

LETTER OF AGREEMENT

between the

Secretariat of the Pacific Regional Environment Programme (SPREP)

and

Victoria Link Limited, Victoria University of Wellington

relating to the Declaration of Intent for the operation of the Pacific Regional Invasive Species Management Support Service (PRISMSS)

with regards to

The Provision of Funding to Enable the National Invasive Species Coordinators from Kiribati and Tokelau to Participate in the Pacific Regional Invasive Species Management and Support Service (PRISMSS) Project Management Course (PMC).

The Provision of Funding to Enable SPREP to Procure and Supply Weed Management Equipment and Herbicides to the Department of Environment in Tokelau.

This LETTER OF AGREEMENT is made between the Secretariat of the Pacific Regional Environment Programme (SPREP) and Victoria Link Limited, Victoria University of Wellington relating to the PB contract with the New Zealand Ministry of Foreign Affairs and Trade.

SPREP and Victoria Link Limited have agreed to collaborate on the abovementioned contract, and it is now further agreed that:

1. Victoria Link Limited will provide NZD 10,165 to SPREP to enable the Tokelau Invasive Species Coordinator to participate in the PRISMSS PMC. This includes a SPREP administration fee of 7%.
2. Victoria Link Limited will provide NZD 12,500 to SPREP to enable the Kiribati Invasive Species Coordinator to participate in the PRISMSS PMC. This includes a SPREP administration fee of 7%.
3. SPREP will cover the cost of travel on the most economical route for the National Invasive Species Coordinators from their point of origin to and from Apia, Samoa.
4. SPREP will provide the National Invasive Species Coordinators with Daily Subsistence Allowance for the time that they are traveling and staying in Apia
5. The funder requires a written report from the National Invasive Species Coordinators following the training. SPREP will provide support to help facilitate the completion of the report and delivery to Victoria Link Limited.
6. Victoria Link Limited will provide NZD 9362.50 to SPREP for the procurement and freight of weed management equipment and herbicide to the Department of Environment in Tokelau. This includes a SPREP administration fee of 7%. Details of the equipment and herbicides can be found in the proposal attached.
7. The work to be undertaken under this LoA must be complete before 30 November.
8. At completion, SPREP will provide a reconciliation to Victoria Link Limited outlining the actual costs expended.
9. SPREP and Victoria Link Limited shall co-operate to carry out the obligations in this Agreement in good faith.
10. SPREP and Victoria Link Limited may request each other to make variations to this Agreement. Requests for variations shall not be unreasonably withheld.



Tagaloa Cooper-Halo

Officer in Charge
Secretariat of the Pacific Regional Environment
Programme (SPREP)



Gary Ward,

General Manager,
Knowledge Services,
Victoria Link Limited

Date: _____

2/10/19

Date: _____

4 October 2019