

2018 -01- 1 8

Ref. No. 2017-0045

Project

Diariennr.

Sign.

2017-0045 | EB

**Agreement between the Swedish International Centre for Local Democracy (“ICLD”) and Piteå Municipality on financial contribution from the Municipal Partnership Programme.**

**Background**

Piteå Municipality has applied to the ICLD for financing of the Project “Implementation of actionplan for a sustainable An Giang province” (herein referred to as the “Project”) as part of the co-operation with An Giang Province, Vietnam.

*The ICLD considers the application to be interesting, well planned and having a clear potential for poverty reduction and to improve the life of farmers. The project relevance to the ICLD in terms of its objectives is deemed sufficient.*

The ICLD has made its decision about financing. Piteå Municipality and An Giang Province have consented to be included in the following agreement concerning financial subsidies to implement the Project.

The agreement is valid from 1 January 2018.

**1 Piteå Municipality's undertaking**

- 1.1 Piteå Municipality will implement the Project in accordance with the agreed proposal and agreed budget, attachment 1.
- 1.2 Deviations from the proposal and/or the agreed budget must be communicated to and approved by the ICLD before these are made. If Piteå Municipality deviates from the approved application and/or the budget without the approval of the ICLD, the ICLD is within its right to withhold funding.
- 1.3 Piteå Municipality will conduct the Project in accordance with the Municipal Partnership Programme's established guidelines and budget guidelines.
- 1.4 The ICLD Code of Conduct is an integral part of this agreement and is applicable to the partners in this Project, attachment 2. The authorized signatory of Piteå Municipality hereby certifies that the Code of Conduct has been agreed to by the project participants in Sweden as well as by the participants in the partner country.
- 1.5 Piteå Municipality will report on the Project to the ICLD no later than the following dates;

<b>Project Type</b>	<b>Reporting no later than:</b>
Development/expansion:	1 August 2018
Inception Phase and Dissemination:	1 February 2019
Project and Steering Group:	1 February 2019 for the first year, 1 February 2020 for the second year if applicable and 1 February 2021 for the third year if applicable.

All reports shall include results and accounts. The reporting will be carried out in accordance with the accountancy rules stated by the ICLD.

- 1.6 The ICLD audit instructions are an integral part of this agreement and are applicable to the partners in this Project, attachment 3.

## **2 The ICLD's undertaking**

2.1 The ICLD undertakes to refund Piteå Municipality for the actual costs of conducting the Project in accordance with the approved budget, attachment 1. The following maximum amounts have been approved:

- 2017: 455000.00 SEK
  
- 2018: 455000.00 SEK
  
- 2019: 448000.00 SEK

Please note that budget expenditures cannot be transferred between expenses and labour costs.

2.2 Costs incurred are refunded to Piteå Municipality in accordance with 2.1 when the report and costs have been approved by ICLD. Projects and Steering Groups lasting for several years shall report on an annual basis and costs are then refunded yearly.

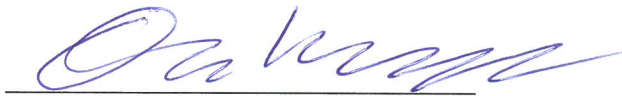
**3 Other**

3.1 This agreement is in accordance with the agreement between the Swedish Development and Cooperation Agency (Sida) and the ICLD on the financing of the Municipal Partnership Programme dated 2015-11-19. Should the agreement with Sida be subject to changes, the ICLD retains the right to change this agreement.

3.2 Any changes to this agreement are to be made in writing.

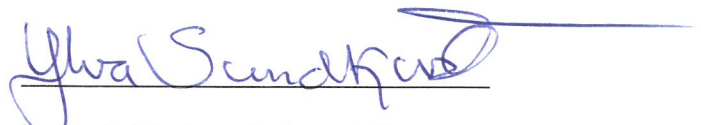
Each party has retained a copy of this agreement.

Signature of ICLD representative:



Olov Berggren, Secretary General

Signature of authorised signatory for  
municipality/county council/region:



Name in block capitals and title:

YLVA SUNDKVIST

Place and date:

Vishy 22/1-17

Place and date:

Piteå 2018-01-16

# ICLD

## Swedish International Centre for Local Democracy

### Code of Conduct

### for the Swedish International Centre for Local Democracy and its partners

#### Introduction

The remit of the Swedish International Centre for Local Democracy (ICLD) is to support local democratic development by various means through cooperative ventures in a range of low- and medium-income countries. Activities include research and development cooperation, education and training, and partnership between Swedish public stakeholders (primarily municipalities), on the one hand, and their counterparts in partner countries on the other.

Every year, hundreds of people in these countries and Sweden are directly involved in the Centre's activities.

For cooperation to run smoothly, all participants are required to work for solidarity and mutual interpersonal trust and respect. It is important to consider how our conduct in different contexts can be perceived.

Participating in any of the ICLD's activities entails a major responsibility. Stakeholders represent not only the ICLD but also Sweden and Sweden's international commitments.

This Code of Conduct applies to everyone who carries out work on behalf of the ICLD: staff, experts, consultants and other people involved in the Municipal Partnership Programme.

All these individuals must be well versed in the Code of Conduct. It is provided as an annex to employment contracts; in conjunction with other agreements with consultants and experts; and in Municipal Partnership contexts.

Anyone who observes a deviation from these guidelines must report it to the ICLD's Secretary-General or administrative manager, who will take appropriate measures.

The ICLD's Board of Directors adopted this Code of Conduct on 24 February 2010 and updated it on 24 April 2014.

#### Guidelines

##### Abuse of position of power

In the course of your work abroad, you will come into contact with many people who are, or who perceive themselves to be, in a position of dependence on you.

Irrespective of whether the person concerned is genuinely in a position of dependence on you or merely feels that this so, you must never make improper use of your position of power as an international representative. Neither may you use your position of power to dispense advantages other than those that would normally have been received. Your behaviour and manner of engaging with others must be such that no perception that you demand or expect various services to be performed, and/or benefits to be given, can ever arise.

Sexual relationships with people who are, or may be perceived as being, in positions of dependence on you are markedly inappropriate and must be rigorously avoided, since through such relationships you risk placing the other person in a situation with adverse consequences, both in the course of the relationship and in the future.

#### Discrimination

You must not discriminate against any individual person or group, irrespective of gender, age, ethnic origin, religion, sexual preference, political outlook or disability, either among any international staff or local employees or among the population in the region. Neither may you discriminate against anyone on the basis of his or her social status or nationality.

**Discrimination is regulated by Swedish legislation.**

#### Corruption

You must not get involved in corruption by giving or receiving bribes, in the form of either money or other benefits that would serve the purpose of giving you advantages in relation to others. In many countries, bribery is a common phenomenon. When you are offered a gift or other benefit you must be very careful considering the legislation on corruption and bribery.

The following provision is contained in an agreement between the Swedish International Development Cooperation Agency (Sida) and the ICLD:

The ICLD must explicitly forbid its staff, organisations in receipt of grants and their employees, and also consultants in projects and programmes funded by Sida, to receive or allow themselves to be promised, and to request, provide, promise or offer, any bribe or other improper reward, remuneration, compensation, gain or benefit of any kind that may constitute illegal or improper behaviour. (Unofficial translation)

**Bribery and corruption are regulated by Swedish legislation.**

#### Organised crime

You must avoid all forms of contact with organised crime. This involves being aware of organised criminal activities and their ramifications when you change money, choose a home or select a restaurant to visit, and in numerous other everyday situations.

Regarding trafficking in human beings, you must be aware not only that such trafficking takes place with the intention of sexual exploitation but that it also exists with respect to areas like domestic and gardening help.

**Receiving stolen goods, which often occurs in conjunction with trading on the black market, is regulated by Swedish legislation.**

Paying for sex

Purchase of sexual services during your work abroad is not permitted.

Here, 'purchase of sexual services' means not only buying sexual services from prostitutes, visits to brothels etc. It also refers to 'private assistance' in the form of paying bills, rent, school fees and so on in exchange for sexual services.

Neither is visiting porn clubs, strip clubs and similar venues allowed. This may involve supporting crime, such as the sex trade and other criminal activities.

**Commercial sex is regulated by Swedish legislation.**

Sexual assault

All forms of sexual assault are absolutely prohibited, as are all forms of sexual contact with children, i.e. people aged below 18 years.

**Sexual assault against children is regulated by Swedish legislation.**

Sexual harassment

No one should need to be subjected to sexual harassment. 'Sexual harassment means such unwanted conduct based on sex, or unwanted conduct of a sexual nature, that violates the integrity of the employee at work' (Swedish Equal Opportunities Act, Section 6).

**Sexual harassment is regulated by Swedish legislation.**

Pornography

You must keep your workplace free from all pornographic material.

Neither may you use the technical equipment, computers etc. that your organisation provides to view or spread pornographic material. All dealings with materials characterised by child pornography are totally prohibited outside the workplace as well. Accommodation at 'clean' ('porn-free') hotels only, as far as possible, must be booked.

**Child pornography, including both possession and dissemination, is regulated by Swedish legislation.**

Alcohol

You must adopt a restrictive attitude towards alcohol and alcohol consumption.

While on duty, you are permitted to consume alcohol only in exceptional cases: at public dinners and similar festivities. On these occasions, it is particularly important for consumption to take place on a very small scale. During your leisure time, too, you should consume alcohol only in moderation.

Driving a vehicle after consuming alcohol is totally prohibited.

**Combining alcohol with driving is regulated by Swedish legislation.**

Substances classified as narcotic

All forms of dealings with and handling of substances classified as narcotic are prohibited.

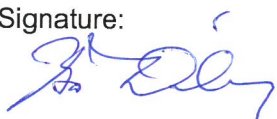
**Dealings with substances classified as narcotic are regulated by Swedish legislation.**

The undersigned has studied the above Code of Conduct and undertakes to follow the guidelines in working for the ICLD.

Place and date:

PITRA 2018-01-16

Signature:



Name in typescript or block capitals:

Bo WIBERG



## Anvisningar för revisorer

Granskning av projekt i Kommunala Partnerskapsprogram.

Granskning av stöd i Kommunala Partnerskapsprogram erhållna av föreningen Internationellt Centrum för Lokal Demokrati, ICLD, ska utföras av auktoriserad revisor. Granskningen skall utföras enligt god revisionssed och revisorn ska uttala sig i enlighet med tillämplig standard för näralliggande tjänster, SNT 4400, huruvida den finansiella redovisningen är i överensstämmelse med kommunens bokföring samt avtalad budget. Revisorn ska yttra sig om följande granskningsåtgärder:

1. Den ekonomiska redovisningen är upprättad i enlighet med avtalade villkor.
2. Kostnader i den ekonomiska redovisningen överensstämmer med kommunens bokföring och är uppkomna under den avtalade projektperioden.
3. Kostnaderna i den ekonomiska redovisningen är rimliga med utgångspunkt från projektbeskrivningen och i enlighet med avtalad budget.
4. Kostnaderna i den ekonomiska redovisningen är upptagna exklusive moms.
5. Kostnaderna i den ekonomiska redovisningen har godkänts i enlighet med kommunens gällande attestordning.
6. Kostnader avseende nedlagd tid i projektet understöds av tidsredovisning, godkänd av överordnad chef.
7. Kostnader uppkomna hos samarbetsorganisationen är styrkta med erforderliga underlag alternativt granskade av lokal revisor
8. Rapportera uppenbara brister som har uppmärksammats i den interna kontrollen och som kan ha påverkat kvalitén i den ekonomiska redovisningen.

Revisorn ska, som grund för sin rapport, använda de bevis som inhämtats under uppdraget. Revisorn ska söka vägledning i SNT 4400 vid utformning av sin rapport och rapportera faktiska iakttagelser samt innehålla följande grundläggande delar:

- Rubrik
- Mottagare (den granskade organisationen)
- Vilken tidsperiod granskningen avser och granskat belopp
- Identifiering av den särskilda ekonomiska information som blivit föremål för de överenskomna granskningsåtgärderna
- Ett uttalande att uppdraget utförts enligt SNT 4400 *Granskning enligt särskild överenskommelse rörande finansiell information*
- En uppräknning av de särskilda granskningsåtgärder som utförts
- En beskrivning av revisorns faktiska iakttagelser, inklusive en tillräckligt detaljerad beskrivning av de fel och avvikelser som påträffats
- Datum, ortsangivelse samt revisorns underskrift

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**Dnr 2017-0045**  
Svensk part *Friid kommun*  
Samarbetspart *An Giang's Peoples committee*  
Land *Vietnam*  
Beslutsdatum 2018-01-01  
Redovisas senast 2019-02-31

**Projektnamn**  
Implementation of action plan for a sustainable An Giang province  
**Projektnr.** 2 018  
1

**Kontoinformation**  
Pg 127230-1  
Bg  
Marketing

	Kommunens kalkyl				ICLD Beslut				Kommunens redovisning				Referens t huvudboken
	Pers	No	à	Total	Pers	No	à	Total	Pers	No	à	Total	
<b>OMKOSTNADER</b>													
Aktivitet 1													
Workshops Vietnam		15		45 000		0		0				0	
Informationmaterial Vietnam				20 000				20 000				20 000	
Experts Vietnam and Sweden				75 000			max 4200	75 000				75 000	
				0			0	0				0	
An Giang to Pitea				0			0	0				0	
tickets				0		7	1 14 000	98 000				0	
food/accomodation				0		7	6 1 500	63 000				0	
visa				0		7	1 900	6 300				0	
<b>Aktivitet 2</b>													
An Giang to Pitea													
tickets				7		1 14 000	0	0				0	
food/accomodation				7		6 1 500	0	0				0	
visa				7		1 900	0	0				0	
Pitea to An Giang													
tickets				4		1 13 000	4	13 000				52 000	
food/accomodation				4		6 800	4	6 800				19 300	
vaccination				4		2 400	4	2 400				3 200	
<b>Obligatoriska poster</b>													
Oflutsedda kostnader <sup>1</sup>				No		à	Total	No		à	Total	No	
Revision <sup>2</sup>				10 000			10 000				0		
				7 000			7 000				0		
<b>DELSUMMA OMKOSTNADER</b>				398 800			353 800				0		
<b>ARBETSINSATSER</b>													
Aktivitet 1													
swedish participants in Vn				Pers	No	Pris	Total	Pers	No	Pris	Total	Pers	No
preparation for going to Vn				4		6 1 500	36 000	4		6 1 500	36 000		
				1		6 3 200	19 200	1		6 3 200	19 200		
				0		0	0	0		0	0		
				0		0	0	0		0	0		
				0		0	0	0		0	0		
<b>Aktivitet 2</b>													
preparation for visits in Sweden				Pers	No	Pris	Total	Pers	No	Pris	Total	Pers	No
Loss of income Swedish staff				1		5 3 200	16 000	1		5 3 200	16 000		
				1		12 2 500	30 000	1		12 2 500	30 000		
				0		0	0	0		0	0		
				0		0	0	0		0	0		
				0		0	0	0		0	0		
<b>DELSUMMA ARBETSINSATSER</b>				101 200			101 200				0		
<b>TOTAL ANSLAGSRAM<sup>3</sup></b>				500 000			455 000				0		

Specification av eventuella kostnader för materialförbrukning upptagna i budgeten (tydlig motivering ska framgå i ansökan):  
Det krävs bra informationsmaterial i samband med work shops och seminarier

Specification av eventuella konsultkostnader upptagna i budgeten (namn, kompetens, syfte), (tydlig motivering ska framgå i ansökan):  
Experter, LTU, professor Jan Daal samt andra experter som krävs för framgångsrik support i samband med workshops och seminarier

Motivering till eventuell löskostnad upptagen i budgeten (kan endast ersättas om det här framgår att motparten inte kan tillhandahålla denna tjänst):

Eventuella övriga kommentarer till budgeten:  
Bedömer att kostnaderna fördelas ganska jämt under 3 år så därför är budgeten lika för alla tre åren.

**Noter**

1: Oflutsedda kostnader skall uppgå till minst 2% och högst 4% av total anslagsram.  
2: Som lägst ska 7 000 kr alternativt 2 % av total anslagsram budgeteras.  
3: Total anslagsram skall anges i jämna hundratal, avrunda separata poster om så inte är fallet.

**Dnr 2017-0045**  
Svensk part Piteå kommun  
Samarbetspart An Giang's Peoples committee  
Land Vietnam  
Beslutsdatum 2018-01-01  
Redovisas senast 2020-02-01

**Projektnamn**  
Implementation of action plan for a susi  
**Projektnr** 2  
2 019

**Kontoinformation**  
Pg 127230-1  
Bg  
Märkning

OMKOSTNADER	Kommunens kalkyl			ICLD Beslut			Kommunens redovisning			Referens i huvudboken
	Pers	No	Total	Pers	No	Total	Pers	No	Total	
Aktivitet 1			45 000		0	0				
Workshops Vietnam	15		45 000			0				
Informationmaterial Vietnam			20 000			20 000				
Experts Vietnam and Sweden			75 000		max 4200	75 000				
An Giang to Piteå			0			0				
tickets	0	7	14 000	7	1	98 000				
food/accommodation	0	7	1 500	6	1	63 000				
visa	0	7	1 900	7	1	6 300				
Aktivitet 2										
An Giang to Piteå										
tickets	7	1	14 000	7	1	0				
food/accommodation	7	6	1 500	7	6	0				
visa	7	1	900	7	1	0				
Piteå to An Giang										
tickets	4	1	13 000	4	1	52 000				
food/accommodation	4	6	800	4	6	19 300				
vaccination	4	2	400	4	2	3 200				
Obligatoriska poster										
Oförutsedda kostnader <sup>1</sup>			10 000			10 000				
Revision <sup>2</sup>			7 000			7 000				
<b>DELSUMMA OMKOSTNADER</b>			<b>388 800</b>			<b>353 800</b>			<b>0</b>	
<b>ARBETSINSATSER</b>										
Aktivitet 1										
swedish participants in Vh	4	6	1 500	4	6	1 500				
preparation for going to Vh	1	6	3 200	1	6	3 200				
			0			0				
			0			0				
			0			0				
Aktivitet 2										
preparation for visits in Sweden	1	5	3 200	1	5	3 200				
Loss of income Swedish staff	1	12	2 500	1	12	2 500				
			0			0				
			0			0				
			0			0				
<b>DELSUMMA ARBETSINSATSER</b>			<b>101 200</b>			<b>101 200</b>			<b>0</b>	
<b>TOTAL ANSLAGSAM<sup>3</sup></b>			<b>500 000</b>			<b>455 000</b>			<b>0</b>	

Specification av eventuella kostnader för material/utrustning/tryckning upptagna i budgeten (tydlig motivering ska framgå i ansökan).  
Det krävs bra informationmaterial i samband med work shops och seminarier

Specification av eventuella konsultkostnader upptagna i budgeten (namn, kompetens, syfte), (tydlig motivering ska framgå i ansökan).  
Experter, LTU professor Jan Dahl samt andra experter som krävs för framgångsrik support i samband med workshops och seminarier

Motivering till eventuella tolkkostnader upptagna i budgeten (kan endast ersättas om det här framgår att motparten inte kan tillhandahålla denna tjänst):

Eventuella övriga kommentarer till budgeten:  
Bedömer att kostnaderna fördelas ganska jämt under 3 år så därför är budgeten lika för alla tre åren.

Noter  
1: Oförutsedda kostnader skall uppgå till minst 2% och högst 4% av total anslagsram.  
2: Som lägst ska 7 000 kr alternativt 2 % av total anslagsram budgeteras.  
3: Total anslagsram skall anges i jämna hundratal, avrundade separata poster om så inte är fallet.

**Dnr 2017-0045**  
Svensk part Piteå kommun  
Samarbetspart An Giang's Peoples committee  
Land Vietnam  
Beslutsdatum 2018-01-01  
Redovisat senast 2021-102-01

**Projektnamn**  
Implementation of action plan for a sustainable An Giang province  
**Projektnr** 3  
2 020

**Kontainformation**  
Pg 127230-1  
Bg  
Märkning

OMKOSTNADER	Kommunens kalkyl				ICLD Beslut				Kommunens redovisning				Referens i huvudboken		
	Pers	No	à	Total	Pers	No	à	Total	Pers	No	à	Total			
Aktivitet 1	15			45 000		15		0				0			
Workshops Vietnam				20 000				20 000				0			
Informationmaterial Vietnam				55 000				50 000				0			
Experts Vietnam and Sweden				20 000				18 000				0			
Evaluation				0				0				0			
An Giang to Piteå				0				0				0			
tickets				0				0				0			
food/accommodation				0				0				0			
visa				0				0				0			
Aktivitet 2				7		1	14 000	98 000				0			
An Giang to Piteå				7		5	1 500	52 500				0			
tickets				7		1	1 200	8 400				0			
food/accommodation				7		1	0	0				0			
visa				7		1	0	0				0			
Piteå to An Giang				4		1	13 500	54 000				0			
tickets				4		6	800	19 300				0			
food/accommodation				4		2	500	4 000				0			
vaccination				4		2	500	4 000				0			
Obligatoriska poster				No		à	Total	No		à	Total	No		à	Total
Ofruttsadea kostnader <sup>1</sup>				12 000			12 000				12 000				0
Revision <sup>2</sup>				7 000			7 000				7 000				0
<b>DELSUMMA OMKOSTNADER</b>				<b>395 200</b>			<b>343 200</b>				<b>0</b>				<b>0</b>

ARBETSINSATSER	Kommunens kalkyl				ICLD Beslut				Kommunens redovisning				Referens i huvudboken	
	Pers	No	à	Total	Pers	No	à	Total	Pers	No	à	Total		
Aktivitet 1	4			15 000		4		30 000				0		
swedish participants in Vh				3 200		1		16 000				0		
preparation for going to Vn				0				0				0		
				0				0				0		
				0				0				0		
Aktivitet 2				1		9	3 200	28 800				0		
preparation for visits in Sweden				1		12	2 500	30 000				0		
Loss of income Swedish staff				0				0				0		
				0				0				0		
				0				0				0		
<b>DELSUMMA ARBETSINSATSER</b>				<b>104 800</b>			<b>104 800</b>				<b>0</b>			<b>0</b>

**TOTAL ANSLAGSRAM** 500 000 448 000

Specification av eventuella kostnader för material/utrustning/tyckning upptagna i budgeten (tydlig motivering ska framgå i ansökan):  
Det krävs bra informationmaterial i samband med work shops och seminarier  
Specification av eventuella konsultkostnader upptagna i budgeten (namn, kompetens, syfte), (tydlig motivering ska framgå i ansökan):  
Expert: L TU professor Jan Dahl samt andra experter som krävs för framgångsrik support i samband med workshops och seminarier  
Motivering till eventuellt tolkostnad upptagna i budgeten (kan endast ersättas om det här framgår att motparten inte kan tillhandahålla denna tjänst):

Eventuella övriga kommentarer till budgeten:  
Bedömer att kostnaderna fördelas ganska jämt under 3 år så därför är budgeten lika för alla tre åren.

**Noter**  
1: Ofruttsadea kostnader skall uppvä till minst 2% och högst 4% av total anslagsram.  
2: Som lägst ska 7 000 kr alternativt 2 % av total anslagsram budgeteras.  
3: Total anslagsram skall anges i jämna hundratal, avrundade separata poster om så inte är fallet.