



## **Project Agreement**

**9603**

**between**

**THE SCIENCE AND TECHNOLOGY CENTER IN UKRAINE**

**and**

***Customs Department, LEPL Revenue Service***

**Kyiv**

**OPERATIVE COMMENCEMENT DATE:**

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The Science and Technology Center in Ukraine (hereinafter referred to as “**the Center**”),  
and *LEPL Revenue Service*,

(hereinafter referred together as “**the recipient entity(ies)**”), represented for the purpose of signing this Project Agreement (hereinafter referred to as “**the agreement**”) by their authorized representatives (with the Center and the recipient(s) hereinafter referred to collectively as “**the signatory parties**”),

#### **TAKING INTO ACCOUNT THE FOLLOWING CONSIDERATIONS:**

The United States of America, Canada, Sweden and Ukraine signed the agreement establishing the Science and Technology Center in Ukraine on October 25, 1993 (referred to as “**the STCU agreement**”),

The European Communities acceded to the STCU agreement on November 26, 1998, and in so doing, replaced Sweden as a Party to the STCU agreement (hereinafter, “Party” means an entity that was an initial signatory to the STCU agreement or that has acceded to the STCU agreement),

Additional states may accede to the STCU agreement to participate in the activities of the Center (Georgia acceded to the STCU agreement on March 18, 1998; Uzbekistan acceded to the STCU agreement on December 29, 1997; Azerbaijan acceded to the STCU agreement on June 27, 2003; Moldova acceded to the STCU agreement on December 7, 2004),

The Center is a legal entity and has been accredited by the Ministry of Foreign Affairs of Ukraine as an intergovernmental organization with its headquarters in Kyiv,

The recipient(s) is a legal entity within Georgia (or other CIS state),

The Governing Board of the Center has approved the financing of a project through the Center in the domain covered by the agreement. The (hereinafter referred to as “**the Financing Parties**”) have agreed to provide financial support for such a project,

#### **HAVE AGREED AS FOLLOWS:**

##### **Article 1 - Scope of agreement**

1.1 The recipient entity(ies) shall carry out the work plan set forth in Annex I according to the conditions of the agreement, subject to the provisions of the STCU agreement, and the statute of the Center (hereinafter referred to as “**the STCU statute**”) which govern in case of conflict. The activities carried out under the agreement are entitled “*Handbook on Georgia's Export Control System to Raise Awareness of CBRN related Dual Use Items Export Controls and Adoption of the National Dual-Use Items Control List which is in compliance with the latest EU control list (EU) 2017/2268*” (hereinafter referred to as “**the project**”). All Project Activities subject to this Agreement are to be executed by the Recipient, using only funding provided by the Center and/or sources approved by the Center. The recipient entity(ies) shall notify the Center immediately if it and/or other participating institutions determine at any time to utilize any other funding sources to execute such Project activities.

1.2 Subject to any amendments or exclusions by any other articles, the detailed terms of the agreement are specified in the annexes which form an integral part of the agreement. In the case of conflict between any provision in the annexes and any other provision of the agreement, the latter shall prevail.

##### **Article 2 - Duration of the project**

The duration of the project will be 12 months from the first of the month following the date this Agreement is signed by the STCU Executive Director, or from the first of the present month if this agreement is signed by the fifteen of the present month inclusively (hereinafter referred to as “**the operative commencement date**”).

### **Article 3 - Organizational structure of the project**

3.1 The scope of work for each institution which takes part in the project, the organizational structure of the project, as well as financial requirements of such an institution, are attributed and stipulated in Annex I. The *Customs Department, LEPL Revenue Service* (hereinafter referred to as “**the coordinating institution**”) and the other institutions participating in the agreement will hereinafter be referred to collectively as “**participating institutions**.”

3.2 In the agreement, the authorized representatives of participating institutions, the project manager and the participating institution managers who are identified in Annex I, shall be responsible for the scientific, financial, personnel, and administrative management of the project in accordance with the terms and conditions of the agreement. The project manager from the coordinating institution shall be responsible for all aspects of the project including authorization of requests for payments associated with fulfilling the work plan, coordination between participating institutions, and the submission of all documents on behalf of the recipient(s) to the Center, whereas the participating institution managers shall be responsible for work carried out by their respective participating institutions and the submission of documents on behalf of their respective participating institution to the coordinating institution.

3.3 In the agreement, the authorized representatives of participating institutions, the directors, shall be responsible for general administrative and legal agreement’s support in accordance with the terms and conditions of this agreement. The directors hereby accept the project manager, the participating institution managers and the project grantees; agree that the project will be performed on the premises of their respective institutions and that necessary facilities and services will be made available to support the project manager, the participating institution managers and the project grantees during the performance of the project.

3.4 The recipient entity(ies) is bound by this agreement to take all necessary and reasonable precautions to make safe all money and property according to this agreement and bears responsibility for any loss or damage of items provided. The project manager and the participating institutions managers shall have exclusive rights to utilize all equipment and materials provided to or procured by respective participating institution during the term of the project.

### **Article 4 - Financial contribution of the Center**

4.1 The total cost of the project to the Center shall not exceed € 37,536. This total includes the cost of items described in Articles 4.2, 4.3, and 4.6 below.

4.2 The Center shall make grant payments directly to the project grantees. The amount of such payments is estimated to be € 32,220. This total amount may be increased with the concurrence of the Center project coordinator provided that (1) such increase results from the additional time worked on the project rather than an increase in the rate of pay and (2) an offsetting reduction is made to the cost of items in article 4.3.

4.3 The Center shall pay for items ordered by the project manager on behalf of the participating institutions including: equipment, materials, other direct costs and travel. The amount of such payments is estimated to be € 2,100.

4.4 Equipment purchased in accordance with Article 4.3 will be preserved, accounted for, and maintained throughout the term of the project by the participating institutions. Such equipment shall be used only in areas that are open for monitoring and auditing in accordance with Article 9.

4.5 Title to equipment purchased in accordance with Article 4.3 with an acquisition per item cost of less than €2,500 will vest in the participating institution at the time of delivery. Title to all other equipment will remain with the Center until termination, cessation, or completion of the project, at which time title will be vested in the participating institution unless prior to or on that date the Center informs the participating institution of its intention to retain title to the equipment.

If the Center retains title to the equipment, the Center will provide instructions to the participating institution for disposition of the equipment. The Center will pay the cost of disposing of such equipment.

4.6 The Center will pay overhead to participating institutions, represented by their respective directors, in an amount not to exceed 10% of the direct project costs for each participating institution.

#### **Article 5 - Cash payments by the Center**

5.1 The Center shall pay its financial contribution through special bank accounts established by the Center.

5.2 Pursuant to Article 4.2, the Center shall make grant payments directly to private bank accounts of the project grantees in accordance with Letters of agreement between the Center and with each project grantee.

Each project grantee shall personally withdraw grant payments from his or her bank account. The use of a power of attorney to allow one individual to withdraw grant payments from the individual accounts of the project grantees is not permitted without the express permission of the Executive Director of the Center.

The Center shall make the advance payment, which is one third of the first quarter grant payment to the project grantees, as soon as possible following the operative commencement date.

The Center shall make quarterly grant payments in accordance with the payment level rates set forth in Annex I and the amount of time devoted to the project by each grantee. Such payments are made after approval by the Center the cost statement for the last completed quarter. The Center, at its option, may require the project manager to provide completed time cards certified by the project manager to the Center on a monthly basis to support the time devoted to the project.

Since the project grantees will remain employees of the participating institutions, the Center's act of direct grant payments to the project grantees will not transfer from the participating institutions to the Center any liability for damages caused by the project grantees during execution of the projects or any liability for damages to the project grantees during execution of the project.

5.3 Pursuant to Article 4.3, the Center shall make current payments directly to vendors in amounts which are estimated in Annex I. Such payments shall be based on vendor invoices and other documents delivered to the Center with written requests from the project manager.

5.4 Pursuant to Article 4.6, the Center shall make payments of overhead to the participating institutions represented by their respective directors as a fixed payment.

One half of the overhead will be paid after approval of quarterly progress and cost statements by the Center. A retention shall be made by the Center of the remaining one half of the allowable overhead for the project. The retention shall be released to the participating institutions represented by their respective directors within one month following the approval by the Center of the last technical or financial document or other deliverable required by the agreement.

5.5 Within Ukraine, all cash payments will be made in the national currency of Ukraine. Conversion of US dollars to the national currency of Ukraine will be according to the exchange rate of the Interbank Rate of Ukraine. Within Georgia, Uzbekistan, Azerbaijan, and Moldova, all cash payments will be made in U.S. Dollars or Euros where possible.

#### **Article 6 - Cost Statements by the recipient**

6.1 Quarterly cost statements (consolidated by the project manager and for each participating institution) covering each three-month period shall be submitted within 15 days by the project manager to the Center in English, in hard copy and in electronic format on disk (Microsoft Word and Excel). The statements shall be appended to the relevant progress reports specified in Article 7. The format of the cost statements will be provided by the Center. The quarterly cost statements will include a representation that all project activities conducted by the Recipient during the preceding quarter were funded only with funding provided by the Center and that no other source of funding was utilized in carrying out such activities. If cost statements are not submitted on time, the Center may request in writing its submission. If the Center does not receive the submission within twenty days after such a written request, the Center may consider the previously claimed costs to be final and determine to make no further reimbursement.

#### **Article 7 - Reports and other project outputs**

7.1 The recipient entity(ies), represented by the project manager, shall submit the following reports in accordance with the format prescribed in Annex III, in English, in hard copy and in electronic format on disk (Microsoft Word and Excel):

(a) Quarterly progress reports covering each three-month period following operative commencement date will be submitted within one month after the end of each reporting period. Quarterly progress reports are not required on the dates when annual progress reports are due.

(b) Technical reports will be submitted within one month after the significant results are achieved according to the milestones defined in work schedule (see Section 9 of Annex I).

(c) Annual reports will be submitted within one month following the anniversary date of the operative commencement date and will cover the previous twelve months of project activity.

(d) A draft final report will be submitted within two months of the completion of the project work plan, cessation or termination of the agreement, or the agreed completion date of the agreement, whichever will be the earliest. The Center will submit to the recipient(s) its evaluation of the work performed and the draft final report within two months after receipt by the Center of the report. The definitive final report will then be submitted to the Center within one month following the receipt of the Center's evaluation and will take into account the Center's evaluation. If the Center does not submit an evaluation within two months, the draft final report shall be considered the definitive final report.

(e) All reports shall be submitted by the project manager from the coordinating institution, as mutually agreed with all participating institutions, prepared in a suitable form for publication and satisfactory to the Center.

(f) The beginning of each period defined in accordance with (a), (b), (c), (d) of this article can be shifted by corresponding number of months, if the first advance payment will be late more than one month after the operative commencement date.

7.2 For the purposes of the agreement, "deliverables" are defined as any significant outputs of the project to be submitted in accordance with Annexes I, II, and III.

## **Article 8 - Ownership and exploitation of results**

8.1 When intellectual property arises under this agreement, the entity which creates it will inform the other entities participating in the project and the Center's Executive Director, who will inform the Parties in a timely fashion.

8.2 The recipient entity(ies) shall hold all rights worldwide to intellectual property arising from this agreement, as set forth in Part E of Annex II, except for the rights in the Financing Party's territory enumerated in Article 15.2 of Annex II.

8.3 Exploitation of results shall be limited to applications for peaceful purposes. In this regard, the participating institutions shall ensure that any results which could result in concerns over proliferation of weapons technology and transfer of sensitive technologies will be treated in accordance with relevant laws of Recipient country(s) and international agreements and conventions to which Recipient country(s) is(are) a party.

## **Article 9 - Auditing and monitoring**

9.1 Access by the Center and Financing Parties to carry out on-site monitoring of all activities of the project shall be granted by the participating institutions, and information and assistance shall be given for the verification and evaluation of the project activities as set out in Annex II.

9.2 Audits of costs may be carried out by the Center and the Financing Parties as specified in Annex II.

## **Article 10 - Amendments, variations, or additions**

The provisions of the agreement and its annexes may be amended or supplemented by means of a written agreement signed by authorized representatives of the signatory parties.

## **Article 11 - Disputes**

Disputes arising during performance of the agreement including, in particular, (i) a claim by the recipient entity(ies) for any payments deemed due; (ii) an interpretation of a provision of the agreement; or (iii) a request for relief or approval related to the agreement, shall be subject to the following procedure.

The recipient entity(ies), represented by the project manager, shall submit any claim, demand, or request in writing to the Executive Director. The written decision of the Center shall be delivered to the project manager within four weeks of the receipt of the submission.

Exceptionally, the coordinating institution may appeal the Center's decision in writing through the Executive Director of the Center to the Governing Board of the Center within four weeks of the communication of the Center's decision.

The decision of the Governing Board shall be final and binding. Pending the final settlement of disputes, the participating institutions shall, nevertheless, proceed diligently with the performance of the agreement.

## **Article 12 - Liability**

12.1 The Center shall not be liable for any material loss, damage, or injury of any nature arising from, or in connection with, the performance of the work under the agreement solely by virtue of financing the project, including liability from direct grant payments to project grantees as set forth in Article 5.2.

- 12.2 The Center shall not be liable to the participating institutions or third parties for claims arising from
- (a) the publication or transmission of any report in accordance with Articles 4 and 13 of Annex II,
  - (b) the application of the contents of any report by a third party, or
  - (c) the handling or use of products which result from the project.

## **Article 13 - Termination of the agreement and Issuance of Stop Work Orders**

13.1 The Center may terminate the agreement by a written notice to the recipient entity(ies), with the termination to be effective after 30 days or a longer period as determined by the Center following receipt of the notice by the recipient entity(ies). The project manager, with approval of the Center, may terminate the participation of a participating institution by a written notice, with the termination to be effective after 30 days or a longer period as determined by the Center following receipt of the notice by the recipient. Notwithstanding any termination, the submission of reports and cost statements covering the period up to termination shall be required.

13.2 The agreement may be terminated due to force majeure or to other factor beyond the control of the participating institutions.

13.3 If the agreement is terminated pursuant to paragraphs 13.1 or 13.2, costs shall be limited to the allowable costs incurred by the participating institutions prior to the termination and such other costs as the Center considers to be fair and reasonable having regard to commitments which have been reasonably entered into and which cannot be canceled or avoided.

The participating institutions shall comply with the directions of the Center in the termination notice to reduce or mitigate these costs.

Notwithstanding any termination, the following provisions of the agreement will continue to apply: Article 11 (Disputes); Article 7 and Article 8.2 (Equipment) of Annex II; and Part E of Annex II (Intellectual Property Rights).

13.4 Furthermore, if the Center terminates the agreement because of actions by the participating institutions which obviously violate the national laws of Recipient country(s) or which obviously are contrary to the stated objectives of the Center or to other conditions specified under the STCU agreement or the STCU statute, the participating institutions shall, upon demand by the Center, promptly return all payments and goods previously provided to the participating institutions. Notwithstanding the provisions of Article 13.1, termination pursuant to this paragraph shall be effective immediately upon receipt of the written notification of the termination by the recipient entity(ies). Notwithstanding any termination, Part E of Annex II will continue to apply.

13.5 If the Center determines that the participating institutions have violated (1) the national laws of Recipient country(s), (2) the objectives of the center as stated in the STCU agreement or the STCU statute, or (3) the terms and conditions of this project agreement, the Center shall have the right to issue a stop work order to the project manager and the participating institutions. Upon issuance of a stop work order, all work on the project will cease immediately. Project

**Article 15 - Entry into force of the agreement**

This agreement shall enter into force on the operative commencement date.  
This agreement is prepared in Kyiv in the English.

For the Center:

**Curtis Bjelajac**

Executive Director

Date of signing ( REQUIRED ):

31/8/18



For the project participants (project grantees):

**Vakhtangi Kartvelishvili**  
Customs Department  
LEPL Revenue Service  
Project Manager (**project grantee**)

3

Approved

Stamp Place



**Giorgi Tabuashvili**  
Director General

The Revenue Service of Georgia (**coordinating institution**)

V.Gorgasali st. #16, 0114

**PARTICIPANTS (project grantees):**

Giorgi Kobeshavidze

Zurab Marshania

Maia Amonishvili

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Salome Kapanadze

Ketevan Kervalishvili

Vazha Amonishvili

Ketevan Vakhtangadze

George Chiabrishvili

## 1 Project Information

**1.1 Project Title:** Handbook on Georgia's Export Control System to Raise Awareness of CBRN related Dual Use Items Export Controls and Adoption of the National Dual-Use Items Control List which is in compliance with the latest EU control list (EU) 2017/2268

### 1.2 Project Science and Technology Areas:

**Primary:** Nuclear Energy & Safety

**Secondary:** None Specified

### 1.3 Project Manager:

**Name:** Kartvelishvili Vakhtang (Specialist)

**Phone:** (+995.599) 04-02-71

**Fax:** (+995.599) 226-11-74

**E-mail:** v.kartvelishvili@rs.ge

### 1.4 Coordinating Institution:

**Name:** Customs Department, LEPL Revenue Service of Ministry of Finance of Georgia

**Address:** 0109, Abzianidze str. 4, Tbilisi, Georgia

### 1.7 Collaborators:

**Person:** Kobakhidze Giorgi

**Country:** Georgia

**Organization:** Georgian Technical University, Scientific and Technical Center of Sensor Electronics and Material Science

**Phone:** (+995.599) 565927

**Person:** Otkhozoria Nona

**Country:** Georgia

**Organization:** Georgian Technical University, Department of Microprocessor and Measuring Systems

**Phone:** (+995.593) 926151

### 1.8 Project Facilities:

Premises of the Customs Department, 0109, Abzianidze str. 4, Tbilisi, Georgia

### 1.9 Project Science and Technology Areas:

Primary: Industrial Technologies

Secondary: Biotechnologies, Agricultural Sciences and Medicine; Nuclear Energy & Safety



## **1.8 Total Estimated Project Cost by Year: EUR 37,542**

### **1.9 Project Description:**

#### **1.9 Introduction**

##### **What is the problem?**

The proliferation of goods and technologies used to build WMDs and their delivery systems creates a threat to global stability and security, especially taking into account the situation in the world when we enter the era of terrorism and extremism. Georgia, located in a strategic geographic area and under a military threat, faces many difficulties that should be aimed at minimizing the risks to its national and global security in accordance with its obligations under the non-proliferation regimes associated with the countering illegal movement of strategic goods and hazardous materials.

After the introduction of the new export control system in 2014, Georgia's export control system received very positive assessments from our partner countries. However, in order to improve this system and make it more effective, we should increase level of awareness of the national export control system in the country and especially for the business sector engaged in international trade with strategic goods. That is why the project is aiming at outreach to industry to raise awareness of CBRN related materials that are mainly covered by the dual use items control list.

Georgia also needs to adopt the new EU dual use items control list of 2017, due to the large number of amendments to the list since 2012, and many discrepancies in the translation that impede the process of classification and identification of dual-use items, especially for the business sector.

#### **1.10 Literature Search**

##### **What are other people doing?**

The publication of handbooks/guidebooks on export control issues is widely recognized as a best practice for providing knowledge and raising awareness of all stakeholders involved in international trade in strategic goods and as a rule, these handbooks are subject to regular updating due to rapid industrial and technological development in the world. For example, Canada issued its Export Control Handbook in 2015, which was updated in August 2017. Countries like Brazil, Israel, and Sweden etc. have also updated their handbooks on export control issues.

In 2014, on the initiative of Customs Department of Georgia information on national export control system was posted on the website of the Revenue Service of Georgia and an export control brochure was issued, but since the number of global developments and changes in priorities with respect to strategic trade controls that resulted in the amendments to the EU dual use items control lists, the new publication which will be more overwhelming, will provide substantially updated and supplemented information in this field.

#### **1.11 Purpose and Objective**

##### **What are we going to do?**

The publication will raise awareness among actors involved in strategic trade control of the last developments in global and national dimensions, trends and processes occurring in this field. The new handbook will help customs authority to strengthen the feedbacks from the industry and other entities involved through requesting opinions on information contained in the handbook for its further improvement. Providing industries and other entities with updated reliable information and receiving

feedbacks will develop public-private partnership in the field of strategic trade controls, which is a necessary condition for national export control system improvement.

### **What is the objective?**

The primary objective of the project is to provide all parties engaged in international strategic trade with practical references, recommendations and advices on export control issues based on reliable updated information included in the handbook. The handbook will cover all aspects of the national export control system that will include legal regulation, licensing system, identification of controlled goods and technologies, national control lists, customs control and customs clearance procedures, application of measures of state coercions, the best international and national practices of Georgia with regard to controlling the circulation of dual-use items, etc. It will also focus on the problematic issues raised by the business sector with respect to strategic trade controls.

This handbook will also refer to raising awareness about recent developments, trends and processes occurring in this field.

### **1.12 Expected Significance**

#### **What is new?**

The handbook is expected to be unique as far as unique is an export control system in each country reflecting national characteristics including national legislation, national security interests of the country, people's mentality, traditions etc. We are going to use our knowledge on export control issues and experience gained in our daily work and to use information on the best practices of issuing such handbooks by developed countries.

### **1.13 Organization, Qualification and Staffing**

#### **Who are we?**

We are representatives of the Non-Tariff Control Division, Customs Department, Revenue Service of Georgia, which actively participated in the development of a new national export control system, which included the development and implementation of new laws and regulations governing the circulation of strategic goods. We carry out identification, classification and policy analysis and issue permits for dual-use items.

Our team consists of high-level specialists and experts in this field who deal with export control issues. We took part in all possible trainings and workshops on export control issues organized by US Export Control and Border Security Program (EXBS) and Argonne National Laboratory, EU P2P Program on dual use items, Federal office of economic affairs and export control of Germany (BAFA), Expertise of France, WCO STCE program etc. We organize joint trainings with experts from partner countries on export control issues for customs front-line officers and other relevant agencies responsible for licensing and enforcement, carry out outreach activities for the business sector and deliver lectures at universities and other academic institutions on this field.

#### **How does this project relate to our other work?**

This project is directly related to our daily work, as the Customs Department, Revenue Service of Georgia has an ability and a unique power to control the cross-border movement of dual-use items and military items, conventional weapons, hazardous materials considered strategic etc. at the customs border crossing points. We classify and identify strategic goods, and being a licensing and

enforcement authority for the dual use items, take an active part in the formation and development of the national export control system.

It is important for us that this handbook will help all parties involved in international trade in strategic goods to understand the importance of this system, its rules and regulations. This will help them to be well prepared for working with us, which will be beneficial for them in terms of licensing and border crossing procedures, and on the other hand, will help us easily communicate with them that will facilitate our work. We hope that this handbook in general will help minimize the opportunities for illicit trade in strategic goods.

Furthermore, we create training materials for our customs front-line officers on export control issues focused on classification and identification of strategic goods, also give lectures at the Academy of the Ministry of Finance, universities and other academic institutions on export control issues. We are also involved in outreach activities for the business sector.

## **1.14 Expected Results**

### **What will be done in the framework of this project?**

It is expected that the results of the project will be the following:

1. Creation of a handbook in which detailed information will be provided on Georgia's export control system.
2. Handbook will also contain information on the internal compliance program, proposals and recommendations for the business sector on how to implement such programs and how it will help them participate in the legal international trade in strategic goods and lead to simplification of customs procedures.
3. Handbook will be posted on the website of the Revenue Service of Georgia, published in English and Georgian and distributed to customs clearance zones and border crossing points. With the help of this handbook, the business communities as well as a large part of the society will be informed of the national export control system, national and international rules and regulations on strategic trade controls, national control lists, products and technologies that may fall under export control regulations and documents necessary to obtain permits, etc.
4. It is very important to update national dual use items control list that now corresponds to the EU dual use items control list of 2012 (EU No388/2012). Since EU made substantial amendments to the list that began in 2014 (EU No.1382/2014) and taking into consideration serious discrepancies in the translation that impede the process of classification and identification especially for the business sector, Georgia should adopt the same control list with the EU that was published in 2017 in order to harmonize Georgia's export control regulations with EU and control the same strategic items, with the exception of some items that are controlled during imports in accordance with the national interests of Georgia.

### **What's next?**

Georgia has always been streaming to join the EU, although the way to the European family was very long. The first steps were made in early 90s when Partnership and Cooperation agreement (PCA) was signed between Georgia and the European Union in 1996. The next steps were European

Neighbor Policy (ENP) in 2004 and the Association Agreement (AA) between EU and Georgia in 2014. One of the main objectives of these agreements and treaties was to provide a basis for legislative, economic, social, financial, civil scientific, technological and cultural cooperation. Thus, the process of harmonization of Georgia’s legislation to that of the EU started over and it became an ongoing process continuously. In 2014, Georgian adopted the new “Law on Export Control of Military and Dual-Use Items” and the relevant control list that corresponds to the EU 388/2012 version control list. There are many amendments to the lists until now, that is why the national export control system shall be harmonized with EU's one. Nevertheless, as the harmonization is a huge process, in order to support Georgia's efforts we are planning to continue our work with industry and other entities to develop the public-private partnership in the export control field, one of the pillars of which is sharing information among parties involved. Thus, we are going to support the dialogue between state authorities and industry, to improve conditions for public-private partnership through publishing information on export control developments, receiving and analyzing feedbacks from industry and seeking the technical assistance to establish in Georgia a specialized electronic publication on export control issues in terms of non-proliferation.

The electronic handbook will give the business operators an opportunity to receive information on amendments to the control lists and relevant legislative acts at any time. They will also get answers on questions interesting for them, e.g. identification related questions: nowadays, there is huge interest from business sector concerning products of their export and import, whether they are under control or not against the dual use control list. There are plenty of calls, official letters, applications, e-mails etc. on a regularly basis. Therefore, the web page is going to be another auxiliary facility to develop relations like this in the future and keep business operators with up to date information.

### 1.15 Scope of Activities

#### How will the investigation be organized?

- a. It is expected that the handbook will be posted on the website of the Revenue Service of Georgia. ([www.rs.ge](http://www.rs.ge)). This page contains information about tax and customs related issues, which is very interesting to the business society.
- b. Our team is well aware about the legislation on tax and customs issues, national as well as international norms and regulations on export control system. We have access to statistical data on import/transit/export for all kinds of transactions, we do know about the attitude of the business operators in relation with export control and key points of their interests.
- c. Therefore, we have formed a structure of the handbook as follows:

### 2. Draft Contents of the project

<b>PART 1</b>	<b>Contents of the Handbook</b>
<b>Section 1.</b>	The definition of Export Control
a	Historical Overview
a.a	Why did countries decide to set control on international trade in certain materials, equipment and Technologies
a.b	Dissemination of strategic items and technologies contributed to creation of

	WMD in various countries abusing international conventions and treaties
<b>Section 2.</b>	Overview of Non-proliferation regimes
a	Wassenaar Arrangement (WA)
b	Missile Technology Control Regime (MTCR)
c	Nuclear Suppliers Group (NSG)
d	Australia Group (AG)
e	Chemical Weapon Convention (CWC)
<b>Section 3.</b>	Overview of United Nations Security Council Resolutions and relevant documents
	Obligations under UNSCR 1540
	JAPOA UNSCR 2231 and S/2015/546 under UNSCR 2231 on Iran
<b>Section 4.</b>	Georgia's Commitments and Obligations with Respect to Export Controls
	Creation of national export control system in order to fulfill obligations under UNSCR 1540
<b>Section 5.</b>	<b>Legal Framework of Georgia on circulation of strategic goods</b>
a	Law of Georgia on "the Control of Military and Dual Use Items"
a.a	Scope and Purpose of the Law, Definition of Terms
a.b	Types of permits on dual use items, conditions of issuance and exemptions
a.c	Liabilities and penalties
b	Ordinance of Government of Georgia on "Adoption of military and dual use items control lists"
c	Ordinance of Government of Georgia on "Determination of control measures for military and dual use items"
c.a	Main criteria for a permanent commission of the Ministry of Defense in decision making
c.b	Relevant documents for obtaining permits
c.c	Basic rules for the issuance, suspension or refusal of authorization
c.d	Procedures for issuing certificates and end-user forms
c.e	Interagency coordination issues
c.f	Methods for implementing control measures
d	Order by the Minister of finance on „Adoption of a correlation table of dual use items control list with national commodity nomenclature of foreign economic affairs"

e	Order by the Minister of finance on „Adoption of rules of issuing permits on export, import and transit of dual use items, license forms and license application forms"
<b>Section 6.</b>	Definition of Dual Use items
a	Structure of the list
b	What are the items covered by the list
c	How to find our product in control list
c.a	Practical examples
c.b	Explanations
c.c	Recommendations
d	How to use the correlation table
e	Products controlled in case of imports and transits (examples)
<b>Section 7.</b>	What is Dual Use Items Permit
a	Types of permits, fees, validity
b	Licensing authority
c	How to obtain preliminary conclusion on commodity classification against the list, whom to address and list of documents to be submitted
d	How to obtain permit
d.a	Registration on the Revenue Service web-site
d.b	Rules for applying for permits
d.c	Rules to obtain permits
d.d	Where and when to obtain permits
d.e	End user certificate
<b>Section 8.</b>	The roles and functions of the Customs Department in Export Control system as a licensing Authority
<b>Section 9.</b>	Exporters' Commitments and Obligations with Respect to Export Controls
<b>Section 10.</b>	Market analysis of Georgia
a	Share of dual use items in total trade turnover
b	Types of dual use items commonly exported from Georgia
c	Types of dual use items commonly subject to licensing (export/import/transit)
d	Producers of dual use items
<b>Section</b>	Definition of internal compliance program (ICP)

<b>11.</b>	
a	Positive outcomes of the implementation of internal compliance program
b	Producers' Commitments and Obligations with Respect to Export Controls
c	Ways and methods of Implementation of internal compliance program
d	Examples of some foreign companies' ICPs
<b>Section 12.</b>	Industry mapping
a	Manufactures, forwarders, exporters
	Dual-use items transaction statistics
	Market analysis
<b>Section 13.</b>	Conclusion
<b>PART 2</b>	<b>Adoption of the dual use items control list in compliance with EU control list (EU) 2017/2268</b>
a	Translation of the list
b	Correction of discrepancies
c	Adding national entries
a	Relevant amendment to the correlation table (compliance of control list of dual use items with national commodity nomenclature)

### 3. Work schedule

Definite stages of the project implementation are represented in matrix diagram in Table 1. Table 2 graphically displays timing and duration of the stages involved, as well as interdependence of the stages.

### 4. Personnel commitments

Table 3 displays personnel commitments for the project implementation.

### 5. Goods, Services, and Other Direct Costs

Tables 4 , 5, and 6 display the equipment, materials, services, and other direct costs to be purchased for the project.

### 6. Travels

Table 7 displays the costs necessary for travel outside and within country of residence.

### 7. Financial summary

Tables 8 and 9 display aggregate financial information and define the first advanced payment.

### 8. List of personnel

Table 10 contains detailed information about each individual person involved.

**9 Allocation of the project budget among participating institutions** (*for more than one participating institution only*)

Supplementary tables S8 and S9 display estimated expenditures by each participating institution separately.







Table 3. Personal Commitment / Таблица 3. Участь персоналу

#	Surname (in English)	First Name	Codes I-Code	Date of birth	W.Code	Place in Project	Acad. Rank	Daily Rate	Days												Total days	% of Time	Cost												Total Cost						
									Qtr1	Qtr2	Qtr3	Qtr4	Qtr5	Qtr6	Qtr7	Qtr8	Qtr9	Qtr10	Qtr11	Qtr12			Qtr1	Qtr2	Qtr3	Qtr4	Qtr5	Qtr6	Qtr7	Qtr8	Qtr9	Qtr10	Qtr11	Qtr12							
1	Kartvelishvili	Vakhtang	1	01.01.1900	0	PM	Specialist	35	45	45	45	45	0	0	0	0	0	0	0	0	0	0	180	72	1575	1575	1575	1575	0	0	0	0	0	0	0	0	0	0	0	0	6,300
2	Amonishvili	Maya	1	01.01.1900	0	SP	Specialist	35	45	45	45	45	0	0	0	0	0	0	0	0	0	0	180	72	1575	1575	1575	1575	0	0	0	0	0	0	0	0	0	0	0	0	6,300
3	Sokhadze	Irakli	1	01.01.1900	0	SP, TL	Specialist	35	45	45	45	45	0	0	0	0	0	0	0	0	0	0	180	72	1575	1575	1575	1575	0	0	0	0	0	0	0	0	0	0	0	0	6,300
4	Kobeshavidze	Giorgi	1	01.01.1900	0	CT		30	9	9	9	9	9	0	0	0	0	0	0	0	0	0	36	14	270	270	270	270	0	0	0	0	0	0	0	0	0	0	0	1,080	
5	Marshania	Zurab	1	01.01.1900	0	CT		30	9	9	9	9	9	0	0	0	0	0	0	0	0	0	36	14	270	270	270	270	0	0	0	0	0	0	0	0	0	0	0	1,080	
6	Kobakhidze	Giorgi	1	01.01.1900	0	CT	Engineer	30	0	0	21	21	0	0	0	0	0	0	0	0	0	0	42	17	0	0	630	630	0	0	0	0	0	0	0	0	0	0	0	0	1,260
7	Okhizoria	Nona	1	01.01.1900	0	CT	Engineer	30	0	0	21	21	0	0	0	0	0	0	0	0	0	0	42	17	0	0	630	630	0	0	0	0	0	0	0	0	0	0	0	1,260	
8	Kapanadze	Salome	1	01.01.1900	0	SP, TL		30	15	15	30	30	0	0	0	0	0	0	0	0	0	0	90	36	450	450	900	900	0	0	0	0	0	0	0	0	0	0	0	2,700	
9	Kervalishvili	Ketevan	1	01.01.1900	0	SP		30	15	15	21	21	0	0	0	0	0	0	0	0	0	0	72	29	450	450	630	630	0	0	0	0	0	0	0	0	0	0	0	2,160	
10	Amonishvili	Vazha	1	01.01.1900	0	DN		30	0	0	10	45	0	0	0	0	0	0	0	0	0	0	55	22	0	0	300	1350	0	0	0	0	0	0	0	0	0	0	0	1,650	
11	Vakhtangadze	Ketevan	1	01.01.1900	0	DN		35	0	0	0	30	0	0	0	0	0	0	0	0	0	0	30	12	0	0	0	1050	0	0	0	0	0	0	0	0	0	0	0	1,050	
12	Chiabrishvili	Giorgi	1	01.01.1900	0	CT		30	9	9	9	9	9	0	0	0	0	0	0	0	0	0	36	14	270	270	270	270	0	0	0	0	0	0	0	0	0	0	0	1,080	
																							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
																							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
																							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
																							979		6435	6435	8625	10725	0	0	0	0	0	0	0	0	0	0	0	32,220	

Short Institution Name	I-Code	Total People	Days												Total days	% of Time	Cost												Total Cost														
CD,LEPLRS	1	12	Total:	192	192	265	330	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	979		6435	6435	8625	10725	0	0	0	0	0	0	0	0	0	0	0	0	32220		
	2	0	Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	3	0	Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	4	0	Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5	0	Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FWS:	Total	0	Sub-total(FWS:)																				0															0					
NFWS:	Total	12	Sub-total(NFWS:)	192	192	265	330	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	979		6435	6435	8625	10725	0	0	0	0	0	0	0	0	0	0	0	0	0	32220	
Total:	Total	12	Grand Total:	192	192	265	330	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	979		6435	6435	8625	10725	0	0	0	0	0	0	0	0	0	0	0	0	0	0	32220

Project Codes: PM - Project Manager, PIM - Participating institution manager, GL - Group leader, EI - Experimental investigation, TI - Theoretical investigation, TD - Technology development, DN - Designing, SL - Simulation, CT - Consultation, TL - Translator, LA - Laboratory assistant, SP - Support person.







Table 7. Travel / Таблица 7. Відрядження

#	Country of Destination	City	Inst.	People	Institute of Destination	Purpose of Travel	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Total	
International																				
																				0
																				0
																				0
<b>Total International Costs:</b>							0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic																				
																				0
																				0
																				0
<b>Total Domestic Costs:</b>							0	0	0	0	0	0	0	0	0	0	0	0	0	0

Summary	
International:	0
Domestic:	0
Total:	0

Table 8. Financial Summary / Таблица 8. Зведена фінансова інформація

#	Item	Qtr1	Qtr2	Qtr3	Qtr4	Qtr5	Qtr6	Qtr7	Qtr8	Qtr9	Qtr10	Qtr11	Qtr12	Total
1	Days - FWS	0	0	0	0	0	0	0	0	0	0	0	0	0
2	Days - NFWS	192	192	265	330	0	0	0	0	0	0	0	0	979
	<b>Total Days:</b>	192	192	265	330	0	0	0	0	0	0	0	0	979
1	Grants - FWS	0	0	0	0	0	0	0	0	0	0	0	0	0
2	Grants - NFWS	6435	6435	8625	10725	0	0	0	0	0	0	0	0	32,220
3	<b>Grants total:</b>	6435	6435	8625	10725	0	0	0	0	0	0	0	0	32,220
4	Equipment	2100	0	0	0	0	0	0	0	0	0	0	0	2,100
5	Materials	0	0	0	0	0	0	0	0	0	0	0	0	0
6	Other Direct Costs	0	0	0	0	0	0	0	0	0	0	0	0	0
7	Travel International	0	0	0	0	0	0	0	0	0	0	0	0	0
8	Travel Domestic	0	0	0	0	0	0	0	0	0	0	0	0	0
9	<b>Travel Total:</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
10	<b>Non-Labor Expenses:</b>	2100	0	0	0	0	0	0	0	0	0	0	0	2,100
11	<b>Total Expenses:</b>	8535	6435	8625	10725	0	0	0	0	0	0	0	0	34320
12	Overhead for the Institution	804	804	804	804	0	0	0	0	0	0	0	0	3216
13	<b>Total Project Cost:</b>	9,339	7,239	9,429	11,529	0	0	0	0	0	0	0	0	37,536

Overhead for the Institution(s):	9.38
Project duration (quarters):	4



## **Annex II General Conditions**

### **Part A Implementation of the work**

Article 1	General provisions
Article 2	Justification of changes
Article 3	Monitoring of the Work
Article 4	Reports
Article 5	Completion or expiration of the agreement

### **Part B Payments**

Article 6	Payments by the Center to the recipient(s)
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### **Part C Allowable costs**

Article 7	Accounting principles, allowable costs, and transfer of costs
Article 8	Direct costs
Article 9	Overhead
Article 10	Retainage
Article 11	Costs not allowed

### **Part D Justification of cost and auditing**

Article 12	Books of account and documentation
Article 13	Auditing

### **Part E Intellectual Property Rights**

Article 14	Definitions
Article 15	Ownership and License rights
Article 16	Promotion of technology and information on results Confidentiality Information and technology promotion
Article 17	Reporting of inventions
Article 18	Notification of limitations, restrictions, and obligations
Article 19	Duration and implementation of Part E

## **Part A - Implementation of the work.**

### Article 1 - General provisions

1.1 The participating institutions shall make their best efforts to achieve the objectives of the project and shall comply with all Georgian laws applicable to the project.

1.2 The participating institutions shall, in particular, comply with all laws and regulations applicable to safety.

1.3 The recipient(s) shall notify the Center's project representative without delay of any event or circumstance which may materially affect the project.

### Article 2 – Justification of changes

2.1 The project manager, on behalf of participating institutions, shall submit any required change in the original estimates of expenditures as set forth in Annex I.

2.2 The original estimates of expenditures may be adjusted by the project manager between categories with the prior approval of the Center, except for reductions in personnel costs, and provided that the transfers do not fundamentally alter the scope or content of the project.

2.3 The project manager may increase the time commitments of any individual by up to 10 percent during a quarter without approval of the Center but may not change any daily rate without approval of the Center. The project manager may request more significant changes in personnel commitments; including changes in the names of personnel. Such significant changes must be fully justified in writing. Changes in scientific personnel must provide for the new individual participants to have technical credentials and previous weapons experience comparable to those of the individual participants they replace.

2.4 The project manager may request changes in procurements, services, travels, or other direct costs, against estimated expenditures as set forth in Annex I. Significant changes must be fully justified in writing with references to the related activities in the technical schedule, and provided that the transfers do not fundamentally alter the scope or content of the project.

### Article 3 - Monitoring of the work

3.1 The Center, or its representatives, shall:

(a) Without prejudice of restrictions set under the Georgian Legislation, have access to portions of facilities where the project is being carried out and to all equipment, documentation, information, data systems, materials, supplies, personnel, and services which concern the project for monitoring the progress of the project as described in Annex I.

(b) Be provided with technical and cost information concerning the management and progress of the project requested at any time.

(c) Give the institution not less than 20 days advance notice of any intended on-site monitoring of the project.

3.2 Each financing party, or its representatives, shall be entitled to the same rights as the Center under Article 3.1 of this annex should they choose to exercise them through the Center.

3.3 The participating institutions have the right to protect those portions of facilities that are not related to the project.

3.4 After completion or termination of the project, the participating institutions may utilize the facility or portion of the facility previously used for the project for other work. However, without prejudice of restrictions set under the Georgian Legislation, all documentation and records, including those associated with equipment, data systems, materials, supplies, and services utilized on the project must be maintained and made available for review by the Center, the financing parties, or their representatives, for two years following the project's completion or termination.

3.5 The coordinating institution shall, if requested by the Center, participate and assist in meetings to review or evaluate the project during the lifetime of the project.

#### Article 4 - Reports

4.1 The recipient(s), represented by the project manager, shall submit the following reports, in English, in hard copy and in electronic format on disk (Microsoft Word and Excel), to the Center for approval:

- (a) Periodic cost statements and progress reports, as required in Articles 6 and 7 of the agreement;
- (b) Technical reports containing a description of the significant results according to the Milestones defined in the work schedule (see section 9 of Annex I);
- (c) Annual reports, as required in Article 7;
- (d) A final report suitable for publication, covering all the work, objectives, results, and conclusions of the project, including a suitable summary of all these aspects, and
- (e) Reports, as mutually agreed, prepared in a suitable form for publication and satisfactory to the Center.

4.2 The recipient(s), represented by the project manager, shall submit all reports and other deliverables specified in the agreement.

4.3 The recipient(s) should clearly identify and mark any reports or portions of reports that contain confidential business information as defined in Part E, Article 14.4 of this annex. The recipient(s) also may include a suitable disclaimer in any report against possible claims by third parties.

#### Article 5 - Completion or expiration of the agreement

5.1 The agreement shall be deemed to be completed on the approval by the Center of the last deliverable required or last payment by the Center, whichever shall be the latter.

5.2 Subject and without prejudice to the provisions in Part D of this annex, the participating institutions shall be deemed to have discharged their obligations in respect of the performance of the work after the approval of all the reports and any other deliverables required by the agreement.

### **Part B - Payments**

#### Article 6 - Payments by the Center

Payments of allowable costs shall be made in accordance with the following principles:

6.1 Within Ukraine, all cash payments will be made in the national currency of Ukraine. Conversion of US dollars or Euro to the national currency of Ukraine will be according to the Interbank Rate of Ukraine exchange rate.

6.2 The financial contribution by the Center shall be paid in installments as specified in Article 5 of the agreement.

6.3 If the Center considers that the work has not effectively been commenced within three months of the payment of the first advance, the Center may require the reimbursement of the advance, together with any interest earned on the advance.

6.4 If on completion, cessation, or termination of the work, the payments made by the Center exceed the actual allowable costs, the participating institutions shall promptly reimburse the difference to the Center. Interest may be added to this amount at the prevailing market rate as determined by the Center one month after the reimbursement date specified by the Center.

### **Part C - Allowable costs**

#### Article 7 - Accounting principles, allowable costs, and transfer of costs

7.1 Costs shall include actual costs incurred for the project after the operative commencement date which are necessary for the performance of the project. Allowable costs may include only the cost categories defined in Articles 8 and 9 of this annex.

7.2 The participating institutions shall ensure that no unnecessary cost or unnecessarily high or extravagant cost is charged to the agreement.

#### Article 8 - Direct costs

##### 8.1 Personnel

8.1.1 Personnel costs shall be separated into two categories as described in Annex I. Even though some or all of these costs may be reimbursed by the Center through direct grant payments to individual participants, the project manager or participating institution manager is responsible for certifying the times devoted to the project by the individual participants within their respective institutes, as reflected in project time cards prepared by individual participants.

8.1.2 Personnel costs charged to the project shall be in increments of one hour.

8.1.3 Personnel costs for a specific period of time may not be charged to this project if pay (except regular employment salary from the Institute/Recipient) is being received from other sources for the same period of time.

8.1.4 The Center will not pay personnel costs associated with holidays, vacations, overtime, or sick leave. Such additional costs, if any, are the responsibility of the participating institutions.

8.1.5 The project manager or participating institution manager shall ensure that the scheduling of annual leave by the individual participants does not interfere with accomplishment of the work plan in Annex I.

8.1.6 The participating institutions are responsible for any medical expenses or compensation claims for injuries or other losses for personnel working on the project which are directly or indirectly related to the project.

8.1.7 Individual participants must record the hours worked on STCU projects on time cards according to the following procedures:

#### Project Manager and Participating Institution Manager Responsibilities

Project managers and Participating Institution Managers are required to do the following:

- i. Provide project participants with a separate time card for each STCU project that they will work on. Each time card must contain a project number.

- ii. Ensure that project participants understand which time card must be used to record hours worked on each project.
- iii. Ensure that all project participants correctly record the hours worked on STCU projects according to the procedure described in the project participant responsibilities section below.
- iv. Transmit completed time cards to the STCU no later than the 10th of each month.
- v. Control blank time cards provided by the STCU.
- vi. Certify that the hours recorded on the time cards are true and accurate by signing them.
- vii. Obtain signatures of two other project participants on their own (project managers' and participating institution managers') time cards in addition to their own signature.

#### Project Participant Responsibilities

Project participants are required to do the following:

- i. Complete a separate time card for each STCU project that they work on. Time cards are for a period of one month.
- ii. Personally complete their time cards **each working day and in ink**.
- iii. Correct time cards by crossing out mistakes and inserting the correct information on the next line; no erasures may be made to time cards. Project workers must initial the corrections.
- iv. Sign their own time cards at the end of each month.
- v. Record actual hours worked on their own timecard.
- vi. Certify, on an as needed basis, that the hours recorded on the time cards of the project manager or participating institution manager are true and accurate by signing their cards.

8.1.8 Payments to individual participants will be based on properly completed time cards as described in Section 8.1.7 above.

8.1.9 The Center will provide blank time cards for use on this project. Such time cards will be printed on card stock and will be serially numbered. Only time cards provided by the STCU may be used to record hours worked on STCU projects; photocopied time cards are not acceptable.

8.1.10 Project participation is limited as described in the STCU Standard Operating Procedure XXIV – Project Participation in STCU Projects: A copy of the this procedure may be obtained on the STCU's website at the following address:

<http://www.stcu.int/documents/internal/sop/sop07.php>

## 8.2 Equipment

8.2.1 The cost of equipment used in the project, which is purchased, fabricated, or leased, may be charged to the project as a direct cost. The total lease costs may not exceed the purchase price of the equipment.

8.2.2. Equipment purchased for the project should be identified as described in the STCU Standard Operating Procedure XXIII - Identification of Equipment Purchased for Stcu Projects. A copy of the this procedure may be obtained on the STCU's website at the following address:  
[http://www.stcu.int/documents/reports/financial/Forms\\_Common\\_For\\_All\\_Countries/SOP\\_XXIII\\_Identification\\_of\\_STCU\\_Equipment\\_at\\_Project\\_Site\\_\(Russian\).pdf](http://www.stcu.int/documents/reports/financial/Forms_Common_For_All_Countries/SOP_XXIII_Identification_of_STCU_Equipment_at_Project_Site_(Russian).pdf).

### 8.3 Materials

8.3.1 The costs of materials required for the project shall be allowable costs.

### 8.4 Services and Other direct costs

8.4.1 Costs associated with (1) testing facilities, (2) computer services, (3) communication, (4) security services, (5) repairing/maintenance of equipment, (6) laboratory tests outside, (7) publications, and (8) patenting, but excluding items covered by Article 11 of Annex II, may be charged as direct costs to the project through cost allocation formulas approved by the Center, provided such facilities and services contribute to the project and are accessible for monitoring and auditing in accordance with Article 9 of this agreement.

### 8.5 Travel and per diem

The following travel costs may be charged to the project:

- i. Airline Tickets. Reimbursement is limited to the cost of coach or economy class airfare by the most direct, cost-effective routing.
- ii. Train Tickets. Reimbursement for first class rail fare is authorized.
- iii. Lodging.
  - A. Within Country of Residence, reimbursement is limited to the lower of the actual cost or \$100.00 (taxes not included) per day.
  - B. Outside Country of Residence, reimbursement is limited to the lower of the actual cost or the maximum amount allowed in the U.S. Joint Travel Regulations (taxes not included). If lodging is pre-arranged for the traveler because of conference participation funded by the STCU, then the maximum amount allowed in the U.S. Joint Travel Regulations may be exceeded by up to 25% (taxes not included). In those exceptional cases where there are no accommodations available within the maximum amount allowed or accommodations are unacceptable, then the most cost-effective accommodation is authorized with prior approval of the responsible Deputy Executive Director. Maximum lodging rates outside of a country of residence may be obtained from the STCU treasurer or at <http://www.state.gov/m/a/als/prdm/xxxx><sup>1</sup>
  - C. Lodging without receipt is not compensated.
- iv. Meals and Incidental Expenses (M&IE).
  1. Within Country of Residence, the M&IE is \$35.00 per day.
  2. Outside Country of Residence, the M&IE is \$50.00 per day.

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<sup>1</sup> Where "xxxx" is the year the travel will begin. For example: 2004.

- v. Other Costs. Actual cost of passports, visa, or conference registration is authorized with receipt. Withdrawal fees accepted by the STCU.
- vi. Use of Privately Owned Vehicle. Reimbursement for the use of a privately owned vehicle to perform travel is authorized at the rate of \$.15 per kilometer. Records must be kept for this activity, including destination and kilometers traveled, and odometer readings. Documents must be signed and approved by project manager.
- vii. Local Travel. Reimbursement for the actual cost of local travel (taxi, bus, etc.) is authorized. Receipts must be obtained.

8.5.1 Additional Travel and per diem information is contained in STCU Standard Operating Procedure V – Project Participants Travel. A copy of the this procedure may be obtained on the STCU’s website at the following address:

<http://www.stcu.int/documents/internal/sop/sop05.php>.

Article 9 - Overhead

9.1 A fixed amount may be charged for project overhead to cover the cost of such items as general administration, institutional management, depreciation of buildings and equipment, maintenance, utilities, staff training or any other cost at discretion of the institute management.

9.2 The total fixed amount may not exceed 10 percent of total direct costs, exclusive of the cost of items provided in-kind by the Center.

Article 10 - Retain age

One half of the direct overhead costs will be retained by the Center until project completion.

Article 11 - Costs not allowed

Allowable costs shall not include:

- (a) Profit;
- (b) Contributions to pension, medical, or other social funds;
- (c) Provisions for possible future losses or liabilities;
- (d) Taxes, including profit tax, value added tax, personal income tax, local taxes, tariffs, dues, customs duties, import duties, or others; and
- (e) Costs allocable to another project.

**Part D - Justification of costs and auditing**

Article 12 - Books of account and documentation

The participating institutions shall maintain, in accordance with the accounting practices set forth in the agreement, proper books of account and appropriate documentation, such as invoices and time cards, to support and justify the costs reported. These shall be made available for audit by the Center and the financing parties during the period of the project and for a period of two years following completion, cessation, or termination of the project.

## Article 13 - Auditing

13.1 Cost statements are subject to verification even after the Center has reimbursed costs. The Center and each financing party have the right, pursuant to the STCU agreement and STCU statute, to carry out on-site audits of all activities of the project. The participating institutions will be given not less than 20 days notice of any intended audit. For the purposes of the audit, the participating institutions shall make accessible all portions of facilities, equipment, documentation, information, data systems, materials, supplies, personnel, and services related to the project.

13.2 The participating institutions have the right to protect those portions of facilities that are not related to the project.

13.3 The participating institutions shall maintain all documentation and records, including those associated with equipment, data systems, materials, supplies, and services utilized on the project and shall make such documents, records, and to the extent possible, personnel available for audit for a period of two years following completion, cessation, or termination of the project.

13.4 The Center and the financing parties shall have the right to select audit organizations or individuals to carry out audits of the project. These individuals selected by the financing parties shall be entitled to the same rights, should they choose to exercise them, as the Center and each financing party in respect of access to, and verification of, any document under the agreement for the purpose of any audit.

## **Part E - Intellectual Property Rights**

### Article 14 - Definitions

14.1 Intellectual Property Rights: Rights within the meaning of Article 2 of the Convention Establishing the World Intellectual Property Organization, done at Stockholm on July 14, 1967.

14.2 Business Confidential Information: Information containing know-how, trade secrets, or technical, commercial, or financial information, which:

- (i) Has been held in confidence by its owner;
- (ii) Is not generally known or available from other sources;
- (iii) Has not been made available by its owner to others without an obligation concerning its confidentiality; and
- (iv) Is not available to the receiving party without obligations concerning confidentiality.

### Article 15 - Ownership and License rights

15.1 The recipient entity(ies) (or its designee) shall hold all rights worldwide to intellectual property arising from this agreement, except for the rights in the Financing Party's territory enumerated in paragraph 15.2 below. The recipient entity(ies) (or its designee) shall provide adequate protection of such intellectual property (except as provided below). The Financing Party (or its designee) may, if requested, provide assistance to the recipient entity(ies) in managing the intellectual property. If the recipient entity (or its designee) decides not to protect the intellectual property in the territory of a Party other than the recipient entity's territory, each such Party and the Financing Party (or its designee) have the option to protect the intellectual property in that territory in conformance with the laws of the recipient entity's territory.

15.2 In the territory of the Financing Party, the Financing Party (or its designee) has the Intellectual



Property Rights arising from this agreement. In such cases, the Financing Party (or its designee) and recipient entity(ies) (or its designee) shall agree on appropriate compensation for persons named as the inventors or authors of the intellectual property. Costs of protecting intellectual property in that territory shall be borne by the Financing Party (or its designee). If the Financing Party (or its designee) does not seek protection for intellectual property in its territory within a reasonable time after such intellectual property is created and duly reported in accordance with Art. 17.2, then the recipient entity (or its designee) may seek protection in the Financing Party's territory.

15.3 Each Party and the Center shall be entitled to a non-exclusive, irrevocable, royalty-free license with right to sublicense in all countries to translate, reproduce, and publicly distribute scientific and technical journal articles, reports, and books directly arising from this agreement. All publicly distributed copies of a copyrighted work arising from cooperation under this agreement shall indicate the names of the authors of the work unless an author explicitly declines to be named.

15.4 Upon the request of the Financing Party (or its designee), the Recipient Entity(ies) (or its designee) shall enter into negotiations for licenses in additional territories on fair and reasonable terms.

15.5 Upon the request of a Non-financing Party (or its designee), a non-exclusive license for commercial purposes, with the right to sub-license, shall be granted in that Non-financing Party's territory, on fair and reasonable terms to be mutually agreed, taking into account that Non-financing Party's contribution to the establishment and operation of the Center; in this case, the Financing Party (or its designee) shall be entitled to a license on the same terms in that Non-financing Party's territory.

15.6 A non-exclusive, irrevocable, royalty-free license for non-commercial purposes, with the right to sublicense, shall be granted to the Center and to each Party (or its designee) for the territory of each Party in which the intellectual property is protected. Upon request, the Parties will exchange information on licenses and sub-licenses granted under this paragraph.

15.7 Persons named as inventors and authors shall receive and share among themselves reasonable compensation but not less than 15% of any royalties earned from licensing intellectual property by any entity obtaining rights to such intellectual property under this agreement.

15.8 The recipient entity(ies) shall grant on fair and reasonable conditions to any other entity receiving the right to exploit intellectual property arising from this agreement the rights to intellectual property and information arising outside this agreement and owned by the recipient entity(ies) necessary for such exploitation, provided that the recipient entity is free to grant rights to such intellectual property or information and that no major legitimate business interests of the recipient entity(ies) prevent the granting of such rights.

## Article 16 - Promotion of technology and information on results

### Confidentiality

16.1 All reports or portions of reports properly marked as invention information or Business Confidential Information shall be protected from public dissemination unless otherwise agreed by the signatory parties.

16.2 Subject and without prejudice to any rights and obligations under this agreement and in accordance with applicable laws and regulations, each signatory party agrees to keep confidential any invention information or Business Confidential Information communicated to it by the other signatory party or third parties in relation to the execution of this agreement, unless invention information so disclosed is or becomes legitimately available to the receiving signatory party through other sources without any obligation concerning confidentiality.

### Information and technology promotion

16.3 The Center and participating institutions shall take appropriate steps to publicize new developments so that third parties may become aware of opportunities to license technology developed with Center support. The final report, publishable under Article 4.1(d) of this annex, shall include adequate information on the results arising from the project, their availability and other aspects of relevance for potential users or interested parties.

16.4 The Center shall be entitled to publish general information on this agreement including the identity of the recipient entity(ies), the title and objective of the agreement, its estimated costs and duration, the Center's financial contribution, and the names of managers and laboratories where the research is being carried out.

16.5 Any communication or publication concerning the project shall acknowledge the participating institutions and the cooperative support of the Center and of the Financing Parties.

#### Article 17 - Notification of limitations, restrictions and obligations

17.1 The participating institutions shall use reasonable care and diligence in determining whether information or patents are, or may become, subject to the limitation, obligations, or restrictions of this article.

17.2 The participating institutions shall notify the Center prior to the signature of, and promptly during this agreement of:

(a) Any obligation to grant rights for the intellectual property arising under this agreement to a third party, which may affect the exploitation or commercialization of the results of this agreement; and

(b) Any restriction arising from contractual obligations or government or similar regulations which may materially and adversely affect rights necessary for the performance of the work or the exploitation or commercialization of the results of this agreement.

#### Article 19 - Duration and implementation of Part E

19.1 The rights and obligations of the recipient entity(ties) resulting from this part of this annex shall apply:

(i) For the duration of the Intellectual Property Rights in respect of Articles 15.1, 15.2, 15.6, 15.7 and 15.8; and

(ii) For a period of 10 years after the expiration, or termination, of this agreement in respect of the remaining obligations.

19.2 The cessation of the rights and obligations under this article shall not affect the continuance of any access rights where they were duly requested prior to such cessation.

## **Annex III Formats for Progress and Technical reports**

### **Format for Progress reports**

Quarterly reports shall specify the progress, any actual or proposed deviations and modifications to the technical plan in Annex I. The reports shall contain sufficient information to enable assessment of the progress and cooperation within the project. A suggested format for quarterly reports is as follows:

1. Project title and number
2. Date
3. Name of project manager
4. Name of institution
5. Summary of progress by task in the technical plan (Section 9 of Annex I), being executed in current quarter
6. Current status (on schedule, behind schedule, ahead of schedule). Specifically list actual milestones accomplished
7. Summary of personnel commitments
8. Information about major equipment and materials acquired, other direct costs, related to the project
9. Description of significant travel
10. Delays, problems, suggestions

The quarterly report should be between three and five pages

### **Format for Cost reports**

Participating institutions shall prepare quarterly Cost reports. The recipient shall aggregate the reports from all participating institutions and prepare a consolidated report. Format for Cost reports will be provided by the Center.

### **Format for Technical reports**

Technical reports shall be provided to the Center should contain the following information:

1. Project title and number
2. Date
3. Name of project manager
4. Name of institution
5. Title and Abstract of milestone accomplished. Detailed description of significant results, illustrated with graphs, diagrams drawings, photo, etc. Specifically pointed the correspondence or difference (in the last case explain the reason) of actual versus planned results, what this means for the project as a whole

The technical report should be between five and ten pages.

- Format for annual reports will be given individually