 382, 11th floor, Lourdes, Belo Horizonte, Minas Gerais, Brazil, ZIP Code: 30170-011
<b>Date:</b>	mai 19, 2023

## ANNEX 1 – GRANT CLAIM FORM

All Grant Claim forms will be supplied and submitted online through the grant portal and will follow this template. All invoicing information will be supplied through the portal.

Date of claim	
Grant reference number	e.g. FPGFS/101
Name of quarter	e.g. Q1

### Tasks completed this quarter

This should be repeated from the cost breakdown in the task-based budget

<b>Task name</b>	e.g. 1.1 prepare report		
<b>Date achieved</b>	<b>Planned Expenditure £</b>	<b>Actual expenditure £</b>	<b>Reason for variance</b>
<b>Costs breakdown</b>	<b>Evidence type</b>	<b>Comment</b>	<b>Evidence upload</b>
<i>Dropdown menu of eligible cost categories</i>			
<i>Dropdown menu of eligible cost categories</i>			
<i>Dropdown menu of eligible cost categories</i>			

Add rows as necessary

<b>Task name</b>	e.g. 1.2 deliver workshop		
<b>Date achieved</b>	<b>Planned Expenditure £</b>	<b>Actual expenditure £</b>	<b>Reason for variance</b>
<b>Costs breakdown</b>	<b>Evidence type</b>	<b>Comment</b>	<b>Evidence upload</b>
<i>Dropdown menu of eligible cost categories</i>			
<i>Dropdown menu of eligible cost categories</i>			
<i>Dropdown menu of eligible cost categories</i>			

Add rows as necessary

Add more tasks as necessary

### Planned tasks not completed this quarter

<b>Task 1 name</b>	<b>Planned Expenditure £</b>	<b>Reasons for not completing</b>	<b>Plan to complete task</b>

Add more tasks as necessary

### Budget upload

Please upload an updated budget sheet that shows the cost category expenditure to date and the updated forecast. Please provide a description of any significant changes.



## Audit Discharge

{PARTNER NAME} will provide to FCDO, within six months of the end of its financial year, independent assurance that FCDO funds have been used for the intended purposes by submitting a statement showing FCDO project funding that is certified by an independent and appropriately qualified auditor. Accompanied by the Partner's annual audited accounts.

## Certification

I certify that this claim is correct and that the sum requested is properly due on the basis of the information provided, project outputs and outcomes and on the work carried out or future work plans. I confirm that receipt of this payment will not result in double funding of the work carried out or future activities. I have the authority to sign this on behalf of the {PARTNER NAME}

<b>Signature:</b>	
<b>Date:</b>	
<b>Name:</b>	
<b>Job title:</b>	
<b>Address &amp; Contact Details:</b>	

FN



# Foreign, Commonwealth & Development Office

## ANNEX 2: INVENTORY

**Project Name:** {Project Name}

**FCDO Project Number:** {Aries Project Number}

**FCDO Component Code:** {Aries Component Number}

*FCDO considers any equipment and/or supplies purchased in part or fully from FCDO funds as project assets if they have a useful life of more than one year; and either (1) the purchase price or development cost of the asset is in excess of £500 or equivalent in local currency; or (2) is a group of lower value items (e.g. pharmaceutical products, food, relief packs, etc.) where the combined value is in excess of £500 or equivalent in local currency; or (3) can be considered an attractive item regardless of cost (e.g. mobile phones, cameras, laptops, tablets, satellite phones, vehicles, etc.).*

Item no.	Serial no.	Date of purchase (dd/mm/yy)	Description (Make and Model)	Purchase value (£)	Location	Responsible person	Anticipated years of life	Disposal date (dd/mm/yy)	Reason for disposal (if applicable)

On behalf of **{PARTNER NAME}** I certify that this inventory is up to date and correct following a physical check on all project assets. The physical check commenced on **{XX Month 20XX}** and was completed on **{XX Month 20XX}**. I have the authority to sign this on behalf of **{PARTNER NAME}**.

<b>Signature:</b>	
<b>Name:</b>	
<b>Job Title:</b>	
<b>Date:</b>	

FN

## ANNEX 3: UK PACT VISIBILITY STATEMENT



The UK PACT (Partnering for Accelerated Climate Transitions) programme is managed and delivered by the Foreign, Commonwealth and Development Office (FCDO).

**A UK PACT visibility statement must be completed for all funded programmes at the time of signing the formal funding arrangement.**

**The visibility statement sets out how organisations will acknowledge funding from the UK government in written materials and verbal statements, and through use of the relevant UK PACT logo suite on programme assets and outputs.**

Delivery and implementing partners should refer to the [UK PACT brand guidelines](#) for information about logo variations and how to ensure UK PACT visibility and appropriate use of the logos.

A visibility statement is a vital part of recognising UK funding, which:

- ensures that implementing or delivery partners are clear on their branding responsibilities from the outset of the programme
- enables FCDO to answer questions and provides information about branding on their programmes as required.

The completed visibility statement should be saved alongside other programme documentation for future reference.

Visibility statements must include details of any exemptions to using the UK PACT logos and the rationale for this.

Even where exemptions apply to the whole project, a visibility statement must still be completed to this effect. This will ensure that there is a record of this having been discussed and agreed with the Implementing Partner. In all cases, **exemptions must be approved by FCDO**.

A record of this approval, e.g., an email, and the completed visibility statement detailing any exemptions should be saved together.

A staff member with the appropriate authority within the delivery or implementing partner team should complete and sign this form as part of their funding arrangement.



## Foreign, Commonwealth & Development Office

**Examples of where the UK PACT logos and/or written and verbal statements should be used to acknowledge UK support include, but are not limited to:**

### **Communications and events associated with UK PACT and any of its components or projects**

- publications (e.g., annual reports, research reports)
- banners, posters or backdrops for interviews or media events
- media relations activity (e.g., press releases, briefings, presentations, in interviews)
- websites (e.g., on home page or a page listing donors)
- social media content
- video content
- speeches and lectures
- tenders for subcontractors advertised by direct grantees/implementing partners.

### **Verbal / written acknowledgement of UK PACT**

Branding is not limited to the use of the UK PACT logos.

Implementing partners should also acknowledge funding from the UK government in any interviews, press releases, public statements, on social media and in all other public communications.

### **Logo translation**

The UK PACT suite of logos is currently available in English only.

**Generally, the following items should not be branded and no exception should be sought:**

- every day stationery used by implementing partners
- business cards or email signatures of staff not directly employed by FCDO
- an organisation's own office signage and office equipment including computers
- promotional materials such as mugs, pens, bags and others
- staff clothing (unless by prior agreement for project- specific materials).

If in doubt, please speak to the relevant UK PACT team for advice and agree what is appropriate.

You can also email: [communications@ukpact.co.uk](mailto:communications@ukpact.co.uk)

FN

## UK PACT Visibility statement

As part of your UK PACT funding agreement, you are required to acknowledge funding from the UK government for your project in written materials and verbal statements.

You will be asked to provide, as part of your agreed reporting to UK PACT, evidence of the branding in use, including photographs of the logo in use and examples of communications materials.

By completing and signing this statement you agree to fulfil these requirements.

<b>1. Organisation name:</b>
<b>2. Project name and brief description of what it will deliver:</b>
<b>3a. Please list the assets/outputs that will be delivered by the project that will carry any of the UK PACT logos.</b> <i>List <u>all</u> assets, such as annual reports, research reports, websites, press releases, other communication or event materials (refer to the brand guidelines for more information on where UK PACT branding should / should not appear).</i>
<b>3b. Please list the assets that will be delivered by the project that <u>will not</u> carry the UK PACT logos or acknowledgement and explain clearly why these items will not carry UK aid branding. All exemptions require approval by FCDO and a record of this approval, e.g. an email, should be kept along with the project documentation (refer to the UK PACT branding guidelines for more information on branding exceptions):</b>

FN

**Declaration:**

I understand that no UK PACT funds may be used to procure any promotional communications, goods or activities that do not have a direct impact on the successful delivery of this project or serve to increase the transparency of funding.

By signing this statement, you agree to fulfil the commitments stated above:

<b>Partner organisation representative:</b>	
Name: _____	
Job title: _____	Organisation: _____
Signature: _____	Date: _____

<b>Agreed by UK PACT programme manager:</b>	
Name: _____	
Job title: _____	Organisation: _____
Signature: _____	Date: _____

**Exemptions to the use of UK PACT logos:**

If you need to apply for an exemption to using the UK PACT logos in the ways described in the Brand Guidelines, please provide a detailed description of the nature of this request, where exactly it would apply and the reason(s) for this to be considered.

Exemption sought:	
Reason for the exemption:	
Date for the exemption	Exemption(s) agreed by FCDO:    yes    no

Name: _____	
Job title: _____	Organisation: _____
Signature: _____	Date: _____

## ANNEX 4 – JOINT DONOR LANGUAGE ON SEAH

1. The Participants have a zero tolerance for inaction approach to tackling sexual exploitation, abuse and harassment (“SEAH”).<sup>2</sup> This means the Partner, and its implementing partners, will take all reasonable and adequate steps to prevent SEAH of any person linked to the delivery of this Memorandum by both its employees and any implementing partner and respond appropriately when reports of SEAH arise. The Partner must apply the IASC Six Core Principles Relating to Sexual Exploitation and Abuse and the following principles and practices when implementing this programme and provide evidence to demonstrate this where required:

- a) Adherence to the IASC-Minimum Operation Standards and/or SEA elements of the Core Humanitarian Standard on Quality and Accountability;
- b) A survivor-centred approach<sup>3</sup> to SEAH issues;
- c) Strong leadership and signalling on tackling SEAH;
- d) Make all reasonable and adequate efforts to address gender inequality and other power imbalances;
- e) Robust reporting to enhance accountability and transparency;
- f) Ensure that SEAH standards from this arrangement are reflected in funding templates with implementing partners, [for UN entities: by means such as, but not limited to, adherence to the United Nations Protocol on Allegations of Sexual Exploitation and Abuse Involving Implementing Partners.]

2. The Partner will adhere to the following reporting requirements:

- a. The Partner will promptly contact through written notice to [reportingconcerns@fcdo.gov.uk](mailto:reportingconcerns@fcdo.gov.uk) to report any allegation credible enough to warrant an investigation of SEAH related to this Memorandum.
- b. The Partner should also promptly report to [reportingconcerns@fcdo.gov.uk](mailto:reportingconcerns@fcdo.gov.uk) any allegation credible enough to warrant an investigation of SEAH that are not directly related to this Memorandum but would be of significant impact to the partnership.
- c. [For UN entities] The Partner will report all allegation credible enough to warrant an investigation of sexual exploitation and abuse and, where relevant, the action taken, with regard to its governance and operations, regardless of the relation to this memorandum, to the Secretary-General's public reporting mechanism on SEA.

3. The report, as referred to in paragraph 2.a and 2.b, will indicate: [agreement/arrangement number], nature of the alleged misconduct, date of alleged misconduct, date of first report to Partner, location [as/if specified by [donor]], involvement of implementing partner, state of affairs concerning the investigation and the action that will be taken by the Partner, and whether the case is referred

<sup>2</sup> See UNGA Resolution A/RES/73/148 for the definition of sexual harassment and UNSG Bulletin ST/SGB/2003/13 for the definition of sexual exploitation and abuse. Both definitions are included in the DAC Recommendation on Ending Sexual Exploitation, Abuse, and Harassment in Development Co-operation and Humanitarian Assistance: Key Pillars of Prevention and Response.

<sup>3</sup> A survivor-centred approach is one for which the survivor's dignity, experiences, considerations, needs, and resiliencies are placed at the centre of the process, from the initial program design to investigating and responding to potential incidents. Consistent with the [UN Protocol on Allegations of SEA Involving Implementing Partners](#), the survivor should be informed, participate in the decision-making process, and provide consent on the possible use and disclosure of their information. Those interacting with the survivor and/or handling information regarding the allegation must maintain confidentiality, ensure safety of the survivor, and apply survivor-centred principles which are safety, confidentiality, respect, and non-discrimination. When the survivor is a child, the approach must consider the best interests of the child and engage with the family/caregivers as appropriate. Staff and partners should comply with host country and local child welfare and protection legislation and international standards, whichever gives greater protection.

to law enforcement. The organisation will provide updates on the status of the case. The notice will be given in writing and delivered to the point of contact mentioned in paragraph 2.a and 2.b.

4. It is understood and accepted that the Partner's arrangement to report on SEAH is subject to not compromising the safety, security, privacy and due process rights of any concerned persons.

5. When the Partner becomes aware of suspicions or complaints of SEAH, the Partner will take swift and appropriate action to stop harm occurring, investigate and report to relevant authorities (for criminal matters) when safe to do so and after considering the wishes of the survivor.

6. The donor or any of its duly authorised representatives may at all times carry out reviews, evaluations or other control measures to verify the Partner's zero tolerance for SEAH. The Partner shall fully cooperate with the donor or any of its duly authorized representatives or agents to carry out such control measures.



## ANNEX 5 – RESPONSIBILITIES DELEGATED TO THE GRANT MANAGER

The clauses below are delegated to the Grant Manager and managed on behalf of FCDO;

Clause No.	FCDO Clause
5	The Partner is registered as a not for profit organisation and has the capacity to comply with the provisions set out in this Arrangement. If not previously provided, the Partner must provide evidence of its status to FCDO. The Partner must notify FCDO immediately if its status changes in any way.
10	The funding amount is to be used solely for costs included as part of the budget agreed with FCDO for the delivery of the outputs and outcomes set out in the Results Monitoring Template included as part of this Arrangement.
12	Additionally, FCDO funds will not be used, unless explicitly approved by FCDO in writing in advance, to meet the cost of any import, customs duties or any other taxes or similar charges applied by local Governments or by any local public authority.
16	Any change to the budget, including NPAC, must be explicitly approved by FCDO in writing in advance. The Partner will inform FCDO of any significant changes to organisational overheads that may affect the NPAC.
20	The Partner and its Downstream Partner(s) will notify the FCDO programme team of any proposed digital spend prior to carrying out any digital activities. FCDO will then engage the respective Partner or Downstream Partner to complete the Digital Spend Proposition Form. The FCDO programme team will seek final approval from FCDO's Digital Team.
21	The funding amount approved is as per the Sterling (GBP) value, as at the date of signature of this Arrangement. FCDO's preferred currency for disbursements is in GBP. Where it is more efficient to pay in foreign currency, FCDO may do so, however, the funding amount will still be that approved in GBP as at the date of signature of this Arrangement. Budgets must be submitted in GBP with the stated exchange rate specified (including the date and the source of rate used).
22	The Partner is responsible for monitoring and managing any exchange rate fluctuations across the life of the project. Where significant exchange rate gains or losses are being accumulated the Participants will jointly decide how these are managed.
23	<u>Where costs are incurred in foreign currency the Partner will use the exchange rate stated in OANDA (<a href="http://www.oanda.com">www.oanda.com</a>) for the date on which the purchase was made or services acquired by the Partner, unless, by exception, explicitly approved in writing in advance.</u>
26	FCDO may, from time to time, request project financial reports for the calendar year in line with Official Development Assistance reporting requirements.
27	<u><a href="#">Payment will be made to the bank account details provided to the Grant Manager.</a> Where payment is to go to a different account from the one already registered, the Partner must set up an additional entry on the portal. It is the Partner's responsibility to ensure that its bank details on the portal remain accurate and the Partner should confirm the details for this Arrangement within the <a href="#">Payment Request Form</a> for each payment.</u>
29	The Partner will reimburse FCDO any overpayment or erroneous payment made by FCDO within 30 days of receiving a Sales Invoice.
30	The Partner will provide FCDO with <b>quarterly</b> progress reports on the execution of this Arrangement that describe performance against indicators contained in the <b>results monitoring template</b> and, where possible, the associated receipt and utilisation of the resources used to deliver these. Continuation of this Arrangement after year one will be dependent upon satisfactory progress and value for money being achieved each previous year.
31	FCDO funds must be separately accounted for by the Partner and therefore readily identifiable at all times unless explicitly approved otherwise and in writing by FCDO.
33	The Partner will immediately notify FCDO of any delay, obstruction or event which interferes with or threatens to interfere with this Arrangement. This includes any delay, obstruction or event which damages or is capable of damaging the reputation or integrity of FCDO or that of the project.

35	In utilising the resources, the Partner will exercise the same care in the discharge of its functions under this Arrangement as it exercises with respect to the administration and management of its own resources and affairs. The Partner will co-operate fully with any due diligence assessment by FCDO or its agents, of the Partner's own internal controls and system prior to or during the implementation of this Arrangement and take appropriate action on any recommendations arising. Due diligence assessments may be conducted every 3 years or earlier if there is a significant change to the Partner's procedures and controls or operating environment. A range of tools may be used to conduct the assessment and continuation of this Arrangement will be dependent on FCDO being satisfied that the Partner has sufficient capacity and capability to deliver the project and manage FCDO funds.
36	<p>The Partner will undertake suitable due diligence and take the necessary steps prior to transferring FCDO funds and at regular intervals throughout the implementation to assess the internal controls and systems of any Downstream Partners. These assessments will be shared with FCDO, upon request and should determine, relative to project risk:</p> <ul style="list-style-type: none"> <li>• the reliability, integrity and efficiency of the Downstream Partners' controls, systems and processes including compliance with applicable legislation, regulations, rules, policies and procedures;</li> <li>• whether the Downstream Partner can successfully deliver the relevant outputs based on its processes, past experience and whether they have the sufficient staff capacity and capability available;</li> <li>• the Downstream Partner's ability to correctly manage and account for aid monies and assets as well as its financial health; and</li> </ul> <p>where appropriate, whether the Downstream Partner has sufficient capacity and capability to properly monitor and control its implementing partners.</p>
37	The Partner will maintain and provide to FCDO an up to date and accurate record of Downstream Partners in receipt of FCDO resources. This forms the basis of the delivery chain risk map which should demonstrate how funds flow from the initial source to end beneficiaries, and the risks and potential risks along the chain.
38	The delivery chain risk map should be updated regularly by the Partner and when there are material changes to the project risk assessment and/or to delivery partners in the chain. As a minimum the Partner will provide FCDO with an updated delivery risk map at the following intervals:
39	The Partner will within six months of the end of their financial year provide FCDO with independent assurance that FCDO funds have been used for the intended purposes. This includes for all financial years in which they receive and/or spend FCDO funds under this Arrangement even where the end of the financial year is beyond the life of this Arrangement. The Partner will provide a statement showing FCDO project funding that is certified by an independent and appropriately qualified auditor. Accompanied by the Partner's annual audited accounts.
40	The Partner will ensure that all goods and services financed either fully or in part from FCDO funds will continue to be used for the purpose set out within this Arrangement. In the event of such goods or services being used for other purposes, the Partner must notify FCDO immediately and in writing and FCDO may seek to recover from the Partner the value of the goods and services concerned.
53	The Partner will manage all risks in relation to this project unless otherwise approved as part of the risk register and in writing with FCDO. Where the Partner transfers risk to any Downstream Partner, the Partner will remain accountable to FCDO for the effective management of that risk.
56	Records of all procurement activity including but not restricted to, costs, volumes, suppliers, value for money, savings and efficiencies must be kept by the Partner and made available to FCDO, upon request. FCDO reserves the right to assess the procurement capacity and capability of the Partner at any time.
60	The Partner will ensure that a physical check of all assets takes place on at least an annual basis and submit to FCDO an up to date inventory using the template provided in Annex 2: Inventory, providing confirmation of the checks, alongside the annual accounts. Where possible the Partner should undertake these checks directly.
62	The Partner will manage the risk of assets being lost, stolen, damaged or destroyed under its own policies and procedures. FCDO expects the Partner to cover the cost of repairing or replacing lost, stolen, damaged or destroyed assets and should make a risk-based decision on how best to do this. If the Partner decides to take out project specific commercial insurance to cover lost, stolen, damaged or destroyed assets, FCDO funds cannot be used to fund the premiums unless, by exception, explicitly approved in writing in advance.

65	FCDO funds cannot be used to fund any project specific insurance premiums intended to cover medical expenses, injury or disablement, and death unless, by exception, explicitly approved by FCDO in writing in advance.
66	The Participants will collaborate and proactively look for ways to build support for development and raise awareness of FCDO's funding. The Partner will explicitly acknowledge FCDO's funding, in written and verbal communications about activities related to the funding, to the public or third parties, including in announcements, and through use, where appropriate, of UK PACT logo in accordance with FCDO standards for use of the UK PACT logo, unless otherwise agreed in advance by FCDO and in all cases subject to security and safety considerations of the Partner.
67	The Partner will provide a visibility statement using the template provided in <a href="#">Annex 3: UK PACT Visibility Statement</a> of how and when they will acknowledge funding from FCDO and where they will use the UK PACT logo, which should be approved by FCDO prior to the Partner releasing any public communications. The Partner will include reference to this in its progress reports and annual reviews.
76	Notwithstanding any provisions in this Arrangement or other contractual requirements, FCDO may recover from the Partner all or part of the funds paid under this Arrangement in the event of actual or suspected Aid Diversion.
84	c) The Partner or any Downstream Partner, without the prior consent of FCDO in writing, assigns or transfers, or purports to assign or transfer, or causes to be assigned or transferred, any interest in this Arrangement or any part, share or interest therein;
85	The Partner will return any surplus NPAC and unspent funds remaining at the end of this Arrangement within 14 days of receiving a Sales Invoice from FCDO, unless otherwise agreed by FCDO in writing. At any time when returning funds, the Partner must quote the relevant Sales Invoice reference number.
Annex 1	Partner payment request form
Annex 2	Inventory
Annex 3	UK PACT visibility statement

## **ANNEX 6: THE FUNDED ACTIVITIES**

### **1. Background/purpose of the Grant**

#### **1.1. Context and need for the project**

Despite having a comprehensive geographic database encompassing 6.5 million rural properties, Brazil has to date failed to have a sound estimate of the extent of environmental compliance within its territory. According to the Brazil Forest Code, the state environmental agencies must check the integrity of landowners' self-reported data by the so-called "Environmental registry of rural properties (CAR) validation process". However, after ten years of the Forest Code revision, there has been little progress in validating the CAR self-reported data. Technicians and state public servants must visually analyse the CAR, what so far has resulted in less than 5% of the properties being validated. In Minas Gerais state, none of its 940 thousand CAR records have been validated yet, representing an enormous gap in rural private properties' environmental and agricultural information. The transparency provided by the Selo Verde will coax the State government to expedite the environmental regularisation process in order to tackle non-conformities that may be detected (e.g., deforestation after 2008), so they can be reincluded as direct and indirect suppliers into the national and international agricultural markets. In concert with Selo Verde, CAR 2.0 will fast-track the CAR validation, helping solve the biggest bottleneck in implementing the environmental law. These two project outputs will support sustainable farming by providing detailed reports on the level of socio-environmental compliance of properties officially registered in the CAR. Moreover, they will help identify the state's import of indirect deforestation (i.e., by purchasing illegal cattle raised in the Amazon) and tackle deforestation at the property level in the Cerrado and Atlantic Forest biomes, two of the world biodiversity hotspots.

#### **1.2. Outcomes of the Funded Activity**

1. Increased carbon removal by restoring native vegetation on rural properties.

#### **1.3. Outputs of the Funded Activity**

1. Selo Verde – MG platform.
2. CAR 2.0 system.
3. Due diligence testing between British importers and Minas Gerais suppliers (Dry run)
4. Technology transfer to the Government of Minas Gerais

## 2. Funded Tasks

The financial year allocations listed in paragraph 3 of the grant arrangement correspond to the resource allocations for the work to be delivered. The schedule for payment disbursement is based on the completion of tasks and the delivery of associated evidence. The payment schedule is defined based on the expected completion date of the following tasks.

Task	Date	Output that task relates to	Cost (£)
<b>1.1 Create a geospatial database</b>	30/06/2023	1	£51,007.94
<b>1.2 Develop a customized spatially explicit model to analyse and validate CAR requirements for each private property in Minas Gerais</b>	30/09/2023	1	£79,345.69
<b>1.3 Estimate the CAR registries that can be validated automatically and generate detailed reports pointing out pending issues to support manual analysis</b>	31/10/2023	1	£9,931.70
<b>1.4 Validate the automatic filters with the government staff</b>	31/10/2023	1	£9,230.01
<b>2.1 Create a geospatial database</b>	31/12/2023	2	£51,007.94
<b>2.2 Develop a customized spatially explicit model to apply the rules and definitions of the Forest Code for each private property in Minas Gerais</b>	31/01/2024	2	£83,393.94
<b>2.3 Estimate the Forest Code level of compliance for each private property in Minas Gerais</b>	29/02/2024	2	£29,417.28
<b>2.4 Develop a spatially explicit traceability model for farms producing soy, coffee and cattle</b>	30/04/2024	2	£46,096.07
<b>2.5 Develop the website and the map server for the Selo Verde-MG platform</b>	30/04/2024	2	£56,945.37
<b>3.1 Creation of working groups in partnership with the British Embassy and the Government of Minas Gerais</b>	30/06/2024	3	£6,962.99
<b>3.2 Holding work meetings</b>	31/08/2024	3	£15,059.49
<b>3.3 Elaborate a summary report validated by the working group representatives</b>	30/09/2024	3	£5,127.78
<b>4.1 Prepare Selo Verde – MG and CAR system documentation</b>	30/09/2024	4	£12,576.56

<b>4.2 Capacity building meetings</b>		30/09/2024	4	£24,181.54
<b>4.3 Elaborate a summary report detailing the technology transfer</b>		30/09/2024	4	£8,204.45
<b>Q1 Monthly Cost</b>	<b>Q2 Monthly Cost</b>	<b>Q3 Monthly Cost</b>		<b>Q4 Monthly Cost</b>
£ 51,007.94	£ 79,345.69	£ 70,169.65		£ 112,811.22
<b>Total FY23/24 allocation:</b>				£ 313,334.50
<b>Q1 Monthly Cost</b>	<b>Q2 Monthly Cost</b>	<b>Q3 Monthly Cost</b>		<b>Q4 Monthly Cost</b>
£ 110,004.43	£ 65,149.82			
<b>Total FY24/25 allocation:</b>				£ 175,154.25

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## **ANNEX 7: AGREED OUTPUTS/LONG TERM OUTCOMES AND MILESTONES**

*The Grant Recipient will comply with the Government Grants Minimum Standards 8, which reads: “all government grants will have outputs agreed and longer-term outcomes defined, wherever possible, to enable active performance management, including regular reviews and adjustments where deemed necessary”*

The Grant Recipient shall achieve the following milestones and outputs:

## Outputs

Output Number	Type of Output	Output Name	Output Description	Date of Output to be delivered	Evidence of Output
1	Recommendations proposal (e.g. new policies, regulations, approaches and tool)	Selo Verde – MG platform	"Selo Verde-MG" is a science-based online platform that seeks to increase transparency in critical deforestation-risk supply chains (soy and beef) as well as other commercial relevant agricultural products encompassed by the Minas Gerais state certification program (coffee, olive oil, fruits, vegetables, milk, honey, chicken, eggs, cotton, cachaça, cheese, and pesticide-free products). By integrating socio-environmental data from (IBAMA, ICMBio, Ministry of Economy, etc.) and state (SEMAD, SEAPA, IEF, etc.) datasets, land-use maps, and satellite imagery (e.g., post-2008 deforestation per property) by using big-geospatial data analyses to provide a diagnosis of each property's environmental compliance with Brazil's forest legislation for all private properties registered in the CAR in Minas Gerais (more than 940 thousand). The platform will be built by a team of researchers from CIT and UFMG in partnership with technical teams from the government of Minas Gerais (Secretary of Agriculture and Secretary of Environment). Once validated by the government, it can be used as a public and free tool to analyse (and inform) the socio-environmental compliance of all rural properties in the state.	30 October 2023	The output can be tracked by the programming codes to be delivered to the government of Minas Gerais. It can also be demonstrated by time engaged with government personal meetings and reports containing images (screenshots) and technical description of the tool in operation.
2	Recommendations proposal (e.g. new policies, regulations, approaches and tools)	CAR 2.0 system	CAR 2.0" is a science-based system aimed at streamlining the CAR validation process by applying state-of-the-art spatially explicit modelling algorithms, including artificial intelligence and high-resolution remote sensed data to solve the biggest current bottleneck in the implementation of the Forest Code. These two project outputs will support sustainable farming by providing detailed reports on the level of socio-environmental compliance of properties officially registered in the CAR. Moreover, the system will help identify the state's import of indirect deforestation (i.e., by purchasing illegal cattle raised in the Amazon) and tackle deforestation at property-level in the Cerrado and Atlantic Forest biomes, two world biodiversity hotspots. Based on methods developed for the CAR 2.0 prototype for São Felix do Xingu municipality (project UK pact nº FPNBS\100014), Minas Gerais government will be able to separate all compliant rural properties from those which need field verification or detailed manual analysis to be validated. In addition, the tool to be developed in partnership with the environmental and agricultural state agencies will allow prioritising properties for both environmental regularisation and payments for	31 April 2024	The output can be tracked via programming codes to be delivered to the government of Minas Gerais. It can also be demonstrated by time engaged with government personal meetings and reports containing images of technical description of the tool in operation.

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			ecosystem services programs based on climate and Gender Equality and Social Inclusion (GESI) criteria.		
3	Network/ partnership links establishment and/or strengthening	Due diligence testing between British importers and Minas Gerais suppliers (Dry run)	Working groups will be established to conduct the dry run procedures. The working groups may include British company importers, agricultural suppliers from Minas Gerais (farms, slaughterhouses, cooperatives, among others), and CIT-UFGM researchers who will utilize the Selo Verde -MG platform to conduct the controlled tests in partnership with the British Embassy and the Government of Minas Gerais. The aggregated results and lessons learned will be summarized in a report protecting personal information and commercial confidentiality.	30 September 2024	A summary report covering key procedures, main results, and lessons learned from controlled testing (dry run). It can also be evidenced by minutes of government meetings.
4	Skills enhancement (e.g. training)	Technology transfer to the Government of Minas Gerais	The knowledge and systems developed will be transferred to the Government of Minas Gerais based on a capacity building and training agenda to be defined by the partners. Even after the end of the project, the analyses will continue to be performed normally using the computational infrastructure (both local and cloud) of CIT-UFGM, aiming at a safe transition without interruption of systems/services	30 September 2024	Minutes of government meetings.

### Payment Milestones

Payment will be made quarterly per completed Task. A list of payment milestones (Tasks) is shown below.

Task Number	Task Name	Date of Task to be delivered	Evidence of Task
1.1	Create a geospatial database	30/06/2023	The geospatial database
1.2	Develop a customized spatially explicit model to analyse and validate CAR requirements for each private property in Minas Gerais	30/09/2023	The model that is developed
1.3	Estimate the CAR registries that can be validated automatically and generate detailed reports pointing out pending issues to support manual analysis	31/10/2023	Findings of the estimations and the detailed reports of pending issues
1.4	Validate the automatic filters with the government staff	31/10/2023	Evidence of correspondence on getting validation on automatic filters and any relevant documentation that led to decision making
2.1	Create a geospatial database	31/12/2023	The geospatial database
2.2	Develop a customized spatially explicit model to apply the rules and definitions of the Forest Code for each private property in Minas Gerais	31/01/2024	The model that is developed
2.3	Estimate the Forest Code level of compliance for each private property in Minas Gerais	29/02/2024	Findings of the estimations
2.4	Develop a spatially explicit traceability model for farms producing soy, coffee and cattle	30/04/2024	The model that is developed
2.5	Develop the website and the map server for the Selo Verde-MG platform	30/04/2024	To share link/evidence of the website and the platform created
3.1	Creation of working groups in partnership with the British Embassy and the Government of Minas Gerais	30/06/2024	Working group minutes, attendance list, feedback on the session, relevant documents/slides
3.2	Holding work meetings	31/08/2024	Meeting minutes, attendance list, feedback on the session, relevant documents/slides
3.3	Elaborate a summary report validated by the working group representatives	30/09/2024	Summary report that is approved by the group representative and evidence of any correspondence that's been carried
4.1	Prepare Selo Verde – MG and CAR system documentation	30/09/2024	System documentation
4.2	Capacity building meetings	30/09/2024	Meeting minutes, attendance list, feedback on the session, relevant documents/slides
4.3	Elaborate a summary report detailing the technology transfer	30/09/2024	Detailed report on how the technology transfer is executed,

			the work that went into it and any other relevant documentation
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## ANNEX 8: QUARTERLY PROGRESS REPORT

All reporting forms will be supplied and submitted online through the grant portal and will follow this template.

Project Details	
Project Name:	
Reference number:	
Countries:	
Implementer:	

### 1. Project Results

#### Project Results Achieved

Please report any results (outputs, intermediate outcomes, outcomes) that have been achieved this quarter.

Result 1	
Was the result expected, or is it a new unexpected result?	<i>Dropdown menu (new and unexpected, result already expected)</i>
What type of result is it?	<i>Dropdown menu (output, intermediate outcome, outcome)</i>
Result name	<i>This should be the same as the expected outputs/outcomes identified in the project plan (if expected)</i>
Date of achieved result	
Beneficiaries	
Indicator	<i>Dropdown menu of indicators depending on what type of result (output, intermediate outcome, outcome. Refer to Annex 9 for details)</i>
Description	<i>Depending on what indicator is selected - the description section will be populated by the expanded criteria as shown in Annex 9.1</i>
GESI levelling	<i>How much consideration of or contribution to GESI was included in this result? No consideration, some consideration, significant consideration</i>
Explanation of choice of GESI levelling	
Evidence of result <i>Add more lines as necessary</i>	<i>Link or attachment</i>

Result 2	
Was the result expected, or is it a new unexpected result?	<i>Dropdown menu (new and unexpected, result already expected)</i>
What type of result is it?	<i>Dropdown menu (output, intermediate outcome, outcome)</i>
Result name	<i>This should be the same as the expected outputs/outcomes identified in the project plan (if expected)</i>
Date of achieved result	
Beneficiaries	
Indicator	<i>Dropdown menu of indicators depending on what type of result (output, intermediate outcome, outcome. Refer to Annex 9 for details)</i>
Description	<i>Depending on what indicator is selected - the description section will be populated by the expanded criteria as shown in Annex 9.1</i>
GESI levelling	<i>How much consideration of or contribution to GESI was included in this result? No consideration, some consideration, significant consideration</i>
Explanation of choice of GESI levelling	

<b>Evidence of result</b> <i>Add more lines as necessary</i>	<i>Link or attachment</i>
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*Add more results as needed*

### Project Results Not Achieved

<b>Result 1</b>	
What type of result is it?	<i>Dropdown menu (output, intermediate outcome, outcome)</i>
Result name	<i>This should be the same as the expected outputs/outcomes identified in the project plan</i>
Date result was meant to be achieved	
Indicator	<i>Dropdown menu of indicators depending on what type of result (output, intermediate outcome, outcome). Refer to Annex 9 for details</i>
Reason for result not being achieved	

<b>Result 2</b>	
What type of result is it?	<i>Dropdown menu (output, intermediate outcome, outcome)</i>
Result name	<i>This should be the same as the expected outputs/outcomes identified in the project plan</i>
Date result was meant to be achieved	
Indicator	<i>Dropdown menu of indicators depending on what type of result (output, intermediate outcome, outcome). Refer to Annex 9 for details</i>
Reason for result not being achieved	

*Add more unachieved results as needed*

## 2. Project Management

<p><b>Narrative of project progress from the last quarter</b></p> <p>Please provide a brief description of the progress that the project has made in the last quarter, highlighting any particular successes or challenges. <i>(max 400 words)</i></p>

<b>Risks - please update your Risk Register with risk management activities from this quarter and detail any new risks which have arisen</b>				
Risk Description	Risk Category	Probability <i>(rare, unlikely, possible, likely, almost certain)</i>	Impact <i>(insignificant, minor, moderate, major, severe)</i>	Management / Progress <i>(Show any changes to the management indicated in your Proposal Form)</i>

*Add more rows as necessary*

<p><b>Green Recovery</b></p> <p>What elements of a green recovery has the project contributed towards this quarter?</p>
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**Gender equality and social inclusion (GESI)**  
Have any new elements of poverty, inequality and exclusion been identified this quarter. If so, how have these been addressed and how will they continue to be addressed next quarter?

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Please provide details of how marginalised groups have participated in project Outputs in the last quarter. How have their views been taken into account?

--

**Environmental sustainability**  
Has the plan for environmental management of the project changed since full proposal? If so, how? Please also provide a brief update on how you are mitigating or minimising risks of environmental harm caused by the project. For example, through minimising travel, tracking emissions, carbon off-setting, adhering to environmental policies etc.

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**Political Support**  
Has the level of host/local Government support or engagement changed? If so, how?

--

**Branding and Communications**  
Did you conduct any communications to promote this project this quarter? If yes, what?

--

**Changed Circumstances**  
Have there been any changes in circumstance that significantly affect the rationale or delivery approach for the project? If so, what is your proposed response to these?

--

**Lessons Learnt**  
What Lessons have you identified this quarter, and what have you done as a result?

Lesson Identified	Action Taken

*Add more rows as necessary*

## ANNEX 9: PROJECT COMPLETION REPORT

Project details	
Project Name:	
Reference number:	
Countries:	
Implementer:	
Start date: planned:	
actual:	
End date: planned:	
actual:	
Explanation for date variance:	

### 1. Project Delivery

Project Purpose
<i>Text imported from full proposal</i>

Was the purpose achieved? If no, give reasons. Please state how you are making this judgement and your sources of information

How has this project supported a green recovery?

#### 1.1. Project Tasks

Planned Tasks				
Tasks	Was the task altered from the Project Proposal?	If yes, please give details of how and why the task was altered from the original plan	Was the task completed?	If no, please give details of why the task was not completed.
<i>Tasks from full proposal</i>	<i>yes/no</i>		<i>yes/no</i>	

Additional Tasks		
List all tasks which were not included in the Project Proposal	Which output or intermediate outcome did the task contribute to?	Why was the task necessary?
	<i>Dropdown menu (choose from outputs or int. outcomes which were included in proposal)</i>	

## 1.1. Stakeholder Management

Beneficiaries				
Who were the key beneficiaries of this project?	Was this beneficiary identified a Proposal stage?	How did you work with these beneficiaries? What were the key challenges and achievements?	What feedback did you receive from the beneficiaries?	How did you adapt your approach based on the feedback received?
	<i>yes/no</i>			
<i>Add more lines as necessary</i>				

Wider Stakeholders				
Other than the beneficiaries, who were the wider stakeholders you worked with?	Was this stakeholder identified a Proposal stage?	How did you coordinate and collaborate with these stakeholders?	What challenges did you face in engaging effectively with these stakeholders?	How did you adapt your approach based on the challenges faced (if any)?
	<i>yes/no</i>			
<i>Add more lines as necessary</i>				

Political Support
Has the level of host/local Government support or engagement changed throughout the project duration? If so, how, what impact did it have and how did you manage it?

Lessons learnt - do you have any reflections on how stakeholder management could have been improved for this project?

## 2. Project Results

### Project Results Achieved in last Quarter

Result 1	
Was the result expected, or is it a new unexpected result?	<i>Dropdown menu (new and unexpected, result already expected)</i>
What type of result is it?	<i>Dropdown menu (output, intermediate outcome, outcome)</i>
Result name	<i>This should be the same as the expected outputs/outcomes identified in the project plan (if expected)</i>
Date of achieved result	
Beneficiaries	
Indicator	<i>Dropdown menu of indicators depending on what type of result (output, intermediate outcome, outcome. Refer to Annex 9 for details)</i>
Description	<i>Depending on what indicator is selected - the description section will be populated by the expanded criteria as shown in Annex 9.1</i>
Evidence of result <i>Add more lines as necessary</i>	<i>Link or attachment</i>



<b>Variance in budget spent (variance &gt;10%)</b>	<i>Y/N, If yes provide details and justification</i>
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<b>Result 2</b>	
<b>Was the result expected, or is it a new unexpected result?</b>	<i>Dropdown menu (new and unexpected, result already expected)</i>
<b>What type of result is it?</b>	<i>Dropdown menu (output, intermediate outcome, outcome)</i>
<b>Result name</b>	<i>This should be the same as the expected outputs/outcomes identified in the project plan (if expected)</i>
<b>Date of achieved result</b>	
<b>Beneficiaries</b>	
<b>Indicator</b>	<i>Dropdown menu of indicators depending on what type of result (output, intermediate outcome, outcome. Refer to Annex 9 for details)</i>
<b>Description</b>	<i>Depending on what indicator is selected - the description section will be populated by the expanded criteria as shown in Annex 9.1</i>
<b>Evidence of result</b> <i>Add more lines as necessary</i>	<i>Link or attachment</i>
<b>Variance in budget spent (variance &gt;10%)</b>	<i>Y/N, If yes provide details and justification</i>

*Add more results as needed*

### **Project Results Not Achieved in last Quarter**

<b>Result 1</b>	
<b>What type of result is it?</b>	<i>Dropdown menu (output, intermediate outcome, outcome)</i>
<b>Result name</b>	<i>This should be the same as the expected outputs/outcomes identified in the project plan</i>
<b>Date result was meant to be achieved</b>	
<b>Indicator</b>	<i>Dropdown menu of indicators depending on what type of result (output, intermediate outcome, outcome). Refer to Annex 9 for details</i>
<b>Reason for result not being achieved</b>	
<b>Variance in budget spent (variance &gt;10%)</b>	<i>Y/N, If yes provide details and justification</i>

<b>Result 2</b>	
<b>What type of result is it?</b>	<i>Dropdown menu (output, intermediate outcome, outcome)</i>
<b>Result name</b>	<i>This should be the same as the expected outputs/outcomes identified in the project plan</i>
<b>Date result was meant to be achieved</b>	
<b>Indicator</b>	<i>Dropdown menu of indicators depending on what type of result (output, intermediate outcome, outcome). Refer to Annex 9 for details</i>
<b>Reason for result not being achieved</b>	
<b>Variance in budget spent (variance &gt;10%)</b>	<i>Y/N, If yes provide details and justification</i>

*Add more unachieved results as needed*

**Project Outcomes - already achieved**

A project outcome is created when a there is uptake and utilisation of a project output. Please detail any outputs which have been used by the beneficiaries.				
Project Outcome	Date	Evidence of output utilisation	How will this outcome link to emissions reductions	Evidence of efforts to ensure outcome will be sustained

*Add more rows as necessary*

**Project Outcomes - expected**

It is likely that some project outcomes will occur after the end of the project. Please detail the outputs which you expect to be used by the beneficiaries in the future					
Project Outcome	Date expected	How will this outcome link to emissions reductions	Evidence of efforts to ensure outcome will be sustained	How will this outcome be monitored? How should UK PACT collect this result?	Please describe any actions the UK PACT team should take in order to support this outcome beyond the end of your project

*Add more rows as necessary*

**3. Project Management**

**Value for Money**

<p><b>How was Economy achieved and maintained throughout the project?</b>  <i>Economy is achieved by using the best value inputs</i></p>

<p><b>How was Efficiency achieved and maintained throughout the project?</b>  <i>Efficiency is achieved by maximising the outputs for a given level of inputs</i></p>

<p><b>How was Effectiveness achieved and maintained throughout the project?</b>  <i>Effectiveness is achieved by ensuring that the inputs deliver the desired outcome</i></p>

<b>How was Equity achieved and maintained throughout the project?</b> <i>Equity is achieved by ensuring that the benefits are distributed fairly</i>

<b>How was Cost-reasonableness achieved and maintained throughout the project?</b>

**Risks**

<b>New Risks - Please detail any risks which arose during project delivery which were not identified at Project Proposal stage</b>			
Risk	Likelihood (L/M/H)	Impact (L/M/H)	Mitigation/ Management actions implemented

<b>Lessons learnt - do you have any reflections on how your risk management could have been improved for this project</b>

**Gender and Inclusion**

<b>Were any changes made to reflect gender equality and social inclusion considerations? Why did these changes come about?</b>

<b>Has the project achieved anything unintended related to gender equality and social inclusion? If so, please describe these and your sources of information.</b>

**Lessons Learnt**

<b>Please identify the top 3 lessons you have learnt from this project</b>		
Lesson Title	Lesson Description	How did this lead to changes or improvements in the way the project was designed and implemented?

<b>Did you conduct any communications to promote this project? If yes, what?</b>

**4. Programme Feedback**

<b>What did you think of the UK PACT Green Recovery Challenge Fund application process?</b>

<b>What did you think of the UK PACT Green Recovery Challenge Fund reporting process?</b>

<b>In your view, what are the weaknesses of the UK PACT Green Recovery Challenge Fund and what is the impact of these?</b>

<b>In your view, what could be improved regarding the UK PACT Green Recovery Challenge Fund?</b>

# ANNEX 10: UK PACT PRIVACY NOTICE

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

## 1 YOUR DATA

We will process the following personal data:

- Names, business telephone numbers and email addresses, office location and position of staff of both the Authority and the Contractor as necessary to deliver the services and to undertake contract and performance management. The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.
- Names, business telephone numbers and email addresses, office location and position of UK PACT stakeholders, including organisations involved in applying for and delivering projects, but also those participating in and benefiting from them in recipient countries.
- Names, contact details, passport details and CV details of potential and actual participants in skill-shares and secondments.
- Opinions of all stakeholders listed above on programme performance, for monitoring, evaluation and learning purposes.

## 2 Purpose

The nature of the processing will include collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, use, disclosure by transmission, dissemination or otherwise making available of data.

Processing takes place for the purposes of stakeholder management, communications, and recruitment.

The nature of processing will include the storage and use of names and business contact details of staff of both the Authority and the Contractor as necessary to deliver the services and to undertake contract and performance management. The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.

## 3 Lawful basis of processing

The lawful basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

## 4 Recipients

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the contract management exercise. We may share your data if we are required to do so by law, for example by court order or to prevent fraud or other crime.

Your personal data will be shared by us with:

Palladium International Limited, ICF Consulting, PA Consulting, Crown Agents and their subcontractors, among others: Touchstone, CTM, Egencia, Drum Cussac and HR Compass.

For the skill-shares and secondments component of the programme, the exchange of personal data to external bodies will only occur as required to enable delivery of the programme, such as booking and providing travel arrangements for experts when deployed.

As your personal data will be stored on our IT infrastructure, it will also be shared with our data processors Microsoft and Amazon Web Services.

## **5 Retention**

Processing will take place on 13th January 2020 for the duration of the Contracts, 2 years, plus a 12-month retention period. The Contracts will end in January 2023 but may be extended for up to 4 years until March 2027.

## **6 Automated decision making**

Your personal data will not be subject to automated decision making.

## **7 Your rights**

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

## **8 International transfers**

As your personal data is stored on our IT infrastructure and shared with our data processors Microsoft and Amazon Web Services, it may be transferred and stored securely outside the European Economic Area. Where that is the case, it will be subject to equivalent legal protection through the use of Model Contract Clauses.

## **9 Complaints**

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

0303 123 1113  
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

## 10 Contact details

The data controller for your personal data is the UK Government's Foreign, Commonwealth and Development Office (FCDO)

You can contact the Data Protection Officer at the Foreign, Commonwealth & Development Office:

Data Protection Officer  
Information Management Department  
Information and Digital Directorate  
Room K4.04  
Foreign, Commonwealth & Development Office  
King Charles Street  
London  
SW1A 2AH

Email: [Data.Protection@fcdo.gov.uk](mailto:Data.Protection@fcdo.gov.uk)

Telephone: 020 7008 5000

If you have any questions about anything in this notice, or if you consider that your personal data has been misused or mishandled, contact us at [data.protection@fcdo.gov.uk](mailto:data.protection@fcdo.gov.uk).

If you would like to contact the UK PACT team for any questions on data processing, please do so via [communications@ukpact.co.uk](mailto:communications@ukpact.co.uk)