**APEC Project No: CTI 04 2022T**

**Building Capacity in Promoting Responsible Business for Sustainable Digital Society**

1 December 2020

**Ms Enied Lyons**

Institute of Scientific and Technical Information of Tasmania

No. 15, Derwent Road, Hobart, AUSTRALIA

Tel: +61-18601339715

Email: enid@tech.com

Dear Ms Lyons,

**WORK UNDERTAKING**

Thank you for accepting this assignment to implement the above APEC event.

This letter of work undertaking states the tasks you are to undertake and the remunerations to be received upon satisfactory completion of work certified by Project Overseer. The remuneration will be remitted from APEC Secretariat to your designated US dollar account.

Please sign this letter where indicated and mark each page with the initials of your name to indicate your agreement to the terms and conditions contained therein. Please then return ALL signed pages via email to Ms Daisy Meadows at [dm8@apec.org](mailto:dm8@apec.org).

The amount remitted to you is inclusive of any Goods and Services Tax (GST) and bank charges levied by your agent and/or beneficiary banks for remittances made to your bank account.

If you have any queries, please contact Ms Daisy Meadows at [dm8@apec.org](mailto:dm8@apec.org).

May I wish you a successful APEC-funded event.

Yours sincerely,

(Signature)

Connie SMYTHE (Ms)

Program Director, APEC Secretariat

Email: [cs7@apec.org](mailto:cs7@apec.org)

*Cc: Project Overseer –* Ms Wang Lee ([wanglee@d.com](mailto:wanglee@d.com))

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| --- | --- | --- |
| **APEC Project No.** | CTI 04 2022T | |
| **APEC Project Title** | Building Capacity in Promoting Responsible Business for Sustainable Digital Society | |
| **Type of Undertaking** | Work Undertaking | |
| **Name of Counterparty** | Enied Lyons | |
| **Organisation** | Institute of Scientific and Technical Information of Tasmania | |
| **Email** | enid@tech.com | |
| **Scope of Work** | Please refer to:   * **Annex A (Terms of Reference)** and * **Annex B (Terms and Conditions of APEC Funding)** * Please submit scan copy of the signed Work Undertaking to Ms Daisy Meadows at [dm8@apec.org](mailto:dm8@apec.org) by 7 September 2020. Please indicate “CTI 04 2022T Research Part 1” in the email subject. | |
| **Duration of Engagement** | State expected start and end date. APEC cannot pay for work already completed: ensure the work starts after the date the WU is signed by the PD. | |
| **Reporting and Coordination Arrangement** | Where possible, identify who the Counterparty will report to for this work (usually the PO). State any reporting schedules (e.g. weekly updates to PO). | |
| **Remuneration** | A total of Five Thousand US Dollars will be paid under subject to satisfactory completion of the work described in Annex A as certified by the Project Overseer; and subject to the terms and conditions described in Annex B including the submission of a correctly rendered invoice. | US $5,000 |
| **Total:** | **US $5,000** |
| **Payment Instruction:**  ***To be completed by Work Undertaking Counterparty.***  ***All fields are required. Avoid hand-written information.*** | 1. Name of Account Holder: | |
| 1. Bank Name: | |
| 1. Bank Branch: | |
| 1. Bank Address: | |
| 1. Account Number: | |
| 1. Bank Code/SWIFT Code/ABA: | |

**PLEASE READ THE DECLARATION BELOW AND ANNEX A AND ANNEX B BEFORE SIGNING THIS WORK UNDERTAKING.**

**DECLARATION**

I have studied the content of this letter including the terms and conditions stated in Annex A and Annex B and agree to undertake the scope of work and receive remuneration in the amount and manner indicated.

I confirm that the information I provided in this undertaking is correct.

I declare that my receipt of remuneration as prescribed in this undertaking does not contravene any relevant laws, regulations or rules in my economy or my organisation, or any terms and conditions in this undertaking.

I consent to the use of all information on this undertaking, including my personal data, the amount of funds I receive, and my role in this project for the processing of and follow up of my receipt of remuneration as prescribed in this undertaking.

If I fail to fulfill any of the requirements in the prevailing Guidebook on APEC Projects (the Guidebook) and the terms and conditions on this undertaking, I understand that the APEC Secretariat may provide information on my participation in the APEC event, my receipt of APEC funds and the related outstanding issues to my economy or my organisation for follow up.

I understand that if any of the terms and conditions on this undertaking conflict with the prevailing Guidebook, the Guidebook will prevail.

I understand that the APEC Secretariat accepts no liability whatsoever in connection with my enrolment/preparation/attendance at the event as well as any related travel, if applicable. I am responsible for procuring insurance as I consider appropriate for any enrolment/ preparation/participation/travel, as applicable.

The amount and type of funds payable, my role and tasks in the event and the duration of my engagement may not be changed unless there has been mutual written agreement between the Secretariat and me.

I understand that the laws of the Republic of Singapore govern this undertaking. I and the APEC Secretariat agree to submit to the non-exclusive jurisdiction of the Courts of the Republic of Singapore.

**AGREEMENT (complete all fields)**

|  |  |
| --- | --- |
| Name (as per passport) | (please underline **SURNAME or FAMILY NAME**) |
| Type of Organisation | Government  International Organisation  Private Sector  Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Organisation |  |
| Signature |  |
| Date |  |

**Annex A (Terms of Reference)**

**Insert the Terms of Reference for the Work Undertaking here. Consistent with Contracts and RFP documentation, ToRs in Work Undertakings must be specific and leave no room for ambiguity or assumptions regarding the expected paid outputs of the Counterparty. Consult the PO Toolkit document Preparing Terms of Reference: Guidance for POs if required.**

**Annex B (Terms and Conditions of APEC Funding)**

1. **Supporting documentation**

* The invoice must be submitted to the APEC Secretariat to claim payment for under this Work Undertaking. Original or electronic copies of the invoices may be submitted. The invoice must be accompanied by all supporting documentation as set forth in the Guidebook on APEC Projects (the Guidebook) as varied from time to time.
* Invoice shall include the following information:
  + 1. full name and number of project;
    2. name of Counterparty;
    3. invoice date and invoice number;
    4. description of services provided and associated dates;
    5. charges and payments for previous invoices;
    6. charges for billing period;
    7. detailed banking instruction which includes the bank name, branch name, bank SWIFT code, account holder’s name and number;
    8. billing by a company/organisation rather than an individual requires the official letter head of the company/organisation concerned;
    9. a signed statement by the Counterparty that the services have been performed in accordance with the terms and conditions of this Work Undertaking, and the costs being billed are true and correct and have not been previously paid; and
    10. the invoice should be accompanied by an endorsement by the Project Overseer that that the tasks and services have been satisfactorily completed.
* If the Counterparty does not submit the required supporting documents within one calendar month, he/she is deemed to have forfeited the right to receive APEC funds as prescribed by this undertaking.

1. **Payments**

* Please note that the amount remitted will be in USD and inclusive of any Goods and Services Tax (GST) and bank charges levied by your agent and/or beneficiary banks for remittances made to your bank account.
* The APEC Secretariat is not responsible for losses caused by fluctuations in exchange rates, nor does it require reimbursement of gains earned by fluctuations in exchange rates.
* **Payments will be made no later than 20 working days upon the Secretariat’s receipt of all supporting documentation, the signed undertaking with payment instruction and the PO’s certification that the Counterparty has satisfactorily performed the prescribed tasks in accordance with this Work Undertaking.**

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