

Mandate agreement

between

Fastenopfer

Alpenquai 4, 6005 Lucerne, Switzerland
(Principal)

and

Version 1:

..... *[Name of the organisation]*

..... *[Address]*

represented by *[Name]*.....

(Agent, hereafter called Programme Coordination)

Version 2:

..... *[Name of the coordinator]*

..... *[Address]*

(Agent, hereafter called Programme Coordination)

concerning

Coordination of the country programme in*[country]*.....

1. Start of agreement:

2. Duration of agreement: until

3. Mandate: Coordination of the cooperation between Fastenopfer and its partner organisations in the context of the above-cited country programme, as well as providing consultancy to the partner organisations.

The terms of the contractual relationship between Fastenopfer (Swiss Catholic Lenten Fund) and the Programme Coordination are set out in the coordination guidelines (see appendix 1), the specification (see appendix 2), and the expenses guidelines for the Programme Coordination (see appendix 3).

4. Flat-rate remuneration by Fastenopfer (see coordination guidelines Art. 5):

	Number of working days provided for during the period of the agreement (minimum 8 hours per day)	Flat-rate remuneration per working day incl. overhead costs (in [currency]...)	Total (in [currency]...)
a) Programme coordinator
b) Staff member for coordination and project support tasks
c) Administrator, bookkeeper with corresponding advisory and supervisory tasks
d) Support staff (driver, security staff)
Total flat-rate remuneration		

5. Payment of expenses (see Expenses guidelines for the Programme Coordination):

Budget for	1 st year (in [currency])	2 nd year (in [currency] ...)	3 rd year (in [currency])
Transport costs
Subsistence costs
Overnight accommodation costs
Representation costs
Total expenses
Total expenses in the agreed currency		

6. Budget of the total costs of the Programme Coordination (cost ceiling):

	in [currency]...	in CHF exchange rate:
Flat-rate remuneration	CHF
Payment of expenses	CHF
Total	CHF

- 7. Exchange rate fluctuations:** The amounts listed in the local currency in this mandate agreement are binding. The amounts in CHF shall be adjusted to the respective exchange rates applicable at the time of the transfer.
- 8. Statement of account and mode of payment:** The transfer of the flat-rate remuneration is done in quarterly instalments on the basis of a corresponding statement of account from the Programme Coordination for the days worked. The expenses will also be billed and paid on a quarterly basis.
The Programme Coordination declares its willingness to give Fastenopfer, at its request, full access to the accounting records relating to the coordination activity and to all relevant payment records.
- 9. Inventory:** Objects and vehicles used by the Programme Coordination that are the property of Fastenopfer will be listed on an inventory sheet that must be signed by both parties to the agreement.

Appendices 1, 2 and 3 form an integral part of this mandate agreement.

Alterations and supplements to this mandate agreement (including an extension) shall only be valid if they are done in writing and with the consent of both parties to the agreement. The mandate agreement shall be subject to Swiss law. For all disputes arising from this agreement, the place of jurisdiction shall be Lucerne.

The attached guidelines (appendices) can be changed by Fastenopfer's Board of directors with a notice period of 3 months.

Lucerne,

[Place, date].....

.....
Yvonne Buschor
Head of department South

.....
[Name of Programme Coordination]

.....
[Name Programme Officer]
Programme Officer

Appendices:

- 1 Guidelines for the coordination of the country programmes (Coordination guidelines)
- 2 Specification
- 3 Expenses guidelines for the Programme Coordination