

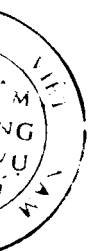
COOPERATION AGREEMENT

BETWEEN

THE CENTER FOR MEDIA TRAINING, VIETNAM JOURNALISTS ASSOCIATION

AND

THE EU PUBLIC DIPLOMACY AND OUTREACH PROJECT IN VIETNAM



This Cooperation Agreement (the “Agreement”) is entered into by and between the Center for Media Training, Vietnam Journalists Association (hereinafter referred to as VJTC) and the EU Public Diplomacy and Outreach project in Vietnam (hereinafter referred to as EU-PDO).

VJTC and EU-PDO each referred to as the “Party” or collectively as “the Parties”.

Whereas, EU-PDO is a three-year program (2013-2016) which is executed for the EU Delegation to Vietnam by a consortium of three partners -Konrad-Adenauer-Stiftung e.V. (KAS), Transtec and the Diplomatic Academy of Vietnam. The aim of the project is to increase mutual understanding and awareness of the EU in Vietnam; and

Whereas, VJTC was established on 4 August 1999 under Decision No. 02/1999/QD-TCCP dated on 6 March 1999 by the Governmental Department of Personnel and Organization and Decision No. 277/QD-HNB dated on 4 August 1999 by the President of Vietnam Journalists Association. VJTC has the functions of providing capacity building and training for human resources in the field of journalism and communication in Vietnam.

The Parties hereby agree to enter an agreement as follows:

- 1) **Training Workshop:** EU-PDO and VJTC will jointly organize a training workshop with the title “Reporting on the EU” for Vietnamese journalists in Vietnam from 19 to 21 April 2016.
- 2) **Budget and Finance:** EU-PDO will cover all the expenses related to the above mentioned training workshop within the mutually agreed budget. A budget estimate for this training workshop is Attachment A to this Agreement. All the invoices, receipts or contracts need to be written with the name and address of EU-PDO. EU-PDO will make an advance payment of 80% of the budget of 351,320,981 Vietnam Dongs within a working week from the signing date of this Agreement. EU-PDO will make the final payment of 20% of the budget of 351,320,981 Vietnam Dongs within a working week after receiving all the required documents, invoices and receipts from VJTC.

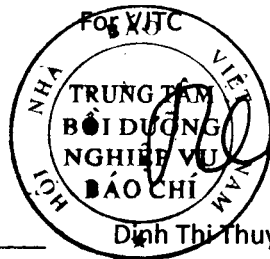
- 3) **Selection of Trainers, Facilitator, Guest Speakers & Participants:** EU-PDO will select trainers, facilitator and guest speakers. EU-PDO will provide VJTC with a list of 45 names to be invited by VJTC, aiming at a total number of 40 with a maximum of 42 participants. In case, the number of confirmed journalists is more than 42 people, EU-PDO will adjust the budget accordingly.
- 4) **Rights and Responsibilities:** The Parties have discussed and agreed on the division of roles and responsibilities which are listed in the Management Checklist as Attachment B to this Agreement. If there are any changes to the activities and deadlines in the Management Checklist, the Parties shall inform and discuss with each other to determine.
- 5) **Visibility Materials and Publicity:** Each party shall consult and get confirmation of the other party on the visibility materials for the above mentioned training workshop before producing and publishing any visibility materials to the public.
- 6) **Force Majeure:** Performance by either party under this agreement is excused during the period such performance is prevented or delayed by government restrictions (whether with or without valid jurisdiction), war or warlike activity, insurrection or civil disorder, or any other causes similar or dissimilar to the foregoing that are beyond the control of either party and are not foreseeable at the time the agreement is executed.
- 7) **Entire Agreement:** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all pre-existing agreements and understandings between them with respect thereto.

The effective date of this agreement is the last date of signature below.

For EU-PDO

W.F. Hulzebosch
 Wilfred Hulzebosch

 NAME TITLE Project Coordinator

For VJTC

 Đinh Thị Thuy Hang
 Director

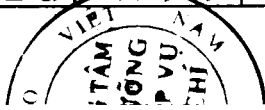
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25 March 2016
 Date

24 March, 2015
 Date

COST ESTIMATE FOR THE EU TRAINING FOR JOURNALISTS IN VIETNAM

Item	No. Of Units	Unit Cost (VND)	PDO to pay	VJTC to pay	Required Documents (all invoice, receipt or contract need to be written with the name and address of EU-PDO. And EU-PDO officer will sign on invoice, receipt and contract.	Note
Guest Speaker						
2 guest speakers (honorarium)	2	3,000,000	6,000,000.00		Contract/Agreement, CV, photo of ID (2 sides), payment voucher	
Air Fares & Transportation						
Return air tickets (Hanoi-Danang, Danang-Hanoi) for experts, facilitator, guest speakers and PDO team	7	3,800,000	26,600,000.00		VAT invoice, List of participants, Boarding passes (round trip)	
Return air tickets (Hanoi-Danang, Danang-Hanoi) for journalists and VJTC team & leader of Vietnam Journalists Association	46	3,800,000		174,800,000.00	3 quotations from 3 difference suppliers, make quotation analysis to choose the best competitive supplier, VAT invoice, List of participants, the participants need to submit all their boarding passes to PDO (round trip)	
Airport transportation for participants in Hanoi (2 pick-up points - 2 ways)	4	1,200,000		4,800,000.00	VAT invoice, receipt from suppliers, list of participants	Book 2 buses of 29 seats
Airport transportation for 2 guest speakers	2	750,000	1,500,000.00		Money receipt from each speaker	Taxi in Hanoi: 600,000VND (2 ways) Taxi in Da Nang: 150,000VND (2 ways)
Airport transportation for the leaders of VJTC & Vietnam Journalists Association	2	750,000		1,500,000.00	Money receipt from each person	Taxi in Hanoi: 600,000VND (2 ways) Taxi in Da Nang: 150,000VND (2 ways) In case the leaders doesn't join the participant group
Airport transportation for participants in Da Nang (2 pick up trips for arrival)	2	800,000		1,600,000.00	Invoice, receipt from suppliers, list of participants	Book 2 big buses of 29 seats
Airport transportation for participants in Danang (for departure: 1 bus of 45 seats)	1	1,200,000		1,200,000.00	Invoice, receipt from supplier, list of participants	
Transportation for participants in Danang for 2 dinners in the city for 2 guest speakers, 42 journalists, 2 PDO members (10 taxi * 2 ways * 2 times)	40	100,000		4,000,000.00	VAT invoice (if amount is over 1 million VND), receipt from suppliers (if amount is over 1 million VND), list of participants	Use taxi for convenience



Airport transportation in HCM and Danang for 11 journalists	11	450,000		4,950,000.00	Money receipt from each journalist	
Car rental for Visiting to EU-funded project (around 200km for round trip - 2 cars of 35 seat)	2	4,000,000		8,000,000.00	Invoice, receipt from supplier	
Venue & Tea Breaks						
Training room & tea breaks (3 days)	3	8,000,000	24,000,000.00		EU-PDO will pay directly to the hotel and VTJC helps to: take pictures of training room and food and drink (tea-break). Needed supporting document: 3 quotations, contract, invoice, receipt, list of participants.	
Accommodation for Participants & VJTC & VJA Personnel						
21 rooms for 42 journalists; 1 room for 2 VJTC staff members, 1 room for VJTC leader and 1 room for VJA leader (3 days)	72	1,050,000	75,600,000.00		EU-PDO will pay directly to the hotel and VTJC helps to: 1) get all participants' signatures on the list from hotel indicates who stay in which room (2 persons to share a room). Needed supporting document: 3 quotations, contract, invoice, receipt, list of participants.	42 participants and 2 staff members of VJTC to share twin rooms (2 persons each room), single rooms for VJTC leader and the leader of VJA
Meals (lunches & dinners)						
Lunches for 53 people	159	350,000		55,650,000.00	VAT invoice, receipt from supplier, attendant lists. If lunches will be booked at the hotel, it won't need to get quotation. If lunches will be booked at same restaurant with the amount over 24 million VND, 3 quotations should be obtained.	42 participants, 1 facilitator, 2 PDO to be guest speakers, 2 PDO to be leaders of VJA and VJTC staff, 1 interpreter, DEL representation
Dinners for 51 people	153	350,000		53,550,000.00	VAT invoice, receipt from supplier, attendant lists. If dinners will be booked at same restaurant with the amount over 24 million VND, 3 quotations should be obtained.	42 participants, 1 facilitator, 2 PDO to be guest speakers, 2 PDO to be leaders of VJA and VJTC staff, 1 EU-DEL representation
Visibility & training materials						
Course brochure	80	20,000		1,600,000.00	VAT invoice, receipt from supplier, 1 copy attached to payment voucher	42 to send by post mail to press organizations; 38 to distribute at the training workshop
Backdrop	1	3,000,000		3,000,000.00	VAT invoice, receipt from supplier, picture of backdrop	

Standee	1	550,000		550,000.00	VAT invoice, receipt from supplier, picture of standees	
Design fee for brochure, backdrop, standee, certificate	1	2,000,000		2,000,000.00	VAT invoice, receipt from supplier, picture designed things	
Training materials (binded with colored cover)	50	150,000		7,500,000.00	VAT invoice, receipt from supplier, list of people receive the materials, picture of materials	42 sets for participants, 2 sets for trainers, 1 set for facilitator, 2 sets for interpreters, 3 sets for organizers; budgeted for 100 pages per set but payment is based on actual number of pages.
Interpretation & Translation						
Interpretation	3		20,035,037.57		CV + ID copy of interpreters, relevant translated documents, contracts	
Translation of brochure, training materials	100			24,482,981.40	If the actual cost is over 24 million VND, there should have 3 CV from 3 difference translator. CV + ID copy of translator, relevant translated documents, contract	Use CV template provided by EU-PDO; Payment is based on actual number of translated pages (350 words per page)
Logistics						
Postal service (letters)	40	15,000		600,000.00	VAT invoice, receipts from postal service supplier	
Name tags	51	8,000		408,000.00	VAT invoice, receipts from service provider, pictures of name tags	42 participating journalists, 2 trainers, 1 facilitator, 5 organizers (VJTC team and EU-PDO team), 1 EUDEL representative
Projector & screen (1 additional set for 3 days)	3	2,000,000	6,000,000.00		VAT invoice, receipt from supplier, picture of Projector and screen.	
Stationery (paper, markers, pens) (lump sum)	1	500,000		500,000.00	VAT invoice, receipt from supplier	A2 or A0 paper for flip chart
Certificate for participants	42	15,000		630,000.00	VAT invoice, receipt from supplier; Pictures of people receiving the certificates	42 participating journalists
TOTAL Expenditure			159,735,037.57	351,320,981.40		

For EU-PDO

